



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

19 August 2026

DIVISION MEMORANDUM

No. 404, s. 2026

**ONLINE ORIENTATION ON THE HUMAN RESOURCE DATABASE MANAGEMENT
TOOL IN FIELD OFFICES**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office through Personnel Section shall conduct an **Online Orientation on the Proper Use of the Human Resource Database Management Tool (HRDMT)** for Leave Application, Notice of Step Increment, and Division Clearance. The activity shall be attended by non-teaching personnel handling personnel administration functions. The orientation shall be held on **August 24, 2026**, starting at **9:00 a.m. onwards** via an online platform through the following link: **<https://tinyurl.com/HRDMT2026>**.
2. The overview of the topics to be discussed are as follows:
 - 2.1 Overview of the HRDMT and its system features and benefits
 - 2.2 Demonstration of the step-by-step procedures for the filing, routing, approval, and processing of Leave Applications;
 - 2.3 Orient personnel on the filing, routing, and issuance of Notices of Step Increment
 - 2.4 Orient personnel on the proper procedures for filing, routing, and monitoring Division Clearances;
 - 2.5 Monitoring of transactions through the system and updates on submitted requests
3. Participants are requested to prepare hard copies of their duly accomplished, pending, or for-submission Leave Application, Notice of Step Increment, and Division Clearance Forms for reference during the orientation. This will facilitate their active participation in the simulation and demonstration of the Human Resource Data Management Tool (HRDMT).
4. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. None

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuance-Division Memorandum

JBP/ORIENTATION ON THE HRDMT IN FIELD OFFICES/

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