Department of Education

Region III

DIVISION OF CITY SCHOOLS

Angeles City

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RELEASED

MAR 2 4 2017

By _____

DepEd Angeles City
Division of City Schools

DIVISION MEMORANDUM

No. 112 s.2017

TO: All Elementary and Secondary School Heads

Senior High School Registrars

School ICT Coordinator

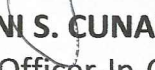**FROM:** OIC-Schools Division Superintendent

SUBJECT: User Account Creation in Enterprise Human Resource Information System (eHRIS) of School Teaching and Non-Teaching Staff

DATE: March 24, 2017

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1. In line with the national implementation of eHRIS, the DepEd Central Office is currently creating user accounts for school level both for teaching and non-teaching staff.

2. The user accounts will be created using prescribed templates provided by the Central Office. The templates and are available for download through http://bit.ly/2kqQXGp. These templates must be filled-up by school in soft copy by the School ICT Coordinators.

3. Accomplished User Account Creation Form (UACF) will be submitted to the division via uploading of the appropriate UACF through http://bit.ly/2mOWBUj on or before March 29, 2017. DepEd email account login is required in uploading of file/s. Please rename your file using this

format SCHOOL NAME-UACF-PERM, SCHOOL NAME-UACF-AUTONOMOUS, SCHOOL NAME-UACF-JO, SCHOOL NAME-UACF-UAN

4. Attached is the general guidelines to be used in filling up the appropriate template per school.

5. Please fill-up the applicable templates only.

6. Immediate dissemination and strict compliance with this Memorandum is hereby directed.

LEILANI S. CUNANAN, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

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eHRIS

General Instructions for
Enterprise Human Resource Information Systems (EHRIS)

Step 1 <u>Download the four (4) School User Account Creation Form (UACF)</u>

Four (4) UACF templates are ready for download in the site **http://bit.ly/ehris-help**, depending on the MS Excel installed in the desktop or laptop being used. *[Download template with 'xls' if MS Excel installed is earlier than 2010; or with 'xlsx' if MS Excel installed is 2010 or higher]*

(1) **Teachers** hired in **SY 2015-16 and 2016-17** and with **Unique Applicant Number (UAN)**;
   - a. **UACF-UAN v3.xls**
   - b. **UACF-UAN v3 higher.xlsx**

(2) **School personnel** (SP) whose salaries are **prepared** in the school (Autonomous);
   - a. **UACF-AUTONOMOUS v3.xls**
   - b. **UACF-AUTONOMOUS v3 higher.xlsx**

(3) **Permanent employees (including CTI)** that do not belong in any of the above and/or for newly permanent employees (NPE} whose appointment were already **attested by the CSC**; and
   - a. **School-UACF-PERM v3.xls**
   - b. **School-UACF-PERM v3-higher.xlsx**

(4) DepEd-paid **Job Orders (JOs)** and **NPE** whose appointments are **not yet attested by CSC** (LGU paid personnel not included).
   - a. **School-UACF-JO v3.xls**
   - b. **School-UACF-JO v3.xlsx**

Step 2 <u>Identify the correct UACF where the SP will be included and accomplish the UACFs</u>

In order to correctly identify where to include the School personnel, you must be familiar with the description of the forms above. After which, you need to check the school personnel in this order:

UACF-UAN → UACF-AUTONOMOUS → School-UACF-Perm→ School-UACF-JO

	Where will you encode her record?			
	UACF-UAN [For Teacher I hired in SY 2015-2016 & 2016-2017 and has a UAN]	**UACF-AUTONOMOUS** [For all SP whose salaries are prepared in and paid by the school]	**School-UACF-PERM** [For all Permanent SP that did not qualify in the first 2 forms]	**School-UACF-JO** [For all Non-Perm SP]
Currently working in a Public Secondary School, Ms. Bringas (Teacher II) was hired as Teacher I in SY 2012-13. She receives her monthly salary thru her ATM prepared by the RPSU.	NO, because she was hired earlier than SY 2015-2016	NO, because her salary is prepared by the RPSU.	YES, because she is included in the RPSU payroll and she has an employee number.	NO, because she in in the School-UACF-PERM already.
Currently working in a Mataas NHS, Ms. Dig-ma (Teacher I) was hired as Teacher I in SY 2016-17. She receives her salary semi-monthly thru her ATM prepared by the school. Her UAN is T1500123.	YES, because she was hired as Teacher I in SY 2016-17 and she has a UAN.	NO, because she in in the UACF-UAN already.	NO, because she in in the UACF-UAN already.	NO, because she in in the UACF-UAN already.
Currently working in a Mataas NHS, Ms. Dig-lo (Teacher I) was hired as Teacher I in SY 2015-16. She receives her salary semi-monthly thru her ATM prepared by the school. Her she has no UAN.	NO, because though she was hired in SY 2015-2016, she doesn't have a UAN.	YES, because she was hired as Teacher I in SY 2015-16 and her salary is prepared and paid by her school.	NO, because she in in the UACF-AUTONOMOUS already.	NO, because she in in the UACF-AUTONOMOUS already.
Currently working in a Public Secondary School, Ms. Bringas was hired as Teacher I last October 20, 2016, but her appointment is not yet attested by the CSC. She receives her monthly salary prepared in and paid by School. She has no UAN.	NO, though she was hired in SY 2015-2016, she doesn't have a UAN.	Yes, even though her appointment is not yet CSC-attested. Just leave the employee number blank.	No, though she was hired as Teacher I in SY 2016-17 (PERM) and she is in the UACF-AUTONOMOUS already.	No, because she is in the UACF-AUTONOMOUS already.

Step 3 SDO to submit the School UACF

This UACF will be uploaded to EHRIS to automatically create the user account to log in to EHRIS. This form should only include warm bodies in the office / school concerned. (*WARM BODY: is a person who reports to an office or school regardless where the plantilla of that person is located. If reporting to multiple offices or schools, the person may be included in the UACF of the office / school where more time is spent*).

Note:

SDOs will be notified if your account had been created in EHRIS by any of the following manner:
  a. Through the **USD created FB groups: DepEd HRMOs Philippines** or **DepEd EHRIS Helpdesk 1.0**
  b. Through **email to the Division HRMO or ITO.** (*NB: Only emails from the Division HRMO or ITO will be accepted by the team. Division HRMOs are accountable for all personnel data released by the SDOs*)

Step 2 Activate your User Account

Uploaded account do not automatically send notification email to the registered email address in EHRIS. Hence, individuals must activate their accounts first before they can log in to EHRIS. Step by step instruction is available in the embedded file.

(please **double click** the pdf icon on the right for the user guide).

Step 3 Encode and complete your personal data

You may now start encoding your personal details.
You have the option to **get to know** your eHRIS environment first
(please **double click** the pdf icon on the right for the embedded user guide).
                        OR
You can immediately **encode** your data
(please **double click** the pdf icon on the right for the embedded user guide).

Note:

You may get other helpful documents and instructional videos in this site:
http://bit.ly/ehris-help

Or You may contact us if you need further assistance (please **double click** the MS PowerPoint icon on the right)