



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

Regional Office No. 02 (Cagayan Valley)



MARCH 31 2017

Regional M E M O
No. 24 s. 2017

**eHRIS ROLLOUT and TRAINING OF TRAINERS:
SUBMISSION OF LIST OF PARTICIPANTS FOR REGION 2**

To: Schools Division Superintendents
Division Human Resource Management Officers
Division Information Technology Officers I

1. The Information and Communications Technology Service (ICTS) of the Central Office will conduct an eHRIS Rollout and Training of Trainers for Regional Office Proper, Schools Division Office Proper, and the schools on April 17 – 18, 2017 here in Region 2 (memo to follow).
2. In connection with this, the ICTS is requesting each schools divisions to submit the list of participants up to **Wednesday, April 5, 2017**. The new rules in the Central Office for requesting budget for training includes the confirmed list of participants signed by either the Regional Director or Schools Division Superintendents caused this urgent request.
3. Please submit the list of your participants to the Regional HRMO, Mrs. Jocelyn De Polonia at jocelyn.depologia@deped.gov.ph copy furnish the Regional ITO, Mr. Christian Melad at christian.melad@deped.gov.ph on or before **Wednesday at 12:00 noon**.
4. Attached is the Terms of Reference (TOR), Program of Activities, and an excerpt from the Advanced Copy of the Memo for the eHRIS Rollout and Training of Trainers which are all provided by the ICTS.
5. For your information, dissemination, and immediate action.

BENJAMIN D. PARAGAS, PhD, CESO V
Officer-In-Charge
Office of the Assistant Regional Director

Encls:
As Stated

Enterprise Human Resources Information System (EHRIS) Training of Trainers
Time and Attendance Management System (TAMS) and Service Requests
Personal Data Sheet (PDS) Encoding by School Personnel

Enclosure 1: TERMS OF REFERENCE

For Regional and Schools Division Offices

1. The event will be held throughout eighteen sessions, clustered by region.
 2. Delegate the following personnel to attend the event.
 - 2.1. **Regional Offices (RO)** must delegate **one (1) Regional Human Resources Management Officer (RHRMO)**, **one (1) staff member from the Regional Personnel/HR Office/Unit**, and **one (1) Regional Information Technology Officer (RITO)** to attend Days 1 and 2 of the event.
 - 2.2. **Schools Division Offices (SDO)** must delegate **one (1) Division HRMO**, **one (1) staff member from the SDO's Personnel Unit**, and **one (1) Division ITO** to attend Days 1 and 2.
 - 2.2.1. Each SDO must delegate at least **six (6) school personnel (SP)** (both teaching and non-teaching) within their division to attend Day 2 (Day 1 for NCR) of the training.
 - 2.3. The RO can **provide additional slots** to bigger-sized SDO, with the following conditions:
 - 2.3.1. Each SDO should have a minimum slot of **six (6) SP**;
 - 2.3.2. At least **one (1)** of these must be a **non-teaching SP**;
 - 2.3.3. Each SP have at least basic knowledge of any web-based system; and
 - 2.3.4. Each SP have the capacity and patience to teach and demonstrate EHRIS and ePDS to other SP within their respective divisions.
 - 2.3.5. ROs slot for SP is limited to number of divisions in the region multiplied by 10. (e.g. R4A with 20 SDOs x 10 = 200 SP slots for R4A to be distributed among all 20 SDOs.)
 - 2.4. All SDO should submit their **final** list of participants to the Regional Personnel/HR Office/Unit for consolidation. This shall include the list of participant requiring Day 0 accommodation, though it is not a guarantee that all everyone requesting may be given such. The RHRMO or the RITO, in turn, should email the consolidated list to the ICTS-USD, through **Christopher Fortaleza** (christopher.fortaleza@deped.gov.ph), no later than **Wednesday, 5 April 2017**.
 - 2.5. Unconfirmed participants outside the set number per office will be given least priority in accommodations.
 - 2.6. All offices must ensure that confirmed attendees (CA) **show up for the activity**.
 - 2.6.1. In an unlikely event that the CA cannot attend the event, the concerned office must assign someone else with the comparable capacity to attend.
 - 2.6.2. The substitute/s must hand-carry the letter of explanation of the Office head (see below) for the CA's non-attendance addressed to **Director Aida C. Yuvienco, Director IV of ICT Service**, and signed by either:
 - The Regional Director or Officer in Charge (OIC) for RO personnel;
 - The Schools Division Superintendent or OIC for division and SP.
 - 2.7. Admission and board/lodging of unconfirmed and/or excess participants shall be at the discretion of the Host.
 - 2.8. In case that an SDO hosts and holds the activity in their Division, they may send additional SP up to a maximum of fifteen (15) (on top of the division's allotted number).
 - 2.8.1. Transport and meal expenses of these additional SP shall be at the SDO's expense.
 - 2.9. To provide a smooth training experience for everyone, regions with more than ten (10) SDO have the option to divide their SPP within the event.
 - 2.9.1. As an example, they may split the participants between AM and PM sessions.
- All RO are expected to cascade any memoranda or communication from the Central Office (CO) to their respective SDO.**
- 3.1. If the SDO has any concerns or questions worthy of urgent responses, they may approach their RO or the CO for further assistance.
 - 3.1.1. SDO must send their RO a courtesy copy of any correspondence addressed to the CO.

