



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



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RELEASED

DIVISION MEMORANDUM
No. 65 S. 2018

DepEd, Division of **Catanduanes**
RECORDS SECTION
Date: MAR 06 2018
Title: 2.4. PM
Initial/Signature: [Signature]

TO : CID & SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School ICT Coordinators
All other concerned

FROM : ^{DM} **SOCORRO U. DELA ROSA, CESO VI**
Schools Division Superintendent

SUBJECT : **DIVISION ROLL-OUT ON THE ENCODING AND COMPLETION OF INDIVIDUAL PERSONAL DATA SHEET (PDS) IN THE ENTERPRISE RESOURCE INFORMATION SYSTEM(EHRIS) OF SCHOOL AND SDO PERSONNEL**

DATE : **March 6, 2018**

1. In line with the DepEd National Implementation of Enterprise Human Resource Information System(EHRIS), the Personnel and IT sections will be conducting a **Division Roll-Out on the Encoding and Completion of Individual Personal Data Sheet (PDS) in the Enterprise Resource Information System(EHRIS) of School and SDO Personnel** on the following schedules:

Date	School/Municipality	Venue
March 17, 2018 (Batch 1)	Bato, San Miguel, Baras, Gigmoto (Elementary)	Rackdell Inn
March 19, 2018 (Batch 2)	Viga, Panganiban, Bagamanoc (Elementary)	Rackdell Inn
March 26, 2018 (Batch 3)	Caramoran, Pandan (Elementary) Secondary Schools	Rackdell Inn
March 27, 2018 (Batch 4)	Virac, San Andres (Elementary)	Rackdell Inn
March 28, 2018 (Batch 5)	SDO Personnel	Rackdell Inn

2. The objectives of this activity are as follows:
- Completion of individual Personal Data Sheet(PDS);
 - Validation of Service Records and Seminars/Trainings Attended for the last five(5) years data entries;
 - Resolving Issues on DepEd Email Accounts; and
 - Provide technical assistance to co-teachers/employees.
3. The participants of this activity are the Schools Heads and designated School ICT Coordinators (Elementary and Secondary) and they are advised to bring the following:
- Laptop, extension cord and pocket wifi;
 - Accomplished CSC Form 212 revised 2017;
 - Latest Service Records ; and
 - Seminars/Trainings attended for the last five(5) years.
 - Active DepEd Email Accounts
4. No registration fee will be collected, however transportation and other incidental expenses of the participants shall be charged against school/MOOE funds subject to the usual accounting and auditing rules and regulations while meals and other related expenses shall be charged against EHRIS Support Funds to SDO (Batch 1). Since March 17, 2018 falls on Saturday, participants are entitled of one (1) day service credit and Compensatory Overtime Credit per CSC & DBM Joint Circular No. 2 s. 2014.
5. Attached is the program of activities (Enclosure NO. 1-Program of Activities).
6. For information, guidance and compliance.

PROGRAM OF ACTIVITIES

DIVISION ROLL-OUT ON THE ENCODING AND COMPLETION OF INDIVIDUAL PERSONAL DATA SHEET (PDS) IN THE ENTERPRISE RESOURCE INFORMATION SYSTEM(EHRIS) OF SCHOOL AND SDO PERSONNEL	
TIME	ACTIVITY
7:00 – 8:00 AM	Registration
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Presentation of Participants • Message • Statement of Purpose
8:30 – 12:00 Noon	Training Proper <ul style="list-style-type: none"> • 100% completion of EHRIS data (Service Records, Seminars/Trainings attended for the last five (5) years • Resolving DepEd Email Accounts Issues • ICT Updates
12:00 – 1:00 PM	LUNCH
1:00 – 3:00 PM	Hands-on Activity (Continuation of encoding/ completion of EHRIS data)
3:00 – 4:00 PM	Clearing House
4:00 – 5:00 PM	Closing Program <ul style="list-style-type: none"> • Message • Distribution of Certificates

FACILITATORS/SUPPORT STAFF
JENNIFER B. METICA MARICHELE B. LLAVE LINDA A. ICARANOM ROCHELLE LIGBOS JESSICA OLANKA IAN LOPEZ MA. LOURDES SORRA RICHGIRL DAYAWON ROMA ANGELEE SOLEYBAR SHANE DOMINIC ARAOJO JEKYL KERR BONAVENTE ELIEZER VARGAS