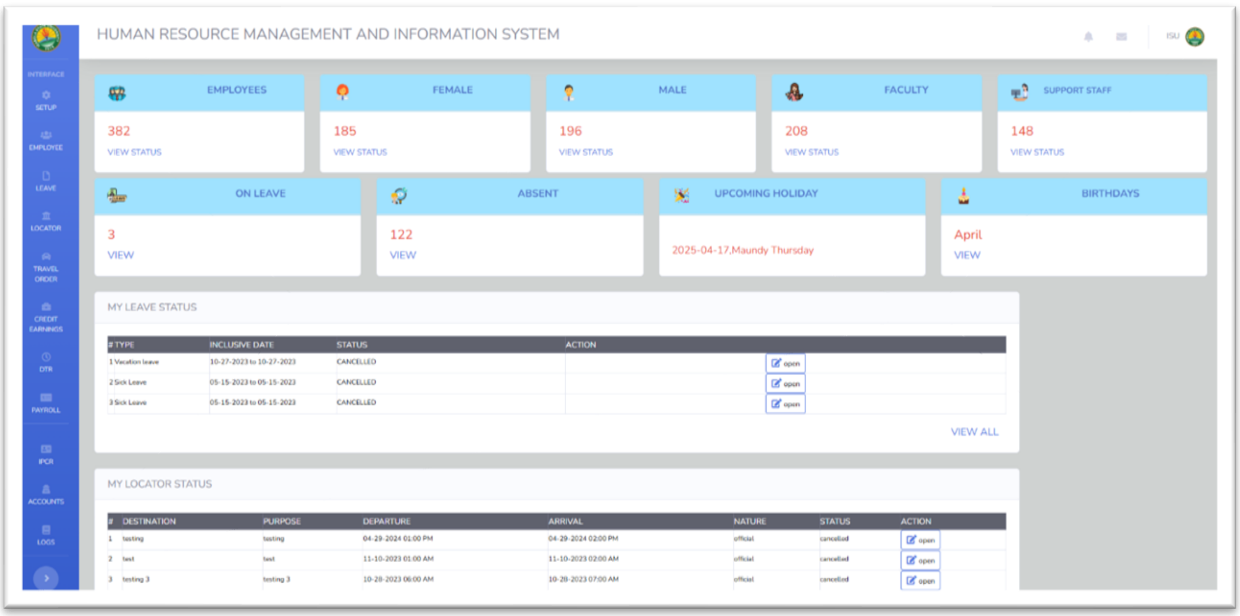
USER MANUAL
HUMAN RESOURCE MANAGEMENT AND INFORMATION SYSTEM (HRMIS)

Introduction

The Human Resource Management and Information System (HRMIS) is a web-based application designed to streamline and automate various HR processes, including employee profiling, printing of Personal Data Sheets (PDS), credit earnings, integration of Daily Time Records (DTR), Pay slip, Locator, and Travel Orders.

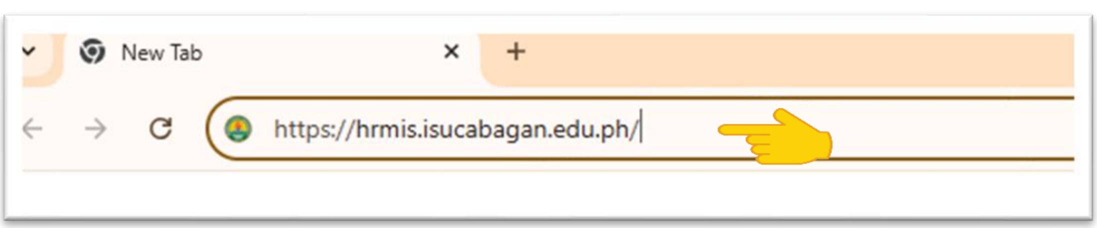


(image 01)

System Access

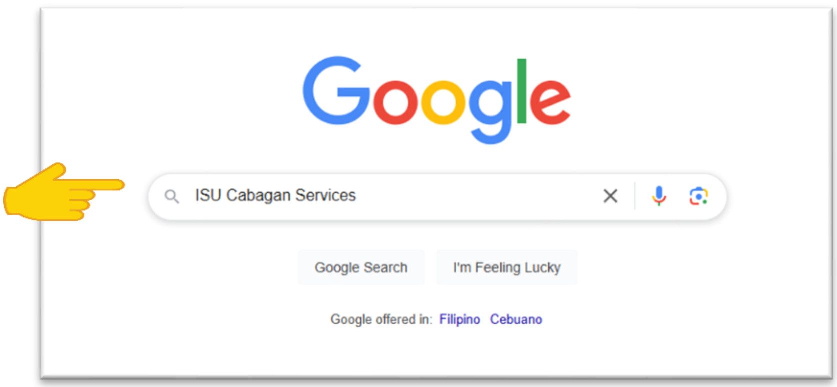
How to Access the HRMIS System

1. Open any preferred web browser.
2. In the browser's URL bar, type: https://hrmis.isucabagan.edu.ph and press Enter.



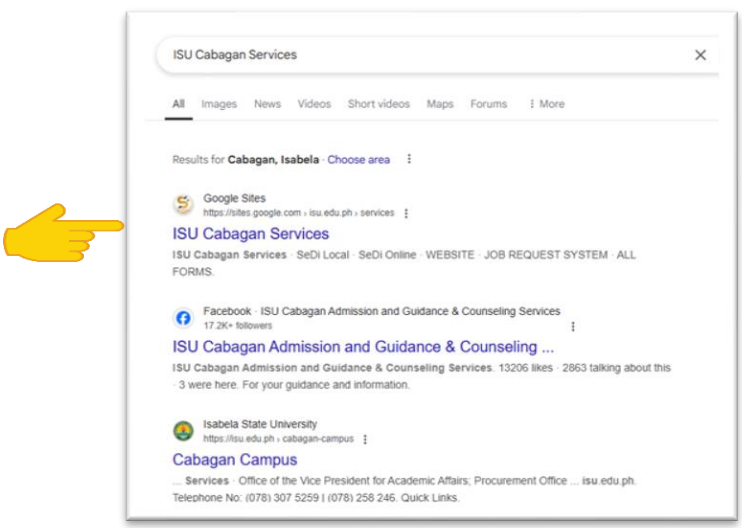
(image 02)

3. Alternatively, you can search for "ISU Cabagan Services" on Google.



(image 03)

4. Select the ISU Cabagan Services Google site and click on HRMIS to access the system.



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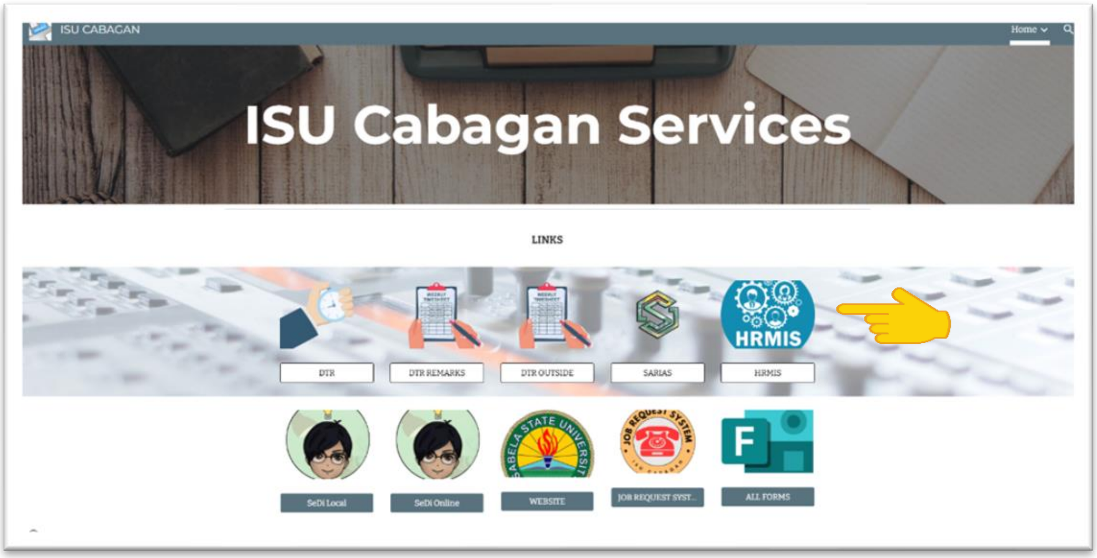

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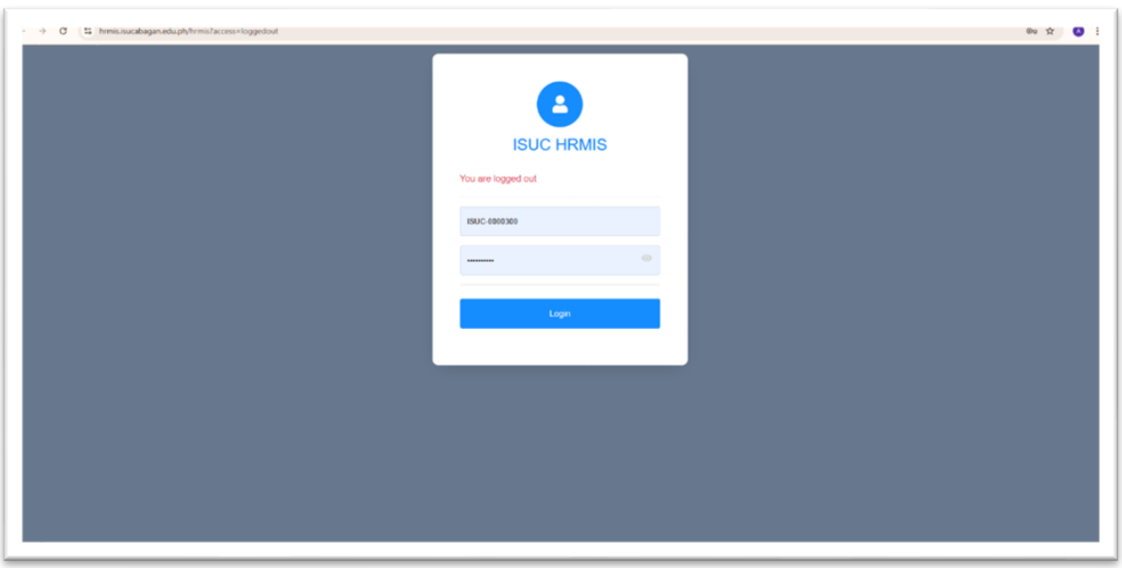


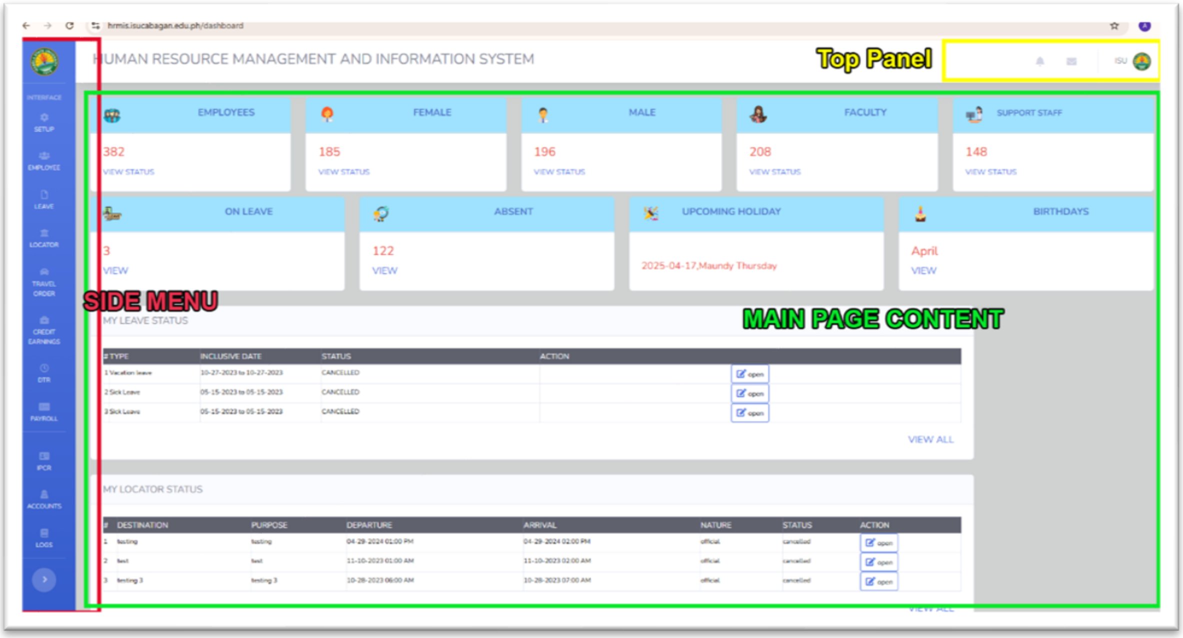
(image 06)

Dashboard Overview

Upon logging into HRMIS, you will see the dashboard, which includes:

- **Side Menu (Left Panel):** Access to different modules such as Profiling, Leave Application, Locator, Travel Order, Credit Earnings, DTR, and Pay Slip.

- **Top Panel:** Contains the notification section and profile menu.
- **Main Page Content:** Displays recent leave applications, absences, upcoming holidays, birthdays, latest leave requests, locator updates, and travel orders.

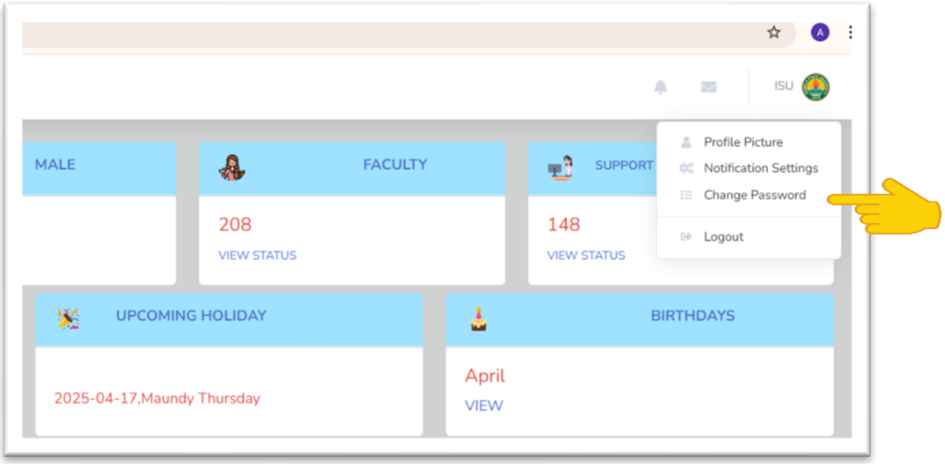


(image 07)

Account Management

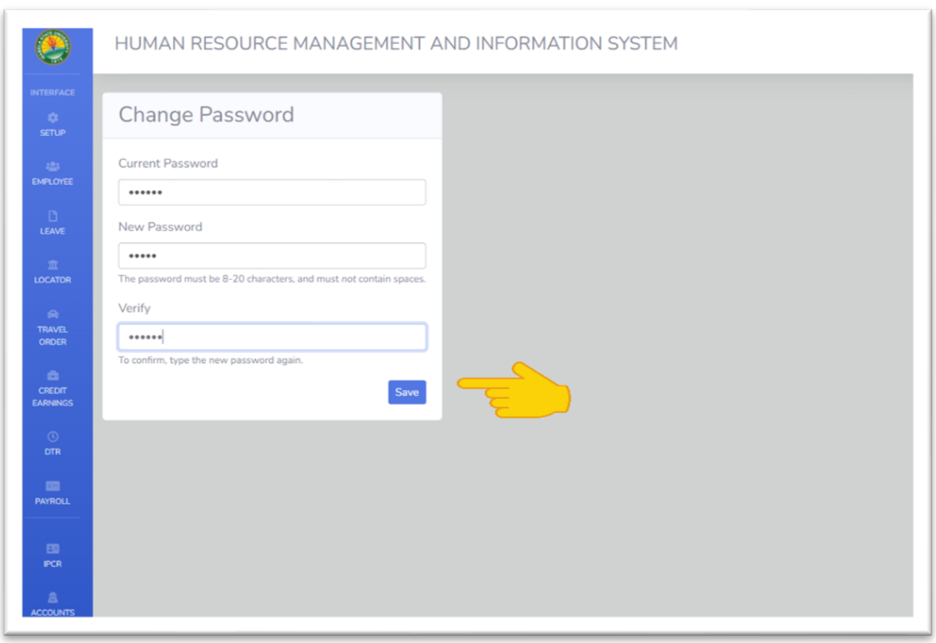
Changing Your Password

1. Click on your profile picture in the upper right corner.
2. Select "Change Password."



(image 08)

