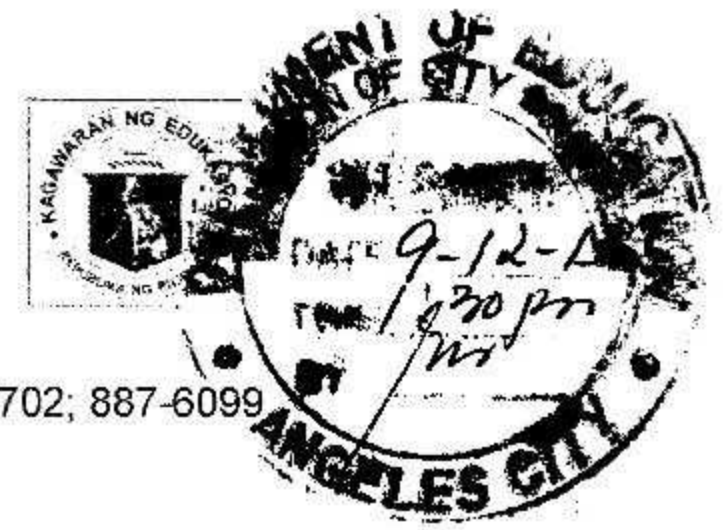


Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
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MEMORANDUM

To : PSDS, Secondary and Elementary School Principals, School Heads and Non-Teaching Personnel

From : OIC-Schools Division Superintendent

Date : Sept. 13, 2013

Subject : Data Gathering of Personnel Information


In accordance with the unnumbered memorandum from ASEC Reynaldo D. Laguda, dated August 23, 2013 thru the Regional Director, Dr. Isabelita M. Borres and as part of the reform initiative of the Department, there is an on-going effort to establish a national database of DepEd personnel to support decision-making on personnel matters and eventually to provide more efficient personnel services. The initial task is to gather and organize information on all nationally-funded personnel. In this regard, an orientation and planning of data-gathering of personnel information will be conducted on **September 17, 2013, 1:00 o'clock in the afternoon at the Gabaldon Hall, Pulungbulu, Angeles City.**

The abovementioned activity shall involve HRMO, District Heads, Elementary and Secondary Principals and School Heads together with their designated encoders, as it aims to communicate data-gathering guidelines, procedures and tools to ensure that the objectives and outputs for this activity are achieved.

Each school is required to send at least one (1) designated encoder. Participants are expected to bring the following:

- a. Laptop
- b. Sample PDS in hardcopy

For your strict compliance.


LUZ C. ARRIOLA
OIC-Schools Division Superintendent