



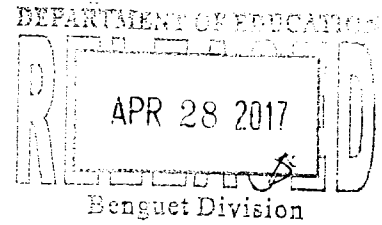
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601




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DIVISION MEMORANDUM

No. **084** s. 2017



TO: SCHOOL HEADS OF THE FOLLOWING SCHOOLS:
 Binga NHS Camp 30 NHS
 La Trinidad CS Evelio Javier Memorial NHS
 Benguet NHS-Main Bulalacao NHS
 TSHI-Main Tacadang NHS
 Loo NHS Kamora NHS

FROM: 
FEDERICO P. MARTIN, Ed.D., CESO VI
 Schools Division Superintendent

SUBJECT: DETAIL OF IDENTIFIED SCHOOL PERSONNEL FOR SUMMER 2017

- The following non-teaching personnel assigned in various schools and who attended the "Enterprise Human Resource Information System (EHRIS)" Rollout and Training of Trainers (TOT) on the Time and Attendance Management System (TAMS) and Service Requests(SR) in the R.O Proper and SDOS Proper, and Level I TOT on the Electronic Personal Data Sheet(ePDS) Encoding by the Personnel recently at Brentwood Apartelle, Baguio City are required to be detailed at the SDO Proper for the whole summer term due to exigency of service.

NAME	SEX	DESIGNATION	SCHOOL
Anton, Anna Fe C.	F	Administrative Assistant II	Binga NHS
Bacuso, Harold	M	Teacher III	La Trinidad CS
Balalong, Joyce	F	Administrative Officer II	Benguet NHS-Main
Bestre, Melody	F	Administrative Aide IV	TSHI-Main
Billy, Marie Assumpta	F	Registrar I	Loo NHS
Ellio, Lucyl	F	Administrative Assistant II	Camp 30 NHS
Gamotlong, Nadia	F	Administrative Assistant II	Evelio Javier Memorial NHS
Jackfrey, Agustina	F	Administrative Assistant II	Bulalacao NHS
Soriano, Christian Keith	M	Administrative Assistant II	Tacadang NHS
Tobias, Nikki	F	Administrative Assistant II	Kamora NHS

- The above-named shall be joined by the SDO Personnel at the ICT Unit and Personnel/ HR Section who were their co-trainers.
- Expected outputs with time line given by the Central Office is until July 2017 include among others, creation of accounts to be able to do encoding services and subsequent planning for the conduct of rollout to all teachers and employees.
- The usual cooperation of all concerned on behalf of the whole SDO-Benguet is earnestly sought.

To be indicated in the Perpetual Index under the following subjects:

EHRIS ePDS Teachers Administrators Employees