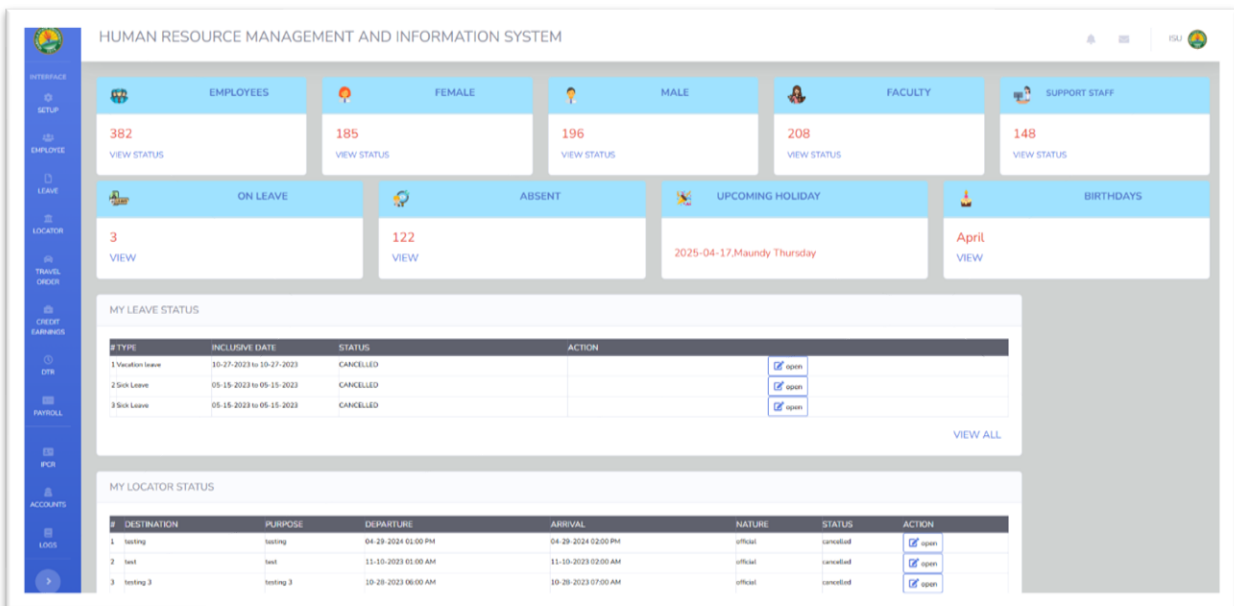


USER MANUAL

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.

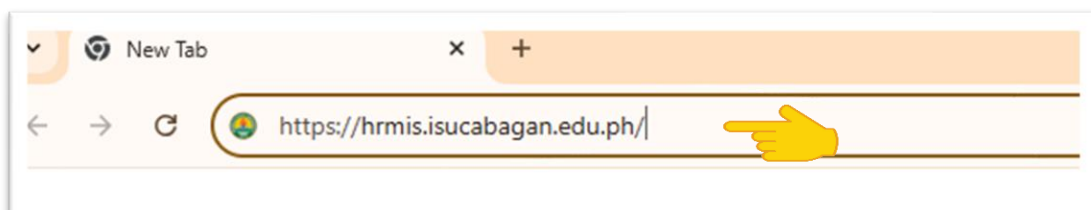


(image 01)

System Access

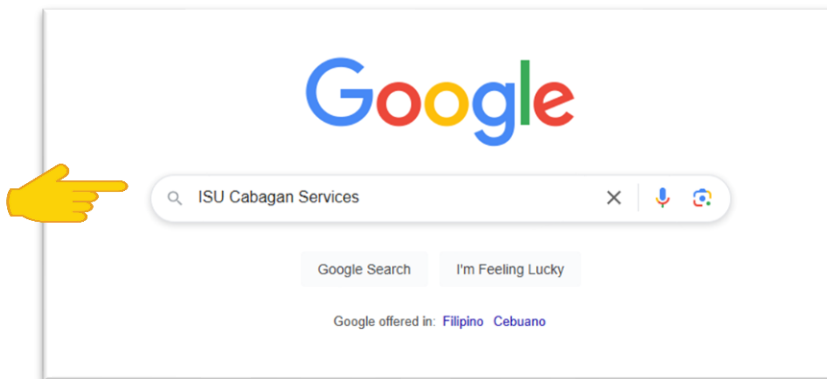
How to Access the HRMIS System

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



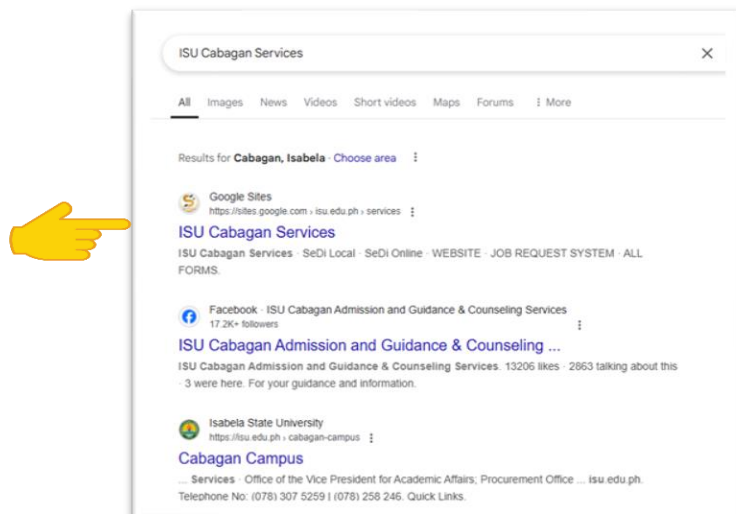
(image 02)

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

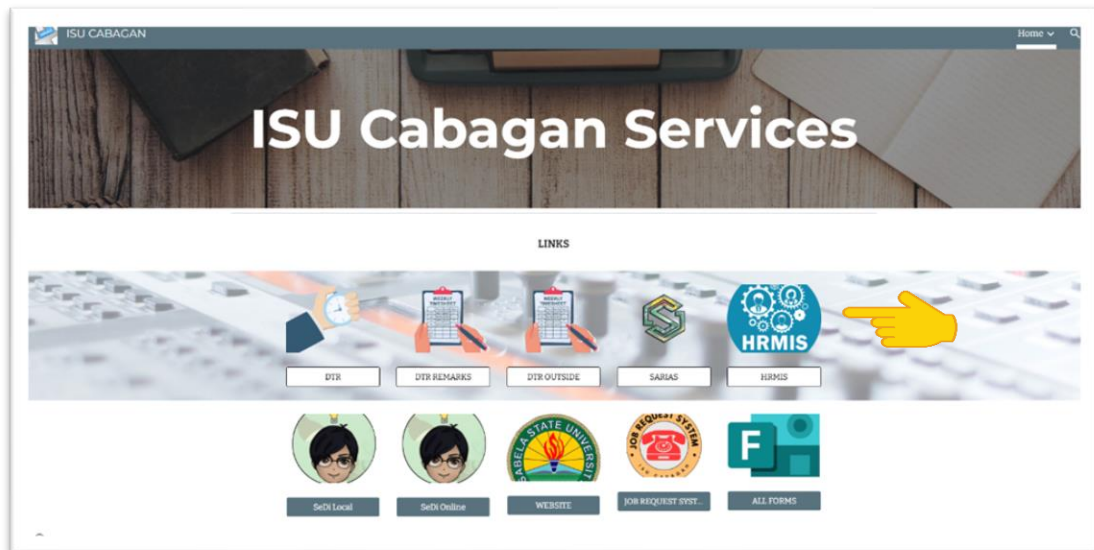


(image 03)

