



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

30 Nov 2023

DIVISION MEMORANDUM
OSDS No. **16,9** s. 2023

LAUNCHING OF THE HUMAN RESOURCE
MANAGEMENT SYSTEM (HRMS)

To: All Teaching and Non-Teaching Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officer II
All Others Concerned

1. To officially implement the innovative practice of the office providing personnel administration services to the management and personnel of the schools' division office, this division, through the Administrative Unit-Personnel Section, shall conduct the **"Launching of the Human Resource Management System (HRMS)" on December 4, 2023, at 8 o'clock in the morning** at the Schools Division Office Conference Hall.
2. The activity aims to establish and institutionalize the system as a viable tool that facilitates the efficient and effective implementation of division office processes towards the achievement of organizational targets.
3. The following enclosures contain the details on the program implementation:
 - Enclosure 1: Program of Activity
 - Enclosure 2: Project Management Team
 - Enclosure 3: Guidelines on the Operationalization of the HRMS
4. For inquiries and clarifications, contact Nerie H. Tresbe, Administrative Officer IV through telephone number (083) 228 -3742.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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5. For guidance and compliance of all concerned.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated.

Reference: NONE

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

PROGRAMS

PROJECTS

RBF/DM- launching of the human resource management system (HRMS)
0000/November 30, 2023

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Enclosure 1

PROGRAM OF ACTIVITY

Date		Activity	Person Responsible
December 4, 2023	7:45 a.m. – 8:00 a.m.	Preliminaries/Flag Ceremony	Unit In-charge
	8:01 a.m. – 8:10 a.m.	Opening Remarks	Nerie H. Tresbe Admin. Officer IV
	8:11 a.m. – 8:20 a.m.	Statement of Purpose	Carlo P. Divedor, CPA Accountant III
	8:21 a.m. – 8:30 a.m.	Presentation of the Human Resource Management System (HRMS)	Arlene L. Albuna Admin. Officer IV
	8:31 a.m. – 8:45 a.m.	Message of Support	Leonardo M. Balala, CESE SDS
	8:46 a.m. – 8:50 a.m.	Acknowledgment of the Project Team and Giving of Certificates of Recognition	Leonardo M. Balala, CESE SDS
			to be assisted by:

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			<p>Jasmin P. Isla ASDS</p> <p>Ronald Jim S. Somera Admin. Officer V</p>
<p>OMAR KEVIN HUBERO <i>EMCEE</i></p>			

Enclosure 2

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Enclosure 3

**GUIDELINES ON THE OPERATIONALIZATION OF HUMAN RESOURCE
MANAGEMENT SYSTEM**

I. Rationale

With the purpose of providing personnel administration services to the management and personnel of the schools' division office and to transform its Human Resource Management (HRM) from transactional to strategic HRM, a mechanism to establish a unified Human Resource Management System (HRMS) profiling system for the Schools Division of South Cotabato personnel is created.

This innovation stemmed from the introduction of the Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Efficiency in Human Resource Management (PRIME-HRM). The strategic direction of the Department of Education (DepEd) is focused on developing a competency-based human resource approach. Consequently, it is imperative for the office to establish a cohesive human resource system that incorporates the four key areas of HR functionality: recruitment, selection, placement, performance management, learning and development, and rewards and recognition.

The operationalization of the HRMS supports the operation of the SDO to manage human resources and related processes throughout the employee life cycle. The HRMS is more than a technological upgrade; it is a strategic move towards compliance with CSC and DepEd standards. It not only addresses immediate challenges but also positions the division to meet future HR demands effectively. The user-centric approach taken in the development of the HRMS ensures that it caters to the diverse needs of different schools, fostering a more inclusive and collaborative HR environment.

The system is utilized to support a variety of human resource functions, including payroll, recruitment, training, and the administration of monetary and non-monetary benefits, as well as to hold employee information.

These guidelines serve as a support mechanism in the implementation of a quality management system to ensure that the office processes are schematic, relevant, and well-documented.

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PROJECT MANAGEMENT TEAM

	Name	Position/Office
Consultants	Leonardo M. Balala, CESE	SDS
	Jasmin P. Isla	ASDS
Project Proponents/ System Managers	Nerie H. Tresbe	Administrative Officer IV
	Arlene L. Albuna	Administrative Officer IV
	Nerie H. Tresbe	Administrative Officer II
	Rochel Jan C. Ila	Administrative Officer II
System Developers	Mark Lester V. Caspillo	Administrative Officer II
	Rochel Jan C. Ila	Administrative Officer II
System Support	Vincent Celda	ICT Unit
Data Validator	Ronald Jim S. Somera	Administrative Officer V
	Nerie H. Tresbe	Administrative Officer IV
Technical Working Group Members	Administrative Officer II	School / Cluster Offices

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II. Objectives

The HRMS shall serve as the official source of data on school division employees' profiling. It aims to enhance the effectiveness and efficiency of human resource management and the processes in the DepEd Schools Division of South Cotabato.

