



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



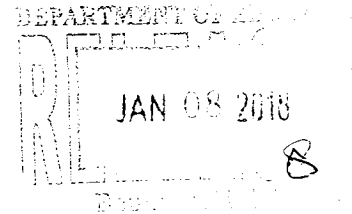
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January 4, 2018

**DIVISION MEMORANDUM**

No. 05, s. 2018

TO: SGOD & CID Chiefs  
Public Schools District Supervisors/District in-Charge  
Elementary School Heads/TICs  
Elementary Teachers  
All concerned



FROM:   
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

SUBJECT: **Postponement on the implementation of SDO Memo No. 344, s. 2017 entitled Re-Orientation Rollout of the Enterprise Human Resource Information System (EHRIS)**

1. This is to inform all concerned that the scheduled Implementation of the EHRIS this January 2018 will be postponed until further notice. This is due to the delayed posting of requirements and materials needed for the training.
2. However, this office is encouraging those identified participants to continue accomplishing their Personal Data Sheet (PDS) in the EHRIS. In such case that problems arise when accomplishing their PDS, then visit the ICTU office from January 8 to 31, 2018 for technical assistance.
3. It is further encouraged that identified participants to accomplish the task at own capacity and may seek assistance from peers **but it is highly discouraged to let/pay someone** to accomplish their PDS in the EHRIS.
4. For more information, all concerned may contact the Division ICTU office, SDO Benguet at telephone no. (074) 422 6570 or send a message through email address at [eric.wanson@deped.gov.ph](mailto:eric.wanson@deped.gov.ph)
5. For information, compliance, guidance and wide dissemination.