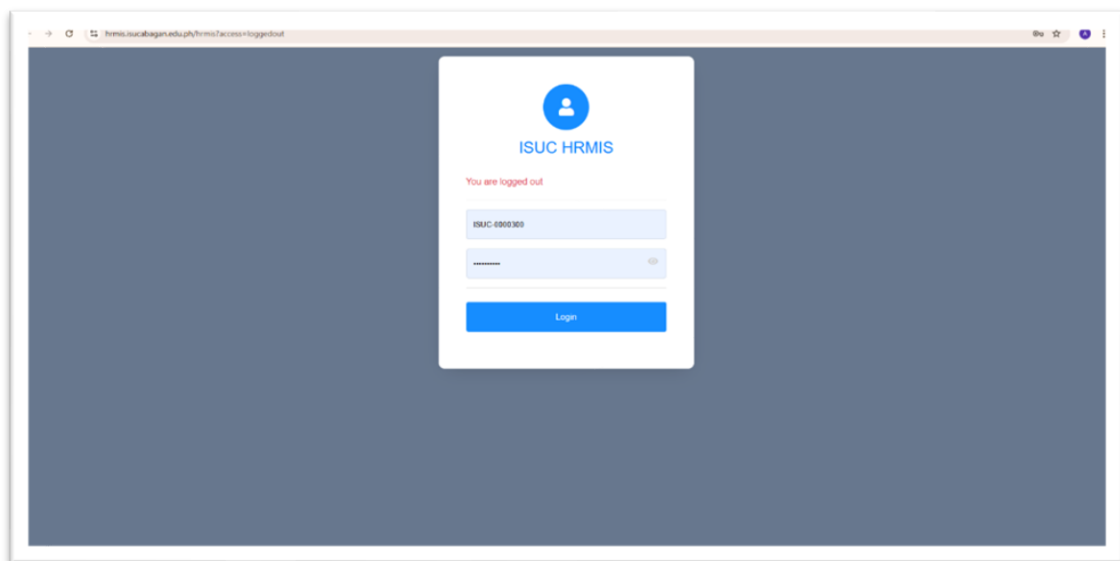
4. Select the ISU Cabagan Services Google site and click on HRMIS to access the system.



(image 04)



(image 05)



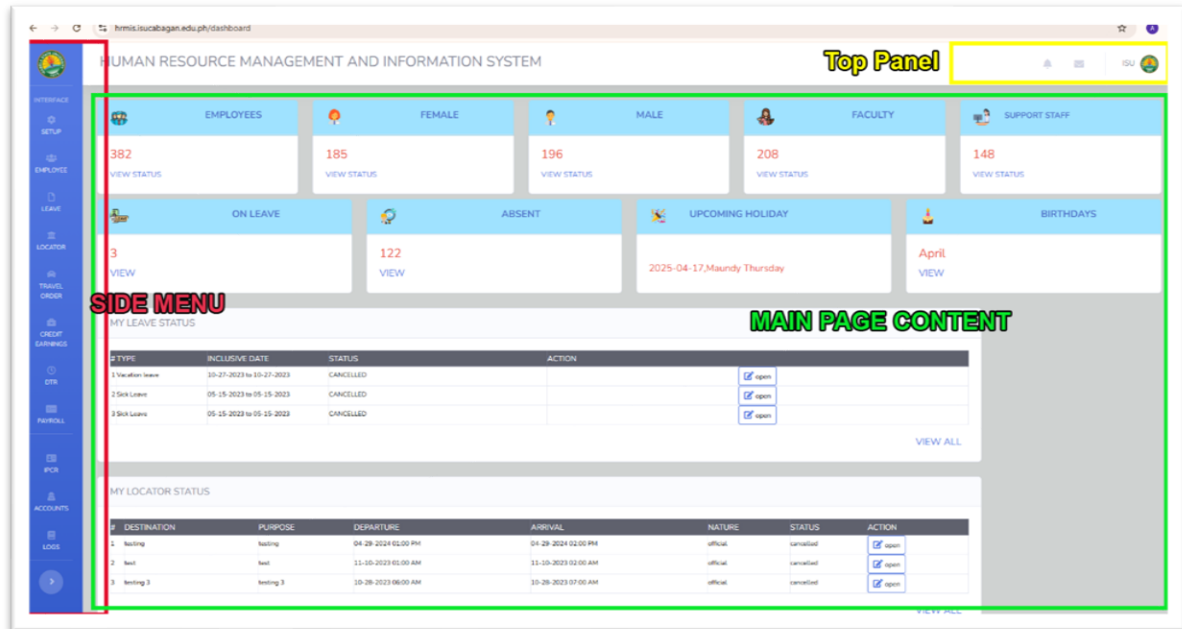
(image 06)

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.

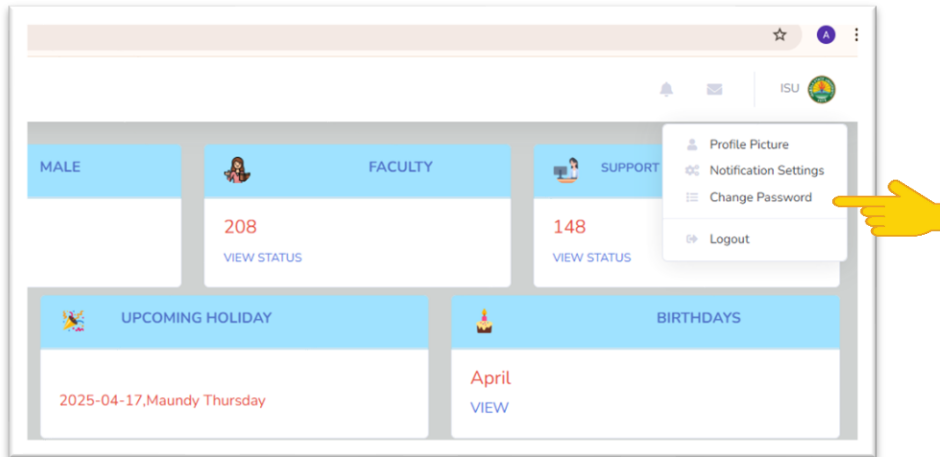


(image 07)

Account Management

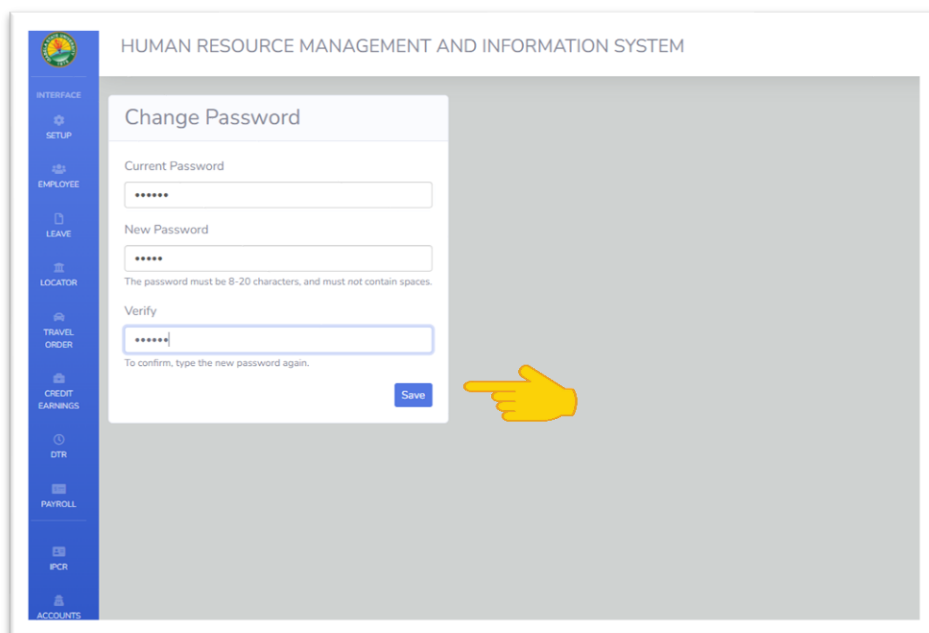
Changing Your Password

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.



