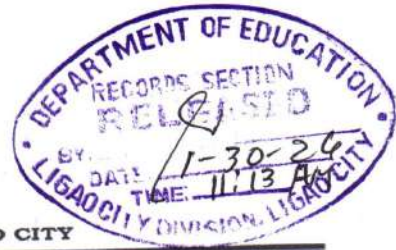




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

January 29, 2026

DIVISION MEMORANDUM

No. 0046 s. 2026

13026073

**CIVIL SERVICE COMMISSION HUMAN RESOURCE GOVERNMENT
AGENCIES INVENTORY SYSTEM (HR-GAINS) USER ENROLLMENT
FORM**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Public Elementary and Secondary Schools Heads
All Section/Units Head
All Others Concerned

1. The Civil Service Commission (CSC), in its continuing effort to digitalize and streamline government human resource management processes, the CSC is set to launch the **Human Resource Government Agencies Inventory System (HR-GAINS)**. The HR-GAINS is a centralized online platform designed to establish a reliable and secure inventory of government officials and employees and to support the electronic processing of key human resource transactions, including the updating of Electronic Personal Data Sheet (ePDS), processing of Electronic Appointment (eAppointment), and Job Publication Management.
2. In preparation for the launch of HR-GAINS Phase I, the CSC is undertaking the initial registration of system users for all system roles, which should include all government officials and employees.
3. In connection thereto, all schools are requested to complete the **USER ENROLLMENT FORM** through the following links *on or before February 2, 2026*:

DISTRICT/LEVEL	ASSIGNED LINKS
EAST	https://bit.ly/USERENROLLMENTEAST
WEST	https://bit.ly/USERENROLLMENTWEST
SOUTH	https://bit.ly/USERENROLLMENTSOUTH
SECONDARY	https://bit.ly/USERENROLLMENTSECONDARY



Binatagan, Ligao City, 4504
ligao.city@depd.gov.ph
depdligao.city.net



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4. In accomplishing the USER ENROLLMENT FORM, the following instructions must be observed:
- Only one (1) personnel per school will be given access to the link, preferably Administrative Officer II assigned to the school. (request for access first).
 - Must follow the Guide in Filling Out which can be found in the first sheet.
 - Include all personnel (permanent, casual, substitute, COS and JO)
 - Attached herewith is the sample User Enrollment Form for your reference.
5. For information, guidance and strict compliance of all concerned.

NYMPHA D. GUOMO
Schools Division Superintendent

USER ENROLLMENT FORM

[illegible]