



Republic of the Philippines  
Department of Education  
National Capital Region

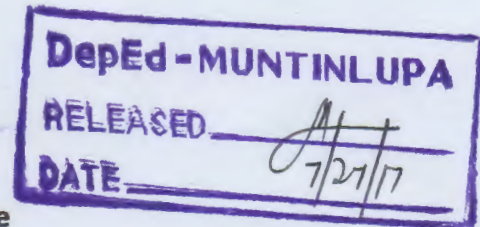
## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

July 25, 2017

### DIVISION MEMORANDUM


No. 108, s. 2017

To: OIC – Asst. Schools Division Superintendent  
Chief, CID and SGOD  
Division Supervisor/District Supervisors/Coordinators  
Elementary and High School Principals/Officers-In-Charge  
Division Personnel Officer  
Division and School Information Technology Officer  
All Concern



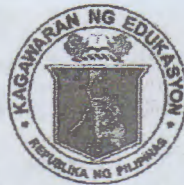
### DOWNTIME OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (eHRIS) AND NEW TIMELINE OF PERSONAL DATA SHEET COMPLETION

1. Attached is the Memorandum from the Office of the Director, Aida C. Yuvienco Director IV Information and Communication Technology Service dated July 21, 2017 RE: **DOWNTIME OF ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (eHRIS) AND NEW TIMELINE OF PERSONAL DATA SHEET COMPLETION**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.

  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent







**Republic of the Philippines**  
**Department of Education**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE**  
Pasig City, Philippines

Office of the Director

7/24/17  
10:40  
MUNTLUPA

**MEMORANDUM**

**TO:** Regional Directors  
Schools Division Superintendents and Officers-in-Charge  
Public Elementary, Junior and Senior High School Heads  
Region and Division Personnel Officers and Information Technology Officers  
All concerned

**FROM:**   
**ADA C. YUVIENCO**  
Director IV

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

**DATE:** 21 July 2017

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.

In this regard, creation of user accounts, encoding and completion of the **Personal Data Sheet** in the eHRIS Self Service module of the Regional Office Proper, Division Office Proper and School personnel shall be extended up to **25 September 2017**.

Creation of user accounts of all DepEd paid personnel shall be prioritize, hence we urge all SDOs 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
Relocate eHRIS to Cebu Data Center	24 July to 30 July 2017
Creation of user accounts*	
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
Completion of Personnel Data Sheet	
50% of Employee (RO,DO, Sch)	28 August 2017
75% of Employee (RO,DO, Sch)	11 September 2017
100% of Employee (RO,DO, Sch)	25 September 2017

\*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**.

Once eHRIS is available, the schedule by region are as follows (subject to change as needed):

Days	Regions
Mondays to Wednesdays	I, IV-A, IV-B, VI, VII, VIII, IX, XII and NCR
Thursdays to Saturdays	II, III, V, X, XI, XIII, CAR, NIR and ARMM
Sundays	Open to all regions