



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE
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By: *[Signature]*
Records Unit

January 15, 2018

DIVISION MEMORANDUM

No. 09 s. 2018

TO: 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 yet.
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
 - c. 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.

[Signature]
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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