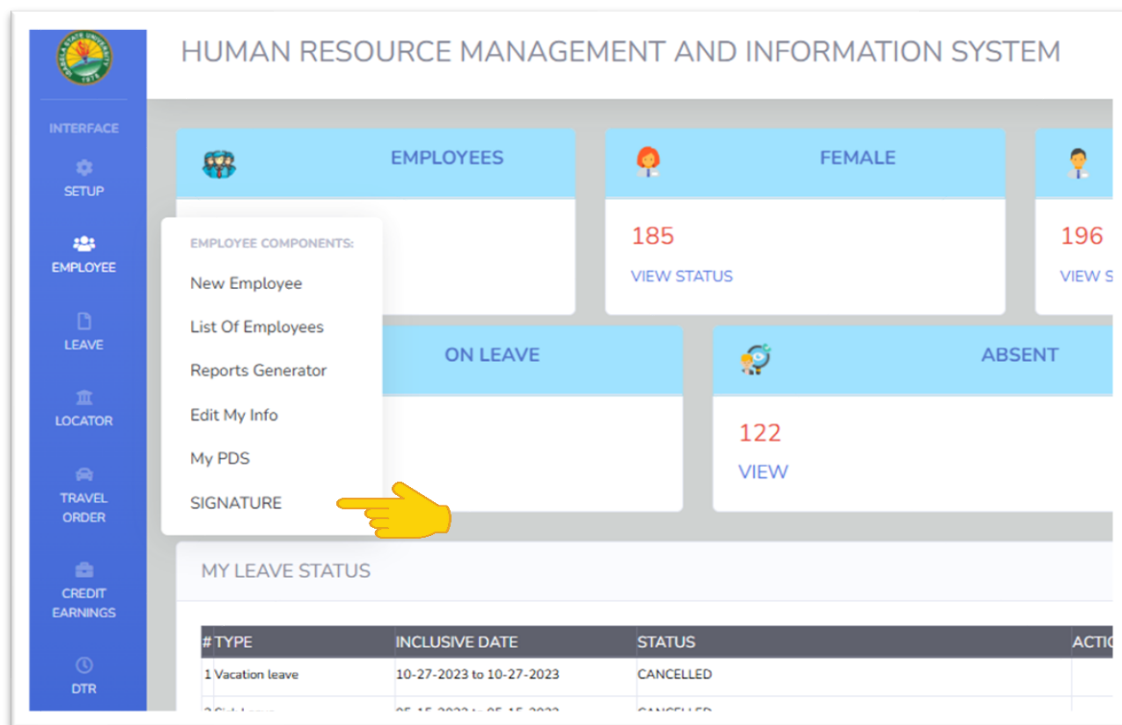
(image 09)

5. Click "Save."

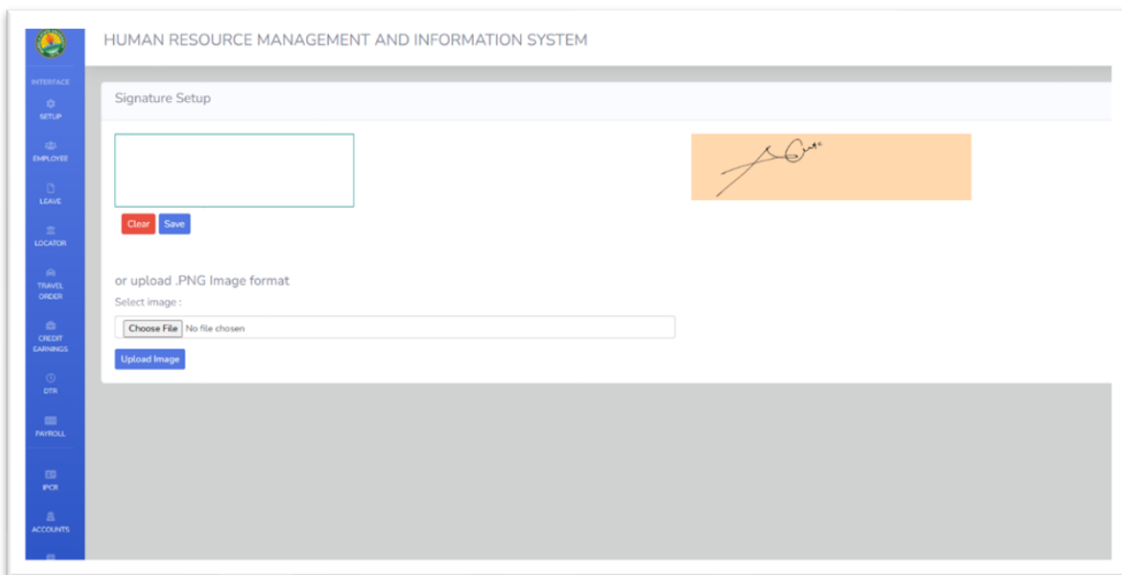
Uploading a Signature

How to Upload Your Signature

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



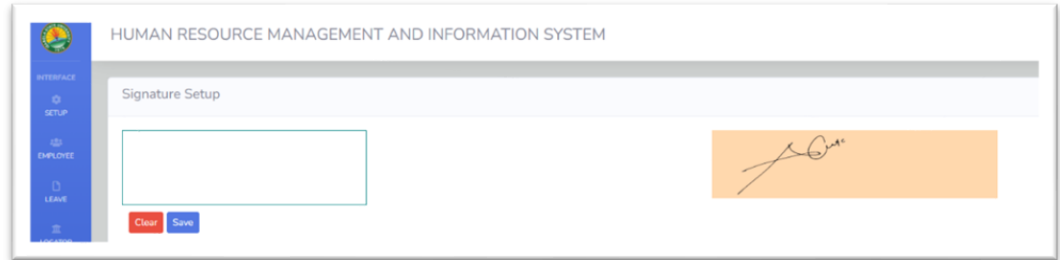
(image 10)



(image 11)

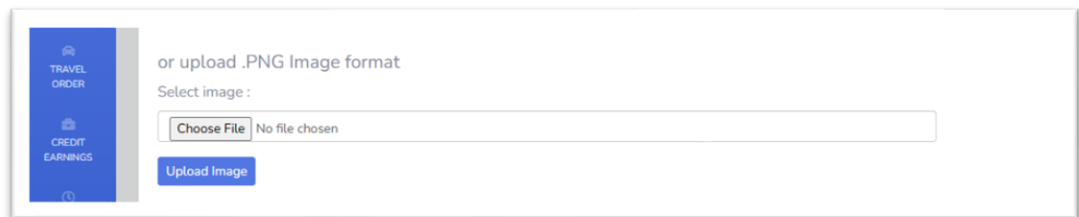
2. Choose one of the two available methods:
 - **Create Signature (Recommended for users with a pen tool and drawing pad):**
 - Use your pen tool to draw your signature in the provided green box.

- 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.

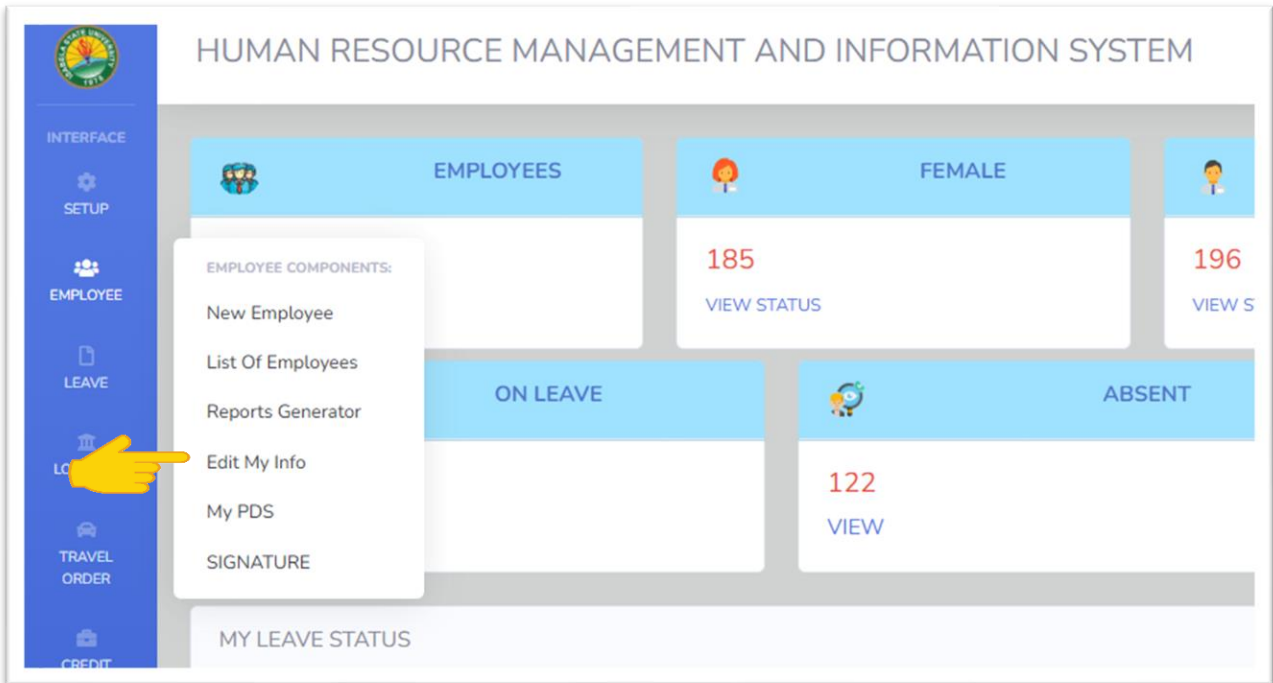


(image 13)

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.

