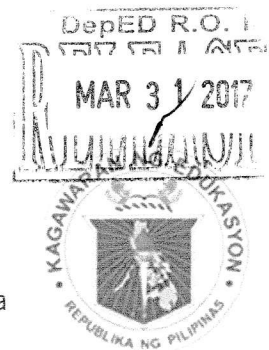




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III-CENTRAL LUZON

D.M. Government Center, Maimpis, City of San Fernando, Pampanga
Website: www.deped.gov.ph/region-iii ✕ Email: region3@deped.gov.ph



March 29, 2017

REGIONAL MEMORANDUM


No. 45 s., 2017

**USE OF ATTENDANCE CAPTURING MACHINE IN THE FIELD OFFICES AND
UPDATED LEAVE BALANCES OF SCHOOLS AND
SCHOOLS DIVISION OFFICE PROPER**

To: Schools Division Superintendents
Division HRMOs
Division IT Officers
Public Elementary and Secondary School Heads
All Others Concerned

1. Attention is invited to the attached Unnumbered Memorandum dated March 17, 2017 in preparation for the roll-out of the EHRIS Time and Attendance Monitoring System (TAMS).
2. Schools Division Office Personnel (SDOP) should align their current Biometric ID (BID) or Radio-Frequency Identification (RFID) following the instructions in the attached Unnumbered Memorandum dated June 24, 2016.
3. SDOPs should submit their status [Aligned, Not Aligned] no later than March 31, 2017 through this link <http://biy.ly/bio-EmpIDAlignment>. Do take note that only a DepEd Email address can access the site.
4. Field Offices (FOs) looking to purchase a biometric or RFID attendance capturing machine are given the following minimum specification as guide:
 - Can accommodate at least nine (9) numbers and/or alphabets (alphanumeric);
 - Can customize the BID or RFID anytime;
 - Can generate time up to seconds; and
 - Can generate required output format, specifically columns A,C,D,G, & I in that order (see figure in the attached memo).
5. For leave balances of SDOPs, details regarding submission are as follows:
 - Submission will be no later than August 31, 2017 through <http://bit.ly/LeaveBalances>.
Email submissions will not be accepted.

- Leave Balances will be as of June 30, 2017. SDOPs with prior submissions are requested to update their report. Only the DepEd email addresses of HRMOs, ITOs and/or HR personnel will be recognized.
- 6. All EHRIS – related files like templates, user – guides, video tutorials, presentations, and memoranda are available and can be downloaded from the site <http://bit.ly/ehris-help>.
- 7. 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 them at icts.usd@deped.gov.ph with the SUBJECT:eHRIS Assist.
- 8. Compliance to this Memorandum is enjoined.


MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director


ORD/ictu1/hrmo

Reference:

1. Unnumbered Memo dated March 17, 2017
2. Unnumbered Memo dated June 24, 2016



DEPARTMENT OF EDUCATION	
REGION III	
OFFICE OF THE REGIONAL DIRECTOR	
RECEIVED BY:	<i>LM</i>
DATE:	<i>3/27</i>
TIME:	

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

MEMORANDUM

To: Regional Directors
Schools Division Superintendents
Regional and Division HR Officers (Administrative Officers) and IT Officers
Public Elementary and Secondary School Heads
All Others Concerned

Original Signed

From: **AIDA C. YUVIENCO**
Director IV, ICT Service

Subject: **Use of Attendance Capturing Machine in the Field Offices and Updated Leave Balances of Regional Office Proper and Schools Division Office Proper**

Date: **17 March 2017**

In preparation for the rollout of the **EHRIS Time and Attendance Monitoring System (TAMS)** in the **Regional Office Proper (ROP)** and **Schools Division Office Proper (SDOP)**, we are reiterating the instructions for the assignment of Biometric ID (BID)/ Radio-Frequency Identification (RFID) and for the Submission of updated leave balances, to wit:

1. In the case of BID / RFID, ROPs and SDOPs are instructed to **change and align** the current BID and / or RFID number:
 - a. **Item numbers 1 and 2** of the unnumbered memorandum dated June 24, 2016 entitled "**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**", states that:
 - " 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 not duplicate employee/personnel number (E/PN) in the eHRIS.
 2. ... DHRMOs must ensure the following:
 - b. That all SDOP permanent personnel have ang RPSU-issued employee number; while JOs must have CO-issued personnel number."

b. ROPs and SDOPs, whether they have a working/installed biometric or RF capturing machine or not, are expected to submit their status [**Aligned, Not Aligned**] thru the **HRM or IT Officer** by accomplishing the form on or before **March 31, 2017** by visiting this link <http://bit.ly/Bio-EmpIDAlignment>. Please take note that only a DepEd email address can access this site.

c. Separate guidelines will be released for Field Offices (FOs) not using attendance capturing machine, but for now it is status quo.

d. All FOs from the Schools up to the Regional Office looking to purchase a biometric or RFID attendance capturing machine are given these minimum specification as guide:

- Can accommodate at least nine (9) numbers and/or alphabets (alphanumeric);
- Can customize the BID or RFID anytime;
- Can generate time up to seconds (see **17:20** in column J but displays **5:20:09 PM** in the formula bar); and
- Can generate required output format, specifically columns A, C, D, G & I in that order.

A	B	C	D	G	I
File	EmpID	Name		In/Out	Date/Time
					12/01/2012 12:30

2. For the leave balances of the ROPs and SDOPs, we are reiterating the submission of the personnel's leave balances as in the same memo mentioned above, with the following changes:

- Leave balances is as of **June 30, 2017** instead of June 2016. ROPs and SDOPs with prior submission are requested to updated their report. Only submissions from the DepEd email address of HRMOs, ITOs and/or HR personnel will be accepted.
- Submission will be in the site <http://bit.ly/LeaveBalances> on or before **31 of August 2017**. Email submissions will not be accepted.

All EHRIS related files like templates, user guides, video tutorials, presentations and memoranda, are available and can be downloaded from the site <http://bit.ly/ehris-help>.

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.**



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

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 : *Dynic 6/25/2016*
AIDA C. YUVIENCO
Director IV *AY*

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-HELP>
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
NOTE* Please do not add any more column/s.							

4. All submissions must be sent to 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 subject: **eHRIS assist**.