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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

AIDE MEMOIRE

17 September 2020

DERPS UPDATES

Background

The DepEd Enterprise Resource Planning System (DERPS) was conceptualized in December 2017 in response to the commitment of the Secretary to establish a Financial Management Information System that would be able to track the status of the Department's budget releases in real time.

DERPS Phase 1 covers modules for 1) Fixed Assets, 2) Inventory, 3) Procurement, 4) Project Management, and 5) Payroll. It also covers the infrastructure needed to pilot the said modules in the Central Office as well as one Region and one Division office.

Phase 1 was procured in September 2018 through DBM-PS using savings from the DepEd Computerization Program (DCP). The winning bidder is a consortium of well-established multinational companies composed of Microsoft, Oracle, and Mazik Global being led by NTT Data.

Functionalities of DERPS 1 Modules

1) Fixed Assets Management

This module is configured to enable easy set-up, maintenance and tracking of valuation of different fixed assets, and is integrated to other modules to allow multiple methods of input of assets.

Fixed Assets module integrates with Accounts Payable, Inventory Management, and General Ledger. It employs different depreciation methods and conventions to track multiple valuations for the same fixed asset. Workflow and budget controls can be set to ensure accuracy and monitoring of procedures. A thorough audit trail is maintained between fixed asset transactions and corresponding General Ledger entries.



Office of the Undersecretary for Administration (OUA)

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The module features the following:

- Provides detailed documentation of the agency's assets
- Simplifies tracking of depreciation
- Leaves allowance for acquisition and disposal of assets
- Calculates write-ups or write-downs
- Implements transaction reversals, additional asset groups and attributes, and asset adjustment reason codes
- Immediately updates replacement cost and insured value for selected fixed assets
- Easily forecasts and monitors the entire lifecycle of fixed assets
- Allows for the accounting of assets for tax preparation

2) **Inventory Management**

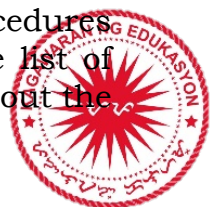
The **Inventory** module is configured to provide logistical flexibility needed for effective inventory management. This includes inventory control that can be optimized for managing Bill of Materials (BOMs) and provides inventory insights for classifying according to storage and item characteristics.

It features the following:

- Sets up cycle counting thresholds, creates cycle counting plans and schedules plans with inventory counting
- Creates and manages BOMs quickly and easily using the graphical BOM designer
- Controls layout at the aisle, rack, shelf, and bin position levels
- Monitors item arrivals of inbound receivables and registrations with journal processing
- Utilizes direct put-away of items into bulk locations of flowing picking locations
- Utilizes direct replenishment of fixed-item picking locations
- Tracks movement of inventory on-hand between different locations via transfer journal
- Defines inventory counting with such guidelines as periodic, minimum, zero stock, or manual handling
- Ensures inventory accuracy with history tracking

3) **Procurement**

The **Procurement** module is configured to enable the establishment of procedures and the control of the procurement processes. In addition to uniting the list of suppliers, contracts and all the other documents, as well as information about the



ordered products or services, the module enables analysis of expenses and the performance of each supplier.

The module features the following:

- Provides self-service capabilities allow users to order day-to-day goods and services from searchable online catalogues that you control and define
- Provides self-service vendor capabilities that allow them to perform a variety of tasks online such as updating profiles data, uploading catalogue content, submitting invoices, reviewing payments and more
- Allows managers to manage overall spending by category
- Utilizes requisition aggregation, work queue management, category management and a more thorough procurement-based role center
- Establishes a centralized procurement desk capability across the agency to support procurement policies and processes
- Sets up and manages multiple procurement policies and apply to different sets of requisitions across the agency

4) **Project Monitoring**

The **Project Monitoring** module offers the right set of tools and applications that can be used across industries to provide a service, produce a product, or achieve a result. It simplifies and streamlines project management by providing project controls, end-to-end financial overview and deep integration with the supply chain process.

It features the following:

- Sets up project quotations by identifying tasks and specifying load capacity.
- Schedules tasks, manages budgets, and monitors status to anticipate and circumvent potential delays
- Manages project forecasts and budgets
- Creates and manages work breakdown structures (WBS)
- Leverages project templates
- Gets a quick overview of the financial performance of internal and external projects, compare resources consumed and revenue earned for each project in real time
- Provides a quick snapshot of the progress of a project through a dashboard view

5) **Payroll**

The **Payroll** module is designed and configured to cater to the needs of the Department. It involves all the processes for the conduct of employee payment and government mandated contributions. This module also allows the Department to store employee information such as employee 201 file, salary grade and job



position. It would aid in maintaining the accuracy of the Department’s payroll transactions. It will provide online access for Personnel for effective and efficient payroll processing.

The module features the following:

- It has automatic calculation of employee salary based on the latest Salary Tranche.
- Consolidates salary-related information like attendance, salary grade, benefits, advances, withholding taxes, terms and policies, etc. to compute respective employees’ salary.
- Tracks and calculates deductions, loans, advances and other employee expenses
- Generates payroll reports such as payroll registry, benefits report and files linked to the current HRIS
- Automatically creates Government-Mandated contributions such as GSIS, PhilHealth and the HDMF.

