



MEMORANDUM

RELEASED

TO: CID & SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialist, HRD
Education Program Specialist, HRD
Elementary and Secondary School Heads
Elementary and Secondary School ICT Coordinators

DepEd, Division of Catanduanes
RECORDS SECTION
Date: AUG 08 2017
Time: 9:50 AM
Initial/Signature: [Signature]

FROM: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: DIVISION ORIENTATION-WORKSHOP ON ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) AND ONLINE ENCODING OF PERSONAL DATA SHEET (PDS) OF SCHOOL PERSONNEL

DATE: August 4, 2017

1. In line with the DepEd national implementation of Enterprise Human Resource Information System (EHRIS), the Personnel and IT Sections will be conducting a Division-Orientation Workshop On Enterprise Human Resource Information System (EHRIS) And Online Encoding of Personal Data Sheet (PDS) of School Personnel on the following schedules:

Zone	Municipality	Date	Venue
1	Virac, San Andres	August 17, 2017	SDO, Conference Hall A
2	Gigmoto, Baras, Bato, San Miguel	August 18, 2017	SDO, Conference Hall A
3	Viga, Payo, Bagamanoc	August 19, 2017	SDO, Conference Hall A
4	Caramoran, Pandan	August 20, 2017	SDO, Conference Hall A

2. The participants in this workshop are the designated School ICT Coordinators (Elementary and Secondary) who will be the in-charge of the roll-out in their respective schools and facilitate 100% completion of electronic Personal Data Sheet (ePDS) of school personnel. Participants are advised to bring laptop, extension cord, pocket wifi, accomplished CSC Form 212 revised 2017 (hard copy and softcopy). Likewise, they are enjoined to have an active DepEd email account to be used during the workshop.

3. Participants from Zone 3 and 4 are entitled to one-day service credit per DepED Order No. 19, s. 2011 and the non-teaching staff will be given one day Compensatory Overtime Credit per CSC & DBM Joint Circular No. 2, s. 2014..

4. A registration fee of Php250.00 shall be charged to each participants to cover two snacks and one lunch. Travel and other incidental expenses of the participants shall be charged against school/MOOE funds subject to the usual accounting and auditing rules and regulations. Secondary schools with fiscal autonomy shall pay the same amount upon registration. Elementary and other Secondary Schools which are connected with SDO, said amount shall be deducted from their MOOE.

5. Enclosed is the program of the said activity.
6. For information, guidance and compliance.

DIVISION ORIENTATION-WORKSHOP ON ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) AND ONLINE ENCODING OF PERSONAL DATA SHEET (PDS) OF SCHOOL PERSONNEL	
TIME	ACTIVITY
7:00AM-8:00AM	Registration
8:00AM-8:30AM	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Presentation of Participants/ • Message • Statement of Purpose
8:30AM-12:00NN	<ul style="list-style-type: none"> • Introduction to the EHRIS • The EHRIS Environment <ul style="list-style-type: none"> ○ Log-In Page ○ Dashboard ○ Self-Service <ul style="list-style-type: none"> • PDS • Actual Encoding of ePDS
12:00NN-1:00PM	LUNCH
1:00PM-3:00PM	Actual Encoding of ePDS
3:00PM-4:00PM	Clearing House
4:00PM-5:00PM	Closing Program <ul style="list-style-type: none"> • Closing Message • Distribution of Certificates

FACILITATORS
ROCHELLE LIGBOS
MARISOL TOLEDO
MAYBELLE GIANAN
ROBERT TABLATE
WHITNEY JAMES SALES
LIZA JOSON
JESSICA OLANKA
IAN LOPEZ
EFREN MATIENZO
CHARMAINE KAY ABRASALDO
MA. LOURDES SORRA
SHEILA BAGADIONG
ROSELYN FERNANDEZ
ELMA PETAJEN
JETHRO TORRENTE
VIRGILIO MOLINA JR.
JEKYLL KERR BONAVENTE