3. Enter your current password.
4. Input your new password and confirm it.



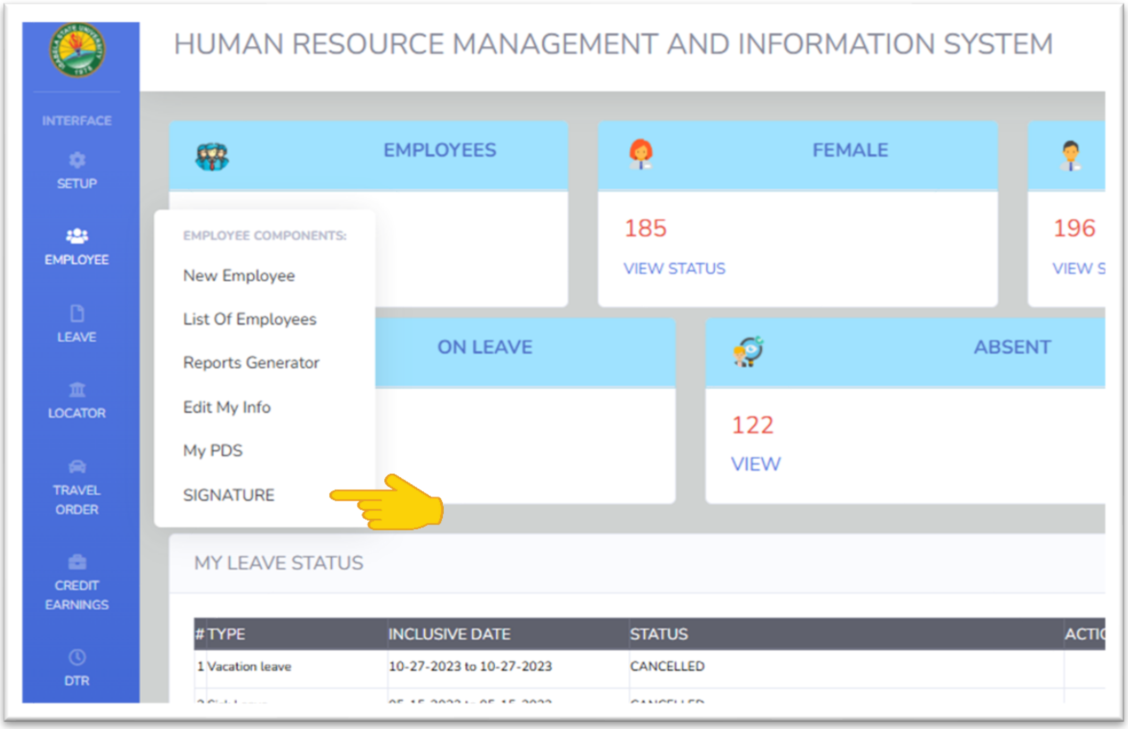
(image 09)

5. Click "Save."

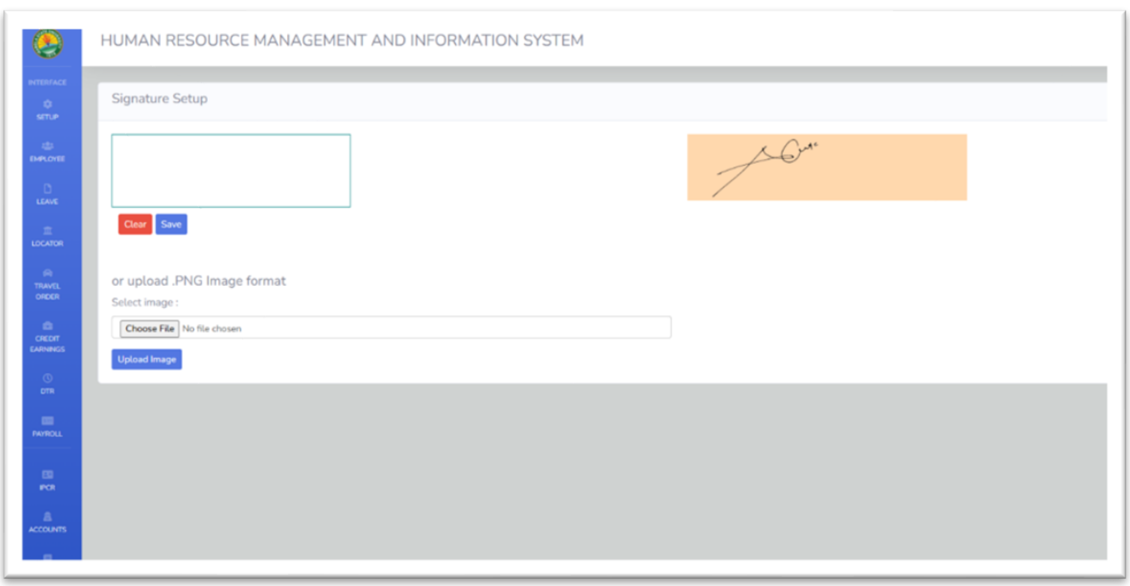
Uploading a Signature

How to Upload Your Signature

1. In the side menu, select "Employee" and then click on "Signature."



(image 10)

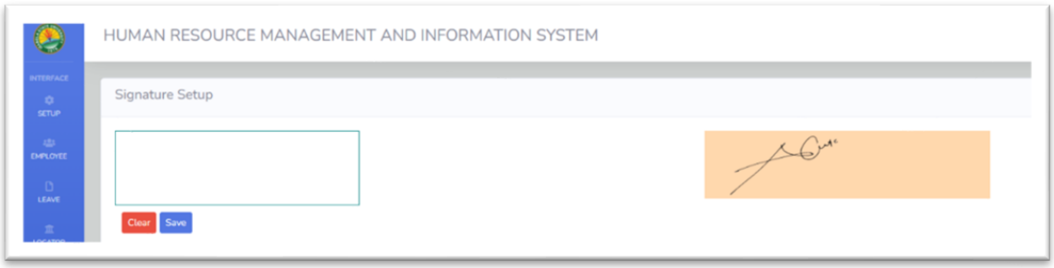


(image 11)

2. Choose one of the two available methods:

   - **Create Signature (Recommended for users with a pen tool and drawing pad):**
     - Use your pen tool to draw your signature in the provided green box.

- Click "Clear" to redo the signature if necessary.
- Once satisfied, click "Save" to use it for leave applications, locator, and travel orders.



(image 12)

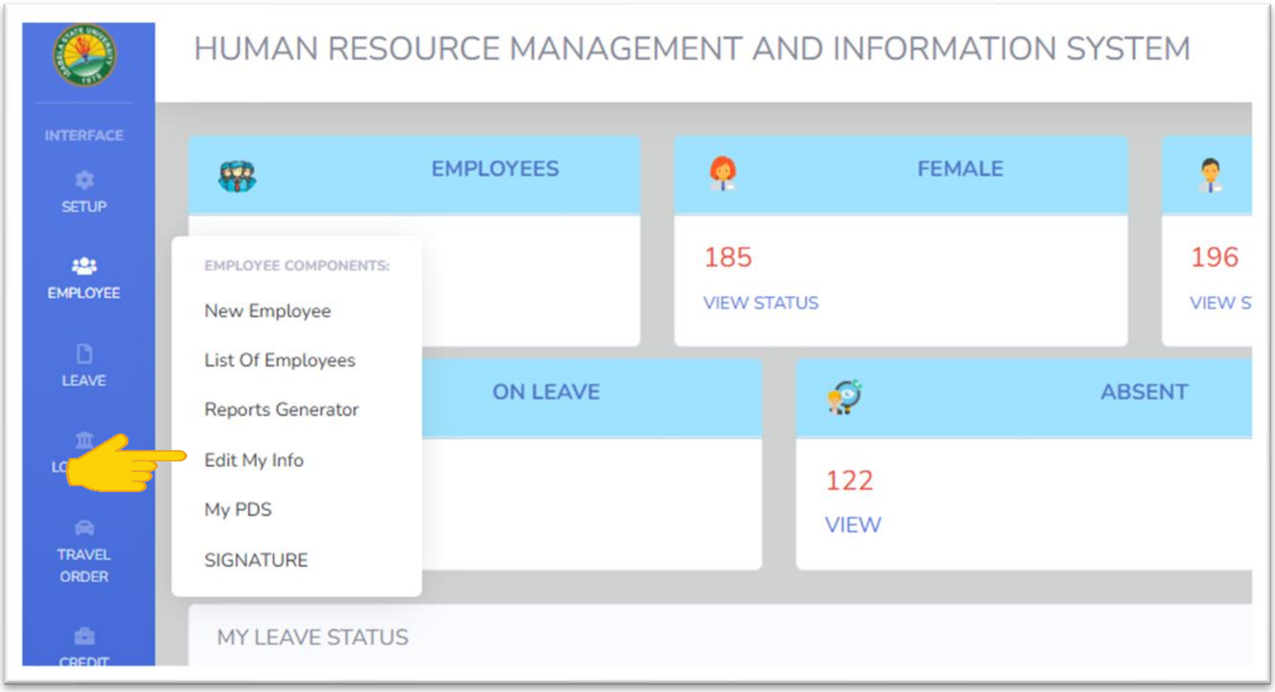
- **Upload Signature (For users without a pen tool):**
  - Ensure your signature file is in PNG format.
  - Click on the file text field and select your signature file.
  - Press "Upload Image" to set it as your e-signature.

(image 13)

Editing Your Information

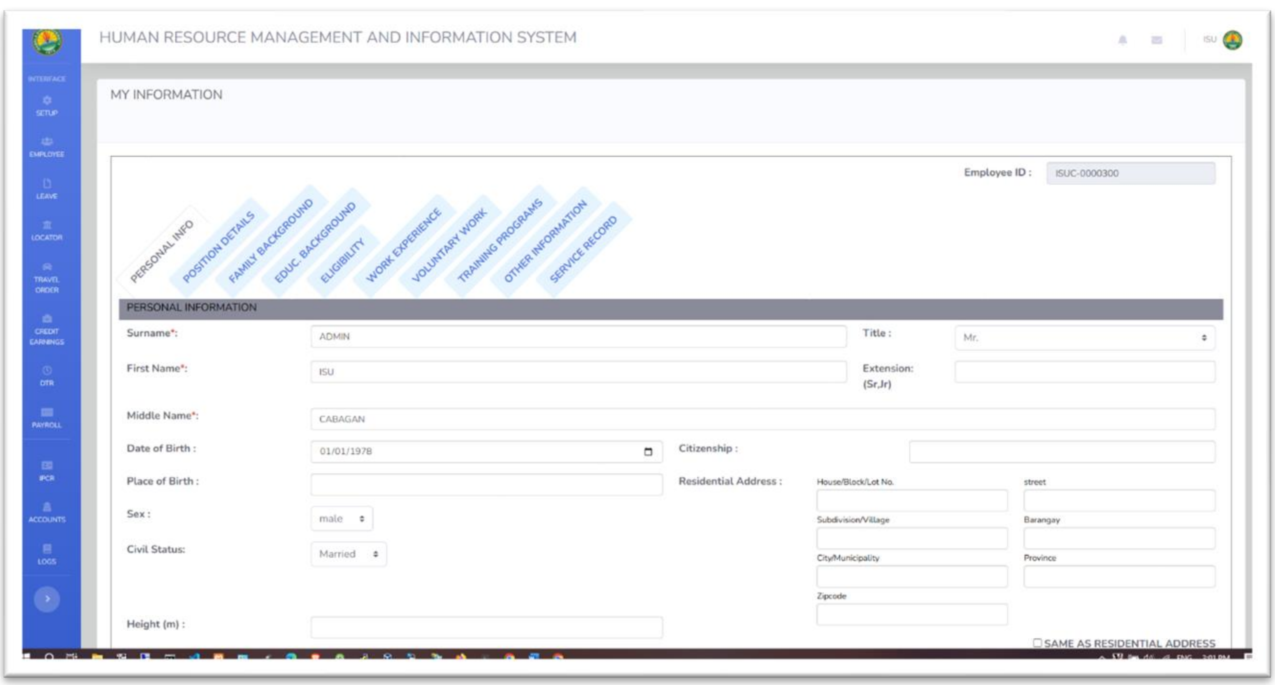
Accessing the Edit Information Page

1. On the side menu, select **"Employee"**.
2. Choose **"Edit My Info"**.



(image 14)

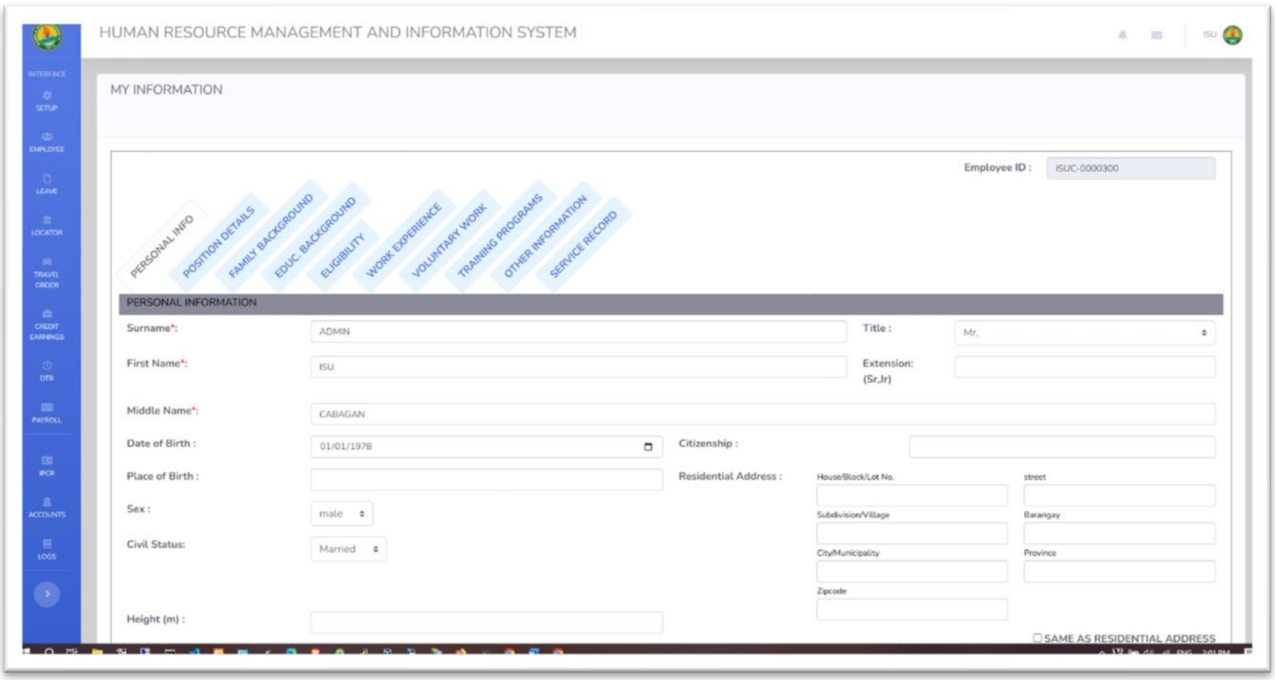
3. You will be redirected to the **"My Information"** page, which contains 10 tabs.



