



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 338

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

FROM : CATHERINE P. TALAVERA, Ph. D.
OIC- Schools Division Superintendent

**SUBJECT : TRAINING-WORKSHOP ON THE ENCODING AND COMPLETION OF
DATA IN THE ENTERPRISE HUMAN RESOURCE INFORMATION
SYSTEM (EHRIS)**

DATE : December 18, 2017

This office announces the conduct of Training Workshop on the Encoding and Completion of Data in the Enterprise Resource Information System (EHRIS) on December 28-29, 2017, 8:00 am – 5:00 pm at Tayabas East Central School III, Tayabas City.

The objectives of this training workshop are the following:

1. Check the data completion of every employee
2. Plan for school roll out on the EHRIS encoding and updating
3. Provide technical assistance to schools on EHRIS encoding

Attached herewith are the list of participants, travel order and training design for your reference.

Immediate and wide dissemination of this Memorandum is highly anticipated.

ITO/ Training Workshop on the Encoding and Completion of Data in the Enterprise Resource Information system (EHRIS)
DM-338 /December 18, 2017





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AUTHORITY TO TRAVEL

Authority is hereby requested for:

Name	School/Office
1. Michelle E. Gabuya	Alsam ES
2. Romnick E. Laguartilla	Bukal ES
3. Garry P. Ayala	Busal ES
4. Juvelyn T. Cocadiz	Dapdap IS
5. Marinelle D. Abella	Domoit ES
6. Noela Alita V. Cabuyao	East Palale ES
7. Maria Consuelo H. Figueroa	Froilan E. Lopez ES
8. Arcedel R. Pagana	Gibanga ES
9. John Benedict M. Aguerra	Ilasan ES
10. Maribel A. Dimaculangan	Ipilan-Alitao ES
11. Ma. Luisa E. Abuel	Kalumpang ES
12. Rochelle P. Javal	Katigan-Alupay ES
13. Glenda Y. Castillo	Lakawan ES
14. Rich-Ann E. Dulot	Lalo ES
15. Anicee S. Rodillo	Lawigue ES
16. Marlon P. Villa	Luis Palad IHS
17. Janedel Z. Caban	Malao-A / Calantas ES
18. Albeus Jay Cabuyao	Masin ES
19. Anna Monica P. Bautista	Mate ES
20. Rochelle P. Ibarrola	North Palale ES
21. Ma. Gracia R. Naynes	Pandakake ES
22. Lalaine T. Calabano	Potol ES
23. Ronan Thaddeus D. De los Santos	Rosario Quesada Mem. NHS
24. Ariel C. Cabuyao	South Palale ES
25. Marchella C. Unson	Tayabas East CS I
26. Joan Joy Eclarin	Tayabas East CS II
27. Ivy D. Isagunde	Tayabas East CS III
28. Wenifreda C. Manzano	Tayabas West Central School II
29. Christine V. Cabuyao	Tayabas West CS I
30. Baby Lyn T. Olandes	Tayabas West CS III
31. Jezelle L. Obis	Tayabas West CS IV
32. Renato Villa	Valencia ES
33. Chessette D. Obciana	Wakas ES
34. Kristine A. Plasuelo	West Palale ES
35. Jerwin Talisic	West Palale NHS
36. Arlene A. Racelis	LPIHS-Filipino
37. Baby Leonor M. De Luna	LPIHS -EsP
38. Maria Cecilia P. Pagana	LPIHS -TLE
39. Wendell Mayor	LPIHS -Science

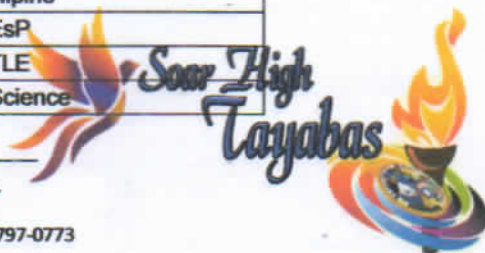
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40. Ma. Tesza Ramilo	LPIHS -MAPEH
41. Jojo J. Oabel	LPIHS -English
42. Renilda Javal	LPIHS -AP
43. Marvin J. Rosales	LPIHS -SHS
44. Edmar G. Rada	Buenaventura Alandy NHS
45. Wendell R. Javin	LPIHS-Admin
46. Francis M. Navela	Kalumpang ES
47. Elvira R. Aranilla	LPIHS-Admin
48. Rowena D. Eclavea	TECS I
49. Jerico M. Nañes	TWCS I
50. Kendrick C. Cabriga	SDO
51. Josefina R. Oabel	SDO
52. Grasiela Hernandez	SDO
53. Claribel J. Conde	SDO
54. Jeanne Pauline J. Oabel	SDO
55. Ferex O. Zafranco	SDO
56. Joan Kathleen T. Brizuela	SDO

Purpose: To attend the Training Workshop on the Encoding and Completion of Data in the Enterprise Resource Information system (EHRIS)

Destination: Tayabas East Central School III, Tayabas City

Date: December 28-29, 2017

Means of Transportation:

Travel is on: ☐ Official Business
☐ Official Time

Source of Funds (if official business)
☐ MOOE
☐ Other

Approved:


CATHERINE P. TALAVERA Ph. D.
OIC-Schools Division Superintendent

AS-AO Travel Order
TO- 1173/12-18-17



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TRAINING DESIGN

I. Title

TRAINING-WORKSHOP ON THE ENCODING AND COMPLETION OF DATA IN THE ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS)

II. Rationale

The City Division Office of Tayabas adheres to the principles of excellence through the utilization of the 21st century technology in education. With ICT as the tool to achieve educational goals, over the years it has evolved into a major driving force in attaining economic development and creating connections in the global digital community. It has been identified as a key towards growth and progress and a bridge towards the future.

