


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601
Telefax: (074) 422-6570; (074) 422-7501; 422-3790; 422



DIVISION MEMORANDUM

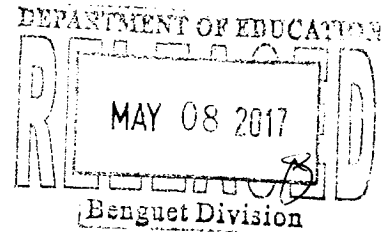
No. 92 s. 2017

To: **Public Schools District Supervisors
Elementary and Secondary School Heads
All Permanent School Personnel**

From: 
FEDERICO P. MARTIN, Ed.D., CESO V
Schools Division Superintendent

Subject: **DIVISION ROLL-OUT ON THE ENTERPRISE HUMAN RESOURCE
INFORMATION SYSTEM (EHRIS) and ELECTRONIC PERSONAL DATA
SHEET (ePDS) ENCODING**

Date: **May 5, 2017**



1. The **EHRIS**, an innovation designed to enhance the effective and efficiency of human resource management systems and processes in the **Department of Education (DepEd)**, is undergoing implementation process in the Central Office, and will be implemented in all Regional Offices (RO), Schools Division Offices (SDO), and all public (DepEd-managed) elementary and secondary schools.
2. Mandated by DepEd Memorandum 275, s.2009, it ensures the automation and simplification of human resource systems and processes; provides vital information in support of management decisions and strategic plans; and provide valid data requirements to other recipient agencies such as the **Civil Service Commission (CSC)**, the **Department of Budget and Management (DBM)**, the **Commission on Audit (COA)**, and the **Government Service Insurance System (GSIS)**, among others.
3. The Division Personnel Section, in partnership with the Division Information and Communications Technology Unit will conduct EHRIS Rollout and ePDS encoding on **May 10, 2017 to June 10, 2017**. Please refer to the following schedule of the training activities and venues:



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DATE	SCHOOL/DISTRICT	VENUE	NUMBER OF PAX
May 10, 2017	Binga NHS, Binga ES, Tinongdan ES, Botic ES, Fianza MNHS, Laurencio FMNHS, Domolpos ES, Lusod ES, Fianza ES, Tabu ES	Binga NHS	79
May 11, 2017	Tublay School of Home Industries	TSHI	104
May 12, 2017	La Trinidad District	Advay Hall, BeNHS, CRSHS, any schools with internet connection	551
May 16, 2017	Bakun District	Ampusongan ES	178
May 18, 2017	Tublay District	TSHI and Paoad ES	127
May 19, 2017	Atok District	TSHI	196
May 22, 2017	Sablan District	Sablan Municipal Function Hall	115
May 23, 2017	Buguias District	Mothers Restaurant	408
May 24, 2017	Mankayan District	Lepanto ES, Mankayan NHS	349
May 25, 2017	Itogon II District including not mentioned Secondary Schools	Bua ITC Hall	226
May 26, 2017	Itogon I District except above mentioned schools	Bua ITC Hall	164
May 29, 2017	Kapangan District	GBDAIS, Kapangan Central NHS	274
May 30, 2017	Kibungan District	Kibungan CS, Kibungan NHS	156
June 1, 2017	Bokod District	Ambuklao Brgy. Hall	198
June 2, 2017	Kabayan District	Kamora NHS, Kabayan CS	184
June 3, 2017	Tuba District	Tuba CS Social Hall	349
June 10, 2017	Personnel who cannot attend the Roll out due to trainings and seminars	SDO Adivay Hall	

4. The event will be clustered into A.M. and P.M. session per venue to accommodate all participants. Public Schools District Supervisors will facilitate the distribution of participants per session. Registration of participants for A.M. session will be 8:00 A.M. and P.M session will be 1:00 P.M.



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5. The event aims to:
 - 5.1. Introduce the EHRIS and its main features to all teachers and employees;
 - 5.2. Develop, calibrate, and enhance the knowledge of participants on the usage and implementation of the EHRIS;
 - 5.3. Strengthen linkages among participants in providing technical and policy support related to the usage and implementation of the EHRIS; and
 - 5.4. Facilitate the completion of ePDS of all teachers and employees within the division.
6. All participants are required to bring their own laptops/android phones/tablet, extension wires, updated PDS and pocket WIFI (if available for convenience).
7. Snacks, travel expenses and other incidental expenses of the participants from their school to the training venue will be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. A one (1) day service credit will be given to all teaching personnel.
9. Immediate and wide dissemination of this memorandum is desired.

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

EHRIS

ePDS

Teachers

Administrators

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