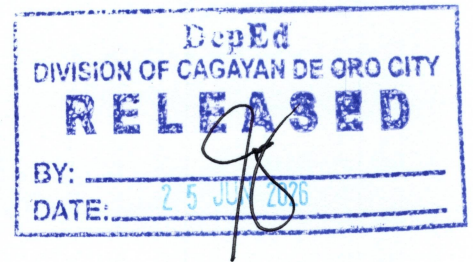




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

24 June 2026

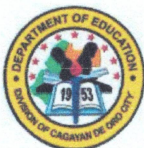
DIVISION MEMORANDUM

No. 587 s.2026

Unified Scheduling and Reservation Platform for Schools via HRMIS Portal

TO: Assistant Schools Division Superintendent
Chiefs of Functional Divisions (CID and SGOD)
Unit and Section Heads (Administrative, Finance, ICT, Legal, Cash, Records, Personnel, Supply)
Elementary and Secondary School heads
Administrative Officer II
Administrative Assistant II and III
All Others Concerned
This Division

1. Starting June 29, 2026, all Form 6 submissions and other personnel-related documents, including Service Credits and Compensatory Time Off (CTO) applications, shall be processed through the Unified Scheduling and Reservation Platform for Schools.
2. This platform is being implemented to streamline transactions and minimize delays in the submission and processing of leave applications and other personnel-related concerns.
3. Please be reminded that the timeliness and correctness of submitted documents may result in the automatic deduction or addition of points to AO IIs IPCRF rating.
4. Submission schedules are as follows:
 - Form 6 (Short Leave Applications): 1st and 3rd week of every month
 - CTO/Service Credits: 2nd and 4th week of every month
 - Travel Abroad, Maternity Leave: 1 month prior**EXCEPT: Wellness Leave (should be submitted 5 days prior to your leave); Magna Carta for Women, Rehabilitation Leave**
5. Scheduling through the platform shall be available every Monday on that schedule only.



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

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6. All personnel are advised to strictly observe the prescribed schedules and ensure that all documents submitted are complete and accurate.
7. 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.
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 PERSONNEL TRANSACTIONS
June 24, 2026



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