



November 16, 2018

DIVISION MEMORANDUM

No. 797, s. 2018

TWO-DAY SEMINAR-WORKSHOP ON THE ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS 2018) OF CEBU PROVINCE DIVISION ROLL-OUT

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary & Secondary School Heads
School ICT Coordinators
Teachers and All Others Concerned**

1. This Office hereby informs the field on the conduct of the **“Two-Day Seminar-Workshop on the Enterprise Human Resource Information System (EHRIS 2018) of Cebu Province Division Roll-out”** on the dates and venues specified below.

Batch	District	Date	Venue
1 st Batch	Argao 1&2, Dalaguete 1 &2, Alcoy, Boljoon, Oslob, Santander, Minglanilla 1&2 (175 pax)	November 19-20, 2018	Golden Peak Hotel, Cebu City
2 nd Batch	San Fernando, Sibonga, Santander, Carmen, Compostela and Catmon, Consolacion, Cordova (173 pax)	November 22-23, 2018	Golden Peak Hotel, Cebu City
3 rd Batch	Lilo-an, Borbon, Sogod, Tabogon, Asturias, Tabuela and Medellin (175 pax)	December 3-4, 2018	Golden Peak Hotel, Cebu City
4 th Batch	Balamban 1&2, San Remigio 1&2, Tuburan 1&2, Daanbantayan 1&2 (174 pax)	December 5-6, 2018	Golden Peak Hotel, Cebu City
Speakers/ Facilitators	Mr. Emmanuel F. Mendoza (ITO); Mr. Pablito Catubay (ICT Staff); Mr. Ian Dela Cerna; Fritz Mahilum; Mr. Jose Aclan; and Mr. Atinedoro Allego		
Training Team	Dr. Margarita A. Nierra (EPS II-HRD); Mrs. Monina Sarah Pomarejos (OIC-HRMO); Rhea Mae Jumao-as (HR Personnel) and Maria Celeste Pontillas (HR Personnel)		

2. This Seminar-Workshop is a Division Roll-out that is primarily designed for encoding and completion of the individual Personal Data Sheet (PDS) by the school, Division Office employees of **DepEd Cebu Province**.

3. The EHRIS Seminar-workshop aims to:
 - a. Update the EHRIS and its main features to the participating representatives;
 - b. Develop, calibrate and enhance 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).

4. Participants are the School ICT Coordinators of the above-mentioned districts (1 participant per school). They are also directed to come on time and bring with them the following:
 - 3.1 Laptop, extension cord and pocket wifi with internet connectivity (one per school) and there shall be no sharing of internet connection.
 - 3.2 Updated Personal Data (PDS) of all teaching and non-teaching personnel of their respective schools for referencing.
 - 3.3 List of Teaching and Non-teaching Personnel for DepEd email in ms-excel format (do not print).
 - 3.4 Filled-up DCP Inventory form (one per school; see attached template).

5. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least one (1) nurse at the training venue during the two-day Seminar-Workshop.

6. The said training-workshop is on **live-in/stay-in arrangement**. Travel and other incidental expenses of the participants shall be charged against **Schools' MOOE/Local Funds**. The first meal/snack will be served at 9:45 AM on Day 1 (no breakfast). Expenses such as, venue, accommodation, meals and snacks of the participants, speakers/facilitators and members of the training team shall be charged against Division **EHRIS/HRD Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

7. Wide dissemination of and strict compliance of this Memorandum is desired.


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 Schools Division Superintendent

Educating for a Strong Republic

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DepEd Computerization Program Inventory

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

DCP BATCH No.	DATE RECEIVED	WORKING?		REMARKS	ACTION TAKEN
		Yes	No		
MM DD YYYY		<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

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.