



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

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DIVISION MEMORANDUM

No. 016

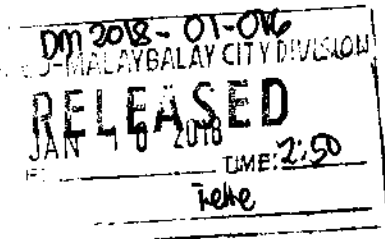
s. 2018

TO: **School Heads (Elementary and Secondary)**
All Others Concerned

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

DATE: **January 9, 2018**

RE: **ADDENDUM TO DIVISION MEMORANDUM NO. 008 s. 2018 RE:
PARTICIPATION TO THE SEMINAR-WORKSHOP IN THE
ENCODING AND COMPLETION OF PERSONAL DATA SHEET
(PDS) IN THE ENTERPRISE HUMAN RESOURCE
INFORMATION SYSTEM (eHRIS) SELF-SERVICE MODULE**



1. In view of Division Memorandum no. 008, s. 2018 re: Participation to the Seminar-Workshop in the Encoding and Completion of Personal Data Sheet (PDS) in the Enterprise Human Resource Information System (eHRIS) Self-Service Module, this Office further informs that travel expenses of participants will be charge against School MOOE while meals and snacks will be charge against eHRIS funds subject to usual accounting and auditing rules and regulations.
2. Other provisions of the stated Memorandum are still in effect.
3. Immediate dissemination of this Memorandum is desired.

To be posted in the website