



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

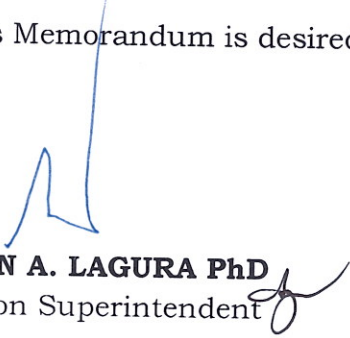
May 3, 2021

DIVISION MEMORANDUM
No. 166, s. 2021

**IMPLEMENTATION OF DEPED TAGBILARAN CITY PERSONNEL
INFORMATION SYSTEM (DTCPIIS)**

To: Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education-Tagbilaran City Schools Division aims to elevate its human resource management to a level of excellence. Recently, this Office received Awards of Recognition in our Recruitment, Selection and Placement (RSP) System and Performance Management (PM) System from the Civil Service Commission (CSC) Regional Office and currently, we are working on the enhancement of our Rewards and Recognition (R&R) System and Learning and Development (L&D) System to better serve our stakeholders.
2. In line with this goal, the database electronic system called "DepEd Tagbilaran City Personnel Information System (DTCPIIS)" was developed. The said system enables to do the following:
 - a. maintain the following data with ease and convenience:
 - Personal Information Data
 - Service Records
 - Leave Ledger and CTO Ledger
 - Digital copy of documents submitted
 - Other documents; and
 - b. generate accurate reports as well as extract necessary data with only a few clicks.
3. In this regard, the Human Resource Management Office personnel are hereby directed to utilize the said system effective May 3, 2021.
4. Immediate and wide dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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