



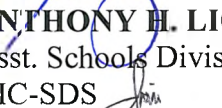
Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
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DIVISION MEMORANDUM

No. 36, s. 2017

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

From :  **ANTHONY H. LIOBET**
Asst. Schools Division Superintendent
OIC-SDS

Date : **February 14, 2017**

Subject : **USER ACCOUNT CREATION IN ENTERPRISE HUMAN RESOURCE
INFORMATION SYSTEMS (EHRIS) OF SCHOOL TEACHING AND NON-
TEACHING STAFF**

1. In line with the national implementation of EHRIS, the DepEd Central Office is currently creating user accounts for school level both for teaching and non-teaching staff.
2. The user accounts will be created using prescribed templates provided by the Central Office. The templates are available for download through <http://bit.ly/2kqQXGp>. These templates must be filled-up by school in soft copy by school ICT Coordinators.
3. Accomplished User Account Creation Form (UACF) will be submitted to the division via uploading of the appropriate UACF through <http://deped.in/kabuacf> on or before February 24, 2017. DepEd email account login is required in uploading of file/s.
4. Attached is the general guidelines to be used in filling up the appropriate template per school.
5. Please fill-up the applicable templates only.
6. For inquiries, please contact Chris G. Erabon or Archiebal A. Poyogao through the official FB Page of SDO Kabankalan.
7. Immediate dissemination and strict compliance with this memorandum is hereby directed.

General Instructions for Enterprise Human Resource Information Systems (EHRIS)

Step 1 Download the four (4) School User Account Creation Form (UACF)

Four (4) UACF templates are ready for download in the site <http://bit.ly/ehris-help>, 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 SY 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 (SP) whose salaries are prepared in the school (Autonomous);
 - a. UACF-AUTONOMOUS v2.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 (NPE) 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 (JOs) and NPE 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

Step 2 Identify the correct UACF where the SP will be included and accomplish the UACFs

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 <small>[For Teacher I hired in SY 2015-2016 & 2016-2017 and has a UAN]</small>	UACF-AUTONOMOUS <small>[For all SP whose salaries are prepared in and paid by the school]</small>	School-UACF-PERM <small>[For all Permanent SP that did not qualify in the first 2 forms]</small>	School-UACF-JO <small>[For all Non-Perm SP; or Perm SP but appt is not yet CSC-attested or Perm SP but not yet RPSU-paid]</small>
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.	NO, though she is working in an autonomous school (salary prepared in and paid by school), her appointment is not yet CSC-attested.	NO, though she is working in an autonomous school (salary prepared in and paid by school), her appointment is not yet CSC-attested.	YES, though she was hired as Teacher I in SY 2016-17 (PERM) she do not have an employee number given by RPSU and her appt is not yet CSC-attested.