



Republic of the Philippines
Department of Education
 Region X – Northern Mindanao



DIVISION OF MISAMIS ORIENTAL

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Division Memorandum No. OS3, s. 2017

To : All School Heads
 All Public Schools District Supervisors
 All District ICT Coordinators
 Melanie C. Estenzo - AO IV
 Freddiejun T. Delig - ITO I
 Marife D. Balaba - SEPS, HRD
 Edwin L. Gamorot - PO III

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

Date : February 3, 2017

Subject: **DIVISION ORIENTATION-WORKSHOP ON EHRIS (ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM) UACF (USER ACCOUNT CREATION FORM)**

In line with the national implementation of EHRIS, the department is currently creating user accounts for school level (teaching and non-teaching staff). The Enterprise Human Resource Information System (EHRIS) automates core HR management functions and routine services and serves as the single source of truth for DepEd human resource information and structure.

The Division issued Division Memorandum No.041, S.2017 “User Account Creation in EHRIS Of School Teaching and Non-Teaching Staff” for the schools to comply in the accomplishment of UACF templates and to be consolidated by the districts for submission to the division office. With this, this division will conduct a half-day orientation-workshop on EHRIS UACF guidelines to all the Schools Heads, Public Schools District Supervisors, and District ICT Coordinators in the division from February 7, 2017 to February 10, 2017. Schedule by cluster of participants are as follows:

Date and Time	Cluster	Participants (from the District of)	Venue
Feb. 7, 2017 8:00AM-12:00NN	1A	Magsaysay I and II, Medina	Maanas CS
Feb. 7, 2017 1:00PM-5:00PM	1B	Talisayan, Kinoguitan	Maanas CS
Feb. 8, 2017 8:00AM-12:00NN	2A	Balingasag North and South	Balingasag CS
Feb. 8, 2017 1:00PM-5:00PM	2B	Lagonglong, Salay, Sugbongcogon	Balingasag CS
Feb. 9, 2017 8:00AM-12:00NN	3A	Claveria I and II, Jasaan	VN Chavez MCS
Feb. 9, 2017 1:00PM-5:00PM	3B	Villanueva, Tagoloan, Opol, MOGCHS	VN Chavez MCS
Feb. 10, 2017 8:00AM-12:00NN	4A	Alubijid, Laguindingan, Libertad	Alubijid CS
Feb. 10, 2017 1:00PM-5:00PM	4B	Initao, Naawan, Manticao, Lugait	Alubijid CS

All participants are required to bring the following during the orientation-workshop:

1. Laptop
2. Complete UACF Templates (downloaded via bit.ly/misorehristemplates)
3. Personnel data of school teaching and non-teaching staff (those required in the UACF templates).

Travelling expenses of participants shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulation.

For immediate dissemination and compliance.

DIVISION ORIENTATION-WORKSHOP ON EHRIS (ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM) UACF (USER ACCOUNT CREATION FORM)

