INFORMATION SYSTEMSAND TECHNOLOGY MANAGEMENT SERVICE

Human Resource Information System (HRIS)



Sign in to intranet.dilg.gov.ph

Department of the Interior and Local Government	
DILG intranet	
Home / Sign in	
SIGN IN	
	Sign in Login
	Login cannot be blank. Password (Forgot password?)
	Remember me next time
	Sign in
	Didn't receive confirmation message? Don't have an account? Sign up!

Intranet main page

My Applications 👻

🖋 My Profile 🛭 🖨 Logout (mar

DILG intranet

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Home / Welcome to DILG Intranet

DILG PROGRAMS AND PROJECTS

- Full Disclosure Policy Portal
- LGU 201
- LGU P4
- Local Governance Performance Management System
 Performance Challenge Fund
- SubayBAYAN (PPMS)

MY APPLICATIONS

- Competency Assessment Information System
- Document Management SystemForums
- Human Resouce Information System -Admin Panel
- Human Resource Information System
 Intranet Single Sign On
- Intranet User Management

FORUM TOPICS



Home

requiring the SILG's signature

Central Office Emergency Response Team.

Circular No. 2019-01 re: Reiterating Memorandum from

 Circular No. 2019-02 re: Policy Guidelines on the Preparation and Implementation of FY 2019 DILG-LG Sector Plans and Programs
 Department Order No. 2019-88 re: Reconstitution of the DILG-

About Us 🗸 Downloads IP Telephone Directory FAQ DILG Website My Applications

2

2 1

2 2

1. Click My Applications2. SelectHumanResourceInformationSystem

3. You will be redirected to the main page of the HRIS



HRIS Main Page







HRIS Main Page

Types of PDS Panels (11)





Types of PDS Panels (11)

The PDS contains 11 panels showing the status of each data encoded, such as date of last update, percentage completed, number of records saved, and if a certain data has not been populated yet.





Types of PDS Panels (11)





Types of PDS Panels (11)





Personal Data Sheet



Encode Personal Information



Personal Information

Personal Information	n	View button shows a pop-up containing the summary of encoded details		Edit butto user to up on the field	n enables odate data selected
Download PDS	S				
	A Basic Informat	ion		view 🗹 edit	
SURNAME	BON				
FIRST NAME	MARK ANGELO				
MIDDLE NAME					
EXTENSION NAME					
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	FILIPINO		
4. PLACE OF BIRTH	QUEZON CITY	Dual Citizen	(NOT SET)		
5. SEX	MALE	Country	(NOT SET)		
6. CIVIL STATUS	SINGLE	🛛 Residential Addr	ress 🕜 Fill out		Fill out
CIVIL STATUS OTHER DESCRIPTION		🛛 Permanent Addr	ress 🕜 Fill out		button
7. HEIGHT (m)	1.55	Contact Informa	tion 🕜 Fill out		enables user
8. WEIGHT (kg)	65				to input data
9. BLOOD TYPE					on blank
# Identification Num	bers 🕜 Fill out			_	fields



Filling-up of Personal Information Identification Numbers

GSIS			
PACIPIC			
PhilHealth			
SSS			
TIN			
DILG ID No.			

Click save button to save encoded data on Identification Numbers



Filling-up of Personal Information Residential Address

		Subdivision / Village
Barangay	City/Municipality	Province
Input barangay name	Input city/municipality name	Input province name

Click save button to save encoded data on Residential Address



Filling-up of Personal Information Permanent Address

Click C	ору	/Paste
button		if
Resident	ial	
Address	is	same
as P	erm	nanent
Address	to	сору
and		paste
previous	fiel	ds

1. Basic Information	2. Identification Numbers	3. Residential Address	4. Permanent Address	5. Contact Numbers	
🕜 Fill out t	he Permanent A	Address			
Note: Click this but	con 🝙 if Permanent Addres	ss is same as Residential Ac	ddress		
House / Block / Lo	ot No.	Street	S	ubdivision / Village	
Barangay		City/Municipality	P	rovince	
Input barangay n	ame	Input city/municipality	name	Input province name	
Zip Code					
🖺 Save					



Filling-up of Personal Information Contact Numbers

	1. Basic Information	2. Identification Numbers	3. Residential Address	4. Permanent Address	5. Contact Numbers
	Fill out t Telephone Numbe Mobile Number E-mail Address	:he Contact Info r	rmation		
Click save button to save encoded data on Contact Information	🖹 Save				



Update Personal Information

Update Basic Information

Surname	Civil Status			\mathbf{X}	
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First Name	Height (m) use m	eter conversion			
Mark Angelo	1.55				
Middle Name	Weight (kg)			\sim	
	65				\mathbf{X}
Extension Name	Blood Type				\mathbf{X}
			×		
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🗮 🗙	Filipino		× •		
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Place of Birth					
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A Save			EZON CITY	Dual Citizen	(NOT SET)
				Country	(NOT SET)
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		7. HEIGHT (m)	1.55		
		8. WEIGHT (kg)	65		

