



Republic of the Philippines

DEPARTMENT OF EDUCATION

Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City



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Division Memorandum

No. 238, 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,

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 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 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	June 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 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 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:


REMYLIN V. GAO-GAO
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