



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

November 26, 2024

Division Memorandum

No. 649, s. 2024

Training on Personnel Service Records & Leave Cards Updating, Uploading & Integration to Unified Information System (UIS) – Batch 3

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 – December 2, 2024 (Billeting and Dinner @ Top Plaza Hotel)
Day 1 - December 3, 2024 (Meals and Snacks @ 4th floor of SDO)
Day 2 – December 4, 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-II's



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6. List of participants for Batch 3 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. Travel and any incidental expenses incurred during the conduct of this activity shall be charged to school MOOE following accounting rules and regulations.
8. Immediate dissemination of this Memorandum is desired.

LOURMA I. POCULAN EMD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated

PS/ amn/UISuploading
09/11262024



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1.

List of Participants for Service Record and Leave Card Integration (Batch 3)			
1	Cluster 1	LA LIBERTAD	Jeanette B. Tactacon
2	Cluster 1	LA LIBERTAD	Elaine H. Pahunang
3	Cluster 1	LA LIBERTAD	Edelyn L. Carreon
4	Cluster 1	LA LIBERTAD	Kay M. Quimiguing
5	Cluster 1	MUTIA	Alexander T. Sumanday
6	Cluster 1	MUTIA	Daisy Jane J. Lagutin
7	Cluster 1	MUTIA	Kevin P. Crisostomo
8	Cluster 1	MUTIA	Rosy Pearl V. Gomez
9	Cluster 1	MUTIA	Roldan B. Cabiling Iii
10	Cluster 1	MUTIA	Cherry Mae R. Bohol
11	Cluster 1	MUTIA	Jo-Ann M. Camingawan
12	Cluster 1	MUTIA	Rosemarie Ann B. Banquirigo
13	Cluster 1	MUTIA	Jediael G. Dahilog
14	Cluster 1	PIÑAN	Kristine E. Lisbos
15	Cluster 1	PIÑAN	Helen Grace I. Orquillas
16	Cluster 1	PIÑAN	Melalona E. Japay
17	Cluster 1	PIÑAN	Sweetheart Tano
18	Cluster 1	PIÑAN	Larry A. Descallar
19	Cluster 1	PIÑAN	Reiner Paliota
20	Cluster 1	PIÑAN	Ruben Montes
21	Cluster 1	PIÑAN	Rolan S. Reyes
22	Cluster 1	PIÑAN	Mary Joyce Montes
23	Cluster 1	PIÑAN	Babie Rogean D. Grapa
24	Cluster 1	PIÑAN	Annae Hidlao
25	Cluster 1	PIÑAN	Jessica I. Aranas
26	Cluster 1	PIÑAN	Eden P. Buna
27	Cluster 1	POLANCO I	Mariel P. Batuampo
28	Cluster 1	POLANCO I	Kristine P. Kyamko
29	Cluster 1	POLANCO I	Nicoli S. Laurente
30	Cluster 1	POLANCO I	Loremae E. Sumiton
31	Cluster 1	POLANCO I	Mark C. Rusiana
32	Cluster 1	POLANCO I	Estrella P. Cofino
33	Cluster 1	POLANCO I	Winelyn B. Andalahoo
34	Cluster 1	POLANCO I	Radjie Enerio
35	Cluster 1	POLANCO I	Lee Raymund F. Manikan
36	Cluster 1	POLANCO II	Joelito R. Saban Jr.
37	Cluster 1	POLANCO II	Jaylyn A. Bagalanon
38	Cluster 1	POLANCO II	Aurora J. Baroma

