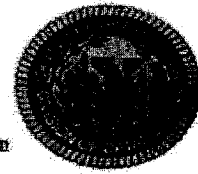




Republic of the Philippines
Department of Education
Region V(Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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FEB 23 2016

2:50 PM

Ed

TO : Public Schools District Supervisors
Elementary & Secondary School Heads

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

SUBJECT : ACCOMPLISHMENT OF ELECTRONIC PERSONAL DATA SHEET (ePDS) OF
PERSONNEL EMPLOYED FROM SEPTEMBER 1, 2013 TO DATE

DATE : February 22, 2016

In connection with the ongoing effort to establish a national database for DepED Personnel (Personnel Tracking System). All teaching and non-teaching employees holding plantilla positions employed from September 1, 2013 to date are advised to accomplish the ePDS template (formerly HRIS template). Newly appointed Teacher I employees who have already applied online and with a Unique Application Number prior to their permanent appointment need not to accomplish rather they should submit the printed copy of Personal Data Sheet generated from the site. Copy of ePDS template can be downloaded at www.depedrovcatanduanes.com/hris-epds-form.html

ePDS shall be submitted in electronic form (in CD) by district (for elementary) and by school (for secondary) or email through marichelle.llave@deped.gov.ph not later than March 15, 2016.

For information, guidance and immediate compliance.