May 29, 2026

REGIONAL MEMORANDUM
ORD-2026- 633

DOCUMENTATION AND OBSERVATION OF EASTERN SAMAR'S HUMAN RESOURCE INFORMATION AND PAYROLL SYSTEMS

To: Regional Office ICT Unit
Schools Division Superintendents
} Baybay City
} Borongan City
} Calbayog City
} Eastern Samar
} Northern Samar
} Samar
} Southern Leyte

1. This Office announces that a team of Information Technology Officers shall document and observe the operationalization of DepEd Eastern Samar's human resource information and payroll systems on June 2-5, 2026, in the said Schools Division Office.

2. The objective of the activity is to document the process flows involved in the operationalization of these two systems and use this as reference in the design and development of a web-based system that is scalable to all offices.

3. The team shall be composed of the following personnel:

NAME	OFFICE
Jim Albert Lagado	Regional Office
Rene Andujar	Baybay City
Roderick Abellar	Borongan City
Gary Ballon	Calbayog City
Rolando Lucenecio	Northern Samar
Christian Paul Abuda	Samar
Joel Quilantang	Southern Leyte

4. Travel expenses incurred during this activity shall be charged against the respective Offices' local funds and/or program support funds, subject to the existing accounting rules and regulations.

5. This Memorandum shall serve as Travel Order of the identified ITOs.

6. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: n/a
References: n/a
To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY

ORD-ICTU-JAL

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
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Date: 6/11/24