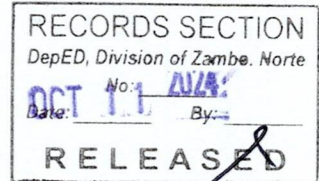




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



October 11, 2024

Division Memorandum
No. 45, s. 2024

Training on Personnel Service Records & Leave Cards Updating, Uploading & Integration to Unified Information System (UIS) – Batch 2

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 as follows:

Date: Day 0 – October 28, 2024 (Billeting and Dinner @ Top Plaza Hotel)
Day 1 - October 29, 2024 (Meals and Snacks @ 4th floor of SDO)
Day 2 – October 30, 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 bring:

- a. Laptops
- b. Extension Cords
- c. Prepare the **excel files for Service Records and Leave Cards** using the format given to our designated AO-IIs



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

6. List of participants for Batch 2 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)
7. Immediate dissemination of this Memorandum is desired.

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

Encl: As stated

PS/amn/DM-HRMSPB Orientation
04/10112024



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1.

List of Participants for Service Record and Leave Card Integration (Batch 2)

1	Cluster 4	BACUNGAN (LEON POSTIGO)	BABY CELESTE L. LICAYAN
2	Cluster 4	BACUNGAN (LEON POSTIGO)	ROGELIO Y. CATRE JR.
3	Cluster 4	BACUNGAN (LEON POSTIGO)	HANNAH MALOU I. ALFORQUE
4	Cluster 4	BACUNGAN (LEON POSTIGO)	SUNDAY JAN V. CANTON
5	Cluster 4	BACUNGAN (LEON POSTIGO)	MARY JEAN B. LUMASAY
6	Cluster 4	BACUNGAN (LEON POSTIGO)	RONIL C. PEDROTES
7	Cluster 4	BACUNGAN (LEON POSTIGO)	RENE S. LAMANILAO
8	Cluster 4	BACUNGAN (LEON POSTIGO)	JESSA MARIZ L. CALIMOT
9	Cluster 4	BACUNGAN (LEON POSTIGO)	CHERRY ANN D. INDINO
10	Cluster 4	BACUNGAN (LEON POSTIGO)	LALAINA MAE C. JARANAY
11	Cluster 4	BACUNGAN (LEON POSTIGO)	EZZEL LOU J. ANDUS
12	Cluster 4	GODOD	ALMIRA NOVA C. AMARILLE
13	Cluster 4	GODOD	ELMER P. MALACAT
14	Cluster 4	GODOD	JANE ANTHONETTE P. PENERAS
15	Cluster 4	GODOD	BENRICH BABE N. RICALDE
16	Cluster 4	GODOD	JOJARRA B. MARTINEZ
17	Cluster 4	GODOD	APRIL JOY V. DINGCONG
18	Cluster 4	GODOD	ROSELYN A. TUYAC
19	Cluster 4	GODOD	FEBE GRACE P. PATOC
20	Cluster 4	GODOD	JEVELYN L. ANTECAMARA
21	Cluster 4	GODOD	JOVELYN T. MATUGAS
22	Cluster 4	GODOD	CHRISTINE HOPE K. BALANAY
23	Cluster 4	GODOD	GEMMA M. VIBAR
24	Cluster 4	GODOD	JUNREY D. BADINAS
25	Cluster 4	GODOD	ANALYN B. MANGAN
26	Cluster 4	GODOD	ZAIDO M. AMBABANG
27	Cluster 4	GODOD	JUNILYN D. LAPUT
28	Cluster 4	GODOD	JERAMIE P. BUCAN
29	Cluster 4	GODOD	EMELY O. MAGAYAO
30	Cluster 4	LILOY I	STEENIE JEAN M. ABSIN
31	Cluster 4	LILOY I	RENANTE T. CALAGO
32	Cluster 4	LILOY I	MIRA SOL D. ZOZOBRADO
33	Cluster 4	LILOY I	GESSA MAE D. GIMANG
34	Cluster 4	LILOY I	GENETESS D. VELOSO
35	Cluster 4	LILOY I	JEANYBE A. MAGALLON
36	Cluster 4	LILOY I	HADJIMAR A. ABDIN
37	Cluster 4	LILOY I	LUZIL ANDREE L. GAMIL
38	Cluster 4	LILOY I	APRIL ROSE T. OROSCA
39	Cluster 4	LILOY I	APRIL DREAM D. APUD
40	Cluster 4	LILOY I	JOVIE O. BOLANDO