(image 15)

Personal Information

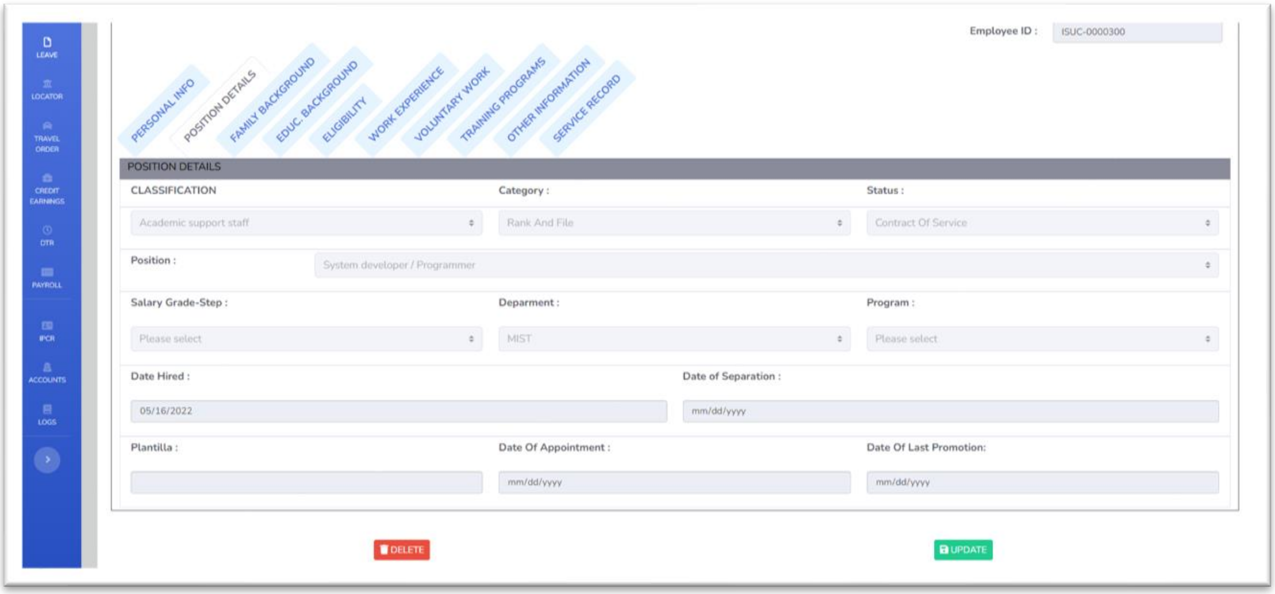
- Edit your **surname, first name, middle name, title, extension name (if applicable), date of birth, citizenship, place of birth, sex, civil status, address, height, weight, blood type, GSIS ID number, Pag-IBIG number, PhilHealth number, SSS number, TIN number, agency employee number, telephone number, mobile number, and email address**.
- Click the **"Update"** button to save changes.



(image 16)

Position Details (Non-Editable)

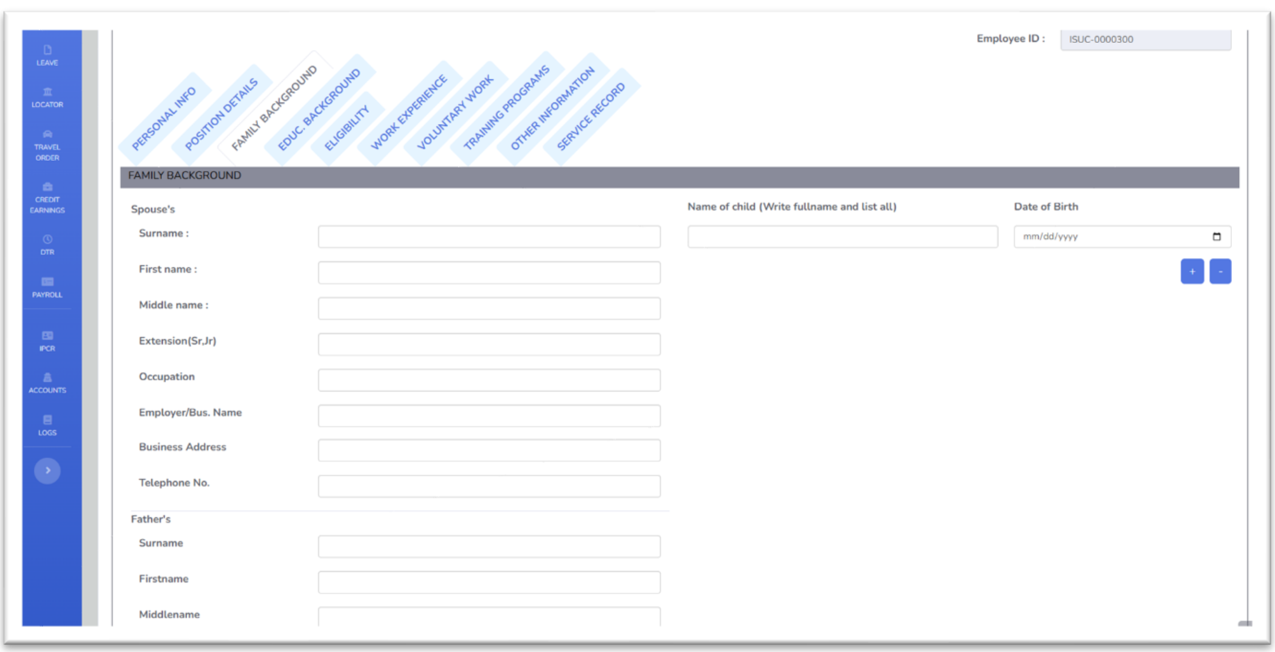
- This tab is **view-only** and can only be edited by HR.
- Displays details such as **classification, category, status, position, salary grade step, department, program, date hired, date of separation, plantilla, date of appointment, and date of last promotion**.



(image 17)

Family Background

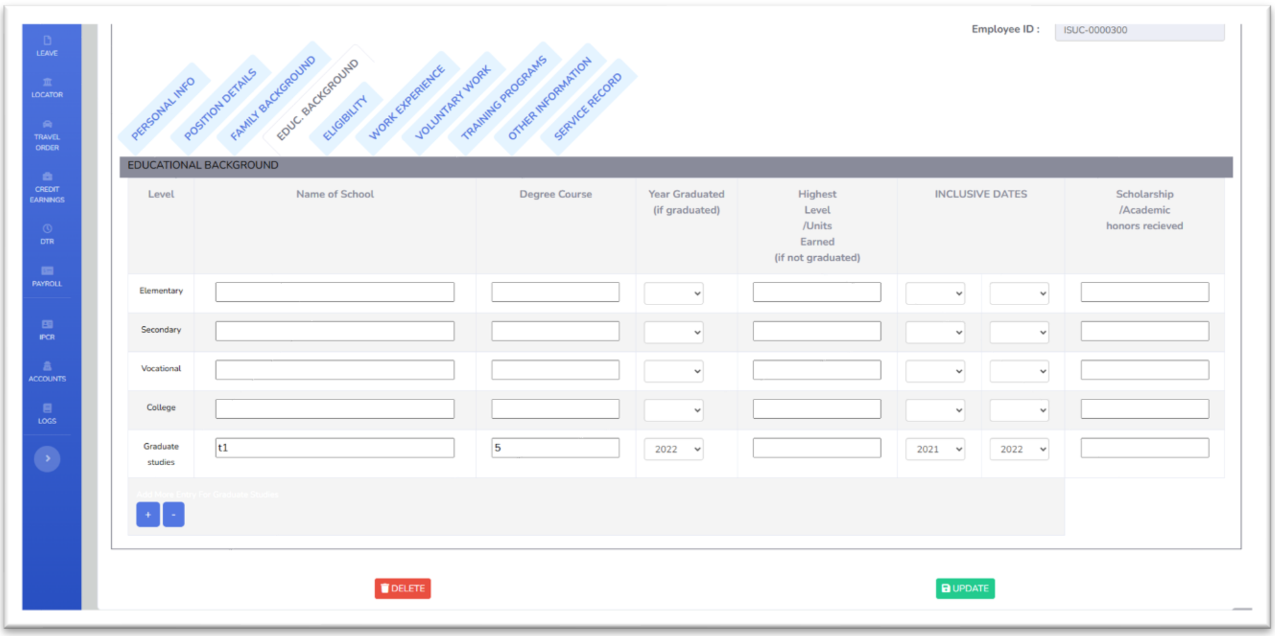
- Edit **spouse, father, and mother's information**.
- Add details about **children** (if applicable).
- Click the **"Update"** button to save changes.



(image 18)

Educational Background

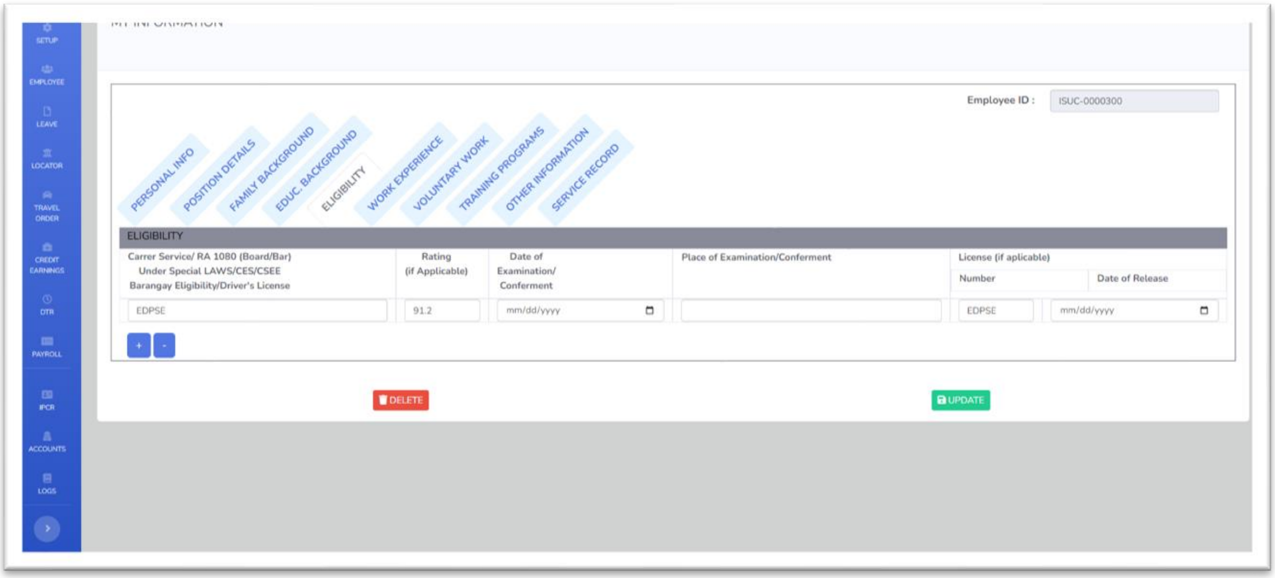
- Edit information for **elementary, secondary, vocational, college, and graduate studies**.
- Click **"Update"** to save changes.



(image 19)

Eligibility

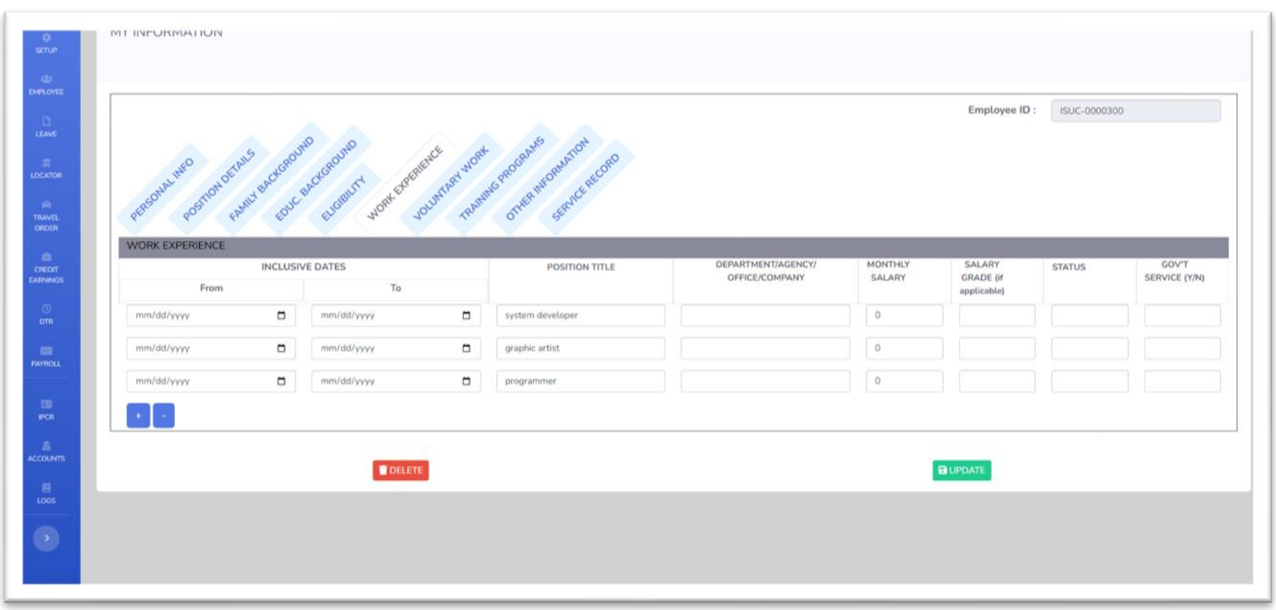
- Edit **licenses** (e.g., **Civil Service, Board and Bar, Barangay eligibility, and driver's license**).
- Click the **plus button** at the bottom to add more eligibility details.
- Click **"Update"** to save changes.



(image 20)

Work Experience

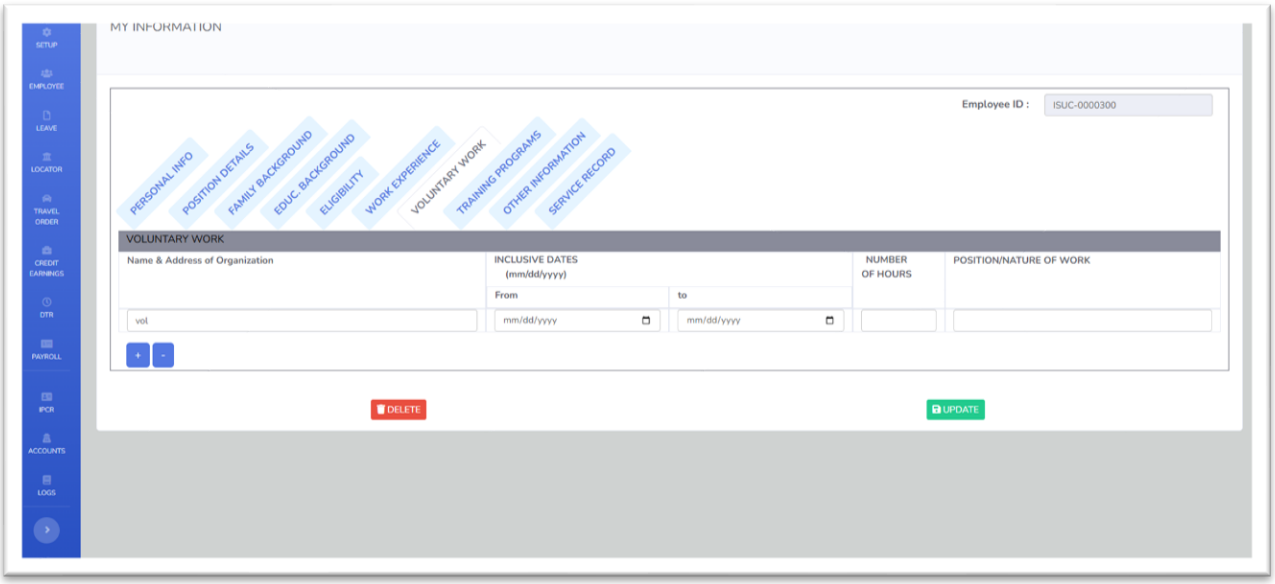
- Edit **previous work experiences**.
- Click the **plus button** at the bottom to add additional entries.
- Click **"Update"** to save changes.



