



Republic of the Philippines

**DEPARTMENT OF EDUCATION**


Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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 (035) 225 2376 / 225 2838 / 422 5283

**TRAVEL ORDER**

No. 389 s, 2017

**TO:**

**LYN BELLE K. GALVEZ**, Siaton NHS

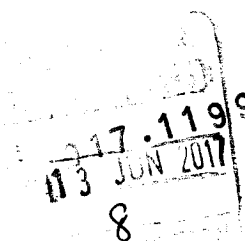
**MARY JANE A. SAMSON**, NOHS

**DOMINIC B. VIDAL**, Jimalalud NHS

**AIRUS LEE T. CABRERA**, Amlan NHS

**MELISSA PRECYFEL E. BOHOL**, Mabinay NHS

**CLEOFÉ C. KINICOT**, Sibulan NHS



**PURPOSE:**

To report to their assigned Districts as member of the **Division eHRIS Core Facilitators** and provide technical assistance during the eHRIS District and School Level Roll-Out.

**DATE OF TRAVEL:** As stated in the attached Schedule of District Level Roll-Out

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

\_\_\_\_\_ : Registration/ Transportation and other incidental expenses

\_\_\_\_\_ : Transportation

\_\_\_\_\_ : Per Diems

  /   : Transportation & other incidental expenses

  
**SALUSTIANO T. JIMENEZ, CESO VI**

OIC- Office of the Assistant Regional Director

Concurrent Schools Division Superintendent

6/9/17

## Schedule of eHRIS District and School Level Rollout

| NO | DISTRICT        | PSDS             | DATE             | DIVISION CORE GROUP TRAINER ASSIGNED                     |
|----|-----------------|------------------|------------------|--|
| 1  | SIATON EAST     | May 11-12, 2017  | May 11-12, 2017  | Mrs. Lyn Belle K. Galvez and<br>Mrs. Mary Jane A. Samson |
| 2  | SIATON WEST 1   | May 12-13, 2017  | May 12-13, 2017  |  |
| 3  | SIATON WEST 2   |                  |                  |  |
| 4  | STA. CATALINA 1 | May 16-17, 2017  | May 16-17, 2017  |  |
| 5  | STA. CATALINA 2 | May 17-18, 2017  | May 17-18, 2017  |  |
| 6  | STA. CATALINA 3 | May 18-19, 2017  | May 18-19, 2017  |  |
| 7  | STA. CATALINA 4 | May 19-20, 2017  | May 19-20, 2017  |  |
| 8  | CANLAON         | May 22-23, 2017  | May 22-23, 2017  | Mr. Dominic B. Vidal and<br>Airus Lee T. Cabrera         |
| 9  | LA LIBERTAD 1   | May 23-24, 2017  | May 23-24, 2017  |  |
| 10 | LA LIBERTAD 2   |                  |                  |  |
| 11 | JIMALALUD       | May 24-25, 2017  | May 24-25, 2017  |  |
| 12 | TAYASAN         | May 25-26, 2017  | May 25-26, 2017  |  |
| 13 | AYUNGON         | May 26-27, 2017  | May 26-27, 2017  |  |
| 14 | BINDOY 1        | May 29-30, 2017  | May 29-30, 2017  |  |
| 15 | BINDOY 2        | May 30-31, 2017  | June 30-31, 2017 | Mrs. Melissa Precyfel E. Bohol                           |
| 16 | MANJUYOD 1      | June 1-2, 2017   | June 1-2, 2017   |  |
| 17 | MANJUYOD 2      | June 2-3, 2017   | June 2-3, 2017   |  |
| 18 | MABINAY 1       | June 6-7, 2017   | June 6-7, 2017   |  |
| 19 | MABINAY 2       | June 7-8, 2017   | June 7-8, 2017   |  |
| 20 | MABINAY 3       | June 8-9, 2017   | June 8-9, 2017   |  |
| 21 | MABINAY 4       | June 9-10, 2017  | June 9-10, 2017  | Mr. Airus Lee T. Cabrera and<br>Mrs. Cleofe C. Kinicot   |
| 22 | AMLAN           | June 13-14, 2017 | June 13-14, 2017 |  |
| 23 | SAN JOSE        | June 14-15, 2017 | June 14-15, 2017 |  |
| 24 | SIBULAN SOUTH   | June 15-16, 2017 | June 15-16, 2017 |  |
| 25 | SIBULAN NORTH   | June 16-17, 2017 | June 16-17, 2017 | Mrs. Mary Jane Samson and<br>Cleofe C. Kinicot           |
| 26 | NOHS            | June 19-20, 2017 | June 19-20, 2017 |  |
| 27 | BACONG          | June 20-21, 2017 | June 20-21, 2017 |  |
| 28 | VALENCIA        | June 21-22, 2017 | June 21-22, 2017 |  |
| 29 | DAUIN           | June 22-23, 2017 | June 22-23, 2017 |  |
| 30 | ZAMBOANGUITA    | June 23-24,2017  | June 23-24,2017  |  |

Prepared by:

REMY LIN V. GAO, GAO  
Division ITO - I



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Division Memorandum

No. 288, s 2017

To : Asst. Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ District-In-Charge  
Public Elementary and Secondary School Heads  
District eHRIS Coordinators  
District and School ICT Coordinators

From:   
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Asst. Regional Director  
Concurrent OIC-Office of the Schools Division Superintendent  
5/9/17

Subject: **SCHEDULE FOR THE COMPLETION OF ACCOUNT ACTIVATION AND  
ePDS UPDATE IN THE eHRIS**

Date: May 9, 2017

1. You are hereby advised to perform the following tasks in view of the eHRS School Roll-out:
  - a. Conduct eHRIS Orientation to School ICT and eHRIS Coordinators before the scheduled dates.
  - b. Activate the DepEd Accounts in the eHRIS.
  - c. Update the ePDS in the eHRIS on or before the scheduled dates.
2. The Schools Division of Negros Oriental is expected 100% completion of the eHRIS Roll-out on or before the given timeline so all District Supervisors are directed to closely supervise the aforementioned roll-out.
3. For reference, see the attached schedule.
4. For widest dissemination and compliance.

10 MAY 2017,