



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



November 22, 2016

DIVISION MEMORANDUM
NO. 694, s.2016

UPDATING AND COMPLETION OF eHRIS-PDS DATA FOR DIVISION OFFICE

TO : CID Chief, SGOD Chief, Admin. Chief
All Tagbilaran City Division Personnel

1. Attached is Regional Memorandum No. 734, s.2016, entitled, **“UPDATING AND COMPLETION OF eHRIS DATA SHEET FOR REGIONAL AND DIVISION OFFICES”**, eHRIS Activate and Password Reset and Updating Personal Details in eHRIS guides.
2. The Information, Communication and Technology Service (ICTS) initially launch last February 15, 2016 the **Self-Service Module** for updating personnel data in the central, regional and division offices.
3. All the division office personnel are required to update and complete their ePDS (electronic personnel datasheet) on or before December 2, 2016.
4. Please accomplish the eHRIS-PDS via <http://ehris.deped.gov.ph>.
5. Immediate dissemination of and compliance with this Memorandum is desired.

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



NOV 18 2016


REGIONAL MEMORANDUM

0734
No. , s. 2016

UPDATING AND COMPLETION OF eHRIS DATA SHEET FOR REGIONAL AND DIVISION OFFICES

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
REGION VII EMPLOYEES

1. Pursuant to the Memorandum released by **Information and Communications Technology Service (ICTS)**, all Division offices and Regional employees are reminded to complete the eHRIS data sheet on or before **November 18, 2016** (for Regional personnel) and **December 2, 2016** (for Division personnel).
2. Please note that 100% completion of EHRIS-PDS is a prerequisite in the implementation of the new **Payroll System** and **Time and Attendance Monitoring System (TAMS)** where the **Daily Time Record (DTR)** is displayed online and be printed anytime by the employee, and the processing and computation of salaries shall be based on the EHRIS-PDS data of each employee.
3. Immediate dissemination of this Memorandum is desired.


Juliet A. Jeruta, PhD., CESO V
Director III
OIC - Regional Director


JAJ/ICTU/JPJ



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

MEMORANDUM

TO : Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendent
Administrative Officers (HRMOs) and IT Officers in the Regional Offices (ROs)
and Schools Division Offices (SDOs)
All personnel in the RO Proper (ROP) and SDO Proper (SDOP)

FROM : 
AIDA C. YUVIENCO
Director IV

SUBJECT: FINAL CALL for eHRIS Electronic Personal Data Sheet (ePDS) Updating and Completion in the Regional Office Proper (ROP) and Schools Division Office Proper (SDOP)

DATE : 10 November 2016

We are pleased to inform you that ICTS together with BHRD are in the process of implementing the DepEd eHRIS Self Module of which the ePDS is a part of. In connection with this, all DepEd-paid ROP and SDOP personnel regardless of employment status are required to update and complete their ePDS as stated in the attached unnumbered memorandum dated **May 20, 2016**.

As of **07 November 2016**, **1,465** or **80.41%** out of the submitted **1,822** ROP personnel had completed their ePDS, while the other **210** or **11.53%** have yet to start with their updating / encoding. Kindly note that the deadline to complete is **November 18, 2016**.

With respect to SDOs, **2,046** or **20.12%** out of the submitted **10,167** personnel had completed the ePDS while the other **7,133** or **70.16%** personnel have yet to start updating / encoding. Further, some have yet to submit the User Account Creation Form (UACF) of the personnel working in the SDOP only. Complete list of ROP and SDOP personnel can be downloaded from the **SUMMARY STATUS** folder from the site <http://bit.ly/ehris-help>. Please also note that the SDO personnel are requested to complete their ePDS by **December 2, 2016**.

100% completion of the EHRIS-PDS of all ROP and SDOP personnel is a prerequisite in the implementation of the new Payroll System and Time and Attendance Monitoring System (TAMS) where the Daily Time Record (DTR) is displayed online and be printed anytime by the employee, and the processing and computation of salaries shall be based on the EHRIS-PDS data of each employee.

