



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 713, s. 2021

December 13, 2021

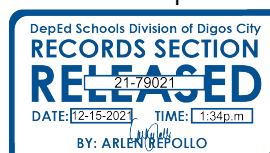
**ORIENTATION-WORKSHOP ON THE NEWLY DEVELOPED DIVISION
PAYROLL SYSTEM**

To: **HR Unit Personnel**
Admin Unit Personnel
Accounting Unit Personnel
ICT Unit Personnel

1. As part of goal of DepEd Digos City Division to adapt technology to streamline its services and implement its own Information System, the Division Information Communication Technology Unit in partnership with Human Resource and Administration Unit has developed Payroll System integrated to new Division HRIS.
2. Following the principle of Agile Software Development the developer team aims for continuous improvement of the software, involving its end-users in the process.
3. In relation to this, the ICT unit will conduct an orientation-workshop on the implementation of the new payroll system on December 15, 2021, with the following schedule and participants:
 - 8: 30 – 11:30 AM HR and Admin Personnel at HR Office
 - 1:00 – 4:30 PM - Accounting Unit Personnel at Accounting Office
4. For your information, guidance, and compliance.

CRISTY C. EPE

Schools Division Superintendent



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