



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

*To: SDSS 8*  
*For your appropriate*  
*action, please.*  
*Maria Soledad Blanes*  
*July 2016*

**MEMORANDUM**

To : Regional Directors  
Assistant Regional Directors  
Schools Division Superintendents  
Assistant Schools Division Superintendent  
Administrative Division in the RO and DO  
All personnel in the RO Proper and DO Proper

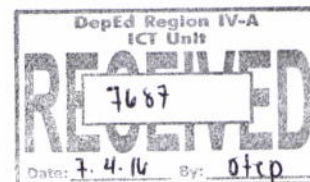
From : *Dynia 6/25/2016*  
**AIDAC. YUVIENCO**  
Director IV

Subject : Change and align the current biometric id number with the employee/personnel number (E/PN) of the personnel in the Region and School Division Office Proper and update leave balances.

Date : June 24, 2016

In preparation for the implementation of the eHRIS ePDS updating and Time and Attendance Monitoring System (TAMS) in the Regional Office Proper (ROP) and School Division Office Proper (SDOP), the ROPs and SDOPs are expect to do the following pre-implementation activities:

1. ROPs and SDOPs using biometrics machine to capture personnel attendance data are instructed to **change** their current biometrics machine ID to the corresponding employee number issued by the Regional Payroll Service Unit (RPSU). Regions V, IX, XI and CAR whose employee numbers were issued by the Central Office are instructed to use those numbers to ensure that there is no duplicate employee/personnel number (E/PN) in the eHRIS.
2. SDOPs are also expected to fill out separate User Account Creation Form (UACF) of all permanent employees and DepEd-paid Job Orders (JO). The UACF can be downloaded from <http://tinyurl.com/eHRIS-UACF>  
DHRMOs must ensure the following:
  - a. that all SDOP permanent personnel must have a valid official DepEd email address, while the JOs must have a valid Google mail email address; and
  - b. that all SDOP permanent personnel have an RPSU-issue employee number; while JOs must have a CO-issued personnel number.
  - c. that both filled out UACF is submitted on or before July 30, 2016.



3. ROPs and SDOPs are also requested to start updating their personnel's leave balances. The baseline data that will be inputted into eHRIS will be as of June 2016 to be submitted on or before July 30, 2016. Please refer to the template below. Please use Microsoft Excel to prepare this report.

Employee Number	Last Name	First Name	Sick Leave	Vacation Leave	Forced Leave	Compensatory Time Off	Special Privilege Leave
<b>NOTE* Please do not add any more column/s.</b>							

4. All submissions must be sent to [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) subject: **SDOP UACF and Leave Balance**. Please also attach a scanned copy of the letter of submission signed by the Schools Division Superintendent or the Officer-In-Charge.
5. For inquiries, clarifications and assistance, please contact the ICT Service – User Support Division at (02) 636 4878 or email us at [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) subject: **eHRIS assist**.