



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM-2023-05-168  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
MAY 11 2023 Time: 9:31  
By: [Signature]

**DIVISION MEMORANDUM**

No. 168, s. 2023

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned  
This Division**

From: **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: **May 10, 2023**

Re: **PERSONNEL UNIT E-SERVICE SYSTEM**

1. The Personnel Unit introduces an e-service system to significantly improve the processing time and promote paperless transactions for certain HR-related processes that are straightforward in nature, in the Personnel Unit under the Office of the Schools Division Superintendent, DepEd Division of Malaybalay City, through the following ways:
  - 1.1 Automation of routine tasks
  - 1.2 Streamlined workflows
  - 1.3 Real-time access to information
  - 1.4 Self-service options
  - 1.5 Centralized document management
  - 1.6 Reduction in errors
  - 1.7 Improved collaboration and communication
2. The e-services system is designated for exclusive use by all personnel of DepEd - Division of Malaybalay City who may need Notice of Salary Adjustment (NOSA), Notice of Step Increment due to Length of Service (NOSI), Service Record (SR), Appointment, Certificate of Employment and Compensation, Certificate of Oneness (PAG-IBIG), Certificate of Employment and Compensation for GSIS Educational Subsidy Program, and Personal Remittance Account Information (PRIA).
3. The e-services system is designed as a dedicated tab on the official website of the Division Office that aims to provide paperless transactions with a feasible Service Level Agreement (SLA) under normal scenarios, within (1-2) working days turnaround time. Response to requests shall be done via the following:





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- 3.1 Email notification that the original document is available for pick-up at Window 1 (for certification requests only)
- 3.2 Email reply with attached scanned copy of the requested document from among these choices: NOSA, NOSI, SR, Appointment or PRIA
4. The field is hereby informed that the e-service system may be accessed starting May 15, 2023 through the official website of DepED - Division of Malaybalay City or through this link [bit.ly/personneluniteservice](https://bit.ly/personneluniteservice)
5. Any questions relative to the e-service system may be addressed to the project authors, Ms. Sunshine Gamboa and/or Mr. Dave Ms. Feliciano, through 09076889009.

TO BE POSTED IN THE WEBSITE

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Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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