HUMAN RESOURCE MANAGEMENT AND INFORMATION SYSTEM

MY INFORMATION

Employee ID : ISUC-0000300

PERSONAL INFO
POSITION DETAILS
FAMILY BACKGROUND
EDUC. BACKGROUND
ELIGIBILITY
WORK EXPERIENCE
VOLUNTARY WORK
TRAINING PROGRAMS
OTHER INFORMATION
SERVICE RECORD

PERSONAL INFORMATION

Surname*: ADMIN Title : Mr.

First Name*: ISU Extension: (Sr, Jr)

Middle Name*: CABAGAN

Date of Birth : 01/01/1978 Citizenship :

Place of Birth : Residential Address : House/Block/Lot No. street

Sex : male Subdivision/Village Barangay

Civil Status: Married City/Municipality Province

Height (m) : Zipcode

☐ SAME AS RESIDENTIAL ADDRESS

(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.**

Employee ID : ISUC-0000300

POSITION DETAILS

CLASSIFICATION : Academic support staff Category : Rank And File Status : Contract Of Service

Position : System developer / Programmer

Salary Grade-Step : Please select Department : MIST Program : Please select

Date Hired : 05/16/2022 Date of Separation : mm/dd/yyyy

Plantilla : Date Of Appointment : mm/dd/yyyy Date Of Last Promotion : mm/dd/yyyy

DELETE **UPDATE**

(image 17)

Family Background

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

Employee ID : ISUC-0000300

FAMILY BACKGROUND

Spouse's

Surname : Name of child (Write fullname and list all) Date of Birth : mm/dd/yyyy

First name : + -

Middle name : -

Extension(Sr,Jr) : -

Occupation : -

Employer/Bus. Name : -

Business Address : -

Telephone No. : -

Father's

Surname : -

Firstname : -

Middlename : -

(image 18)

Educational Background

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

Employee ID : ISUC-0000300

PERSONAL INFO POSITION DETAILS FAMILY BACKGROUND EDUC. BACKGROUND ELIGIBILITY WORK EXPERIENCE VOLUNTARY WORK TRAINING PROGRAMS OTHER INFORMATION SERVICE RECORD

EDUCATIONAL BACKGROUND

Level	Name of School	Degree Course	Year Graduated (if graduated)	Highest Level /Units Earned (if not graduated)	INCLUSIVE DATES		Scholarship /Academic honors recieved
Elementary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vocational	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate studies	<input type="text" value="t1"/>	<input type="text" value="5"/>	<input type="text" value="2022"/>	<input type="text"/>	<input type="text" value="2021"/>	<input type="text" value="2022"/>	<input type="text"/>

1 of 10 Records Displayed

DELETE UPDATE

(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.

Employee ID : ISUC-0000300

ELIGIBILITY

Career Service/ RA 1080 (Board/Bar) Under Special LAWS/CES/CSEE Barangay Eligibility/Driver's License	Rating (if Applicable) 91.2	Date of Examination/ Conferment mm/dd/yyyy	Place of Examination/Conferment	License (if applicable) Number EDPSE	Date of Release mm/dd/yyyy
---	-----------------------------------	--	---------------------------------	--	-------------------------------

+ -

DELETE UPDATE

(image 20)

Work Experience

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

Employee ID : ISUC-0000300

WORK EXPERIENCE

INCLUSIVE DATES		POSITION TITLE	DEPARTMENT/AGENCY/ OFFICE/COMPANY	MONTHLY SALARY	SALARY GRADE (if applicable)	STATUS	GOV'T SERVICE (Y/N)
From	To						
mm/dd/yyyy	mm/dd/yyyy	system developer		0			
mm/dd/yyyy	mm/dd/yyyy	graphic artist		0			
mm/dd/yyyy	mm/dd/yyyy	programmer		0			

+ -

DELETE UPDATE

(image 21)

Voluntary Work

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

The screenshot shows a web application interface for 'MY INFORMATION'. The sidebar on the left contains links for SETUP, EMPLOYEE, LEAVE, LOCATION, TRAVEL ORDER, CREDIT EARNINGS, DTR, PAYROLL, PCR, ACCOUNTS, and LOGS. The main content area is titled 'MY INFORMATION' and displays a navigation menu with links for PERSONAL INFO, POSITION DETAILS, FAMILY BACKGROUND, EDUC. BACKGROUND, ELIGIBILITY, WORK EXPERIENCE, VOLUNTARY WORK, TRAINING PROGRAMS, OTHER INFORMATION, and SERVICE RECORD. The 'VOLUNTARY WORK' section is active, showing a table with columns: Name & Address of Organization, INCLUSIVE DATES (mm/dd/yyyy), NUMBER OF HOURS, and POSITION/NATURE OF WORK. A single entry is visible with 'vol' in the first column. Below the table are buttons for '+', '-', 'DELETE', and 'UPDATE'. The Employee ID is displayed as ISUC-0000300.

Name & Address of Organization	INCLUSIVE DATES (mm/dd/yyyy)	NUMBER OF HOURS	POSITION/NATURE OF WORK
vol	From: mm/dd/yyyy to: mm/dd/yyyy		

(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.

Employee ID : ISUC-0000300

TRAINING PROGRAMS

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS OR TESDA TRAININGS	INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	TYPE OF LD managerial, supervisory, technical, etc.	Conducted/Sponsored By
	From	to			
training 1	mm/dd/yyyy	mm/dd/yyyy		Managerial	

+ -

DELETE UPDATE

(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.

Employee ID : ISUC-0000300

OTHER INFORMATION

Special Skills / Hobbies	Non-Academic Distinction / Recognition (Write in full)	Membership in Association / Organization (Write in full)
a		
b		

+ -

DELETE UPDATE

(image 24)

Service Record (Non-Editable)

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

Employee ID : ISUC-0000300

SERVICE RECORD

INCLUSIVE DATES	Position	Status	company	branch	Annual Salary	Absence/Leave W/O Pay
mm/dd/yyyy	mm/dd/yyyy	u				0
mm/dd/yyyy	mm/dd/yyyy	u1				0
mm/dd/yyyy	mm/dd/yyyy	u2				0
mm/dd/yyyy	mm/dd/yyyy	a				0

DELETE UPDATE

(image 25)

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.

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDF) BEFORE ACCOMPANYING THE PDS FORM.

Important: This application form ☒ is for use separate sheet if necessary. Indicate 'N/A' if not applicable. **DO NOT ABUSE/FAKE.**

SECTION 1: PERSONAL INFORMATION

1. SURNAME: NAME:

2. FIRST NAME: NAME EXTENSION (if any):

3. MIDDLE NAME:

4. DATE OF BIRTH (DD/MM/YYYY):

5. PLACE OF BIRTH:

6. SEX: ☐ Male ☐ Female

7. CIVIL STATUS: ☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other

8. HEIGHT (cm):

9. WEIGHT (kg):

10. BLOOD TYPE:

11. CDR (if any):

12. PASSPORT NO.:

13. PHOTOGRAPH NO.:

14. BIRTH NO.:

15. AGENCY EMPLOYEE NO.:

16. CITIZENSHIP: ☒ Filipino ☐ Dual Citizenship

17. RESIDENTIAL ADDRESS:

18. PERMANENT ADDRESS:

19. TELEPHONE NO.:

20. MOBILE NO.:

21. EMAIL ADDRESS (if any):

SECTION 2: FAMILY INFORMATION

22. SPOUSE SURNAME:

23. SPOUSE FIRST NAME:

24. SPOUSE MIDDLE NAME:

25. SPOUSE OCCUPATION:

26. SPOUSE EMPLOYER/BUSINESS NAME:

27. SPOUSE BUSINESS ADDRESS:

28. SPOUSE TELEPHONE NO.:

29. SPOUSE MOBILE NO.:

30. SPOUSE EMAIL ADDRESS:

31. CHILDREN (Name, Date of Birth, and Sex)

32. CHILDREN (Name, Date of Birth, and Sex)

33. CHILDREN (Name, Date of Birth, and Sex)

34. CHILDREN (Name, Date of Birth, and Sex)

35. CHILDREN (Name, Date of Birth, and Sex)

36. CHILDREN (Name, Date of Birth, and Sex)

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95. CHILDREN (Name, Date of Birth, and Sex)