Update Basic Information

	×			
Edit the Identification Numbers				
GSIS				
N/A				
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PhilHealth				
SSS				
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		BON		
El Save		MARK ANGELO		
	EXTENSION NAME			
	3. DATE OF BIRTH (mm/dd(yyyy)		16. CITIZENSHIP	FILIPINO
	4. PLACE OF BIRTH	QUEZON CITY	Dual Citizen	(NOT SET)
	5. SEX	MALE	Country	(NOT SET)
	6. CIVIL STATUS	SINGLE		
	CIVIL STATUS OTHER DESCRIPTION			
	7. HEIGHT (m)	1.55	-	
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	9. BLOOD TYPE			
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House / Block / Lot No. Street Subdivision / Village Barangay City/Municipality Province Commenwealth QUEZON CITY NCR, SECOND DISTRICT Zip Code 1121 CISSOE USUBLE VILLE	Edit the Residential Ad	ldress				
Barangay City/Municipality Province Commonwealth QUEZON CITY NCR, SECOND DISTRICT Zip Code 1121 Suprove State Sta	House / Block / Lot No.	Street	Subdivision / Village			
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Barangay	City/Municipality	Province			
Commonwealth	QUEZON CITY	NCR, SECOND DIST	RICT		
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Update Basic Information

🧷 E	Edit	contact	Information	
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Telephone Number

N/A

Mobile Number

09169945751

E-mail Address

mdbon@dilg.gov.ph

🖹 Save

	오 Basic li		view 🗹 edit
SURNAME	BON		
FIRST NAME	MARK ANGELO		
MIDELE NAME			
EXTENSION NAME			
3. DATE OF BIRTH (mm/dd/77944)		16. CITIZENSHIP	FILIPINO
4. PLACE OF BIRTH	QUEZON CITY	Dual Citizen	(NOT SET)
5. SEX	MALE	Country	(NOT SET)
6. CIVIL STATUS	SINGLE	Ø Kesic	lential Address 🥟 Fill out
CIVIL STATUS OTHER DESCRIPTION		Perm	anent Address 🖉 Fill out
7. HEIGHT (m)	1.55	Conta	act Information 🥜 Fill out
8. WEIGHT (kg)	65		
9. BLOOD TYPE			
# Identification	n Numbers 🕜 Fill out		



Encode Family Background



Family Background Main Page





Create Spouse Information





Create Father's Information

	Spouse Father Mother
	Fill Out Father's Name
	Surname
	First Name
	Middle Name
Click save	Extension Name
button to save	
encoded	Save
Father's	
Information	



Create Mother's Information

	Spouse Father Mother
	Fill Out Mother's Maiden Name
	Maiden Name (First Name, Middle Name, Last Name)
	Input full name e.g.(first name, middle name, last name)
	Current Name
	Surname
	First Name
Click covo	
button to	Middle Name
save	
data on	Save
Mother's	
Information	



Create Children's Information

			×				
Input Children's Information							
First name, Middle Initial, Last name, Ex	tension Name / e.g. Juan R. Dela Cruz J	ŀr.	dit		Add Children's In	formation	
Type the name of your son/daughter				Sol	n/ Daughter	Date of Birth	Actions
Date Of Birth (YYYY-MM-DD)				NO	RESULTS FOUND.		
Select Birth Date							
Save				lf	not appl	icable, skip	Add
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Update Family Background



Update Spouse Information

			1		×
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🚰 Family Background		/		Surname	Occupation
Spouse's Informa	tion 💿 view) 🗹 edit		+ Add	N/A	
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FIRST NAME	N/A		NO RES		
MIDDLE NAME				Middle Name	Business Address
EXTENSION NAME					
OCCUPATION				Extension Name	Telephone Number
Employer Business Name					
Business Address					
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Update Father's Information

Family Backgrow	ouna		30
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MIDDLE NAME			Bon
EXTENSION NAME			
OCCUPATION			First Name
Employer Business Name			Loreto
Business Address		/	Middle Name
Telephone Number			
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FIRST NAME	LORETO		
MIDDLE NAME			Save
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SURNAME	BON		
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MIDDLE NAME			



Update Mother's Information

Eamily Background + Add Children's Information Spouse's Information 💿 view) 🗹 edit) Date of Birth SURNAME N/A Son/ Daughter Actions NO RESU N/A FIRST NAME MIDDLE NAME EXTENSION NAME Update Mother's Information OCCUPATION Employer Business Name Maiden Name (First Name, Middle Name, Last Name) Business Address Telephone Number 💿 view) 🕑 edit) Father's Information Current Name SURNAME BON Surname Bon LORETO FIRST NAME MIDDLE NAME First Name EXTENSION NAME Myrna Mother's Information 💿 view) 🗹 edit Middle Name MAIDEN NAME SURNAME BON FIRST NAME MYRNA MIDDLE NAME



