



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. 118, s. 2022

EX 2022

**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 Schools Division of Negros Oriental in coordination with the ICT Unit conducts the annual Negros Oriental Division Information System (NODIS) housekeeping of existing accounts and registration of newly hired teaching and non-teaching personnel.
2. In this regard, all District/School ICT coordinators are reminded to perform the following tasks:
 - a. School ICT Coordinators shall provide technical assistance to all 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 districts/stations.
 - 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 through this link: **bit.ly/sdonegorEPDS**.
3. Deadline for the registration and updating of accounts will be on or before **February 28, 2022**.
4. Immediate dissemination and strict compliance with this Memorandum is enjoined.


SENE PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

2/17/22

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