



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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ADVISORY

In line with Deped Central Office's creation of a Personnel Database, please be advised to activate your account in EHRIS. Please follow these procedures:

1. Open internet browser
2. Go to ehris.deped.gov.ph
3. Click 'Activate Account / Reset Password'
4. Enter email address registered in EHRIS (DepEd Email)
5. Click 'Send Password'
6. If email is valid, a message 'New password is sent to given email' will appear and a system-generated password will be sent to your email account. Else, you'll get 'Email does not exist'
7. Open your email account to get the system-generated password.
8. Try logging in using the sent password.
9. Encode and update necessary data in your Personal Data Sheet (PDS). Percentage of completion must be 100%.

For immediate compliance.


CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

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