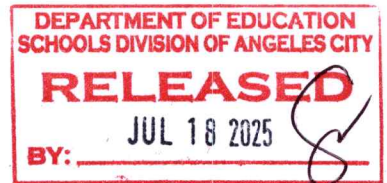




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



18 Jul 2025

DIVISION MEMORANDUM
No. 228, s. 2025

DIVISION ORIENTATION ON THE HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) AND RECORDS MANAGEMENT SYSTEM (RMS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1 In line with the Department of Education's commitment to continuous innovation and improvement in administrative processes through digital transformation, the Schools Division Office of Angeles City will conduct an orientation on the implementation of the Human Resource Management System (HRMS) and the Records Management System (RMS) on July 22, 2025 at the Gabaldon Buidling, SDO Angeles City.

2. This initiative aims to ensure efficient utilization of these platforms and to foster a deeper understanding of their functionalities and benefits, particularly in the areas of service delivery, compliance, and data integrity.

3. The objectives of the activity are as follows:

- To provide an overview of the HRMS and RMS platforms
- To capacitate School Heads and Division Personnel on how to navigate, input, and retrieve data from the systems.
- To ensure proper documentation and management of personnel records and official communications using the digital platforms.

4. The Schedule and Participants:

9:00 AM – 12:00 NN: Public Elementary and Secondary School Principals
1:30 PM – 4:00 PM: Division Personnel

5. A registration fee of P150.00 shall be collected to cover expenses for meals of the participants. The meals for the speaker and his team shall be charged to the Division MOOE and participants from schools shall be charged to School MOOE or other local funds subject to existing accounting and auditing rules and regulations.

6. Immediate and wide dissemination of this memorandum is earnestly desired.



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF ANGELES CITY

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.:

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

HRMS RMS

MCS/AOV/July 17, 2025



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