




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Purok 6, Casisang, Malaybalay City
Website: <http://depedmalaybalay.net>

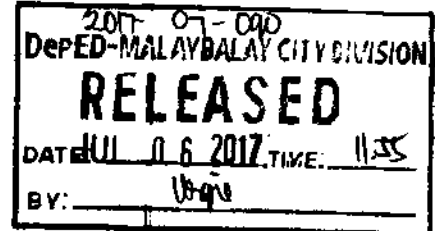


DIVISION MEMORANDUM

No. 027 s. 2017

TO: Chief Education Program Supervisors and Staff, CID and SGOD
All School Heads and Teachers (Elementary and Secondary)
All Section Unit Heads and Staff
All Other Concerned
This Division

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



DATE: July 5, 2017

RE: Accomplishment of the Electronic Personal Data Sheet (ePDS) for the DepEd Enterprise Human Resource Information System (EHRIS)

1. Pursuant to the implementation of the DepEd's Enterprise Human Resource Information System (EHRIS) per unnumbered DepEd Memorandum dated March 28, 2017, all Regional and School Division Offices are hereby directed to require all employees to accomplish their Electronic Personal Data Sheet (ePDS).

2. In adherence thereto, this Office directs all teaching and non-teaching employees to encode and accomplish individually their ePDS, which can be accessed through this link <http://fo.ehris.deped.gov.ph> using their DepED email account. In the absence of DepEd email account, the employee is advised to create his/her DepEd email account through this site <https://depedverify.appspot.com.A>

3. Further, it is informed that the schedule of encoding of ePDS for Region X employees is on **July 6-8, 2017**. Any employee who cannot accomplish their ePDS within these dates can no longer access the site for the ePDS.

4. Should there be queries on this matter; the concerned employee may contact Ms. Guia Ma. G. Gamutin, Administrative Officer IV (Personnel Services), through this number 0917-7067745.

5. For strict compliance.

Encl.:

As stated

Copy furnished:

Records Unit
Personnel Unit