



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



August 9, 2017

DIVISION MEMORANDUM

No. **APB** s. 2017

SECURITY OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (eHRIS)

- TO: Division Chiefs
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. This is in line with Regional Memorandum No. 0506, s. 2017 issued by **Director Juliet A. Jeruta** of DepEd Region 7, in support to the Memorandum from the Office of **Director Aida C. Yuvenco**, DepEd Information and Communications Technology Service, regarding the growing concern on the security of Enterprise Human Resource Information System(eHRIS).
 2. This Memo is issued to allay fears of employees regarding the growing concern on the security of eHRIS.
 3. Attached hereto is the copy of the said Memorandum for reference and guidance.
 4. For your information and wide dissemination.


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



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



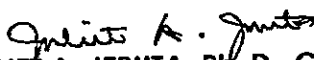
Regional Memorandum
No. ~~0506~~ s. 2017

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SECURITY OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (eHRIS)

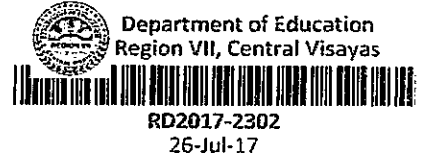
**To: Schools Division Superintendents
School Heads
Region and Division Personnel Officers
Region and Division Information Technology Officers
All Others Concerned**

1. For the information of all concerned, enclosed is DepEd Memorandum from the Office of the Director, Aida C. Yuvienco, DepEd Information and Communications Technology Service, relative to the Security of Enterprise Human Resource Information System (eHRIS).
2. This memo is issued to lessen the fears of employees regarding the growing concern on the security of eHRIS.
3. Attached hereto is the copy of the said Memorandum for reference and guidance.
4. Immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, PH. D., CESO V
Director III
Officer-in-Charge

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“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents and Officers-in-Charge
Public Elementary, Junior and Senior High School Heads and Officers-In-Charge
Region and Division Personnel Officers
Region and Division Information Technology Officers
All concerned

FROM: 
AIDA C. YUVIENCO
Director IV

SUBJECT: Security of Enterprise Human Resource Information System (eHRIS)

DATE: 21 July 2017

We acknowledge the growing concern regarding the security of eHRIS. We are issuing this memo to allay the fears of employees regarding this issue.

The concern emanated from Caloocan Public Elementary and Secondary Teachers Federation (CPESTF) that was posted in their Facebook Page highlighting a message "not secure" that appeared in the browser's address bar while accessing the site. This occurs when the site does not have an SSL certificate.

Please be assured that we are in the process of implementing HTTPS in ALL our web applications. While this is ongoing, we have put in place other mechanisms to secure our data and applications and these are:

- Web encryption of critical data such as passwords.
- Host servers are protected by an enterprise firewall both software and hardware.
- We have a facility to monitor malicious attempts to penetrate our network.

However, research shows that 70% of breaches in information security result from human error. Information security is a concern and responsibility of everyone, so we enjoin you to observe the following precautions:

- Refrain from using public computers and wi-fi.
- If above cannot be avoided, ensure that you close the browser and logoff.
- DO NOT SHARE YOUR PASSWORD.
- Do not leave your computer open. If you need to take a break, logoff from the application and lock your computer.
- Ensure that your Operating System (OS) is updated.
- Do not post sensitive information on social media. This is often the cause of identity theft.
- Always read and understand online messages and be diligent enough to know and understand the source before clicking anything on the web. This is where identity theft also occurs.

As a part of our short and long term plan, we are committed to implement appropriate controls in all areas (People, Process & Technology) of the DepEd IT Infrastructure.

CC: Victoria Catibog, Undersecretary for Finance
Ms. Lourdes Pantaja, Director IV, Bureau of Human Resources and Organizational Development
Francis Allen Dela Cruz, CAO, Personnel Division