For the Participants

- Arrive early in Day 1 for registration and billeting.
 - 1.1. Lodging is optional and only recommended for participants from far-flung areas.
 - 1.2. Participants needing lodging the day before the event (Day 0) must inform the SDO immediately. Confirmed participants who also requested their need for Day 0 (PM) lodging will be prioritized.
 - 1.3. Register onsite, as well as answer a pre-training survey.
2. Bring laptops (at least 2 per office for day 1), extension cord, and a mobile broadband device (at least one per office). SDOs to ensure that their SPs have a device that they can use to encode and complete their PDS.
3. Arrive at the session hall on time and actively participate in all the activities.
 - 3.1. SPs are requested to bring their updated PDS for quick reference. Only SPs with completed PDS in EHRIS are expected to download it and submit the pdf copy onsite, and must be deemed completed by the RO/SDO HRMO, may leave the venue.
 - 3.2. Listen attentively to the resource persons and facilitators.
 - 3.3. Contribute substantial ideas and provide useful information during the sessions.
4. Comply with the following house rules:
 - 4.1. Refrain from accessing other websites or doing other online or clerical activities not related to the topic at hand.
 - 4.2. Turn off mobile phones and similar devices or switch them to silent mode.
5. Meals will be served throughout the event.
 - 5.1. Meals will include breakfast, snacks (morning and afternoon), lunch, and dinner for two days (for RO and SDO personnel).
 - 5.2. For school personnel, meals will include either one brunch (for the morning session) or one heavy snack (for the afternoon session) within the day.
 - 5.3. Participants taking advantage of lodging on Day 0 will need to shoulder their own meals.
6. Report to your respective RD and/or SDS all pertinent information gained from the activity.
7. RO personnel who attended the event will form part of the EHRIS team within their region, while SDO and school personnel will be their SDO's EHRIS Core Team; both are expected to cascade their learnings within their Offices (RO) or SDO and Schools.
8. Act immediately on questions, issues, and concerns with concrete and practical answers and solutions gained during the activity.

For the CO ICT Service

1. Prepare an activity request to conduct the activity and supporting documents needed (budget estimates, downloading of funds, program of activities, and supplies request, among others) and see it through up to its approval.
2. Prepare documents needed to release/download funds to the hosts Regions/SDOs.
3. Receive the collated list of participants from all the RO.
4. Plan the topics for discussion, prepare mechanics of the sessions, and implement *all activities*.
5. Spearhead coordination of logistics (venue management and travel arrangements of resource persons and facilitators, among others).
6. Prepare slideshow presentations, handouts, conference kits, and other event paraphernalia.
7. Officiate in topics and answer queries on technical concerns and usage of the EHRIS.
8. Prepare all documents needed to clear and liquidate expenses after the event.
9. Make a post-activity report with the Personnel Division for submission to their respective Directors and Undersecretaries.

