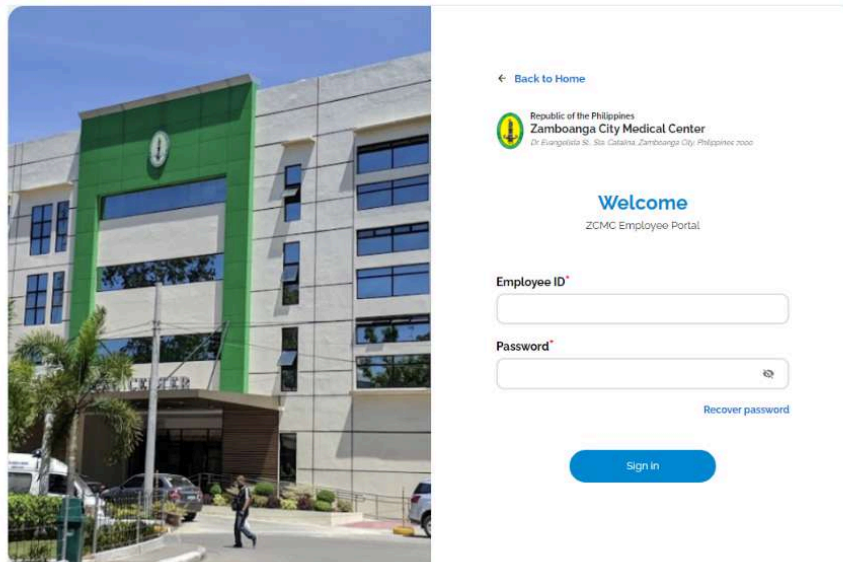




# MyPortal

## A Zamboanga City Medical Center User Management Information System



# User Manual

go to [Common User Modules](#)

go to [Supervisor Modules](#)

# Common User Modules

[Report An Issue](#)

## COMMON USER MODULES

### Table of Contents

1. [Introduction](#)
2. [Getting Started](#)
  - 2.1. [Accessing the landing page](#)
  - 2.2. [System Access](#)
    - 2.2.1. [First Time Access](#)
    - 2.2.2. [Returning User](#)
    - 2.2.3. [Password Recovery](#)
3. [User Dashboard](#)
  - 3.1. [User Interface Overview](#)
    - 3.1.1. [Common User Modules](#)
  - 3.2. [Viewing My Work Schedule](#)
  - 3.3. [Viewing My Daily Time Record](#)
    - [Printing My DTR](#)
4. [Applications and Requests](#)
  - 4.1. [Applying for Leave:](#)
    - 4.1.1. [Vacation Leave](#)
    - 4.1.2. [Printing of Approved Leave Forms](#)
    - 4.1.3. [Sick Leave](#)
    - 4.1.4. [Special Privilege Leave](#)
    - 4.1.5. [Mandatory or Forced Leave](#)
  - 4.2. [Applying for Official Business](#)
  - 4.3. [Applying for Official Time](#)
  - 4.4. [Applying for Compensatory Time Off](#)
  - 4.5. [Exchange of Duty Schedule](#)
    - [Approving Request for Exchange of Duty](#)
  - 4.6. [Overtime Records](#)
  - 4.7. [Leave Monetization](#)
  - 4.8. [Time Adjustment\\* Request](#)
5. [Personal Information](#)
  - 5.1. [Updating Contact Information](#)
  - 5.2. [Add Educational Background](#)
  - 5.3. [Add Eligibility](#)
  - 5.4. [Add Learning and Development Interventions and Trainings](#)
6. [Manage Account](#)
  - 6.1. [Manage Two-Factor Authentication \(2FA\)](#)
  - 6.2. [Change Password](#)
  - 6.3. [Change Authorization Pin](#)

## Introduction

Welcome to the Zamboanga City Medical Center's User Management Information System (UMIS) - User Manual.

*This manual is designed to provide you with comprehensive guidance on using the UMIS efficiently and effectively. The UMIS is accessible to all employees of the Zamboanga City Medical Center via the local area network within the hospital campus.*

*The purpose of this manual is to assist users in understanding the functionalities of the UMIS and to provide step-by-step instructions for its various features. By following this guide, users will be able to navigate the system with ease and make the most of its capabilities.*

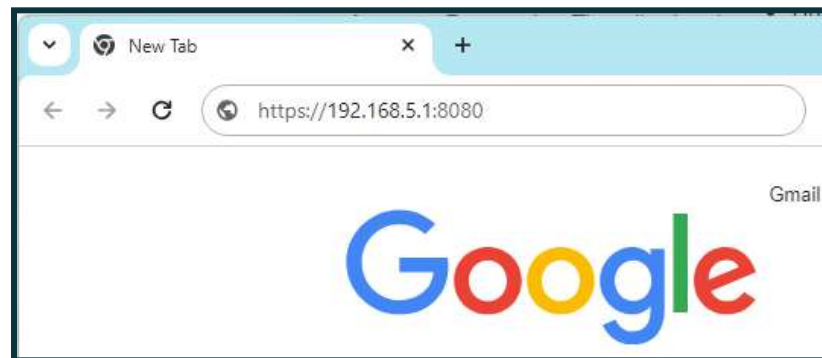
*The UMIS is a centralized platform developed to streamline employee management processes, including scheduling, leave management, and reporting. It aims to enhance operational efficiency, improve communication, and ensure regulatory compliance within the organization. Through this system, Zamboanga City Medical Center seeks to create a more organized and productive work environment for all staff members.*

*In this manual, you will find detailed explanations of the common user modules, ensuring that you have the knowledge needed to utilize the UMIS to its full potential.*

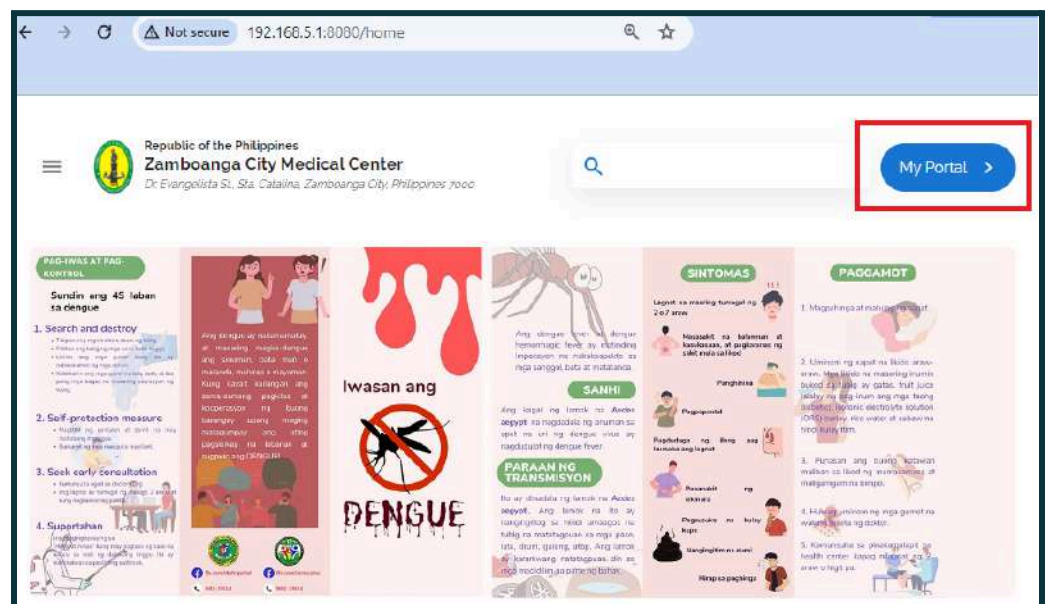
## Getting Started

### 1.1. Accessing the landing page

- To access the login page for the UMIS, open a web browser:
  - Chrome
  - Firefox
  - Edge
  - Opera
- In the address bar of the browser, type the URL of the ZCMC-UMIS: **192.168.5.1:8080**.



- Press **ENTER** to proceed to the login page. This will bring up the ZCMC website.
- Click the blue **MY PORTAL** button located at the upper-right corner of the page, to access the UMIS login page.



go to [Common User Modules](#)

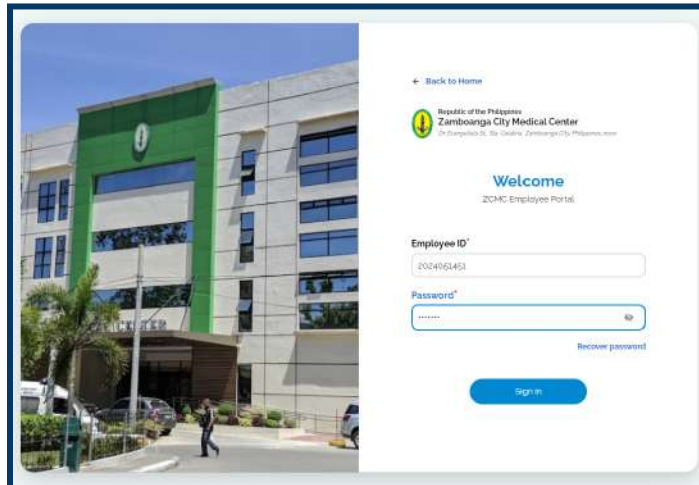
go to [Supervisor Modules](#)

## 1.2. System Access

The system access page allows users to access the modules of ZCMC-UMIS using the credentials given to each employee.

### First-Time Access, First-Time Login

1. If accessing the system for the first time, a temporary password was sent to your **registered email** address.
  - Access your email to retrieve your assigned Employee ID and the temporary password.
2. In the login page, type your Employee ID and the temporary password.



3. First-time users will then be prompted to create a **strong** password.
  - Must be at least **8** characters long
  - Must contain a CAPITAL letter and a Number
  - Must contain a SPECIAL character or symbol.
  - Passwords must match

go to [Common User Modules](#)

go to [Supervisor Modules](#)

**Create a new password** ✕

New users are required to create a strong password for first login attempt. Do not reuse your temporary password or other sequential details like "12345678".

**New Password\***

..... 👁

**Confirm Password\***

..... 👁

- Password must be at least 8 characters
- Password must contain a capital letter and numbers
- Password must contain special characters
- Passwords match


**Authorization PIN\*** ℹ

569031 ⬆ ⬇ ⬆

Must be of six characters.

