



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 18, 2026

DIVISION MEMORANDUM
NO. 210, s. 2026

**SUBMISSION OF CIVIL SERVICE COMMISSION'S USER ENROLLMENT DATA
FOR THE HUMAN RESOURCE GOVERNMENT AGENCIES INVENTORY SYSTEM
(HR-GAINS)**

TO: SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Civil Service Commission's (CSC) continuing efforts to digitalize and streamline government human resource management processes, the CSC is set to launch the Human Resource Government Agencies Inventory System (HR-GAINs).
2. The HR-GAINs is a centralized online platform designed to establish a reliable and secure inventory of government officials and employees and to support the electronic processing of key human resource transactions, including the updating of Electronic Personal Data Sheet (ePDS), processing of Electronic Appointment (eAppointment), and Job Publication Management.
3. In preparation for the launch of HR-GAINs Phase 1, the CSC is undertaking the initial registration of system users for all system roles. This shall include all government officials and employees, permanent, provisional, casual, contract of service (COS) and job orders (JO).
4. In view of the foregoing, all School Heads, Administrative Officers, Administrative Assistants, or Contract of Service (COS) personnel in each school shall ensure the submission of a complete and accurate list of all existing personnel by accomplishing the User Enrollment Form through the link provided below:

User Enrollment Form Link: <https://bit.ly/4sQCOVH>

5. All accomplished forms for Elementary consolidated per District and Secondary (Junior High School and Senior High School) per school warmbodies shall be submitted via email **on or before March 26, 2026** at hr.pampanga@deped.gov.ph

Subject: DISTRICT_HR-GAINS (Elementary)

Note: Submission of report for Elementary will be per District. Individual submission of reports from the elementary schools will not be acknowledged.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

Subject: SCHOOL NAME_ HR-GAINS (Junior High School and Senior High School)

Note: Submission of report for Secondary shall be in warmbodies.

6. For information, wide dissemination and 100% compliance of all concerned.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

00008154

