MEMORANDUM

TO: Schools Division Superintendents/OIC-SDSs
    Assistant Schools Division Superintendents/OIC-ASDSs

FROM: RAMON F. ASCEDE
       Regional Director

SUBJECT: CHANGE AND ALIGNMENT OF THE CURRENT
          BIOMETRIC ID NUMBER WITH THE EMPLOYEE/
          PERSONNEL NUMBER (E/PN) AND UPDATING OF LEAVE
          BALANCES OF EMPLOYEES IN THE SCHOOLS DIVISION
          OFFICE PROPER

DATE: July 12, 2016

This has reference to the unnumbered memorandum dated June 24, 2016 from
Director Alda C. Yuvenco of the Information and Communications Technology Service,
DepEd Central Office, copy enclosed, regarding the hereunder listed pre-implementation
activities to be done by your Office in preparation for the implementation of the
Enterprise Human Resource Information System (eHRIS) particularly on the electronic
Personal Data Sheet (ePDS) updating and the Time and Attendance Monitoring System
(TAMS):

1. change and align the employee's current biometric number to the
   corresponding employee number issued by the Regional Payroll Services Unit
   (RPSU);
2. submit the duly-accomplished User Account Creation Form (UACF) of all
   permanent employees and DepEd Job Orders using the template which can be
   downloaded through this link: http://tinyurl.com/eHRIS-UACF; and
3. submit the updated leave balances of employees in the SDO proper as of June
   30, 2016 using the attached template.

The soft copy of your reports in excel format together with the scanned signed
copy of the transmittal letter must be sent through email at icts.usd@deped.gov.ph
and depeped5.personnel@yahoo.com, with subject: SDOP UACF and Leave
Balance, not later than July 30, 2016.

For information, guidance and strict compliance.
MEMORANDUM

To: Regional Directors
   Assistant Regional Directors
   Schools Division Superintendents
   Assistant Schools Division Superintendent
   Administrative Division in the RO and DO
   All personnel in the RO Proper and DO Proper

From: [Signature]
   Director IV [Name]

Subject: Change and align the current biometric ID number with the employee/personnel number (E/PN) of the personnel in the Region and School Division Office Proper and update leave balances.

Date: June 24, 2016

In preparation for the implementation of the eHRIS ePDS updating and Time and Attendance Monitoring System (TAMS) in the Regional Office Proper (ROP) and School Division Office Proper (SDOP), the ROPs and SDOPs are expect to do the following pre-implementation activities:

1. ROPs and SDOPs using biometrics machine to capture personnel attendance data are instructed to change their current biometrics machine ID to the corresponding employee number issued by the Regional Payroll Service Unit (RPSU). Regions V, IX, XI and CAR whose employee numbers were issued by the Central Office are instructed to use those numbers to ensure that there is no duplicate employees/personnel number (E/PN) in the eHRIS.

2. SDOPs are also expected to fill out separate User Account Creation Form (UACF) of all permanent employees and DepEd-paid Job Orders (JO). The UACF can be downloaded from http://tinyurl.com/eHRIS-UACF. DHRMOs must ensure the following:
   a. that all SDOP permanent personnel must have a valid official DepEd email address, while the JOs must have a valid Google mail email address; and
   b. that all SDOP permanent personnel have an RPSU-issue employee number; while JOs must have a CO-issued personnel number.
   c. that both filled out UACF is submitted on or before July 30, 2016.
3. ROPs and SDOPs are also requested to start updating their personnel’s leave balances. The baseline data that will be inputted into eHRIS will be as of June 23, 2016 to be submitted on or before July 30, 2016. Please refer to the template below. Please use Microsoft Excel to prepare this report.

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Sick Leave</th>
<th>Vacation Leave</th>
<th>Forced Leave</th>
<th>Compensatory Time Off</th>
<th>Special Leave</th>
</tr>
</thead>
</table>

NOTE* Please do not add any more column/s.

4. All submissions must be sent to ictu.usd@deped.gov.ph subject: SD OP UADF and Leave Balance. Please also attach a scanned copy of the letter of submission signed by the Schools Division Superintendent or the Officer-in-Charge.

5. For inquiries, clarifications and assistance, please contact the ICT Service – User Support Division at (02) 636 4878 or email us at ictu.usd@deped.gov.ph subject: eHRIS assist.