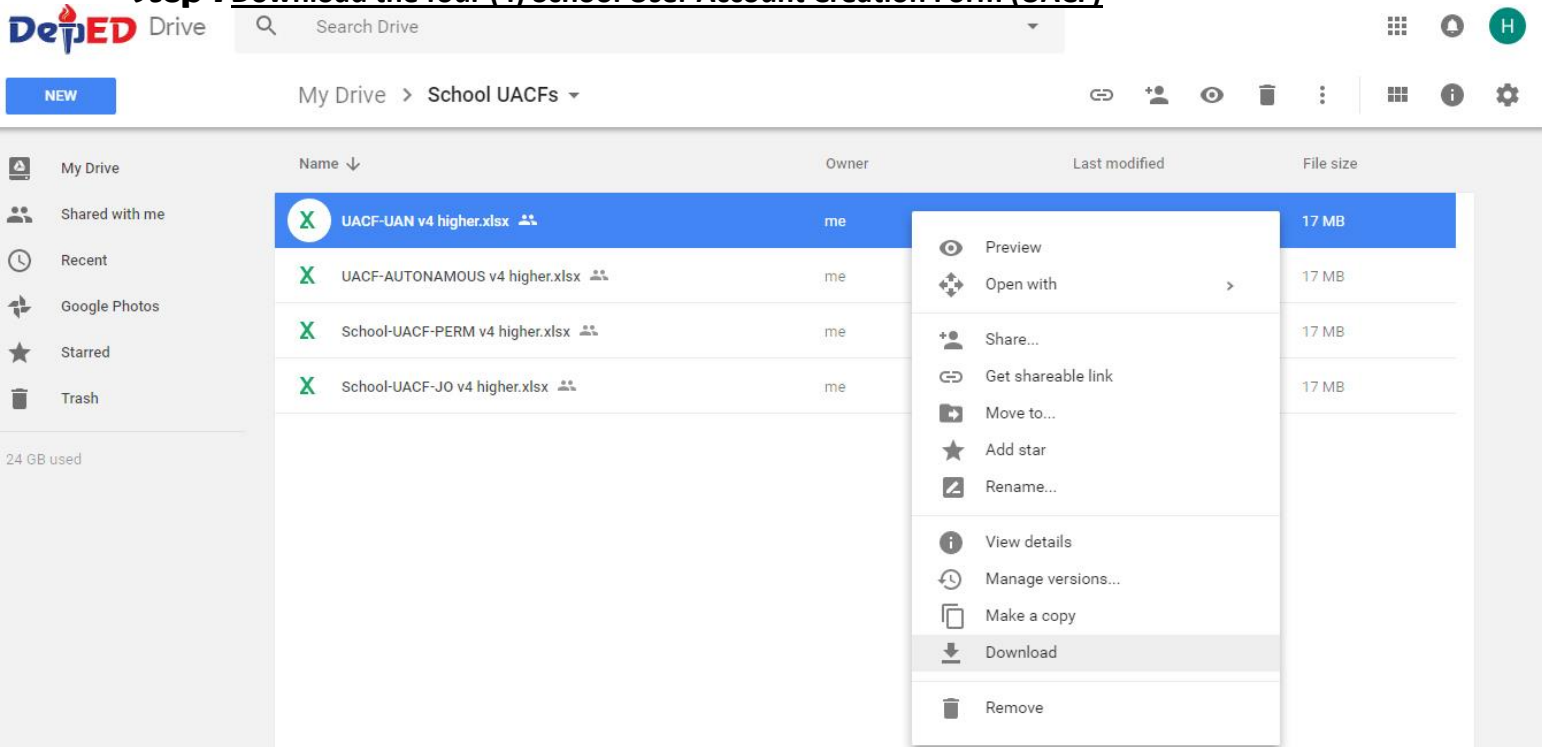General Instructions for
Enterprise Human Resource Information Systems (EHRIS)

Step 1 <u>Download the four (4) School User Account Creation Form (UACF)</u>

(1) **Teachers** hired in **SY 2015-16 and 2016-17** and with **Unique Applicant Number (UAN)**;
>> **UACF-UAN v3 higher.xlsx**