96. CHILDREN (Name, Date of Birth, and Sex)

97. CHILDREN (Name, Date of Birth, and Sex)

98. CHILDREN (Name, Date of Birth, and Sex)

99. CHILDREN (Name, Date of Birth, and Sex)

100. CHILDREN (Name, Date of Birth, and Sex)

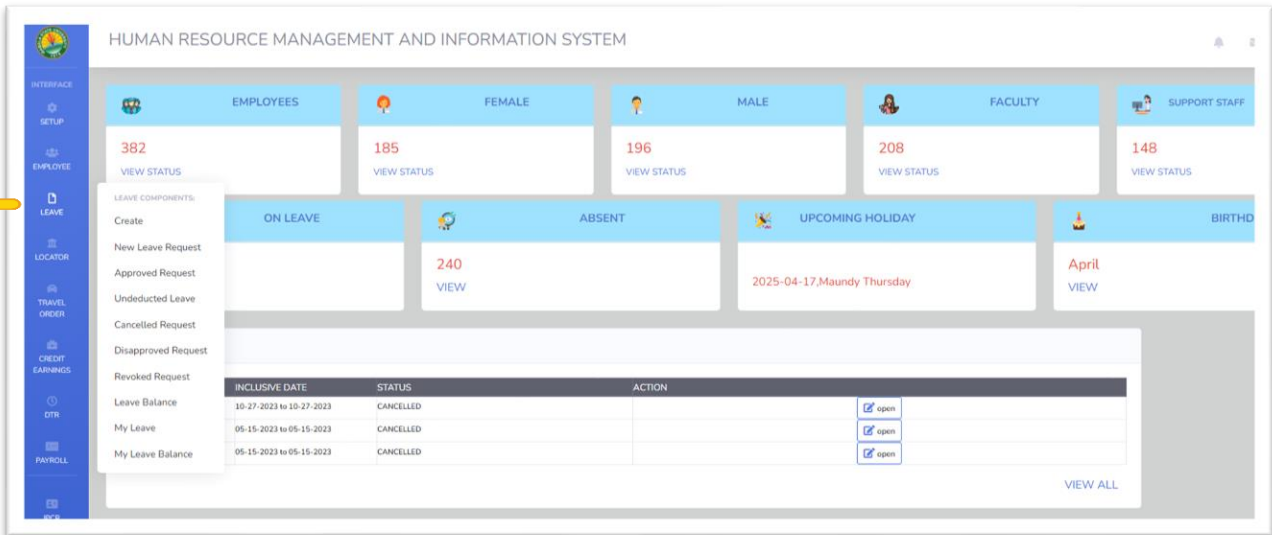
(image 26)

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.



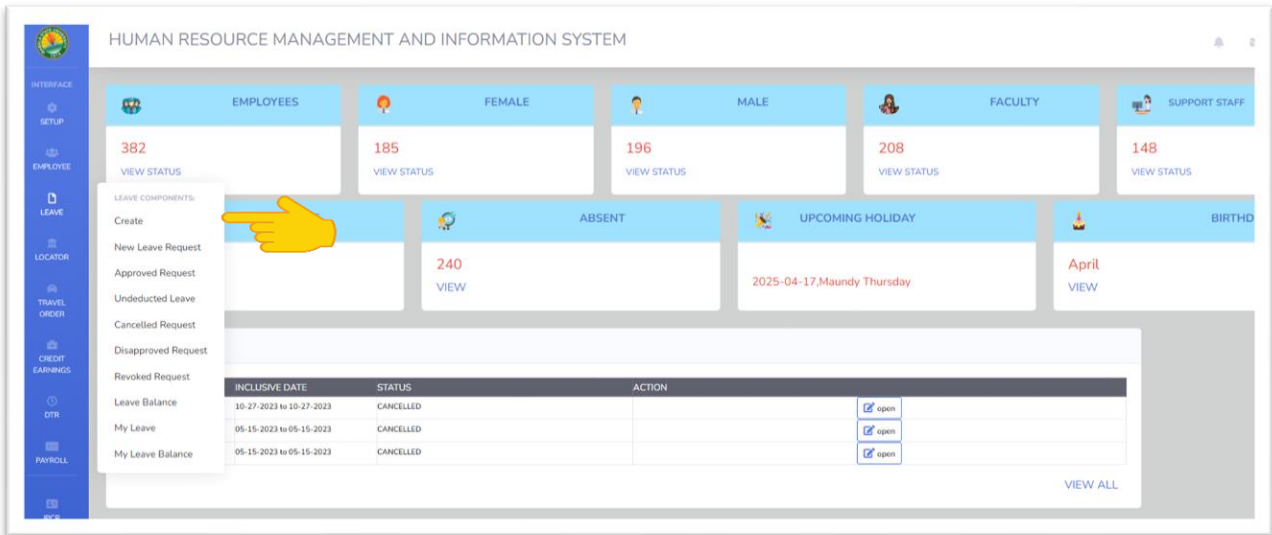
(image 27)

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.

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:

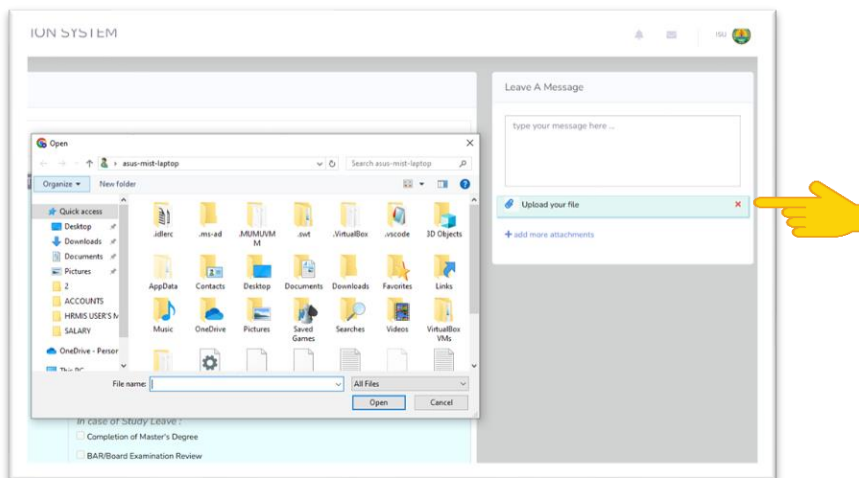
- **Vacation Leave** – Specify location (local or abroad) and select dates.
- **Mandatory Leave** – Insert five dates; the system validates them automatically.
- **Sick Leave** – Indicate if it's inpatient or outpatient and specify the illness.
- **Maternity/Paternity Leave** – Select leave dates; the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

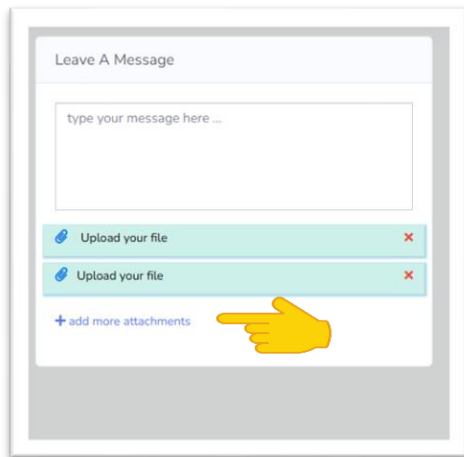
4. Attaching Supporting Documents

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



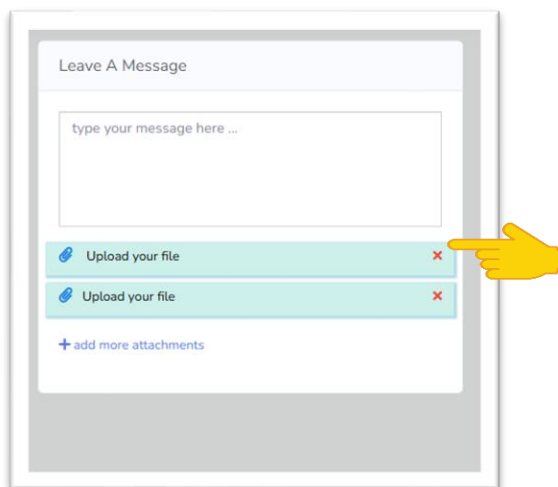
(image 31)

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



(image 32)

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



(image 33)

5. Submitting the Application

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

04-05-2025 Saturday Offday.

