Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Office of the Schools Division Superintendent

RECORDS SECTION
DepED, Division of Zambo. Norte
No: _____
Date: 11 SEP 2024 By: _____
RELEASED

September 11, 2024

Division Memorandum
No. 488, s. 2024

CONTINUATION OF UPDATING SERVICE RECORDS AND LEAVE CARDS FOR UPLOADING TO THE UNIFIED INTEGRATION SYSTEM (UIS)

1. In line with the ongoing efforts to ensure the accuracy and completeness of employee records, all Administrative Officers II from Clusters 5 and 6 are hereby directed to continue the updating of the Service Records and Leave Cards Excel File for uploading. This updated file is essential for the timely and accurate uploading of employee data to the Unified Integration System (UIS).

2. Please ensure that:

   a. All entries in the Service Records and Leave Cards Excel File are accurate and up to date with the correct format to ensure the ease of the uploading to the UIS
   b. Any discrepancies or missing data are promptly addressed and rectified (Substitute, Provisional, Previous Govt Service, correct step increment – every three years, salary etc.)
   c. The updated files must be submitted to the designated office for consolidation on or before September 27, 2024.
   d. Strict compliance with data confidentiality and integrity must be observed at all times.

3. Please be informed that travel expenses related to this task shall be charged to your respective Maintenance and Other Operating Expenses (MOOE).

4. Your cooperation in this endeavor is crucial to maintaining the efficiency and reliability of our systems. Should you require further clarification or assistance, please feel free to contact the Division Personnel Office.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Encl: As stated

PS/amn/DM-HRMSPB Orientation
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