



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Castang., Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net

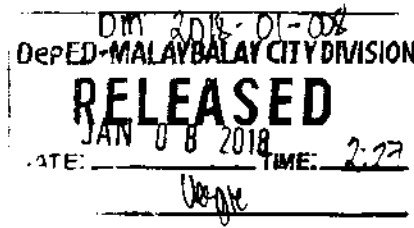


DIVISION MEMORANDUM

No. 008

s. 2018

TO: School Heads (Elementary and Secondary)
Guia Ma. G. Gamutin
Ednalyn E. Tagailo
Manilyn P. Reyes
Ronadette M. Lumasag
Alve Anne Christy Bendijo
Jeralyn G. Balansag
Cyndilbert G. Oplenaria
Marife P. Olarita
Ingel C. Palaca
Rechelle A. Pepito
SDO Encoders
All Others Concerned



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

DATE: January 5, 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 line with the implementation of the Enterprise Human Resource Information System (eHRIS), this Office hereby directs all school heads to send the required number of participants specifically their respective School ICT Coordinator as indicated in Enclosure 1 to participate the Seminar-Workshop in the Encoding and Completion of Personal Data Sheet (PDS) in the Enterprise Human Resource Information System (eHRIS) Self-Service Module on January 22-24, 2018 at The Garden's Party Venue, Barangay 1, Malaybalay City.
2. Further, all SDO encoders are also directed to attend the said seminar-workshop. Registration of participants will start at 7:30AM on the first day. All participants are required to bring laptop or netbook and extension wire.
3. For compliance.

Copy furnished:

Records Unit
Personnel Unit

**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.netEnclosure 1 of Division Memorandum No. 008, s. 2018**REQUIRED NUMBER OF PARTICIPANTS PER SCHOOL****I. School ICT Coordinators**

DISTRICT	SCHOOL	SCHOOL ICT COORDINATOR			
		ELEM	JHS	SHS	
I	KALASUNGAY CS	2			
	NEW ILOCOS ES	1			
	KAPITAN ANGEL ES	1			
	DALWANGAN ES	1			
	PATPAT ES	1			
	KALASUNGAY NHS		1		
II	SUMPONG CS	2			
	CAN-AYAN IS (ES & HS)	1	1		
	CANDISAN ES	1			
	TINTINAAN ES	1			
	MANALOG ES	1			
	KIBALABAG ES	1			
	BAGANAO ES	1			
	KILAP-AGAN ES	1			
	TAGUILANAO ES	1			
III	BUKIDNON NHS		4	2	
	BNHS-ANNEX DALWANGAN		1		
	BNHS-ANNEX IMBAYAO		1		
	IMBAYAO ES	1			
	STA. ANA ES	1			
IV	MALAYBALAY CITY CS	3			
	BCT ES	1			
	CASISANG NHS		2		
	BARANGAY 9 ES	1			
V	CASISANG CS	2			
	CASISANG SHS			2	
	AIRPORT VILLAGE ES	2			
	NATID-ASAN ES	1			
	SAN JOSE ES	1			
	MABUHAY ES	1			
	PANAMUCAN ES	1			
	MALAYBALAY CITY NHS		2		
	VI	AGLAYAN CS	2		
		BALANGBANG ES	1		
MALAYBALAY CITY NSHS			2		
CABANGAHAN ES		1			
MAGSAYSAY ES		1			
BENDOLAN ES		1			
MAPAYAG ES		1			
LAGUITAS ES		1			
VII		BANGCUD CS	2		
		BANGCUD NHS		3	
	LUYUNGAN HS		1		
	BINALBAGAN ES	1			
	SIMAYA ES	1			
	DAPULAN ES	1			
	CALAWAG ES	1			
	PADERNAL ES	1			
	MACOTE ES	1			
	VIII	LINABO CS	2		
LALAWAN ES		1			



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

Email Address: depedmalaybalay@gmail.com, Official website: www.depedmalaybalay.net



	PAIWAIG ES	1		
	SAWAGA ES	1		
	MALAPGAP ES	1		
	SAN ROQUE ES	1		
	SAN MARTIN ES	1		
	SAN MARTIN AINHS		2	
	APO MACOTE NHS		1	
IX	MANAGOK CS	2		
	MANAGOK NHS		2	1
	MNHS-ANNEX LALAWAN		1	
	MNHS-ANNEX MIGLAMIN		1	
	MALIGAYA ES	1		
	LUNOKAN ES	1		
	DUMAYAS ES	1		
	BAGONG SILANG ES	1		
	LANGASIHAN ES	1		
	MATANGPATANG ES	1		
	MIGLAMIN ES	1		
X	ZAMBOANGUITA CS	1		
	INDALASA ES	1		
	ST. PETER ES	1		
	KIBALABAG ES	1		
	SILAE ES & PIGHALUGAN ES	1		
	SILA NHS		2	
	ST. PETER NHS		1	
	MAPULO ES	1		
	TUBURAN ES	1		
	CABURACANAN ES	1		
	KULAMAN ES	1		
	BUSDI IS	1	1	

II. Division Office Encoders

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	2
CURRICULUM IMPLEMENTATION DIVISION	2
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION	2