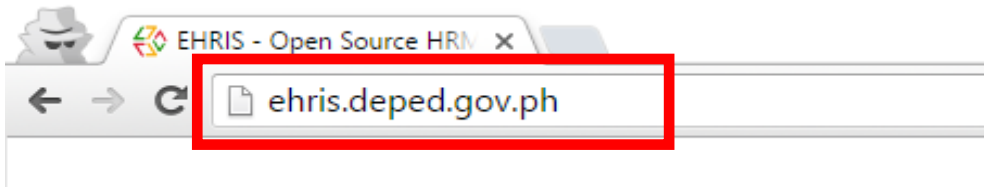
Also, we would like to express our appreciation and thanks for the cooperation of the following Offices who already achieved the 100% completion of all personnel in their offices:

Region V (ROP), Region X (ROP), SDO Balanga City, SDO Meycauayan City, SDO San Jose City, SDO Antipolo City, SDO Bacoor City, SDO Lucena City, SDO Mandaluyong.

For compliance.

Getting started

Before you proceed, you need to go to the eHRIS website first. Open your browser, type <http://ehris.deped.gov.ph> in the address bar then press Enter.

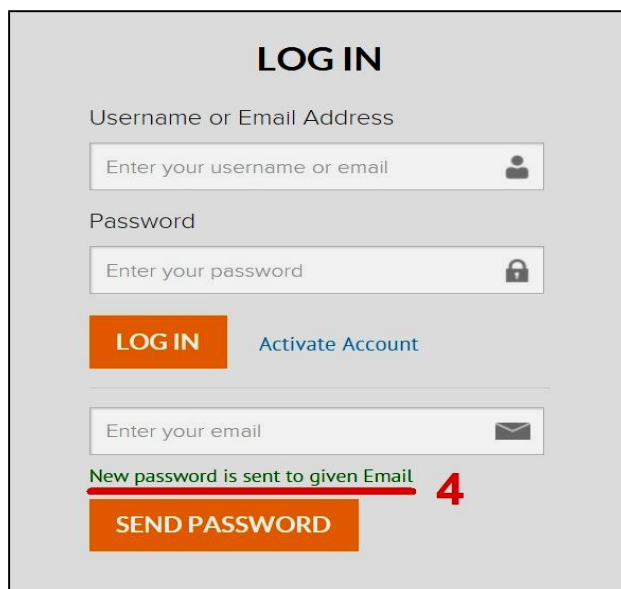


Here are the steps:

