



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
7100 Dipolog City

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG CITY 7100


**RELEASED**

05 MAY 2017

BY:  NAME (SIGNATURE)

DIVISION MEMORANDUM  
No. 141 S. 2017

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
This Division

FROM :   
**NATIVIDAD P. BAYUBAY**, CESO VI  
Officer-In-Charge  
Office of the Schools Division Superintendent

SUBJECT : DIVISION-WIDE EHRIS REGISTRATION

DATE : MAY 4, 2017

In line with the implementation of the Enterprise Human Resources Information System (EHRIS) Self Service Module, schools in the division are required to follow these steps as pre-implementation activities:

1. Download the school-level User Account Creation Forms (UACFs) depending of which is applicable to the school personnel. Download link: <http://deped.in/uacf>
  - a. **UACF-UAN** – fill out with data of hired Teacher I having **Unique Applicant Number (UAN)** in School Years 2015-2016 and 2016- 2017.
  - b. **UACF-AUTONOMOUS** – fill out with data of all personnel working under an autonomous school, whose salaries are prepared by and paid in school (a.k.a. Implementing Units or IUs) whether they have an employee number issued by the RPSU or not (issued by the school)
  - c. **School – UACF – PERM** – fill out with data of all permanent employees (including CTI) in the school regardless if the employee’s appointment had been attested by the CSC or not, and may or may not have an employee number by RPSU.
  - d. **School – UACF – JO** – fill out with data from all DepEd-paid Job Orders.

2. The downloadable template should not be modified upon filling out.
3. The School Head with the assistance of the School ICT Coordinator will spearhead in implementing these activities in their respective schools.
4. Upon complete submission of UACFs from all personnel of the school, the School's ICT Coordinator will have the School Head verify and check the forms and will forward the UACFs to the Division Office through [julius.belagantol@deped.gov.ph](mailto:julius.belagantol@deped.gov.ph) with the following subject "UACF – (name of school)" on or before May 30, 2017.