Enclosure to Division Memorandum No.053, s. 2017

Date and Venue	Cluster	District	School	No. of Participants			
				School Head	PSDS	District ICT Coordinator	Total
February 7, 2017 8:00 AM - 12:00 NN Maanas ES	Cluster 1 Group A	Magsaysay I	Cabalawan ES	1			1
		Magsaysay I	Cabantian ES	1			1
		Magsaysay I	Cabubuhan ES	1			1
		Magsaysay I	Cadena De Amor ES				0
		Magsaysay I	Damayohan ES	1			1
		Magsaysay I	Damayuhan NHS				0
		Magsaysay I	Kauswagan ES				0
		Magsaysay I	Magsaysay CS	1	1	1	3
		Magsaysay I	Mindulao ES				0
		Magsaysay I	San Isidro ES	1			1
		Magsaysay I	San Vicente ES	1			1
		Magsaysay I	Tibon-Tibon ES				0
		Magsaysay I	Villa Felipa ES	1			1
		Magsaysay II	Abunda ES	1			1
		Magsaysay II	Artadi ES	1			1
		Magsaysay II	Bonifacio Aquino ES	1			1
		Magsaysay II	Consuelo ES	1			1
		Magsaysay II	Consuelo NHS	1			1
		Magsaysay II	Gumabon ES	1			1
		Magsaysay II	Gumabon NHS	1			1
		Magsaysay II	Kandiis ES	1			1
		Magsaysay II	Katipunan ES				0
		Magsaysay II	Kibungsod CS	1		1	2
		Magsaysay II	Kibungsod NHS	1			1
		Magsaysay II	Kimaya ES	1			1
		Magsaysay II	Mahayahay ES	1			1
		Magsaysay II	Pag-Asa ES	1			1
		Magsaysay II	Sta. Cruz ES	1			1
		Magsaysay II	Tama ES				0
		Magsaysay II	Tinaan ES				0
		Medina	Bangbang ES	1			1
		Medina	Bulwa ES	1			1
		Medina	Dig-Aguyan ES	1			1
		Medina	Don Gregorio Pelaez NHS	1			1
		Medina	Duka ES	1			1
		Medina	Gasa ES				0
		Medina	Gov. Pelaez ES	1			1
		Medina	Kibugahan ES				0
		Medina	Labas-Pagsama ES				0
		Medina	Maanas ES	1			1
		Medina	Mananum Bag-o ES	1			1
		Medina	Mananum Daan ES	1			1
		Medina	Medina CS	1	1	1	3
		Medina	Medina NCHS	1			1
		Medina	Pahindong ES	1			1
Medina	Palaopao ES				0		
Medina	Portulin ES	1			1		
Medina	Portulin NHS	1			1		
Medina	San Jose ES	1			1		
Medina	San Roque ES				0		
Medina	San Vicente ES	1			1		
Medina	Sidlakan ES				0		
Medina	Tambagan ES	1			1		
Medina	Tup-on ES	1			1		
		Sub-Total		40	2	3	45
February 7, 2017 1:00 PM - 5:00 PM Maanas ES	Cluster 1 Group B	Talisayan	Babanlagan ES	1			1
		Talisayan	Bugdang ES				0
		Talisayan	Carmen ES				0
		Talisayan	Kalamkam ES				0
		Talisayan	Luyong Baybayon ES				0
		Talisayan	Macopa ES				0
		Talisayan	Magkarila ES				0
		Talisayan	Mandahilag ES	1			1
		Talisayan	Mintabon ES	1			1
		Talisayan	Pangpangon ES	1			1
		Talisayan	Pook ES	1			1
		Talisayan	Punta Santiago ES	1			1
		Talisayan	Puting Balas ES	1			1
		Talisayan	SHS within Sta. Ines ES	1			1
		Talisayan	Sibantang ES				0
		Talisayan	Sindangan ES				0

