



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 3, 2026

DIVISION MEMORANDUM

No. 068, s. 2026

SUBMISSION OF THE HUMAN RESOURCE GOVERNMENT AGENCIES INVENTORY SYSTEM (HR-GAIInS) USERS ENROLLMENT DATA

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Principals-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a copy of the **CSC RO VI Advisory No. 2026-002** with the subject “*Submission of the Human Resource Government Agencies Inventory System (HR-GAIInS) Users Enrollment Data*” which requires the submission of the list of **ALL government officials and employees** including those who are hired as casual, contract of service or job order (MOOE Funded).
2. In this connection, all School Heads are requested to submit the required data using the provided template which can be download thru this link https://drive.google.com/drive/u/1/folders/14SeZJPUD_IkIXD-kbzXc0Mzc5dssu7s_
3. The accomplished template shall be uploaded to the respective folders per district thru the same link using the name of school as file name.
4. The deadline of submission/uploading of files is on or before **February 6, 2026** for consolidation and submission to the Civil Service Commission on or before February 10, 2026.
5. Immediate and wide dissemination of this memorandum is desired.

For the Schools Division Superintendent:


MICHAEL T. RAPIZ
Chief Education Supervisor – SGOD
In-Charge of the Division

Enclosures: As stated

RFD/mtb



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Civil Service Commission Regional Office VI

CSC RO VI Advisory No. 2026-002

**To : All Agency Human Resource Management Officers
Region VI**

**Re : Submission of the Human Resource Government Agencies Inventory
System (HR-GAInS) Users Enrollment Data**

The Civil Service Commission (CSC) will be launching the **Human Resource Government Agencies Inventory System (HR-GAInS)** as part of its continuing efforts to digitalize and streamline government resource management processes. The HR-GAInS is a centralized online platform designed to establish a reliable and secure inventory of government officials and employees and to support electronic processing of key human resource transactions.

The **system users** of the HR-GAInS include **all government officials and employees** including their respective Agency Human Resource Management Officers (HRMOs) or the highest officials in charge of human resource management.

In preparation for the **launch of HR GAInS Phase 1**, we would like to request our partner agencies through their respective Human Resource Management Officers (HRMOs) for the support in the registration of system users. With this, agency HRMOs are requested to accomplish the following forms which can be downloaded thru this link: <https://tinyurl.com/HR-GAInS-forms-phase1>:

1. **User Enrollment Form.** All existing government officials and employees of the agency should be listed in the form; and
2. **Certification.** The certification to be signed by Agency HRMO or the highest official in charge of human resource management.

May we request that the **duly accomplished User Enrollment Form in MS Excel Format**, together with the **scanned copy of the signed Certification**, be **submitted** to this Office via email: **cscro6.psed@gmail.com not later than 10 February 2026**.

Timely submission of the foregoing documents is essential to ensure complete registration of users as well as the smooth and successful roll-out of the HR-GAInS Phase 1. You may coordinate with our Policies and Systems Evaluation Division through the email indicated above or with your CSC Field Office should you have any concern/s on this matter.

We anticipate your positive response to this endeavor despite the short timeframe.


Atty. ERNA P. ELIZAN
Director IV

January 22, 2026