DIVISION MEMORANDUM

TO : Secondary **School ICT** Coordinators
Elementary **District ICT** Coordinators
Division ICT Technical Team and
Division ICT Officers
All others concerned

FROM : ARNULFO M. BALANE, CESO V
Schools Division Superintendent

SUBJECT : **MEETING OF THE ICT COORDINATORS for the EHRIS Updates and Housekeeping**

DATE : June 8, 2017

As the deadline of the EHRIS is getting closer, as set by the Central Office for the EHRIS to be completed, a meeting of ICT coordinators is being called on **June 13**, 2017 at the SDO **Conference hall** from **9:00AM to 5:00PM.**

Agenda of the said meeting are;

- Check the status of EHRIS online encoding;
- Addressing the double/duplicate employee number and existing employee number of the personnel as appearing online;
- Submission of the EHRIS reports:
  - **UACF (soft copy)*
  - **List of personnel with duplicate employee #*
  - ** List of personnel with other issues and concerns*
- EHRIS as part of the requirement in signing the clearance
- Other matters

Below is the schedule

June 13, 2017 *-All Elementary District ICT Coordinators, Division ICT Technical Team and Division ICT Officers*
June 22, 2017 *- Secondary School ICT Coordinators (First Cong. District)*
June 23, 2017 *- Secondary School ICT Coordinators (Second Cong. District)*
June 27, 2017 *- Secondary School ICT Coordinators (Third Cong. District)*
June 28, 2017 *- Secondary School ICT Coordinators (Fourth Cong. District)*
June 29, 2017 *- Secondary School ICT Coordinators (Fifth Cong. District)*

Participants are expected to provide their own snacks and lunch, internet pocket wi-fi, extension wire and laptop.

ICT Coordinators concerned should be ready to submit reports at the office of the HR/ICT section prior to the meeting.

Travel and other incidental expenses of the participants are chargeable against school funds subject to the usual accounting and COA rules and regulations.

For compliance.