**Continue**

4. If all the password criteria are met, the requirements for password will turn green.
5. Users are also required to nominate a **6-digit** Authorization PIN, which will be used in some processes in the system.
6. Click **CONTINUE** to confirm the action.
7. A prompt, reminding you of password expiry will be shown. To better protect the system, your **Password expires every three (3) months.**



**New password successfully created**

Your password will expire after three months, on **August 20, 2024.**

**Click here to login**

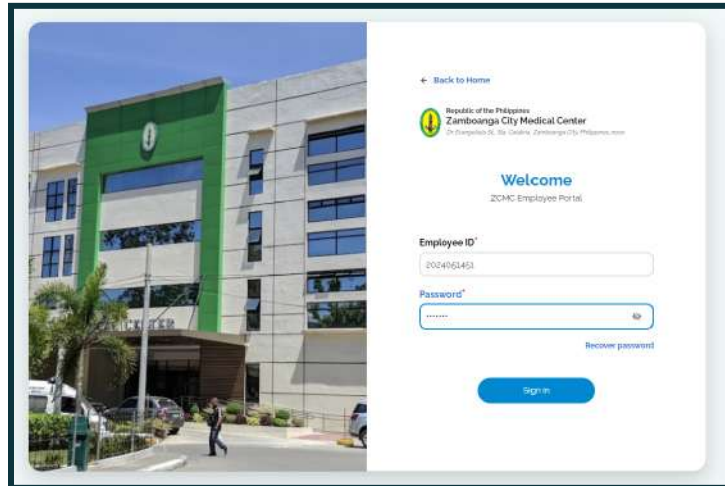
[Report An Issue](#)

go to [Common User Modules](#)

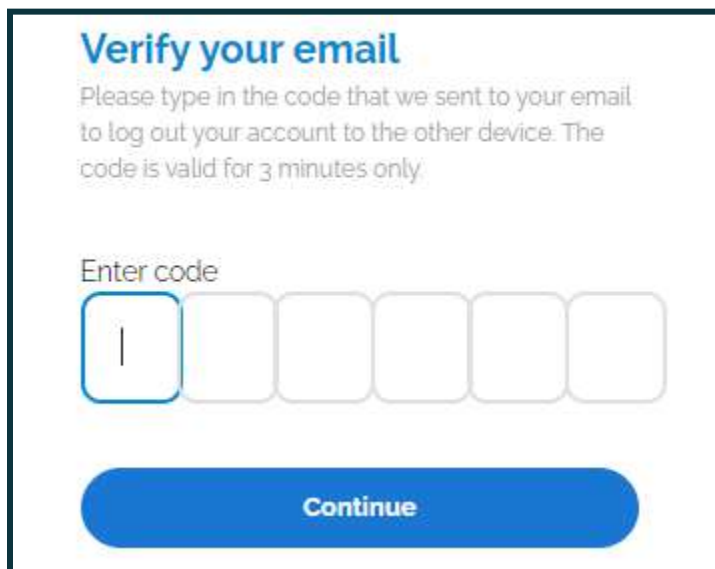
go to [Supervisor Modules](#)

### Returning, Active User

1. To access the system, type your Employee ID and password:
  - Employee ID provided by HR upon registration
  - Personal password



2. Click **SIGN-IN** to login. Successful login should bring the user to the **System Dashboard**.
3. If 2-factor authentication was enabled, type the OTP sent to your registered email.



4. Click **CONTINUE** to login. Successful login should bring the user to the **System Dashboard**.



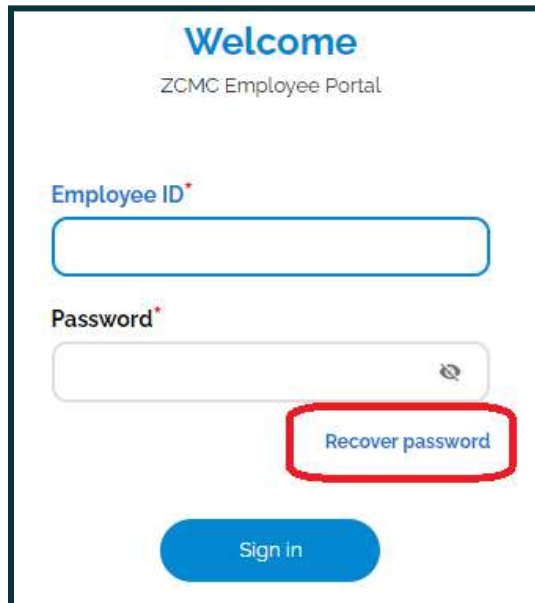
go to [Common User Modules](#)

go to [Supervisor Modules](#)

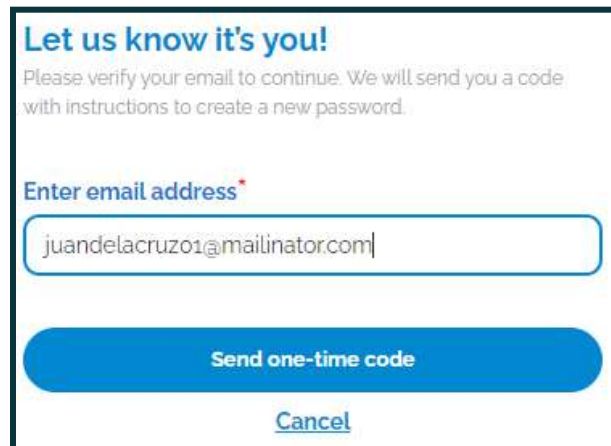
## Password Recovery

To assist users who have forgotten their password, the password recovery module is provided.

1. To recover lost or forgotten password, click the **RECOVER PASSWORD** link in the login page.

The image shows the ZCMC Employee Portal login page. At the top, it says "Welcome" and "ZCMC Employee Portal". Below this are two input fields: "Employee ID\*" and "Password\*". The "Password\*" field has a small eye icon to its right. Below the password field is a red rectangular button labeled "Recover password". At the bottom of the form is a blue rounded button labeled "Sign in".

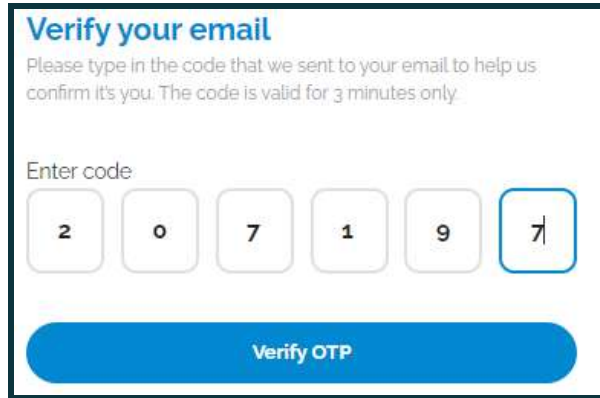
2. Type your registered email address. The email address should be the same as the email address registered in your UMIS account.

The image shows a page titled "Let us know it's you!". Below the title, it says "Please verify your email to continue. We will send you a code with instructions to create a new password." Below this is a label "Enter email address\*" and a text input field containing "juandelacruz01@mailinator.com". At the bottom, there is a large blue rounded button labeled "Send one-time code" and a blue link labeled "Cancel".

3. Click **SEND ONE-TIME CODE**. A one-time code will be sent to your email.
4. Verify your email by typing the OTP you received from your email. The code is valid for 3 minutes.

go to [Common User Modules](#)

go to [Supervisor Modules](#)



**Verify your email**

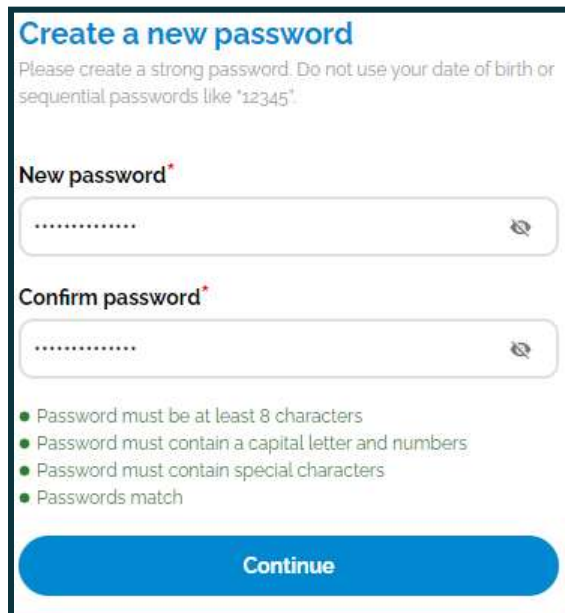
Please type in the code that we sent to your email to help us confirm it's you. The code is valid for 3 minutes only.

Enter code:

2 0 7 1 9 7

**Verify OTP**

5. Click **VERIFY OTP**.
6. Create a new password. Your new password must not be the same as the old password that you recently used.



**Create a new password**

Please create a strong password. Do not use your date of birth or sequential passwords like "12345".

**New password\***

.....

**Confirm password\***

.....

- Password must be at least 8 characters
- Password must contain a capital letter and numbers
- Password must contain special characters
- Passwords match

**Continue**

7. In creating new password, take note of the following requirements:
  - Must be at least **8** characters long
  - Must contain a CAPITAL letter and a Number
  - Must contain a SPECIAL character or symbol.
  - Passwords must match
8. Click **CONTINUE** to confirm the action.
9. A prompt, reminding you of password expiry will be shown. To better protect the system, your **Password expires every three (3) months.**

go to [Common User Modules](#)

go to [Supervisor Modules](#)

## User Dashboard

### 1.3. User Interface Overview

Upon successful login, you will be greeted with the user Dashboard, which provides the following information:

- A. **Sidebar**, which contains a list of functions available to the users based on their role.
- B. **Center console**, which displays the user interface for the active module, in this case the **Work Calendar**.
- C. **Biometric logs** for the current day
- D. Employee's name and area of assignment.

**User Management Information System**  
Zamboanga City Medical Center

**Employee**

- My Work Schedule
- My DTR
- Applications and Requests
- Leave
- Official Business
- Official Time
- Compensatory Time-Off
- Exchange Duty
- Overtime Records
- Leave Monetization
- Personal information

**ACCOUNT**

- Manage Account
- Logout

**Work Calendar**  
Your Work Schedule

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Labor Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		02 PM - 10 PM	02 PM - 10 PM	06 AM - 02 PM		
19	20	21	22	23	24	25
	08 AM - 08 AM		02 PM - 10 PM	10 PM - 06 AM		
26	27	28	29	30	31	
	06 AM - 02 PM		10 PM - 06 AM	08 AM - 08 AM		

**Today's Logs**  
May 24, 2024

Time in	Break out
07:42 am	12:32 pm
Break in	Time out
12:37 pm	--:--

My device logs

**Today's Birthday Celebrants**  
May 24, 2024

No birthday celebrants today

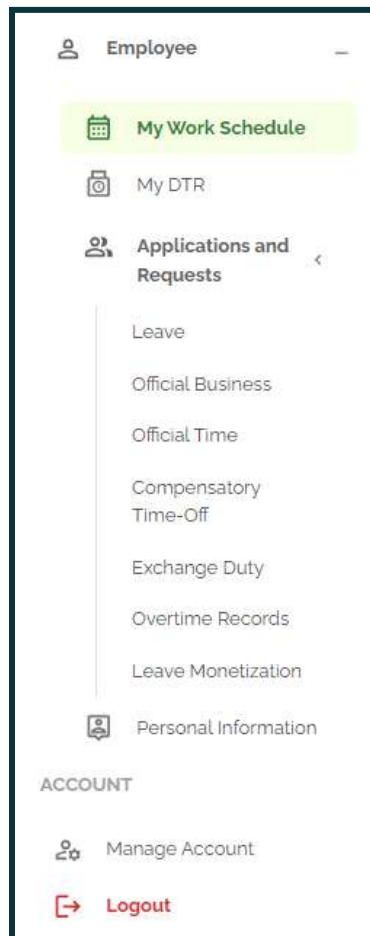
go to [Common User Modules](#)

go to [Supervisor Modules](#)

### Common User Modules

The following are the modules, which are available to all users of the ZCMC-UMIS, found in the side bar located at the left side of the page:

- Employee
  - My Work Schedule
  - My DTR
  - Application and Requests
    - Leave
    - Official Business
    - Official Time
    - Compensatory Time-off
    - Exchange Duty
    - Overtime Records
    - Leave Monetization
    - Time Adjustment (Only for MCC, Division Heads, MS, and MO4)
  - Personal Information
- Manage Account
- Logout



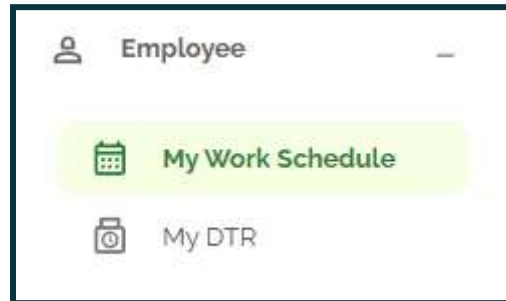
go to [Common User Modules](#)

go to [Supervisor Modules](#)

