Republic of the Philippines
Department of Education
Region IV-A CALABARZON

July 25, 2017

UNNUMBERED MEMORANDUM
UM No. 180, s. 2017

TO : Public School District Supervisors
Public Elementary and Secondary School Principals
District ICT Coordinators
School ICT Coordinators
All DepEd Quezon Employees

FROM : MERTHEL M. EVARDOME, CESO VI

SUBJECT : Updates on Enhanced Human Resource Information System (eHRIS)

DATE : July 25, 2017

For the information of EHRIS concerned attached hereto is the Memorandum from ICTS, Central Office subject: Downtime of Enterprise Human Resource Information System (eHRIS) and New Timeline of Personal Data Sheet Completion and the Security of Enterprise Human Resource Information System (eHRIS) for your reference.

Immediate dissemination of this memorandum is earnestly desired.

DEPED QUEZON ICT
UPLOADED BY: Gian
DATE: 7-25-17 TIME: 4:23
REFERENCE NO: UM180-17

Bawat bata kinakalinga!

#111166

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

DEPED QUEZON ICT
DOWNLOADED BY: CJay
DATE: 7-24 TIME: 2:43

TO: Regional Directors
Schools Division Superintendents and Officers-in-Charge
Public Elementary, Junior and Senior High School Heads and Officers-In-Charge
Region and Division Personnel Officers
Region and Division Information Technology Officers
All concerned

FROM: **AIDA C. YUVIENCO**
Director IV

SUBJECT: **Security of Enterprise Human Resource Information System (eHRIS)**

DATE: 21 July 2017

We acknowledge the growing concern regarding the security of eHRIS. We are issuing this memo to allay the fears of employees regarding this issue.

The concern emanated from Caloocan Public Elementary and Secondary Teachers Federation (CPESTF) that was posted in their Facebook Page highlighting a message "not secure" that appeared in the browser's address bar while accessing the site. This occur when the site does not have an SSL certificate.

Please be assured that we are in the process of implementing HTTPS in ALL our web applications. While this is ongoing, we have put in place other mechanisms to secure our data and applications and these are:

- Web encryption of critical data such as passwords.
- Host servers are protected by an enterprise firewall both software and hardware.
- We have a facility to monitor malicious attempts to penetrate our network.

However, research show that 70% of breaches in information security result from human error. Information security is a concern and responsibility of everyone, so we enjoin you to observe the following precautions:

- Refrain from using public computers and wi-fi.
- If above cannot be avoided, ensure that you close the browser and logoff.
- DO NOT SHARE YOUR PASSWORD.
- Do not leave your computer open. If you need to take a break, logoff from the application and lock your computer.
- Ensure that your Operating System (OS) is updated.
- Do not post sensitive information on social media. This is often the cause of identity theft.
- Always read and understand online messages and be diligent enough to know and understand the source before clicking anything on the web. This is where identity theft also occur.

As a part of our short and long term plan, we are committed to implement appropriate controls in all areas (People, Process & Technology) of the DepEd IT Infrastructure.

CC: Victoria Catibog, Undersecretary for Finance
Ma. Lourdes Pantoja, Director IV, Bureau of Human Resources and Organizational Development
Francis Allen Dela Cruz, CAO, Personnel Division

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Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
Pasig City, Philippines

Office of the Director

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents and Officers-in-Charge
Public Elementary, Junior and Senior High School Heads
Region and Division Personnel Officers and Information Technology Officers
All concerned

FROM: **ALDA C. YUVIENCO**
Director IV

DEPED QUEZON ICT
DOWNLOADED BY: Gian
DATE: 7-24-17 TIME: 2:49

SUBJECT: **Downtime of Enterprise Human Resource Information System (eHRIS) and New Timeline of Personal Data Sheet Completion**

DATE: 21 July 2017

Please be informed that eHRIS will not be available for **seven (7)** days starting **Monday, 24 July 2017** up to **Sunday, 30 July 2017** due to the following reasons:

- To give priority to Learner Information System (LIS); and
- To relocate eHRIS to Cebu Data Center.

In this regard, creation of user accounts, encoding and completion of the **Personal Data Sheet** in the **eHRIS** Self Service module of the Regional Office Proper, Division Office Proper and School personnel shall be extended up to **25 September 2017**.

Creation of user accounts of all DepEd paid personnel shall be prioritize, hence we urge all SDOs to minimize the PDS updating during that time. Further, to address the issue on the creation of user account of personnel with duplicate employee number, a separate memorandum will be released.

ACTIVITY	INCLUSIVE DATE
Relocate eHRIS to Cebu Data Center	24 July to 30 July 2017
Creation of user accounts*	
75% of Employee (RO,DO, Sch) with user accounts	31 July to 05 August 2017
100% of Employees (RO,DO, Sch) with user accounts	07 August to 12 August 2017
Completion of Personnel Data Sheet	
50% of Employee (RO,DO, Sch)	28 August 2017
75% of Employee (RO,DO, Sch)	11 September 2017
100% of Employee (RO,DO, Sch)	25 September 2017

*Uploading will be available the whole day starting **31 July 2017** up to **12 August 2017**. Effective **12 August 2017**, all school personnel with HR Manager and HR Staff role will **automatically revert** to **Employee Role**.

Once eHRIS is available, the schedule by region are as follows (subject to change as needed):

Days	Regions
Mondays to Wednesdays	I, IV-A, IV-B, VI, VII, VIII, IX, XII and NCR
Thursdays to Saturdays	II, III, V, X, XI, XIII, CAR, NIR and ARMM
Sundays	Open to all regions