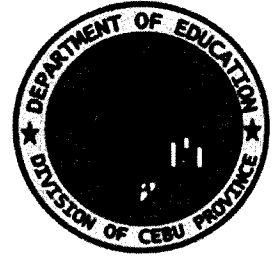


Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



July 25, 2017

Division Memorandum  
No. 469, s. 2017

**Downtime of Enterprise Human Resource Information System (eHRIS) and  
New Timeline of Personal Data Sheet Completion**

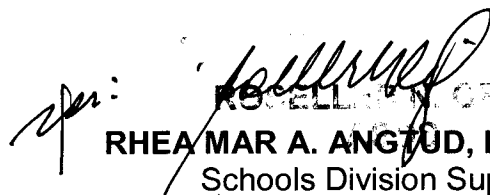
To: Assistant Schools Division Superintendents  
Education Supervisors / Coordinators  
District Supervisors/OIC  
Elementary School Heads

1. Please be informed that eHRIS will not be available for **seven (7) days** starting **Monday, 24 July 2017** up to **Sunday, 30 July 2017** due to the following reasons:
  - To give priority to Learner Information System (LIS); and
  - To relocate eHRIS to Cebu Data Center.
2. In this regard, creation of user accounts, encoding and completion of the **Personal Data Sheet** in the **eHRIS** Self Service module of the Division Office Proper and School personnel shall be extended up to **25 September 2017**.
3. Creation of user accounts of all DepEd paid personnel shall be prioritize, hence we urge all Schools to minimize the PDS updating during that time. Further, to address the issue on the creation of user account of personnel with duplicate employee number, a separate memorandum will be released.

| ACTIVITY  | INCLUSIVE DATE              |
|---|-----------------------------|
| <b>Relocate eHRIS to Cebu Data Center</b>         | 24 July to 30 July 2017     |
| <b>Creation of user accounts*</b>                 |                             |
| 75% of Employee (RO,DO, Sch) with user accounts   | 31 July to 05 August 2017   |
| 100% of Employees (RO,DO, Sch) with user accounts | 07 August to 12 August 2017 |

| ACTIVITY                                  | INCLUSIVE DATE    |
|---|-------------------|
| <b>Completion of Personnel Data Sheet</b> |                   |
| 50% of Employee (RO,DO, Sch)              | 28 August 2017    |
| 75% of Employee (RO,DO, Sch)              | 11 September 2017 |
| 100% of E'mployee (RO,DO, Sch)            | 25 eptember 2017  |

4. Uploading will be available the whole day starting 31 **July** 2017 up to 12 **August** 2017. Effective 12 **August** 2017, all school personnel with HR Manager and HR Staff role will **automatically revert** to **Employee Role**.
5. Once eHRIS is available, the schedule of our region are **MONDAYS TO WEDNESDAYS** and **SUNDAYS** open to all regions (subject to change as needed):
6. Immediate and wide dissemination of this memorandum is directed.

  
 RHEA MAR A. ANGTUD, Ed.D., CESO VI  
 Schools Division Superintendent