39	Cluster 1	POLANCO II	Kathleen L. Ronquillo
40	Cluster 1	POLANCO II	Elmi Grace S. Banse
41	Cluster 1	RIZAL	Aileen Faith A. Masamayor
42	Cluster 1	RIZAL	Margarita C. Dela Cruz
43	Cluster 1	RIZAL	John Cris V. Secoya
44	Cluster 1	RIZAL	Ma. Cherry Joy H. Linogon
45	Cluster 1	RIZAL	Alicia H. Zamora
46	Cluster 1	RIZAL	Janrey B. Bayron
47	Cluster 1	RIZAL	Jocelyn A. Maghanoy
48	Cluster 1	SERGIO OSMEÑA I	Maricel B. Bersales
49	Cluster 1	SERGIO OSMEÑA I	Eva A. Bongosia
50	Cluster 1	SERGIO OSMEÑA I	Reynold P. Gumiala
51	Cluster 1	SERGIO OSMEÑA I	Sheralyn A. Bation
52	Cluster 1	SERGIO OSMEÑA I	Tony Quel B. Borrromeo
53	Cluster 1	SERGIO OSMEÑA I	Devina R. Bagalanon
54	Cluster 1	SERGIO OSMEÑA I	Philip Anthony Zamoras
55	Cluster 1	SERGIO OSMEÑA I	Ana Rose S. Pediriche
56	Cluster 1	SERGIO OSMEÑA I	Merlyn T. Calibod
57	Cluster 1	SERGIO OSMEÑA II	Shiela H. Deloria
58	Cluster 1	SERGIO OSMEÑA II	Junjie P. Antona
59	Cluster 1	SERGIO OSMEÑA II	Melche B. Sukanob
60	Cluster 1	SERGIO OSMEÑA II	Kenny Jera Maye A. Hibaya
61	Cluster 1	SERGIO OSMEÑA II	Maria Marga S. Elico
62	Cluster 1	SERGIO OSMEÑA II	Jafamie M. Tamparong
63	Cluster 1	SERGIO OSMEÑA II	Rodiel Acop
64	Cluster 1	SERGIO OSMEÑA II	Rodel Arcano
65	Cluster 1	SERGIO OSMEÑA II	Geraldin Dionsay
66	Cluster 1	SERGIO OSMEÑA II	Remichel Icalina
67	Cluster 1	SERGIO OSMEÑA II	Analyn P. Taruc
68	Cluster 1	SERGIO OSMEÑA II	Boltear N. Icao
69	Cluster 1	SIBUTAD	Charry Mae B. Bandrang
70	Cluster 1	SIBUTAD	Godelia P. Agias
71	Cluster 1	SIBUTAD	Melanie S. Quiñones
72	Cluster 1	SIBUTAD	Sharon B. Palionay
73	Cluster 1	SIBUTAD	Lorine L. Sangual
74	Cluster 1	SIBUTAD	Antoniette C. Cabasag
75	Cluster 1	SIBUTAD	Deceryle M. Gordove
76	Cluster 2	KATIPUNAN II	Loregen P. Escal
77	Cluster 2	KATIPUNAN I	Roneth N. Gumala
78	Cluster 2	KATIPUNAN I	Jonathan M. Ordinaria
79	Cluster 2	KATIPUNAN I	Harry Don G. Zosa
80	Cluster 2	KATIPUNAN I	Anna Liza E. Sorronda
81	Cluster 2	KATIPUNAN I	Esther Grace Duran
82	Cluster 2	KATIPUNAN I	Philmarie A. Elope
83	Cluster 2	KATIPUNAN I	Ella Mae S. De Guzman
84	Cluster 2	KATIPUNAN I	Ma. Cristabel M. Nieves
85	Cluster 2	KATIPUNAN I	Nessa May B. Amante
86	Cluster 2	KATIPUNAN I	Miraflor D. Delmo

