



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

DILG REGION V
 RECORDS SECTION No. 20164
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 DATE: 09 JUL 2019
 TIME: 5:45 AM
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 Date: 07-08-2019
 Time: 5:00 PM
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 RECORDS SECTION

MEMORANDUM

TO : ALL REGIONAL DIRECTORS
 LOCAL GOVERNMENT SECTOR

SUBJECT : DATA POPULATION OF HUMAN RESOURCE INFORMATION
 SYSTEM (HRIS) EMPLOYEE PROFILE

DATE : JULY 3, 2019

RECEIVED
 HRMS DIVISION 2019
 DATE: [Signature]
 BY: [Signature]
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In connection with the implementation of the Human Resource Information System (HRIS) of the Department, **all regular (permanent, co-terminus, temporary) personnel** are hereby directed to populate (encode) their Personal Data Sheet (PDS or Form 212) information in their respective HRIS accounts/profiles using their Intranet Accounts **on or before July 31, 2019**. The HRIS profiles of all personnel will be monitored by the Central Office Administrator (Personnel Division, Administrative Service) as part of the PDS submission mandated by the Civil Service Commission (CSC).

As such, all designated HRIS focal person/s in every Regional/Provincial/City/Municipality Office shall assist the respective personnel in their area of responsibility in the accomplishment of individual HRIS accounts. The percentage of accomplishment shall form part of the rating of the Administrative Service in the PBB for CY 2019.

Moreover, attached is the HRIS manual for easy reference. You may also coordinate with the Personnel Division and or ISTMS for assistance.

For strict and immediate compliance.

[Signature]
FLORIDA M. DIJAN, CESO III
 OIC Assistant Secretary for HRD



Republic of the Philippines
Department of the Interior and Local Government
Regional Office V

MEMORANDUM

TO : ALL DILG EMPLOYEES

SUBJECT : DATA POPULATION OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS) EMPLOYEE PROFILE

DATE : July 15, 2019

Attached is a memorandum from the Office of ASEC for HRD Florida M. Dijan, CESO III with regards to the implementation of the Human Resource Information System of the Department.

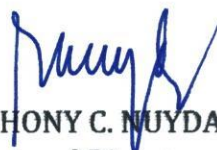
All regular personnel are hereby directed to populate (encode) their Personal Data Sheet (PDS or Form 212) in their respective HRIS accounts/profiles using their Intranet Accounts on or before July 31, 2019.

For those who do not have an account yet, hereunder are the steps to register in the DILG-Intranet:

1. Type "intranet.dilg.gov.ph" in the address bar
2. Click "Don't have an account? Sign up!"
3. Sign up and fill up all the required information
4. Provide your username using the following format - first letter of the first name, middle initial, and last name of the employee
(e.g. Juan Mesa Cruz - the username will be "jmcruz")
5. Type your password
6. Then click "Sign Up".

Moreover, attached is the HRIS manual for your information and reference. For queries or clarifications, you may coordinate with the Personnel Section c/o HRMO Pia M. Salameño and for intranet account updates and approval, you may call DILG-RICTU c/o ITO Eden S. Lanuza through Telephone No. 742-5674 or 09167843501.

For compliance


ATTY. ANTHONY C. NUYDA, CESO III
Regional Director

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"Matino, Mahusay at Maaasahan"