DATE
FROM 04/05/2025 TO 04/05/2025

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS
as of 04/04/2025

*Subject to post-audit

	VL	SL	COC
Total Earned	0.00	0.00	0.00
Less this application			
Balance			

Ms. MAVICTORIA Z. BAUTISTA
Authorized Officer

7.B RECOMMENDATION
☐ For Approval
☐ For disapproval due to

ROSALINDA B. GUYAB, DIT
Authorized Officer

7.C APPROVED FOR
☐ days with pay
☐ days without pay
☐ others (Specify)

7.D DISAPPROVED DUE TO

EMERSON V. BARCELLANO, PhD.
Authorized Officer

APPLY

(image 34)

2. A confirmation message will appear.

HUMAN RESOURCE MANAGEMENT AND INFORMATION SYSTEM

APPLICATION FOR LEAVE
SENT

1. OFFICE/DEPARTMENT: MIST 2. NAME: ADMIN, ISU CABAGAN
3. DATE OF FILING: 04-04-2025 4. POSITION: SYSDEV 5. SALARY: NOT SET

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF
☒ VACATION LEAVE
☐ MANDATORY/FORCED LEAVE
☐ SICK LEAVE
☐ MATERNITY LEAVE
☐ PATERNITY LEAVE
☐ SPECIAL PRIVILEGE LEAVE/CNA LEAVE
☐ SOLO PARENT LEAVE
☐ STUDY LEAVE
☐ 10-DAY VAWC LEAVE
☐ REHABILITATION PRIVILEGE

6.B DETAILS OF LEAVE
In case of Vacation/Special Privilege Leave:
☒ Within the Philippines
☐ Abroad (Specify):
In case of Sick Leave:
☐ In Hospital (Specify illness):
☐ Out Patient (Specify illness):
In case of Special Leave Benefits for Women:
(Specify illness):

Leave Application has been sent successfully

Close

Leave A Message
type your message here ...
Upload your file
Upload your file
+ add more attachments

(image 35)

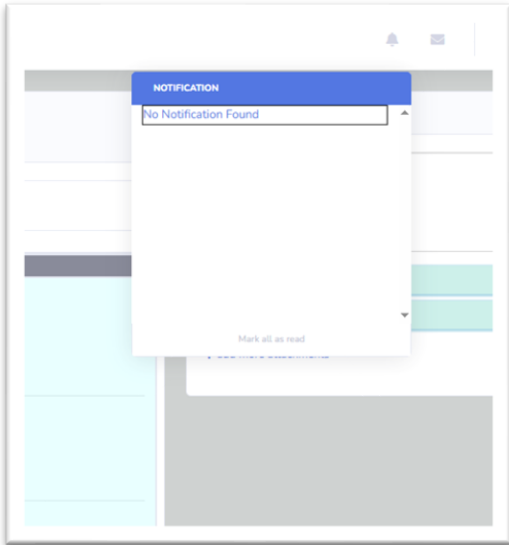
3. The leave application follows this approval workflow:

- **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).



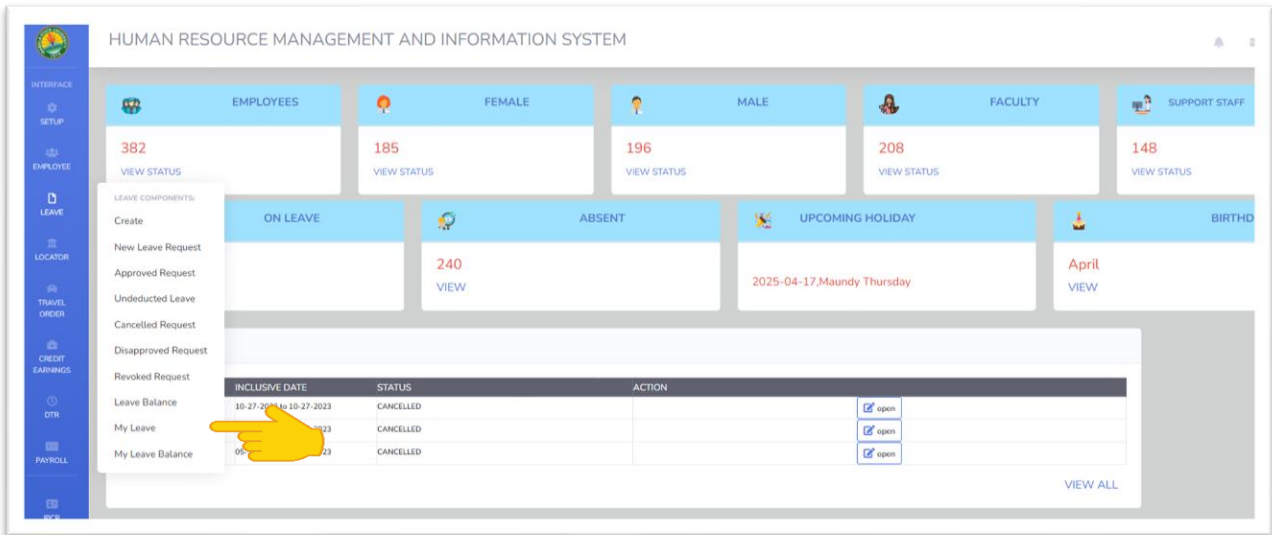
(image 36)

- **Email notification.**

6. Managing Your Leave Applications

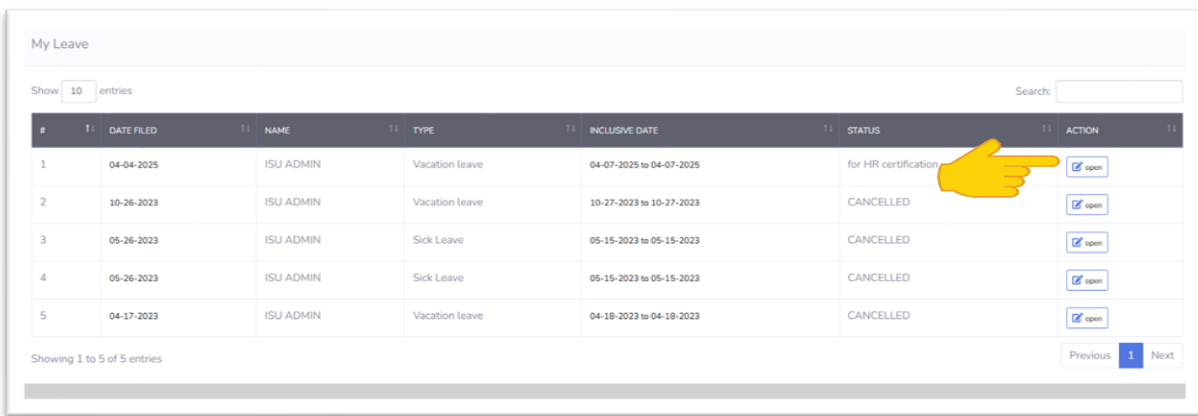
6.1. Viewing Applied Leave

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.

Total Earned	0	0	0
Less this application	0	0	0
Balance	0	0	0

Ms. MA VICTORIA Z. BAUTISTA
Authorized Officer

7.C APPROVED FOR
 days with pay
 days without pay

7.D DISAPPROVED DUE TO

EMERSON V. BARCELLANO, PhD.
Authorized Official

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(image 40)

3. Approved applications will include required signatures.

[illegible]

