HRMIS Portal (DepEd eHRIS) — Checklist

■ The portal is eHRIS (Enterprise Human Resource Information System) at ehris.deped.gov.ph — HRMIS is the older project name.

■ Program traces to DepEd Memorandum No. 275, s. 2009.

■ Login needs a REGISTERED email: DepEd email for permanent employees, Gmail for non-regular employees.

■ First login: Activate Account -> enter email -> Send Password -> default password by email -> log in -> change password at once.

■ Account does not exist = email not registered. Contact ICT Service User Support Division: icts.usd@deped.gov.ph. Activation is FREE.

■ Self-Service: Personal Data Sheet (PDS), Daily Time Record (DTR), payslip.

■ Time and Attendance: automated time-in/out, near real-time DTR, online deficiency forms.

■ Service Requests: payslip, T&A; deficiencies, SALN, Provident Fund loan, certifications, service records.

■ HR Module is for HR officers only (add/edit/remove personnel, masterlist). Reports: positions inventory, retirees, step increments, loyalty.

■ Blank PDS after first login is normal: Self-Service -> My Detail -> fill tab by tab, SAVE every tab.

■ DTR corrections need head-of-office approval (late justification, no time log, out on official business).

■ Citizens Charter services: view/download DTR and payslips; raise T&A; Deficiency requests.

■ Employee data is protected by the Data Privacy Act (RA No. 10173) — no public lookup of teacher records.

■ Beware fake portals and paid account fixers — only use ehris.deped.gov.ph and icts.usd@deped.gov.ph.

Source: matatagcurriculums.com — HRMIS Portal guide