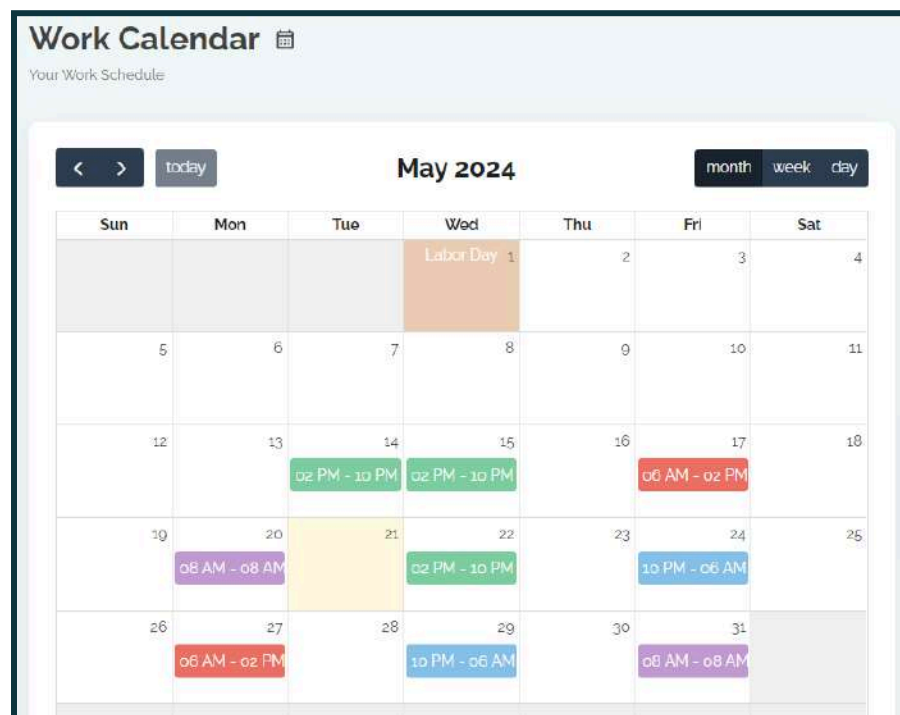
## 1.4. Viewing My Work Schedule

This module shows your work schedule and shifts for the current month through a calendar. The calendar will also show the scheduled holiday as well as the user's approved leaves.

- A. In your **sidebar**, select **MY WORK SCHEDULE**.



- B. The Work Calendar will be shown in the center console of the page. The Work Calendar shows your monthly schedule, approved leave, and holidays.



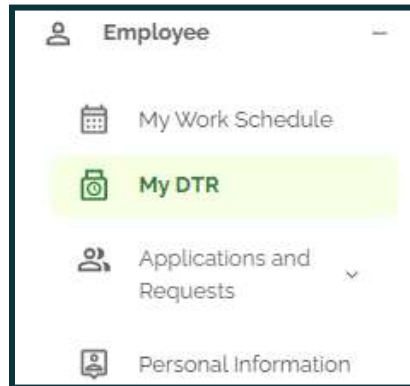
go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 1.5. Viewing My Daily Time Record

This module shows all the valid biometric logs of the user in the biometric terminal.

A. In your **sidebar**, select **MY DTR**.



B. My DTR page

A screenshot of the 'My DTR' page. At the top left is an 'Export DTR' button. At the top right are 'Select Month' (set to January) and 'Select Year' (set to 2024) dropdowns. The table below has columns for Day, AM Arrival, AM Departure, PM Arrival, PM Departure, Overtime (Hours and Minutes), and Remarks. The data rows show time logs for days 01 through 12 of the month. Days 01, 02, 06, and 07 are marked as holidays with '00:00:00' for arrivals and departures. Days 03, 04, 05, 08, 09, 10, 11, and 12 show specific arrival and departure times and corresponding overtime in minutes (39, 30, 0, 31, 46, 13, 0, 26 respectively).

DAY		AM		PM		OVERTIME HOURS MINUTES	REMARKS
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
01	Monday	00:00:00				-   -	
02	Tuesday	00:00:00				-   -	
03	Wednesday	07:51 am	12:54 pm	01:38 pm	08:11 pm	-   39	
04	Thursday	07:53 am	12:23 pm	01:09 pm	04:39 pm	-   30	
05	Friday	07:54 am	12:54 pm	11:57 pm	06:39 pm	-   -	
06	Saturday	00:00:00				-   -	
07	Sunday	00:00:00				-   -	
08	Monday	07:18 am	12:41 pm	01:31 pm	08:54 pm	-   31	
09	Tuesday	07:55 am	12:36 pm	01:45 pm	09:07 pm	-   46	
10	Wednesday	07:29 am	12:31 pm	01:13 pm	06:21 pm	-   13	
11	Thursday	07:55 am	12:39 pm	11:45 pm	07:39 pm	-   -	
12	Friday	08:26 am	12:43 pm	11:36 pm	07:59 pm	-   26	

C. The table has the following columns:

- AM arrival (or Check-in)
- AM Departure (Check-out or Break out)
- PM Arrival (Check-in or Break in)
- PM Departure (Check-out)
- Undertime in Hours and Minutes
- Schedule**
- Remarks

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- D. If you have no assigned schedule for the day, it will automatically be tagged as Day-off. If you have a schedule but no biometric logs, it will be tagged as Absent.

### Printing the DTR

- E. To print your DTR, click the **EXPORT DTR** button.

Select Month

Select Year

May

2024

Export DTR

MAY	AM	PM			
DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	UNDERTIME HOURS MINUTES
					SCHEDULE
					REMARKS

- F. DTR exported as PDF.

Republic of the Philippines

Department of Health

ZAMBOANGA CITY MEDICAL CENTER

DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

Republic of the Philippines

Department of Health

ZAMBOANGA CITY MEDICAL CENTER

DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

DAILY TIME RECORD

EMPLOYEE NAME

For the month of : January 1 to 31 2024/Regular Days

Official hours for : 8 HOURS

Arrival and Departure : 8AM-12PM|1PM-5PM

		AM	PM	UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	Mon	DAY-OFF			
2	Tue	DAY-OFF			
3	Wed	07:51 AM	12:04 PM	01:38 PM	08:12 PM
4	Thu	07:53 AM	12:23 PM	01:00 PM	04:50 PM
5	Fri	07:54 AM	12:24 PM	12:57 PM	06:59 PM
6	Sat	DAY-OFF			
7	Sun	DAY-OFF			
8	Mon	07:18 AM	12:01 PM	01:31 PM	08:54 PM
9	Tue	07:55 AM	12:36 PM	01:45 PM	09:07 PM
10	Wed	07:29 AM	12:31 PM	01:13 PM	06:21 PM
11	Thu	07:05 AM	12:29 PM	12:45 PM	07:19 PM
12	Fri	08:25 AM	12:03 PM	12:35 PM	07:00 PM
13	Sat	DAY-OFF			
14	Sun	DAY-OFF			
15	Mon	08:23 AM	12:22 PM	01:21 PM	08:13 PM
16	Tue	07:06 AM	12:06 PM	12:30 PM	05:25 PM
17	Wed	07:57 AM	12:08 PM	12:30 PM	06:24 PM
18	Thu	07:14 AM	01:05 PM	01:20 PM	08:30 PM
19	Fri	07:34 AM	12:09 PM	12:58 PM	08:24 PM
20	Sat	DAY-OFF			
21	Sun	DAY-OFF			
22	Mon	07:09 AM	12:38 PM	01:37 PM	05:16 PM
23	Tue	07:44 AM	12:55 PM	01:41 PM	06:17 PM
24	Wed	07:18 AM	12:15 PM	12:57 PM	08:01 PM
25	Thu	07:26 AM	12:59 PM	01:43 PM	06:52 PM
26	Fri	08:15 AM	12:03 PM	12:31 PM	04:56 PM
27	Sat	DAY-OFF			
28	Sun	DAY-OFF			
29	Mon	07:48 AM	11:56 AM	01:20 PM	04:46 PM
30	Tue	07:56 AM	12:22 PM	12:36 PM	07:53 PM
31	Wed	ABSENT			

I certify on my honor that the above is a true and correct report of the hours of work performed, recorded daily at the time of arrival and departure from the office.

Verified as to prescribed hours

In Charge

Adopted from CSC FORM NO. 48

ZCMC-F-HRMO-01

Re/V.0

Effectivity Date: June 2, 2014

Republic of the Philippines

Department of Health

ZAMBOANGA CITY MEDICAL CENTER

DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

Republic of the Philippines

Department of Health

ZAMBOANGA CITY MEDICAL CENTER

DR. EVANGELISTA ST., STA. CATALINA, ZAMBOANGA CITY

DAILY TIME RECORD

EMPLOYEE NAME

For the month of : January 1 to 31 2024/Regular Days

Official hours for : 8 HOURS

Arrival and Departure : 8AM-12PM|1PM-5PM

		AM	PM	UNDERTIME	
		ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	Mon	DAY-OFF			
2	Tue	DAY-OFF			
3	Wed	07:51 AM	12:04 PM	01:38 PM	08:12 PM
4	Thu	07:53 AM	12:23 PM	01:00 PM	04:50 PM
5	Fri	07:54 AM	12:24 PM	12:57 PM	06:59 PM
6	Sat	DAY-OFF			
7	Sun	DAY-OFF			
8	Mon	07:18 AM	12:01 PM	01:31 PM	08:54 PM
9	Tue	07:55 AM	12:36 PM	01:45 PM	09:07 PM
10	Wed	07:29 AM	12:31 PM	01:13 PM	06:21 PM
11	Thu	07:05 AM	12:29 PM	12:45 PM	07:19 PM
12	Fri	08:25 AM	12:03 PM	12:35 PM	07:00 PM
13	Sat	DAY-OFF			
14	Sun	DAY-OFF			
15	Mon	08:23 AM	12:22 PM	01:21 PM	08:13 PM
16	Tue	07:06 AM	12:06 PM	12:30 PM	05:25 PM
17	Wed	07:57 AM	12:08 PM	12:30 PM	06:24 PM
18	Thu	07:14 AM	01:05 PM	01:20 PM	08:30 PM
19	Fri	07:34 AM	12:09 PM	12:58 PM	08:24 PM
20	Sat	DAY-OFF			
21	Sun	DAY-OFF			
22	Mon	07:09 AM	12:38 PM	01:37 PM	05:16 PM
23	Tue	07:44 AM	12:55 PM	01:41 PM	06:17 PM
24	Wed	07:18 AM	12:15 PM	12:57 PM	08:01 PM
25	Thu	07:26 AM	12:59 PM	01:43 PM	06:52 PM
26	Fri	08:15 AM	12:03 PM	12:31 PM	04:56 PM
27	Sat	DAY-OFF			
28	Sun	DAY-OFF			
29	Mon	07:48 AM	11:56 AM	01:20 PM	04:46 PM
30	Tue	07:56 AM	12:22 PM	12:36 PM	07:53 PM
31	Wed	ABSENT			

I certify on my honor that the above is a true and correct report of the hours of work performed, recorded daily at the time of arrival and departure from the office.

