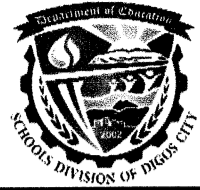




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




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.


10/6/17
Winnie E. Batoon, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

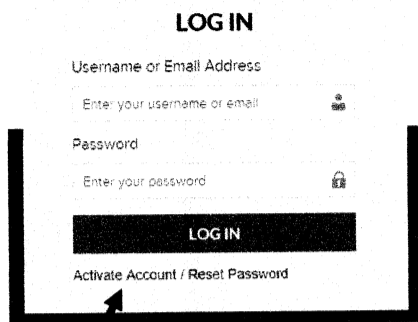
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Date: OCT 06 2017 Time: 2:38

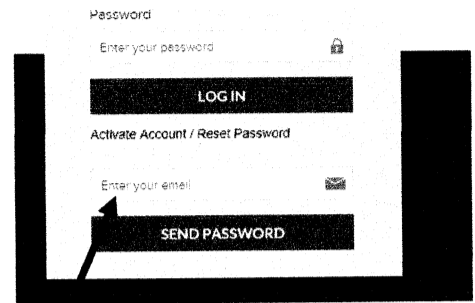
By: 1

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.

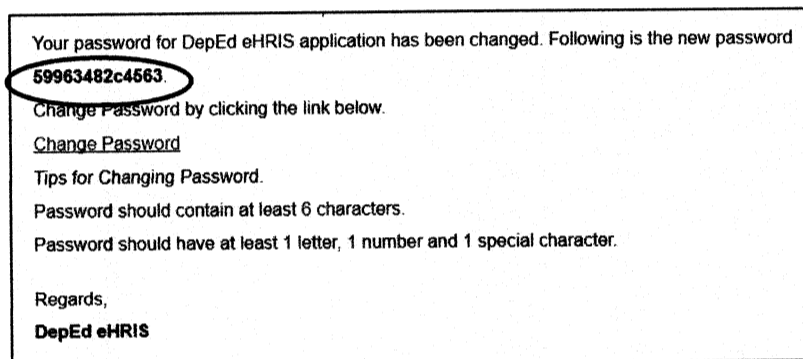


CLICK Activate Account/Reset Password

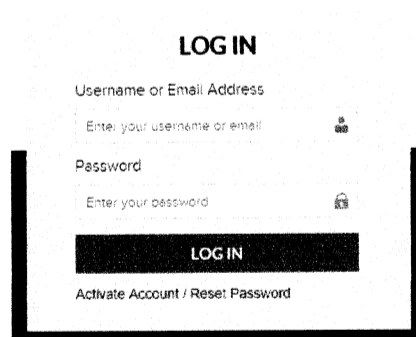


Enter your email then click SEND PASSWORD

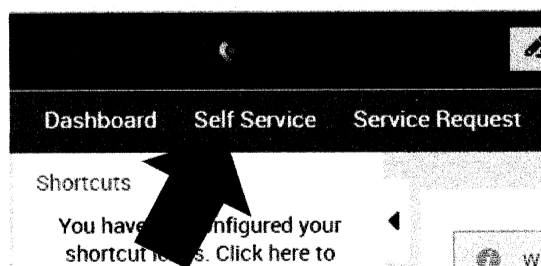
3. Open your email and get the sent **PASSWORD**.



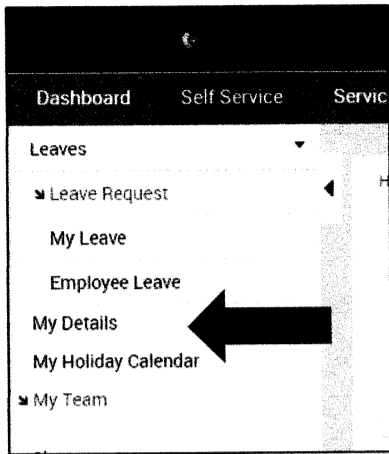
4. Log-In at <https://fo.ehris.deped.gov.ph/> using your new password.



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

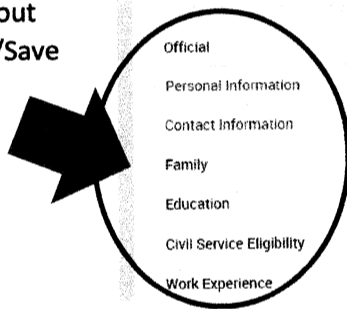


6. Select My Details.



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

Click each of this information tab, (click edit) 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 :

Gender	Male	<input type="checkbox"/>	<input type="checkbox"/> Edit
Citizenship	Filipino	<input type="checkbox"/>	
Pts. Indicate Country	...		Blood Type A
Height (in Meters)	1.65		Weight (in Kilograms) 9
Date of Birth	1974-01-29		Place of Birth C

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).