



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



April 17, 2017

Regional Memorandum  
No. 117-2017

APR 18 2017

**TRAINING OF TRAINERS FOR THE ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS)**

- A training of trainers for the Enterprise Human Resource Information System (EHRIS) will be conducted by ICTS-User Support Division, DepED Central Office to be hosted by the Regional Office on April 20-21, 2017 at Brentwood Apartelle, No. 85 Brentwood Village, Baguio City.
- Participants to the said training are as follows:

	<u>No. of Participants</u>
<b><u>Day 1 &amp; 2:</u></b>	
Central Office Personnel	3
Regional Office (Personnel & ICT Unit)	5
School Division Offices (HRMO, Personnel Staff & ITO)	<u>24</u>
	32
<b><u>Day 2</u></b>	
School Personnel:	
Abra	6
Apayao	6
Baguio City	6
Benguet	10
Ifugao	6
Kalinga	9
Mt. Province	10
Tabuk City	<u>6</u>
	59
<b>Total</b>	<u>91</u>

- The training aims to:
  - Introduce the EHRIS and its main feature to HRMO and ITO in the Regional and Division levels;
  - Develop, calibrate and enhance the knowledge of participants on the usage and implementation of the EHRIS;
  - Strengthen linkages among participants in providing technical and policy support related to the usage and implementation of the EHRIS;
  - Allow the SDOs to come up with a plan on how to conduct the encoding of ePDS for school personnel;
  - Collect the draft SDO ePDS completion plan;

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

180-380

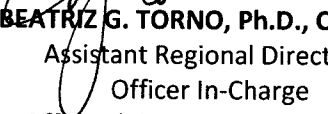


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- 3.6 Provide selected school personnel the basics and the experience of encoding the EPDS; and
- 3.7 Facilitate of the completion of ePDS.
4. Participants from the Regional Office and Schools Division Offices are expected to attend Day 1 and 2 sessions (April 20 & 21, 2017) while school personnel participants shall join the Day 2 (April 21, 2017) session.
5. Participants to the workshop are advised to bring a copy of their own Personal Data Sheet (PDS) - Form 212, laptop, pocket wi-fi and extension wires (if available).
6. The following expenses shall be charged to the downloaded funds from the Central Office:
  - a) Lodging of SDO/RO participants for Day 1 (April 20, 2017);
  - b) Meals and snacks of SDO/RO/CO for Day 1 & 2 (April 20-21, 2017); and
  - c) Snacks of school personnel participants
7. Travel expenses of participants shall be chargeable against local funds subject to usual accounting and auditing rules and regulations
8. Please be guided accordingly.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
Assistant Regional Director  
Officer In-Charge  
Office of the Regional Director

ADMIN/ETA/cdad/esa/ect  


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