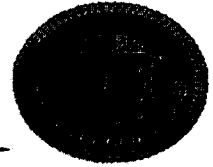




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED

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

DepEd, Division of Catanduanes

RECORDS SECTION

Date: MAR 15 2017

Time: 1:15 PM

Initial/Signature: [Signature]

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

SUBJECT : **ACCOMPLISHMENT AND SUBMISSION OF SCHOOL USER ACCOUNT
CREATION FORM (UACF) FOR BATCH UPLOAD TO ENTERPRISE HUMAN
RESOURCE INFORMATION SYSTEM**

DATE : March 15, 2017

In preparation for the national implementation of the Enterprise Human Resource Information System (EHRIS), all DepEd-paid personnel including casual, contractual, contract of service and job orders must have an account in EHRIS. All schools are advised to accomplish the UACF and submit on or before April 10, 2017 to marichelle.llave@deped.gov.ph. UACF template and the General Instructions can be downloaded at http://bit.ly/ehris_School-Template.

In accomplishing the UACF, all permanent personnel should indicate the valid official DepED email address, while the casual/contract of service/job orders must have a valid Gmail account. The Division Information Technology Officer will provide assistance regarding email creation.

Each school should designate an EHRIS in-charge and submit the details at the SDO-Personnel Section or send to the above-mentioned email address using the format below:

Name of EHRIS In-Charge and School Head	School/District	Contact Number

For information, guidance and immediate compliance.