



CORDILLERA ADMINISTRATIVE REGION  
**DIVISION OF BAGUIO CITY**



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**Office of the Schools Division Superintendent**

Division Memorandum No. 89, S. 2018

DEPED DIVISION OF BAGUIO CITY  
MAR 02 2018  
RELEASED

- To: Public School Heads  
Education Program Supervisors  
Public Schools District Supervisors  
ICT Coordinators  
Assistant ICT Coordinators  
HR Personnel  
Administrative Assistants  
Concerned Personnel

**SUBJECT: Conduct of Enterprise Human Resource Information System (EHRIS) Self-Service Module Workshop**

1. The Division Office will conduct the **EHRIS Rollout and Self-Service Module Workshop** on the following dates:

Date	Time	Participants	Venue
March 5-7, 2018	8:00 AM – 5:00 PM	Public Schools	Division Office Training Center I
March 8-9, 2018	8:00 AM – 5:00 PM	SDO Proper Personnel	Division Office Training Center I

2. The workshop aims to:

- Complete the DepEd Email Account registration of all regular employees.
- Register all regular employees to the EHRIS database.
- Create a Technical Working Group (TWG) to assist in their respective schools in the registration and profile completion of personnel.

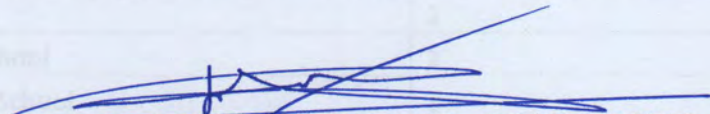
3. Participants are expected to be at the venue on time to be able to participate in all the undertakings and not to miss relevant matters on the agenda. Participants are also requested to bring the following:

- ✓ Laptop and extension cord
- ✓ Updated User Account Creation Form (UACF- this contains the list of all employees in the school), or master list of school employees. A copy of the UACF can be downloaded from this link: <https://tinyurl.com/uacf2018>

4. All personnel are encouraged to update their information and have 100% EHRIS profile completion.

5. Please see attached enclosure for the list of participants

6. Immediate dissemination and compliance to this Memorandum is desired.

  
**FEDERICO P. MARTIN, Ed.D., C.Ed.D., CESO VI**  
Schools Division Superintendent

/ICT-hdj

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**PLEASE DO NOT FORGET TO BRING THE FOLLOWING:**

- ✓ Laptop and extension cord
- ✓ Updated User Account Creation Form (UACF- this contains the list of all employees in the school), or master list of school employees.
  - A copy of the UACF can be downloaded from this link: <https://tinyurl.com/uacf2018>

List of Participants to the Enterprise Human Resource Information System (EHRIS) Self-Service Module Workshop

School Name	ALLOTTED SLOT (ICT Coordinators)
Adiwang Elementary School	1
Aguinaldo Elementary School	1
Alfonso Tabora ES	1
Apolinario Mabini ES	1
Baguio Central school	2 (1 ICT Coordinator, 1 HT)
Baguio City National High School - Main	7 (1 ICT Coordinator, 4 year level representatives, 2 EHRIS Focal Person/HR Staff)
Baguio Country Club Village PS	1
Bakakeng Elementary School	1
Bakakeng National High School	1
BCNHS- Fort del Pilar Annex	1
BCNHS, Hillside Ext.	1
Bonifacio Elementary school	1
Brookspoint Elementary School	1
Camp 7 Elementary School	1
Crystal Cave Elementary School	1
Dominican- Mirador National High School	1
Dominican-Mirador Elementary School	1
Don Mariano Marcos Elementary School	1
Dona Aurora Elementary School	1
Dona Aurora H. Bueno Elementary School	1
Dona Aurora National High School	1
Doña Nicasia Puyat ES	1
Dontogan Elementary School	1
Elpidio R. Quirino Elementary School	1
Fairview Elementary School	1
Fort del Pilar Elementary School	1
Gibraltar Elementary School	1
Guisad Valley National High School	2 (1 ICT Coordinator, 1 ADAS)
Happy Hallow National High School	1
Happy Hollow Elementary School	1
Holy Ghost Extension ES	1
Irisan Elementary School	1
Irisan National High School	2 (1 ICT Coordinator, 1ADAS)
Irisan SHS	1
Joaquin Smith National High School	2 (1 ICT Coordinator / 1 ADAS)

Jose P. Laurel Elementary School	1
Josefa Cariño Elementary School	1
Kias Elementary School	1
Lindawan Elementary School	1
Lindawan National High School	1
Loakan Elementary School	1
Lucban Elementary school	2 (1 ICT Coordinator, 1 HT/ADAS/AIDE)
Magsaysay Elementary School	1
Magsaysay National High School	1
Manuel A. Roxas Elementary School	1
Manuel L. Quezon Elementary School	1
Mil-an National High School	2 (1 ICT Coordinator, 1 ADAS)
Pacday Quinio Elementary School	1
Pines City National High School - Main	3 (1 ICT Coordinator, 2 ADAS/HR Staff)
Pinget Elementary School	1
PINGET NATIONAL HIGH SCHOOL	1
Pinsao Elementary School	1
Pinsao National High School	1
Quezon Hill Elementary School	1
Quezon Hill National High School	1
Quirino Hill ES	1
Rizal Elementary School	1
Rizal National High School	1 (EBEIS/LIS COORDINATOR)
Roxas National High School	1
San Carlos Heights Elementary School	1
San Luis Elementary School	1
San Vicente Elementary School	1
San Vicente National High School	1
Santo Tomas National High School	1
SPED Center (FL)	1
Springhills Elementary School	1
Sto. Tomas Elementary School	1