



4 September 2018

**MEMORANDUM CIRCULAR NO. 62**  
Series of 2018

**T O: All Concerned Offices (per list below)**  
**R E: First batch of users of HR Records Management System**

The university is establishing a **Human Resources Management Information System (HRMIS)** to provide direct access of human resource information to authorized users within the provisions of the data privacy law. Important records, documents, forms and references have initially been uploaded in the system and can be accessed on-line. The HRMIS will improve operational efficiency and effectiveness by providing faster access to data and information to support operational activities.

To orient the would-be users in downloading important references, forms and other documents, a Hands-On Training for the first batch of trainees will be conducted on September 12, 2018 at DCST Room 201 from 8:00 am – 5:00 pm.

Because of the limited number of computers, the first batch will consist of only 40 participants as follows:

- |   |   |    |
|---|---|----|
| 1. OP (2) & All Vice Presidents (4) and secretaries (4)       | - | 10 |
| 2. All Deans in the main campus (7) and secretaries (7)       | - | 14 |
| 3. Department heads & secretaries of DoE, DoPAC, DTE, DepStat | - | 8  |
| 4. ODAHRD, PRPEO, Records                                     | - | 8  |

For compliance.

  
**EDGARDO E. TULIN**  
President  
DTC  
9/4/18