Verified as to prescribed hours

In Charge

Adopted from CSC FORM NO. 48

ZCMC-F-HRMO-01

Re/V.0

Effectivity Date: June 2, 2014

[Report An Issue](#)

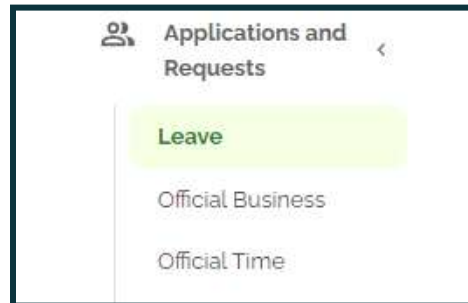
go to [Common User Modules](#)

go to [Supervisor Modules](#)

## Applications and Requests

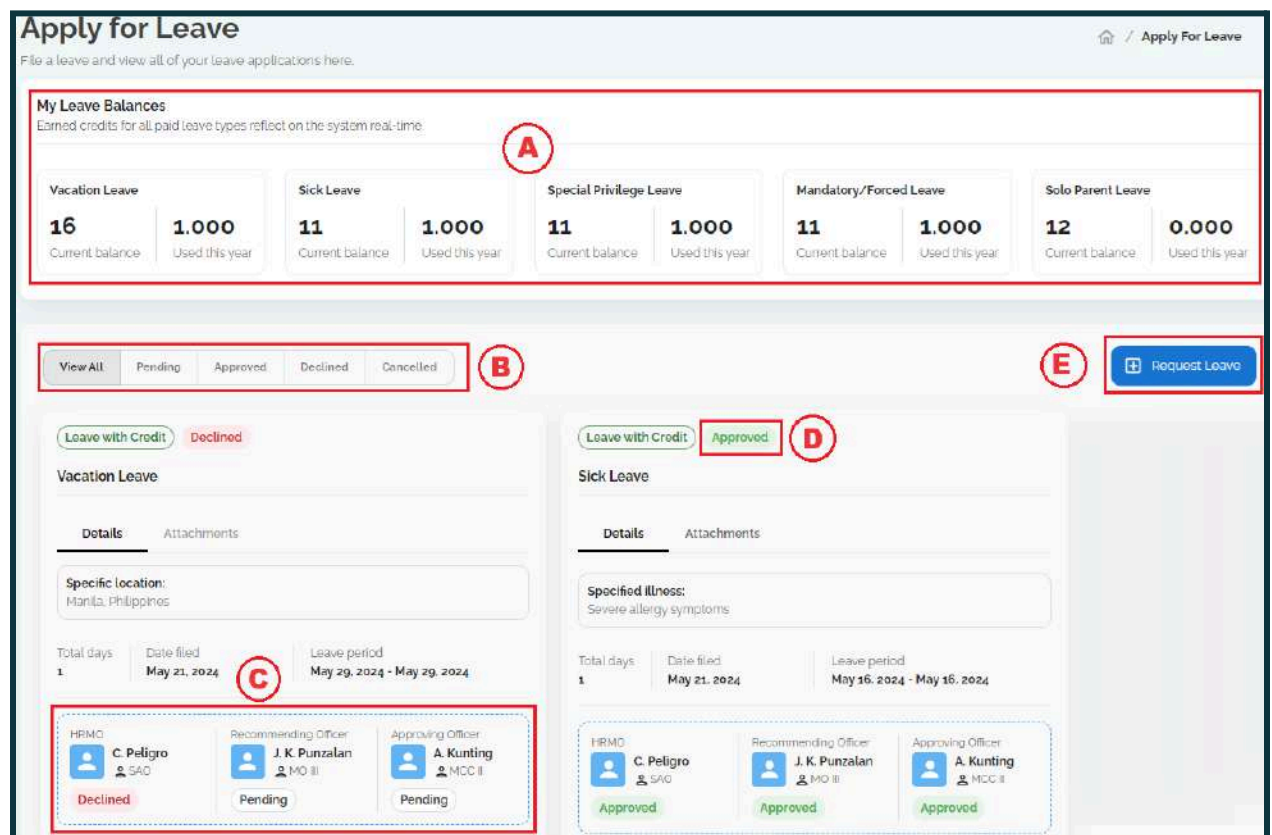
### 1.6. Applying for Leave:

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **LEAVE**.



- B. The Apply for Leave page shows all requests made as card layout.

- A. Leave balances
- B. Categories of requests: Pending, Approved, Declined, Cancelled
- C. Approval status of signatories
- D. Overall status of the application
- E. File a new request

A screenshot of the 'Apply for Leave' web application. The page title is 'Apply for Leave' with a subtitle 'File a leave and view all of your leave applications here.' and a home icon. The main content area is divided into several sections. At the top, 'My Leave Balances' is highlighted with a red box and labeled 'A'. It shows five categories of leave with their current and used balances: Vacation Leave (16 current, 1,000 used), Sick Leave (11 current, 1,000 used), Special Privilege Leave (11 current, 1,000 used), Mandatory/Forced Leave (11 current, 1,000 used), and Solo Parent Leave (12 current, 0.000 used). Below this is a filter bar with buttons for 'View All', 'Pending', 'Approved', 'Declined', and 'Cancelled', labeled 'B'. To the right of the filter bar is a 'Request Leave' button labeled 'E'. The main content area shows two application cards. The left card is for 'Vacation Leave' with a 'Declined' status, labeled 'C'. It shows details like 'Specific location: Manila, Philippines', 'Total days: 1', 'Date filed: May 21, 2024', and 'Leave period: May 29, 2024 - May 29, 2024'. The right card is for 'Sick Leave' with an 'Approved' status, labeled 'D'. It shows details like 'Specified illness: Severe allergy symptoms', 'Total days: 1', 'Date filed: May 21, 2024', and 'Leave period: May 16, 2024 - May 16, 2024'. Both cards show the approval status of signatories: HRMO (C. Peligro, SAO), Recommending Officer (J. K. Punzalan, MO II), and Approving Officer (A. Kunting, MCC II). The 'Declined' status is highlighted with a red box.

[Report An Issue](#)

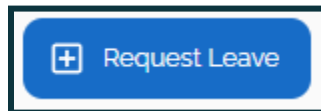


C. Leave application allows you to file for various leave types, including:

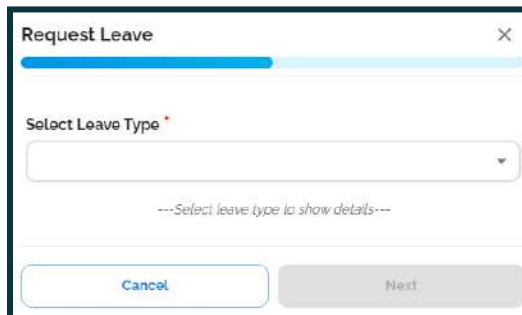
- Vacation Leave
- Sick Leave
- Special Privilege Leave
- Mandatory or Forced Leave
- Solo Parent Leave
- Maternity Leave
- Allocation of Maternity Leave (Paternity Leave)
- Paternity Leave (Regular Paternity leave)
- Study Leave
- Adoption Leave
- 10-day VAWC Leave
- Rehabilitation Leave
- Special Leave Benefits for Women
- Special Emergency (Calamity) Leave

#### 1.6.1. Vacation Leave

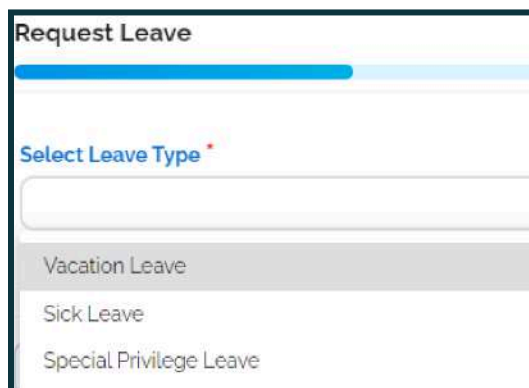
A. To apply for vacation leave, click the **[+] REQUEST LEAVE** button.



B. In the **Select Leave Type**, choose **Vacation Leave** from the drop down list.



The screenshot shows a 'Request Leave' form with a title bar and a close button. Below the title bar is a progress bar. The main section is labeled 'Select Leave Type' with a red asterisk. It features a dropdown menu with a downward arrow. Below the dropdown, the text '---Select leave type to show details---' is displayed. At the bottom, there are two buttons: 'Cancel' and 'Next'.



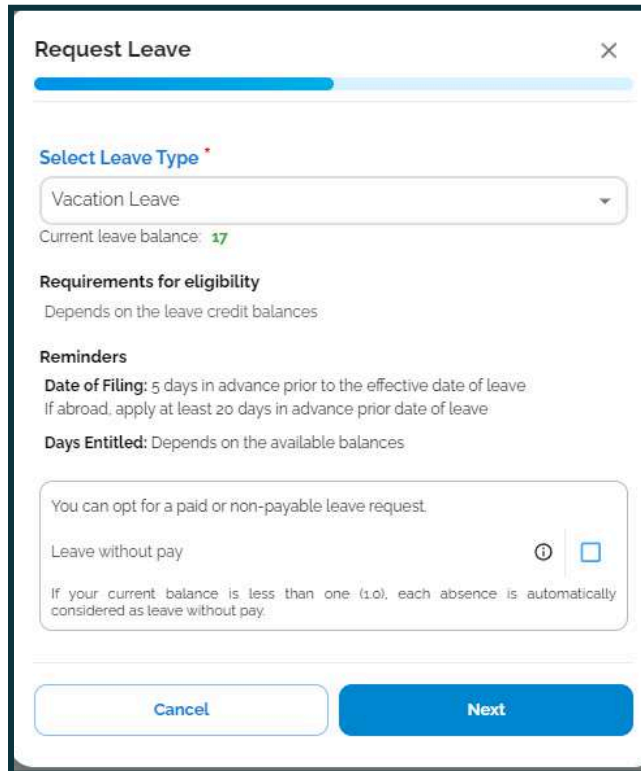
The screenshot shows the 'Request Leave' form with the dropdown menu open. The menu lists three options: 'Vacation Leave', 'Sick Leave', and 'Special Privilege Leave'. 'Vacation Leave' is highlighted with a grey background.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. Vacation leave requires a minimum of 5 working days before the actual date of the leave. If you do not want to use your leave balance, select the **Leave without pay** option.

Click **NEXT** to proceed.



The 'Request Leave' form is a modal window with a title bar and a close button. It features a progress bar at the top. The main section is titled 'Select Leave Type' and contains a dropdown menu with 'Vacation Leave' selected. Below this, it shows 'Current leave balance: 17'. A section titled 'Requirements for eligibility' states 'Depends on the leave credit balances'. Another section titled 'Reminders' includes 'Date of Filing: 5 days in advance prior to the effective date of leave' and 'If abroad, apply at least 20 days in advance prior date of leave'. Below this, it says 'Days Entitled: Depends on the available balances'. A box contains the text 'You can opt for a paid or non-payable leave request.' and a checkbox labeled 'Leave without pay' which is currently unchecked. Below the checkbox, it says 'If your current balance is less than one (1.0), each absence is automatically considered as leave without pay.' At the bottom, there are two buttons: 'Cancel' and 'Next'.

- D. Set the **Date Period**. Only choose the date that you already have a work schedule.

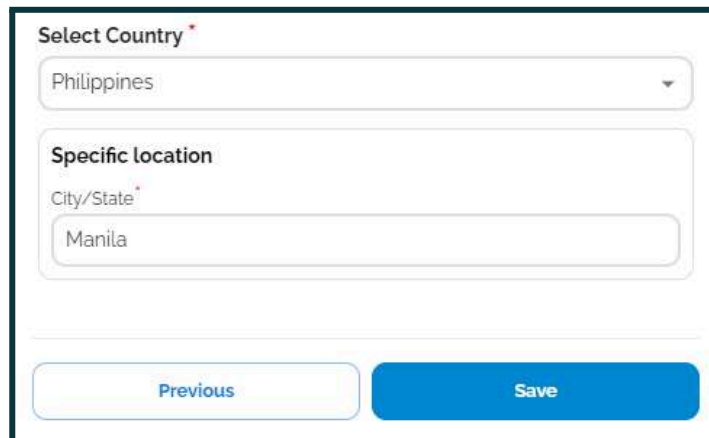


The 'Request Vacation Leave' form is a modal window with a title bar and a close button. It features a progress bar at the top. The main section is titled 'Staggered' and has a toggle switch that is currently turned off. Below this, it says 'Date Period' and has two date pickers labeled 'FROM' and 'TO'. Both date pickers are set to '29/05/2024'.

go to [Common User Modules](#)

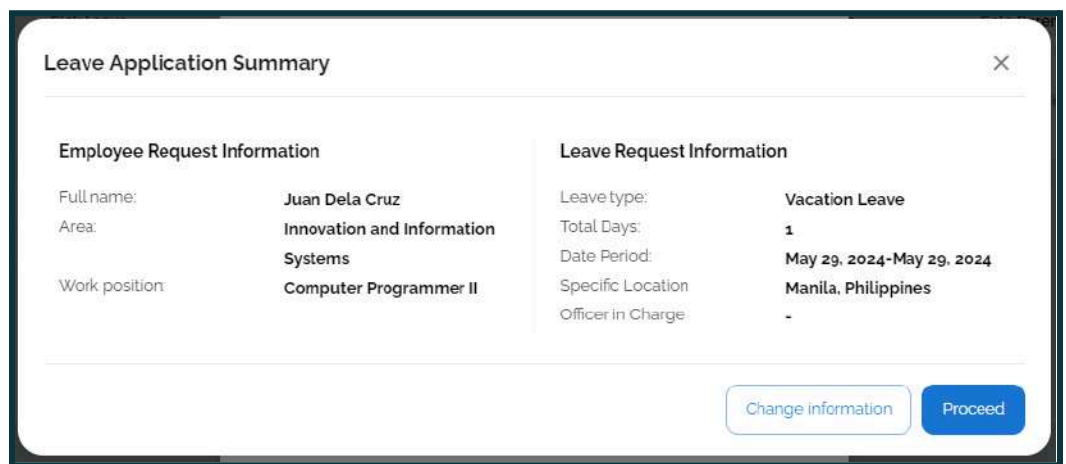
go to [Supervisor Modules](#)

- E. Set the **Country** and **Specific location**, and click **SAVE**.



