



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of negros oriental

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
No. 25, s. 2021

15 JAN 2021

**NODIS E-PDS REGISTRATION OF NEWLY HIRED AND UPDATE OF EXISTING  
ACCOUNTS OF ALL TEACHING AND NON-TEACHING PERSONNEL  
OF THE SCHOOLS DIVISION OF NEGROS ORIENTAL**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ DICs  
Elementary and Secondary School Heads  
District ICT Coordinators  
All Others Concerned

1. The **Negros Oriental Division Info Systems (NODiS)** database is connected to all of its sub-systems. In line with this, the School Heads in collaboration with the School ICT Coordinators are directed to conduct update of the individual NODiS accounts of all teaching and non-teaching personnel (warm bodies) in their respective schools.
2. The following tasks must be observed and performed this month of January 2021:
  - a. **School ICT Coordinators must register all newly hired teaching and non-teaching personnel**
  - b. **District ICT Coordinators must transfer personnel to their current district/ station and must be activated by the receiving DITOs.**
  - c. **Each Teaching and Non-teaching personnel must update their individual ePDS account (must be 100% complete with profile picture wearing Monday uniform)**
  - d. **District ICT Coordinators must submit a status report of the NODIS ePDS Registration and Account Update (use the attached template).**
3. Wide dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent:

**NILITA D. RAGAY, EdD**

OIC - Assistant Schools Division Superintendent  
Office In-Charge 1/14/2021

SPP/OSDS-ICT/RVG/2021



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