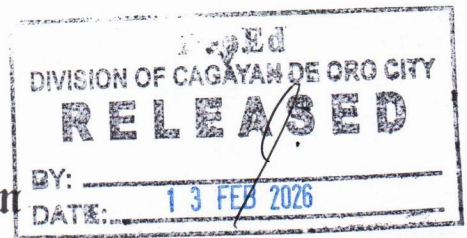




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

30 Jan 2026

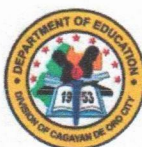
DIVISION MEMORANDUM

No. 165 s.2026

SYSTEM MAINTENANCE PRIOR TO THE SYSTEM MIGRATION OF HRIS v1

TO: Assistant Schools Division Superintendent
Public Schools District Supervisor
Elementary and Secondary School heads
All Guidance Counselor
All Concerned
This Division

1. To ensure a seamless transition to our new system architecture, the technical team will conduct monthly maintenance sessions on the current HRIS v1. These actions are vital for maintaining data integrity and ensuring the platform remains stable throughout the migration timeline.
2. Designated Technical Team
The following personnel are authorized to conduct the maintenance and data validation:
Christian Daohog
Godfrey Anthony Serojales
Jessie Ivan Gaspar
Nida Mandawe
3. Primary Objectives
Data Integrity: Validating and cleaning legacy data to prevent errors during transfer.
System Stability: Ensuring HRIS v1 remains operational for daily tasks during the bridge period.
Migration Readiness: Preparing the backend database structures for the final cutover.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandero.city@deped.gov.ph
Website: <https://depedcdo.net/>

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4. Maintenance Schedule

The system maintenance is officially scheduled for every 3rd Saturday of the month, effective from February 2026 through December 2026, at the Division Office – Cagayan de Oro City.

5. The participants shall be entitled to Compensatory Time Credit per CSC and DBM Joint circular No. 2 s 2004 on non-monetary remuneration for Overtime service rendered, specific attention on Section 5.

6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM HRIS
February 12, 2026



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Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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