1. PDS

View Employee PDS

Generated PDF file of PDS



**DILG-CAR Employee**



**DILG-CAR HRIS Web Application**



**DILG-CAR HR Admin**

Log in  
Filling out of PDS

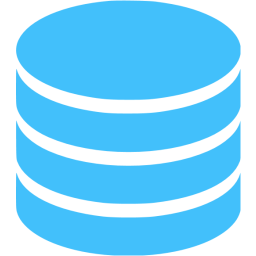
View/Update/Edit PDS for Corrections

Validation of Employee PDS

Submit to HR

Store PDS

Retrieve PDS



**Database**



**DILG-CAR Regional Director**

2. Leave Application

Log in  
Filling out of Leave Application

Update and



**DILG-CAR Employee**

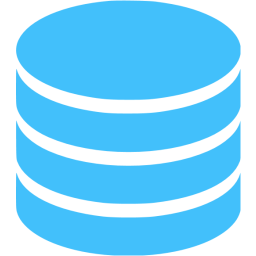


**DILG-CAR HRIS Web Application**



**DILG-CAR HR Admin**

Marks “Accepted Leave” if the Regional Director Approves the Leave Application



**Database**

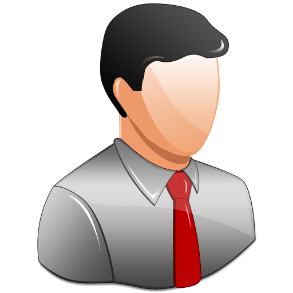
Store Leave Application

Retrieve Leave Application

Generated PDF file of Leave Application



**DILG-CAR Regional Director**



**DILG-CAR Officer**

Submit the printed Leave Application to HR

Submit to DILG-CAR Director

Submit to DILG-CAR Officer

3. Processing of Employee’s Leave Credits



**DILG-CAR Employee**



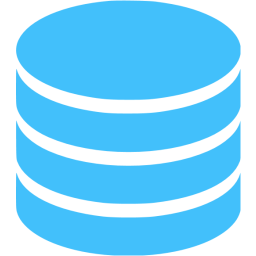
**DILG-CAR HR Admin**

View Leave Ledger



**DILG-CAR HRIS Web Application**

View/Add/Update Leave Ledger



**Database**

Store Leave Ledger

Retrieve Leave Ledger

View Leave Ledger



**DILG-CAR Regional Director**

4. Updating of Plantilla

**Plantilla**



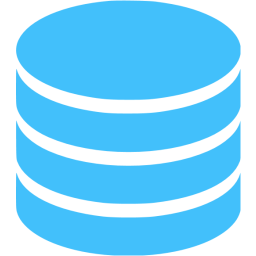
**DBM**



**DILG-CAR HR Admin**



**DILG-CAR HRIS Web Application**



**Database**



**New Plantilla**

Updated Plantilla

Sent to DILG-CAR HRRS

Store Plantilla

Retrieve Plantilla

Changes/ updates in Plantiila and automatically update both PDS and Service Record.

Sends New Plantilla

Retrieve Plantilla

5. Service Record



**DILG-CAR Employee**

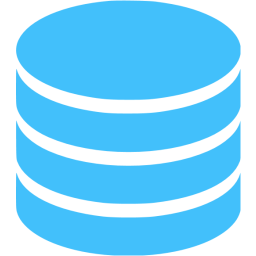
Request for Service Record



**DILG-CAR HR Admin**



**DILG-CAR HRIS Web Application**



**Database**

Store Service Record

Retrieve Service Record



**Service Record**

Give Service Record

Store Service Record

Retrieve Service Record

6. NOSI



**DILG-CAR HR Admin**

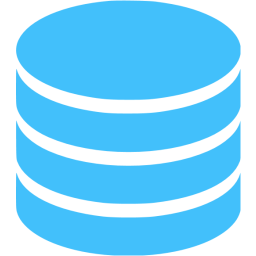


**DILG-CAR HRIS Web Application**

Release NOSI  
Updates Service Record and Plantilla



**DILG-CAR Employee**



**Database**

Inform Employee

Newly updated Service Record and Plantilla

Retrieve Information from Service Record and Plantilla

Retrieve Plantilla

7. NOSA



**DILG-CAR Employee**

Release NOSA

Inform Employee

Sent to DILG-CAR

HRRS

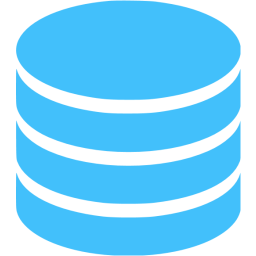
Release NOSA

Fill out NOSA templarte

Update Service and Plantilla

Newly Updated Service Record and Plantilla

Retrieve Information from Service Record and Plantilla



**Database**



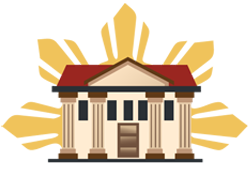
**DILG-CAR HRIS Web Application**



**DILG-CAR HR Admin**



**NOSI**



**Philippine Government**