



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

October 23, 2025

DIVISION MEMORANDUM

No. **732**, s. 2025

**LAUNCHING AND ORIENTATION OF HUMAN RESOURCE
MANAGEMENT INFORMATION SYSTEM (HRMIS) OF SDO BOHOL**

To: Assistant Schools Division Superintendent
PSDS/Acting PSDS
District ICT Coordinator
District AO II/HR Focal
All Others Concerned

1. In line with the Department of Education's continuous efforts to strengthen human resource management processes and ensure efficient and transparent personnel data management, the **Division of Bohol** will conduct the **Launching and Orientation on the Human Resource Management Information System (HRMIS) on October 27-28, 2025**, at **Reynas the Havens and Gardens**.
2. This is a 2-day live-in activity starting at **8:00 AM on Monday and end at 5:00 PM on Tuesday**. Breakfast will be served in the first day.
3. The activity aims to:
 - a. Introduce the HRMIS platform and its key features;
 - b. Orient school and district personnel on the proper use, updating, and maintenance of HR records through the system; and
 - c. Ensure the immediate and smooth implementation of HRMIS operations at the school level.
4. Since the District ICT Teachers will not be able to attend the scheduled HRIS Workshop due to the said schedule falls on the teachers' wellness break, the participants to this activity are the following:
 - 1 AO II or ADAS III/II within the district in leu of ICT with expertise in ICT
 - 1 District Administrative Officers II - HR Focal; and
 - 19 Division Office Top Management/Facilitators/TWG



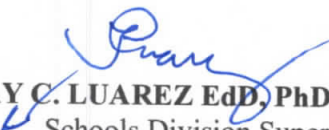
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5. Participants are advised to bring the necessary ICT equipment (e.g., laptops, data connectivity devices) to facilitate hands-on activities during the orientation.
6. Attendance to this activity is **compulsory**. Participants are expected to cascade the information and instructions to their respective school personnel upon return to their stations to ensure the **immediate implementation of HRMIS**.
7. Expenses relative to the conduct of this activity (meals and accommodations) shall be charged to Provincial SEF funds, while traveling and other incidental expenses of all participants shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. This Memorandum shall serve as your **Travel Order**.
9. For information and compliance.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent

ASDS/ECO/fina



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