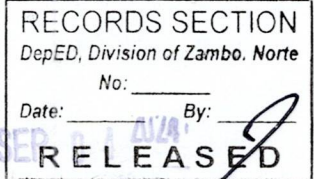




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



September 4, 2024

Division Memorandum

No. 471, s. 2024

Training on Personnel Service Records & Leave Cards Updating, Uploading & Integration to Unified Information System (UIS)

TO: Public Schools District Supervisors
School Heads
Identified Administrative Officers II
All Others Concerned

1. In line with the division's continuous efforts to enhance the efficiency and accuracy of our Unified Information System, we are pleased to announce the conduct of a training session focused on the following:

- a) **Updating of Personnel Service Records (PSR)**
- b) **Updating and Management of Leave Cards**
- c) **Uploading of PSR and Leave Cards**
- d) **Integration of Records to the Unified Information System (UIS)**

2. With the transition to the Unified Information System (UIS), it is crucial that all Administrative Officers II are responsible and proficient in using the new system for managing Personnel Service Records and Leave Cards. Proper handling and integration of these records are vital for maintaining up-to-date employee information and supporting crucial division operations.

3. Training and Workshop Details

Date: Day 0 – September 8, 2024 (Billeting and Dinner @ Top Plaza Hotel)
Day 1 - September 9, 2024 (Meals and Snacks @ 4th floor of SDO)
Day 2 – September 10, 2024 (Meals and Snacks @ 4th floor of SDO/
Check-out from Top Plaza Hotel)

4. By the end of this training, participants will be able to update Personnel Service Records and Personnel Leave Cards accurately and ensure all entries are correct and complete before uploading to the UIS.

5. Participants are advised to:

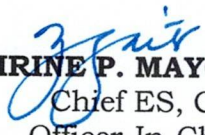
- a) Bring Necessary Equipment
 - a. Laptops
 - b. Extension Cords
 - c. Download and install the SR and LC application from:
depedzn.net/link/ZDNSRmodule
 - d. Prepare the **excel files for Service Records and Leave Cards** using the format floated to our designated AO-IIs



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6. List of participants for Batch 1 of the “Training on Personnel Service Records & Leave Cards Updating, Uploading & Integration to Unified Information System (UIS)” is attached together with this memorandum. (Enclosure No. 1)

For the Schools Division Superintendent:


ZYHRINE P. MAYORMITA EdD
Chief ES, CID
Officer-In-Charge

Encl: As stated

PS/ amn/ DM-HRMSPB Orientation
03/09042024



Republic of the Philippines
Department of Education

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Enclosure No 1.

List of Participants (Batch 1)

Cluster 5	GUTALAC I	GENE C. UBA JR.
Cluster 5	GUTALAC I	CHONALISA I. POLINAR
Cluster 5	GUTALAC I	MA. EVA BLANCA DELA CRUZ AMORA
Cluster 5	GUTALAC I	GENEVIEVE T. SAYRE
Cluster 5	GUTALAC I	NIEVES S. GERBOLINGO
Cluster 5	GUTALAC I	JELMA ROSE O. BELARMINO
Cluster 5	GUTALAC I	HARLEY D. ANTE
Cluster 5	GUTALAC I	JENGKIE A. FERRATER
Cluster 5	GUTALAC I	SARAH O. REBECCA
Cluster 5	GUTALAC I	RICO R. ONDAP
Cluster 5	GUTALAC I	JOCELYN N. ALAMPAY
Cluster 5	GUTALAC I	DEXTER PAUL S. GUMANAD
Cluster 5	GUTALAC I	RIZA S. TIMTIM
Cluster 5	GUTALAC I	ISAPE HOPE B. BAGAIPO
Cluster 5	GUTALAC I	SHYLEN R. ANTOLIN
Cluster 5	GUTALAC I	MELINDA T. T. MELLIZAS
Cluster 5	GUTALAC I	CHRISTIAN GLENN L. DAGA
Cluster 5	GUTALAC I	RANDY FUERTES
Cluster 5	GUTALAC II	CHARMAINE S. CALASANG
Cluster 5	GUTALAC II	RETCHELAN S. BAHIAN
Cluster 5	GUTALAC II	RUTH L. MONTES
Cluster 5	GUTALAC II	MA. KATTRIN S. GALEA
Cluster 5	GUTALAC II	IAN REY C. MERCADO
Cluster 5	GUTALAC II	ROGEL O. GARZON
Cluster 5	GUTALAC II	YOLANIE P. LADEZA
Cluster 5	GUTALAC II	ALDRIEN P. MIRAVELES
Cluster 5	GUTALAC II	RIMBERN KING M. RIMPOS
Cluster 5	GUTALAC II	JESSA V. AGEAS
Cluster 5	GUTALAC II	DARLYN E. NERI
Cluster 5	GUTALAC II	RONEL O. GARZON
Cluster 5	GUTALAC II	LANI JANE MAGTAGAD
Cluster 5	GUTALAC II	SHERYLYN C. DINAPO
Cluster 5	GUTALAC II	JOHNSON S. ODJALA
Cluster 5	KALAWIT	LYN P. LADIERO
Cluster 5	KALAWIT	LELYBETH P. BORNALES
Cluster 5	KALAWIT	EXCEAL C. BORNALES