(2) **School personnel** (SP) whose salaries are **prepared** in the school (Autonomous);
>> **UACF-AUTONOMOUS v3 higher.xlsx**

(3) **Permanent employees (including CTI)** that do not belong in any of the above and/or for newly permanent employees (NPE} whose appointment were already **attested by the CSC**; and
>> **School-UACF-PERM v3-higher.xlsx**

(4) DepEd-paid **Job Orders (JOs)** and **NPE** whose appointments are **not yet attested by CSC** (LGU paid personnel not included).
>> **School-UACF-JO v3.xlsx**

Step 2 <u>Identify the correct UACF where the SP will be included and accomplish the UACFs</u>

In order to correctly identify where to include the **School Personnel**, you must be familiar with the description of the forms above. After which, you need to check the school personnel in this order:

UACF-UAN ➔ UACF-AUTONOMOUS ➔ School-UACF-Perm➔ School-UACF-JO

	Where will you encode her record?			
	UACF-UAN [For Teacher I hired in SY 2015-2016 & 2016-2017 and has a UAN]	**UACF-AUTONOMOUS** [For all SP whose salaries are prepared in and paid by the school]	**School-UACF-PERM** [For all Permanent SP that did not qualify in the first 2 forms]	**School-UACF-JO** [For all Non-Perm SP]
Currently working in a Public Secondary School, Ms. Bringas (Teacher II) was hired as Teacher I in SY 2012-13. She receives her monthly salary thru her ATM prepared by the RPSU.	NO, because she was hired earlier than SY 2015-2016	NO, because her salary is prepared by the RPSU.	YES, because she is included in the RPSU payroll and she has an employee number.	NO, because she in in the School-UACF-PERM already.

Currently working in a Mataas NHS, Ms. Dig-ma (Teacher I) was hired as Teacher I in SY 2016-17. She receives her salary semi-monthly thru her ATM prepared by the school. Her UAN is T1500123.	YES, because she was hired as Teacher I in SY 2016-17 and she has a UAN.	NO, because she in in the UACF-UAN already.	NO, because she in in the UACF-UAN already.	NO, because she in in the UACF-UAN already.
Currently working in a Mataas NHS, Ms. Dig-lo (Teacher I) was hired as Teacher I in SY 2015-16. She receives her salary semi-monthly thru her ATM prepared by the school. Her she has no UAN.	NO, because though she was hired in SY 2015-2016, she doesn't have a UAN.	YES, because she was hired as Teacher I in SY 2015-16 and her salary is prepared and paid by her school.	NO, because she in in the UACF-AUTONOMOUS already.	NO, because she in in the UACF-AUTONOMOUS already.
Currently working in a Public Secondary School, Ms. Bringas was hired as Teacher I last October 20, 2016, but her appointment is not yet attested by the CSC. She receives her monthly salary prepared in and paid by School. She has no UAN.	NO, though she was hired in SY 2015-2016, she doesn't have a UAN.	Yes, even though her appointment is not yet CSC-attested. Just leave the employee number blank.	No, though she was hired as Teacher I in SY 2016-17 (PERM) and she is in the UACF-AUTONOMOUS already.	No, because she is in the UACF-AUTONOMOUS already.

Step 3 SDO to submit the School UACF

This UACF will be uploaded to EHRIS to automatically create the user account to log in to EHRIS. This form should only include warm bodies in the office / school concerned. (*WARM BODY: is a person who reports to an office or school regardless where the plantilla of that person is located. If reporting to multiple offices or schools, the person may be included in the UACF of the office / school where more time is spent*).

Note:

SDOs will be notified if your account had been created in EHRIS by any of the following manner:

a. Through the **USD created FB groups: DepEd HRMOs Philippines** or **DepEd EHRIS Helpdesk 1.0**
b. Through **email to the Division HRMO or ITO.** *(NB: Only emails from the Division HRMO or ITO will be accepted by the team. Division HRMOs are accountable for all personnel data released by the SDOs)*

Please email the UACF at depedbaguiocity@gmail.com

Deadline March 29, 2017

Schools who fail to submit the UACFs will resort to the manual creation of individual user account by their respective school personnel.