(image 21)

Voluntary Work

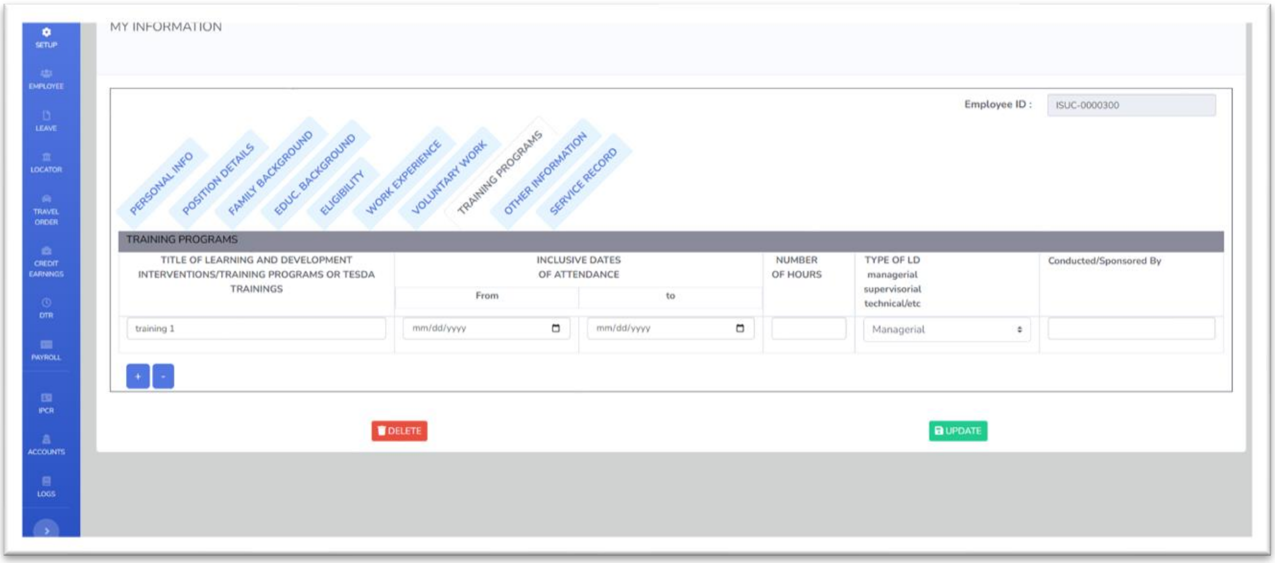
- Edit **voluntary work experiences**.
- Click the **plus button** at the bottom to add more entries.
- Click **"Update"** to save changes.



(image 22)

Training Programs

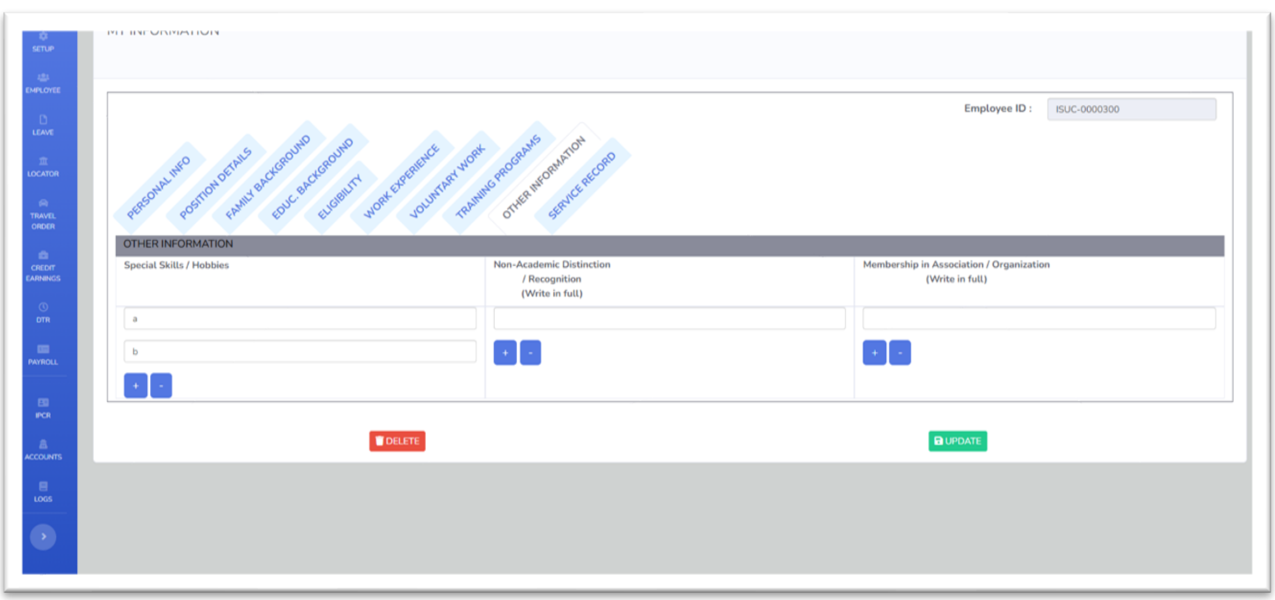
- Edit **training programs or interventions**.
- Click the **plus button** at the bottom to add additional training records.
- Click **"Update"** to save changes.



(image 23)

Other Information

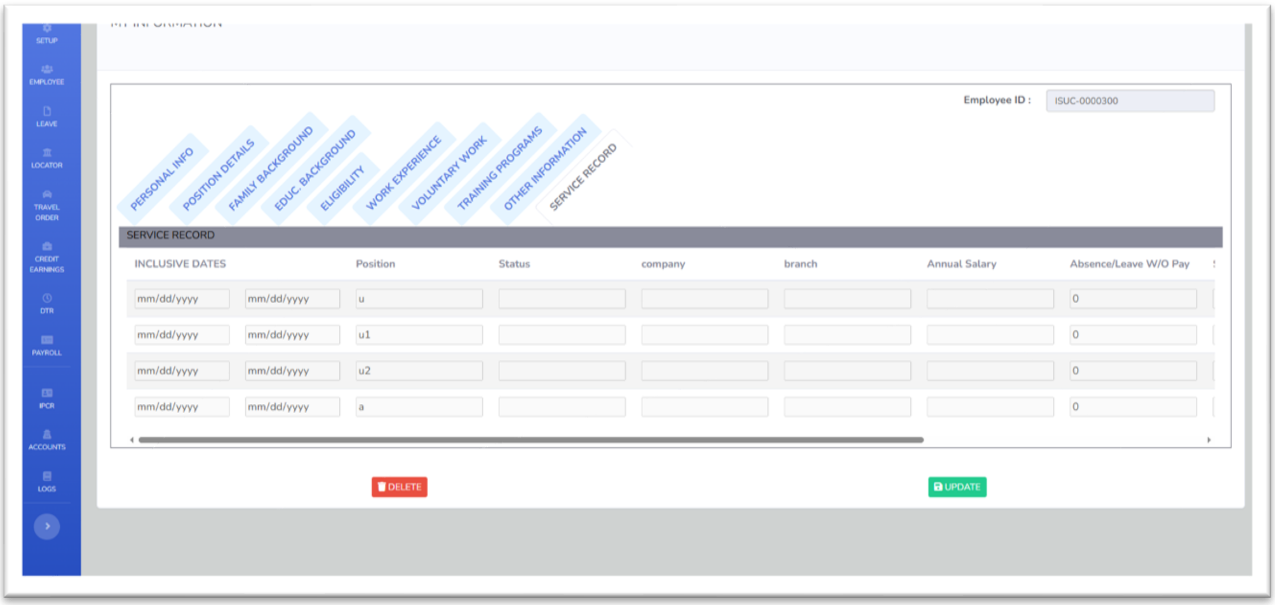
- Edit details regarding **special skills or hobbies, recognitions, and membership in associations**.
- Click the **plus button** at the bottom to add more entries.
- Click **"Update"** to save changes.



(image 24)

Service Record (Non-Editable)

- This tab is **view-only** and can only be edited by HR.



(image 25)

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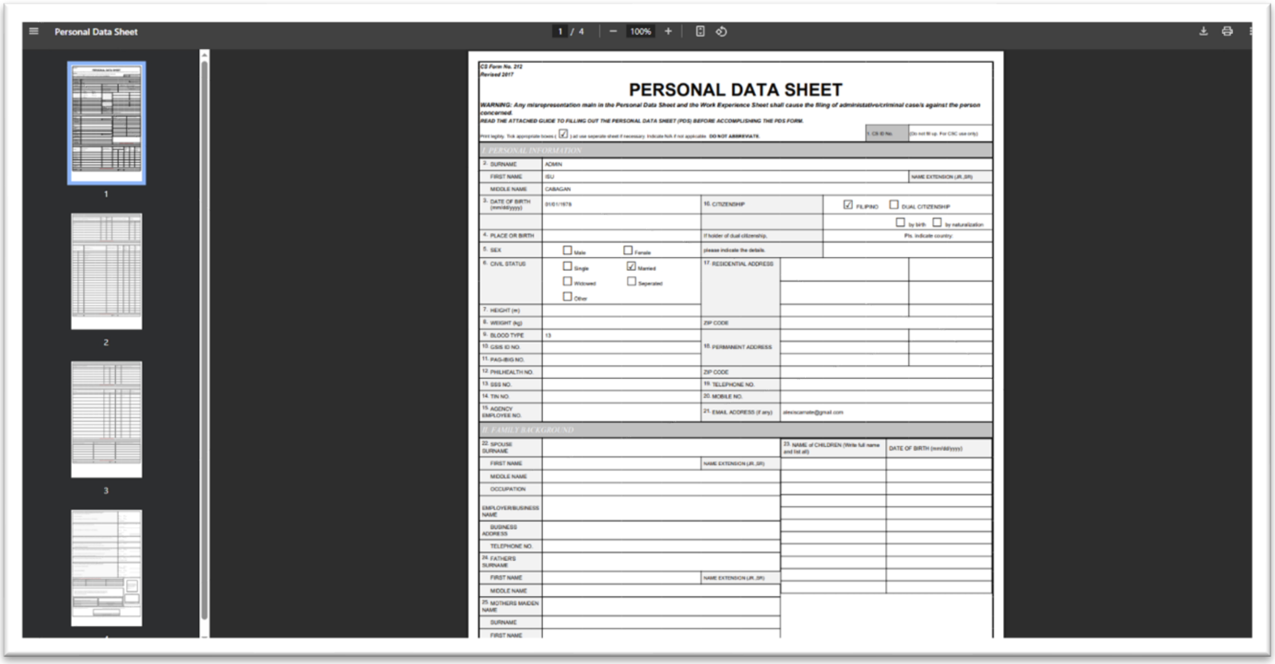
2. Printing or Downloading Your PDS

1. On the side menu, select **"Employee"**.
2. Choose **"My PDS"**.
3. A copy of your **Personal Data Sheet (PDS)** will automatically appear.
4. You can **print or download** your PDS as needed.



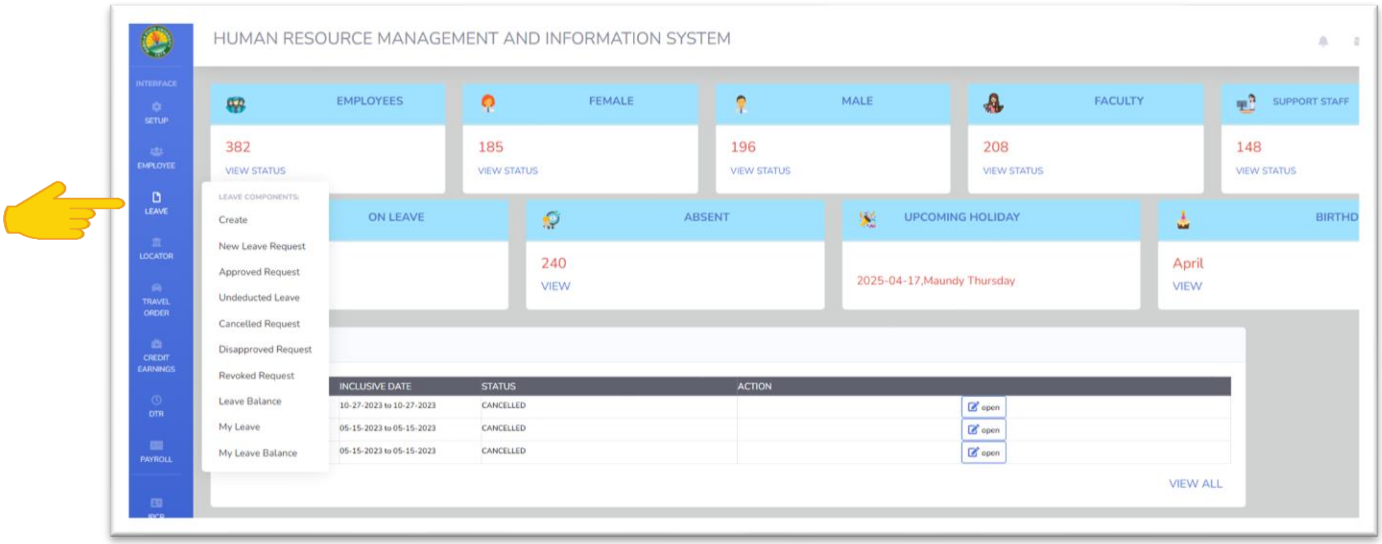
(image 26)

LEAVE APPLICATION

This manual provides step-by-step instructions on how to apply for leave using the Human Resource Management Information System (HRMIS).

1. Accessing the Leave Menu

1. On the side menu, click the **Leave** menu list.



(image 27)

2. A submenu will appear with the following options:
   - **Create** – Apply for a new leave.
   - **My Leave** – View all submitted leave applications.
   - **My Leave Balance** – Check remaining leave status.

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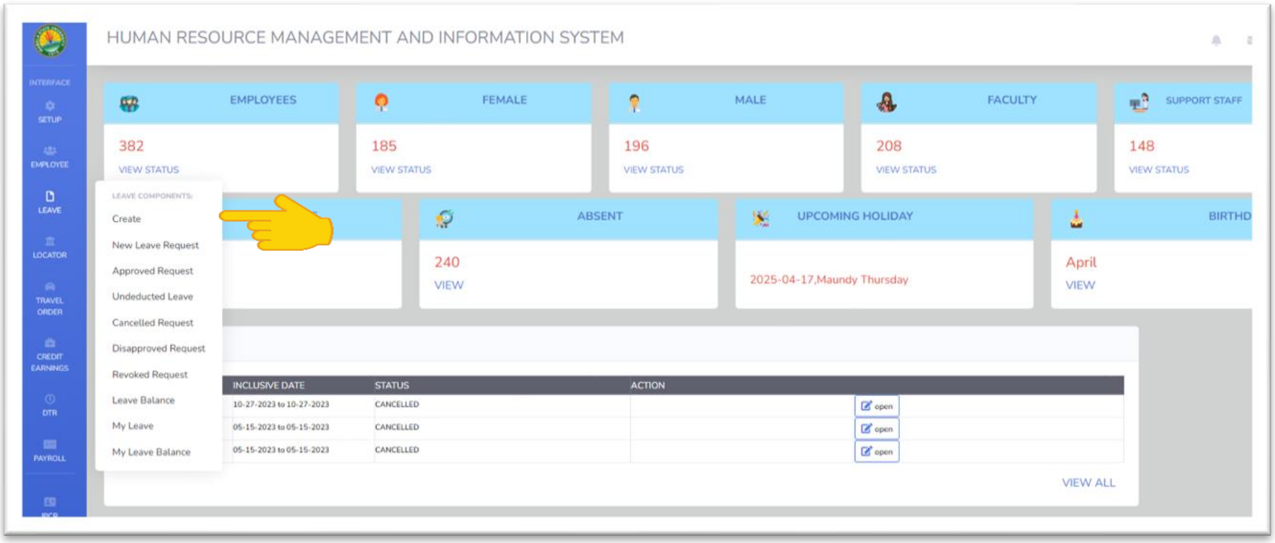
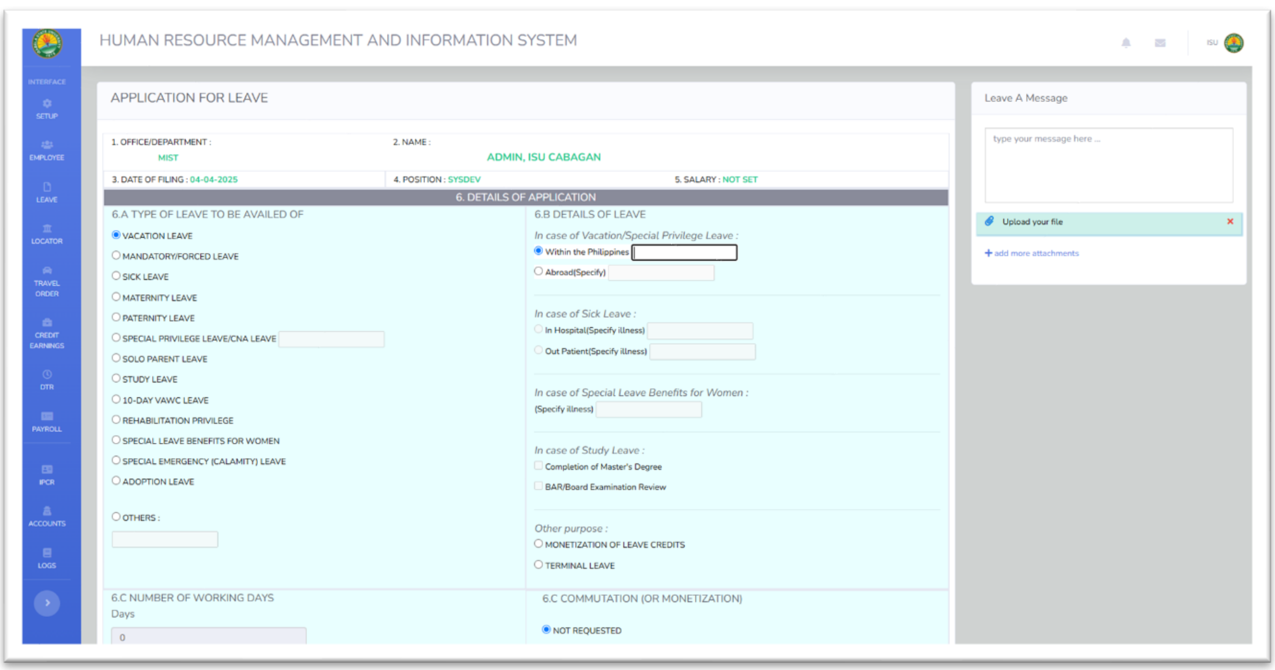
2. Creating a Leave Application

