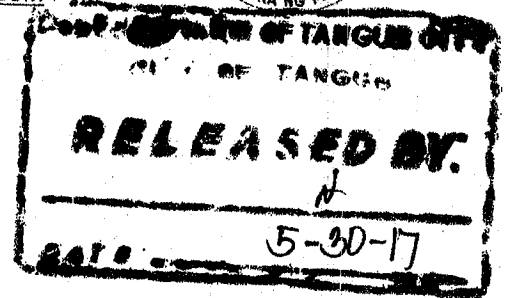


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**Division Memorandum**  
No. **109**, s. 2017

**TO:** School Governance and Operations Division  
Curriculum Implementation Division  
Office of the Schools Division Superintendent  
Principals, Head Teachers/TIC  
Teachers  
both Elementary and Secondary Schools  
This Division

**FROM:** **VICTORIA V. GAZO, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT:** **ONLINE ENCODING OF PERSONAL DATA**

**DATE:** May 29, 2017

1. The Information and Communications Technology Service (ICTS) in partnership with Personnel Division (PD) of DepED Central Office developed the **Enterprise Human Resource Information System (EHRIS)** designed to automate and simplify human resource systems and processes.
2. In line with these, teaching and non-teaching personnel in this division are required to encode their personal data online through [fo.ehris.deped.gov.ph](http://fo.ehris.deped.gov.ph).
3. The Division HRMO will be checking the completion per office and school.
4. School ICT Coordinators are requested to provide technical assistance during the encoding.
5. Deadline will be on June 30, 2017.
6. Immediate and wide dissemination of this Memorandum is desired.