87	Cluster 2	KATIPUNAN I	Glena P. Gonzales
88	Cluster 2	KATIPUNAN I	Raquel G. Mapas
89	Cluster 2	KATIPUNAN I	Harriet T. Carcallas
90	Cluster 2	KATIPUNAN I	Shiela F. Goyena
91	Cluster 2	KATIPUNAN I	Randy Arandia
92	Cluster 2	KATIPUNAN I	Condic D. Gantiao
93	Cluster 2	KATIPUNAN I	Alma D. Jaralve
94	Cluster 2	KATIPUNAN II	Reymond Badilla Ellorege
95	Cluster 2	KATIPUNAN II	Brianne Tiffany S. Abarca
96	Cluster 2	KATIPUNAN II	Cermel D. Binghay
97	Cluster 2	KATIPUNAN II	Sheba C. Epo
98	Cluster 2	KATIPUNAN II	Imie Rose P. Orcia
99	Cluster 2	KATIPUNAN II	Dece Annes B. Mejares
100	Cluster 2	KATIPUNAN II	Jemaimah B. Elnar
101	Cluster 2	KATIPUNAN II	Jonathan P. Dela Cruz
102	Cluster 2	KATIPUNAN II	Orland C. Arpa
103	Cluster 1	SIBUTAD	Janesa S. Moroscallo
104	Cluster 2	KATIPUNAN II	Johnny G. Sumiton
105	Cluster 2	KATIPUNAN II	Michelle T. Sasuman
106	Cluster 2	KATIPUNAN II	Marietta E. Elico
107	Cluster 2	KATIPUNAN II	Jade L. Jaictin
108	Cluster 2	MANUKAN I	Eustaquio Arlon P. Reyes, Jr.
109	Cluster 2	MANUKAN I	Ma. Antonette D. Gonzales
110	Cluster 2	MANUKAN I	Gerardo M. Apale Jr
111	Cluster 2	MANUKAN I	Florevic P. Demoser
112	Cluster 2	MANUKAN I	Edgardo G. Batoy
113	Cluster 2	MANUKAN I	Crisna S. Totao
114	Cluster 2	MANUKAN I	Violet Hyda Ross P. Jusep
115	Cluster 2	MANUKAN I	Ma. Cristina S. Betonio
116	Cluster 2	MANUKAN I	Jessa Mae C. Catipay
117	Cluster 2	MANUKAN I	Mary Joy C. Partosa
118	Cluster 2	MANUKAN I	Fatima Rose E. Redera
119	Cluster 2	MANUKAN I	Bhetles S. Andalaha
120	Cluster 2	MANUKAN II	Karen T. Almirol
121	Cluster 2	MANUKAN II	Blyzel G. Delos Nieves
122	Cluster 2	MANUKAN II	Mario Obnimaga
123	Cluster 2	MANUKAN II	Nichole R. Mones
124	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Irish Charm Y. Jalosjos
125	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Marilyn V. Ciano
126	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Aileen D. Bantoto
127	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Diana Jean C. Gongob
128	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Lemuel Pearl C. Gongob
129	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Noreen Jay R. Supangan
130	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Evangeline E. Bengua
131	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Marites S. Montifalcon
132	Cluster 2	ROXAS I (MANUEL A. ROXAS)	Nick M. Martinez
133	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Alegata, Rizalina T.
134	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Cordero, Sharee J.