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Cluster 5	KALAWIT	LARRY R. SOMOSA
Cluster 5	KALAWIT	MERALYN D. PULGO
Cluster 5	KALAWIT	BRESTA JEAN R. LUGSANAY
Cluster 5	KALAWIT	ANGELIE N. PELLAZAR
Cluster 5	KALAWIT	DIVINE GRACE C. COGTAS
Cluster 5	KALAWIT	CECIL G. BALILI
Cluster 5	KALAWIT	CHONA M. MANAYON
Cluster 5	KALAWIT	ARCELIA M. PEDI
Cluster 5	KALAWIT	SHEILA MAE T. PEREZ
Cluster 5	KALAWIT	WENNA SHANE P. MOLAVIZAR
Cluster 5	KALAWIT	FERLIE MAY D. SUMA-OY
Cluster 5	KALAWIT	BRIAN G. MANAYON
Cluster 5	KALAWIT	WENJEL P. ELDIAN
Cluster 5	KALAWIT	REDFORD B. ALIPAN
Cluster 5	KALAWIT	RUSSELL M. CAPUYAN
Cluster 5	TAMPILISAN	JOEY Q. GABO
Cluster 5	TAMPILISAN	LOREMIL S. JUMAWID
Cluster 5	TAMPILISAN	REAHLYN M. EISMA
Cluster 5	TAMPILISAN	ALEJANDRO D. JERUSALEM
Cluster 5	TAMPILISAN	MIRIAM A. OBILLE
Cluster 5	TAMPILISAN	JHOANNE G. FRANCO
Cluster 5	TAMPILISAN	IAN LOYD O. EISMA
Cluster 5	TAMPILISAN	JANE YVONNE O. LAGARE
Cluster 5	TAMPILISAN	JOIE JANE E. RETES
Cluster 5	TAMPILISAN	MARIEL T. SAEL
Cluster 5	TAMPILISAN	KAREN JOY TUMPAG
Cluster 5	TAMPILISAN	CHERLON BARACOL
Cluster 5	TAMPILISAN	JELYN SAPLAN
Cluster 5	TAMPILISAN	GRACE LAGMAY
Cluster 5	TAMPILISAN	MYRNE F. ICAO
Cluster 6	BALIGUIAN	JULIUS M. CALLAGON
Cluster 6	BALIGUIAN	KIM M. LADJIM
Cluster 6	BALIGUIAN	IAN B. TOLEDO
Cluster 6	BALIGUIAN	RELIENA H. CALLAGON
Cluster 6	BALIGUIAN	JESSIE BOY I. BENITEZ
Cluster 6	BALIGUIAN	MERRY ROSE A. RADAN
Cluster 6	BALIGUIAN	DESIREE RHYNE-MARIE O. JULIO
Cluster 6	BALIGUIAN	EDMAR B. TIMBULIGUE
Cluster 6	BALIGUIAN	KIMBERLY S. MUDJA
Cluster 6	BALIGUIAN	JOEFOE REY L. JALANDONI



