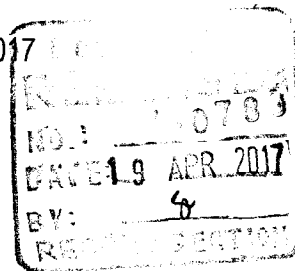


Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

April 18, 2017



TRAVEL ORDER
No. 282, s. 2017

To : **MS. IRYLL MAE S. MACAHIG - EPS II, HRDS**
MS. REMYL IN GAOGAO - DIVISION ITO
MS. LANI YURONG - DIVISION HRMO

Office : **DIVISION OF NEGROS ORIENTAL**


Purpose : **To attend the "ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) TRAINING OF TRAINERS"**

Date of Travel : **April 19 - 21, 2017**

Venue/Place : **Forest Park Resort, Taculing, Bacolod City**

ALLOWED/CHARGED TO: (Division MOOE, Subject to the usual accounting and auditing rules and regulations)

☒ : Registration/Transportation and other expenses
☐ : Transportation
☒ : Per Diems


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge



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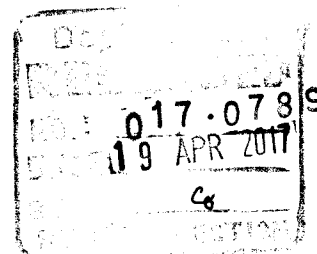
negros.oriental@deped.gov.ph

SGOD Office (035) 225 - 6180

April 18, 2017

TRAVEL ORDER

NO. 282, s. 2017



TO : **MS. MARY JANE M. SAMSON - NOHS**
MR. AIRUS LEE T. CABRERA - AMLAN NHS
MS. CLEOFE KINIKOT - SIBUALN NHS
MR. DOMINIC VIDAL - JIMALALUD NHS
MS. LYNN BELLE K. GALVEZ - SIATON NHS
MS. MELISSA PRECYSEL BOHOL - MABINAY NHS

OFFICE : **DIVISION OF NEGROS ORIENTAL**

PURPOSE : **To attend the "ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) TRAINING OF TRAINERS"**

DATE OF TRAVEL : **April 20-21, 2017**

VENUE/PLACE : **Forest Park Resort, Taculing, Bacolod City**


ALLOWED/CHARGED TO: (School MOOE funds subject to the usual accounting and auditing rules and regulations)

☒ X : Registration/Transportation and other expenses

☐ : Transportation

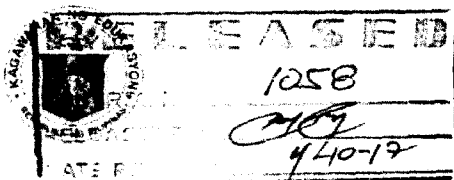
☒ X : Per Diems

Note: You are directed to report to the venue on April 20, 2017 at 2:00 P.M.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Office In-Charge



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



April 7, 2017

REGIONAL MEMORANDUM
No. 127, s. 2017

**ADDENDUM TO REGIONAL MEMORANDUM NO. 120, S. 2017 ENTITLED
"ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) ROLLOUT
AND TRAINING OF TRAINERS"**

TO: All Schools Division Superintendent
All Others Concerned

1. This is to remind the field of the EHRIS Rollout and Training of Trainers on April 20 and 21, 2017. The venue will be announced later
2. The following are to check in on Day 0, April 19, 2017 (Check in time 2 p.m.)

Regional Office:

Regional HRMO
Personnel Unit Staff
RITO

Schools Division Offices (3 per SDO); Total 48

Division HRMO - Lani Yurong
Personnel Unit Staff - Iryll Mae Macahig
Division ITO - Remylin Gaogao

3. School Personnel (6 per SDO), are to check in on Day 1, April 20, 2017, check in time at 2:00 pm. They are to attend the Day 2 activities only.
4. All offices must ensure that confirmed attendees (CA) show up for the event.
 - 3.a In an unlikely event that the CA cannot attend the event, the concerned office must assign someone else with the comparable capacity to attend.
 - 3.b The substitute must present a letter of explanation for the CA's non-attendance addressed to Director Aida C. Yuvencio, Director IV of ICT Service, and signed by either:
 - The Regional Director or IOC- for RO Personnel
 - The Schools Division Superintendent or OIC for division and school personnel
5. All participants are advised to bring the following:
 - *laptop
 - *extension wire/cord
 - *portable wireless internet connection/pocket wifis
6. Expenses to be incurred for venue, board and lodging, and meals for school

Lani Yurong

Iryll Mae S. Macahig

Remylin V. Gaogao

Mary Jane M. Samson - NHTS

Airus Lee T. Cabrera - Amlan NHTS

Cleofe Kinicot - Sibulan NHTS


Dominic Vidal - Jimalaud NHTS

Lynn Belle K. Galvez - Siaton NHTS

Melissa Precyseal Bohol, Mabini NHTS

personnel shall be charged to Regional Funds and DCP 2016 Continuing Funds downloaded to the Region. Travelling expenses of the participants coming from the region, the SDOs, and the schools shall be charged to local funds; all are subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired/



GILBERT T. SADSAD, Ph.D, CESO V
Director III
OIC-Regional Director

HRDD/rmav



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION

West City Elementary School Campus
Dumaguete City 6206



REGIONAL MEMORANDUM
No. 120, s. 2017

D: 4/8/17

RELEASED	
CONTROL NO.	1004
RELEASED BY:	ery
DATE RELEASED:	4/4/17

**ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS)
TRAINING OF TRAINERS**

To: All Schools Division Superintendent
All Others Concerned

1. A training of trainers on the Enterprise Human Resource Information System is scheduled this coming April 20-21, 2017 the venue of which will be announced later.
2. All Schools Division Offices are required to send the following personnel to this training: Division HRMO (1), Personnel Section Staff (1), Division ITO (1), and School Personnel (6, at least one of them is non-teaching). This group will then be considered as the Division EHRIS Core Team.
3. The format below must be used when submitting the names of participants to depednircarees@gmail.com on or before April 5, 2017 for consolidation by the Regional ICT and submission of consolidated list to CO-ICTS. The same shall also serve as confirmation of attendance:

Division:

Position/Designation	Name	To check in on:	
		Day 0	Day 1
Division HRMO			
Personnel Unit Staff			
Division ITO			
School Personnel	1.		
	2.		
	3.		
	4.		
	5.		
	6.		

4. Further, schools division offices are reminded of the contents of Regional Memorandum No. 97, s. 2017. Data collected and encoded shall be used during the training of trainers. All concerned personnel are therefore

required to make sure that the data asked for have been completed and submitted to identified offices.

5. For the Terms of Reference, Program of Activities and other details, please refer to the attached Communication.
6. For guidance and compliance.



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

HRDD/rmv