Update Children's Information

警 Family Background

Spouse's Informa	ation	💿 vie	w) (Céedit)	Son/ Daughter	Date of Birth	Actions		
SURNAME	N/A			JUAN R. DELA CRUZ	OCTOBER 9, 2018	© view		
FIRST NAME	N/A					realt free delete		
MIDDLE NAME						III delete		
EXTENSION NAME								
OCCUPATION								
Employer Business Name								
Business Address								
Telephone Number								×
Father's Informa	tion							
SURNAME	BON	Upda	ate Son/	Daughter's Infor	mation			
FIRST NAME	LORETO							
MIDDLE NAME		First n	ame, Middle	e Initial, Last name, E	xtension Name / e.g. Ju	ian R. Dela Cruz Jr.		
EXTENSION NAME		Juar	P. Dola Cru	7	· · ·			
Mother's Informa	ition	Juai	TR. Dela Ci u	2				
MAIDEN NAME		Date C)f Birth (YY	YY-MM-DD)				
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FIRST NAME	MYRNA							
MIDDLE NAME			Savo					
_			Save					

+ Add Children's Information



Educational Background

Educational Background

🞓 Educational Background

+ Add

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Showing 1-3 of 3 items

Level	Name of School	Basic Education/Degree /Course	Period of Attendance (From)	Period of Attendance (To)	Highest Level/Units Earned	Year Graduated	Scholarship/Academic Honors Received	Actions
ELEMENTARY	COMMONWEALTH ELEMENTARY SCHOOL	GRADES 1-6	2002	2008	NONE	2008	N/A	© view ✓ edit
SECONDARY	COMMONWEALTH HIGH SCHOOL	1ST - 4TH YEAR HS	2008	2012	NONE	2012	N/A	 ⊘ view ✓ edit delete Move to separate sheet
COLLEGE	QUEZON CITY POLYTHECHNIC UNIVERSITY	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY MAJOR IN COMPUTER SCIENCE	2012	2016	NONE	2016	SYDP SCHOLARSHIP	 ♥ view ✓ edit delete Move to separate sheet



Create Educational Background


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out Educational Background el of Education	Scholarship/Academic Honors Received	Input Educational
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ool Name	Highest Level/Units Earned (if not graduated)	fields
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Update Educational Background

Update Educational Background Level of Education ELEMENTARY X N/A Highest Level/Units Earned (if not graduated) Commonwealth Elementary School None Basic Education/Degree/Course GRADES 1-6 Period of Attendance Year Graduated From 2002 To 2008 Sic Period of Attendance (From) Color Color Attendance (From) Color Col
Level of Education Scholarship/Academic Honors Received ELEMENTARY × School Name Highest Level/Units Earned (if not graduated) Commonwealth Elementary School Basic Education/Degree/Course GRADES 1-6 Period of Attendance Year Graduated From 2002 To 2008 Upload TOR and Diploma Warning! This button Warning! This button Warning! This button warning! This button Image: Warning! This button Warning! This button Image: Warning! This button Attendance Level/Units Kerrick of Attendance Level/Units Kerrick of Attendance Kerrick of Attendance Level/Units Kerrick of Attendance Level/Units Kerrick of Attendance Kerrick of Attendance Level/Units Kerrick of Attendance Level/Units Kerrick of Attendance Level/Units Kerrick of Attendance Level/Units Kerrick of Attendance Kerrick of Attendance Kerrick of Attendance Level/Units Kerrick of Attendance Kerrick of Attendance Level/Units Kerrick of Attendance
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COMPLETENCE

Move to Separate Sheet



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Move to separate sheet button allows the user to add a separate sheet of the PDS page if records are exceeding the page limit



Civil Service Eligibility



Create Civil Service Eligibility

	Create Civil Service Eligib	ility			
	Civil Service Eligibility Level				
	Select Level of Civil Service				•
	Rating				
	Leave it blank if Not Applicable (N/	/A)			
	Place of Examination/Confernment	nt			
	Specify here (Leave it blank if Not	Applicable (N/A))			
	License Number				
	Leave it blank if Not Applicable (N/	/A)			
	Leave it blank if Not Applicable (N	/A)			
	Date of Exam/Confernment	Select date	License Date Valid	Select date	
+ Add Showing 1-1 of 1 item.	Save				
Eligibility Rating Date of Exam	Place of Exam License Number	Date of Validity	Actions		
CIVIL SERVICE PROFESSIONAL 88.1 2019-03-05	MAKATI CITY	(NOT SET)	♥ view ✓ edit ÎÎ delete		



Update Civil Service Eligibility

				Update Civil Service Eligibility					
				Civil Service Eligibility Level					
				Others			×		
				Description					
				Civil Service Professional					
				Rating					
				88					
				Place of Examination/Confernment					
				Ramon Magsaysay High School - Cubac					
				License Number					
				89					
				Leave it blank if Not Applicable (N/A)					
🔤 Civil Service Eligibili	ity			Date of Exam/Confernment	2019-03-11	License Date Valid	2019-03-11		
+ Add				Save					
Showing 1-1 of 1 item.									
Eligibility	Rating	Date of Exam	Place of Exam	License Number Date of Va	hlidity Actions				
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Work Experience