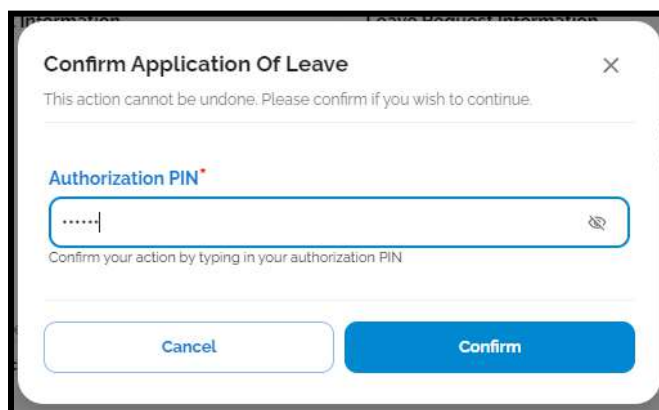
The screenshot shows a form with two main sections. The first section, titled 'Select Country', contains a dropdown menu with 'Philippines' selected. The second section, titled 'Specific location', contains a text input field with 'Manila' entered. At the bottom of the form, there are two buttons: 'Previous' and 'Save'.

- F. Review the summary of your vacation leave request details. Click **PROCEED** to submit the request. Click **Change Information** to go back and edit the details.



The screenshot shows a 'Leave Application Summary' dialog box. It is divided into two columns: 'Employee Request Information' and 'Leave Request Information'. The 'Employee Request Information' column lists: Full name: Juan Dela Cruz, Area: Innovation and Information Systems, and Work position: Computer Programmer II. The 'Leave Request Information' column lists: Leave type: Vacation Leave, Total Days: 1, Date Period: May 29, 2024-May 29, 2024, Specific Location: Manila, Philippines, and Officer in Charge: -. At the bottom right, there are two buttons: 'Change information' and 'Proceed'.

- G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

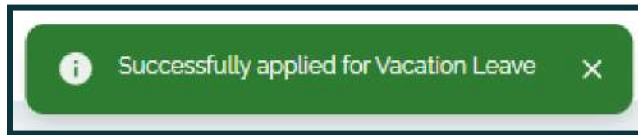


The screenshot shows a 'Confirm Application Of Leave' dialog box. It contains a warning message: 'This action cannot be undone. Please confirm if you wish to continue.' Below this is a text input field labeled 'Authorization PIN' with a masked input (dots) and a small eye icon to toggle visibility. Below the input field is a confirmation prompt: 'Confirm your action by typing in your authorization PIN'. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

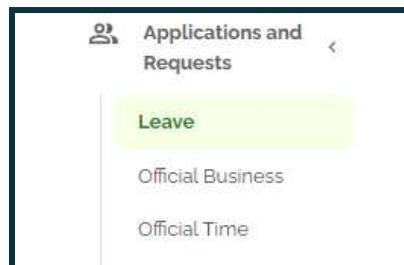
- H. A message will be shown to confirm your applied Vacation Leave request.



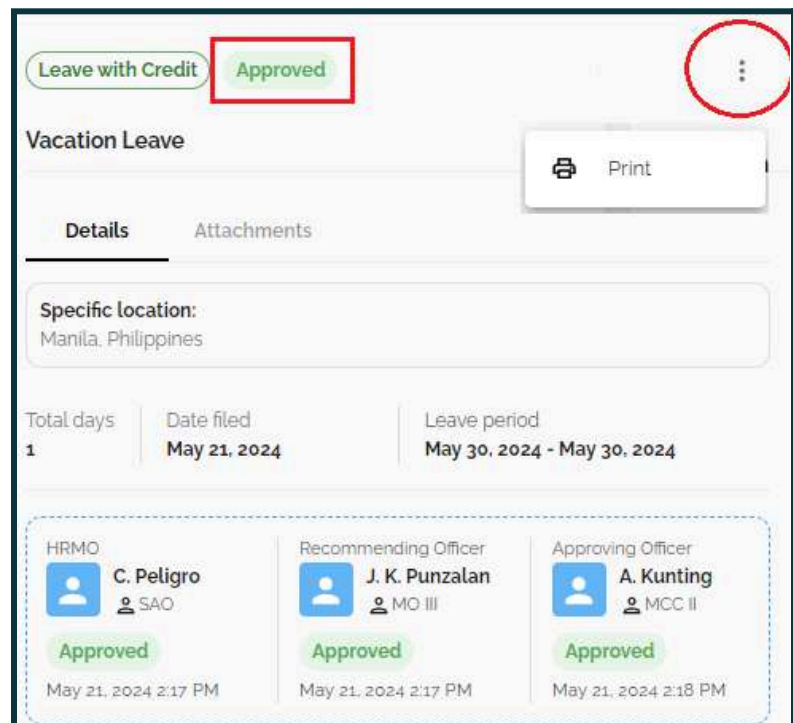
### 1.6.2. Printing of Leave Forms

Applied leave will not be considered final without the Printed form submitted and received by the Human Resource. After the applied leave was approved by the approving officer (Division Head or Medical Center Chief), you may print your **Approved** leave through your Leave module.

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **LEAVE**.



- B. In your dashboard, locate the leave card of the **approved** leave. In the upper-right-hand corner of the card, click the **Three vertical dots** and click **PRINT**.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. A print preview of the form will be shown, and from the preview, click the printer icon to print the PDF version of the form.

Official Form No. 1  
Revised 2014

Republic of the Philippines  
Department of Health  
ZAMBANGA CITY MEDICAL CENTER  
DR. EVANGELISTA STREET, 07A, CATALAN, ZAMBANGA CITY

**APPLICATION FOR LEAVE**

1. OFFICE/AGENCY  
Zamboanga City Medical Center

2. Name: (Last) (First) (Middle)  
Dela Cruz Juan Santos

3. DATE OF FILING  
May 21, 2024

4. POSITION  
Computer Programmer II

5. SALARY

**DETAILS OF APPLICATION**

6. A.) TYPE OF LEAVE TO BE AVAILED OF  
( ) Vacation Leave (Sec. 51, RA 10101, Department Order implementing D.O. No. 202)  
( ) Sick Leave (Sec. 54, RA 10101, Department Order implementing D.O. No. 202)  
( ) Special Privilege Leave (Sec. 51, RA 10101, Department Order implementing D.O. No. 202)  
( ) Maternity/Parental Leave (Sec. 21, RA 10101, Department Order implementing D.O. No. 202)  
( ) Study Parental Leave (RA No. 10752, CSC MC No. 15, s. 2016)  
( ) Maternity Leave (RA No. 10752, CSC MC No. 15, s. 2016)  
( ) Allocation of Maternity Leave (Paternity Leave) (RA No. 11742, CSC MC No. 15, s. 2016)  
( ) Paternity Leave (Regular Paternity Leave) (RA No. 10752, CSC MC No. 15, s. 2016, as amended)  
( ) Study Leave (Sec. 54, RA 10101, Department Order implementing D.O. No. 202)  
( ) Adoption Leave (RA No. 10522)  
( ) 10-Day VARIOUS Leave (RA No. 10752, CSC MC No. 15, s. 2016)  
( ) Rehabilitation Leave (Sec. 54, RA 10101, Department Order implementing D.O. No. 202)  
( ) Special Leave-Benefits for Nurses (RA No. 10752, CSC MC No. 15, s. 2016)  
( ) Special Emergency (Catastrophic) Leave (CSC MC No. 2, s. 2012, as amended)  
Others: \_\_\_\_\_

6. B.) DETAILS OF LEAVE  
In case of Vacation/Special Privilege Leave:  
— Within the Philippines (Specify) \_\_\_\_\_  
— Abroad (Specify) \_\_\_\_\_  
In case of Sick Leave:  
— In Hospital (Specify illness) \_\_\_\_\_  
— Out Patient (Specify illness) \_\_\_\_\_  
In case of Special Leave-Benefits for Nurses:  
(Specify illness) \_\_\_\_\_  
In case of Study Leave:  
— Completion of Master's Degree \_\_\_\_\_  
— SAP-Based Examination Review \_\_\_\_\_  
Other Purpose: \_\_\_\_\_  
— Monetization of Leave Credits \_\_\_\_\_  
— Terminal Leave \_\_\_\_\_

6. C.) NUMBER OF WORKING DAY APPLIED FOR:  
1 (1 day(s))  
Inclusive Dates  
May 30, 2024

6. D.) COMMUTATION  
( ) Requested (X) Not Requested  
JUAN B. DELA CRUZ  
Signature of Applicant

**DETAILS OF APPLICATION**

7. A.) CERTIFICATION OF LEAVE CREDITS  
As of May 21, 2024

Vacation	Sick	TOTAL
10	11	21
15 DAYS	11 DAYS	26 DAYS

CHARLOU E. PELIGRO  
Supervising Administrative Officer-HRMO

7. B.) RECOMMENDATION  
(X) Approved  
( ) Disapproval due to \_\_\_\_\_  
JAIME KRISTOFFER T. PUNZALAN  
Unit/Section/Department Head  
(Signature over printed name)

7. C.) APPROVED FOR:  
1 VL Days with pay May 30, 2024  
Days without pay \_\_\_\_\_  
Others (Specify) \_\_\_\_\_  
BY AUTHORITY OF THE SECRETARY OF HEALTH  
Signature \_\_\_\_\_  
AFDAL B. KUNTING  
Medical Center Chief II  
Date: May 21, 2024

7. D.) DISAPPROVED DUE TO: \_\_\_\_\_

Revised Form 502 (2014) D.O. No. 202, s. 2016  
Page 1  
Effectivity Date: January 2017

- D. After the form has been printed, the leave card will be updated and will reflect the date when the form was printed.

