

Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division Office
Rizal Ave. Pob. South, Lagawe, Ifugao

Division Memorandum

No: 151 s. 2016

To: Public Schools District Supervisors
Elementary and Secondary School Heads

From:  SALLY B. ULLALIM, CESO V
Schools Division Superintendent 

Subject: **Use of the Online Management Information System (OMIS)**

Date: August 15, 2016

1. The Schools Division Office (SDO) Online Management Information System (OMIS) is now functional for public use. It has been developed to provide an official alternative way of online interaction and official online transaction between school employees and SDO employees.
2. Official business transactions include requests or queries that maybe asked by school personnel for processing in advance by units concerned at the Schools Division Office but not limited to:
 - a. request for authority to fill
 - b. request for service records
 - c. request for correction of personal information
 - d. request for reinstatement to duty
 - e. queries to follow up administrative concerns
 - f. etc.
3. Requests and queries posted at the OMIS shall be responded and acted upon accordingly.
4. All are required to register for purposes of profiling so that anyone who wants to use the system can be identified. Register at the OMIS Portal (<http://www.depedcarifugao.com/omis-portal>) in our division web site using your **deped email**. Registered members can post requests or queries. Non-members can only view the contents.
5. Dissemination of this memorandum is enjoined.