



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

08 FEBRUARY 2023

Division MEMORANDUM
No. 095, s. 2023

**UPDATING AND VALIDATION OF THE ELECTRONIC HUMAN RESOURCE
INFORMATION SYSTEM (EHRIS) DATABASE 2023**

To: All Public Schools District Supervisors/District-in-Charge
Administrative Officers II
District / Schools Administrative Assistants
School Heads
Teaching, Teaching-Related and Non-Teaching Personnel

1. Pursuant to the Civil Service Commission Memorandum Circular No. 3, s. 2012 also known as the *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)* and CSC Resolution No. 1200241 dated February 1, 2012. This Division initiates the Electronic Human Resource Information System Database Updating and Validation to ensure the accuracy of the data being used in the system.
2. The EHRIS database updating, and validation aim to provide a complete and correct data to be uploaded in the system related to employee information, records, and other data for various purpose.
3. This activity also helps to check and validate the Personal Services Itemization and Plantilla of Personnel (PSIPOP) by providing the latest Plantilla and unique item number of an employee and comparing it to the latest PSIPOP list.
4. Further, the HRIS database has integrate features that automatically provide summary reports of personnel data such but not limited to:
 - Proposed dates of Step Increment and corresponding salary step.
 - List of employees for optional and mandatory retirement.
 - Proposed dates of Loyalty Claim.
 - Number of teaching, teaching related, non-teaching personnel.
 - Number of male and female of each position type.
 - Total number of positions and personnel per school and district.
 - Demographic information as maybe needed,
5. Anent to this, all Administrative Officers II in coordination with the District / School administrative Assistant, School Heads, Teaching, Teaching-Related and Non-Teaching Personnel are to provide the correct data required by the system.



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6. All Public Schools District Supervisors / District-In-Charge are to closely monitor the progress of this activity.
7. The data will be encoded in the online google sheet template provided by the Division Office personnel hereinafter referred to as HRIS DB.
8. Each schools district has a corresponding HRIS DB and only the Administrative Offices II of each district has access to the file.
9. The HRIS DBs are stored in a common Google Drive named 2023 HRIS DB with link:
https://drive.google.com/drive/folders/1lm_mUA6YnjgkVTVUGiXrz2ntz5WOGWby
10. All Active employee with Temporary, Provisional, and Permanent Nature of appointment are to be included.
11. Submission of the final HRIS DB is on February 15, 2023.
12. For further clarifications, coordinate with Mr. Rodjoseph A. Corvera - Administrative Assistant III – 201 file-in-charge.
13. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

GILBERT L. GAYRAMA, CESE
Assistant Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
Personnel Information EHRIS Database

RAC/DM-UPDATING AND VALIDATED EHRIS DB 2023
_____/February 08, 2023



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