Menus of Work Experience

- Present Assignment
- Service Record in DILG
- Service Record in the Government
- Work Experience as Non-Government Employee



Present Assignment

		Position
Id Present Assignment as DILC	Employee	Designation
it 🕒 Delete		Office
Position	Employee Assignment Inforr Web Developer	Service
Designation		Division
Office Service	Central Office INFORMATION SYSTEMS AND TECHNOLOGY	Section
Division	IS, PLANNING, DEVELOPMENT & PROJECT N	Region
Section		Province
Province		City/Municipality
City/Municipality		
Status of Appointment	Contract of Service	Status of Appointment
Date Assigned	2017-09-20	

Add Present Assignment as DILG Employee

esent Assignment	Service Record in DILG	Service Record in Goverment	Work Experience as Non-Goverme
Add Present Assignment as	DILG Employee		
Zedit Delete	E	mployee Assignment Information	
Position	Web Developer		
Designation			
Office	Central Office		
Service	INFORMATION SYS	STEMS AND TECHNOLOGY MANAGEN	IENT SERVICE
Division	IS, PLANNING, DEV	VELOPMENT & PROJECT MGT DIVISI	DN
Section			
Region			
Province			
City/Municipality			
Status of Appointment	Contract of Servic	ce	

Click to Create Present Assignment Information

......

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ALCONO.



Present Assignment Input Form (1of2)

Add Present Assignment	
Goverment Service?	
YES × -	
nclusive date(from)	Inclusive date(to) : If <u>"Present Date"</u> Click this button > Present to leave it blank
From Select date	To Select date
Position	Employment Status
Select position name	Select employement status
Type position name Salary Grade	Step #
Select SG -	Select Step Increment Number -
Monthly Salary Q Salary Finder	
Type amount	
DEPARTMENT / AGENCY / OFFICE / COMPANY	



Present Assignment Input Form (2of2)

Office Select Office	•	Designation 🔹	
Service	•	Division 🔹	Section
Region	•	Province	City/Municipality
Save	_		



Service Record in the Government

Present Assignment Service Record in DILG		Service Record in Govermen	t Work Exp	Work Experience as Non-Goverment Employee						
				_						
+ Add Service Re	cord in	Goverment	t 🔔 Upload Se	rvice Record (excel)						
Actions From	To I	Position	DEPARTMENT/A	GENCY/OFFICE/COMPANY	Salary Grade	Step #	Monthly Salary	Employment Status	Goverment Service?	Record Status
NO RESULTS FOUND.										
		C	ick t	o unload	Sorvi	ice				
Record using Exce		using Excel	instea	d						
Click Recor	t d iı	o n the	input e Gove	Service ernment						



Add Service Record in Government (Input Form 1of2)

Add Service Record		
Goverment Service?		
YES	× •	
Inclusive date(from)		Inclusive date(to) : If "Present Date" Click this button - Present to leave it blank
From Select date		To Select date
Position		Employment Status
Select position name If your Position is not listed on the selection. Kind	dly specify the <u>"Posit</u>	tion Name" here. ↓
Select position name If your Position is not listed on the selection. Kind Type position name Salary Grade	dly specify the <u>"Posit</u>	tion Name" here. ↓ Step #
Select position name If your Position is not listed on the selection. Kind Type position name Salary Grade Select SG	dly specify the <u>"Posit</u>	Select employement status tion Name" here. ↓ Step # Select Step Increment Number ▼
Select position name If your Position is not listed on the selection. Kind Type position name Salary Grade Select SG Monthly Salary Q Salary Finder	dly specify the <u>"Posit</u>	Select employement status tion Name" here. ↓ Step # Select Step Increment Number ▼
Select position name If your Position is not listed on the selection. Kind Type position name Salary Grade Select SG Monthly Salary Q Salary Finder Type amount	dly specify the <u>"Posit</u>	Select employement status tion Name" here. ↓ Step # Select Step Increment Number ✓
Select position name If your Position is not listed on the selection. Kind Type position name Salary Grade Select SG Monthly Salary Q Salary Finder Type amount DEPARTMENT / AGENCY / OFFICE / COMPANY	dly specify the <u>"Posit</u>	Select employement status tion Name" here. ↓ Step # Select Step Increment Number ✓

Add Service Record in Government (Input Form 2of2)



Office	Designation	
Select Office 🔹	v	
Service	Division	Section
•	•	•
Region	Province	City/Municipality
· · · · · · · · · · · · · · · · · · ·	·	· · · · · · · · · · · · · · · · · · ·

Save

DILG



Upload Service Record in Government

O Upload

Click to download Excel Template of the Service Record. Open the file once downloaded.

Upload Service Record

Download Template (excel)

File Attachment:

Drag & drop files here		
Select file	⊘ Cancel	👉 Browse

Downloaded Excel Template of Service Record

Refer to the instructions in red on the format of data to be encoded. Once your data are already encoded in the excel sheet, delete the instructions then save the file.