Leave with Credit Approved **Printed (05/21/2024)**

**Vacation Leave**

Details Attachments

Specific location:  
Manila, Philippines

Total days  
1

Date filed  
May 21, 2024

Leave period  
May 30, 2024 - May 30, 2024

HRMO  
C. Peligro  
SAO  
Approved  
May 21, 2024 2:17 PM

Recommending Officer  
J. K. Punzalan  
MO III  
Approved  
May 21, 2024 2:17 PM

Approving Officer  
A. Kunting  
MCC II  
Approved  
May 21, 2024 2:18 PM

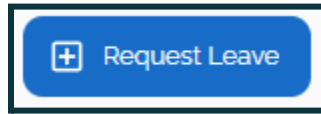
[Report An Issue](#)

go to [Common User Modules](#)

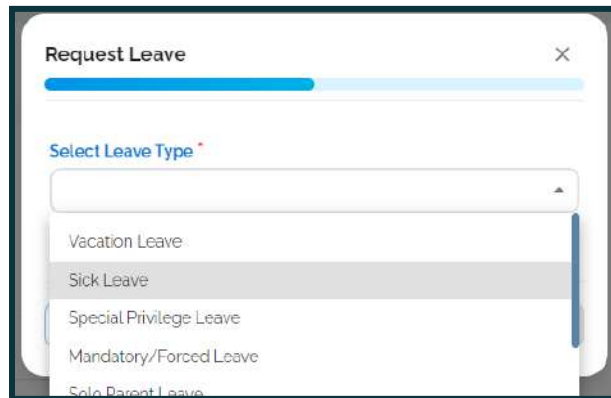
go to [Supervisor Modules](#)

### 1.6.3. Sick Leave

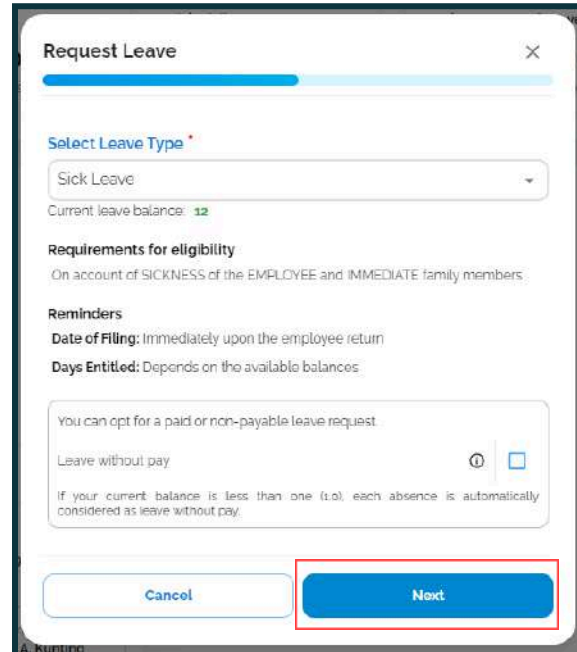
- A. To apply for sick leave, click the **[+] REQUEST LEAVE** button.



- B. In the **Select Leave Type**, choose **Sick Leave** from the drop down list.



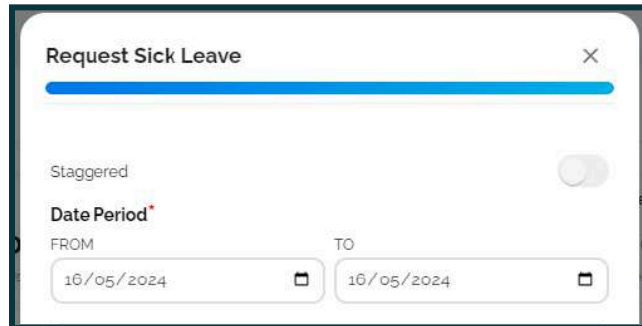
- C. Sick Leave must be filed immediately upon the employee's return. If you do not want to use your leave balance, select the **Leave without pay** option. Click **NEXT** to proceed.

A screenshot of the "Request Leave" form. The "Select Leave Type" dropdown is set to "Sick Leave". Below it, the "Current leave balance" is shown as "12". Under the "Requirements for eligibility" section, it states "On account of SICKNESS of the EMPLOYEE and IMMEDIATE family members". The "Reminders" section includes "Date of Filing: Immediately upon the employee return" and "Days Entitled: Depends on the available balances". A box titled "You can opt for a paid or non-payable leave request" contains a "Leave without pay" option with an information icon and a checkbox. A note below states: "If your current balance is less than one (1.0), each absence is automatically considered as leave without pay." At the bottom, there are "Cancel" and "Next" buttons, with the "Next" button highlighted by a red rectangle.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

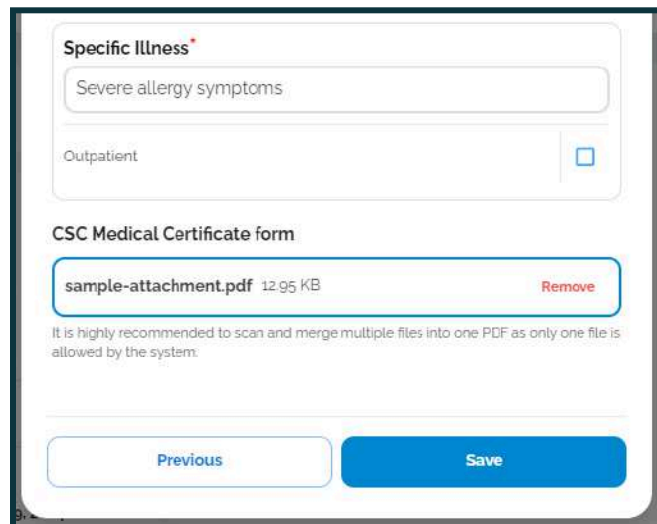
- D. Set the **Date Period**. Only choose the date that you already have a work schedule.



The screenshot shows a 'Request Sick Leave' form. At the top, there is a title bar with the text 'Request Sick Leave' and a close button (X). Below the title bar, there is a blue progress bar. Underneath the progress bar, there is a 'Staggered' label and a toggle switch. Below this, there is a 'Date Period\*' section with two input fields: 'FROM' and 'TO'. Both fields contain the date '16/05/2024' and have a calendar icon to their right.

- E. Input your **illness** and select the checkbox if **Outpatient**, upload your **Medical Certificate**, and click **SAVE**.

*Note: If Sick Leave is more than 5 days, you are required to submit a Medical Certificate.*



The screenshot shows a 'Specific Illness' form. At the top, there is a title bar with the text 'Specific Illness\*'. Below the title bar, there is a text input field containing 'Severe allergy symptoms'. Below this, there is an 'Outpatient' label and a checkbox. Below the checkbox, there is a 'CSC Medical Certificate form' section. This section contains a file upload area with the text 'sample-attachment.pdf 12.95 KB' and a 'Remove' button. Below the file upload area, there is a note: 'It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.' At the bottom of the form, there are two buttons: 'Previous' and 'Save'.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- F. Review the summary of your sick leave request details. Click **PROCEED** to submit the request. Click **Change Information** to go back and edit the details.

**Leave Application Summary**

Employee Request Information		Leave Request Information	
Full name	Juan Dela Cruz	Leave type:	Sick Leave
Area:	Innovation and Information Systems	Total Days:	1
Work position:	Computer Programmer II	Date Period:	May 16, 2024 - May 16, 2024
		Specific Illness:	Severe allergy symptoms
		Outpatient:	No
		Officer in Charge	-

**Attachments**

CSC Medical Certificate form:

sample-attachment.pdf  
12.95 KB

Open file

Change information Proceed

- G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

**Confirm Application Of Leave**

This action cannot be undone. Please confirm if you wish to continue.

Authorization PIN\*

.....

Confirm your action by typing in your authorization PIN

Cancel Confirm

- H. A message will be shown to confirm your applied Sick Leave.

**Successfully applied for Sick Leave**

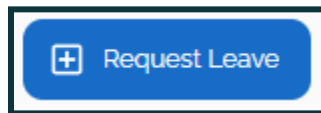


go to [Common User Modules](#)

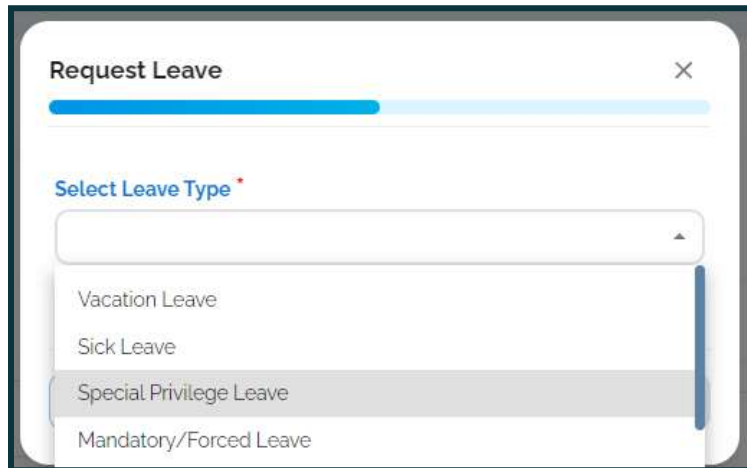
go to [Supervisor Modules](#)

#### 1.6.4. Special Privilege Leave

- A. To apply for special privilege leave, click the **[+] REQUEST LEAVE** button.

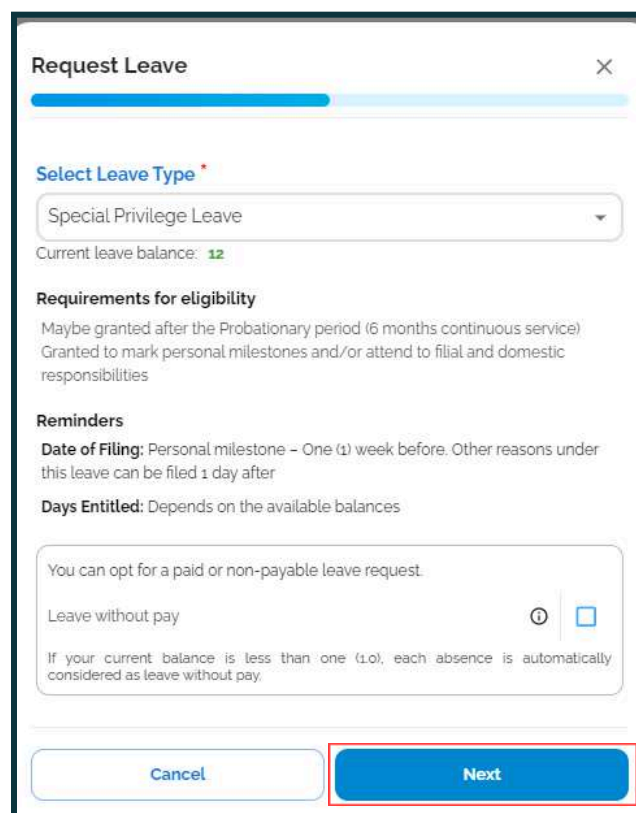


- B. In the **Select Leave Type**, choose **Vacation Leave** from the drop-down list.



- C. Special Privilege Leave can be filed before or after your leave. If you do not want to use your leave balance, select the **Leave without pay** option.

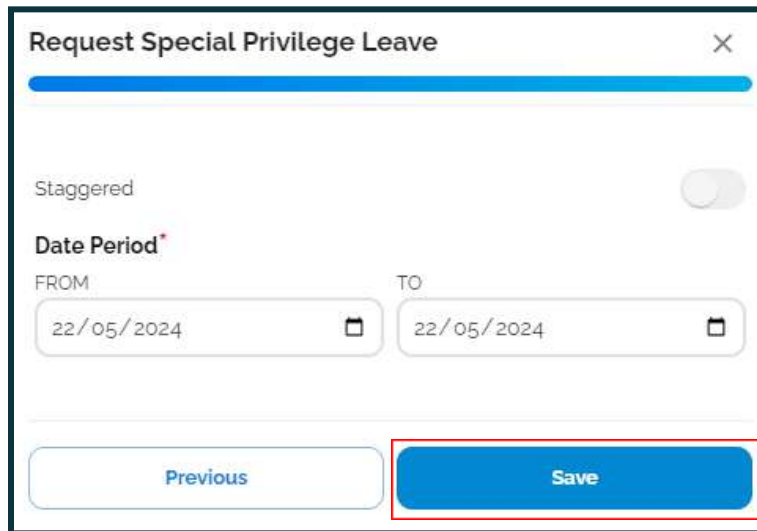
Click **NEXT** to proceed.