1. Go to login area and click Activate Account.

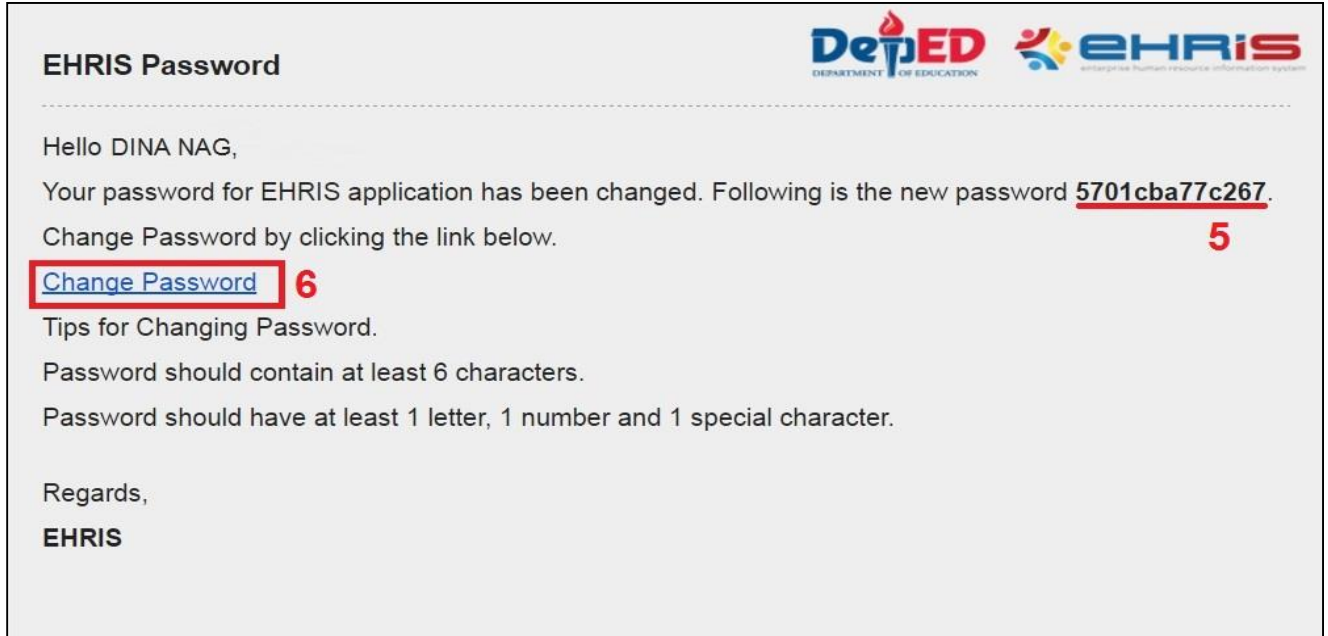



2. Input your email address in the space provided registered in eHRIS. Official DepEd email for permanent personnel or Gmail account for non-permanent personnel.
3. Next, click **SEND PASSWORD** button.
4. A green text will appear, New Password is sent to given Email.

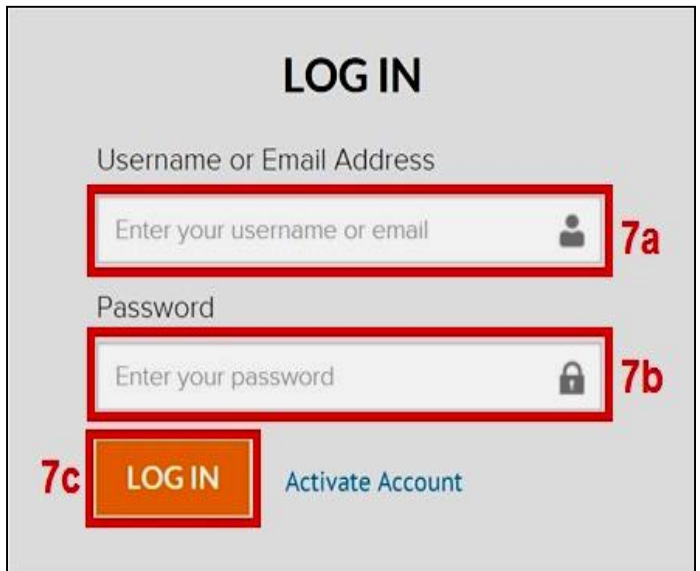


- 5. A temporary password will be sent to your email. Select and copy the password.
- 6. Change the default password by clicking the link [Change Password](#).

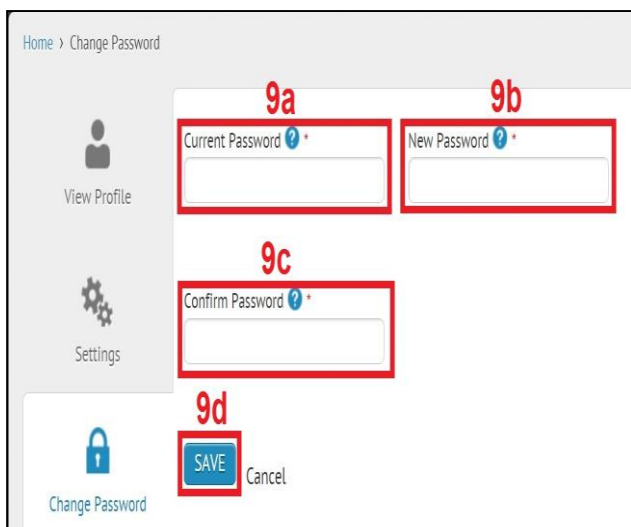
Note: This action will lead you to the login area



- 7.a. Enter you username/email address in the space provided.
- 7.b. Paste the password copied in number 5.
- 7.c. Click .



