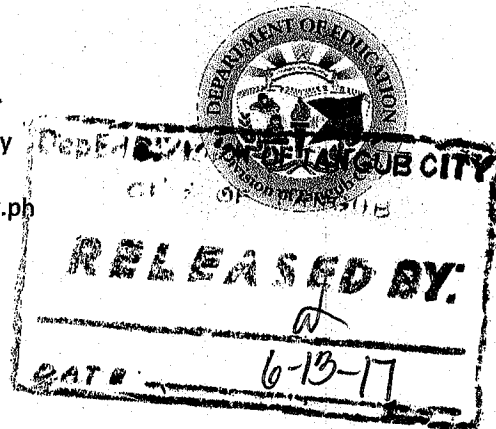




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum

No. **117**, s. 2017

TO: Principals, Head Teachers/FIC
both Elementary and Secondary Schools
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **Data Collection for Division HRIS**

DATE: June 13, 2017

1. This Office has been developing its own **Human Resource Information System (HRIS)** designed to automate and simplify human resource systems and processes. However, there are still missing data needed for the system.
2. In line with these, you are hereby directed to accomplish the needed data using the template provided.
3. You can get the excel template from the IT Officer or simply download it at <http://deped.in/tangubtemplate>.
4. Submission will be done in soft copy. No hard copy is required.
5. Deadline will be on June 21, 2017.
6. Immediate and wide dissemination of this Memorandum is desired.

VVG/ama06132017