



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 MEMORANDUM

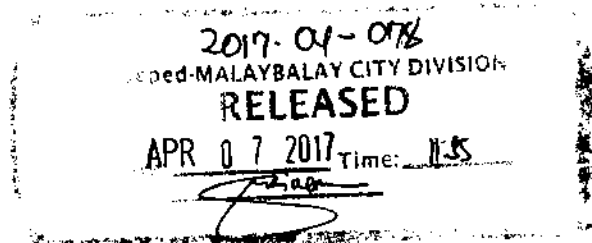
No. 193, s. 2017

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

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

DATE: April 6, 2017

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



1. Pursuant to DepEd Memorandum dated March 17, 2017 from the Director of the Information and Communications Technology Service which states the pre-implementation activities of the Enterprise Human Resource Information Systems (eHRIS) Self-service Module, this Office hereby directs all School Heads to submit important data and information through accomplishing the enclosed template in MS Excel format on or before April 11, 2017 via e-mail: personnel.depedmalaybalay@gmail.com.
2. The afore-stated data and information shall be used in accomplishing the School User Account Creation Forms (UACF) for the Creation of School Personnel User Accounts in EHRIS v2 which are currently being prepared by this Office through the Personnel Unit.
3. For compliance.

Encl.:
As stated

Copy Furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

SCHOOL: _____

SCHOOL ID: _____

NAME				DEPED E-MAIL (if unavailable, create your own Deped email at depadverify.appsnet.com)	FIRST DAY OF SERVICE (MM/DD/YYYY)	CONTACT NO. (Active Mobile Number)	BIOMETRIC ID/RFID (if any)	UNIQUE APPLICANT NUMBER (Teachers hired as Teacher I during SY 2015-2016 & 2016- 2017)
LAST	FIRST	MIDDLE	SUFFIX					

Prepared by:

Name of School Head