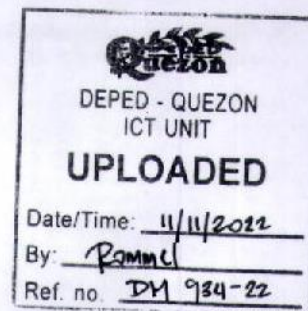




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 November 2022

**DIVISION MEMORANDUM**

**DM No. 934, s. 2022**

**IMPLEMENTATION OF PROJECT OPIS (V.1)**

**To:** Assistant Schools Division Superintendents  
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 improve the processes in Human Resource Management particularly on claims and benefits of personnel, this Office hereby announces the implementation of Project OPIS, V.1 (Optimization of Personnel Information System) starting November 14, 2022.
2. For the initial implementation of Project OPIS V.1, the identified end-users are the staff of the HR Sections. The following reports which will facilitate immediate personnel actions can be generated through the system:
  - a. Generation of Appointment Document/Paper
  - b. Summary of filled and unfilled position
  - c. Summary of entitled for step increment
  - d. Summary of entitled for loyalty pay
  - e. Summary of personnel to retire (forced retirement)
  - f. Summary of newly appointed personnel
  - g. Summary of approved appointments

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3. All concerned are enjoined to support the implementation of the system. Various feedback and suggestions from the end-users shall be incorporated with the next version of the system which will be disseminated through another Memorandum.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

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

ictwbp/11/10/2022

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