DIVISION MEMORANDUM

No. _____10_____, s. 2018

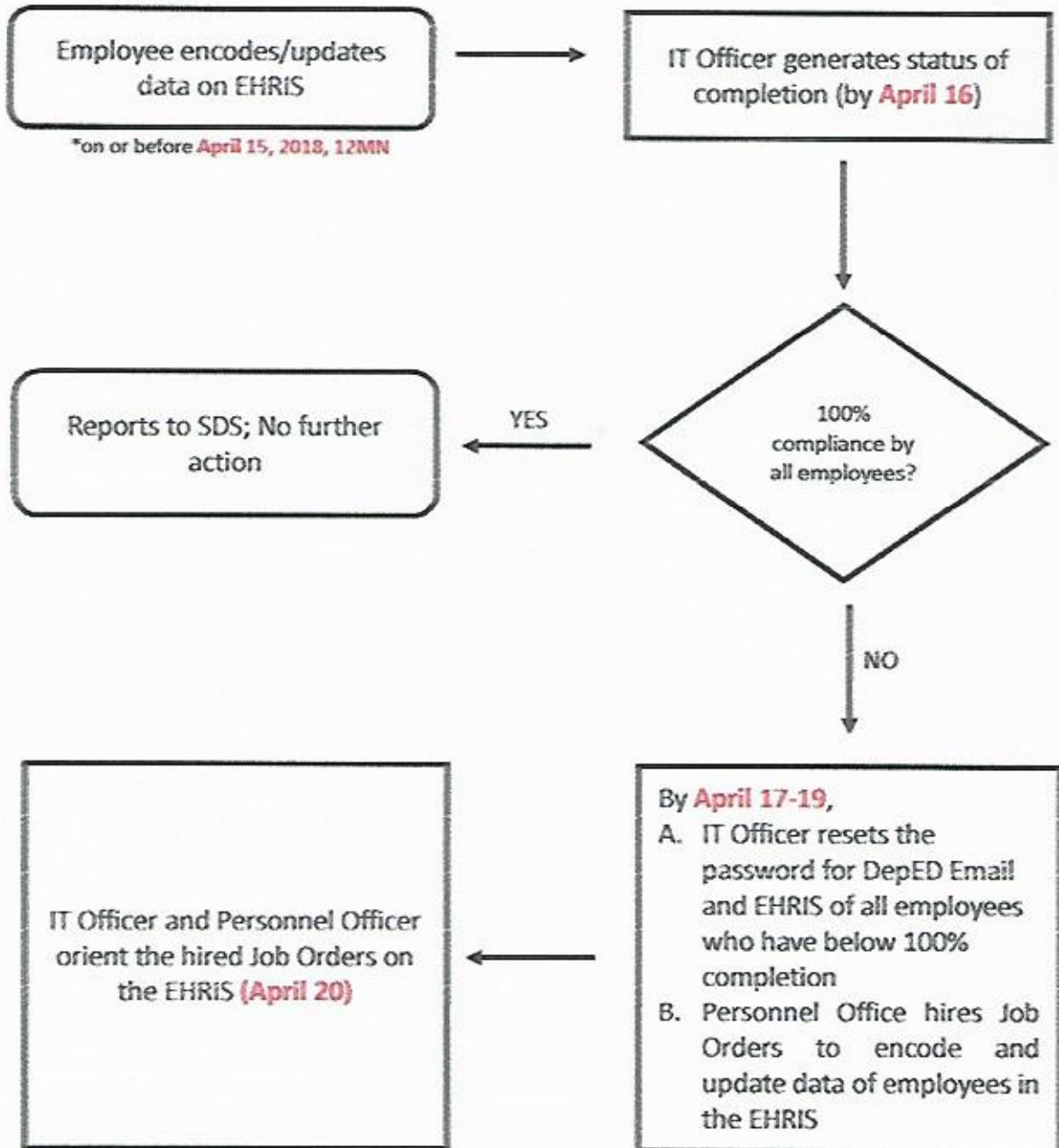|	
To:	ALL EMPLOYEES
From:	**AGUSTINES E. CEPE, Ph.D., CESO VI** Schools Division Superintendent
Subject:	Enterprise Human Resource Information System (EHRIS) Encoding and Updating
Date:	April 2, 2018

1. This is to remind all employees on the encoding and updating of their data in the Enterprise Human Resource Information System (EHRIS). Deadline of which shall be on **April 15, 2018, 12:00MN.**

2. To ensure 100% compliance on the EHRIS encoding and updating within this Division, the attached process flow shall be followed.

3. All are encouraged to input and update their own data in the EHRIS on or before the set deadline. Password for DepED Email and EHRIS Account of employees who have below 100% completion shall be reset to facilitate SDO's access on the employees' EHRIS Account and encoding/updating of data in the EHRIS.

4. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
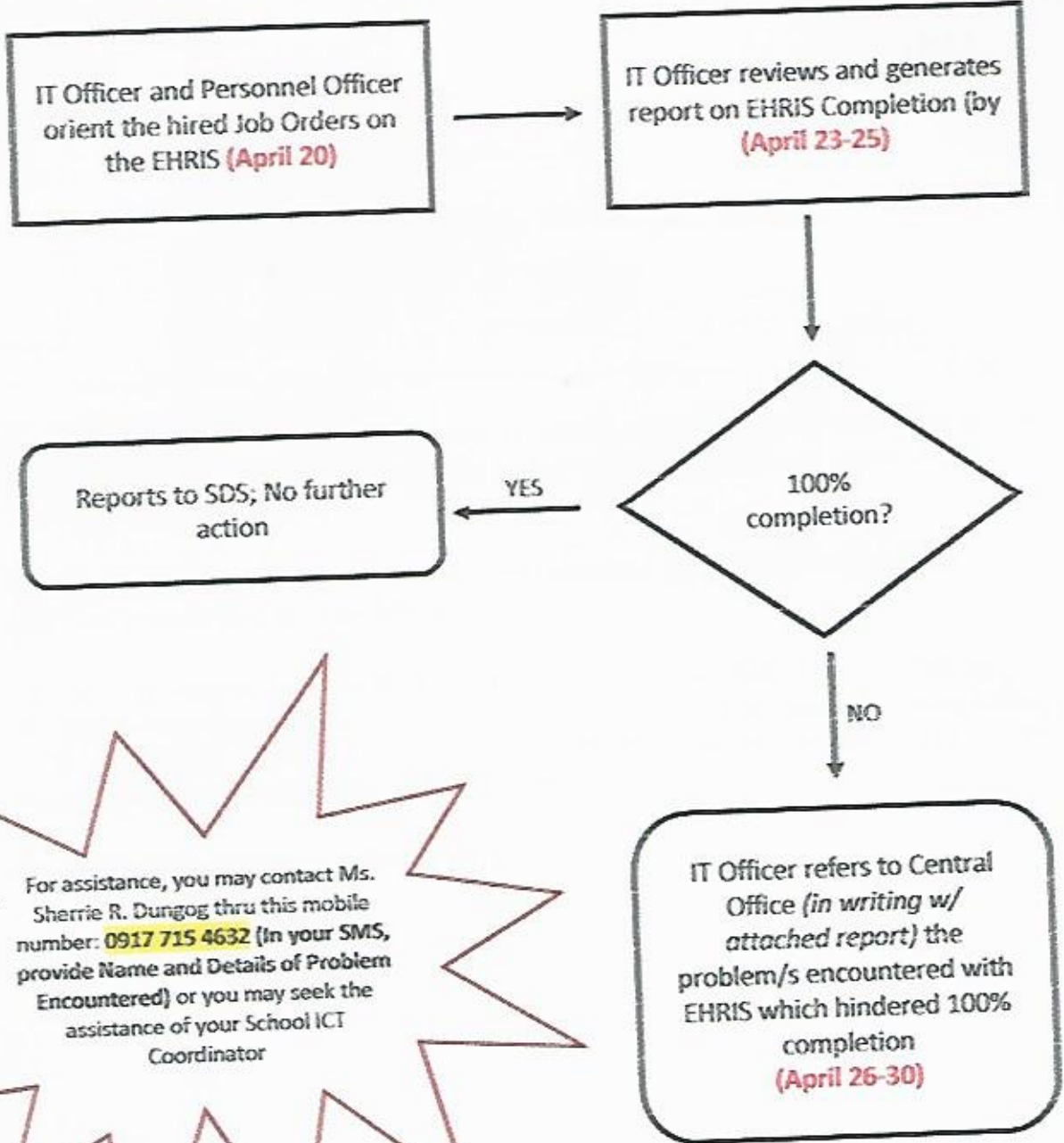Records Section-Notice/Personnel/HR matters

OSDS/ama

PROCESS FLOW TO ENSURE 100% EHRIS ENCODING & UPDATING OF DATA

Employee encodes/updates data on EHRIS

*on or before April 15, 2018, 12MN

→

IT Officer generates status of completion (by April 16)

↓

100% compliance by all employees?

YES →

Reports to SDS; No further action

NO ↓

By April 17-19,
A. IT Officer resets the password for DepED Email and EHRIS of all employees who have below 100% completion
B. Personnel Office hires Job Orders to encode and update data of employees in the EHRIS

←

IT Officer and Personnel Officer orient the hired Job Orders on the EHRIS (April 20)

...Continuation on the PROCESS FLOW TO ENSURE 100% EHRIS ENCODING &
UPDATING OF DATA

IT Officer and Personnel Officer orient the hired Job Orders on the EHRIS (April 20)

IT Officer reviews and generates report on EHRIS Completion (by (April 23-25)

100% completion?

YES

Reports to SDS; No further action

NO

IT Officer refers to Central Office (in writing w/ attached report) the problem/s encountered with EHRIS which hindered 100% completion (April 26-30)

For assistance, you may contact Ms. Sherrie R. Dungog thru this mobile number: 0917 715 4632 (In your SMS, provide Name and Details of Problem Encountered) or you may seek the assistance of your School ICT Coordinator