Inclusive dates from (YYYY-MM-DD)	Inclusive dates to (YYYY-MM-DD)	Position	DEPARTMENT / AGENCY / OFFICE / COMPANY	Salary Grade	Step	Monthly Salary	Employment Status	Service Record in DILG?
YYYY-MM-DD	See details on Instruction Sheet	(Write in full / Do not abbreviate)	(Write in full / Do not abbreviate)	(Input the number only)	(Input the number only)	(Input the number only)	See details on Instruction Sheet	YES or NO



Upload Service Record

Option 1: Drag and drop your Excel template with data in this box.

Jpload Service Record		
Download Template (excel)		
le Attachment:		x
I		
	Drag & drop files here	
Select file		🖉 Cancel 🗲 Browse
		• Upload
	Opti	on 2: Browse and sele
	vou	r Excel Template.



Upload Service Record

Upload Service Record				
Download Template (excel) File Attachment:				- 8
service-record-template 5 visv			@Cancel C R	
	_		() ()	Upload
	Click data.	to	upload	the

Save Uploaded Service Record in the Database

Excel Data: (filename: 2944-03172019-service-record-template (5).xlsx)									
Inclusive Dates From	Inclusive Dates To	Position Title	Department / Agency / Office / Company	Salary Grade	Step	Monthly Salary	Employment Status	Service Record in DILG (YES or NO) ?	
2003-09-15	2003-12-31	ADMIN OFFICER I	DILG CENTRAL	SG 5	1	6522	1	YES	
2004-01-01	2004-12-31	ADMIN OFFICER II	DILG CENTRAL	SG 6	1	7522	1	YES	
2005-01-01	2005-12-31	ADMIN OFFICER III	DILG CENTRAL	SG 7	1	8522	1	YES	
								± Save	
_	_	_		-	-	_	_		

Once uploaded, data from excel will be previewed in the system. Important: Click Save to save the entries in the system.

Work Experience as Non-Government Employee

My Work Experience

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DILG

Present Assignment	Service Record in DIL	G Service Record in Go	verment	Work Experience as Nor	n-Govermei	nt Employ	yee			
+ Add Work Experience Showing 1-2 of 2 items.	2 Upload Work Experi	ience (excel)								
Actions	From To	Position	DEPARTMEN /COMPANY	NT/AGENCY/OFFICE	Salary Grade	Step #	Monthly Salary	Employment Status	Goverment Service?	Record Status
 ♥ View ♥ edit m delete Move to separate sheet 	2017-09-20 PRESENT	WEB DEVELOPER C	DEPARTMENT (GOVERNMENT	OF THE INTERIOR AND LOCAL	(NOT SET)	(NOT SET)	31756	CONTRACT OF SERVICE	NO	
 View edit delete Move to separate sheet 	2016-05-24 2017-07-30	WEB DEVELOPER / F TECHNICAL SUPPORT S	PHILIPPINE VO SEISMOLOGY	DICANOLOGY AND	(NOT SET)	(NOT SET)	17000	JOB ORDER	NO	
	Click to a experience encoding	dd work via	Cli ex up file	ick to add perience loading an	worl via exce	k a el				



Add Work Experience Goverment Service? NO × × Inclusive date(from) Inclusive date(to) : If <u>"Present Date"</u> Click this button > (Present) to leave it blank From Select date То Select date Position **Employment Status** Select position name Ŧ Select employement status Ŧ If your Position is not listed on the selection. Kindly specify the "Position Name" here. Type position name Salary Grade Step # Select Step Increment Number Ŧ Ŧ Monthly Salary Q Salary Finder Type amount \$ DEPARTMENT / AGENCY / OFFICE / COMPANY Write in full/Do not abbreviate

00000

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Work Experience Input Form – Salary Finder

Q Salary Finder	
Tranche Year	
Select Year	•
Salary Grade	
Select SG	•
Step Increment	
Select Step	*
Q Find	
Salary Amount Based from : http://www.officialgazette.gov.ph	
ඳු Copy to Monthly Salary	

DILG



Work Experience Download Template

Click to download Excel Template of the Work Experience. Open the file once downloaded.

Upload Work Experience as Non-Government Employee

Ownload Template (excel)

File Attachment:

Drag & drop files here ...

Select file...

Ø Cancel ☐ Browse

VII. Work Experience

Opload

Work Experience Fill-out Excel Sheet

Inclusive dates to (YYYY-MM-DD)	Position	DEPARTMENT / AGENCY / OFFICE / COMPA	ANY	Salary Grade	Step	Monthly Salary	Employment Status	Work Experience in
See details on Instruction Sheet	(Write in full / Do not abbreviate)	(Write in full / Do not abbreviate) le		(Input the number only, leave it blank if N/A)	(Input the number only, leave it blank if N/A)	(Input the number only)	See details on Instruction Sheet	YES or NO
_			_					

Follow the instructions in filling-out the excel sheet. Once finished, delete the row of instructions, then save the file.



Work Experience Upload Template

Option 1: Drag and drop your Excel template with data in this box. Click Upload.

Upload Work Experience as Non-Gpvernment Employee

	VII. Work Experience	
File Attachment:	8	
	Drag & drop files here	
Select file	Cancel 🗁 Browse	
	Option 2: Browse and select your Excel	

Template. Click Upload.

