



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Division Memorandum

No. 181, s 2019

To : Assistant Schools Division Superintendents
CID and SGOD Chief Education Supervisors
Division Education Program Supervisors
Public Schools District Supervisors/ District In-Charge
Elementary and Secondary School Heads
District ICT Coordinators

From: **WILFREDA D. BONGALOS, Ph.D., CESO V**
Schools Division Superintendent
3/18/19

Subject: **NODIS e-PDS STATUS REPORT IN PREPARATION FOR
THE CREATION OF INDIVIDUAL OFFICE 365 ACCOUNTS**

Date: March 16, 2019

1. The Department of Education through the Information Communications Technology Service – Solutions Development Division will be providing all Division and School Personnel with Office 365 Accounts.
2. In this regard, all School Heads and School ICT Coordinators are hereby directed to conduct physical count of their actual School Personnel (teaching and non-teaching - warm bodies only) as of March 2019. Furthermore, the School ICT Coordinators are advised to validate the actual headcount against the registered personnel in the NODIS e-PDS.

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Tel Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);
(035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section);
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Accl. Budget Section); (035) 422-3821 (Supply Section)



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3. The District ICT Coordinators are directed to encourage 100% registration and update of each school's personnel NODiS e-PDS because the actual data taken from the system will be the basis on the creation of individual Office 365 accounts. Thus the District ICT Coordinators are advised to accomplish the shared google sheets in the Team Drive, labeled **NODiS Updates** that will be due for Division level submission and validation on March 21, 2019.
4. Wide dissemination and strict compliance of this memorandum is desired.

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Annex 1. Validation of Field Personnel Information

ICTS

1. Generate list of employees from eHRIS (fo.ehris.deped.gov.ph)
2. Create Validation Lists
3. Email link to validation lists to Regional and Division Offices

REGIONAL OFFICE

Regional Offices

1. Check and update Validation List for accuracy and completeness of personnel information: First Name, Middle Name, Last Name, Extension Name, Plantilla Position Title, Region, Office, DepEd Email Address
 - i. If employee has no DepEd email, issue DepEd email account in G Suite for Education.
2. Add employees who are not in the list.
3. Indicate status of each employee following this guide:
 - i. **Validated** - Tag if all the relevant information are correct, and employee is in active service and reports to the Regional Office. Accounts will be created for these records.
 - ii. **Remove Duplicate** - Tag if this record is a duplicate of a validated record.
 - iii. **Remove Retired or Resigned** - Tag if this record pertains to an employee who has retired or resigned.
 - iv. **Remove Unknown** - Tag if this record pertains to a person who has moved to a different office/station or has never been an employee of the Regional Office.

DIVISION OFFICE

Division Offices

1. Check and update Validation List for accuracy and completeness of personnel information: First Name, Middle Name, Last Name, Extension Name, Plantilla Position Title, Region, Division, Office, School (if applicable), School ID (if applicable), DepEd Email Address
 - i. If employee has no DepEd email, issue DepEd email account in G Suite for Education.
2. Add employees who are not in the list.
3. Indicate status of each employee following this guide:
 - i. **Validated** - Tag if all the relevant information are correct, and employee is in active service and reports to the Division Office or a school in the division. Accounts will be created for these records.
 - ii. **Remove Duplicate** - Tag if this record is a duplicate of a validated record.
 - iii. **Remove Retired or Resigned** - Tag if this record pertains to an employee who has retired or resigned.
 - iv. **Remove Unknown** - Tag if this record pertains to a person who has moved to a different office/station or has never been an employee of the Division Office or a school in the division.



Annex 2. Provision and Distribution of Office 365 Accounts

ICTS

1. Download validated accounts in Validation List every two weeks.
2. Create accounts and provide credentials to ITO for distribution thru the Validation List every two weeks.

REGIONAL AND DIVISION OFFICES

1. ITOs shall access the O365 credentials issued to employees in their respective validation lists.
2. ITOs shall implement distribution process of Office 365 credentials to employees

