



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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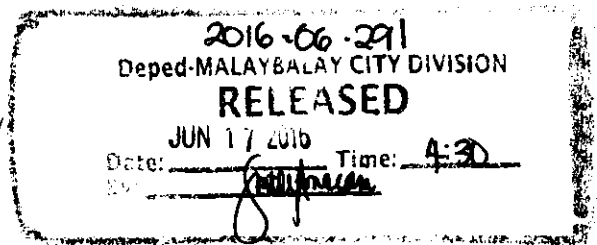
DIVISION ORDER
No. 003, s. 2016

To : **CHIEF EDUCATION SUPERVISORS & STAFF, CID & SGOD**
SECTION/UNIT HEADS & STAFF
This Division

From : 
EDILBERTO L. OPLENARIA, CESO VI
* OIC, Schools Division Superintendent

Date : May 30, 2016

Re : **OFFICE POLICY ON THE UTILIZATION OF COMPREHENSIVE PERSONNEL INFORMATION SYSTEM (CPIS)**



In line with the Division Strategic Programs particularly "Bawat Oras, Serbisyong Wagas", "ICT4Ed" & "AYOS Project", this Office hereby directs adherence on the Office Policies on the Utilization of CPIS, to wit:

I. **General Policy**

a. **System Management**

- i. The IT Officer shall manage the centralized data server and computer terminals used in CPIS to oversee the day-to-day operation and ensure the security and authenticity of data.
- ii. The IT Officer shall perform the installation of CPIS computer terminals to ensure proper function, security, and safety. Repairs to existing CPIS computer terminals shall be done by the IT Officer. In the event an item cannot be repaired, the CPIS user shall facilitate the repair to external service center.
- iii. The IT Officer shall be responsible for making routine or periodic back-ups of the server data to help protect against the data loss and to facilitate a rapid recovery from an ICT equipment failure.

b. **System Use**

- i. Unauthorized access to CPIS is strictly prohibited for security reason. Only registered users can use or access the CPIS computer terminals.
- ii. The CPIS users must use the computer terminals in accordance with the purpose and goals of the Division.

- iii. The CPIS users shall be responsible for any and all activity initiated on CPIS under his/her user ID and password.
- iv. The CPIS users are prohibited to reveal or expose confidential data/information of any DepEd employee to the public since personnel records are classified information.
- v. Tampering with, or disabling any computer terminals security is prohibited.

II. Specific Policies on CPIS Facilities

1. Personal Data Sheet (PDS) & 201 Files

- 1.1 The Records in-charge shall solely encode, update and correct entries in the personal data of employees for security and authenticity purposes.
- 1.2 The Recruitment, Selection and Placement in-charge shall forward the 201 files of newly-hired/promoted/transferred in employees to the Records In-charge for CPIS recording and safekeeping.
- 1.3 The Leave Records In-charge shall provide summary of retirement, resignation, death and transfer of division/station to the Records In-charge for change of status and employee's employment status.
- 1.4 Employees who request for personal information/data shall be channeled through the Administrative Officer-IV of the Records Unit for proper control.
- 1.5 All Division Issuances, Travel Orders and Authority to Travel shall be numbered and/or recorded in the CPIS by the Records In-charge prior to their release.

2. Service Record (SR)

- 2.1 Employees who request for service record shall submit written request to the office endorsed through proper channels.
- 2.2 Upon receipt of the request by the Service Record in-charge, the Service Record shall be prepared and released within five (5) working days.
- 2.3 The processing of the Service Records shall be based on a "First come, First serve" basis.

3. Record of Leave of Absences

- 3.1 Updating of entries shall only be done by the Personnel Unit In-charge for Leave Records.
- 3.2 Employees who request for Certificate of Leave Credit Balance shall submit a written request to this office endorsed through proper channel. Upon receipt of the request, the Leave Records in-charge shall prepare and have it approved by the Administrative Officer - IV of the Personnel Unit.
- 3.3 The Recruitment, Selection, and Placement in-charge shall provide a Summary of Newly hired employees to the Leave Records In-charge for the preparation of Leave Cards and Leave Record updating in the CPIS.

3.4 Transferees from other Divisions shall be required to submit a Certificate of Leave Credit Balance to the Leave Records In-charge for Leave Record updating in the CPIS.

4. Personal Services Itemization & Plantilla of Personnel (PSIPOP)

4.1 The Leave Records in-charge shall provide a copy of the Summary of approved Special Orders to PSI-POP in-charge to update the record in the CPIS for change status, data corrections, resignation, retirement and deceased employees.

4.2 The Personal Data Information of newly-hired, promoted and transferred in employees shall be entered in the CPIS - Phase I prior to the CSC attestation of appointment provided it is signed by the appointing authority and shall be remarked in the CPIS as "appointment on process".

4.3 The Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) in-charge shall provide data to the PSI-POP in-charge upon its approval for updating of employee's record in the CPIS.

4.4 Personal record/data will only be released upon approved request.

4.5 The PSI-POP in-charge shall solely be responsible in the entry, edit, and unfill essential employee's data in the PSI-POP. In case of his/her absence, the personnel officer shall assign alternate PSI-POP in-charge to do the tasks.

5. GSIS Member Service Profile

5.1 The Recruitment, Selection and Placement In-Charge shall provide List of Newly Hired Employees either Permanent or Substitute to GSIS ARA In-charge every approved appointment by Civil Service Commission for use in GSIS ARA Form A.

5.2 The Recruitment, Selection and Placement In-charge shall provide Business Partner Number of all Transfer IN employees and those employees with substitute status to permanent.

5.3 The Recruitment, Selection and Placement Personnel shall provide List of all Transfer IN and OUT employees every approved appointment for Transfer IN and approved Division Clearance for Transfer OUT as required in GSIS ARA Form B.

5.4 For processing GSIS ARA form C, the Recruitment, Selection and Placement In-charge shall provide list of all personnel movement to GSIS ARA in-charge such as Placement , increase of salary, and Change of Status from Substitute, Casual to Permanent Status every approved appointment and approved salary increase and Notice of Step Increment.

5.5 The Leave Records In-charge shall provide summary of approved Leave of absence without pay of employees, retired, resigned, suspended and deceased employees every 5th of the month to the GSIS ARA in-charge for processing of GSIS ARA Form D.

5.6 Employees with changes of their Personal Data such as Birth Date, Place of Birth, correction of names, and Gender shall submit

authenticated copy of NSO Birth Certificate and the GSIS membership data printout; in case of change status, submit authenticated NSO Marriage Certificate to GSIS ARA in-charge for updating GSIS ARA Form E.

5.7 Employees who request for Service Record in ARA Form shall provide the GSIS ARA in-charge their GSIS Employment Information printout and updated service record for the basis in updating GSIS service record.

III. Administrative Sanctions and Penalties

In case of violations of the afore-stated provisions, the employee shall be charged for violation of reasonable office rules and regulations pursuant to Section 22 of Rule XIV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and DepED Order No. 49, s. 2006 with the following penalties:

First offense – Reprimand

Second offense - Suspension of 1-30 days

Third offense – Dismissal from the Service

This Order shall take effect immediately until revoked.