



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM No. 041 s. 2017

To : All Public Schools District Supervisors/In-Charge
All Elementary and Secondary School Heads
All District and School ICT Coordinators
This Division

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

Date : January 25, 2017

Subject: **USER ACCOUNT CREATION IN EHRIS OF SCHOOL TEACHING AND
NON-TEACHING STAFF**

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

Four (4) UACF templates are ready for download in the site bit.ly/misorehristemplates, 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 SYs 2014-15; 2015-16 and 2016-17 and with **Unique Applicant Number (UAN)**;
 - a. UACF-UAN v1.xls
 - b. UACF-UAN v1 higher.xlsx
- (2) **School personnel** whose salaries are **prepared** in the school (Autonomous);
 - a. UACF-AUTONOMOUS v1.xls
 - b. UACF-AUTONOMOUS v1 higher.xlsx
- (3) **Permanent employees (including CTI)** that do not belong in any of the above and/or for newly permanent employees whose appointment were already **attested by the CSC**; and
 - a. School-UACF-PERM v1.xls
 - b. School-UACF-PERM v1-higher.xlsx
- (4) DepEd-paid **Job Orders** and **newly permanent employees** whose appointments are **not yet attested by CSC** (LGU paid personnel not included).
 - a. School-UACF-JO v1.xls
 - b. School-UACF-JO v1.xlsx

Please fill-up the applicable templates only.

The templates must be filled-up by school in soft copy and submit to their respective district offices and then the district will consolidate for submission to the division office. Submission of district consolidated UACF to the division shall be done via uploading of the spreadsheet through bit.ly/misorehrisupload on or before February 15, 2017. DepEd email account login is required in uploading of file/s.

Immediate dissemination of and strict compliance with this memorandum is hereby directed.

CLL/bps/mce