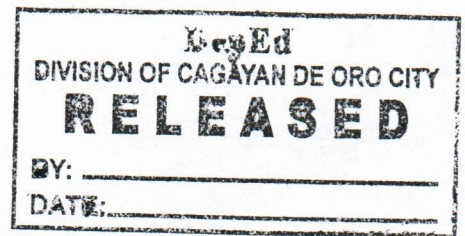




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 Jan 2026

DIVISION MEMORANDUM
No. 77 s.2026

**SYSTEM MIGRATION AND MAINTENANCE FOR HUMAN RESOURCE INFORMATION
SYSTEM (HRIS) VERSION 1**

TO: Assistant Schools Division Superintendent
All Concerned
This Division

1. In preparation for the upcoming system migration of the Human Resource Information System (HRIS) Version 1, a system maintenance activity shall be conducted to ensure data integrity, system stability, and overall readiness of the platform prior to migration.
2. Schedule:
January 17, 2026 (Saturday)
8:00 a.m. to 5:00 p.m
3. Venue:
4. DepEd Division of Cagayan de Oro (CDO)
5. In this connection, the following Non-Teaching Personnel are requested to attend and participate in the said activity:
Christian Daohog
Godfrey Anthony Serojales
Jessie Ivan Gaspar
Nida Mandawe
6. All Non-Teaching Personnel involved on the specified dates are entitled to overtime after office hours, which shall be credited as Compensatory Time Off (CTO) in accordance with CSC-DBM Joint Circular No. 2, s. 2004 ("Non-Monetary Remuneration for Overtime Services Rendered"), as amended by CSC-DBM Joint Circular No. 2-A, s. 2005, and other applicable policies on CTO/Compensatory Overtime Credit (COC).
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair



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Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

8. 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
January 12, 2026

Competence
Diligence
Outstanding Integrity



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