Enterprise Human Resource Information System (EHRIS) is one of the systems provided by the Central Office to collect and secure the data of employees as necessitated by the Civil Service Commission (CSC) through the Personal Data Sheet. To significantly utilize the features of the system, completion and checking of data are necessary.

III. Objectives

The objectives of this training workshop are the following:

1. Check the data completion of every employee
2. Plan for school roll out on the EHRIS encoding and updating
3. Provide technical assistance to schools on EHRIS encoding

IV. Expected Output

All participants are oriented on encoding and completion of data on EHRIS. School Implementation Plan on EHRIS is submitted on the second day of training workshop.

V. Activities

Activities	Date	Persons Involved
Planning Meeting of Core Team	December 15, 2017	HR, ITO, ICT Coordinators, School EHRIS in Charged
Conduct Training Workshop on the Encoding and Completion of Data in the EHRIS	December 28-29, 2017	HR, ITO, ICT Coordinators, School EHRIS in Charged
Monitoring and Evaluation of Training-Workshop conducted	January – December, 2018	HR and ITO
Submission of Evaluation and Accomplishment Reports	January 29, 2018	HR and ITO

VI. Participants

The participants of this training are 56 School/Department (LPNHS) ICT/EHRIS Coordinators and DO Personnel in the City Division of Tayabas.





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VII. Venue and Date

The conduct of this training will be held for two days on December 28-29, 2017 at Tayabas East Central School.

VIII. Budgetary Requirements:

1. Supplies/Equipment
 - Tarpaulin (1)
 - Network Supplies
2. Prepaid Load for Coordinators
3. Foods

IX. Organizers/Trainers/Facilitators

1. Kendrick C. Cabriga – Information Technology Officer
2. Josefina R. Oabel- HRMO
3. School ICT/EHRIS Coordinators, DO Personnel

X. Quality Assessment and Monitoring Evaluation QAME TEAM

Chairperson – Dr. Edwin R. Rodriguez, Chief – SGOD

Co-Chairperson – Imelda C. Raymundo, Chief – CID

Members:

Nonilon Z. Nadal - SEPS

Josefina R. Oabel- HRMO

Kendrick C. Cabriga – Information Technology Officer I
T & D Personnel

XI. Sources of Fund

SARO from CO






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Prepared by:


KENDRICK C. CABRIGA
Information Technology Officer


JOSEFINA R. OABEL
Administrative Officer IV-HRMO

OK as to Allotment:


BENJAMIN A. MILLARES
Administrative Officer V

OK as to Funds:


AGNES M. LUZADAS
Accountant III

Approved:


CATHERINE P. TALAVERA, Ph. D.
OIC- Schools Division Superintendent





**TRAINING-WORKSHOP ON THE ENCODING AND COMPLETION OF DATA IN THE ENTERPRISE
HUMAN RESOURCE INFORMATION SYSTEM (EHRIS)**

TECHNICAL WORKING GROUP

Over-All Chairperson - DR. CATHERINE P. TALAVERA - Schools Division Superintendent
Co-Chairpersons - EDWIN PAUL M. NAVARRO - Asst. Schools Division Superintendent
- DR. EDWIN R. RODRIGUEZ, Chief, SGOD
- IMELDA C. RAYMUNDO, Chief, CID
- JOSEFINA R. OABEL, AO IV-HRMO
- KENDRICK C. CABRIGA, Information Technology Officer

Members:

School ICT Coordinators

Committees:

1. Registration

Chairperson – Grasiela Hernandez
Member – Claribel Conde

2. Program

Chairperson – Kendrick Cabriga
Member – Josefina Oabel

3. Certificates

Chairperson – Kendrick C. Cabriga

4. Documentation

Chairperson – Christine Cabuyao
Members – Babylyn Olandes
Wenifreda Manzano
Jezelle Obis

5. Physical Arrangement

Chairperson – Ronan Thaddeus de Los Santos
Members – Jerwin Talisic
Ivy Isagunde





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BREAK DOWN OF EXPENSES

Expenses	Quantity	Amount	Total
1. Food	56 x 2 days	300.00	33,600.36
2. Tarpaulin	1 (8x10ft)	1416.00	1,416.00
3. Prepaid Load Cards	53	300.00	15,900.17
4. Network Supplies			19,183.47
Grand Total			Php 70,100.00



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