1. Click **Leave** on the side menu.
2. Select **Create** from the submenu.



(image 28)

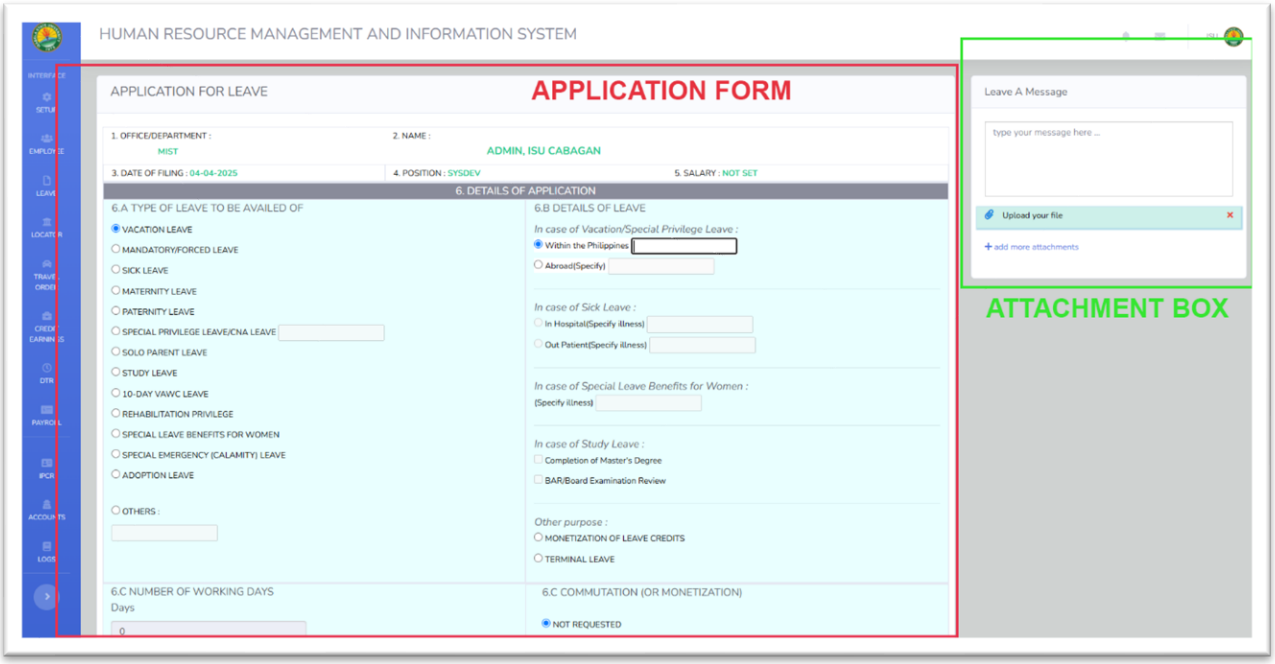
3. You will be redirected to the **Leave Form**, which is similar to the Civil Service Form No. 6.



(image 29)

4. The form has two sections:

- **Application Form –** Editable fields are highlighted in blue.
- **Message & Attachment Box –** Add comments and upload supporting documents.



(image 30)

3.1. Auto-filled Information

The following details are automatically filled in:

- Office or Department
- Name
- Date of Filing
- Position
- Salary

3.2. Selecting the Type of Leave

Choose from the following options:

- **Vacation Leave –** Specify location (local or abroad) and select dates.
- **Mandatory Leave –** Insert five dates; the system validates them automatically.
- **Sick Leave –** Indicate if it's inpatient or outpatient and specify the illness.
- **Maternity/Paternity Leave –** Select leave dates; the system calculates the total days.

- **Special Privilege Leave (CNA Leave) –** Specify the reason (e.g., birthday, memorial, etc.).
- **Solo Parent Leave –** Enter leave dates.
- **Study Leave –** Indicate if it's for a master's degree or board exam review.
- **10-Day VAWC Leave –** Select leave dates.
- **Rehabilitation Privilege –** Enter leave dates.
- **Special Leave Benefits for Women –** Specify illness and select leave dates.
- **Special Emergency (Calamity) Leave –** Enter leave dates.
- **Adoption Leave –** Select leave dates.
- **Other Leave Types –** Specify type and enter leave dates.

Note: The system excludes holidays and off-days automatically.

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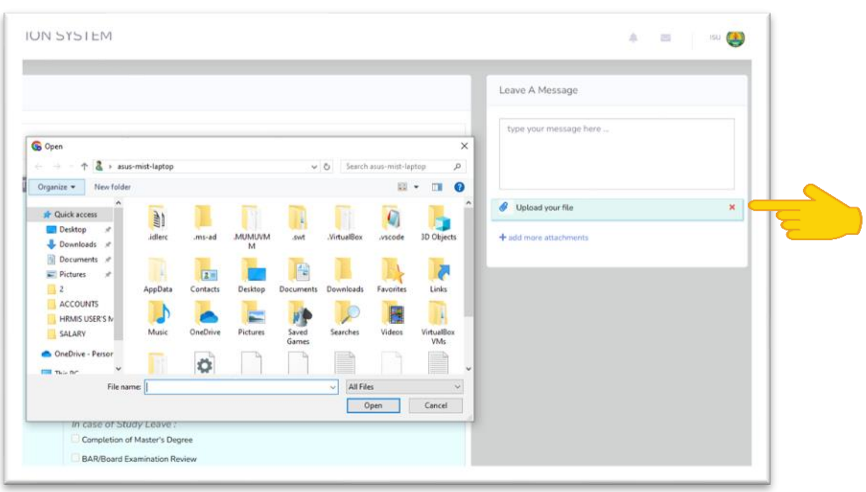
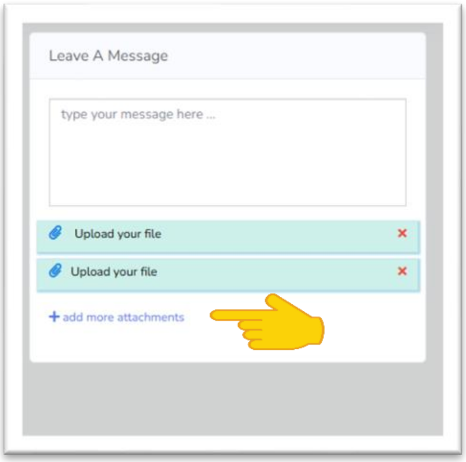
4. Attaching Supporting Documents

1. Use the chat box for additional comments.
2. Click the **attachment icon** to upload files.



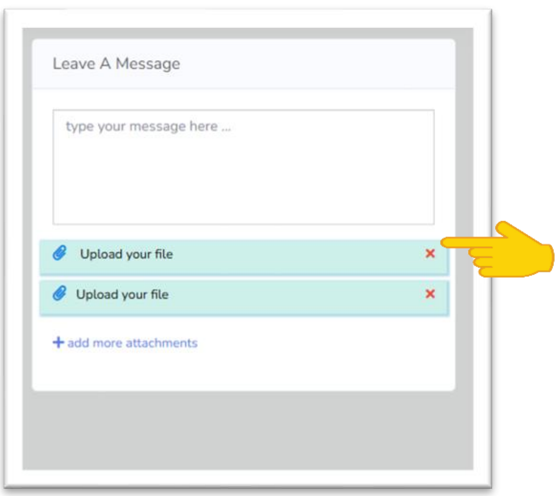
(image 31)

3. To attach multiple files, click the **plus (+) icon**.



(image 32)

4. To remove an attachment, click the **X icon**.



(image 33)

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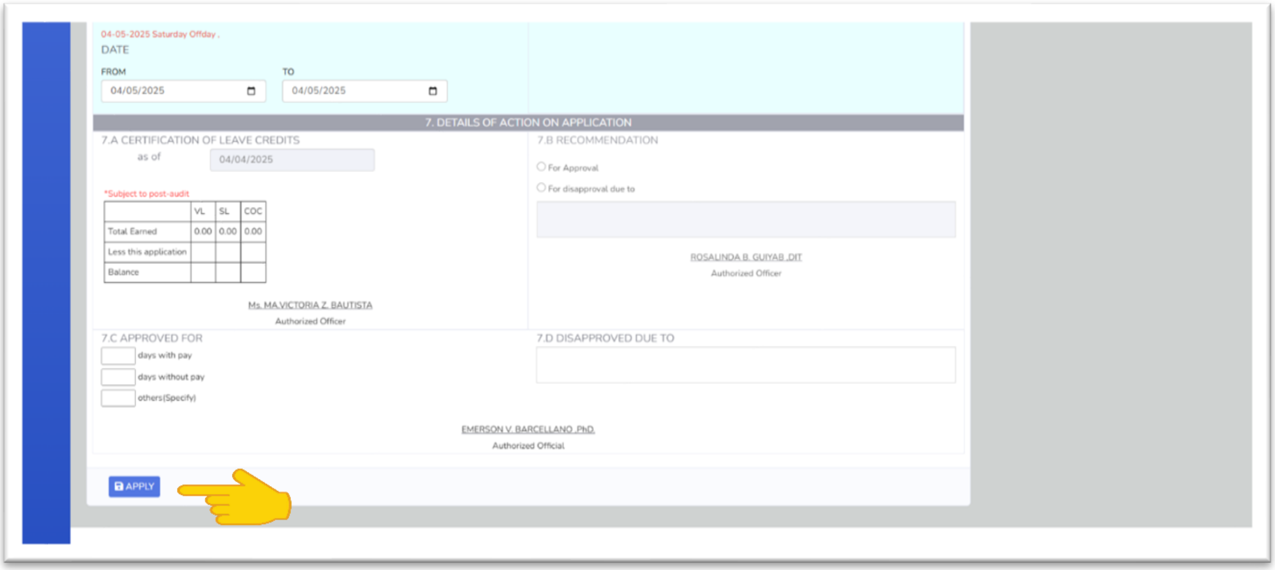
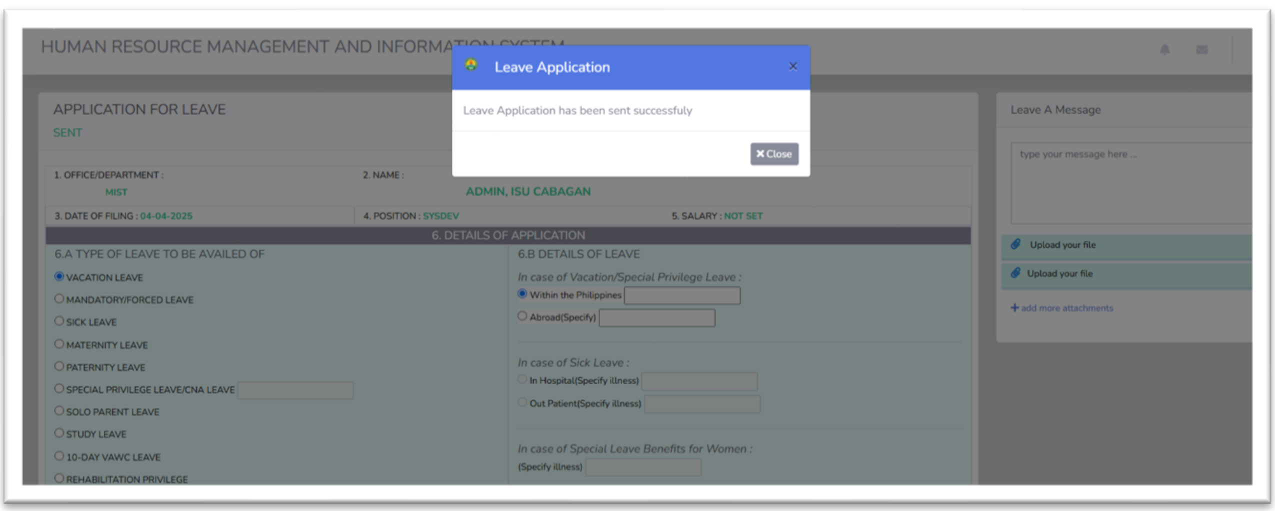
5. Submitting the Application

1. Once all required fields are completed, click **Apply**.



(image 34)

2. A confirmation message will appear.



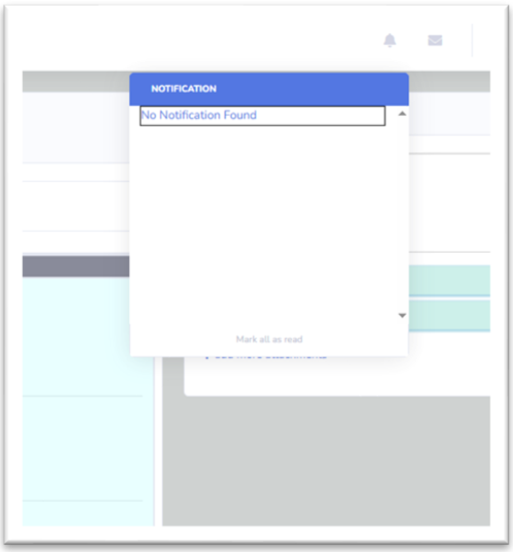
(image 35)

3. The leave application follows this approval workflow:
    - **HR Staff** checks and verifies.
    - **HR Head** certifies the application.
    - **Immediate Supervisor** reviews and approves.

- ◦ **Executive Officer** provides final approval.

Note: All updates on your leave application will be notified via:

- HRMIS **notification icon** (top-right corner).



(image 36)

- **Email notification**.

