



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: September 24, 2020

Division MEMORANDUM
No. *776*, s. 2020

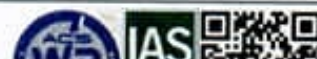
**IMPLEMENTATION OF DIVISION SUPPLEMENTARY PAYROLL SYSTEM AND
E-Human Resource Information System (EHRIS) UPDATES**

To : All Public Schools District Supervisor/District In-Charge
17 Newly-hired AO-II
All District ADAS
All JHS Non-IUs ADAS
Division Payroll In-charge
All Division-Paid Employees
This Division

1. The Division of Surigao del Sur, thru the Division ICT unit, has developed a supplementary Payroll System for Division-paid Employees to fast-track monthly salary, generate payroll reports, and minimize manual efforts with efficiency.
2. As such, all permanent and provisional teaching, and non-teaching staff, are REQUIRED to register/update their Electronic Human Resource Information System (EHRIS) accounts for it is the database of the payroll system.
3. Thus, the implementation of the newly developed system will start in October 2020 monthly salary payroll.
4. As part of the Key Result Area/s, the users of the payroll system are the Division Payroll Service Unit (DPSU) staff and the JHS Non-IUs ADAS.
5. Further, the 17 newly hired Administrative Officer-II (AO-II) will handle the EHRIS accounts of their respective area of assignment as part of their duties and responsibilities.
6. Below are the links of the systems:

Name	Link
EHRIS	ehris.depedsurigaodelsur.com
Division Supplementary Payroll System	payroll.depedsurigaodelsur.com

7. For inquiries you may contact the following:
 - a. Rodjoseph Corvera -201 in-charge/ EHRIS manager
 - b. Marvin G. Minguillan -ITO-I
 - c. Kara May P. Paradero -Payroll account manager
 - d. Eppie P. Cabrera -AO-IV/HRMO





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8. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

PAYROLL

EHRIS

SYSTEM

PERSONNEL RECORDS

MGM/ICT/DM-MEMO

776 / September 24, 2020

