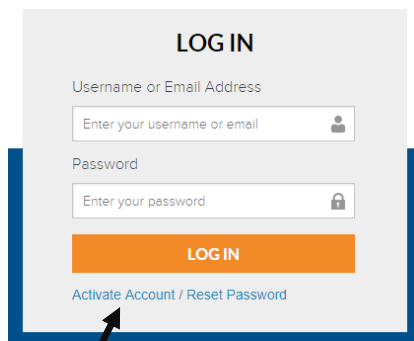
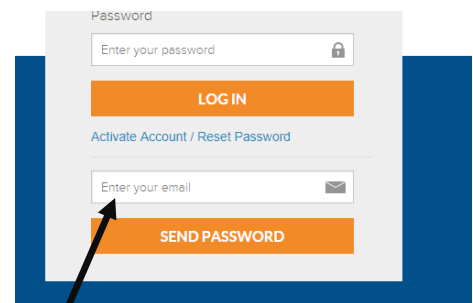


How to open and complete/update your profile in eHRIS account.

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.

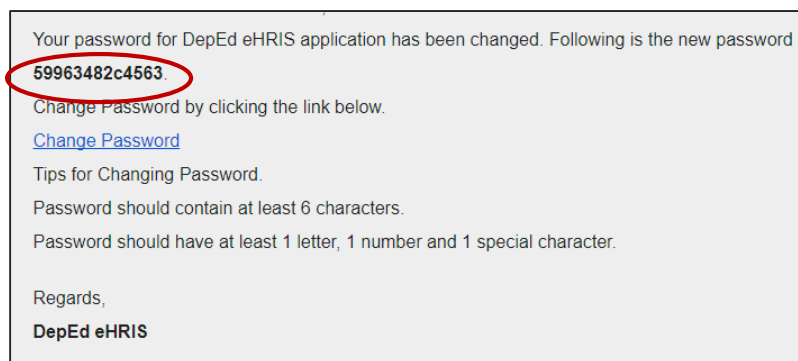


CLICK Activate Account/Reset Password

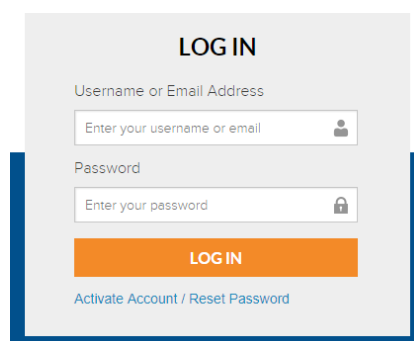


Place your email then click SEND PASSWORD

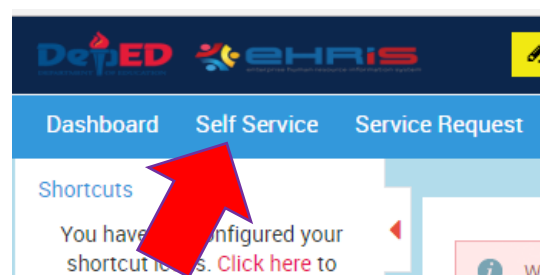
3. Open your email and get the sent PASSWORD.



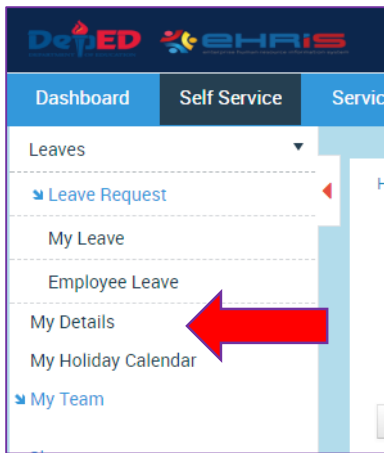
4. Log-In at <https://fo.ehris.deped.gov.ph/> using your new password.



5. Select the **Self Service** Button.



6. Select My Details.



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

Click each of this information tab, Click Edit and then fill-out the forms. Click Update/Save

Employee Name : Miss. STEPHEN RACHO PASCUAL
Employee Id : 07502980
Email Id : stephen.pascual@deped.gov.ph
Contact Number : 908153791 [Update](#)
Print PDS : [Click Here](#)
Complete Profile : 80%

Official
Personal Information
Contact Information
Family
Education
Civil Service Eligibility
Work Experience

Gender	Male	C	Edit
Citizenship	Filipino	If	
Pls. Indicate Country	...	Blood Type	A
Height (in Meters)	1.65	Weight (in Kilograms)	9
Date of Birth	1974-01-29	Place of Birth	C