Save Uploaded Work Experience in the Database

Inclusive Dates From	Inclusive Dates To	Position Title	Department / Agency / Office / Company	Salary Grade	Step	Monthly Salary	Employment Status	Work Experience in DILG ?
1999-10-12	1999-10-13	SENIOR JAVA PROGRAMMER	MICROSOFT CORPORATION			11000	1	NO
1999-10-13	1999-10-14	SENIOR JAVA PROGRAMMER II	MICROSOFT CORPORATION			12000	1	NO
								± Se
_	_			_				ž

Once uploaded, data from excel will be previewed in the system. Important: Click Save to save the entries in the system.



Voluntary Work or Involvement in Civic/Non-Government / People / Voluntary Organization





_	•	
	U	

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Showing 1-1 of 1 item.

SAMPLE 2019-03-06 2019-03-06	© view ✓ edit

Input Form

A Voluntary Work or Involvement in Civic/Non-Goverment/People/Voluntary Organization

200000

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COLOR O

+ Add Showing 1-1 of 1 item. Name & Adoress of Organization				×
SAMPLE	Input Organization Name & Address of Organization			
	From Select start date Number of Hours	То	Select end date	
	Position/Nature Of Work			

Edit Form

A Voluntary Work or Involvement in Civic/Non-Goverment/People/Voluntary Organization

|--|

C C

DILG

Address of Organization	Inclusive Dates (From))	Inclusive Dates (To)	Number of Hours	Position/Nature Of Work	Action
				×	💿 view
Update Organiza	ation				fin delet
Name & Address of O	ganization				
sample					
From	2019-03-06	То	2019-03-06		
Number of Hours					
Position/Nature Of W	prk				
Save					



Learning and Development (L&D Interventions/Training Programs Attended)

L & D Attended Main Page

📩 Trainings						
+ Add 🕹 Upload Tra	inings (excel)					
Showing 1-20 of 39 items.						
Actions	Title of Learning and Development Interventions / Training Programs	Inclusive Dates of Attendance (From)	Inclusive Dates of Attendance (To)	Number of Hours	Type of LD	Сог
 ♥view ✓edit m delete Move to separate sheet 	ON THE JOB TRAINING	2015-06-24	2016-03-24	547	TECHNICAL	PHľ
 ♥ view ✓ edit m delete Move to separate sheet 	REGIONAL ROLL-OUT OF THE NEWLY INSTALLED FINANCIAL REPORTING SYSTEM (FRS) HELD AT XENIA HOTEL, CLARK, ANGELES, PAMPANGA	2018-07-09	2018-07-11	0	TECHNICAL	DIL(
 ♥ view ✓ edit m delete Move to separate sheet 	CRAFTING A DILG ROADMAP TOWARDS A STRATEGIC HRM	2019-02-18	2019-03-20	0	TECHNICAL	LOC
© view ✓ edit	ONLINE COMPETENCY PROFILING SYSTEM	2018-08-01	2018-09-30	0	TECHNICAL	HRN

DILG

L & D Attended **Add Training Page**

📩 Trainings						
+ Add Showing 1-20 of 39 items.						×
Actions Title of Learning and Development Interventions / Training Prog	Create Tr Title of Lear	aining ning and Development Interventions / Training	g Programs			
 view N THE JOB TRAINING ✓ edit m delete 		Write in full Inclusive Dates of Attendance (From) Inclusive Dates of Attendance (To)			of Attendance (To)	.4
Move to separate sheet	≡ ×	Select Start Date	iii >	K Se	lect End Date	
● view REGIONAL ROLL-OD OF THE NEWLY INSTALLED FINANCIAL REPORTING SY ✓ edit iiii delete Iiii Move to separate sheet Iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Upload Cert	ificate	Number of L	of Hour _&D	S	٢
CRAFTING A DILG ROADMAP TOWARDS STRATEGIC HRM		Drag & drop files here	Nothing selected Conducted/Sponsored By			•
ONLINE COMPETENCY PROFILING SYSTEM	Select files	🗁 Select f	île			

F

DILG

L & D Attended Edit Page Create Training Title of Learning and Development Interventions / Training Programs Write in full **Option 1: Drag and drop** your training certificate in Inclusive Dates of Attendance (From) Inclusive Dates of Attendance (To) this box. Select Start Date ... Select End Date ... × 篇 × Number of Hours Upload Certificate + Type of L&D **Option 2: Browse and** Nothing selected Ŧ select your training Drag & drop files here ... Conducted/Sponsored By certificate. 🗁 Select file Save

L & D Attended Upload Training Page



- C. A.
DILG

L & D Attended Upload Training Excel Template

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS / TRAINING PROGRAMS	INCLUSIVE DATES FROM (YYYY-MM-DD)	INCLUSIVE DATES TO (YYYY-MM-DD)	HOURS (Input number only)	TYPE OF LEARNING DEVELOPMENT	CONDUCTED / SPONSORED BY
See sample data on Sample Sheet					
See samp	le data for				
reference	Doloto this				
reference.	Delete tills				
sheet befor	e saving.	See	instruc	tions before	
	/	enc	oding.	Delete this	
		cho	ot hofor	ooving	
		Sne	er perore	e saving.	
Actual Data Sample Sheet Instruction Sheet	et 🕀		I	▲	
рү					