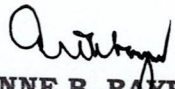
41	Cluster 4	LILOY I	IRENE J. SARDUA
42	Cluster 4	LILOY I	AIRENE B. MASUELA
43	Cluster 4	LILOY I	GLENDA C. COMBISTA
44	Cluster 4	LILOY I	KIRK C. CORNELIO
45	Cluster 4	LILOY II	RICHEL P. CAINDUG
46	Cluster 4	LILOY II	REYJIE L. BICOY
47	Cluster 4	LILOY II	HONEY MAE C. FABILLAR
48	Cluster 4	LILOY II	LEO A. RANOCO JR.
49	Cluster 4	LILOY II	FAITH REZZA B. HUMPA
50	Cluster 4	LILOY II	JESSAIDA LINORE R. OIDI
51	Cluster 4	LILOY II	JULIE SYVEL M. TEJERO
52	Cluster 4	LILOY II	MARIBEL C. TANDAYAG
53	Cluster 4	LILOY II	RONIEL R. FIDEL
54	Cluster 4	LILOY II	JOHANNA PHOEBE MAE G. SAGARIO
55	Cluster 4	LILOY II	MAY ANN P. GULLE
56	Cluster 4	LILOY II	VON BRYAN B. BACANG
57	Cluster 4	LILOY II	JEFFREY C. DOMOGHO
58	Cluster 4	SALUG I	SITTI NARRIMAN L. NIAN
59	Cluster 4	SALUG I	PRECY ANN F. BELONO
60	Cluster 4	SALUG I	ANA MARIE B. ABAPO
61	Cluster 4	SALUG I	BERNADETTE L. DELA CRUZ
62	Cluster 4	SALUG I	NORAMAE P. DUPOL
63	Cluster 4	SALUG I	FLORITES G. MENOSA
64	Cluster 4	SALUG II	JOHN MICHAEL G. PAÑALES
65	Cluster 4	SALUG II	GENEVIEVE M. PIALA
66	Cluster 4	SALUG II	MINIBETH SUNSHINE O. ALINDONG
67	Cluster 4	SALUG II	MAY I. HANDUGAN
68	Cluster 4	SALUG II	ERVEN G. LAGARE
69	Cluster 4	SALUG II	ANALOU C. REBALBOSA
70	Cluster 4	SALUG II	SHELLANIE F. MURRO
71	Cluster 4	SALUG II	SITTI JESNINA A. TUBAL
72	Cluster 4	SALUG II	MARK URLAND B. TORDILLO
73	Cluster 5	LABASON	HAROLD B. BAGUIO
74	Cluster 5	LABASON	RUEL P. MAGLANGIT
75	Cluster 5	LABASON	CHERRYLOU D. TEMPLADO
76	Cluster 5	LABASON	MARY JOY C. BUNOT
77	Cluster 5	LABASON	NELROSE R. PATAGOC
78	Cluster 5	LABASON	RE-ANN R. BONGCAWIL
79	Cluster 5	LABASON	MARY JESSICA P. TAGAILO
80	Cluster 5	LABASON	HERA JADE C. DALMAN
81	Cluster 5	LABASON	IVY M. LAGUDAS
82	Cluster 5	LABASON	KHARIZE BEA L. GALON
83	Cluster 5	LABASON	MARY JESSA T. VISANDE
84	Cluster 5	LABASON	ANA MARIE D. CUBOL
85	Cluster 5	LABASON	JESSIE C. ANITO
86	Cluster 5	LABASON	CELESTINO C. TIMTIM
87	Cluster 5	LABASON	LEA MAE A. ROMERO
88	Cluster 5	LABASON	ROI LOUISSA C. VELASQUEZ
89	Cluster 5	LABASON	ARILE G. TAGAILO

90	Cluster 5	LABASON	ROSEMARIE F. MARIÑAS
91	Cluster 3	SINDANGAN SOUTH	MARY LUZ D. FUENTES
92	Cluster 3	SINDANGAN SOUTH	RHEAJANE E. MABUTING
93	Cluster 3	SINDANGAN SOUTH	DANIEL S. BACONG
94	Cluster 3	SINDANGAN SOUTH	SHECKA PEARL M. PAGHUBASAN
95	Cluster 3	SINDANGAN SOUTH	JENELYN D. CABALES
96	Cluster 3	SINDANGAN SOUTH	GLYSS ANNE I. TINGIG
97	Cluster 3	SINDANGAN SOUTH	LIEZEL M. FERNANDEZ
98	Cluster 3	SINDANGAN SOUTH	IVAN JUSTINE E. MALINAO
99	Cluster 3	SINDANGAN SOUTH	ANNA MARIE D. MARATA
100	Cluster 3	SINDANGAN SOUTH	JAY EMM Q. BASILIO
101	Cluster 3	SINDANGAN SOUTH	GEMMA H. ORAIZ
102	Cluster 3	SINDANGAN SOUTH	GRACE B. APRECIO
103	Cluster 3	SINDANGAN SOUTH	LYSANDER M. ABNE
104	Cluster 3	SINDANGAN SOUTH	JESS RHENN A. PAUSA
105	Cluster 3	SINDANGAN SOUTH	ORLEE CHANNIE B. PALOSO
106	Cluster 3	SINDANGAN SOUTH	CATHERINE T. MANDIH

Prepared by:


ARIES MARK NOGAS
 ADAS III

Approved by:


MARYLYNNE B. BAYRON
 Administrative Officer IV