

Republic of the Philippines DEPARTMENT OF EDUCATION Region III - Central Luzon

SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE San Ignacio St., Poblacion, City of San Jose del Monte

website: www.depedcsjdm.webs.com / e-mail: sanjosedelmonte.city@deped.gov.ph / telefax: {044} 815-2815

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Records Unit

January 15, 2018

DIVISION MEMORANDUM No. 09 s. 2018

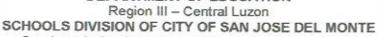
Assistant Schools Division Superintendent Division Chief Division Information Technology Officer I Public School Heads All Others Concerned

2018 SEMINAR-WORKSHOP AND UPDATES ON ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS)

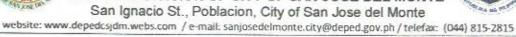
- 1. This Office announces the conduct of the 2018 Seminar-Workshop and Updates on EHRIS on January 18-19, 2018 at Klir Waterpark Resort, Sta. Rita, Guiguinto, Bulacan.
- 2. The participants in this activity are the School EHRIS focal person (one for each school).
- 3. The activity intends to give updates and create accounts for employees that have no EHRIS account
- 4. Attached is Enclosure No. 1 Matrix of Activities
- 5. Participants are advised to bring the following:
 - a. Laptop and extension cord
 - b. Internet Connection
 - Names and information of employees who have no EHRIS account yet
- 6. Meals, snacks and training materials of participants shall be charged against Division MOOE Fund, while transportation expenses shall be charged against school MOOE subject to the usual accounting and auditing procedures.
- 7. School Heads are expected to submit the name of the EHRIS focal person on or before January 16, 2018 to Arthur Francisco at 0917-8932810.
- 8. For immediate and wide dissemination.

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent

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Enclosure No. 1 Division Memorandum No. 09, s. 2018

2018 SEMINAR-WORKSHOP AND UPDATES ON ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) JANUARY 18-19, 2018

	DAY 1 January 18, 2018	DAY 2 January 19, 2018
A.M. 7:00 — 8:00	Registration	Registration
8:00 – 8:30	Opening Program MESSAGE GERMELINA H. PASCUAL, CESO V Schools Division Superintendent	MOL
8:30 – 10:00	Updates on EHRIS MA. THERESA M. ROXAS Administrative Officer IV- HRMO	Workshop
10:00 - 10:30	Morning Snacks	Morning Snacks
10:30 – 12:00	EHRIS Concerns and Problems ARTHUR F. FRANCISCO Information Technology Officer I	Workshop
P.M. 12:00 – 1:00	Lunch Break	Lunch Break
1:00 - 3:00	Workshop	Clearing house & Closing Program
3:00 - 3:15	Afternoon Snacks	Afternoon Snacks
3:15 - 5:00	Workshop	Home Sweet Home