



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



RELEASED **URGENT**

DepEd, Division of Catanduanes
RECORDS SECTION


Date MAR 27 2017

Time 2:40 P.M.

Initial/Signature: [Signature]

MEMORANDUM

TO : Public Schools District Supervisors
Elementary & Secondary School Heads/Principals/

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

SUBJECT : **CORRIGENDUM/ADDENDUM TO UNNUMBERED MEMORANDUM DATED MARCH 15, 2017 RE: ACCOMPLISHMENT AND SUBMISSION OF SCHOOL USER ACCOUNT CREATION FORM (UACF) FOR BATCH UPLOAD TO ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM**

DATE : March 27, 2017

In connection with the accomplishment and submission of School UACF, please note of the following modifications:

1. UACF template and the General Instructions can be downloaded at http://bit.ly/ehris_School-Template
2. Deadline of submission will be on **March 30, 2017** through email @ marichelle.llave@deped.gov.ph
3. All permanent employee shall create DepED email address with the assistance of the Division Information Technology Officer, likewise, Job Order personnel shall create a gmail account. In the absence of the DepED email address and/or gmail account, a **working and accessible personal email address regardless of provider** may be used for the time being.
4. Schools using attendance capturing machines (Biometric machine or RFID) are instructed to change their current biometric/RFID to the corresponding employee number issued by RPSU only. Autonomous school may use their school issued employee number.
5. School without Biometric machine/RFID are also instructed to log their RPSU issued employee number in UACF.

For information, guidance and immediate compliance.