



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>



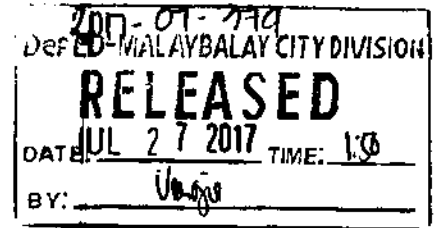
DIVISION ADVISORY

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

FROM : 
EDILBERTO L. OPLENARIA, LPT, CESO VI
Schools Division Superintendent

DATE : July 25, 2017

SUBJECT : **DOWNTIME OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (eHRIS) AND NEW TIMELINE OF PERSONAL DATA SHEET COMPLETION**



For the information and guidance of all concerned, this Office hereby disseminates the herein unnumbered DepED Memorandum issued on July 21, 2017 regarding the non-availability of eHRIS for seven (7) days starting July 24, 2017 up to Sunday, July 30, 2017 due to the following reasons:

- To give priority to Learner Information System (LIS), and
- To relocate eHRIS to Cebu Data Center.

Further, creation of user accounts, encoding and completion of the Personal Data Sheet in the eHRIS Self Service module of the Division Office Proper and School personnel shall be extended up to September 25, 2017.

Creation of user accounts of all DepED paid personnel shall be prioritized, hence it is advised that **PDS updating** be minimized during that time. To address the issue on the creation of user account of personnel with duplicate employee number, a separate memorandum will be released.

Uploading will be available the whole day starting July 31, 2017 up to August 12, 2017.

For widest dissemination.

Encl:

As stated

Copy Furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

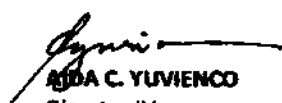


Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

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

FROM: 
AIDA C. YUVIENCO
Director IV

SUBJECT: Downtime of Enterprise Human Resource Information System (eHRIS) and
New Timeline of Personal Data Sheet Completion

DATE: 21 July 2017

Please be informed that eHRIS will not be available for seven (7) days starting Monday, 24 July 2017 up to Sunday, 30 July 2017 due to the following reasons:

- To give priority to Learner Information System (LIS); and
- To relocate eHRIS to Cebu Data Center.

In this regard, creation of user accounts, encoding and completion of the Personal Data Sheet in the eHRIS Self Service module of the Regional Office Proper, Division Office Proper and School personnel shall be extended up to 25 September 2017.

Creation of user accounts of all DepEd paid personnel shall be prioritize, hence we urge all SDOs to minimize the PDS updating during that time. Further, to address the issue on the creation of user account of personnel with duplicate employee number, a separate memorandum will be released.

ACTIVITY	INCLUSIVE DATE
Relocate eHRIS to Cebu Data Center	24 July to 30 July 2017
Creation of user accounts*	
75% of Employee (RO,DO, Sch) with user accounts	31 July to 05 August 2017
100% of Employees (RO,DO, Sch) with user accounts	07 August to 12 August 2017
Completion of Personnel Data Sheet	
50% of Employee (RO,DO, Sch)	28 August 2017
75% of Employee (RO,DO, Sch)	11 September 2017
100% of Employee (RO,DO, Sch)	25 September 2017

*Uploading will be available the whole day starting 31 July 2017 up to 12 August 2017. Effective 12 August 2017, all school personnel with HR Manager and HR Staff role will automatically revert to Employee Role.

Once eHRIS is available, the schedule by region are as follows (subject to change as needed):

Days	Regions
Mondays to Wednesdays	I, IV-A, IV-B, VI, VII, VIII, IX, XII and NCR
Thursdays to Saturdays	II, III, V, X, XI, XIII, CAR, NIR and ARMM
Sundays	Open to all regions