A screenshot of the "Request Leave" form. The title bar says "Request Leave" with a close button. Below the title bar is a progress bar. The main section is titled "Select Leave Type" with a red asterisk. It features a dropdown menu that is open, showing four options: "Vacation Leave", "Sick Leave", "Special Privilege Leave" (which is highlighted with a grey background), and "Mandatory/Forced Leave". Below the dropdown menu, it says "Current leave balance: 12". There is a section titled "Requirements for eligibility" with two bullet points: "Maybe granted after the Probationary period (6 months continuous service)" and "Granted to mark personal milestones and/or attend to filial and domestic responsibilities". There is a section titled "Reminders" with two bullet points: "Date of Filing: Personal milestone – One (1) week before. Other reasons under this leave can be filed 1 day after" and "Days Entitled: Depends on the available balances". At the bottom, there is a section titled "You can opt for a paid or non-payable leave request." with two radio buttons: "Leave without pay" (which is selected) and "Leave with pay". Below this section, it says "If your current balance is less than one (1.0), each absence is automatically considered as leave without pay." At the bottom of the form, there are two buttons: "Cancel" and "Next" (which is highlighted with a red border).

go to [Common User Modules](#)

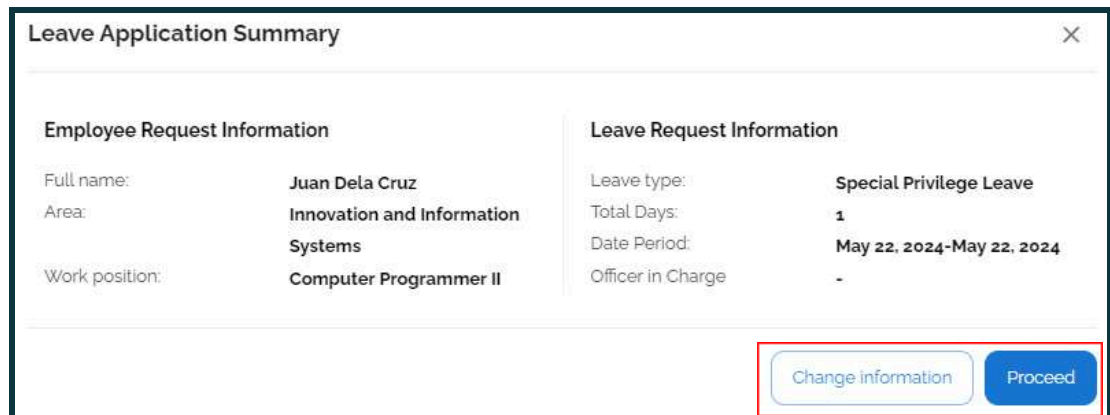
go to [Supervisor Modules](#)

- D. Set the **Date Period**. Only choose the date that you already have a work schedule. Click **SAVE**.



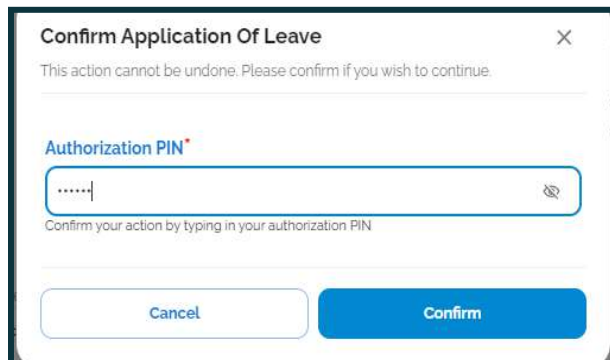
The form is titled "Request Special Privilege Leave" and has a close button (X) in the top right corner. It features a "Staggered" toggle switch. The "Date Period" section is highlighted with a red box and contains two date pickers: "FROM" (22/05/2024) and "TO" (22/05/2024). At the bottom, there are two buttons: "Previous" and "Save", with the "Save" button highlighted by a red box.

- E. Review the summary of your special privilege leave request details. Click **PROCEED** to submit the request. Click **Change Information** to go back and edit the details.



The form is titled "Leave Application Summary" and has a close button (X) in the top right corner. It displays two columns of information: "Employee Request Information" and "Leave Request Information". The "Employee Request Information" column lists: Full name: Juan Dela Cruz, Area: Innovation and Information Systems, and Work position: Computer Programmer II. The "Leave Request Information" column lists: Leave type: Special Privilege Leave, Total Days: 1, Date Period: May 22, 2024-May 22, 2024, and Officer in Charge: -. At the bottom right, there are two buttons: "Change information" and "Proceed", both highlighted with a red box.

- F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

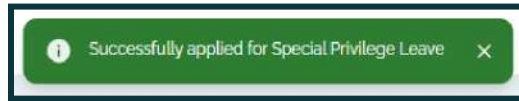


The form is titled "Confirm Application Of Leave" and has a close button (X) in the top right corner. It includes a warning message: "This action cannot be undone. Please confirm if you wish to continue." Below this is a text input field for the "Authorization PIN" with a red asterisk indicating it is required. The field contains six dots. At the bottom, there are two buttons: "Cancel" and "Confirm".

go to [Common User Modules](#)

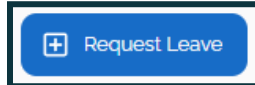
go to [Supervisor Modules](#)

- G. A message will be shown to confirm your applied Special Privilege Leave.

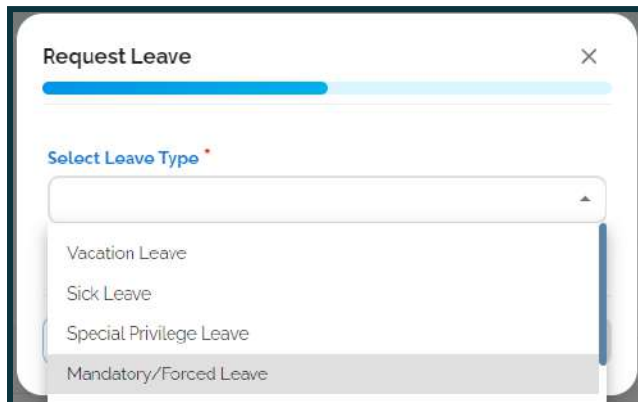


#### 1.6.5. Mandatory or Forced Leave

- A. To apply for special privilege leave, click the **[+] REQUEST LEAVE** button.



- B. In the **Select Leave Type**, choose **Vacation Leave** from the drop-down list.



- C. Mandatory/Forced Leave requires a minimum of 5 working days before the actual date of the leave. If you do not want to use your leave balance, select the **Leave without pay** option.

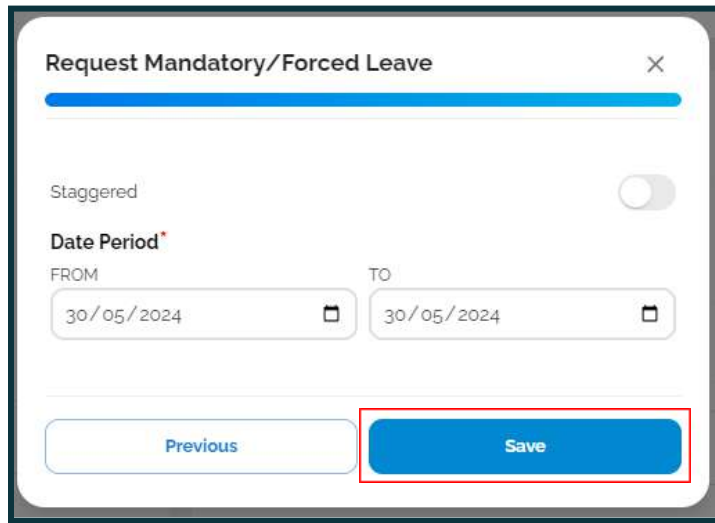
Click **NEXT** to proceed.

A screenshot of the "Request Leave" form. The title "Request Leave" is at the top with a close button (X). Below it is a progress bar. The main section is titled "Select Leave Type" with a red asterisk. It contains a dropdown menu with "Mandatory/Forced Leave" selected. Below the dropdown, it says "Current leave balance: 12". There are two sections: "Requirements for eligibility" with the text "Balance of 10 days/more VL" and "Reminders" with two items: "Date of Filing: 5 days in advance prior to the effective date of leave" and "Days Entitled: Depends on the available balances". At the bottom, there is a text box that says "You can opt for a paid or non-payable leave request." followed by "Leave without pay" with a radio button icon and a checkbox icon. Below this, it says "If your current balance is less than one (1.0), each absence is automatically considered as leave without pay." At the very bottom, there are two buttons: "Cancel" and "Next".

go to [Common User Modules](#)

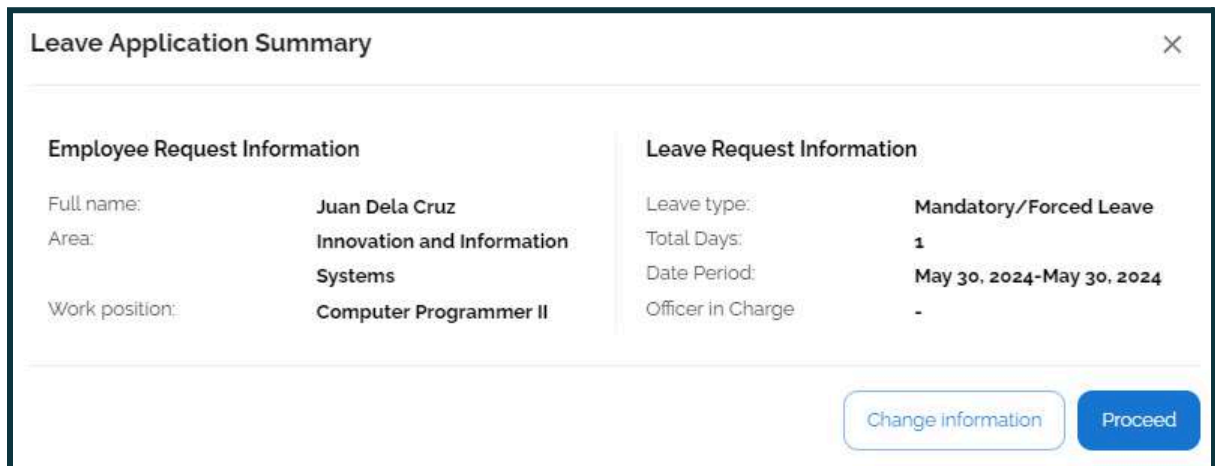
go to [Supervisor Modules](#)

- D. Set the **Date Period**. Only choose the date that you already have a work schedule. Click **SAVE**.



The image shows a form titled "Request Mandatory/Forced Leave". It has a close button (X) in the top right corner. Below the title is a blue progress bar. There is a "Staggered" toggle switch which is currently turned off. Under the heading "Date Period\*", there are two date pickers labeled "FROM" and "TO". Both are set to "30/05/2024". At the bottom, there are two buttons: "Previous" and "Save". The "Save" button is highlighted with a red rectangular border.

- E. Review the summary of your special privilege leave request details. Click **PROCEED** to submit the request. Click **Change Information** to go back and edit the details.

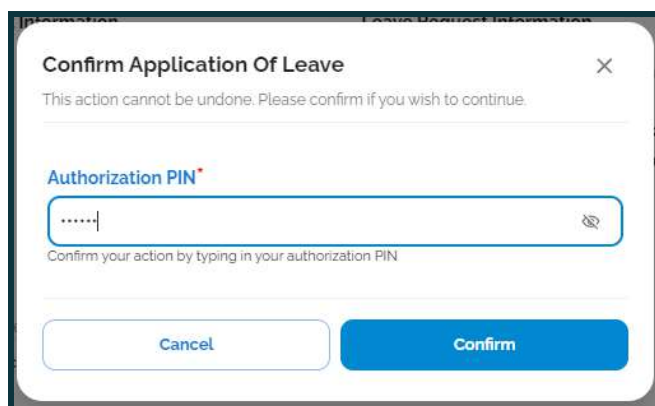


The image shows a "Leave Application Summary" form with a close button (X) in the top right corner. It is divided into two main sections: "Employee Request Information" and "Leave Request Information".

