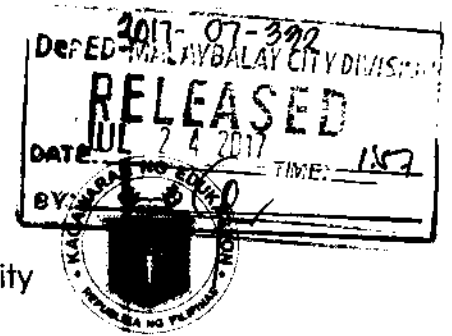




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Hi-way, Casisang, Malaybalay City  
Telefax # 088-314-0094  
Website: <http://depedmalaybalay.net>



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**DIVISION ADVISORY**

TO : Officers-In-Charge  
Public Elementary, Junior, and Senior High School Heads  
All Others Concerned

FROM : *Edilberto L. Oplenaria*  
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

DATE : July 24, 2017

SUBJECT : **SECURITY OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM  
(eHRIS)**

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For the information and guidance of all concerned, this Office hereby disseminates the herein unnumbered DepED Memorandum issued on July 21, 2017 regarding the security of eHRIS. This memo intends to allay the fears of employees regarding this issue.

Please be assured that the DepED IT Infrastructure is in the process of implementing HTTPS in ALL our web applications. While this is ongoing, they have put in place other mechanisms to secure data and applications and these are:

- Web encryption of critical data such as passwords.
- Host servers are protected by an enterprise firewall both software and hardware.
- There is a facility to monitor malicious attempts to penetrate our network.

For widest dissemination.

Encl:  
As stated

Copy Furnished:  
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Personnel Unit

**TO BE POSTED ON THE WEBSITE**




Republic of the Philippines  
**Department of Education**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
Pasig City, Philippines

Office of the Director

**MEMORANDUM**

TO: Regional Directors  
Schools Division Superintendents and Officers-in-Charge  
Public Elementary, Junior and Senior High School Heads and Officers-in-Charge  
Region and Division Personnel Officers  
Region and Division Information Technology Officers  
All concerned

FROM:   
ARMA C. YUVENCO  
Director IV

SUBJECT: Security of Enterprise Human Resource Information System (eHRIS)

DATE: 21 July 2017

We acknowledge the growing concern regarding the security of eHRIS. We are issuing this memo to allay the fears of employees regarding this issue.

The concern emanated from Caloocan Public Elementary and Secondary Teachers Federation (CPESTF) that was posted in their Facebook Page highlighting a message "not secure" that appeared in the browser's address bar while accessing the site. This occurs when the site does not have an SSL certificate.

Please be assured that we are in the process of implementing HTTPS in ALL our web applications. While this is ongoing, we have put in place other mechanisms to secure our data and applications and these are:

- Web encryption of critical data such as passwords.
- Host servers are protected by an enterprise firewall both software and hardware.
- We have a facility to monitor malicious attempts to penetrate our network.

However, research shows that 70% of breaches in information security result from human error. Information security is a concern and responsibility of everyone, so we enjoin you to observe the following precautions:

- Refrain from using public computers and wi-fi.
- If above cannot be avoided, ensure that you close the browser and logoff.
- DO NOT SHARE YOUR PASSWORD.
- Do not leave your computer open. If you need to take a break, logoff from the application and lock your computer.
- Ensure that your Operating System (OS) is updated.
- Do not post sensitive information on social media. This is often the cause of identity theft.
- Always read and understand online messages and be diligent enough to know and understand the source before clicking anything on the web. This is where identity theft also occurs.

As a part of our short and long term plan, we are committed to implement appropriate controls in all areas (People, Process & Technology) of the DepEd IT Infrastructure.

CC: Victoria Catibog, Undersecretary for Finance  
Ma. Lourdes Pantoja, Director IV, Bureau of Human Resources and Organizational Development  
Francis Allen Dela Cruz, CAO, Personnel Division