L & D Attended Upload Training Page

Upload Trainings 	Option 1: Drag and drop your Excel template with data in this box. Click Upload.	VII. Learning and Development (L&D) Interventions/Trainings Pro	grams Attended
File Attachment:			×
	Drag & drop files	here	
Select file		🖉 Cancel	🗁 Browse
	Option 2:	Browse and	Upload
	select y	your Excel	
	Template. C	lick Upload.	



L & D Attended Save Training Page

Excel Data: (filename: 2944-03172019-learning-development-template (9).xlsx)

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS / TRAINING PROGRAMS	INCLUSIVE DATES FROM (YYYY-MM- DD)	INCLUSIVE DATES TO (YYYY-MM-DD)	NUMBER OF HOURS (Input number only)	TYPE OF LEARNING DEVELOPMENT	CONDUCTED / SPONSORED BY
SEMINAR WORKSHOP ON PRIME-HRM LEVEL 2	2019-01-16	2019-01-18	32	3	CIVIL SERVICE COMMISSION - REGION 13
YEAR-END EVALUATION OF CONDITIONAL MATCHING GRANT PROGRAM (CMGP) IMPLEMENTATION: "CARAGA REGION IS PURSUING PEACE, DEVELOPING COMMUNITIES AND ZOOMING IN ON PROGRESS"	2018-12-04	2018-12-05	16	FUNCTIONAL	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGIONAL OFFICE13
ATTENDANCE TO THE SUCCESSION PLANNING CUM ORIENTATION ON THE ENHANCED HRMSPP, CRITIQUING OF NEW HR POLICIES, AND UPDATING / REVISION OF THE CITIZEN'S CHARTER TO EASE OF DOING BUSINESS	2018-10-01	2018-10-04	32	3	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - CENTRAL OFFICE
EMPLOYEES COMPENSATION PROGRAM	2018-07-27		4	ADMINISTRATIVE	DEPARTMENT OF LABOR AND EMPLOYMENT - EMPLOYEE'S COMPENSATION COMMISSION-REGIONAL EXTENSION UNIT- XIII
TRAINING SERIES ON FORMAL AND TECHNICAL WRITING AND CORRESPONDENCE	4/11 & 25, 2013 / 6/20/13		24	3	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION XIII

🛓 Save

Once uploaded, data from excel will be previewed in the system. Important: Click Save to save the entries in the system.



OTHER INFORMATION

Other Information Main Page

 Other Information 			
+ Add			
Showing 1-2 of 2 items.			
Special Skills and Hobbies	Non-Academic Distinctions / Recognition	Membership in Association / Organization	Actions
PLAYING BASKETBALL	N/A	N/A	♥ view✓ editm delete
WEB DEVELOPMENT	N/A	N/A	 ♥ view ✓ edit m delete

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STORE S



Add Other Information





Update Other Information

	×
Update Other Information	
Special Skills and Hobbies	
Playing Basketball	Organization Actions
Non-Academic Distinctions / Recognition	© view ✓ edit
Membership in Association / Organization	© view ✓ edit
Save	fi delete



Reference Persons

Reference Person Main Page

Reference Person(s)			
+ Add Reference Person			
Showing 1-2 of 2 items.			
Full Name	Address	Telephone Number	Actions
JIM MARTINEZ	CALOOCAN CITY	456-0909	⊘ View ✓ Edit
LEVI GRATICO	PILOT DRIVE	334-2343	 ♥View ✓ Edit m delete

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DILG

Reference Person Input Form

Reference Person	(s)	
+ Add Reference Person Showing 1-2 of 2 items.		
Full Name		×
LEVI GRATICO	Input Reference Person	
	Full Name	
	Address	
	Telephone Number	
	Save	

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Reference Person Edit Form

Reference	e Person(s)		
+ Add Refere	nce Person		
Showing 1-2 of	2 items.		
Full Name	Address	Telephone Number	Actions
JIM MARTINEZ		3	© View ✓ Edit
LEVI GRATICO	Update Reference Person		© View ✓ Edit
	Full Name		delete 💼 delete
-	JIM MARTINEZ		
	Address		
	Telephone Number		
	Save		

