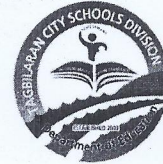




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



Memorandum

To: **OLIVER G. ARCILLAS** - Booy South Elementary School
ALICE A. TABUNO - Dao Elementary School
ANNABELLE M. PERGAMINO - Ubujan Elementary School
LYNLEE MARIO M. GO - Tagbilaran City Central Elementary School
MINPHA E. OROT - Tiptip Elementary School
JESILO G. JALA - Cogon High School Evening Class
ALBERTO L. TIBOD JR. - Mansasa National High School
LORNA B. LUMAYOG - San Isidro National High School

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

Subject: eHRIS Rollout

Date: April 6, 2017

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1. Attached is Regional Memorandum 247, s. 2017, entitled: **"ADDENDUM/CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0244, S. 2017 – SUBMISSION OF LIST OF PARTICIPANTS TO THE EHRIS ROLLOUT"**.
 2. In line with this, you are hereby directed to attend the eHRIS ROLLOUT on April 21, 2017 at the Conference Room of DepEd Region VII, Sudlon, Lahug, Cebu City.
 3. Each participant is required to bring the following:
 - a. Laptop
 - b. Extension cord
 - c. Pocket wifi
 - d. 10 School Teacher's Personal Data Sheet (hard copy)
 2. Travelling, accommodation other incidental expenses will be charged against school MOOE or local funds subject to the usual accounting and auditing rules and regulations.
 3. This Memorandum serves as Travel Order.
 4. For your guidance and compliance.

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. **0247**, s. 2017

ADVANCE COPY

APR 05 2017

ADDENDUM/CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0244 S 2017 - SUBMISSION OF THE LIST OF PARTICIPANTS TO THE EHRIS ROLLOUT

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL DIVISION INFORMATION TECHNOLOGY OFFICERS

1. There is a change in the number of personnel from the schools to attend the said activity. Here is the new expected number of participants for the Divisions of **Bogo City, Carcar City, City of Naga, Cebu City, Danao City, Mandaue City, Lapu-lapu City, Siquijor, Talisay City, Tagbilaran City and Toledo City**:
 - a. 1 HRMO/AO V
 - b. 1 Key HR Staff (Personnel Unit)
 - c. ITO
 - d. Eight (8) school personnel (with at least one (1) non-teaching personnel)

2. For **Bohol and Cebu Province**, these are the expected participants:
 - a. 1 HRMO/AO V
 - b. 1 Key HR Staff (Personnel Unit)
 - c. ITO
 - d. Eleven (11) school personnel (with at least one (1) non-teaching personnel)

3. The training is scheduled on **April 20-21, 2017** however, school personnel will attend the 2nd day session only.
 - a. April 20-21 = Region and Division HRMO/AO V, HR Personnel, ITO
 - b. April 21 only = school personnel

4. All participants are advised to bring the following:
 - a. Laptop
 - b. Extension cord
 - c. Portable wireless internet connection
5. Please send the list on or before **April 5, 2017, 5PM.**
6. Travelling and other incidental expenses of Division participants will be charged against Division MOOE or local funds while travelling, accommodation and other incidental expenses of school personnel will be charged against School MOOE or local funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

JULIET A. JERUTA, PhD, CESO V
Officer-in-Charge
Office of the Regional Director

JAJ/CTU/JPJ