



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. 0044, s. 2024

18 JAN 2024

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

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

The Schools Division of Negros Oriental in coordination with the ICT Unit conducts its annual housekeeping of existing accounts and registration of newly hired teaching and non-teaching personnel in the Negros Oriental Information System (NODIS).

In line with this, all District/School ICT coordinators are reminded to perform the following tasks:

- a. School ICT Coordinators shall provide technical assistance to newly hired teaching and non-teaching personnel in the **NODIS registration process**.
- b. School ICT Coordinators shall provide technical assistance to all teaching/non-teaching personnel with existing NODIS accounts in **updating their individual E-DPS**.
- c. District ICT Coordinators shall **transfer teaching/non-teaching personnel** to their current stations/ districts.
- d. Receiving District ICT Coordinators shall **accept the transferred personnel by activating their accounts**.
- e. District ICT Coordinators shall submit online the NODIS Updated Count of Warm Bodies and issues through this link: **bit.ly/sdonegorEPDS**.



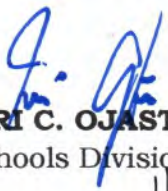
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Deadline for the registration and updating of accounts will be on or before January 31, 2024.

Immediate dissemination and compliance with this Memorandum is enjoined.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent
11/18/2024