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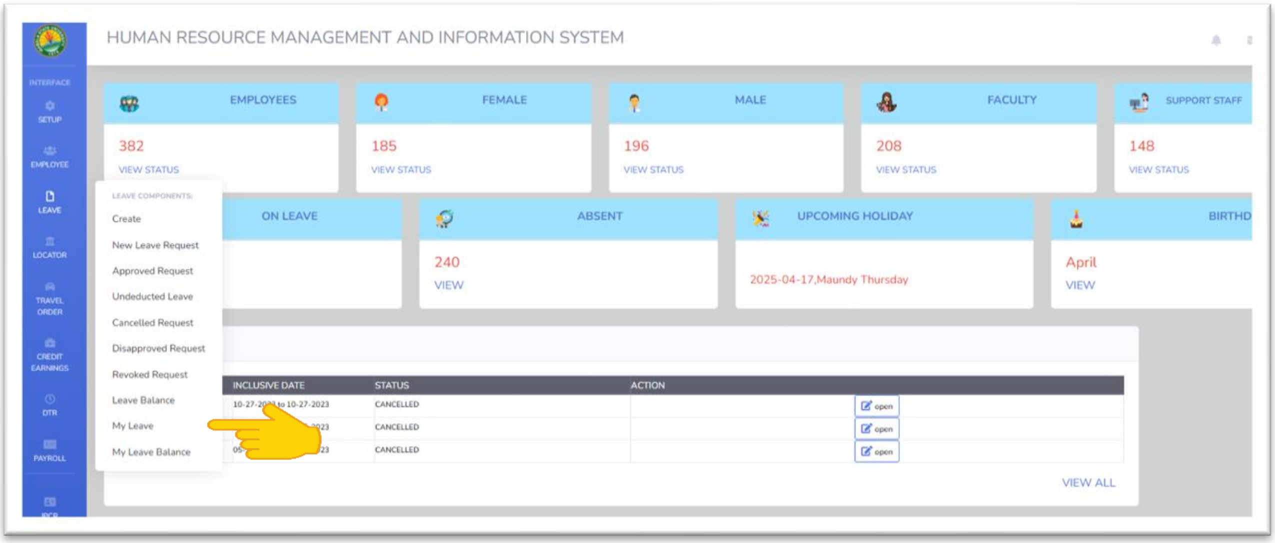
6. Managing Your Leave Applications

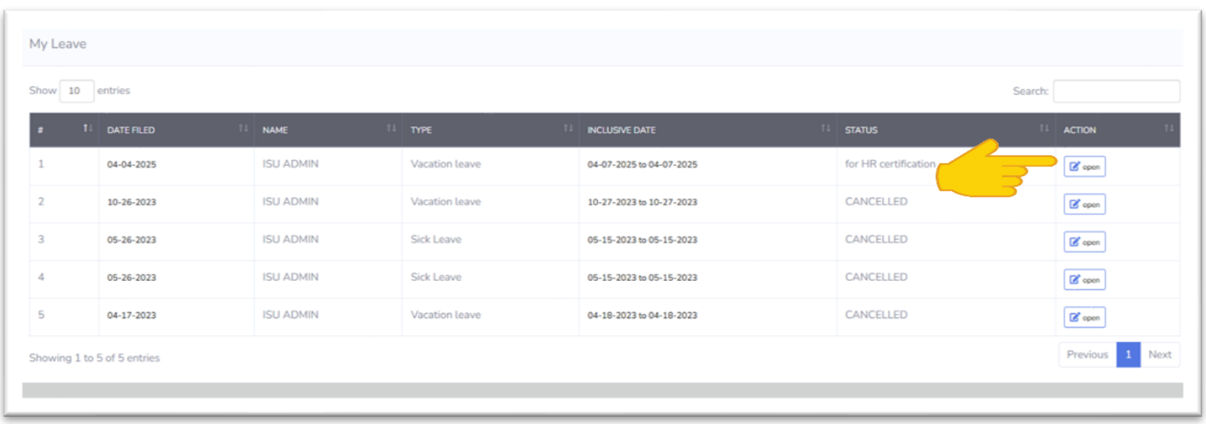
6.1. Viewing Applied Leave

1. Click **Leave** from the side menu.
2. Select **My Leave**.



(image 37)

3. View the list of submitted applications.
4. Click **Open** to review details.



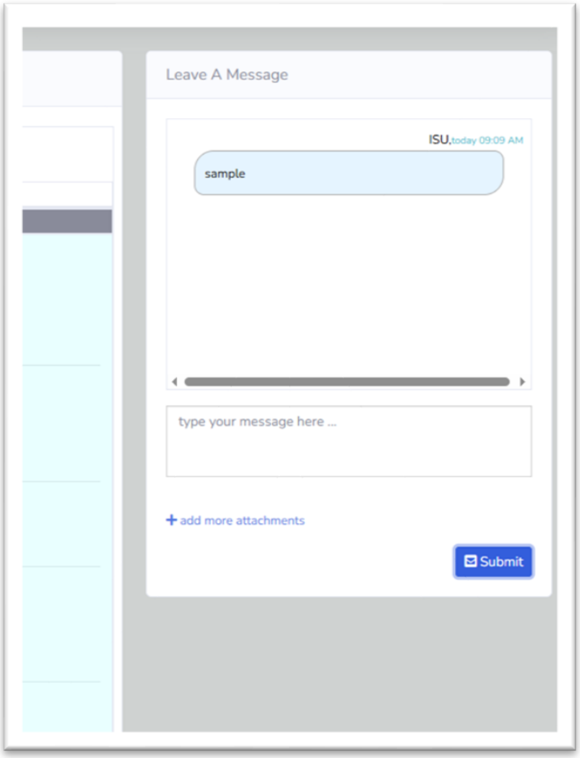
(image 38)

6.2. Editing Leave Applications

- You can edit an application **before HR certification**.

6.3. Using the Chat Box

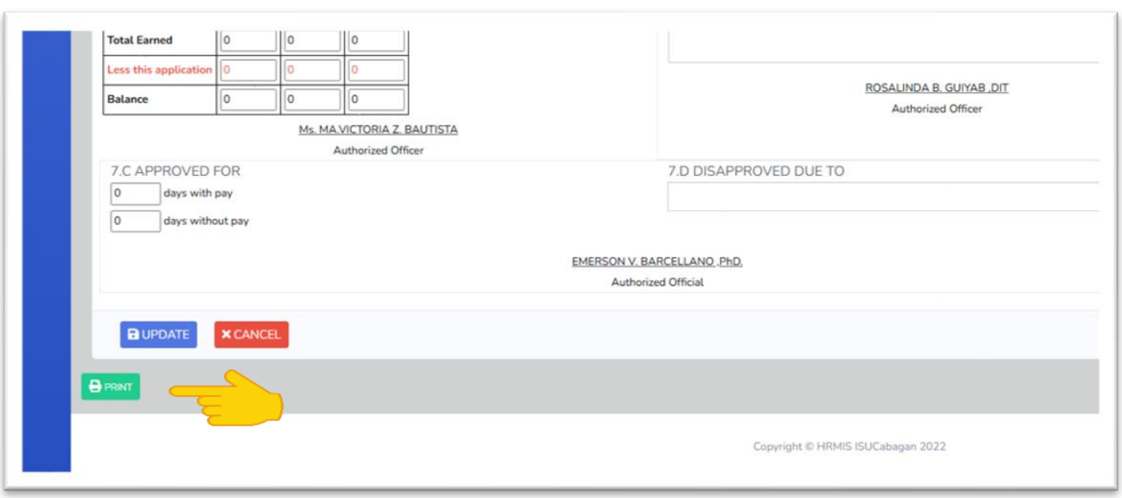
- Communicate in real-time about your leave status.
- Download attached documents if needed.



(image 39)

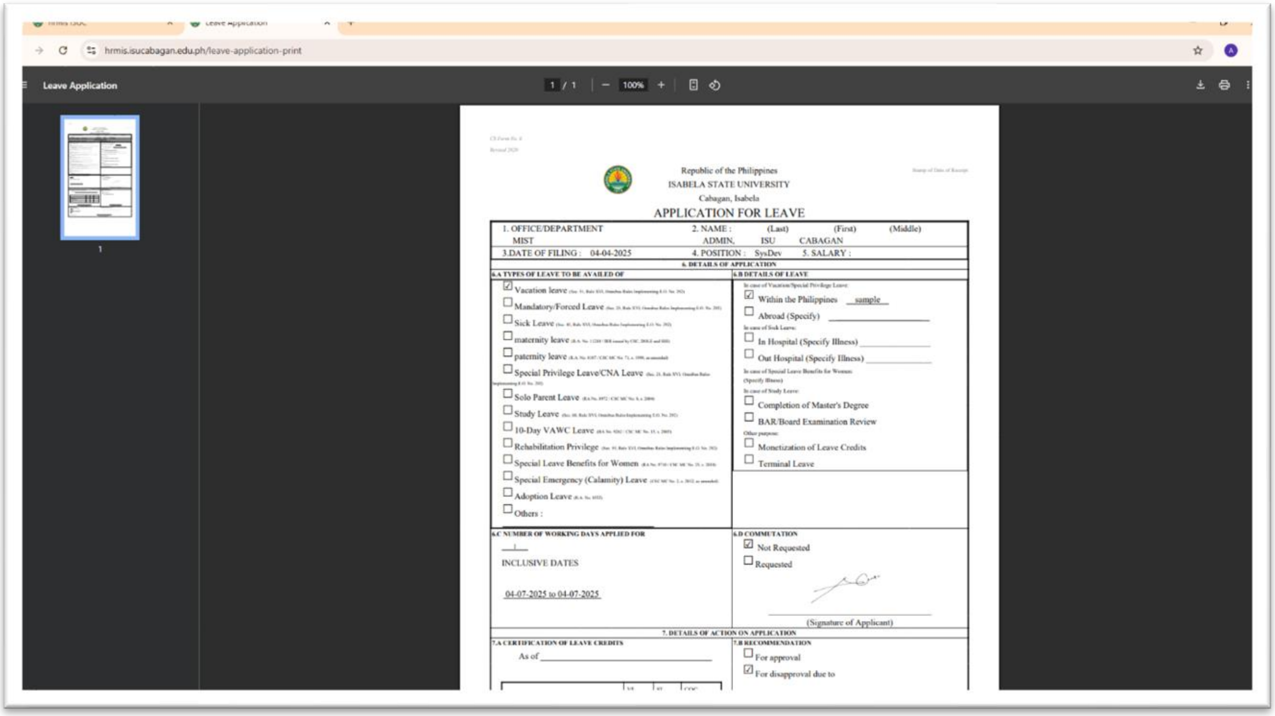
6.4. Printing the Leave Form

1. Open the applied leave.
2. Scroll down and click the **Print** button.



(image 40)

3. Approved applications will include required signatures.



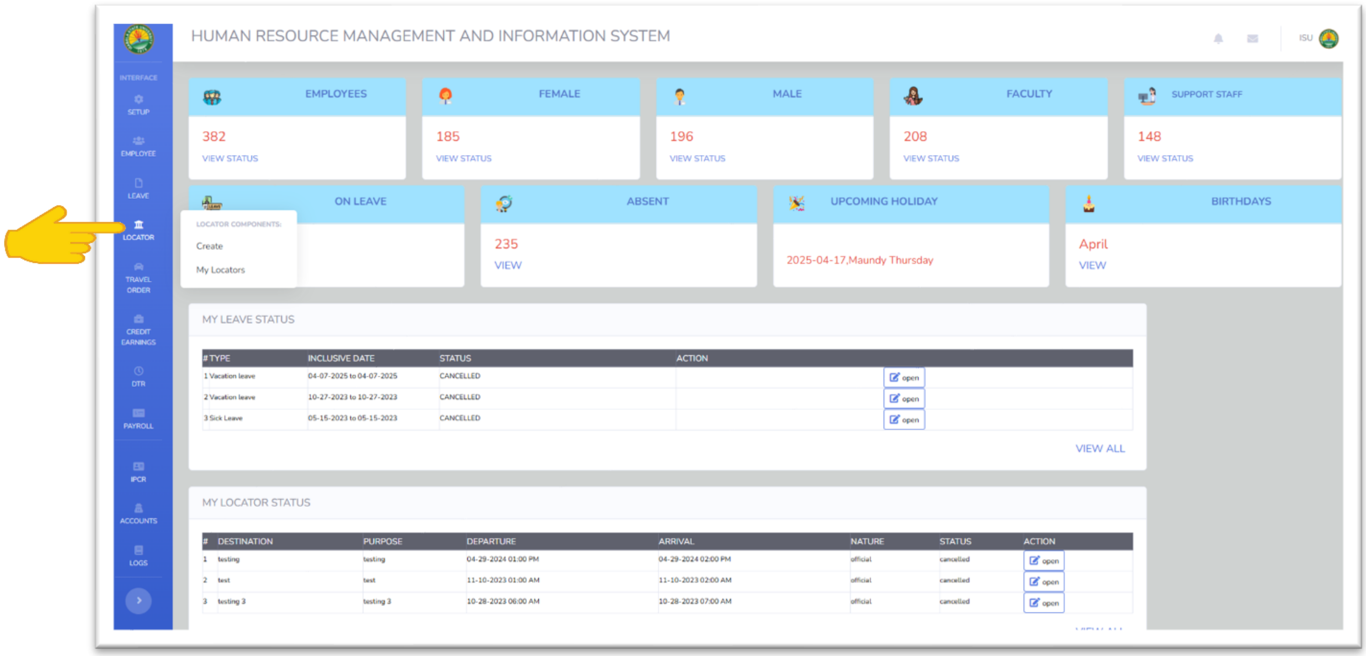
(image 41)

LOCATOR

This user manual provides step-by-step instructions on how to apply for a locator using the system. The locator feature allows users to submit requests for location-based applications, whether for official or personal reasons.

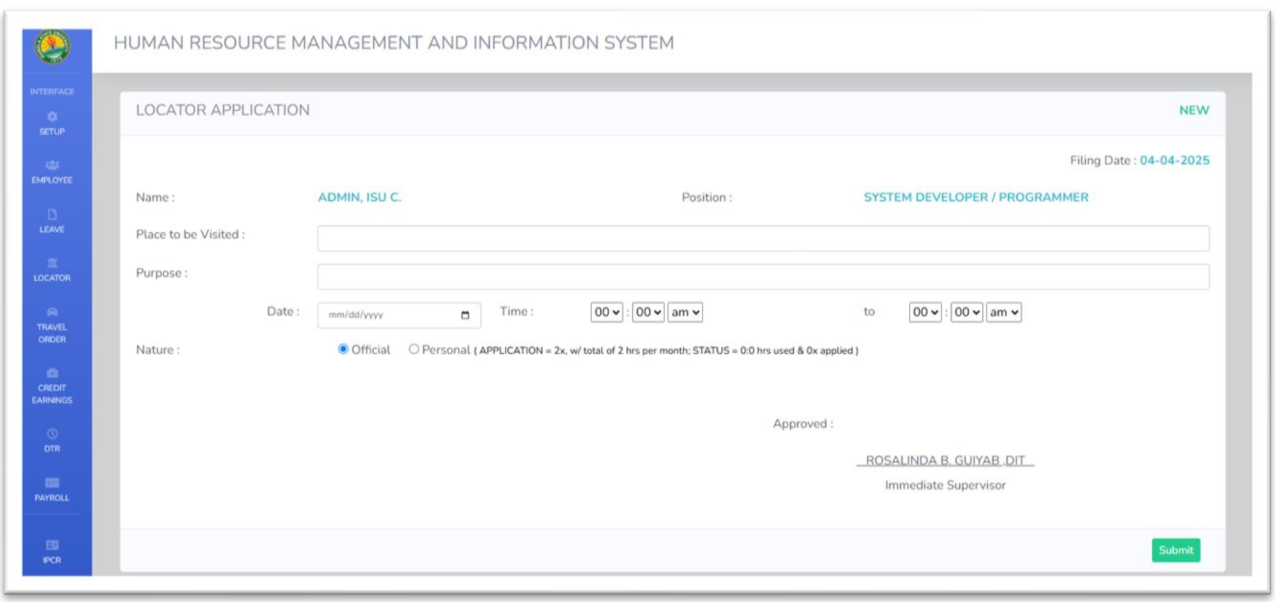
Accessing the Locator Feature

1. On the side menu, click **"Locator"**.
2. In the submenu, select **"Create"**.



(image 42)