The Human Resource Management System (HRMS) is designed to:

1. Automate and streamline the systems and procedures related to human resources;
2. Centralize employee data via an electronic database;
3. Encourage employees to spend more time on their tasks by eliminating redundant work and reducing their workloads;
4. Ensure the accuracy of employee information;
5. make systematic and efficient data gathering and management of employees' information with the aid of technology;
6. Efficient management of employee records;
7. Provide vital information in support of management decisions and strategic plans; and
8. Capacitate the administrative services in the provision of valid data requirements to other recipient agencies such as the CSC, the Department of Management (DBM), the Commission on Audit (COA), and the Government Service Insurance System (GSIS), among others.

The HRMS shall ensure the security of information by limiting access to authorized individuals and utilizing the data solely for its intended purpose.

III. Scope

The HRMS shall be operationalized to manage the employees' information about the school division personnel, including teaching and non-teaching, to support the operation of the Personnel Services Unit.

IV. Definition of Terms

For the purpose of these guidelines, the following terms are defined or understood as follows:

- a. **Employees' profiling** refers to the information of an employee, including the name, family background, education, eligibility, work experience, voluntary work, learning and development, special skills and hobbies, non-academic distinctions, membership in an association, and references.

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- b. **Human Resource Management System** refers to a database system developed and conceptualized by the employees of DepEd, Schools Division of South Cotabato that would store important and relevant data needed to facilitate employees' records and claims for the official use of division personnel, non-implementing unit schools and implementing unit school both teaching and non-teaching personnel.

V. HRMS Process

A. Accessing the HRMS

1. The HRMS is under the management of the Administrative Unit - Personnel Section. Only the authorized system managers have personal user accounts to access all the features of the system. The system can be accessed through the web by the user. The employees are given user accounts in consideration of their authorized access and privileges. SDO personnel shall have access only to the following:
 - a. All the personal information of the user
 - b. Facility for the viewing of the employee list
 - c. Facility for updating the personal data
 - d. Facility for the submission of encoded data
2. User accounts in the system are under the management and approval of the User Account Administrator. The issuance of user accounts to individual users shall be at the request of the employee.

B. Encoding of Data and Information in the System

1. Each employee shall be responsible for the initial encoding and updating of their respective data.
2. Administrative Officer II is responsible for updating the personnel profiles of their respective personnel in school or in cluster offices.
3. The encoding and housekeeping of data shall happen twice a year, during the first quarter and last quarter of the calendar year. Updating of the information may be done at any time of the year as the need arises.

C. Generation of Reports and Forms from the System

1. Only the system managers are allowed to generate reports and forms from the system.

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2. The generated documents shall be subjected to review by Administrative Officer II and approval by Administrative Officer V before they can be disseminated, reproduced, or utilized.

D. Roles and Responsibilities

To ensure the efficient, effective, and sustainable utilization of the HRMS, the following roles and responsibilities shall be performed. Below are the roles and functions in relation to the use of the HRMS:

Person/Office	Roles and Functions
Schools Division Superintendent	Provide strategic directions to ensure institutionalization of HRMS in the division office
Administrative Officer V	Responsible for the validation of information and data encoded in the system
Administrative Officer IV	Responsible for the overall management and administration of the HRMS. Assign system managers to ensure efficient and effective utilization of the system.
System Managers	Responsible for the conduct of all activities related to the operation of the system. Ensure complete and accurate encoding of data and information in the system
System Developers	Ensure continuous service of the system. Provide support for the continuous improvement of the system.
System Support/ICT Unit Focal Persons	Responsible in the maintenance and troubleshooting of the technical problems in the system. Conduct regular monitoring and assessment of system performance to ensure availability and efficiency.

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	Provide technical assistance to HRMS users on technical issues relative to the system utilization.
Administrative Officer II	Responsible in the encoding and updating of data in the system.
Legal Office	Monitor and ensure the data information in the system are being used solely for its purpose and no data privacy acts are violated.

VI. References

DepEd Memorandum No. 14, s. 2020 "The DepEd Quality Management System Manual and Procedures and Work Instruction Manual"

DepEd Memorandum DM-HROD-2023-0617 "DepEd RO and SDO Office Functions v.3"

VII. Effectivity

1. The use of the HRMS shall be implemented at the Division Office intended for the SDO personnel.
2. This shall take effect immediately upon its issuance.

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