



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
All SDO Functional Areas
Public Schools District Supervisors/OIC-PSDSs
Elementary & Secondary School Heads
Teaching & Non-teaching Personnel
All Others Concerned

FROM: **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

SUBJECT: **IMPLEMENTATION OF THE HRMO ONLINE DOCUMENT
REQUESTING SYSTEM (HRMO ODRS)**

DATE: August 18, 2025

1. This Office informs all teaching and non-teaching personnel of the implementation of the HRMO Online Document Requesting System for the processing of documentary requests at the SDO Sorsogon Province Personnel Section.
2. The HRMO ODRS will serve as the Official portal for documentary requests such as:
 - a. Service Record
 - b. Certificate of Employment
 - c. Certificate of Employment (with Salary & Compensation)
 - d. Attested Copy of Appointment
 - e. Individual Evaluation Sheet (for T1 Applicants)
 - f. Certificate of Inclusion to RQA (for GPP)
 - g. Approved CSC Form 6
 - h. Notice of Step Increment (NOSI)
 - i. Notice of Salary Adjustment (NOSA)
3. To ensure the quality of the process, the schedule of requesting and releasing shall be followed:

Day of Request	Day of Release
Monday – Wednesday	Friday
Thursday & Friday	Monday



Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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4. The ODRS shall be accessed through this QR Code. The same QR Code is posted in the HRMO Bulletin.



bit.ly/SDOSorsogonODRS

5. Copies of this QR Code shall be provided to public elementary schools to allow the teaching & non-teaching personnel to request documents while on duty.
6. Request of documents from Implementing Units (IUs) are excluded in this ODRS until its implementation throughout the Division.
7. Documentary requirements in relation to retirement, resignation, and transfer to other Division/Agencies are excluded from the ODRS. Requesting parties shall coordinate with the appropriate process holder.
8. The following guidelines shall be observed during the release of the requested documents:
- Personal appearance is required to claim the requested document/s.
 - Requesting party is required to provide an approved Travel Authority and any valid proof of identification during the release.
 - No document/s will be released on an "authorized person" or to those with no approved Travel Authority.
 - Claimant shall present the confirmation email upon pick-up.
 - No monetary obligations are entailed to any of the requests.
9. All documentary requests shall be processed through the ODRS.
10. For information and widest dissemination.



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