3. You will be redirected to the locator application page.



(image 43)

Filling Out the Locator Application

The system will automatically populate the following details based on saved information:

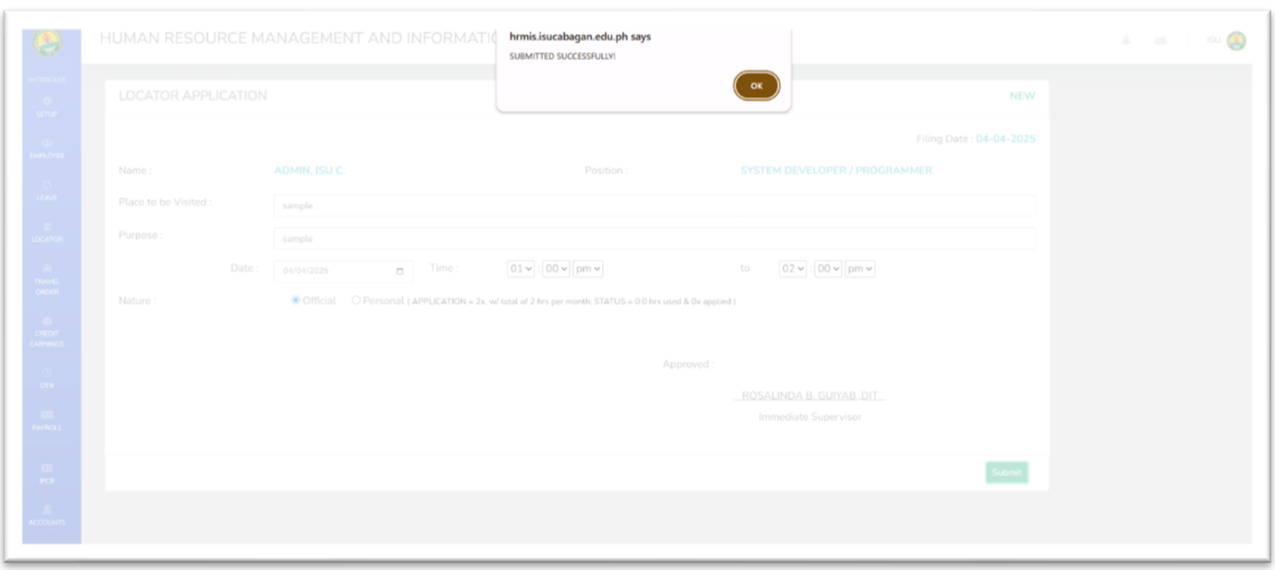
- Name
- Position
- Filing date

User Input Requirements:

- **Place to be visited –** Enter the location in the provided text box.
- **Purpose –** Specify the reason for the visit in the designated text box.
- **Date and time of application –** Select the appropriate date and time.
- **Nature of application –** Choose between:
    - **Official**
    - **Personal** (Limited to twice per month, with a total of two hours per month.)

Submitting the Application

1. After filling in the required details, click the **"Submit"** button.



(image 44)

2. Your immediate supervisor will receive the application and decide whether to approve or disapprove it.

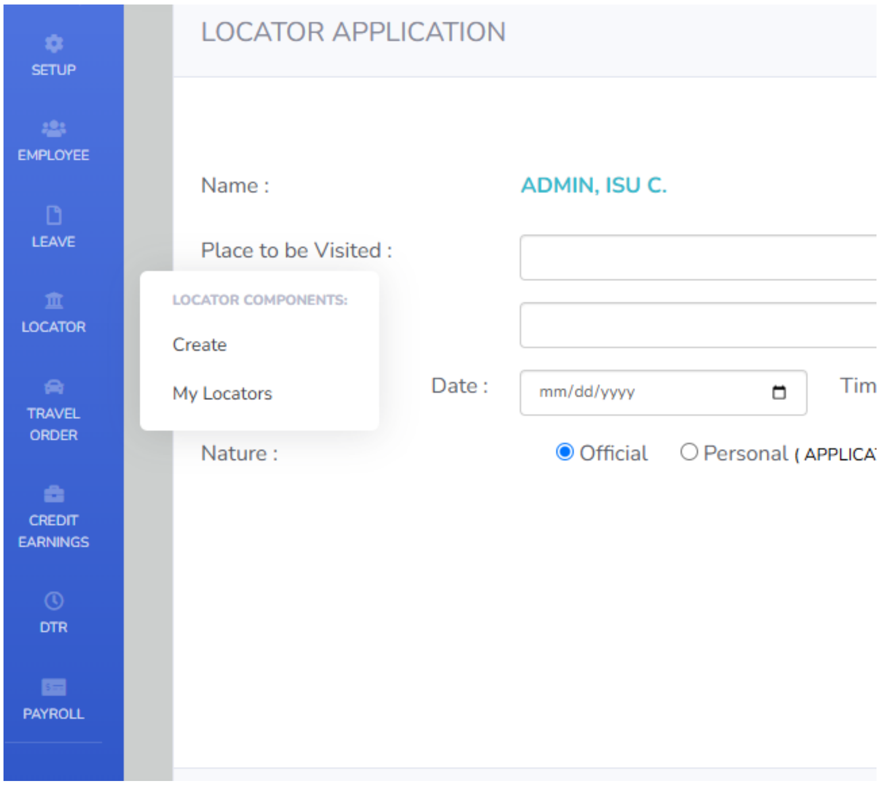
Checking Application Status

- You will receive updates on your application status through:

- The notification icon at the top of the webpage.
- Email notification.

Opening and Modifying Your Locator Application

1. On the side menu, select **"Locator"**.
2. In the submenu, choose **"My Locators"**.

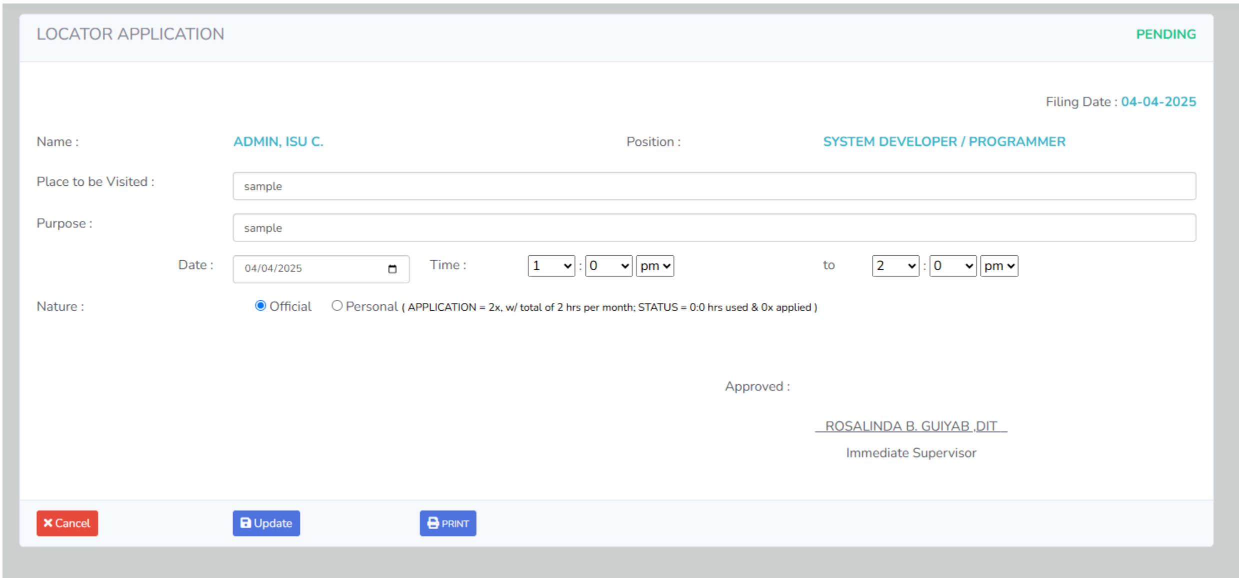


(image 45)

3. You will be redirected to the locator list.
4. Click the **"Open"** button next to the application you wish to access.

(image 46)

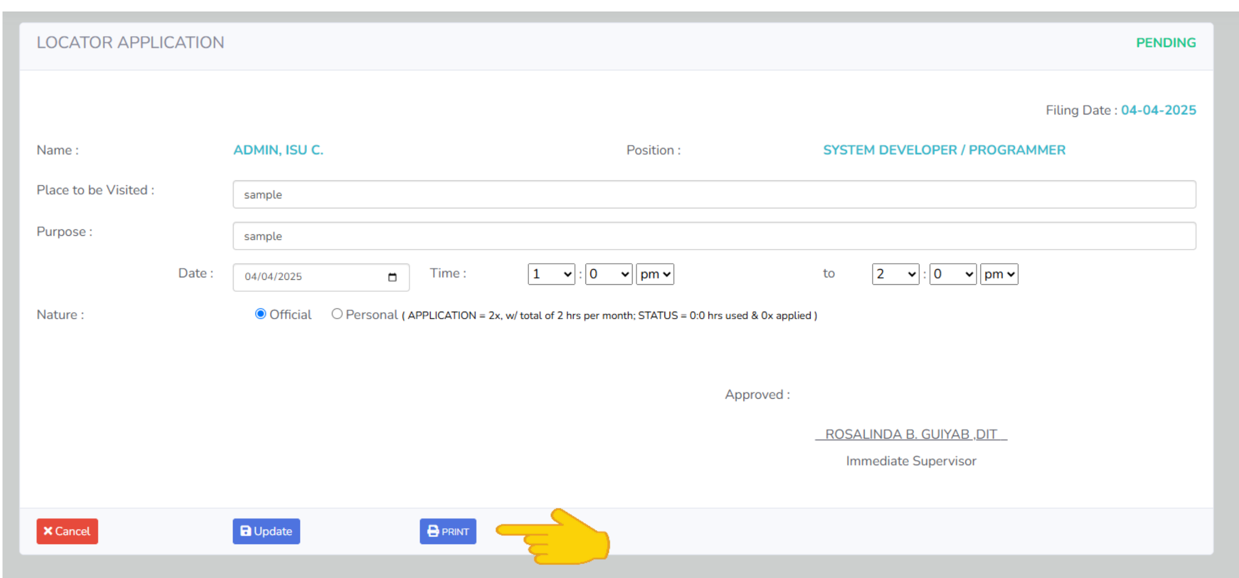
5. You can modify the details of your application until your supervisor approves it.



(image 47)

Printing Your Locator Slip

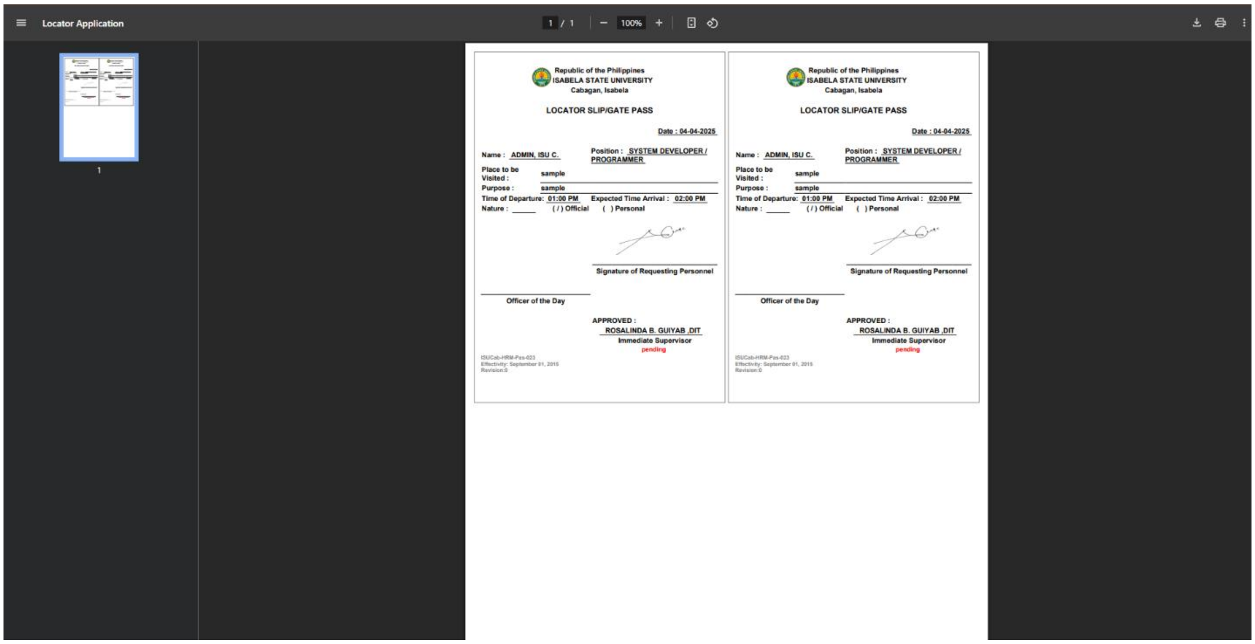
1. Scroll down to the bottom of the locator page.
2. Click the **"Print"** button.



(image 48)

3. The system will open a new tab displaying your locator slip.

4. Print the slip as needed.



(image 49)

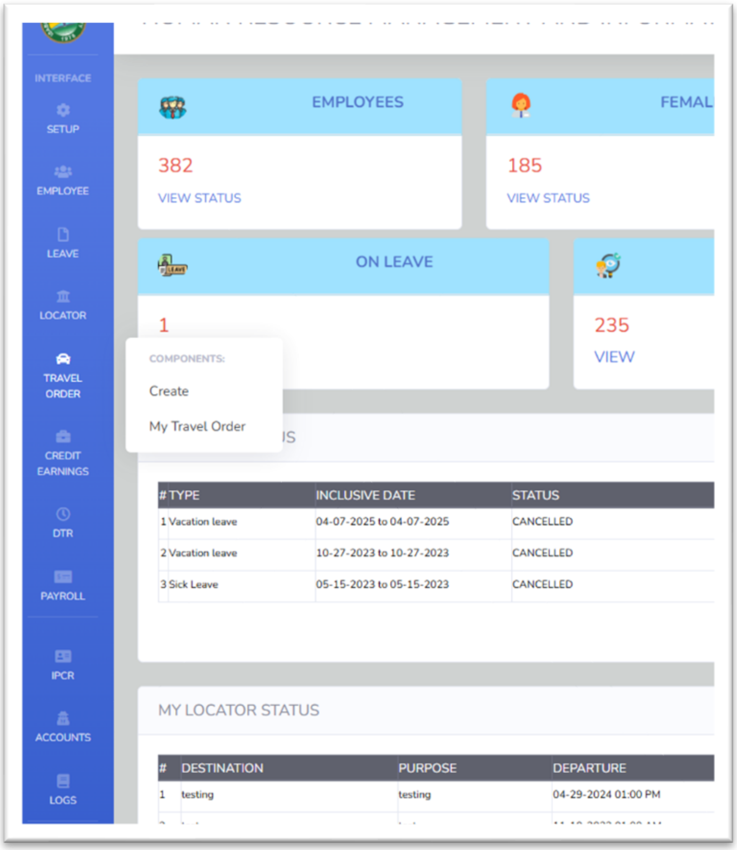
TRAVEL ORDER

This user manual provides step-by-step instructions on how to apply for a travel order using the system. It covers the application process, approval workflow, and how to print a copy of your travel order.