Date and Venue	Cluster	District	School	No. of Participants			
				School Head	PSDS	District ICT Coordinator	Total
		Talisayan	Sta. Ines ES	1			1
		Talisayan	Sta. Ines NHS	1			1
		Talisayan	Tagbochoc ES	1			1
		Talisayan	Talisayan CS	1	1	1	3
		Talisayan	Talisayan NHS	1			1
		Talisayan	Mandahilag NHS	1			1
		Kinoguitan	Balingoan CS	1			1
		Kinoguitan	Bauk-Bauk ES	1			1
		Kinoguitan	Biray ES	1			1
		Kinoguitan	Bolisong ES	1			1
		Kinoguitan	Buko ES	1			1
		Kinoguitan	Calubo IS	1			1
		Kinoguitan	Campo ES				0
		Kinoguitan	Dahiliq ES				0
		Kinoguitan	Esperanza ES	1			1
		Kinoguitan	Kabangasan ES				0
		Kinoguitan	Kabulakan ES				0
		Kinoguitan	Kalitian ES				0
		Kinoguitan	Kauswagan ES				0
		Kinoguitan	Kinoguitan CS	1	1	1	3
		Kinoguitan	Mantangale ES	1			1
		Kinoguitan	Mapua ES	1			1
		Kinoguitan	Panabol ES	1			1
		Kinoguitan	San Alonzo ES	1			1
		Kinoguitan	Suarez ES				0
		Kinoguitan	Sumalag ES				0
		Kinoguitan	Esperanza NHS	1			1
		Kinoguitan	Kinoguitan National Agricultural HS	1			1
		Kinoguitan	Mantangale NHS	1			1
		Kinoguitan	SHS within Esperanza ES				0
		Kinoguitan	SHS within Mantangale ES	1			1
			Sub-Total	30	2	2	34
February 8, 2017 8:00 AM - 12:00 NN Balingasag CS	Cluster 2 Group A	Balingasag North	Balingasag CS	1	1	1	3
		Balingasag North	Cala-cala ES	1			1
		Balingasag North	Calawag ES	1			1
		Balingasag North	Cogon ES	1			1
		Balingasag North	Kibalus ES				0
		Balingasag North	Kibanban ES				0
		Balingasag North	Lantad IS	1			1
		Balingasag North	Mambayaan ES	1			1
		Balingasag North	Mandangoa ES	1			1
		Balingasag North	Misamis Oriental NHS	1			1
		Balingasag North	Napaliran ES	1			1
		Balingasag North	Quezon ES	1			1
		Balingasag North	San Francisco ES	1			1
		Balingasag North	San Isidro ES	1			1
		Balingasag North	San Isidro NHS	1			1
		Balingasag North	SHS within Mambayaan ES	1			1
		Balingasag South	Bagaay ES	1			1
		Balingasag South	Balagnan ES	1			1
		Balingasag South	Baliwagan CS	1		1	2
		Balingasag South	Baliwagan NHS	1			1
		Balingasag South	Binitinan ES	1			1
		Balingasag South	Blanco ES	1			1
		Balingasag South	Camuayan ES	1			1
		Balingasag South	Dansuli ES				0
		Balingasag South	Dumarait ES	1			1
		Balingasag South	Gumpot ES				0
		Balingasag South	Hermano ES	1			1
		Balingasag South	Lapu-Lapu ES				0
		Balingasag South	Linabu ES	1			1
		Balingasag South	Rosario ES	1			1
		Balingasag South	Rosario NHS	1			1
		Balingasag South	Samay ES	1			1
		Balingasag South	San Juan ES	1			1
		Balingasag South	San Juan NHS	1			1
Balingasag South	Sulo ES				0		
Balingasag South	Talusan ES	1			1		
Balingasag South	Upper Hermano ES				0		
Balingasag South	Waterfall ES	1			1		
			Sub-Total	31	1	2	34
February 8, 2017 1:00 PM - 5:00 PM	Cluster 2 Group B	Lagonglong	C. Gadrinab ES				0
		Lagonglong	Dampil ES	1			1
		Lagonglong	Dampil NHS	1			1

Date and Venue	Cluster	District	School	No. of Participants					
				School Head	PSDS	District ICT Coordinator	Total		
February 9, 2017 1:00 PM - 5:00 PM VN Chavez MCS	Cluster 3 Group B	Claveria II	Lanise ES	1			1		
		Claveria II	Linandang ES				0		
		Claveria II	Luna ES	1			1		
		Claveria II	Madaguing ES				0		
		Claveria II	Malagana ES	1			1		
		Claveria II	Malunsagay ES	1			1		
		Claveria II	Mandalawat ES				0		
		Claveria II	Man-Ibay ES				0		
		Claveria II	Mat-i CS	1		1	2		
		Claveria II	Minalwang ES	1			1		
		Claveria II	Panampawan ES				0		
		Claveria II	Pambungas ES				0		
		Claveria II	Rizal ES				0		
		Claveria II	Tamboboan ES	1			1		
		Claveria II	Tipolohon ES				0		
		Claveria II	Aposkahoy NHS	1			1		
		Claveria II	Malagana NHS	1			1		
		Claveria II	Mat-i NHS (Claveria)	1			1		
		Claveria II	Rizal NHS	1			1		
		Jasaan	Aplaya ES	1			1		
		Jasaan	Bobontugan ES	1			1		
		Jasaan	Corrales ES				0		
		Jasaan	Danao ES	1			1		
		Jasaan	Ignacio S. Cruz ES	1			1		
		Jasaan	Jampason ES	1			1		
		Jasaan	Jasaan CS	1	1	1	3		
		Jasaan	Kimamaon ES				0		
		Jasaan	Kimaya ES	1			1		
		Jasaan	Luz Banzon ES	1			1		
		Jasaan	Natubo ES	1			1		
		Jasaan	San Antonio ES	1			1		
		Jasaan	San Isidro ES	1			1		
		Jasaan	San Nicolas ES				0		
		Jasaan	Solana ES	1			1		
		Jasaan	Bobuntugan NHS	1			1		
		Jasaan	Danao NHS	1			1		
		Jasaan	Jasaan NHS	1			1		
		Jasaan	Aplaya NHS	1			1		
				Sub-Total	41	2	3	46	
				Villanueva	Balacanas ES	1			1
				Villanueva	Dayawan ES	1			1
				Villanueva	Don F. Jacinto es	1			1
				Villanueva	Kalingagan ES	1			1
				Villanueva	Kimaya ES				0
				Villanueva	Kirahon ES				0
				Villanueva	Looc ES	1			1
				Villanueva	Lukong ES				0
				Villanueva	Nangka ES	1			1
				Villanueva	San Martin ES	1			1
				Villanueva	Vn Chavez MCS	1	1	1	3
				Villanueva	Kalingagan NHS	1			1
				Villanueva	Tambobong-Balacanas NHS	1			1
				Villanueva	Villanueva NHS	1			1
				Villanueva	SHS within San Martin ES	1			1
				Tagoloan	Baluarte ES	1			1
				Tagoloan	Casinglot ES	1			1
				Tagoloan	Gracia ES	1			1
				Tagoloan	Maribojoc ES				0
				Tagoloan	Mohon ES	1			1
				Tagoloan	Natumolan ES	1			1
				Tagoloan	Rosario ES	1			1
				Tagoloan	Sta. Ana ES	1			1
				Tagoloan	Sta. Cruz ES	1			1
				Tagoloan	Tagoloan CS	1	1	1	3
				Tagoloan	Casinglot NHS	1			1
				Tagoloan	Sta Ana NHS	1			1
				Tagoloan	Tagoloan NHS	1			1
				Tagoloan	SHS within Tagoloan CS				0
				Tagoloan	Rosario NHS	1			1
				Opol	Awang ES	1			1
				Opol	Bagocboc ES	1			1
				Opol	Barra ES	1			1
				Opol	Bayugbayogan ES	1			1
				Opol	Binubongan ES				0