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Cluster 6	BALIGUIAN	JADE T. CACHIN
Cluster 6	BALIGUIAN	MARY MARL T. APATAN
Cluster 6	BALIGUIAN	ANA RITA M. MONTINA
Cluster 6	BALIGUIAN	AMSINA M. LADJIM
Cluster 6	BALIGUIAN	DELIA G. CASTAÑEDA
Cluster 6	SIBUCO	EDRIS S. AMILASAN JR
Cluster 6	SIBUCO	HASHIER D. BAGLIS
Cluster 6	SIBUCO	BABY CRIS T. MUNDING
Cluster 6	SIBUCO	BOBBY P. ASAKIL
Cluster 6	SIBUCO	HANAS S. MAHAMMOD
Cluster 6	SIBUCO	SATRA C. MILAHAM
Cluster 6	SIBUCO	SHERINA A. PUYOH
Cluster 6	SIBUCO	LELANG L. MUNDING
Cluster 6	SIBUCO	ABDULAZIZ A. SAID
Cluster 6	SIBUCO	RAJAN L. MUNDING
Cluster 6	SIBUCO	ELHAM J. BARIDJI
Cluster 6	SIBUCO	ABDUL BASIR LALIYAH
Cluster 6	SIBUCO	ABEGNEGO OMONGIA
Cluster 6	SIBUCO	SHEBA CARIL NAING
Cluster 6	SIBUCO	MICHELLE DAMMANG
Cluster 6	SIBUCO	HABIBI MAMANG
Cluster 6	SIBUCO	NORMINA NAING
Cluster 6	SIBUCO	SAUDIA EDDING
Cluster 6	SIBUCO	PATNA P. MANAMAT
Cluster 6	SIBUCO	JAIME JHONES TAUGIAG
Cluster 6	SIBUCO	SARAH LAWAN
Cluster 6	SIBUCO	CHRISTALYN P. TOREJAS
Cluster 6	SIBUCO	PATINGKA, CRISTINA O.
Cluster 6	SIBUCO	APNALYN UNOTAN
Cluster 6	SIBUCO	IBRAHIM A. DAMMANG
Cluster 6	SIOCON	KAREN SHANE B. DAPAT
Cluster 6	SIOCON	KURT RINEHART L. TOLENTINO
Cluster 6	SIOCON	MARION KEY L. TOLENTINO
Cluster 6	SIOCON	RANKINE AION S. CARAGAN
Cluster 6	SIOCON	JASON V. UCAB
Cluster 6	SIOCON	MALYN C. JACOB
Cluster 6	SIOCON	BENJUDE B. BAHANDI
Cluster 6	SIOCON	RODOLFO H. ASILO JR.
Cluster 6	SIOCON	ELLA MARIE A. BRILLANTES
Cluster 6	SIOCON	RUTHYMAR GAY D. TOLEDO



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Cluster 6	SIOCON	DEXTER JAY M. BALI
Cluster 6	SIOCON	HAROLD KIM T. HIKILAN
Cluster 6	SIOCON	ABEGAIL E. LANOY
Cluster 6	SIOCON	CHARLES VERGEL S. MARCERA
Cluster 6	SIOCON	VAN ALFRED R. BAANG II
Cluster 6	SIOCON	NORSIDA S. ATANI
Cluster 6	SIOCON	ME-AN LYRA A. TIMBAL
Cluster 6	SIOCON	ELBERT JOHN P. TOMBOC
Cluster 6	SIOCON	LEDA MARISSE J. ESPERAT
Cluster 6	SIOCON	RACHELLE A. MENDIOLA
Cluster 6	SIOCON	HAIMER D. HAKIM
Cluster 6	SIOCON	MARY ANN O. ROMBAOA
Cluster 6	SIOCON	ROAYSA T. SALAH
Cluster 6	SIOCON	MARIFEL F. BANUA
Cluster 6	SIOCON	SHERYL MAE S. PASTURAN
Cluster 6	SIOCON	NOHA J. NALZARO
Cluster 6	SIRAWAI	MARY CENTENNA A. DURANO
Cluster 6	SIRAWAI	ROCHELLE ANNE A. FELIZARTA
Cluster 6	SIRAWAI	MONEL G. WAHAB
Cluster 6	SIRAWAI	ASBIE D. BACUNDO
Cluster 6	SIRAWAI	REY-ZHAM G. ISMAEL
Cluster 6	SIRAWAI	UMMULKHAIR I. PAWA
Cluster 6	SIRAWAI	NIKA S. TABOTABO
Cluster 6	SIRAWAI	NORIMAR M. LULU
Cluster 6	SIRAWAI	MUADZ A. LUNGBUS
Cluster 6	SIRAWAI	CHRISMARIE O. PABATAO
Cluster 6	SIRAWAI	FREDERICK N. TUYAC
Cluster 6	SIRAWAI	DONNAH D. TUBIL
Cluster 6	SIRAWAI	BINSALI J. GINSING