



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

18 February 2021

Division MEMORANDUM
 No.089 , s. 2021

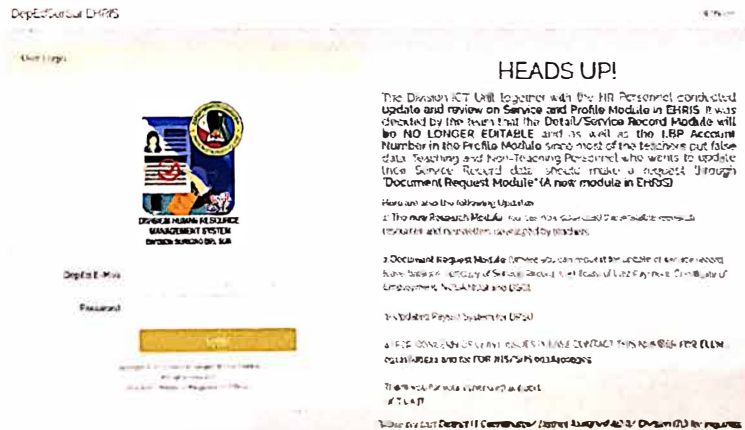
**PROCEDURES ON THE RELEASE OF ELECTRONIC PAYSリップ OF DIVISION
 PAID TEACHING AND NON-TEACHING PERSONNEL**

To : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors & Districts In-Charge
 Heads of Sections
 Elementary and Secondary School Heads
 This Division

1. DepEd-Division Office aims to deliver quality administrative service to the Teaching and Non-Teaching Personnel for the release of Pay Slip through the Electronic Human Resource Information System (EHRIS).
2. The personnel can view and print the payslip from the their respective EHRIS account.

Procedure:

- Login to your Division EHRIS Account thru this link **ehris.depedsurigaodelsur.com**



- Go to left sidebar and click the **“Payslip”**. (Image below)



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/191508100102



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- You will see your record list of your payslip since October 2020 (The first implementation of the Payroll System). Then Click the **print** button. (shown image below)

MARVIN GUILLARTE MINGUILLAN Active 

EMPLOYEE RECORD					
EMPLOYEE ID: [REDACTED]	POSITION: INFORMATION TECHNOLOGY OFFICER I	OFFICE/SCHOOL: 1011 - Division Office	DEPARTMENT: Division Office		
NO EMPLOYEE ID# PUT '00'		CURRENT STATION	CURRENT DEPARTMENT		
ITEM NO: OSST-DECSB-4701-[REDACTED]	DATE OF ORGNAL APP: [REDACTED]	DATE OF PROMOTION: [REDACTED]	PLANTILLA: division office	SALARY GRADE: [REDACTED]	NATURE: Permanent
COMPLETE YOUR ITEM NO. EX. OSST001	DATE FROM YOUR FIRST ORIGINAL APPOINTMENT	DATE FROM YOUR FIRST LATEST APPOINTMENT	PLANTILLA	LATEST SALARY GRADE AND STEP	CURRENTLY NATURES OF YOUR EMPLOYMENT

Generate Payslip


Date Covered December 1 to December 31, 2020	Payroll Name Sample only to be deleted	
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- Input the name of the personnel who prepared the payroll. Sample for the SHS payroll, Ms. Eppie P. Cabrera, Administrative Officer IV. For more information about the assigned signatory please contact your immediate District ADAS. Then click **“Generate Payslip”**.

Assign Signatory

Noted by:
Eppie P. Cabrera

Designation:
Administrative Officer IV

 Cancel



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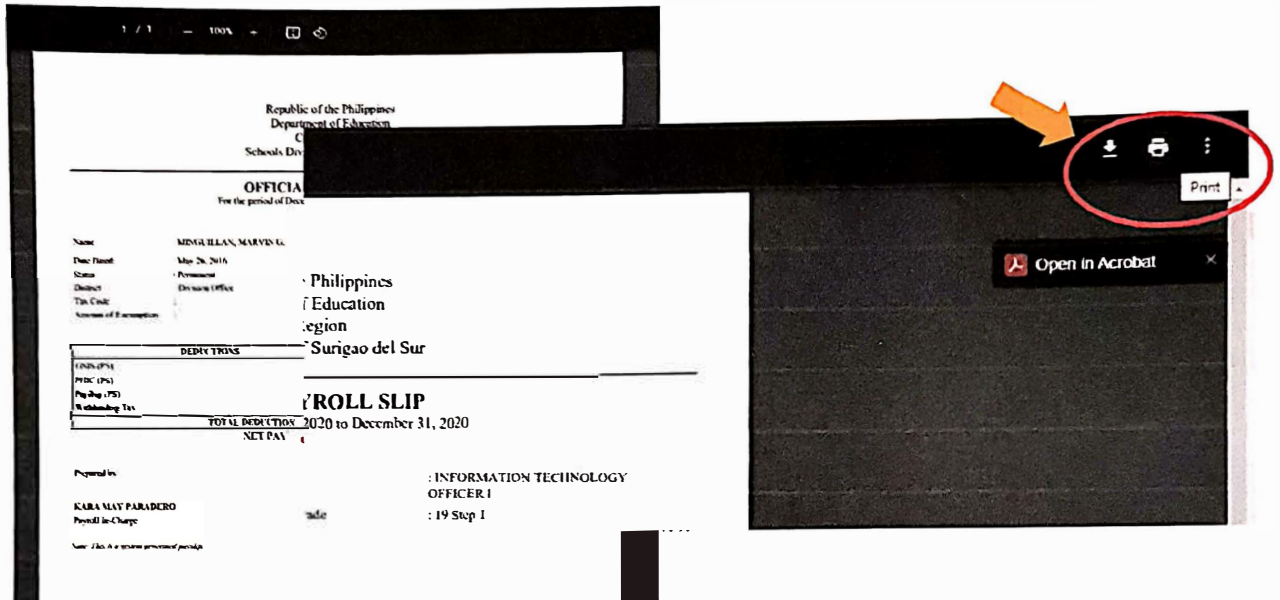


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- You can now see the system generated payslip. In the upper right side of the display, you can see a download and print button. You can now choose whether you can download or print your payslip.



- For loan or other legal purposes the payslip must be verified by the division office verifier Ms. Riza Devie M. Singcol, ADAS III of HR Personnel and should be certified by Ms. Shirlene E. Crabajales, Administrative Officer V or Ms. Juliet D. Mangata, Administrative Officer IV-Records.
- For widest dissemination, guidance, and immediate compliance.

Juliet D. Mangata
for: **JOSITA B. CARMEN, CESO V**
Schools Division Superintendent

Encl.: As stated
Reference:

To be indicated in the Perpetual Index
under the following subjects:

MC/M//DM-MEMO
089 /FEBRUARY 14, 2020



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