




MEMORANDUM

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

FROM : 
RAMON FIEL G. ABCEDE
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 Aida C. Yuvienco 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 depedros_personnel@yahoo.com, with subject: **SDOP UACF and Leave Balance, not later than July 30, 2016.**

For information, guidance and strict compliance.

/sps4

*To all SDO Personnel
DepEd
Elem School School Heads
Sec School w/o Fiscal Authority
for information and wide dissemination
and appropriate action.*



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

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 : *Dynia 6/25/2016*
ADAC. YUVIENCO
Director IV

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 expected 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 employee/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-issued 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.

- 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 2016 to be submitted on or before July 30, 2016. Please refer to the template below. Please use Microsoft Excel to prepare this report.

Employee Number	Last Name	First Name	Sick Leave	Vacation Leave	Forced Leave	Compensatory Time Off	Special Privilege Leave

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

- All submissions must be sent to icts.usd@deped.gov.ph subject: SD OP UACF 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.
- For inquiries, clarifications and assistance, please contact the ICT Service – User Support Division at (02) 636 4878 or email us at icts.usd@deped.gov.ph subject: eHRIS assist.