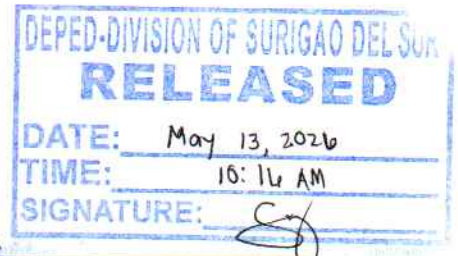




Republic of the Philippines  
**Department of Education**

CARAGA REGION  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 170, s. 2026

**TEMPORARY SHUTDOWN OF DIVISION ONLINE ICT SOLUTIONS IN  
 PREPARATION FOR THE NEW DIVISION PORTAL**

To: All Teaching Personnel and Non-Teaching Personnel  
 This Division

1. In line with the continuous improvement of digital services of the Schools Division Office of Surigao del Sur, the Schools Division ICT Unit announces the temporary shutdown of Division Online ICT Solutions to give way to the transition and deployment of the new version of the Division Online ICT System.
2. The shutdown schedule will be from May 22 to May 26, 2026. During this period, the following systems will be temporarily unavailable:
  - 2.1 Electronic Human Resource Information System (EHRIS);
  - 2.2 Official Website of SDO Surigao del Sur.
3. This activity is part of the system upgrade and transition to a more efficient and enhanced Division Online ICT Solution.
4. During the shutdown period, the following services and transactions will be temporarily inaccessible:
  - 4.1 DepEd Email Requests (Creation and Reset);
  - 4.2 Google and MS365-related services;
  - 4.3 Helpdesk System;
  - 4.4 Learning and Development modules;
  - 4.5 Leave Details;
  - 4.6 Transfer Requests.
5. However, the following data will remain intact and unaffected:
  - 5.1 Document Tracking System (DTS);
  - 5.2 User Details
  - 5.3 Division Memoranda
  - 5.4 Division Advisories
  - 5.5 Office Memoranda
  - 5.6 Division Unnumbered Memoranda.
6. All personnel are advised to complete urgent transactions prior to the scheduled shutdown to avoid inconvenience.





Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

7. The Division ICT Unit will ensure that all systems are fully operational after the transition period.
8. Immediate dissemination and strict compliance with this Memorandum are hereby directed.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

MGM/DM-MEMO  
\_\_\_/\_\_\_/2026