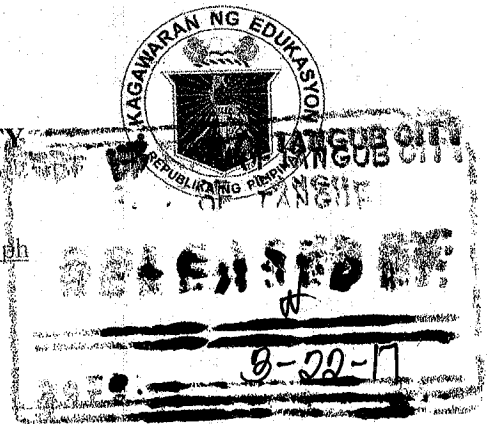


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum
No. 62 s. 2017

TO: Principals
Head Teachers and
Teacher in Charge

FROM: *for: Benjamin T. A...*
VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent
3-22-17

DATE: **March 21, 2017**

SUBJECT: **Submission of School User Account Creation Forms (UACF) for the
Creation of School Personnel User Accounts in EHRIS v2**

In line with the national implementation of EHRIS Self- Service Module in schools, SDOs are expected to do the following pre-implementation activities:

1. SDO HRMOs in coordination with SDO ITOs
 - a) Download and disseminate the following School-level User Account Creation Forms (UACFs), whichever is applicable to the school personnel:
 - **UACF-UAN-** fill out this form with data of teachers hired as Teacher I during school year 2015-16 and 2016-17, still working in your Division regardless where there item is **AND must have a Unique Applicant Number (UAN).**
 - **UACF-AUTONOMOUS-** fill out this form with data of all personnel working in an autonomous school, whose salaries are prepared by and paid in the school (a.k.a. Implementing units or IUs) whether they have an employee number issued by the PRSU or not (issued by the school).
 - **School-UACF-PERM-** fill out this form with data of all permanent employees (including CTI) in the school regardless if the employee's appointment had been attested by the CSC or not, and may or may not have an employee issued by RPSU.
 - **School- UACF-JO-** fill out this form with data of all DepEd- paid Job Orders.

- The school templates may be directly downloaded from this link <http://bit.ly/ehris-School-Template>. More information available in the site <http://bit.ly/ehris-help>.

- SDOs will submit the consolidated School UACFs to the Central Office on this site: <http://bit.ly/EHRISSchoolUACF> on or before **March 31 2017**. SDOs who fail to submit the UACFs will resort to the manual creation of individual user account by their respective SDO Personnel Section.
- School UACF submission by schools directly to CO will not be accepted. Only submission from the Division HRMOs, HR Staff and Division ITOs will be honored and considered for batch upload and user account creation.
- SDOs are expected to report the number of **DepEd-paid school personnel (warm body, regardless where their item is located)** as of **February 28, 2017** to the Regional HR Office for consolidation and to be submitted on or before **April 5, 2017**:

Division Name	No. of Permanent employees	No. of Job Order Personnel

2. School pre-implementation preparation

- Schools using attendance-capturing machines (Biometric machine or RFID) are instructed to change their current biometric/RF ID to the corresponding employee number issued by RPSU only.
- School without Biometric machine/ RF ID are also instructed to log their RPSU issued employee number in UACF.
- All permanent employees shall create DepEd email address with the assistance of the Division IT officer. Job Order personnel shall create a Gmail account, in the absence of the DepEd email address and/or Gmail account, SDOs may submit a **working and accessible personal email address** regardless of provider, for the time being, it is expected that all permanent school employees have their DepEd email address and Gmail addresses by December 2017.

3. Important schedules and/or targets are as follows:

- Submission of consolidated School UACF from SDO to CO is up **March 31, 2017**.
- EHRIS Self Service PDS rollout by Region is scheduled will be on the **3rd week of April 2017** (April 17 to 18, 2017 or April 20 to 21, 2017, memorandum to follow).
- PDS completion of School personnel must be completed by **July 2017** with the following targets:

- April to July 2017- encoding schedule;
- **Cut-off hiring date** of school personnel is **February 28, 2017**.
- **May 31, 2017**- as least 50% of school personnel in the Division completed;
- **June 30, 2017** – at least 75% of school personnel in the Division completed;
- **July 24, 2017**- 100% of school personnel completed.

For EHRIS- related inquiries, clarifications and assistance, please contact the **ICT Service-User Support Division EHRIS Help Desk** at (02) 635 7369; 0956 477 2610 [Globe]; 0921 458 4058 [Smart]; or 0942 614 9599 [Sun]; during **weekdays only** from **7:30 am to 5:30 pm** or email us at icts.usd@deped.gov.ph **SUBJECT: eHRIS Assist.**

Further, the said template was given to you in January 2017 MANCOM. Thus, the **deadline of the Submission is March 27, 2017**.