



August 13, 2018

Division Memorandum
No. 549, s. 2018

LIVE-OUT TRAINING/WORKSHOP IN eHRIS

To: Assistant Schools Division Superintendents
Education Supervisors / Coordinators
District Supervisors/OIC
Elementary School Heads

1. Please be informed that this office announces the conduct of a **LIVE-OUT TRAINING/WORKSHOP IN eHRIS** on the dates and venues specified below for the facilitators excluding travel time.:

Quadrant/Area	District	Cluster	Date	Venue
North East Island Districts	Pilar, Poro, San Francisco and Tudela	1	Sept. 6-7, 2018	CAMOTES NHS
North West Island Districts	Bantayan I/II, Madridejos and Santa Fe	1	Sept. 13-14, 2018	SANTA FE NHS
South West Districts	Alcantara, Moalboal, Ronda and Dumanjug I/II	3	Sept. 20-21, 2018	ALCANTARA CES
South West Districts	Aloguinsan, Barili I/II and Pinamungajan I/II	1	Sept. 27-28, 2018	BARILI CES
South East Districts	Argao I/II and Dalaguete I	1	Oct. 18-19, 2018	ARGAO CES
South East Districts	Alcoy, Boljoon, Dalaguete II, Oslob and Santander	2	Oct. 11-12, 2018	BOLJOON CES
South East Districts	Minglanilla I/II, San Fernando and Sibonga	3	Oct. 25-26, 2018	SAN FERNANDO CES
South West Districts	Alegria, Badian, Ginatilan, Malabuyoc and Samboan	2	Oct. 4-5, 2018	GINATILAN CES

North East Districts	Carmen, Compostela and Catmon	1	Nov. 8-9, 2018	COMPOSTELA CES
North East Districts	Consolacion, Cordova and Liloan	2	Nov. 15-16, 2018	CORDOVA CES
North East Districts	Borbon, Sogod and Tabogon	3	Nov. 22-23, 2018	SOGOD CES
North West Districts	Asturias, Balamban I and Balamban II	1	Nov. 29-30, 2018	ASTURIAS CES
North West Districts	San Remigio I/II and Tuburan I/II	3	Dec. 6-7, 2018	SAN REMIGIO CES
North West Districts	Daanbantayan I/II, Tabuelan and Medellin	2	Dec. 13-14, 2018	MEDELLIN CES

2. Participants of these trainings/workshops are the current District ICT Coordinator, Municipal ICT Coordinator and School ICT Coordinators of the mentioned districts.
3. Request of DepEd email from schools who failed to represent during the training will no longer be entertained in the division. Furthermore, no more processing of DepEd emails in the division office after the training except for the newly hired teaching and non-teaching personnel.
4. All participants are required to prepare the following, to wit:
 - a. Filled-up DCP Inventory form (one per school; see attached template)
 - b. Laptop, extension cord and pocket wifi with internet connectivity (one per school)
 - c. Updated Personal Data Sheet (PDS) of all teaching and non-teaching personnel of their respective schools for referencing
 - d. List of Teaching and Non-Teaching Personnel for deped email in ms-excell format (do not print).
5. The eHRIS training/workshop aims to:
 - a. Update the eHRIS and its main features to the participating representatives;
 - b. Develop, calibrate and enhance the knowledge of participants on the usage and implementation of the eHRIS;
 - c. Update the existing eHRIS database entries of the participants' respective schools.
 - d. Facilitate the completion of ePDS for each school in the division.

- e. Assist in the resolution of other ICT concerns (DepEd emails and DCP Inventory)

6. Speakers/Facilitators of these training/workshops are identified as follows:

Quadrant/Area	Speaker/Facilitator	Station
North East Island Districts	Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Mr. Fritz Mahilum Dr. Marion Lester T. Raboy Mr. Chester S. Rosalejos Mr. Wilfredo Dela Cerna Mr. Mr. John Carlo P. Nardo Ms. Jonavieve Mae C. Otero Mr. Ian Thaddeu dela Cerna Mr. Atinedoro C. Allego, Jr. Mrs. Eda Flor Arrabis Mr. Marionito Alendajao Mr. Joel Rodriguez Mr. Ryan Romanillos Mr. George Lumayag Mr. Jonn Denver Rosell	Division Office Division Office Arcelo NHS Balamban CES Badian NHS Daanbantayan NHS Compostela NHS Arcelo NHS Lorezo C. Tanza NHS Bitoon NVHS Bala NHS Consolacion NHS Santo Rosario NHS Casay NHS Medellin NHS Dalaguete NHS Calape NHS
North West Island Districts	Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Dr. Marion Lester T. Raboy Mr. Rene Borgonia Mr. Fritz Mahilum Mr. Chester S. Rosalejos Mr. Allan Canete Mr. Ryan Romanillos Mr. Jonel Forsuelo Mr. Jonn Denver Rosell Mrs. Eda Flor Arrabis Mr. Ian Thaddeu dela Cerna Mr. Marionito Alendajao Mr. Atinedoro C. Allego, Jr. Mr. Joel Rodriguez Mr. George Lumayag Ms. Jonavieve Mae C. Otero Mr. Joenel Soliva Mr. Walter Relacion Mr. Ariel Andales	Division Office Division Office Arcelo NHS Badian NHS Buanoy NHS Balamban CES Daanbantayan NHS San Remigio NHS Medellin NHS Madrideojos NHS Calape NHS Consolacion NHS Bitoon NVHS Santo Rosario NHS Bala NHS Casay NHS Dalaguete NHS Lorezo C. Tanza NHS Lanao ES Argao CES Vicente Cabahug MNHS

