



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the School Governance and Operations Division

Capital Area, Dumaguete City

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SGOD Office (035) 225 - 6180

April 11, 2017

DIVISION MEMORANDUM

No. 193 s. 2017

SUBMISSION OF SCHOOL USER ACCOUNT CREATION FORMS (UACF) FOR THE CREATION OF SCHOOL PERSONNEL USER ACCOUNTS IN EHRIS v2

To: Assistant Schools Division Superintendent
District Supervisors/District In-Charge
All Elementary and Secondary School Heads
District and School ICT Coordinators
All Others Concerned

1. Attached is Regional Memorandum No. 97 s. 2017 re: Submission of School User Account Creation Forms (UACF) for the Creation of School Personnel User Accounts in EHRIS v2.
2. District ICTs are directed to coordinate with the Division ITO Remylin Gaogao for the submission of User Account Creation Form (UACF). Those districts who have not complied are given only until April 17, 2017 to complete and submit.
3. For the information, guidance and compliance of all concerned.

SALUSTIANO T. JIMENEZ, CESO VI
OIC- Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

4/11/17

STJ/imsm2017/HRDS-HRIS



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 NEGROS ISLAND REGION
 West City Elementary School Campus
 Dumaguete City 6206



RELEASED
 CONTROL NO. 901
 RELEASED BY: [Signature]
 DATE RELEASED: 03-29-17

March 23, 2017

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REGIONAL MEMORANDUM
 No. 97 s. 2017

SUBMISSION OF SCHOOL USER ACCOUNT CREATION FORMS (UACF) FOR THE
 CREATION OF SCHOOL PERSONNEL USER ACCOUNTS IN EHRIS v2

TO: Schools Division Superintendents
 Regional and Division HR Officers (Administrative Officers) and IT Officers
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Attached is a Memorandum from Dir. Aida C. Yuvencio of the ICT Service informing the field of the national implementation of the Enterprise Human Resource Information System (EHRIS) Self Service Module in schools.
2. Schools Division Offices are requested to pay close attention to the dates/deadlines and the documents that need to be prepared and submitted to respective offices before the scheduled regional workshop rollout in April, 2017.
 - March 31, 2017- SDOs submit the consolidated School UACFs to the Central Office on this site: <http://bit.ly/EHRISSchoolUACF>
 - April 5, 2017 – SDOs are expected to report the number of DepEd-paid school personnel (warm body, regardless where their item is located) as of February 28, 2017 to the Regional HR Office for consolidation. Follow the template provided in item no. 1d (use excel format) and email to depednircare@gmail.com
3. Refer to the attached Memorandum for the details.
4. Immediate dissemination of this Memorandum is desired


 GILBERT S. SADSAD, PhD, CESO V
 Director III
 OIC-Regional Director

HRDD:rmav

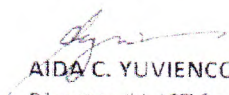
DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200
 TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com
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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

MEMORANDUM

To: Regional Directors
Schools Division Superintendents
Regional and Division HR Officers (Administrative Officers) and IT Officers
Public Elementary and Secondary School Heads
All Others Concerned

From: 
AIDA C. YUVIENCO
Director IV, ICT Service

Subject: Submission of School User Account Creation Forms (UACF) for the Creation of School Personnel User Accounts in EHRIS v2

Date: 17 March 2017

In line with the national implementation of EHRIS Self-Service Module in schools, SDOs are expected to do the following pre-implementation activities:

1. SDO HRMOs in coordination with the SDO ITOs
 - a. Download and disseminate the following School-level User Account Creation Forms (UACFs), whichever is applicable to the school personnel:
 - **UACF-UAN** – fill out this form with data of teachers hired as Teacher I during School Years 2015-16 and 2016-17, still working in your Division regardless where their item is **AND must have a Unique Applicant Number (UAN)**.
 - **UACF-AUTONOMOUS** – fill out this form with data of all personnel working in an autonomous school, whose salaries are prepared by and paid in the school (a.k.a. Implementing Units or IUs) whether they have an employee number issued by the RPSU or not (issued by the school).
 - **School-UACF-PERM** – fill out this form with data of all permanent employees (including CTI) in the school regardless if the employee's appointment had been attested by the CSC or not, and may or may not have an employee number issued by RPSU.
 - **School-UACF-JO** – fill out this form with data of all DepEd-paid Job Orders.
 - The school templates may be directly downloaded from this link http://bit.ly/ehris_School-Template. More information available in the site <http://bit.ly/ehris-help>.

- b. SDOs will submit the consolidated School UACFs to the Central Office on this site: <http://bit.ly/EHRISSchoolUACF> on or before **March 31, 2017**. SDOs who fail to submit the UACFs will resort to the manual creation of individual user account by their respective SDO Personnel Section.
- c. School UACF submission by schools directly to CO will not be accepted. Only submission from the Division HRMOs, HR Staff and Division ITOs will be honored and considered for batch upload and user account creation.
- d. SDOs are expected to report the number of **DepEd-paid school personnel (warm body, regardless where their item is located)** as of **February 28, 2017** to the Regional HR Office for consolidation and to be submitted on or before **April 5, 2017**:

Division Name	No. of Permanent employees	No. of Job Order Personnel

2. School pre-implementation preparation
 - a. Schools using attendance capturing machines (Biometric machine or RFID) are instructed to change their current biometric / RF ID to the corresponding employee number issued by RPSU only.
 - b. School without Biometric machine / RF ID are also instructed to log their RPSU issued employee number in UACF.
 - c. All permanent employee shall create DepEd email address with the assistance of the Division IT Officer. Job Order personnel shall create a gmail account. In the absence of the DepEd email address and/or gmail account, SDOs may submit a **working and accessible personal email address** regardless of provider, for the time being. It is expected that all permanent school employees have their DepEd email address and gmail addresses by December, 2017.
3. Important schedules and/or targets are as follows:
 - a. Submission of consolidated School UACF from SDO to CO is up **March 31, 2017**.
 - b. EHRIS Self Service PDS rollout by Region is scheduled will be on the **3rd week of April 2017** (April 17 to 18, 2017 or April 20 to 21, 2017, memorandum to follow).
 - c. PDS completion of School personnel must be completed by **July 2017** with the following targets:
 - **April to July 2017** – encoding schedule;
 - **Cut-off hiring date** of school personnel is **February 28, 2017**.
 - **May 31, 2017** – as least 50% of school personnel in the Division completed;
 - **June 30, 2017** – at least 75% of school personnel in the Division completed;
 - **July 24, 2017** – 100% of school personnel completed.

For EHRIS-related inquiries, clarifications and assistance, please contact the **ICT Service - User Support Division EHRIS Help Desk** at (02) 635 7369; 0956 477 2610 [Globe]; 0921 458 4058 [Smart]; or 0942 614 9599 [Sun], during **weekdays** only from **7:30 am to 5:30 pm** or email us at icts.usd@deped.gov.ph **SUBJECT: eHRIS Assist.**