

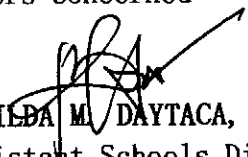


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION of BENGUET



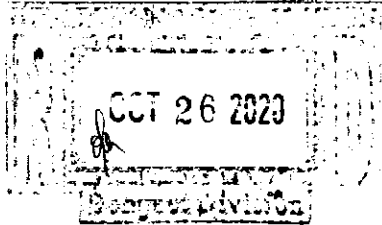
Division Memo 216 S-2020

TO: All Division Office Personnel
Others Concerned

FROM:  BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT: Use of *Shu-kunan*, the Integrated HRMD Database of SDO-
Benguet

DATE : October 16, 2020



1. *Shu-kunan* maintains Personal Data Records, Learning and Development Records, Performance Management Rating Records, and Rewards and Recognition Records of all SDO-Benguet Personnel. *Shu-kunan* is hereby approved for utilization while a write-up on its implementation progress is ongoing.
2. *Shu-kunan* is an Ibaloy term pertaining to a place or container where items are usually kept or gathered. In this context, *shu-kunan* is a data bank for SDO personnel information related to HRD purposes.
3. *Shu-kunan* is hereby adapted as the official name of the system and can be utilized by all SDO employees provided that RA 10173 known as the Data Privacy Act of 2012 be observed. The data bank will be used solely to support the HRD program and other activities in relation to planning, recording and tracking of individual employees' performances.
4. SDO Employees may opt to utilize *shu-kunan* for HRD and research purposes provided they shall ask assistance from HRD SEPS and EPSpII.
5. Widest dissemination of this memorandum is desired.