Date and Venue	Cluster	District	School	No. of Participants				
				School Head	PSDS	District ICT Coordinator	Total	
February 10, 2017 8:00 AM - 12:00 NN Alubijid CS	Cluster 4 Group A	Opol	Cauyonan ES	1			1	
		Opol	Igpit ES	1			1	
		Opol	Limunda ES	1			1	
		Opol	Luyong Bonbon ES	1			1	
		Opol	Malanang ES	1			1	
		Opol	Megdaha ES				0	
		Opol	Nangcaon ES				0	
		Opol	Opol CS	1	1	1	3	
		Opol	Patag ES	1			1	
		Opol	Salawaga ES				0	
		Opol	Tingalan ES	1			1	
		Opol	Bagocboc NHS	1			1	
		Opol	Opol NSTS	1			1	
		Cagayan de Oro	Mis. Or. Gen. CHS	1		1	2	
			Sub-Total		40	3	4	47
			Alubijid	Alubijid CS	1	1	1	3
			Alubijid	Baybay ES				0
			Alubijid	Benigwayan ES	1			1
			Alubijid	Calatcat ES	1			1
			Alubijid	Lagtang ES				0
			Alubijid	Lanao ES	1			1
			Alubijid	Loguilo ES	1			1
			Alubijid	Lonsi ES				0
			Alubijid	Lourdes ES	1			1
			Alubijid	Lumbo ES				0
			Alubijid	Molocboloc ES				0
			Alubijid	Sampatulog IS	1			1
			Alubijid	Sikiton PS				0
			Alubijid	Sungay ES	1			1
			Alubijid	Talaba ES	1			1
			Alubijid	Taparak ES	1			1
			Alubijid	Tugasnon ES	1			1
			Alubijid	Tula ES				0
			Alubijid	Lourdes Alubijid NHS	1			1
			Alubijid	Sampatulog IS	1			1
			Alubijid	Alubijid NCHS	1			1
			Laguindingan	Aromahon ES	1			1
			Laguindingan	Gasi ES	1			1
			Laguindingan	Kibaghot ES	1			1
			Laguindingan	Laguindingan CS	1	1	1	3
			Laguindingan	Lapad ES				0
			Laguindingan	Liberty ES	1			1
			Laguindingan	Mauswagon ES	1			1
			Laguindingan	Moog ES	1			1
			Laguindingan	Sambulawan ES	1			1
			Laguindingan	Sinai ES	1			1
			Laguindingan	Tubajon ES	1			1
			Laguindingan	Laguindingan NHS	1			1
			Laguindingan	Kibaghot NHS	1			1
			Libertad	Burnay ES	1			1
			Libertad	C.P. Garcia ES				0
			Libertad	Cogon ES	1			1
			Libertad	Dulong ES	1			1
			Libertad	G. Pelaez ES				0
			Libertad	Gimaylan ES	1			1
	Libertad	Gitagum CS	1			1		
	Libertad	Kimalok ES				0		
	Libertad	Libertad CS	1		1	2		
	Libertad	Lubluban ES	1			1		
	Libertad	Matangad ES	1			1		
	Libertad	Natalio L. Bongcas Sr. Memorial ES				0		
	Libertad	Pangayawan ES	1			1		
	Libertad	Quezon ES	1			1		
	Libertad	Retablo ES				0		
	Libertad	Talao ES	1			1		
	Libertad	Tangkub ES	1			1		
	Libertad	Taytayan ES				0		
	Libertad	Ulab ES	1			1		
	Libertad	Libertad NHS	1			1		
	Libertad	Matangad NHS	1			1		
			41	2	3	46		