For the CO Personnel Division

1. Officiate in topics and answer queries on policies and rules relevant to the EHRIS.
2. Coordinate with the ICTS on all concerns, including, but are not limited to, the following:
 - o Post-activity documentation and financial paperwork;
 - o Preparation of Certificates of Appearance and Certificates of Participation for CO personnel

**Enterprise Human Resource Information System (EHIRS) Rollout and Training of Trainers (TOT)
TAMS & Service Request in the Regional Office Proper and Schools Division Office Proper
Level 1 TOT on ePDS Encoding by School Personnel**

Enclosure 2: PROGRAM OF ACTIVITIES

Region	Date	Venue*
I, II, III, IV-A, IV-B, VI, X, NCR	17 – 18 April 2017	Within the Regions (To be Announced by the Regional Offices)
V, VII, VIII, IX, XII, CAR, Caraga, NIR	20 – 21 April 2017	
XI, ARMM	25 – 26 April 2017	*Within Region XI

Day 0	Day 1	Day 2
Ingress	Registration and Billeting (07:00 AM - 08:00 AM)	Registration for Batch 1 of School Personnel (07:00 AM - 08:00 AM)
	Opening Program <ul style="list-style-type: none"> ● Philippine National Anthem ● Prayer ● Introduction of Participants ● Welcome Message ● Statement of Purpose and Training Mechanics ● House Rules 	<ul style="list-style-type: none"> ● Introduction to the ePDS ● The ePDS Environment ● ePDS Guidelines
	<ul style="list-style-type: none"> ● Introduction to the EHRIS ● The EHRIS Environment <ul style="list-style-type: none"> ○ Log-in Page ○ Dashboard ○ Self Service <ul style="list-style-type: none"> ▪ Daily Time Record (DTR) ▪ Pay Slip 	<ul style="list-style-type: none"> ● Actual Encoding of ePDS
	BREAK	
	<ul style="list-style-type: none"> ● The EHRIS Environment <ul style="list-style-type: none"> ○ Service Requests ○ HR Module ● User Account Management <ul style="list-style-type: none"> ○ Account Activation ○ Password Reset 	<ul style="list-style-type: none"> ● Actual Encoding of ePDS
	LUNCH	
	<ul style="list-style-type: none"> ● TAMS and Service Requests <ul style="list-style-type: none"> ○ Types of Service Requests ○ Raising a Request ○ Cancelling a Request ○ Viewing Previously Raised Requests ○ Approving Requests ○ Rejecting Requests 	Registration for Batch 2 of School Personnel <ul style="list-style-type: none"> ● Introduction to the ePDS ● The ePDS Environment ● ePDS Guidelines ● Actual Encoding of ePDS
Billeting (of confirmed participants only)	BREAK	
	<ul style="list-style-type: none"> ● Daily Time Record (DTR) <ul style="list-style-type: none"> ○ Viewing the DTR ○ Printing the DTR ● Forum 	<ul style="list-style-type: none"> ● Actual Encoding of ePDS Closing Program <ul style="list-style-type: none"> ● Forum ● Closing Message ● Distribution of Certificates
Expected Output	Enhanced roles of HRMO and ITO in using, maintaining, and supporting employee records	Completely filled-out ePDS of attendees

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V, VII, VIII, IX, XII, CAR, Caraga, NIR	20 – 21 April 2017	
XI, ARMM	25 – 26 April 2017	Within Region XI
* Regional Offices to announce respective venues		

