



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2022- 578

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT IN-CHARGE/DISTRICT CARE-TAKERS**

FROM : *SPaulin*  
**SENEN PRISCILLO P. PAULIN**  
Schools Division Superintendent

SUBJECT : *10/18/22*  
**SUBMISSION OF COMPLETE AND UP-TO-DATE SERVICE RECORD OF PERSONNEL**

DATE : **October 17, 2022**

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1. To create a computer-based personnel records in compliance to the application of SDO Negros Oriental to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office hereby requests the district personnel in-charge to submit a soft copy (excel file) of complete and updated Service Record of all teaching and non-teaching employees in the field.
2. Submit the soft copy to this link <https://bit.ly/3Tnjo98> on or before **October 21, 2022**.
3. Service record of the personnel lodged or detailed in the Division Office will be updated and uploaded by the Human Resource Management Unit (HRMU) in-charge.
4. For proper guidance and strict compliance of all concerned.

SPP/NLR/AdsP/LBY/jaf

18 OCT 2022



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