



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



DEC 10 2020

DIVISION MEMORANDUM

No. 087, s. 2020

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Elementary and Secondary School Principals/Officers In-Charge
Unit Heads
All Concerned

HRMO ONLINE SERVICES

In response to the State of National Health Emergency to avoid contracting Covid19 in government office transactions, the field is hereby informed of the ONLINE SERVICES which HRMO, this Office, shall be utilizing, effective immediately.

Please refer to the attached infographic, which details the HR Transactions/Services and the procedure to follow.

Immediate and wide dissemination of this Memorandum is highly desired.


SHERYLL T. GAYOLA

Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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ONLINE SERVICES & REQUIREMENTS

PROCEDURE

A	Service Record Photocopy of 1 valid ID (preferably PRC ID)
B	EPT Certification Photocopy of 1 valid ID (preferably PRC ID)
C	Certificate of Employment Photocopy of 1 valid ID (preferably PRC ID)
D	Certificate of Employment with Compensation Photocopy of 1 valid ID (preferably PRC ID)
E	Certificate of Leave without Pay Photocopy of 1 valid ID (preferably PRC ID)
F	Certification of Philhealth Contribution Photocopy of PhilHealth ID
G	Certificate of Contribution for GSIS/Pag-IBIG Photocopy of 1 valid ID (preferably PRC ID)
H	Certificate of One and the Same Person Letter of Intent, Photocopy of 1 valid ID (preferably PRC ID) and docs from Pag-IBIG for Correction
I	Request for Stoppage/Deduction Letter of intent, Latest Payslip, Certificate of full payment from PLIs, loan details, filled-up form
J	Permit to Study Indorsement, Request letter, Permit to study form, Curriculum course
K	Accreditation of Units Earned Indorsement, Request Letter, Original TOR
L	Change of Name Letter of Intent, Indorsement from school, Original and Photocopy of Marriage Certificate, Proof of Change of Name from Pag-IBIG and PhilHealth, Original copy of PSA/NSO Marriage Contract
M	Monetization Form 6, Letter of Intent with attached form stating reason



- To avail SDO Marikina (HRMO) Online Services, access it thru the link: <https://tinyurl.com/SDOMarHRrequest>
- Provide the information needed.
- Choose the type of Service you want to avail.
- Upload and submit the applicable requirements.
- All documents to be uploaded should be in .doc, PDF, .jpg or image file format and must not exceed 10MB.
- Receive the requested Certification/document which will be sent to the email address used/provided.