



DIVISION MEMORANDUM

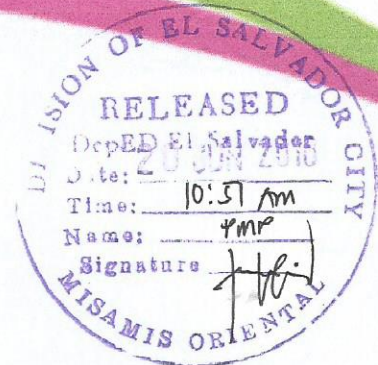
No. 173, s. 2018

To: JESSICA MARIE B. RAMOS, Teacher I

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Encoding of Personal Data in the Enterprise Human Resource Information System (eHRIS) cum Microsoft Innovative Educator Program Orientation

Date: June 20, 2018



1. You are hereby directed to attend and be one of the facilitator of the upcoming activity on encoding and updating of personal data in the Enterprise Human Resource Information System (eHRIS) cum Microsoft Innovative Educator Program on June 23-24, 2018 at VIP Hotel, Cagayan de Oro City.
2. Registration will start at 7:30 to 8:00 AM and preliminaries will be from 8:00 AM to 8:15 AM.
3. Lunch and snacks will be charged to local funds subject to the usual accounting and auditing policies, rules and regulations.
4. For your information and compliance.