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

October 30, 2026

DIVISION MEMORANDUM
No. 654 s. 2026

SUBMISSION OF SCHOOL DATA REQUIREMENTS FOR THE AUTOMATION OF BUSINESS PROCESSES IN DEPED SDO PAMPANGA

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the forthcoming automation of business processes in the Department of Education (DepEd) Region III, particularly the data-gathering requirements for the Records Management System–Human Resource Management System (RMS-HRMS), this Office directs all public elementary and secondary schools to accomplish and submit the prescribed school data template.

2. The required template may be accessed through the following link: **https://bit.ly/PAMP-RMS-HRMS-TEMPLATE**. All concerned personnel are instructed to accomplish only Sheets 3, 4, and 5 of the prescribed template and ensure that all information provided is accurate, complete, consistent, and reflective of the actual personnel assigned and reporting for duty in their respective schools.

3. The preparation and submission of reports shall be based on the actual warm bodies per school, referring to personnel who are physically assigned and actually rendering service in the school, regardless of their plantilla or mother station.

4. To facilitate orderly consolidation and validation of the data, the following arrangements shall be observed:

Elementary Schools	Reports shall be consolidated per district.
Secondary Schools	Reports shall be consolidated per cluster, with a copy furnished to the concerned Public Schools District Supervisor (PSDS).

5. All consolidated reports shall be submitted electronically to the Personnel Section through the official email address **hr.pampanga@deped.gov.ph** on or before **November 5, 2026 (Thursday)**. District and cluster consolidators shall ensure the completeness, accuracy, and consistency of the submitted information prior to transmittal.

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

6. School Heads, PSDSs, and designated consolidators shall ensure proper coordination, verification, and timely submission of the required data. Particular attention shall be given to the accurate reporting of actual personnel assignments to avoid discrepancies between plantilla records and actual school personnel deployment. Any personal information collected or processed shall be handled solely for authorized official purposes, with appropriate safeguards consistent with applicable data privacy and records-management policies.

7. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

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