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BY: _____ DATE: _____
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MEMORANDUM

To : Public Schools District Supervisors
School Heads
School ICT Coordinators

From : Office of the Schools Division Superintendent

Subject : EHRIS Rollout and Training of Trainers (TOT) on the Service Request and ePDS
encoding by School Personnel

Date : October 23, 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, a one-day orientation, training and workshop will be conducted per batch shall be participated by school ICT Coordinators. Attached are the schedule of training per batch, list facilitators, and training matrix.

Participants are required to bring their laptop, extension wire and updated UACF and are also encouraged to bring their internet modem on the said activity.

Accommodation will include breakfast, lunch, morning and afternoon snacks and one-night free lodging and dinner on the day before the schedule (*day 0*) for Siocon, Sibuco, Sirawai and Baliguian participants. Meanwhile, travel and other incidental expenses of all concerned shall be charged against respective school MOOE/local funds.

Immediate dissemination of this Memorandum is desired.

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

EHRIS Rollout activity
Enclosure 1: CLUSTERING OF PARTICIPANTS

BATCH	SCHEDULE	VENUE	DISTRICT
BATCH 1	November 11, 2017	MIBANG HOTEL, DIPOLOG CITY	La Libertad
			Mutia
			Sibutad
			Polanco I
			Polanco II
			Rizal
			Sergio Osmeña I
			Sergio Osmeña II
			Piñan
BATCH 2	November 12, 2017	MIBANG HOTEL, DIPOLOG CITY	Sindangan Central
			Sindangan South
			Sindangan North
			Siayan
			Ponot (Jose Dalman)
BATCH 3	November 13, 2017	MIBANG HOTEL, DIPOLOG CITY	Roxas I (Manuel A. Roxas)
			Roxas II (Manuel A. Roxas)
			Katipunan I
			Katipunan II
			Manukan I
			Manukan II
BATCH 4	November 18, 2017	JKC ROYALE TRADERS INN, LILOY, ZN	Bacungan (Leon Postigo)
			Salug I
			Liloy I
			Liloy II
			Salug II
			Tampilisan
			Godod
			Kalawit
BATCH 5	November 19, 2017	JKC ROYALE TRADERS INN, LILOY, ZN	Gutalac I
			Gutalac II
			Labason
			Sirawai
			Sibuco
			Siocon
			Baliguian

EHRIS Rollout activity

Enclosure 2: LIST OF FACILITATORS

NAME	POSISTION
NICOLLETE RIA E. TANGON	EDUC. PROGRAM SPECIALIST
JOLIBEE C. INCLAN	ADMIN AIDE VI
DIANNE C. MATABALAN	ADMIN AIDE VI
JULIUS O. BELAGANTOL	IT OFFICER I
BENJIE B. CAMILO	ADMIN OFFICER II
ALGIE B. REGANON	TEACHER I
SHUHANI S.R. H. WABE	TEACHER III
JOHNEY T. TALAUGON	EACHER I
PEDRO E. COROT	MASTER TEACHER I
EILLEN IVY A. PORTUGUEZ	TEACHER III
GERALDINE B. BALLADARES	TEACHER I
ARNEL P. COLANGGO	TEACHER I
FRANKLIN E. BENITEZ	TEACHER II
MARK M. UY	TEACHER I
NERLITO R. BALBUENA	TEACHER II
JAKE ANDREW J. GONZALEZ	TEACHER I
VEVERLY J. ALCANTARA	TEACHER I

EHRIS Rollout activity
Enclosure 3: PROGRAM OF ACTIVITIES

Batch	Date	Venue
Batch 1	November 11, 2017	Mibang Hotel, Dipolog City
Batch 2	November 12, 2017	
Batch 3	November 13, 2017	
Batch 4	November 18, 2017	Liloy, ZN
Batch 5	November 19, 2017	

Day 0	Day 1	
	Registration (07:00 AM - 08:00 AM)	
	Opening Program • Philippine National Anthem • Prayer • Introduction of Participants • Welcome Message • Statement of Purpose and Training Mechanics **House Rules**	

Ingress	• Introduction to the EHRIS
	• The EHRIS Environment
	  ○ Log-in Page
	  ○ Dashboard
	  ○ Self Service
	    ▪ Daily Time Record (DTR)
	    ▪ Pay Slip
	    ▪ User Account Management
	    ▪ Account Activation
	    ▪ Password Reset	

	BREAK	

	• **Introduction to the ePDS**
	  ○ The ePDS Environment
	  ○ ePDS Guidelines
	  ○ Actual Encoding of ePDS	

	LUNCH	
	• Actual Encoding of ePDS	
Billeting	BREAK	
	CLOSING PROGRAM	CLOSING PROGRAM
Expected Output	Enhanced roles of ICT Coordinators in using, maintaining, and supporting employee records	Completely filled-out ePDS of attendees