Date and Venue	Cluster	District	School	No. of Participants			
				School Head	PSDS	District ICT Coordinator	Total
February 10, 2017 1:00 PM - 5:00 PM Alubijid CS	Cluster 4 Group B	Initao	Aluna ES	1			1
		Initao	Andales ES	1			1
		Initao	Casilihon ES				0
		Initao	Gimangpang ES	1			1
		Initao	Initao CS	1	1	1	3
		Initao	Jampason ES	1			1
		Initao	Kalacapan ES	1			1
		Initao	Kamelon ES	1			1
		Initao	Kanitoan ES				0
		Initao	Oguis ES	1			1
		Initao	Pagahan ES	1			1
		Initao	Pontacon ES				0
		Initao	San Pedro ES	1			1
		Initao	Sinalac ES				0
		Initao	Tagpaco ES	1			1
		Initao	Tawantawan ES	1			1
		Initao	Tubigan ES	1			1
		Initao	Initao NCHS	1			1
		Initao	Kalacapan NHS	1			1
		Naawan	Don Pedro ES				0
		Naawan	Linangkayan ES	1			1
		Naawan	Lubilan ES	1			1
		Naawan	Macabagla ES				0
		Naawan	Mapulog ES	1			1
		Naawan	Maputi ES	1			1
		Naawan	Mat-I ES	1			1
		Naawan	Naawan CS	1	1	1	3
		Naawan	Pasagdihon ES	1			1
		Naawan	Patag ES	1			1
		Naawan	Tagbalogo ES	1			1
		Naawan	Tuboran ES	1			1
		Naawan	Mat-i (Naawan) NHS	1			1
		Naawan	Naawan NHS	1			1
		Naawan	SHS within Maputi ES	1			1
		Manticao	Argayoso ES	1			1
		Manticao	Balintad ES	1			1
		Manticao	Cabalantian ES	1			1
		Manticao	Camanga ES	1			1
		Manticao	Digkilaan ES				0
		Manticao	Dunque ES				0
		Manticao	Magpait ES				0
		Manticao	Mahayahay ES	1			1
		Manticao	Malibato ES				0
		Manticao	Manticao CS	1		1	2
		Manticao	Pagawan ES	1			1
		Manticao	Paniangan ES	1			1
		Manticao	Patag ES	1			1
		Manticao	Punta Silum ES	1			1
		Manticao	San Isidro ES				0
		Manticao	Suminanap PS				0
		Manticao	Tuod ES	1			1
		Manticao	Cabalantian NHS	1			1
		Manticao	Manticao NHS	1			1
		Lugait	Aya-Aya ES	1			1
		Lugait	Betahon ES				0
Lugait	Biga ES	1			1		
Lugait	Kalangahan ES	1			1		
Lugait	Kaluknayan ES				0		
Lugait	Lugait CS	1	1	1	3		
Lugait	Talacogon ES	1			1		
Lugait	Lugait NHS	1			1		
Lugat	SHS within TESDA Site	1			1		
		Sub-Total		48	3	4	55
		GRAND TOTAL		306	17	24	347

Prepared by:

FREDDIEJUN T. DELIG
Information Technology Officer 1