DIVISION MEMORANDUM
No. 754, s. 2017

October 6, 2017

Completing and Updating the eHRIS Personal Data

To: Public Schools District Supervisors
   School Heads
   School ICT Coordinators
   Teachers and Staff

1. This has reference to regional memorandum no. 207 series of 2017, relative to the Security of eHRIS and Personal Data Completion.

2. Please be aware that completion of Personnel Data Sheet (PDS) shall be done by individual teachers/personnel as soon as possible.

3. The website to open your eHRIS account is at https://fo.ehris.deped.gov.ph/.

4. Attached herewith is the guide on how to open and complete or update personal data in eHRIS account.

5. For other concerns and inquiries you may contact Guy Mara-asin, Division HRM Office at (CP. # 09489290153, email: guy.maraasin@deped.gov.ph) or Stephen R. Pascual, Division IT Officer (Tel. # 082-553-8375, email: stephen.pascual@deped.gov.ph).

6. For information and immediate dissemination to all concerned personnel.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

[Signature]

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By: ____________________
How to open and complete/update your profile in eHRIS account.

1. Open the DepEd eHRIS website at https://fo.ehris.deped.gov.ph/
2. For the first time user or those who forget the password.

   **LOGIN**
   Username or Email Address
   Enter your username or email
   
   Password
   Enter your password
   
   LOG IN

   CLICK Activate Account/Reset Password

   Enter your email then click SEND PASSWORD

3. Open your email and get the sent PASSWORD.
   
   Your password for DepEd eHRIS application has been changed. Following is the new password
   
   [Redacted password]
   
   Change the password by clicking the link below.
   Change Password
   
   Tip for Changing Password.
   Password should contain at least 8 characters.
   Password should have at least 1 letter, 1 number and 1 special character.
   
   Regards,
   DepEd eHRIS


   **LOGIN**
   Username or Email Address
   Enter your username or email
   
   Password
   Enter your password
   
   LOG IN

5. Select the Self Service Button.

6. Select My Details.

Dashboard Self Service Services
Leaves
- Leave Request
- My Leave
Employee Leave
- My Details
- My Holiday Calendar
- My Team

7. Complete all the information until Complete Profile is 100%.

Click each of this information tab, (click edit) then fill-out the forms. Click Update/Save

For technical assistance please ask help from your school ICT coordinator.

For other concerns and inquiries you may contact Guy Mara-asin, Division HRM Office at [Tel.# 082-5538375, email: guy.maraasin@deped.gov.ph] or Stephen R. Pascual, Division IT Officer (Tel.# 082-553-8375, email: stephen.pascual@deped.gov.ph).

Download this at http://www.depcdozone.org/training_materials/ (search for eHRIS tutorials) or ask your IT officer.