



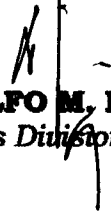
Department of Education  
Region V  
DIVISION OF CAMARINES SUR  
San Jose, Pili, Camarines Sur



**TO:**

Public Schools District Supervisors  
School Heads of Public Elem. and Secondary Schools  
School ICT Coordinators  
All Others Concerned

**FROM:**

  
**ARNULFO M. BALANE, CESO V**  
*Schools Division Superintendent*

**SUBJECT:**

**ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) ACTION  
PLAN IMPLEMENTATION MONITORING**

**DATE:**

May 24, 2017

1. Pursuant to Division Memo no. 151, s. 2017, the Division EHRIS Team (composed of trained District and School ICT coordinators, HRMO, and ITO) will be conducting a monitoring of the implementation of the action plans submitted by the participants during the Division eHRIS Division and School Roll Outheld last May 2-9, 2017 in various venues.
2. Expected participants are District and School ICT coordinators with eHRIS HR Staff Role type, in-charge of the creation of eHRIS accounts of their school co-employees, and are expected to report on various Host Schools on different schedules. *(see enclosure #1)*
3. The Monitoring shall be spearheaded by the Ms. Gina A. Valenciano, Division HRMO, and Mr. Felipe A. Nebrea, Division ITO and shall be facilitated by the trained School ICT Coordinators. *(see enclosure #2)*
4. Host schools are expected to provide the participants with venue, chairs, internet connection, projector, speakers, and microphones. Participants are advised to bring their own Laptop, Pocket Wifi/Modems & Extension Wire.
5. Transportation and other incidental expenses of participant shall be charged to School MOOE, local funds subject to its availability and the usual accounting and auditing rules and regulations.
6. Herewith is the schedule of the workshop and clusters of participants.
7. For widest dissemination and compliance.