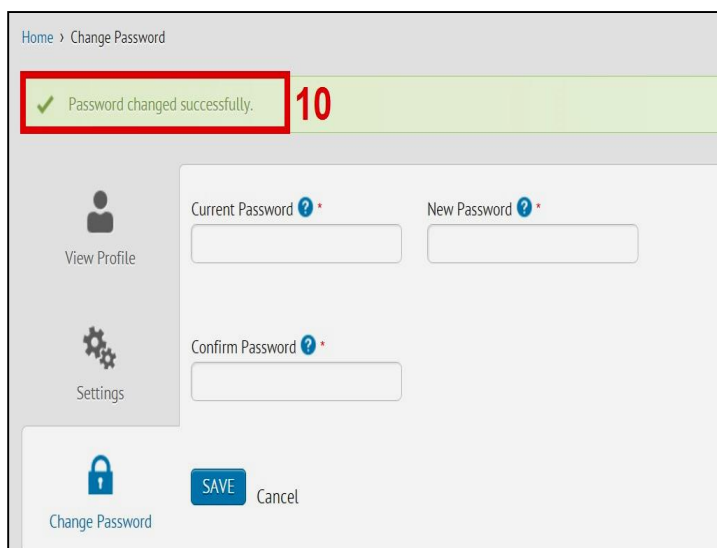
- 8.a. Click the down-arrow beside the username.
- 8.b. Point and click Change Password.



- 9.a. Paste your current password (temporary password provide).
- 9.b. Input your new password in the space provided. Password must contain letters, numbers and at least one special character i.e.!,@,#,\$.
- 9.c. Re-Enter the password provided in 9b.
- 9.d. Click **SAVE** button.

- 10. A pop-up message will appear after you successfully changed your password.

You may sign-out of eHRIS to try your new password.



1. Personal Tab

In this tab, you can edit/update and save your personal details.

- Enter your complete Last Name, First Name, Middle Name(if applicable) Name extension refers to suffix like Jr, Sr, III
- Date of birth, use date picker followed the year format YYYY/MM/DD. (Required)
- Civil Status, click from the dropdown choices.
- Gender default value is male.
- Citizenship default value is Filipino.
- Height value must entered in meters i.e 1.50.
- Weight value must entered in kilos i.e 55.
- Mother tongue default value is tagalog.

- Permanent Address refers to your home or principal residence. Select from the dropdown list (Region, Province, City/Municipality, Barangay).
- Residential Address refers to location where you staying most of the time. Select from the dropdown list (Region, Province, City/Municipality, Barangay).

- For GSIS, Pagibig, Philhealth and SSS Member, your UMID number is the same as your individual number in this agencies. Please use the lastest # given to you, e.g. BP number for GSIS.
- Save all data encoded before leaving the page

2. Family Tab

In this tab you can add, view, edit, delete and search your family details.

Official	FAMILY DETAILS + Add
Personal	
Family 2	
Education	

Action	Full Name	Relation	Date of Birth	Deceased
	Donna T Nag	Child	02 March 2016	no

Records per page

- Select relationship type from dropdown list.(Required)
- Enter your child or spouse complete name and date of birth. (Required)
- Indicate the occupation, employer name(if applicable), business address and telephone number.
- If any of the family details already passed on, you still need to put their name then tick the appropriate deceased box.
- Save all data encoded before leaving the page.

