



Republic of the Philippines  
Department of Education

Region X  
DIVISION OF EL SALVADOR CITY


Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475/ Mobile No: +639199942421  
Email address: elsalvador.city@deped.gov.ph  
Website: depedelsalvadorcity.weebly.com



**OFFICE MEMORANDUM**

No. 216 s, 2016

**To:** DIVISION OFFICE PERSONNEL

**From:**   
ALLAN G. FARNAZO, CESO IV  
Regional Director IV, Concurrent SDS

**Subject:** Orientation for Compliance to Updating of Personal Details and Online Learning Needs Assessment

**Date:** September 23, 2016

1. You are hereby informed that deadline for both updating of personal details via eHRIS and online learning needs assessment is on **September 30, 2016**. All division personnel are invited to attend the *Orientation for Online Requirements* on **September 23, 2016, 3:00PM at the Curriculum Implementation Division, 2<sup>nd</sup> Floor, Division Office, El Salvador City.**
2. Please be aware of the following:

REQUIREMENT	LINK	PERSONS REQUIRED TO COMPLY	DEADLINE
OLNA	deped.in/lnarldp	ALL PERMANENT PERSONNEL	September 30, 2016
Updated PDS via eHRIS	ehris.deped.gov.ph	ALL PERSONNEL (regardless of status)	

3. For information, guidance and compliance.

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