4. The event aims to:
 - 4.1. Introduce the EHRIS and its main features to HRMO and ITO in the Regional and Division levels;
 - 4.2. Develop, calibrate, and enhance the knowledge of participants on the usage and implementation of the EHRIS;
 - 4.3. Strengthen linkages among participants in providing technical and policy support *related* to the usage and implementation of the EHRIS;
 - 4.4. Allow the SDOs to come up with a plan on how to conduct the encoding of ePDS for school personnel in their ;
 - 4.5. Collect the draft SDO ePDS completion plan;
 - 4.6. Provide selected school personnel the basics and the experience of encoding the ePDS; and
 - 4.7. Facilitate the completion of ePDS of at least 2,160 school personnel.

5. The details on the duties of all parties involved and the program of activities are attached in this memorandum as:
 - 5.1. Enclosure 1: **Terms of Reference**
 - 5.2. Enclosure 2: **Program of Activities**

6. Expected participants of this activity are: **two (2) staff from the Personnel Unit (the Human Resources Management Officer and one (1) key HR staff member) and the Information and Communications Technology Unit (the Information Technology Officer or their representative) from all Regional Offices and Schools Division Offices; at least six (6) school personnel (with at least one (1) non-teaching) per SDO; and selected CO personnel from the ICTS and PD.**

7. All SDO are expected to submit their list of participants to the Regional Offices for consolidation and to be forwarded to the ICTS – User Support Division for monitoring.

8. In addition to the abovementioned matters, please take note of the following dates:
 - 8.1. **5 April 2017** Submission of the RO-consolidated **Number of DepEd-Paid School Personnel** as of **28 February 2017** (*warm body, regardless where their item is located*).
 - 8.2. PDS completion of School personnel must be completed by **July 2017** with the following targets:
 - 8.2.1. School personnel hired on or before **28 February 2017** must complete their PDS.
 - 8.2.2. Encoding schedule is **from April to July 2017**.
 - 8.2.3. At least 50% of school personnel in the Division must complete their PDS by **31 May 2017**.
 - 8.2.4. At least 75% of school personnel in the Division must complete their PDS by **30 June 2017**.
 - 8.2.5. **ALL** school personnel in the Division must complete their PDS on **July 2017**.

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9. Expenses to be incurred for venue, board and lodging, and meals for school personnel (one snack for each) shall be downloaded to the host region or division. All expenses related to the activity shall be charged to the DCP 2016 Continuing Fund, while traveling expenses of the participants from the regions, the SDO, and the schools shall be charged to local funds; all are subject to the usual accounting and auditing rules and regulations.

10. For more information, all concerned may contact **Ms. Karen Escudro**, Information Technology Officer III, or **Ms. Beth Urbano**, Project Development Officer II, ICTS-User Support Division, DepEd Central Office, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at +63 2 633 7264.

11. For EHRIS-related inquiries, clarifications and assistance, please contact the **ICT Service - User Support Division EHRIS Help Desk** at (02) 635 7369; 0956 477 2610 [Globe]; 0921 458 4058 [Smart]; or 0942 614 9599 [Sun], during weekdays only from 7:30 am to 5:30 pm or email us at icts.usd@deped.gov.ph **SUBJECT: eHRIS Assist.**

12. Immediate dissemination of this Memorandum is desired.

Encl: As stated

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participants;

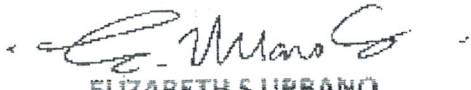
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For the Host Regions or Divisions

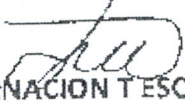
1. Coordinate with the ICTS on all logistics of the event (venue, catering, board and lodging, equipment, local transport, etc.)
2. Assign at least **two (2) personnel** (one [1] personnel for **Region XI** and **ARMM**) to take charge of:
 - o Documentation -- event coverage, issues tracking, notes taking
 - o Frontline -- registration, event enquiries
 - o Admin -- runner

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