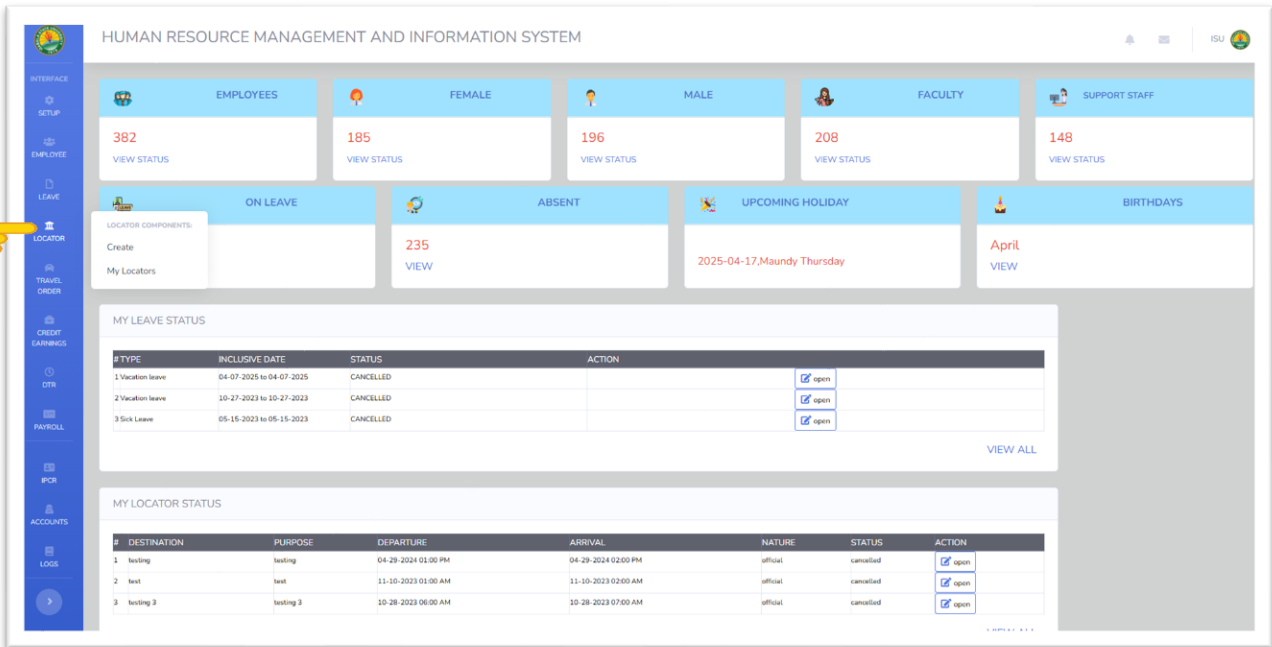
(image 41)

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.

LOCATOR APPLICATION NEW

Filing Date : 04-04-2025

Name : ADMIN, ISU C. Position : SYSTEM DEVELOPER / PROGRAMMER

Place to be Visited :

Purpose :

Date : Time : to

Nature : ☒ Official ☐ Personal (APPLICATION = 2x, w/ total of 2 hrs per month; STATUS = 0.0 hrs used & 0x applied)

Approved : ROSALINDA B. GUIYAB, DIT
Immediate Supervisor

[Submit](#)

(image 43)

Filling Out the Locator Application

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

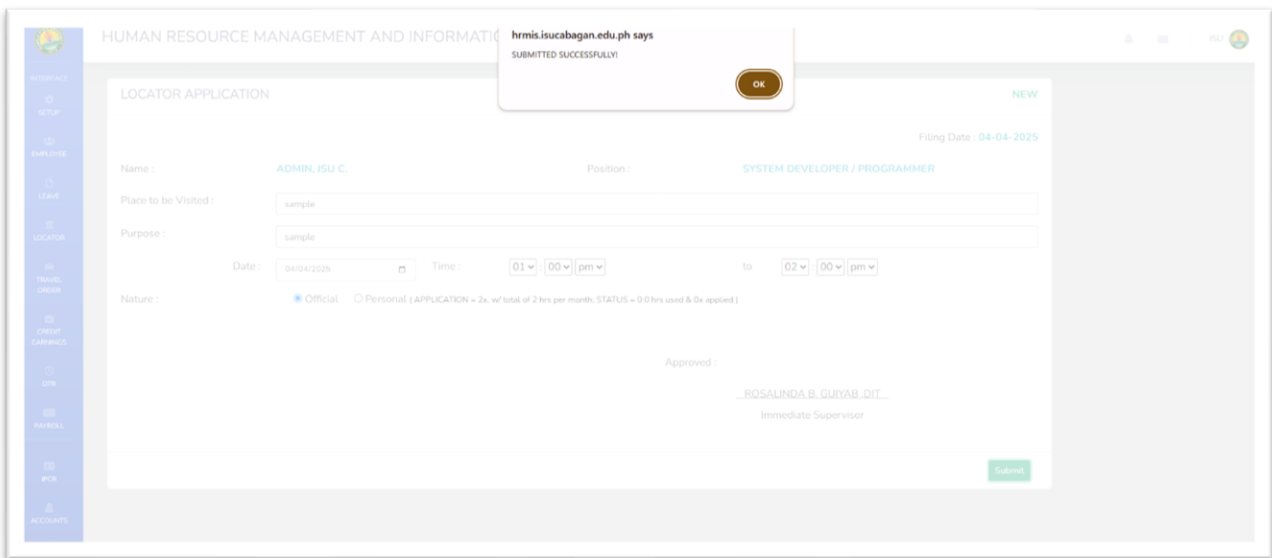
- Name
- Position
- Filing date

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.



The screenshot displays the 'LOCATOR APPLICATION' form within the 'HUMAN RESOURCE MANAGEMENT AND INFORMATION' system. A notification box at the top center states 'hrmis.isucabagan.edu.ph says SUBMITTED SUCCESSFULLY!' with an 'OK' button. The form fields are populated with: Name: ADMIN, ISU C.; Position: SYSTEM DEVELOPER / PROGRAMMER; Place to be Visited: sample; Purpose: sample; Date: 04/04/2025; Time: 01:00 pm to 02:00 pm; Nature: Official (selected). The 'Approved' field shows 'ROSALINDA B. GUIYAB, DIT' as the Immediate Supervisor. A 'Submit' button is located at the bottom right of the form. A sidebar on the left contains navigation links: HOME, SETUP, EMPLOYEE, LEAVE, LOCATION, TRAVEL ORDER, EMPLOYEEMENT, HR, PAYROLL, HR, HR, ACCOUNTS.

(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"**.

LOCATOR APPLICATION

Name : ADMIN, ISU C.

Place to be Visited :

LOCATOR COMPONENTS:

Create

My Locators

Date : mm/dd/yyyy

Time

Nature : ☒ Official ☐ Personal (APPLICA)

(image 45)

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

Show 10 entries

Search:

#	NAME	DATE FILED	DESTINATION	PURPOSE	DEPARTURE	ARRIVAL	NATURE	STATUS	ACTION
1	ADMIN, ISU C.	2025-04-04	sample	sample	04-04-2025 01:00 PM	04-04-2025 02:00 PM	official	pending	open
2	ADMIN, ISU C.	2024-04-29	testing	testing	04-29-2024 01:00 PM	04-29-2024 02:00 PM	official	cancelled	open
3	ADMIN, ISU C.	2023-11-09	test	test	11-10-2023 01:00 AM	11-10-2023 02:00 AM	official	cancelled	open
4	ADMIN, ISU C.	2023-10-26	testing 3	testing 3	10-28-2023 06:00 AM	10-28-2023 07:00 AM	official	cancelled	open
5	ADMIN, ISU C.	2023-10-26	test102	test102	10-27-2023 08:00 AM	10-27-2023 09:00 AM	official	cancelled	open
6	ADMIN, ISU C.	2023-10-26	test101	test101	10-27-2023 01:00 PM	10-27-2023 02:00 PM	official	cancelled	open
7	ADMIN, ISU C.	2023-10-02	test	test	10-03-2023 01:00 PM	10-03-2023 02:00 PM	official	cancelled	open

(image 46)

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

LOCATOR APPLICATION PENDING

Filing Date : 04-04-2025

Name : ADMIN, ISU C. Position : SYSTEM DEVELOPER / PROGRAMMER

Place to be Visited : sample

Purpose : sample

Date : 04/04/2025 Time : 1 : 0 pm to 2 : 0 pm

Nature : ☒ Official ☐ Personal (APPLICATION = 2x, w/ total of 2 hrs per month; STATUS = 0.0 hrs used & 0x applied)

Approved :

ROSALINDA B. GUIYAB, DIT
Immediate Supervisor

Cancel Update PRINT

(image 47)

Printing Your Locator Slip

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

LOCATOR APPLICATION PENDING

Filing Date : 04-04-2025

Name : ADMIN, ISU C. Position : SYSTEM DEVELOPER / PROGRAMMER

Place to be Visited : sample

Purpose : sample

Date : 04/04/2025 Time : 1 : 0 pm to 2 : 0 pm

Nature : ☒ Official ☐ Personal (APPLICATION = 2x, w/ total of 2 hrs per month; STATUS = 0.0 hrs used & 0x applied)

