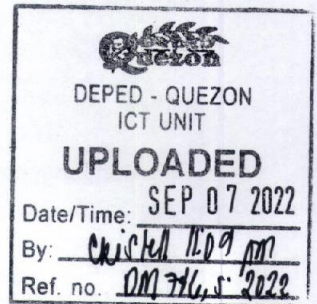




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



06 September 2022

**DIVISION MEMORANDUM**  
DM No. 746, s. 2022

**ORIENTATION AND SIMULATION OF OPTIMIZATION PERSONNEL INFORMATION SYSTEM  
(PROJECT OPIS V.1)**

**To:** Assistant Schools Division Superintendent  
SGOD & CID Chief  
Public Schools District Supervisors  
Section Heads  
Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. In line with the initiative of the Division to strengthen the Human Resource Management particularly in managing different activities and processes related to personnel's claims and benefits, a face-to-face orientation on the use of Project OPIS (Optimization of Personnel Information System) shall be conducted on September 9 (Batch 1) and September 16, 2022 (Batch 2).
2. The objectives of the said activity are the following:
  - a. Orient the end-users on the features and function of Project **OPIS** as a LAN-based solution/database which will serve as the central repository of all DepEd Quezon Personnel Data.
  - b. Conduct simulation on the use of the system particularly on generating summary reports and information for validation and personnel's claims and benefits.
3. Participants in this activity are the end-users of the system including HR Staff (Pagbilao) and all section heads. Please see enclosure for the list of participants.
4. Strict adherence of participants to existing health protocols is expected. They are required to wear face masks and observe physical distancing at all time in the venue.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination and compliance to this Memorandum is earnestly desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

ictwbp/09/06/2022

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**SCHEDULE OF ORIENTATION AND SIMULATION**

**Batch 1**

Date	Time	Participants	Activities	Venue
September 9, 2022 (Friday)	1:00 p.m. to 2:30 pm.	1. Chief / All Section Heads 2. Clinton Evardome - Personnel 3. Caren Siño - Personnel 4. Michelle Salvador – Personnel 5. Resiele Coronacion – Personnel 6. Regina Marino – SEPS, SGOD	Orientation and Feedbacking	SDO Library Hub
	2:30 p.m. to 5:00 pm.	1. Clinton Evardome - Personnel 2. Caren A. Siño - Personnel 3. Michelle Salvador – Personnel 4. Resiele Coronacion – Personnel	Simulation and Feedbacking	SDO Personnel Section

**Batch 2**

Date	Time	Participants	Activities	Venue
September 16, 2022 (Friday)	1:00 p.m. to 2:30 pm.	1. Gemma Radan – Personnel 2. Famela Fontarum - Personnel 3. Therese Reyes - Personnel 4. Rowena Romey – Personnel 5. Reylan Ranillo - Personnel 6. Akimi Asano – Personnel 7. Jay Datinggaling – Payroll 8. Edsel Palmero – Payroll 9. Proculo Nadres – Admin 10. Jan Carlo Reyes - Admin 11. Marbin Fragata – Planning	Orientation and Feedbacking	SDO Library Hub
	2:30 p.m. to 5:00 pm.	1. Gemma Radan – Personnel 2. Famela Fontarum - Personnel 3. Therese Reyes - Personnel 4. Rowena Romey – Personnel 5. Reylan Ranillo - Personnel 6. Akimi Asano – Personnel	Simulation and Feedbacking	Personnel Section

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**PROGRAM MATRIX**

<b>Time</b>	<b>Activity / Topic</b>	<b>Speakers/Facilitator</b>
1:00 – 1:10pm	Prayer	Audio Visual Presentation
1:10 – 1:15pm	Presentation of Participants	<b>Wennie O. Gaela</b> <i>HRMO</i>
1:15 – 1:20pm	Opening Remarks Message	<b>Maria Dolores D. Atienza</b> <i>Administrative Officer V</i>  <b>Gregorio A. Mueco</b> <i>ASDS</i>
1:20 – 1:25pm	Topic: Introduction to Project OPIS	<b>Wilbert B. Porteza</b> <i>IT Officer</i>
1:25 – 2:30pm	Topic: Function and Process of Project OPIS	<b>Rodelio M. Esmerna Jr.</b> <i>Administrative Officer II</i>
2:30 – 5:00 pm	Simulation	<b>Arvin Zeta</b> <i>Administrative Officer II</i>

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