<p>North West Districts</p>	<p>Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Mr. Fritz Mahilum Dr. Marion Lester T. Raboy</p> <p>Mr. Walter Relacion Mr. Joel Rodriguez Mr. Edgardo Tagarao Mr. George Lumayag Mr. Charles Lacuña</p> <p>Mr. Rene Borgonia Mr. Ariel Andales Mr. Chester S. Rosalejos Mr. Allan Canete Mr. Ryan Romanillos Mr. Jonel Forsuelo Mr. Jonn Denver Rosell</p>	<p>Division Office Division Office Arcelo NHS Balamban CES Badian NHS</p> <p>Argao CES Casay NHS Dalaguete CES Dalaguete NHS Bolhoon NHS</p> <p>Buanoy NHS Vicente Cabahug MNHS Daanbantayan NHS San Remigio NHS Medellin NHS Madrideos NHS Calape NHS</p>
<p>North East Districts</p>	<p>Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Mr. Fritz Mahilum Dr. Marion Lester T. Raboy</p> <p>Mrs. Eda Flor Arrabis Mr. Roy Jamero Mr. Wilfredo Dela Cerna Mr. John Carlo P. Nardo Ms. Jonavieve Montemayor</p> <p>Mr. Ian Thaddeu dela Cerna Mr. Marionito Alendajao Mr. Joenel Soliva Mr. Roberto Benitez Mr. Atinedoro C. Allego, Jr. Mr. Bong Espinosa Mr. Christian L. Domosmog Mr. Jonathan Lozano</p>	<p>Division Office Division Office Arcelo NHS Balamban CES Badian NHS</p> <p>Consolacion NHS Tinabayan NHS Compostela NHS Arcelo NHS Lorezo C. Tanza NHS</p> <p>Bitoon NVHS Santo Rosario NHS Lanao ES Aloguinsan NHS Bala NHS Basangpangpang ES Cerdana NHS Malabuyoc NHS</p>

<p style="text-align: center;">South East Districts</p>	<p>Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Mr. Fritz Mahilum Dr. Marion Lester T. Raboy</p> <p>Mr. Walter Relacion Mr. Joel Rodriguez Mr. Edgardo Tagarao Mr. George Lumayag Mr. Charles Lacuña</p> <p>Mr. Rene Borgonia Mr. Ariel Andales Mr. Chester S. Rosalejos Mr. Allan Canete Mr. Ryan Romanillos Mr. Jonel Forsuelo Mr. Jonn Denver Rosell</p>	<p>Division Office Division Office Arcelo NHS Balamban CES Badian NHS</p> <p>Argao CES Casay NHS Dalaguete CES Dalaguete NHS Bolhoon NHS</p> <p>Buanoy NHS Vicente Cabahug MNHS Daanbantayan NHS San Remigio NHS Medellin NHS Madrivejos NHS Calape NHS</p>
<p style="text-align: center;">South West Districts</p>	<p>Mr. Emmanuel F. Mendoza Mr. Pablito Catubay Mr. Jose Aclan Mr. Fritz Mahilum Dr. Marion Lester T. Raboy</p> <p>Mr. Ian Thaddeu dela Cerna Mr. Marionito Alendajao Mr. Joenel Soliva Mr. Roberto Benitez Mr. Atinedoro C. Allego, Jr. Mr. Bong Espinosa Mr. Christian L. Domosmog Mr. Jonathan Lozano Mr. Walter Relacion Mrs. Eda Flor Arrabis Mr. Roy Jamero Mr. Wilfredo Dela Cerna Mr. John Carlo P. Nardo Ms. Jonavieve Montemayor</p>	<p>Division Office Division Office Arcelo NHS Balamban CES Badian NHS</p> <p>Bitoon NVHS Santo Rosario NHS Lanao ES Aloguinsan NHS Bala NHS Basangpangpang ES Cerdana NHS Malabuyoc NHS</p> <p>Argao CES Consolacion NHS Tinabyonan NHS Compostela NHS Arcelo NHS Lorezo C. Tanza NHS</p>

7. Meals and snacks, transportation allowance, lodging, per diem and other incidental expenses of the speakers/facilitators shall be chargeable to Ehris Funds while the participants travelling expenses and per diem shall be chargeable against the School MOOE / PTA / SEF Funds, subject to the usual auditing and accounting rules and regulations.
8. This Memorandum serves as **Authority to Travel**.
9. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent 



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 IPHO Bldg., Sudlon, Lahug, Cebu City



Name of School: _____ School ID: _____
 ICT Coordinator: _____ Contact: _____

DepED Computerization Program Inventory

DCP INVENTORY							
DCP BATCH No.	DATE RECEIVED			WORKING?		REMARKS	ACTION TAKEN
	MM	DD	YYYY	Yes	No		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		
	/	/		<input type="checkbox"/>	<input type="checkbox"/>		

OTHER COMPUTERS		
DESCRIPTION/SPECIFICATION	QUANTITY	REMARKS / FUNCTION
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

OTHER MULTIMEDIA DEVICE / EQUIPMENT		
DEVICE / EQUIPMENT	QUANTITY	REMARKS
Laptops		
Projector and Screen		
Multimedia Speakers		
Printers		
External Optical Drive		
Scanner		

You may add other devices / equipments not found in the list, use separate sheet if necessary.