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

15 Oct 2026

DIVISION MEMORANDUM
No. 394, s. 2026

UPDATING OF PERSONNEL PROFILES IN THE HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. To ensure the effective implementation and utilization of the Human Resource Management System (HRMS) in support of the Schools Division Office of Angeles City's continuing efforts toward excellence in Human Resource Management under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), all personnel are directed to update and complete their respective profiles in the system.

2. The updating of personnel profiles is essential to ensure the accuracy and completeness of employee information and to enable the proper functioning of the system's existing and succeeding modules. Notably, another feature targeted for introduction within the year is the **online request for Certificate of Employment (COE) through the HRMS**. Once implemented, this feature is expected to facilitate a more convenient and efficient process for requesting the said document

3. In this regard, all concerned School Heads are requested to ensure that their personnel complete the necessary updates **on or before October 31, 2026**. Division Office personnel who have not yet updated their profiles are likewise directed to comply within the same period.

4. For technical assistance or concerns encountered during the updating process, concerned personnel may coordinate with the ICT Unit for appropriate guidance and support.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

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Digitally signed by Edgard C. Domingo
Date: 2026.10.15 15:52:17 +08'00'

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

Encl.: None
Reference: As stated
PRIME HRM HRMS PROFILE UPDATING
MCS/AOV/October 14, 2026

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