REGION MEMORANDUM
No. 191, s. 2013

DATA-GATHERING OF PERSONNEL INFORMATION

TO: All Schools Division Superintendents
This Region

ATTENTION: HRMO or HRMO-designate

1. Relative to the unnumbered memorandum issued from the Office of the Assistant Secretary and Chief of Staff, the Department of Education is undergoing effort to establish a national database of DepED personnel to support decision-making on personnel matters and eventually provide more efficient personnel services. The initial task is to gather and organize information on all nationally-funded personnel. In this regard, and orientation and planning for data-gathering of personnel information will be conducted on September 10, 2013 at the RELC Region XI, Davao City.

2. Participants to the orientation are the Regional and Division Human Resource Management Officers or HRMO-designate (1 pax per division).

3. Participants are expected to bring the following:
   a. Laptop,
   b. Sample PDS in hardcopy, and
   c. Any available electronic file containing the office’s personnel data.

4. Board and lodging of participants shall be charged against EPIP funds. Transportation cost of participants shall be charged against local funds.

5. For your information and strict compliance.

DR. ALLAN G. FARNAZO, CESO IV
OIC-Regional Director

Enclosures: As stated
Reference: DepED Unnumbered Memorandum dated August 23, 2013 from ASEC Reynaldo Laguda
To be indicated in the perpetual index under the following subjects:
   Human Resource Management
   Human Resource Information System
   Data Gathering