



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

August 19, 2024

REGIONAL MEMORANDUM
 No. **958** s.2024

ON-SITE VISIT OF THE HRIS OF EASTERN SAMAR DIVISION

To: Schools Division Superintendents
 All Others Concerned

- As an offshoot to the 2nd Quarter Convergence-cum-Capacity Building of the Heads of the Administrative Service of the Regional Office and SDOs on July 29-31, 2024, this Office, through the Administrative Division, shall conduct an on-site visit of the Human Resource Information System (HRIS) of Eastern Samar Division in Borongan City, Eastern Samar on August 21-22, 2024, exclusive of travel time.
- The activity aims to provide hindsight on the HRIS of Eastern Samar Division to enable the participants to benchmark and replicate its best practices in their respective Offices, which would ultimately lead to an improved delivery of administrative services.
- The participants are as follows:

OFFICE	PARTICIPANTS	NUMBER
Regional Office - AD	Chief, SAO, AO V (Personnel, AMS, Cash, Procurement) and AO IV (GSU)	7
SDO	AO V AO (HRMO)	2 per SDO

The Schools Division Superintendents may authorize their respective Information Technology Officers (ITO) to participate in this activity.

- Transportation, meals, accommodation and other incidental expenses of the participants shall be charged against the local fund/MOOE of the RO and SDO subject to the usual accounting rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: None
 References: None

To be indicated in the Perpetual Index under the following subjects:
 ADMINISTRATIVE SERVICE HRIS ON-SITE VISIT

AD-EEC



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

