



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

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SGOD Office (035) 225 - 6180

May 3, 2017

DIVISION MEMORANDUM

No. 221 s. 2017

CORRIGENDUM TO DIVISION MEMORANDUM NO. 207 s. 2017 RE: E-HRIS TRAINING OF ADDITIONAL TRAINERS FOR DISTRICT & SCHOOL LEVEL ROLL-OUT

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

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1. In view of Division Memorandum No. 207 s. 2017 entitled, "E-HRIS TRAINING OF ADDITIONAL TRAINERS FOR DISTRICT & SCHOOL LEVEL ROLL-OUT," this office announces the corrigendum to this memorandum.
 2. The training is *moved* to **May 10, 2017** (Wednesday) instead of May 6, 2017 as stated in the previous memorandum.
 3. The venue of the said training will be at **Bethel Guest House**, Dumaguete City. Participants are directed to come at exactly 8:00 in the morning.
 4. Members of the training team will still convene on May 4-5, 2017 at the SGOD office for the coordination meeting and preparation of training materials.
 5. For the information and guidance of all concerned.

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

5/3/17

STJ/imsm2017/HRIS



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April 21, 2017

DIVISION MEMORANDUM

No. 207 s. 2017

**E-HRIS TRAINING OF ADDITIONAL TRAINERS FOR DISTRICT & SCHOOL LEVEL
ROLL-OUT**

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

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1. A training of additional trainers on the Enterprise Human Resource Information System is scheduled on May 6, 2017 the venue will be announced later.
 2. Participants to this training are the following:
 - 1 District ICT Coordinator (Elementary), 1 Main High School ICT Coordinator and 1-HRIS District Coordinator. Participants are required to bring laptop, Pocket Wifi, Extension wire and their own Updated Personal Data Sheet (PDS).
 3. Members of the training team and working committee (please see enclosure) are requested to convene on May 4-5, 2017 (8:00 am) at the SGOD Office for a coordination meeting and preparation of training materials.
 4. Food during the preparation and training proper (May 4-6, 2017-lunch and snacks) will be charged to Division HRTD funds, while travelling and other incidental expenses shall be charged against School MOOE/ Local funds, subject to the usual accounting, and auditing rules and regulations.
 5. One (1) day Service Credit will be granted to the Teaching personnel while One (1) day Compensatory Time-Off will be granted to the Non-teaching personnel who will be attending the training.
 6. This serves as TRAVEL ORDER.

21 APR 2017



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7. For the information, guidance and compliance of all concerned.

At:

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

TRAINING TEAM

CONSULTANTS:

MR. SALUSTIANO T. JIMENEZ, CESO VI
MDM. LELANIE T. CABRERA, CESE
DR. RACHEL B. PICARDAL
DR. ERLINDA N. CALUMPANG

TRAINERS:

REMYLIN V. GAO-GAO- ITO, DIVISION OFFICE
IRYLL MAE S. MACAHIG- EPS II-HRDS, DIVISION OFFICE
LANI B. YURONG-AO V-HRMO, DIVISION OFFICE
CLEOFE C. KINICOT- SIBULAN NHS, SIBULAN DISTRICT
MARY JANE A. SAMSON- NOHS
LYN BELLE K. GALVEZ- SIATON NHS, SIATON EAST DISTRICT
MELISSA PRECYFEL E. BOHOL, MABINAY NHS, MABINAY 1 DISTRICT
DOMINIC B. VIDAL- JIMALALUD NHS, JIMALALUD DISTRICT
AIRUSLEE T. CABRERA- AMLAN NHS, AMLAN DISTRICT

WORKING COMMITTEE:

DAN P. ALAR, SEPS-HRDS
REGINA CLARINA EMPESO- EPS II- M & E
DENNIS CHARL ANDALAJAO- SEPS M & E
JOSEPH R. GEMINA- PDO DRRM
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