Family Details

Relationship Type * <input type="text" value="Select Relationship"/>	First Name * <input type="text"/>	Middle Name * <input type="text"/>
Last Name * <input type="text"/>	Date of Birth ? * <input type="text"/>	Occupation <input type="text"/>
Employer Name <input type="text"/>	Business Address <input type="text"/>	Telephone No. <input type="text"/>

Deceased

3. Educational Tab

In this tab, you can add, view, edit, delete and search your educational attainment.

Official	EDUCATION DETAILS + Add
Personal	
Family	
Education 3	

Action	Education Level	Name of School	Cours
	Elementary	San Felipe Elementary School	

Records per page

- Select Education Level from dropdown list. (Required)
- Indicate School Name and year From – To. (Required)
- Year Graduated. (Required)If graduated indicate year of graduation. If not indicate the Highest Grade/Level/Units earned, numeric only i.e 30.
- Indicate scholarship and/or academic honors received.

Education Details

Education Level * <input type="text" value="Select Education Level"/>	School Name * <input type="text"/>	Course <input type="text"/>
From ? * <input type="text"/>	To ? * <input type="text"/>	Year Graduated * <input type="text"/>
Highest Grade/Level/Units Earned (if not graduated) : <input type="text"/>	Scholarship/Academic Honors : <input type="text"/> <small>400 characters remaining (400 maximum)</small>	

4. **Eligibility Tab**

In this tab, you to add, view, edit, delete and search your civil service eligibility/RA 1030 or qualifications earned.

- Indicate Title of Civil Service Eligibility/RA 1030 or qualifications earned.(Required)
- Rating value must be in number i. e 76 or 76.5. (Required)
- Place of examination. (Required)
- Please indicate also date of examination, license number and the date release of license, if applicable.

5. **Work Experience Tab**

In this tab you can add, view, edit, delete and search your professional employment history.

- All fields are required.
- Indicate complete company name and position title.
- Monthly salary must be numeric only. (No period, Comas)
- Employment Status : Permanent/ Contractual/ Cotermious/ Casual
- Save all data encoded before leaving the page.

6. Voluntary Work Tab

In this tab you can add, view, edit, delete and search your voluntary services to non-government organization.

- All fields are required.
- Indicate the FULL name and address of the organization, No. of hours, and position/nature of work.
- Inclusive Date From –To, use date picker.
- Save all data encoded before leaving the page.

7. Training and Certification Tab

In this tab you can add, view, edit, delete and search of your trainings conducted by local government, seminars attended and short courses.

- All fields are required.
- Indicate the full title of the seminar, No. of hours, and conducted/sponsored by.
- Inclusive Date From –To, use date picker.
- Save all data encoded before leaving the page.

8. Other Information Tab

In this tab, you can add, view, edit, delete and search of your special skills, non-academic distinctions and membership in association/organization.

- Please select from the dropdown list for other information type.(Required)
- Indicate the description after you select from the list.
- Save all data encoded before leaving the page.

9. Questionnaires Tab

- Please answers all the questions by selecting yes or no.
- Save all answered Questions before leaving the page.

10. References Tab

In this tab you can add, view, edit, delete and search of your character references.

The screenshot shows the 'References' tab selected in the left sidebar. The main content area displays a table titled 'REFERENCE DETAILS' with columns for Action, Name, Address, and Telephone Number. A single record is shown for 'Juan Dela Cruz' in 'Pasig City' with telephone number '12312312'. There are icons for view, edit, and delete next to the record. At the bottom, there is a 'Records per page' dropdown set to 20.

- All fields are required.
- Must provide references.
- Save all data encoded before leaving the page.

The 'Reference Details' dialog box contains three input fields: 'Name *', 'Address *', and 'Telephone Number *'. Below the fields are 'SAVE' and 'Cancel' buttons.

11. Profile Completion

A dialog box will appear indicating that you completed all the required data. Just Click **I AGREE** button.

The dialog box contains the following text:
I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.
I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.
At the bottom, there is an **I AGREE** button.