



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

December 22, 2023

DIVISION MEMORANDUM

OSDS No. 176, s. 2023

IMPLEMENTATION AND ADOPTION OF THE ENTERPRISE MANAGEMENT SYSTEM (EMS) FOR THE SCHOOLS DIVISION OFFICE OF TACURONG CITY

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Heads
School Administrative Officers
All Division Personnel
This Division

1. Pursuant to **Republic Act No. 9155**, known as the "**Governance of Basic Education Act of 2001**", the Schools Division Office shall plan and manage the effective and efficient use of all personnel, physical, and fiscal resources of the division, including professional staff development. Additionally, based on **Republic Act No. 11032** titled "**An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for the Other purposes**" recommends that government agencies shall establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government. Furthermore, based on Section 5 of the same Act enjoins "all offices and agencies which provide government services are hereby mandated to regularly undertake cost compliance analysis, time and motion studies, undergo evaluation and improvement of their transaction systems and procedures and reengineer the same if deemed necessary to reduce bureaucratic red tape and processing time".

2. To comply with the government mandate to innovate and simplify transactions, the Schools Division Office of Tacurong City shall implement and adopt the **Enterprise Management System (EMS)** - an online platform for teaching, non-teaching, administrative, and stakeholders who shall engage in services offered by the division office.

PERSONNEL PROFILE

This module serves as the primary record-keeping system for all division and school personnel and will adhere to existing government data privacy principles.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Website: depedtacurong.org



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USER ACCESS AND ROLES MANAGEMENT

All personnel shall be given access to the system. The user management shall determine level of access of certain personnel to the system based on the job functions it requires.

The Information and Communication Technology Unit will manage the provision, alteration and revocation of user access to certain personnel due to role changes.

There are three types of user access in EMS:

1. **Employee** – basic user access to the following services:

- **Profile**

- o Personal
- o Contact and Other Details
- o Address
- o Account

- **Daily Time Record**

This module requires an offline DTR device installed in every school and shall be synchronized to the EMS to receive records of personnel daily time record

- **Leaves**

This module manages personnel leave and service credits. This module shall have a separate division memorandum.

- **Records and Requests**

This is the list of services that personnel can avail, and access based on the status of appointment:

- o Apply Loans
- o My Pay slips
- o My Document Requests
- o My Locator Slips
- o My Provident Loans
- o My Travel Orders
- o My Rewards and Recognitions
- o My Service Records
- o My Learning and Development

2. **Administration** - provides administrative system access, including settings and records beyond employee-level access, managed by the ICT



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PROVIDENT LOANS MANAGEMENT

This module manages the creation, management and updating of provident loans provided by the division office. This is a crucial part of the payroll module for integration and management.

SERVICE RECORDS MANAGEMENT

This module deals with the important documentary requirements of the HRMO. This is where the Appointment, Promotion, Notice of Salary Increment, Notice of Salary Adjustment are created and updated. This module is available to all personnel under EMS. Personnel service records is listed historically.

These are the functions of Service Records:

- **Appointment and Promotion**
All hired permanent personnel shall undertake appointment and promotion. This is a crucial part of the payroll module as this will be the basis for salary and compensation.
- **Step Increment & Salary Adjustment**
All hired permanent employees shall also undergo salary increments and adjustments based on existing laws and regulations. This is also crucial to the payroll module as this is the basic of salary and compensation.
- **Station and School Assignment**
Every service records is required to provide the Station and School assignment.

Station – is based on the associated item on PSIPOP or plantilla position. This is crucial to payroll module as this identifies between the division and implementing unit paid personnel.

School – is based on the actual school/unit the personnel is currently reporting to. This impacts the Daily Time Records of the personnel as it is the basis of its CS Form 48. This is also the basis for School Management Module by the Administrative Officer deployed in school. A more detailed memorandum shall be issued on School Management Module.

REWARDS AND RECOGNITION MANAGEMENT

This is the recording of the rewards and recognition duly recognized by the division office. All personnel have also the access to these records.



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LEARNING AND DEVELOPMENT MANAGEMENT

This module consists of Trainings, Training Attendance, Training Records and List of Organizers.

- **L&D Programs**
The list of trainings conducted by different organizers.
- **Training Attendance**
A module managed by HRTD and HRDC to encode all attendance attended by all employees.
- **Summary of Training per:**
 - o **Participants**
 - o **Domain**
 - o **Governance Level**
 - o **Accrediting Agencies**
 - o **Teachers with No Training**

PAYROLL MANAGEMENT

This module manages the payroll and compensation of employees in the division office. This covers all division and implementing unit paid personnel with Plantilla positions. A separate memorandum shall constitute a its implementation policies, procedures and guidelines.

3. Effective **January 1, 2024**, this online system shall be fully implemented. All the abovementioned services shall take effect based on different implementing guidelines inherent to this memorandum.
4. An annual fund shall be allocated to sustain the services provided by this platform alongside different online platforms maintained by the Division Office.
5. Immediate dissemination and compliance to this Memorandum is desired.


GILDA G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: Annex A. Loans Application Process using EMS
Reference: Republic Act No. 9155 "Governance of Basic Education Act of 2001"



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Allotment: None

To be included in the Perpetual Index under the following Subjects:

CLIENT SERVICES SYSTEMS

JML/OSDS/DM/ IMPLEMENTATION OF ENTERPRISE MANAGEMENT SYSTEM 2024/30/8



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