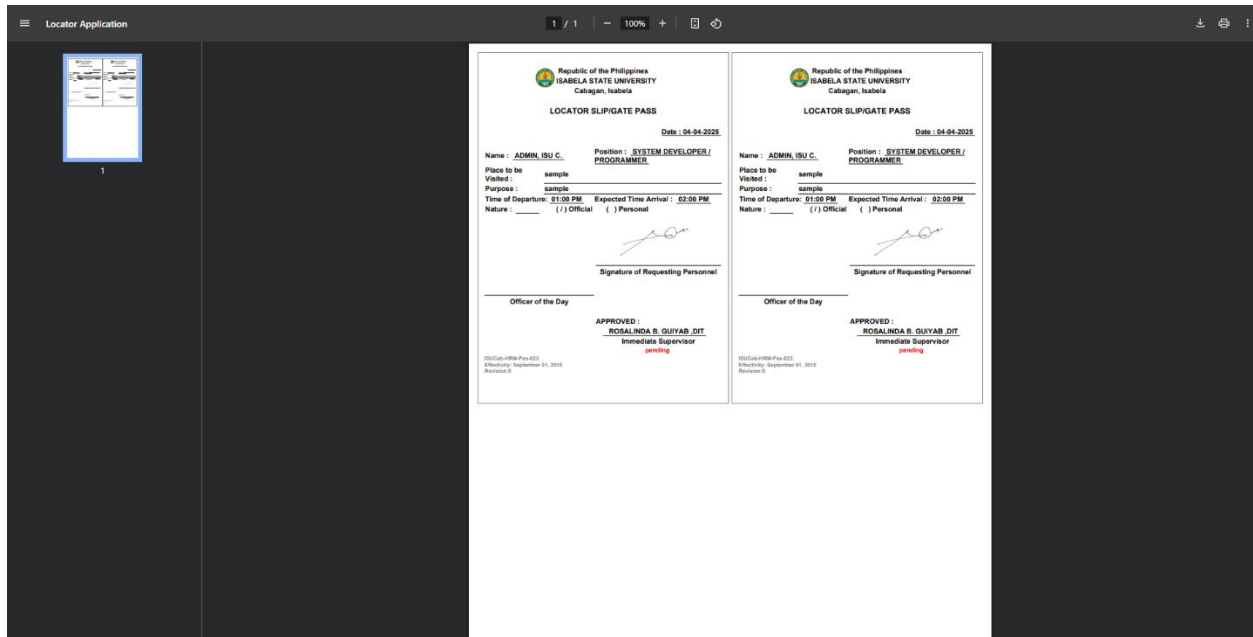
Approved :

ROSALINDA B. GUIYAB, DIT
Immediate Supervisor

Cancel Update PRINT

(image 48)

3. The system will open a new tab displaying your locator slip.
4. Print the slip as needed.



(image 49)

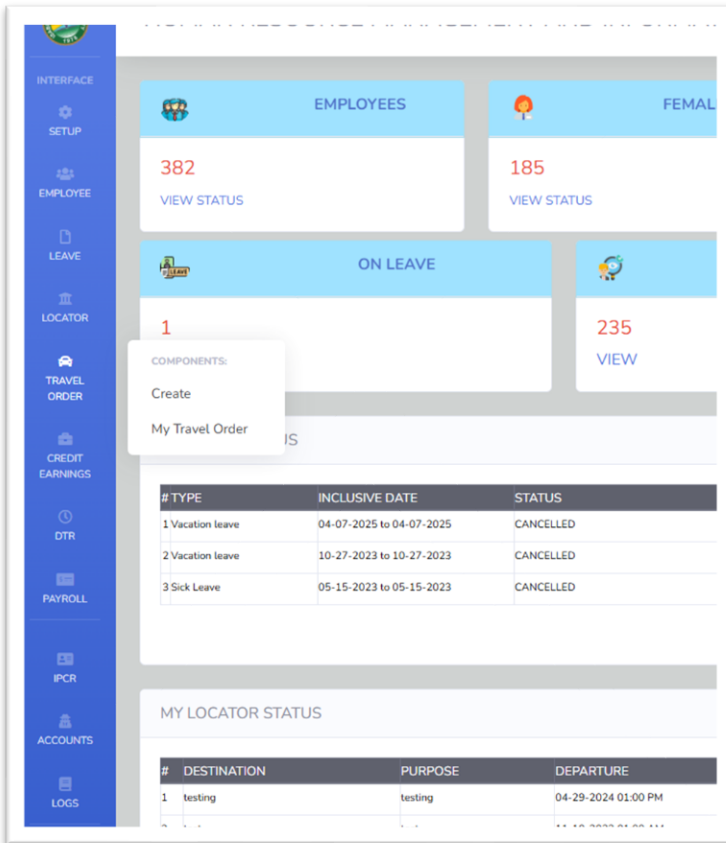
TRAVEL ORDER

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.

The screenshot shows a web form with the following elements:

- A "Visited :" label followed by a text input field containing "sample".
- A numbered list of three items:
 1. A text input field containing "sample".
 2. A text input field containing "sample", which is highlighted with a blue border.
 3. A text input field containing "To do other matters as may be directed by the higher authorities."
- Below the list, there are two buttons: a blue "+" button and a red "-" button.
- Below the buttons, there are two date/time selection fields:
 - The first field has a date input (mm/dd/yyyy), a calendar icon, and a time dropdown (AM).
 - The second field is labeled "TO" and has a date input (mm/dd/yyyy), a calendar icon, and a time dropdown (AM).
- At the bottom, there are two radio buttons:
 - ☒ Official Business (Please include travel time.)
 - ☐ Official Time

(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.

hrmis.isucabagan.edu.ph says
Submitted successfully!

Date : 04-04-2025

Name : ADMIN, ISU C.

Place to be Visited : sample

Purpose

- sample
- sample
- To do other matters as may be directed by the higher authorities.

DATE : 04/07/2025 AM TO 04/07/2025 AM

Nature : ☒ Official Business (Please include travel time) ☐ Official Time

RECOMMENDING APPROVAL : ROSALINDA B. GUIYAB, DIT
Immediate Supervisor

FUNDS AVAILABLE : Ms. JANET G. BALISI
Accountant IV

APPROVED : EMERSON V. BARCELLANO, PhD
Cluster Executive Officer

Submit

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(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

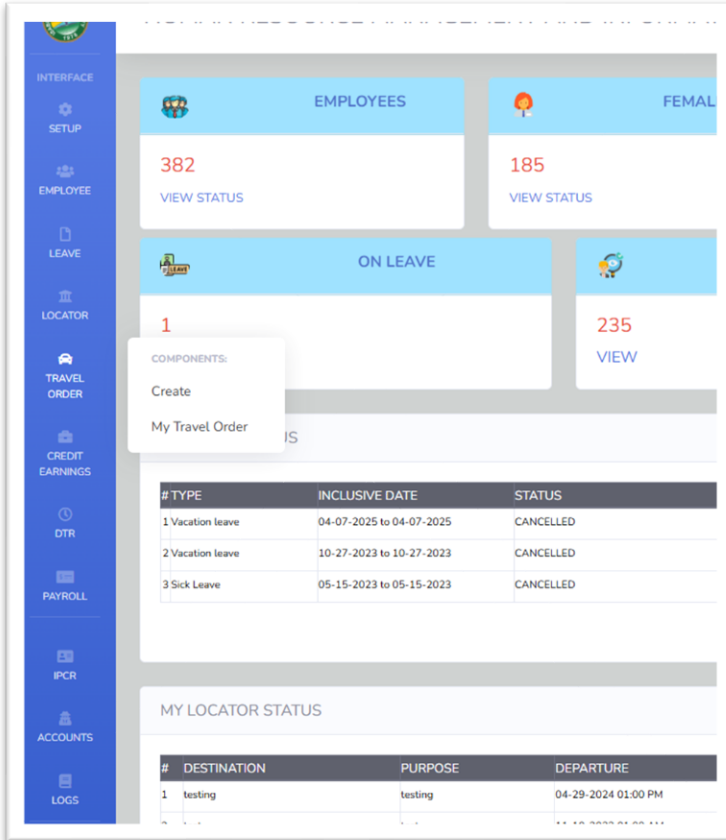
- You will receive notifications for every update regarding your travel order.
- Click the **Notification Icon** at the top of the webpage to check the status.

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

1 / 1 100%

1

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cabanagan, 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 incurred thereto shall be borne by the University Funds.

RECOMMENDING APPROVAL : FUNDS AVAILABLE

ROSALINDA B. GUIYAB, DIT Ms. JANET G. BALISI
Immediate Supervisor Accountant IV

APPROVED :
EMERSON V. BARCELLANO, PhD.
Cluster Executive Officer

(image 55)