



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City



**RELEASED**

08 DEC 2017

**MEMORANDUM**

**To :** Public Schools District Supervisors  
School Heads  
School ICT Coordinators

**From :** The Office of the Schools Division Superintendent

**Subject:** EHRIS Rollout and Training of Trainers (TOT) on the Service Request and Epsds encoding by School Personnel in School Level

**Date :** NOVEMBER 7, 2017

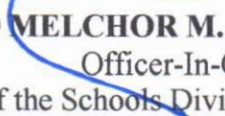
The Enterprise Human Resource Information System (EHRIS) is an innovation designed to enhance the efficiency of human resource management system and processes in the Department of Education. This system is now on its implementation process in the Central Office and will be implemented in the School Division Office and all public elementary and secondary schools.

With this, School Heads with the assistance of the School ICT Coordinators are directed to conduct school based orientation, training and workshop.

The School Head must allocate fund for load of the internet data, the said expenses shall be charged against school MOOE/ local funds.

This Order shall be effective immediately.

For compliance.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer-In-Charge  
Office of the Schools Division Superintendent



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