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

November 9, 2026

DIVISION MEMORANDUM
No. 695 , s. 2026

SUBMISSION OF THE UPDATED INVENTORY OF GOVERNMENT HUMAN RESOURCES DATA FOR 2nd SEMESTER OF CY 2026

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. 2026-005** with the subject *"2nd Semester CY 2026 Updating of the Inventory of Government Human Resources 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 directed to submit the required data using the provided template which can be downloaded thru this link **<https://drive.google.com/drive/u/1/folders/1poBF4p_Tu4VAdlCKulSun-bgMutyz3Ua>**

3. **The accomplished template shall be uploaded to the respective folders per district thru the same link using the School ID_Name of School as file name (ie:114625_Altavas ES)**.

4. The deadline of submission/uploading of files is on or before **November 13, 2026** for consolidation and submission to the Civil Service Commission on or before November 23, 2026.

5. Immediate and wide dissemination of this memorandum is desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Enclosures: As stated

RFD/mtb

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CSC REGIONAL OFFICE VI

CSC RO VI Advisory No. 2026-005

To : ALL AGENCY HUMAN RESOURCE MANAGEMENT OFFICERS
Region VI and Negros Occidental

Re : 2nd Semester CY 2026 Updating of the Inventory of Government Human Resources Data

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The Civil Service Commission (CSC) Regional Office VI expresses its sincere gratitude for your Agency's cooperation in submitting its Inventory of Government Human Resources (IGHR) data during the first semester of Calendar Year (CY) 2026.

From this year onwards, agencies will be requested to submit their respective IGHR data ***twice a year***, covering both the **first and second semesters**.

In this regard, we, once again, request all our partner agencies through their respective Human Resource Management Officers (HRMOs) to submit the following **updated data** covering the second semester of CY 2026 using the **new templates** in MS Excel format:

1. **HRMO** and **Plantilla of Personnel** (*as of date of submission*);
2. List of **Casual/Contractual** Personnel with appointments approved by the CSC (*as of date of submission*); and
3. List of **JO/COS/MOA** Personnel (*as of date of submission*).

The **new templates and the accompanying guidelines** may be downloaded through this link: https://tinyurl.com/2ndSem2026-ighrs-templates. The additional data fields in the new templates are information requirements needed during annual budget deliberations and policy formulation.

In accomplishing the new templates, please ensure that **all fields are properly completed** in accordance with the prescribed guidelines. **No field should be left blank**; instead, indicate "**N/A**" if the information is not applicable.

Furthermore, if your agency did not hire any casual or contractual personnel, or Job Order (JO), Contract of Service (COS), or Memorandum of Agreement (MOA) workers during the covered period, the new templates must still be submitted to the CSC, with "***NONE***" indicated in the appropriate fields, for the information and reference of the IGHRS Secretariat.

The above-listed data shall be uploaded through the link https://tinyurl.com/2ndSem2026-ighr-submission not later than 30 November 2026.

You may coordinate with our Policies and Systems Evaluation Division (PSED) through this email address: cscro6.psed@gmail.com or through cellphone number: 0976 418

We sincerely appreciate your continued support and commitment to this endeavor of the Civil Service Commission.

Atty. ERNA T. ELIZAN
Director IV
Concurrent Acting Director IV for CSC-NIR

22 October 2026

cc: CSC Regional Office VI Field Offices

PSED/ETE/ALL/SPA/fnx
Advisory_Completion of Required IGHR Data for the 2nd Semester CY 2026