135	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Cuenca, Donita Rose D.
136	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Gabales, Majencia R.
137	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Guerrero, Aira Ruth A.
138	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Hiponia, Jane Francis T.
139	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Martinez, Nancy C.
140	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Postigo, Liza M.
141	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Sacome, Irish Claire U.
142	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Tabañera, Mechie J.
143	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Yano, Leizel C.
144	Cluster 2	ROXAS II (MANUEL A. ROXAS)	Ybanez, Messy Gay S.
145	Cluster 3	PONOT (JOSE DALMAN)	Marvin M. Carpio
146	Cluster 3	PONOT (JOSE DALMAN)	Gezenith May T. Lecera
147	Cluster 3	PONOT (JOSE DALMAN)	Anna Mae B. Bentoy
148	Cluster 3	PONOT (JOSE DALMAN)	Lisette C. Cotad
149	Cluster 3	PONOT (JOSE DALMAN)	Precious V. Aninon
150	Cluster 3	PONOT (JOSE DALMAN)	Joan Mangoda
151	Cluster 3	PONOT (JOSE DALMAN)	Louie May P. Mejorada
152	Cluster 3	PONOT (JOSE DALMAN)	Grecil Jane F. Recososa
153	Cluster 3	PONOT (JOSE DALMAN)	Jade Van Cleo L. Dalman
154	Cluster 3	PONOT (JOSE DALMAN)	Cherryl D. Sagario
155	Cluster 3	PONOT (JOSE DALMAN)	Michael T. Rada
156	Cluster 3	SIAYAN	Noemi S. Bontigao
157	Cluster 3	SIAYAN	Jesan D. Amores
158	Cluster 3	SIAYAN	Marjorie B. Dumam-Ag
159	Cluster 3	SIAYAN	Marjorie V. Sumampong
160	Cluster 3	SIAYAN	Divine Rhea C. Garrido
161	Cluster 3	SIAYAN	Melizar L. Lacay
162	Cluster 3	SIAYAN	Arnel M. Arances
163	Cluster 3	SIAYAN	Celeste Mae J. Patlingrao
164	Cluster 3	SIAYAN	Jeremias P. Lecias
165	Cluster 3	SIAYAN	Eugene D. Dela Cruz
166	Cluster 3	SIAYAN	Aizie Grace E. Sabanate
167	Cluster 3	SIAYAN	Marife G. Moncal
168	Cluster 3	SIAYAN	Mary Cris E. Sabanal
169	Cluster 3	SIAYAN	Romer S. Oguis
170	Cluster 3	SIAYAN	Teodelina B. Manco
171	Cluster 3	SIAYAN	Christine B. Mosep
172	Cluster 3	SIAYAN	Alura B. Gabule
173	Cluster 3	SIAYAN	Edward O. Ogatis
174	Cluster 3	SIAYAN	Jovielyn A. Salimbagat
175	Cluster 3	SIAYAN	Zuliam T. Hadjirul
176	Cluster 3	SIAYAN	Josefina S. Fuertes
177	Cluster 3	SIAYAN	Jirah Viel A. Asaraji
178	Cluster 3	SIAYAN	Rey U. Aparre
179	Cluster 3	SIAYAN	Melnerose G. Delima
180	Cluster 3	SIAYAN	Merry Jyn G. Velasquez
181	Cluster 3	SIAYAN	Kristina Marie A. Salvador
182	Cluster 3	SINDANGAN CENTRAL	Michael E. Tan

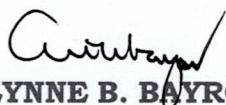
183	Cluster 3	SINDANGAN CENTRAL	Givie Lyn D. Sagario
184	Cluster 3	SINDANGAN CENTRAL	May Riedel M. Dolero
185	Cluster 3	SINDANGAN CENTRAL	Maritess Patlingrao
186	Cluster 3	SINDANGAN CENTRAL	Rogelio Bulatao Jr.
187	Cluster 3	SINDANGAN CENTRAL	Jenelyn V. Hamoc
188	Cluster 3	SINDANGAN CENTRAL	Madil-Liz Hamoc
189	Cluster 3	SINDANGAN CENTRAL	Maria Lourdes Gallemit
190	Cluster 3	SINDANGAN CENTRAL	Alphaveneza Paglinawan
191	Cluster 3	SINDANGAN CENTRAL	Shiela O. Malingin
192	Cluster 3	SINDANGAN CENTRAL	Jovelyn D. Asiri
193	Cluster 3	SINDANGAN CENTRAL	Irene Iran
194	Cluster 3	SINDANGAN CENTRAL	Animary T. Aniñon
195	Cluster 3	SINDANGAN CENTRAL	Apple May Canton
196	Cluster 3	SINDANGAN NORTH	Ardee Nikko D. Raguindin
197	Cluster 3	SINDANGAN NORTH	Airah R. Alburo
198	Cluster 3	SINDANGAN NORTH	Lenie Q. Almodovar
199	Cluster 3	SINDANGAN NORTH	Mayciel R. Ontolan
200	Cluster 3	SINDANGAN NORTH	Mary Grace G. Dagpin
201	Cluster 3	SINDANGAN NORTH	Precy Jane T. Rosales
202	Cluster 3	SINDANGAN NORTH	Rosielyn L. Bontigao
203	Cluster 3	SINDANGAN NORTH	Reinar E. Bontigao
204	Cluster 3	SINDANGAN NORTH	Pernilo L. Dela Torre

Prepared by:

ARIES MARK NOGAS

ADAS III

Approved by:



MARYLYNNE B. BYRON

Administrative Officer IV