Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

08 March 2022

DIVISION MEMORANDUM
No.: 166 s. 2022

UPDATING OF TEACHING AND NON-TEACHING PERSONNELS' SERVICE RECORD ON THE UHRIS PRIME WEBSITE

To: **PS District Supervisors / District In-Charge**
Administrative Officer II
All Others Concerned

1. In compliance with Executive Order No. 54, dated August 10, 1954, this Office directs all assigned Administrative Officer II and School HRIS Coordinator to update the Service Record of the teaching and non-teaching personnel in the UHRIS Prime website.

2. On the updating of Service Record of each personnel for FY 2022, the annual salaries to be reflected shall be based on the National Budget Circular No. 588, dated January 3, 2022, *Implementation of the Third Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466.*

3. If problems are encountered in the updating on the UHRIS Website, such as **"cannot add Service Record or account profile of the personnel is broken",** the Administrative Officer II and/ School HRIS Coordinator will resort to the manual encoding of Service Record (SR) of the teaching and non-teaching personnel using the **UHRIS-SR template** that can be downloaded through **bit.ly/TEMPLATES-SERVICE-RECORD**. The manually encoded SR will be checked, reviewed, and printed by the Administrative Officer II and he/she will affix his/her initial signature below on the Records Officer Name. Printed and initialed Service Records shall be submitted to the Division Office – Records Section. Tracking of Service Records ready for pick-up/release can be monitored through **bit.ly/MISORDOCTRACKING**.

4. List of Administrative Officer II who will review, check, and initial sign the Service Records is attached with this Memorandum.

5. Request of Service Records through the UHRIS website that are not updated ***(FY 2022 service were not reflected)*** shall not be printed/processed.

6. Immediate dissemination and compliance to this Memorandum to all concerned is desired.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

JSD/NjC

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

ENCLOSURE TO DIVISION MEMORANDUM No. 166 s. 2022

MASTERLIST OF ADMINISTRATIVE OFFICER II

CY 2022

No.	District / School Assigned	Name	Position
1	Balingasag Central District	MERLINA R. DAHANG	Administrative Officer II
2	Balingasag North District/NAPALIRAN ES	JULIUS MATIAS BALBIDO	Administrative Officer II
3	Balingasag South District/Baliwagan CS	JANMAE D. PABONITA	Administrative Officer II
	Balingasag South District/Binitinan ES	PINKY T. CUETO	Administrative Officer II
4	Balingoan District /Bobontugan ES	RICKY M. RAMOSO	Administrative Officer II
5	Kinoguitan District /Bobontugan ES	RICKY M. RAMOSO	Administrative Officer II
6	Lagonglong District	MARJORIE D. MISO	Administrative Officer II
7	Magsaysay I & II District	DENNY WRAY DAGUIMOL	Administrative Officer II
9	Medina North District	JUNALENE B. JOSON	Administrative Officer II
10	Medina South District	LOVELY THERESE H. BEJA	Administrative Officer II
	Medina South District	LOVELY Q. VIRADOR	Administrative Officer II
11	Salay District	CARMELA M. BACONG	Administrative Officer II
12	Sugbongcogon District/Baluarte ES	DAISY G. IPANAG	Administrative Officer II
	Sugbongcogon District/Tagoloan CS	JAIREN PEARL L. LAGROSAS	Administrative Officer II
13	Talisayan District	FLORITA SALON	Administrative Officer II
14	Alubijid East and West District/Alubjid CS	CECIL EMELY D. PALER	Administrative Officer II
16	Claveria Central District	MARCIANO S. OLACO	Administrative Officer II
17	Claveria North East District	AUDREY FAYE P. AGUHAR	Administrative Officer II
18	Claveria West District	MARCIANO S. OLACO	Administrative Officer II
19	Gitagum District	MELODY MABELLE P. PESTILLOS	Administrative Officer II
20	Initao North District	DEXTER J. PALASOL	Administrative Officer II
21	Initao South District	LILIAN G. EDMILAO	Administrative Officer II
22	Jasaan North District	MYLENE C. RATILLA	Administrative Officer II
	Jasaan North District	KRISTINE H. MAMON	Administrative Officer II
23	Jasaan South District	MARY GRACE F. PADEROG	Administrative Officer II
24	Laguindingan District - Laguindingan CS	ANALOU B. QUIBLAT	Administrative Officer II
	Laguindingan District - Mauswagon IS	POCHOLO RALPH P. LANOZO	Administrative Officer II
25	Libertad District	MELODY MABELLE PESTILLOS	Administrative Officer II
26	Lugait District	MILJUDE BALA	Administrative Officer II
27	Manticao District	JEANETTE L. DUAT	Administrative Officer II
28	Naawan District	KEITH EILENE JANE P. PACULBA	Administrative Officer II
29	Opol East District (IGPIT ES)	ELSIE B. ZERNA	Administrative Officer II
	Opol East District (BARRA ES)	MYLAH DEE G. MALICAY	Administrative Officer II
	Opol East District (ONSTS-SHS)	GINA G. REVECHO	Administrative Officer II
30	Opol West District (OPOL CS)	REINA CHRISTI L. CONSOLACION	Administrative Officer II
	Opol West District (LUYONG BOBNBON ES)	MELODY B. OGUIMAS	Administrative Officer II
31	Tagoloan District / Sta. Ana ES	JOY E. RAGANDANG	Administrative Officer II
	Tagoloan District / Sta. Cruz ES	CHRISTY JOY J. BACAS	Administrative Officer II
	Tagoloan District / Baluarte ES	DAISY G. IPANAG	Administrative Officer II
	Tagoloan District / Tagoloan CS	JAIREN PEARL L. LAGROSAS	Administrative Officer II
	Tagoloan District / Casinglot ES	PATRICIA APRIL M. BUTRON	Administrative Officer II
32	Villanueva North District	PETE JOHN NESTY B. PONGCOL	Administrative Officer II
33	Villanueva South District	PETE JOHN NESTY B. PONGCOL	Administrative Officer II