Applying for a Travel Order

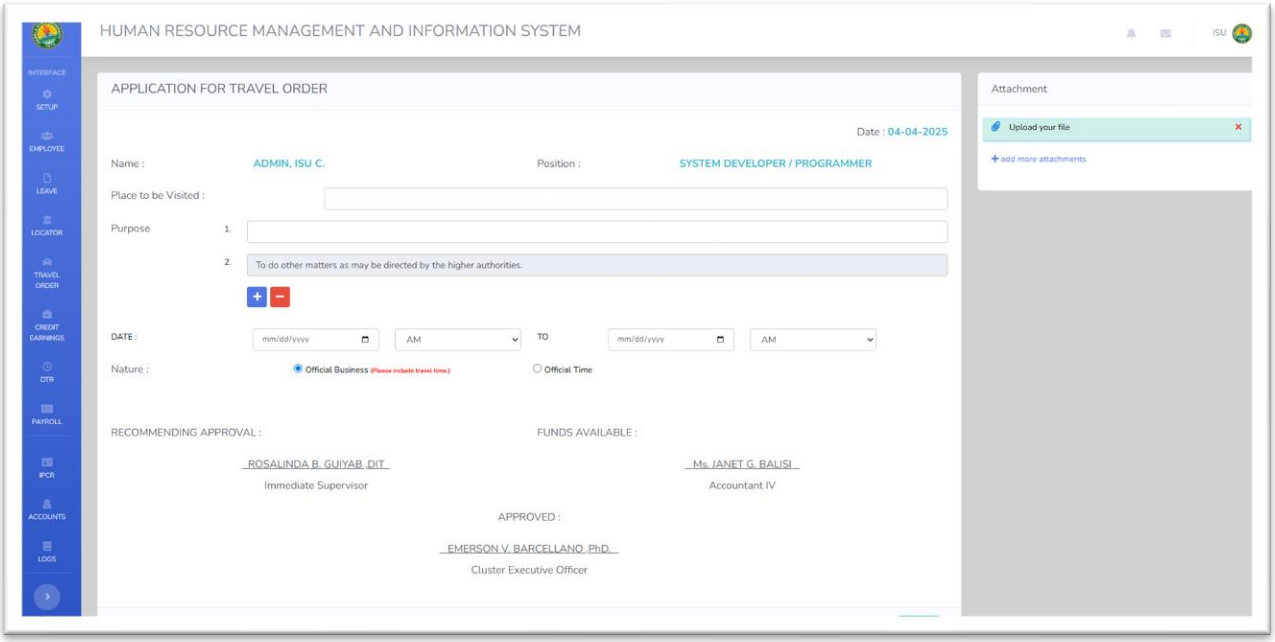
Step 1: Navigate to the Travel Order Section

- On the side menu, select the option with the car logo labeled **"Travel Order"**.
- A submenu will appear; choose **"Create"**.



(image 50)

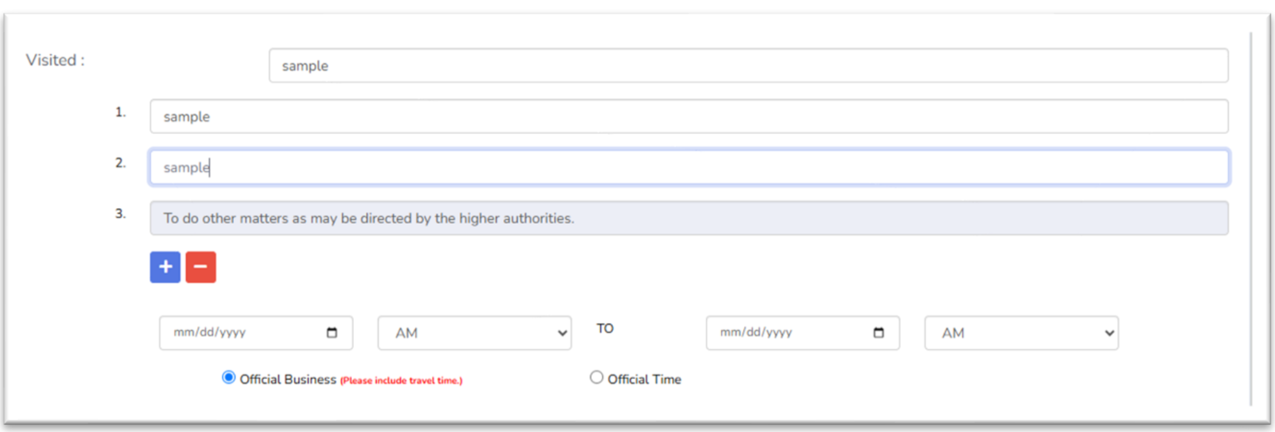
- Clicking this option will redirect you to the travel order page.



(image 51)

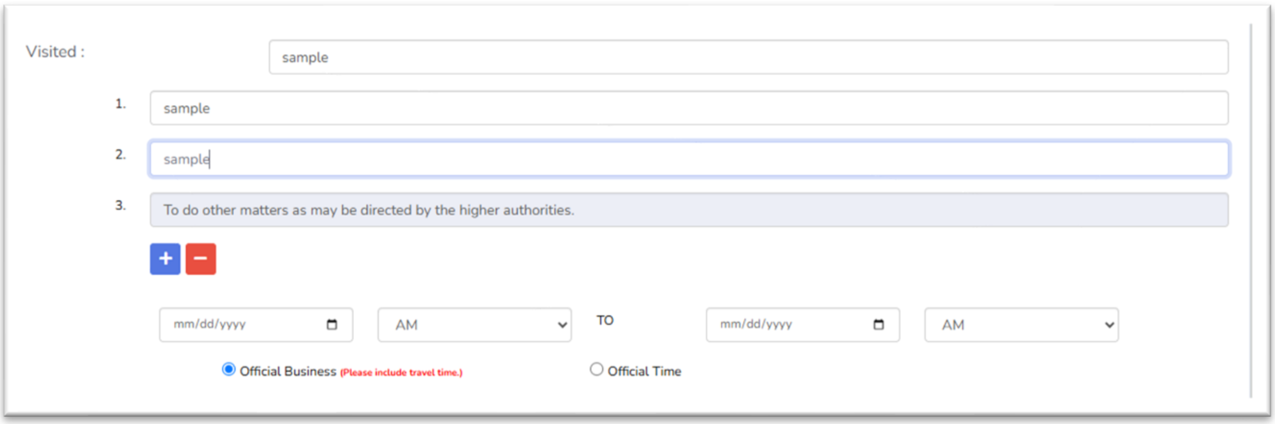
Step 2: Fill in Travel Order Details

- The **Date, Name, and Position** fields will be automatically filled by the system based on the stored user information.
- Enter the **Place to be visited** in the designated text box.
- Enter the **Purpose** in the provided text box.
    - If you need to add multiple purposes, click the **plus (+) button** to add another text box.
    - To remove an extra purpose, click the **minus (-) button**.



(image 52)

- Enter the **Travel Dates** in the provided fields. The system will check for errors automatically.

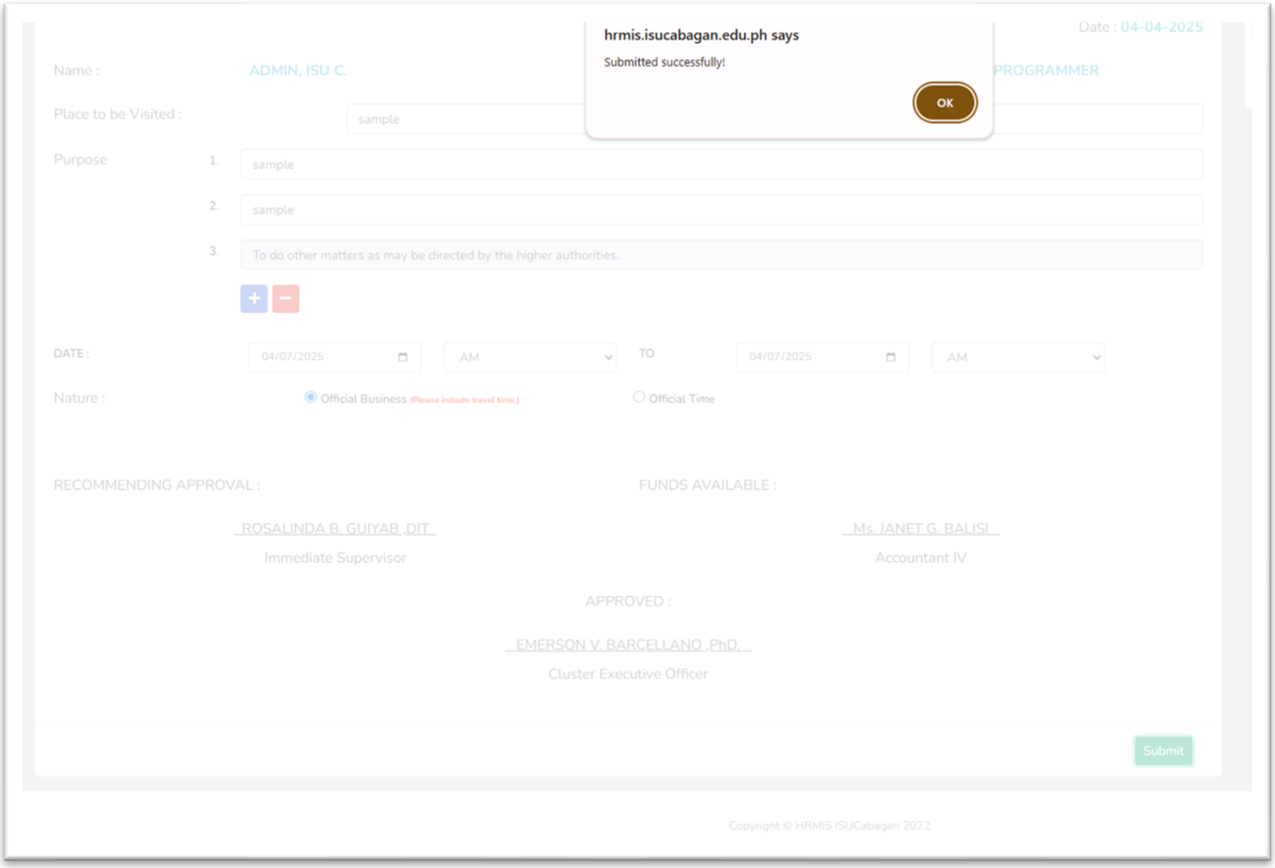


(image 53)

- Select the **Nature of the Application**, choosing either:
  - **Official Business**
  - **Official Time**
- Review the **Approval Officers** listed at the bottom of the page.

Step 3: Submit the Application

- Click the **Submit** button and wait for the system to process your application.



(image 54)

- Your immediate **supervisor** will receive the application first and decide to approve or disapprove it.
- If approved, the application moves to the **Accountant** for review.
- If the accountant approves, it is then forwarded to the **Executive Officer** for final approval or disapproval.

Step 4: Track Your Application Status

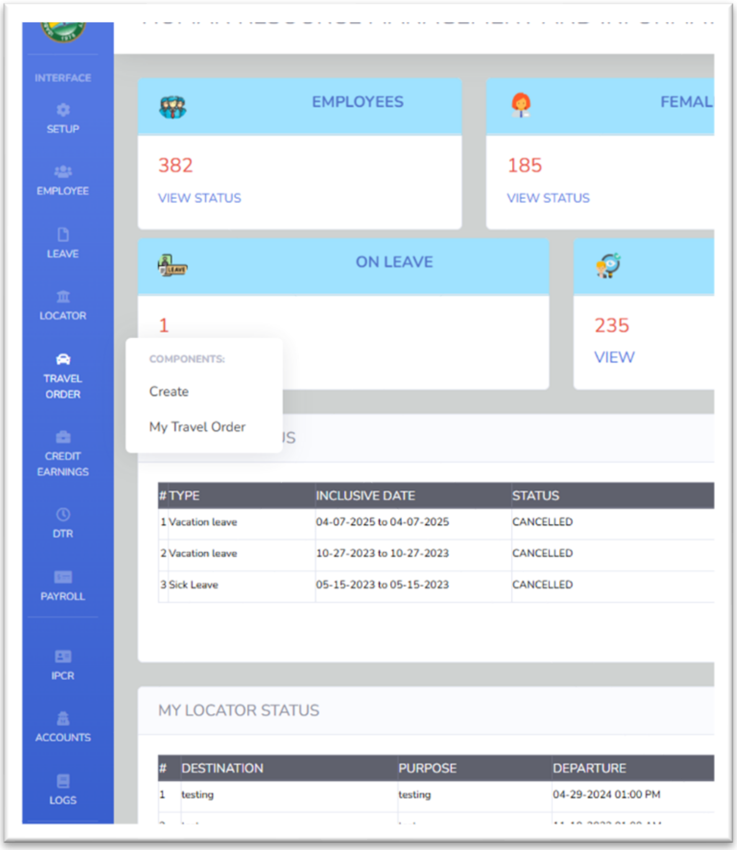
- You will receive notifications for every update regarding your travel order.
- Click the **Notification Icon** at the top of the webpage to check the status.

Printing a Copy of Your Travel Order

Step 1: Access Your Travel Order

- On the side menu, select **"Travel Order"**.

- Choose the submenu **"My Travel Order"**.

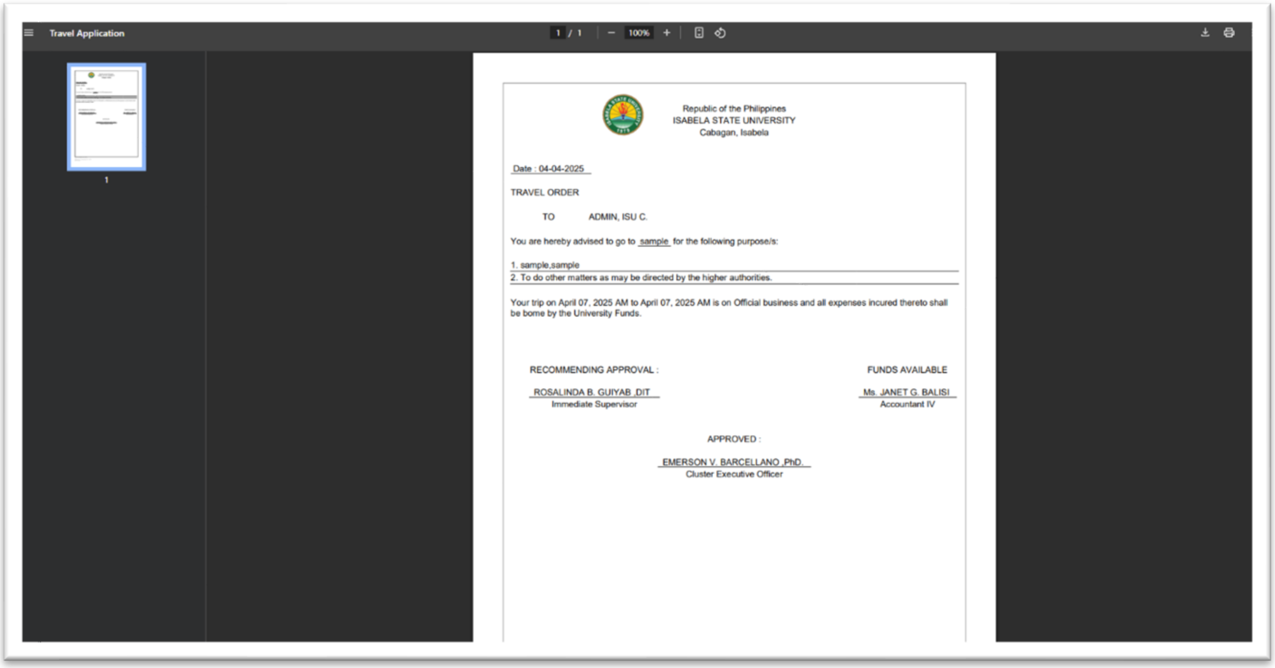


(image 55)

- You will be redirected to a list of travel orders.

Step 2: Open and Print the Travel Order

- Select the desired travel order from the list.
- Click the **"Open"** button next to your selected travel order.
- You will be redirected to the travel order details page.
- Scroll down and click the **"Print"** button to generate a printed copy.



Travel Application

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cabagan, Isabela

Date : 04-04-2025

TRAVEL ORDER

TO ADMIN, ISU C.

You are hereby advised to go to sample for the following purpose/s:

1. sample,sample
2. To do other matters as may be directed by the higher authorities.

Your trip on April 07, 2025 AM to April 07, 2025 AM is on Official business and all expenses incured thereto shall be borne by the University Funds.

RECOMMENDING APPROVAL :

ROSALINDA B. GUIYAB ,DIT
Immediate Supervisor

FUNDS AVAILABLE

Ms. JANET G. BALISI
Accountant IV

APPROVED :

EMERSON V. BARCELLANO ,PhD.
Cluster Executive Officer

(image 55)