





Republic of the Philippines
Department of Education
REGION XI
Division of Digos City
Tel Nos. (082)553-8375/553-8376
Fax. (082) 553-8376



DIVISION MEMORANDUM

No: 201 S. 2017

TO : **Public Schools District Supervisors
All School Heads**

FROM :  **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent 

SUBJECT : **Submission of School User Account Creation Form (UACF) for
eHRIS v2.**

DATE : March 23, 2017

1. This has reference to the regional memorandum dated March 21, 2017 re: Submission of School User Account Creation Forms (UACF) for the Creation of User Accounts in eHRIS v2.
2. The school must accomplish/fill up the forms/UACF which can be downloaded at <http://www.depeddigocity.org/downloads/> or http://bit.ly/ehris_School-Template and submit it to the division IT officer thru his email at stephen.pascual@deped.gov.ph on or before March 30, 2017.
3. For clarifications or inquiries, you may contact the Division Human Resource Management Office or the Division IT Officer through Telephone No. (082) 553-8375.
4. For immediate dissemination and strict compliance.

DepEd Schools Division of Digo

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By: 