Status of DERPS 1

Module	Status
1) Fixed Assets	<ul style="list-style-type: none"> ▪ Live as of April 29, 2019 at the Central Office ▪ The target timeline for deployment to Region II and Division Office of Olongapo is on September 30, 2020.
2) Inventory	<ul style="list-style-type: none"> ▪ Live as of April 29, 2019 at the Central Office ▪ The target timeline for deployment to Region II and Division Office of Olongapo is on September 30, 2020.
3) Procurement	<ul style="list-style-type: none"> ▪ Live last February 21, 2020 at the Central Office ▪ The target timeline for deployment to Region II and Division Office of Olongapo is on September 30, 2020.
4) Project Monitoring	<ul style="list-style-type: none"> ▪ Live last February 21, 2020 at the Central Office ▪ The target timeline for deployment to Region II and Division Office of Olongapo is on September 30, 2020.
5) Payroll	<ul style="list-style-type: none"> ▪ For User Acceptance Testing by September 30, 2020 ▪ Parallel run will be conducted in November 2020.



DERPS Phase 2

The procurement for the second Phase of DERPS was started last October 2019 and was awarded in December of the same year.

DERPS Phase 2 covers: 1) Roll-out to remaining Regional and identified Division offices. A total of sixteen (16) Region and thirty-four (34) Division offices will have access to the Phase 1 modules; 2) Installation and configuration of a Hybrid Infrastructure; 3) Human Resource Information System (HRIS) will be implemented. HRIS will focus on the non-teaching employees of DepEd. Also, the stand-alone Payroll system will be integrated to the HRIS. And lastly, 4) Change management systematically ensures that significant transformation undertaken will be understood and embraced by personnel of Regional and Division offices.

Infrastructure Component

DepEd Central Office will host the consolidated production and Luzon site with a Disaster Recovery (DR) site in Cebu. Production and DR site setup will have a converged infrastructure consisting of a Private Cloud Appliance. Database replication will be implemented to sync data between Production and DR site. In order to secure data, a backup software will be installed for both sites to ensure data availability in case of data corruption. Similar infrastructure at a smaller scale will be implemented for both Regional and Division offices. These offices will have a server appliance installed and configured similar to production. Data from Division office will be transmitted to Regional office, data will be transmitted to Luzon production instance and consolidated in the Central office production instance.

Human Resource Information System (HRIS)

HRIS, is a browser-based Human Resource Information System. It aims to focus primarily on effectiveness and development; to empower the managers and their teams; monitor team and employee development; facilitate management training and development.

The module features the following functionalities:

- Organizational Management
- Staffing Management
- Compensation and Benefits Management
- Time and Attendance Management
- Learning and Development
- Performance Management
- Rewards Management
- Career and Succession Management
- Employee Wellness and Relations Management
- Records Management
- Employee Self Service



- Electronic Health Board
- Employee's Property Accountabilities
- Provident Fund (PF) Management

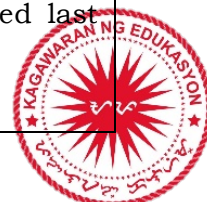
Change Management

Change Management with its transformation effort, strategy, and set of plans will focus on moving people through change. This will comprise of three main phases:

1. Preparing for Change –the activities include presentation of DERPS Overview with the leaders of Region and Division, walkthrough process with the power users on the existing system and collect scenarios, forms and other documents for the system customization or localization.
2. Managing Change – the actual user-readiness training including provision of training materials that will assist the users throughout the entire change management process. Progress of the training will be gamified to include assessment exam and certification roadmap.
3. Reinforcing Change – the activities include retraining, handholding and guiding the user while encoding actual transactions.


Status of DERPS 2

Deliverable	Status
Infrastructure	<ul style="list-style-type: none"> ▪ Hybrid Infrastructure was inspected and accepted last July 20, 2020. This activity was attended by DepEd Inspection Team and ICTS-TID End Users at Subictel, Subic Bay Freeport Zone Zambales. ▪ 3-day workshop on the administration of the Hybrid Infrastructure was conducted last July 21-23, 2020 at DBA Global Services Inc, Subic. The activity was attended by End Users from ICTS-TID. ▪ Pre-delivery inspection for the 49 Units of Server Appliance was done last July 30, 2020 at G Hub, Mandaluyong City. This activity was attended by DepEd Inspection Team and ICTS-TID End Users.
Human Resource Information System (HRIS)	<ul style="list-style-type: none"> ▪ Inception Report was submitted last January 17, 2020. ▪ The following Milestone 2 documents were submitted last August 6, 2020: <ul style="list-style-type: none"> ○ Business Requirements Document



	<ul style="list-style-type: none">○ Fit-Gap Analysis○ Requirements Definition○ Migration and Integration Strategy○ Change Management Plan
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For reference and guidance.


ALAIN DEL B. PASCUA
Undersecretary



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