



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



April 24, 2017

DIVISION MEMORANDUM
NO. 204, s.2017

**FOLLOW UP ON THE SUBMISSION OF SCHOOL UACF FOR THE CREATION OF
SCHOOL PERSONNEL USER ACCOUNTS IN EHRIS V2**

TO : Public Elementary and Secondary School Head
Public Elementary and Secondary School ICT Coordinators
All others concerned

- 1) Per Division Memorandum 204, s.2017, dated March 31, 2017, re: Submission of School User Account Creation Forms (UACF) for the Creation of School Personnel User Accounts in eHRIS V2.
- 2) Relative to the aforementioned memorandum, this office reminds all School Heads and School ICT Coordinator for both elementary and secondary regarding the submission of School User Account Creation Forms (UACF).
- 3) You can download the School-UACF, whichever is applicable to the school personnel. Templates are ready for download in the site <http://deped.in/schoolsuacf> or at depedtagbilarancity.ph website's Div. Downloadables.
- 4) Furthermore, the schools shall submit their School-UACFs through email at jose.marin@deped.gov.ph with the following subject "School UACF-[school name]".
- 5) Immediate dissemination of and compliance with this Memorandum is desired.

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for
VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