200000

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JOSO L



Questionnaire

	Qu	Main Dage
	Read instructions before answering the questionnaire	Main Fays
Questionnaires A Important Note : Leave	e the Text Box BLANK if your answer is "NO" or "Not Applicable (N/A)" t	hen click Save / Update
34. Are you related by consanguinity or affinity to the ap Bureau or Department where you will be apppointed, a. within the third degree?	pointing or recommending authority, or to the chief of bureau or office or to the	e person who has immediate supervision over you in the Office,
34. Are you related by consanguinity or affinity to the ap Bureau or Department where you will be apppointed, a. within the third degree? If Yes, give details:	pointing or recommending authority, or to the chief of bureau or office or to th	e person who has immediate supervision over you in the Office,
 34. Are you related by consanguinity or affinity to the ap Bureau or Department where you will be apppointed, a. within the third degree? If Yes, give details: No b. within the fourth degree (for Local Government Unit - If Yes, give details: 	pointing or recommending authority, or to the chief of bureau or office or offic	e person who has immediate supervision over you in the Office,
 34. Are you related by consanguinity or affinity to the ap Bureau or Department where you will be apppointed, a. within the third degree? If Yes, give details: No b. within the fourth degree (for Local Government Unit - If Yes, give details: 35. a. Have you ever been found guilty of any administration of Yes, give details: 	ppointing or recommending authority, or to the chief of bureau or office or to the Career Employees)? tive offense?	e person who has immediate supervision over you in the Office,

Questionnaire Main Page

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? If Yes, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

If Yes, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

If Yes, give details:

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

If Yes, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

If Yes, give details (country):

Questionnaire Main Page

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group?

If Yes, please specify:

DIEG

b. Are you a person with disability

If Yes, please specify ID No:

c. Are you a solo parent?

If Yes, please specify ID No:

Save

Click Save button to save changes.



Generate Filled-up PDS

Interview Lat useder: Jord 1. 207 Oriest de Lura - - Service 1. 207 - Service 1. 207 - Service 1. 207 - Service 1. 207 Oriest de Lura - - Contact Information - Contact Information - Service 1. 207 - Service 1. 207 - Service 1. 207 Oriest de Lura - - Contact Information - Contact Information - Service 1. 207 - Service 1. 207 - Service 1. 207 Out Service Eligibility - 2 Record(g) has been saved - Service Eligibility - Versent Assignment Information Lat useder: Journal 2. 208 - Work Expenses 2. Record(g) has been saved Lat useder: Journal 2. 208 - Versent Assignment Information Lat useder: Journal 2. 208	= 😡 HRIS Human Resource	Information System			
 Interfactors Names Interfactors Name		Last update : April 3, 2019 Last update : April 4, 2019	No Record Yet	Last update : March 29, 2019	Last u
Central Information Control Information	0	Identification Numbers Permanent Address Last undate - April 3, 2019 Last undate - October 18, 2019	 Father's Information 	Children's Information No Record Vot	 Second
 Rene Click home to access the PDS panels Cuidence Epigetiv 2 Record(s) has been saved: Service Record Service Record<th>Genese de Luna 🗸</th><th>Contact Information</th><th>Last update . January 1, 1770</th><th>NO RECORD TEL</th><th>? Vocatio</th>	Genese de Luna 🗸	Contact Information	Last update . January 1, 1770	NO RECORD TEL	? Vocatio
I nome Click nome to access the PDS panels Image:	A 11		Go to page 🖾		No Rec
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Cvdl Service Eligibility Voluntary W	Personal Data Sheet ,	the PDS panels			
 2 Record(s) has been saved - Present Assignment Information Last update: August 22, 2019 - Service Record - Record(s) has been saved. - 21 Record(s) has been saved. - 21 Record(s) has been saved. - 21 Record(s) has been saved. - 1 Record(s) has been saved. - 2 Record(s) has been saved. - 1 Record(s) has been saved. - 1		Civil Service Eligibility	Work Experience		Voluntary W
Cot page I?		 2 Record(s) has been saved 	 Present Assignment Information Last update : August 22, 2018 	 Work Experience 2 Record(s) has been saved. 	 1 Recor
Learning and Development Training Programs Attended 		Go to page 🗗	 Service Record 1 Record(s) has been saved. 		Go to pag
Learning and Development Training Programs Attended Other Information Click to preview the pDS © to page [2] 0 to page [2] Co to page [2] Ouestionaires Click to save a PDF copy of the PDS Soft Copy No Record 1 Co to page [2] Soft Copy			Go to page 🕼		
 21 Record(s) has been saved. Co to page [2] Click to save a PDF copy of the PDS No Record Copy of the PDS Go to page [2] 		Learning and Development Training Programs Attended	Other Information	Click to prev	viow the
Construction of the page (2) Construction of the page (2) Construction of		 21 Record(s) has been saved. 	 1 Record(s) has been saved. 	PDS	
Ouestionaires Click to save a PDF * No Record Y copy of the PDS Boto page[2] Soft Copy		Go to page C [#]	Go to page ⊡*		Go to pag
Ouestionaires Click to save a PDF Soft Copy * No Record Y copy of the PDS Image: Copy Co to page [2] Soft Copy					
No Record Y Copy of the PDS Download PDS Preview PDS		Questionaires Click to save a PDF	Soft Copy		
Go to page [2]		⁷ No Record Y copy of the PDS	🔁 Download	PDS Preview PDS	
		Go to page C*			

DILG

Log Out





INFORMATION SYSTEMSAND TECHNOLOGY MANAGEMENT SERVICE

Thank You ③