Employee Request Information		Leave Request Information	
Full name:	Juan Dela Cruz	Leave type:	Mandatory/Forced Leave
Area:	Innovation and Information Systems	Total Days:	1
Work position:	Computer Programmer II	Date Period:	May 30, 2024-May 30, 2024
		Officer in Charge:	-

At the bottom right, there are two buttons: "Change information" and "Proceed".

- F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



The image shows a "Confirm Application Of Leave" form with a close button (X) in the top right corner. It contains a warning message: "This action cannot be undone. Please confirm if you wish to continue." Below this is a label "Authorization PIN\*" followed by a text input field with a masked PIN ".....". A small eye icon is to the right of the input field. Below the input field is the text "Confirm your action by typing in your authorization PIN". At the bottom, there are two buttons: "Cancel" and "Confirm".

go to [Common User Modules](#)

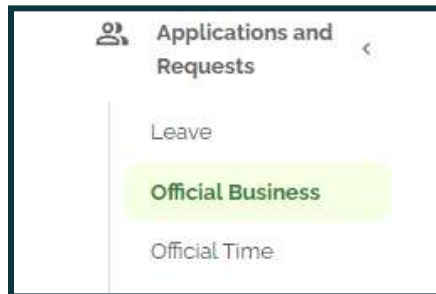
go to [Supervisor Modules](#)

- G. A message will be shown to confirm your applied Mandatory/Forced Leave.

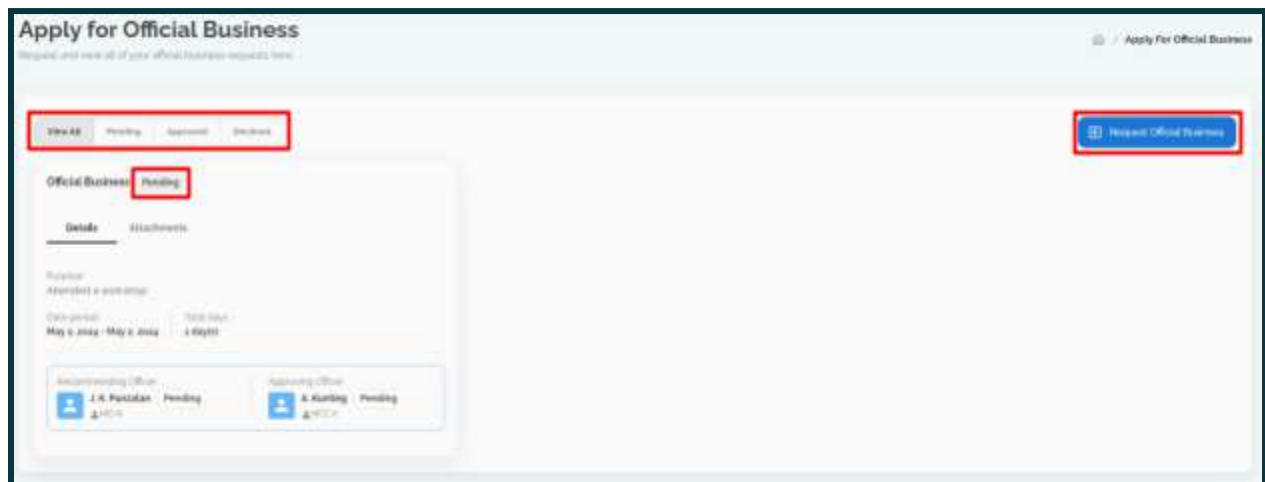


## 1.7. Applying for Official Business

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **OFFICIAL BUSINESS**.



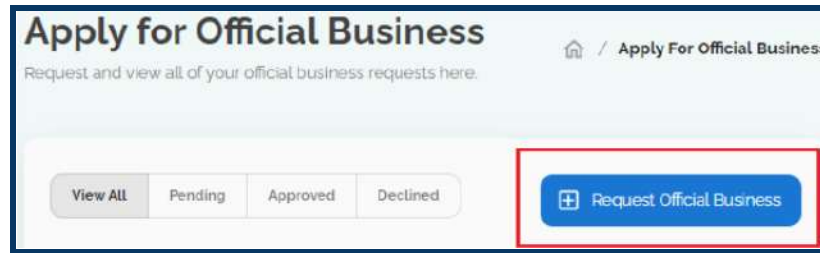
- B. The Official Business page shows all requests made as card layouts. Here, you can check the status of Official Business applications. The requests are categorized as Pending, Approved, and Declined.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. To apply for Official Business, click the **[+] REQUEST OFFICIAL BUSINESS** button.



- D. In the **Request Official Business** screen, select the date period of the Official Business. *If the Official Business is only one day, set the Date Period To the same as the Date Period From.* Type in the reason for the official business, and click **NEXT**.

- E. Upload proof of attendance, in PDF or Image format: the Certificate of Appearance and the Personnel Order. Click **SAVE** to upload your request.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

**Request Official Business**

**Certificate of Appearance\***

sample-attachment.pdf 12.95 KB [Remove](#)

It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.

**Personnel Order\***

sample-attachment.pdf 12.95 KB [Remove](#)

It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.

[Previous](#) [Save](#)

- F. Review the summary of your OB request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.

**Official Business Application Summary**

**Employee Request Information**

Full name: Juan Dela Cruz  
Area: Innovation and Information Systems  
Work position: Computer Programmer II

**Request Information**

Request type: Official Business  
Total Days: 2  
Date Period: May 13, 2024-May 14, 2024  
Reason: Attended a workshop.

**Attachments**

Certificate of Appearance:

sample-attachment.pdf 12.95 KB [Open file](#)

Personnel Order:

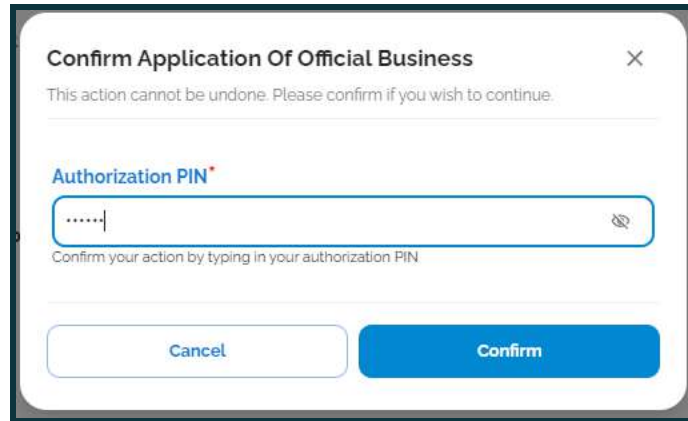
sample-attachment.pdf 12.95 KB [Open file](#)

[Change information](#) [Proceed](#)

- G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application..

go to [Common User Modules](#)

go to [Supervisor Modules](#)

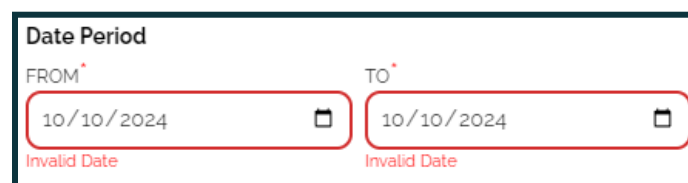
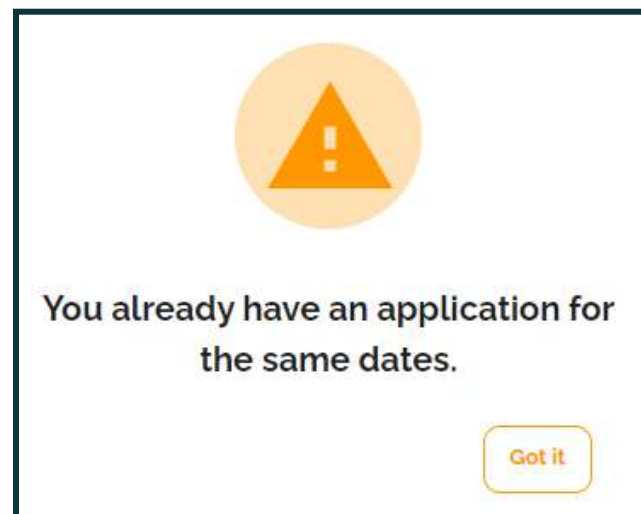


A dialog box titled "Confirm Application Of Official Business" with a close button (X) in the top right corner. Below the title, it says "This action cannot be undone. Please confirm if you wish to continue." There is a label "Authorization PIN\*" above a text input field containing five dots. Below the input field, it says "Confirm your action by typing in your authorization PIN". At the bottom, there are two buttons: "Cancel" and "Confirm".

- H. A message will be shown to confirm your applied Official Business request.



- I. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, or an invalid date from and date to, you will be shown the following error prompts.



A form titled "Date Period" with two input fields labeled "FROM\*" and "TO\*". Both fields contain the date "10/10/2024" and have a calendar icon to their right. Below each input field, the text "Invalid Date" is displayed in red.

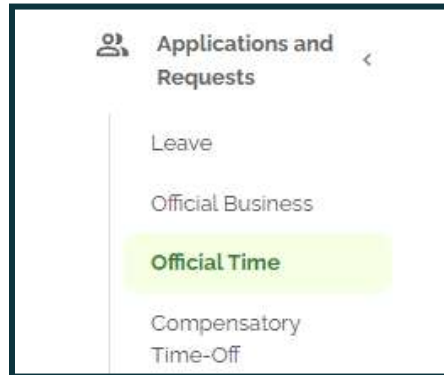


go to [Common User Modules](#)

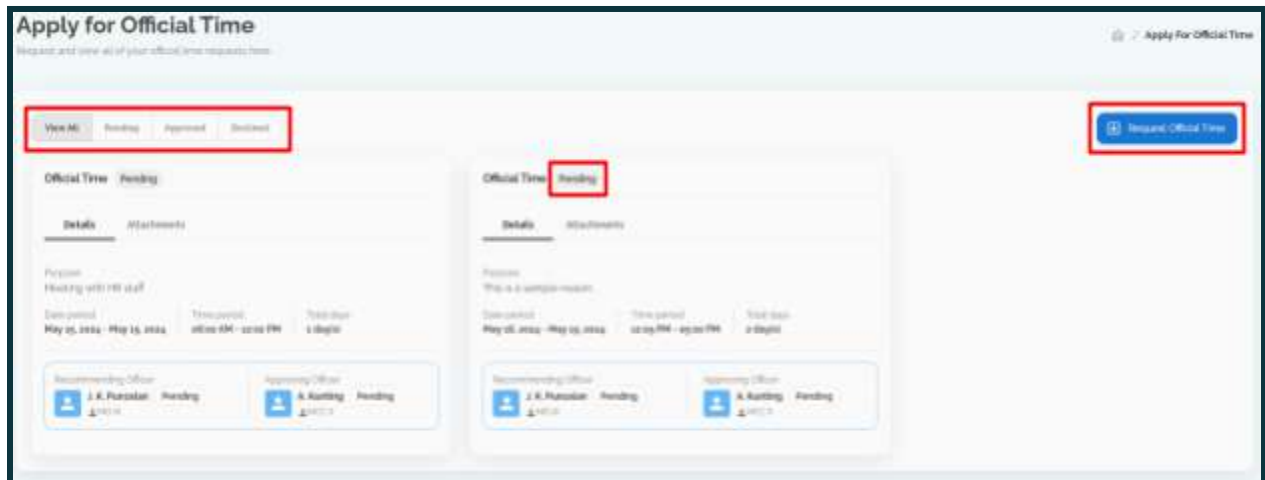
go to [Supervisor Modules](#)

## 1.8. Official Time

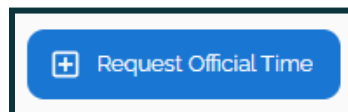
- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **OFFICIAL TIME**.



- B. The Official Time page shows all requests made as card layout. Here, you can check the status of Official Time applications. The requests are categorized as Pending, Approved, and Declined.



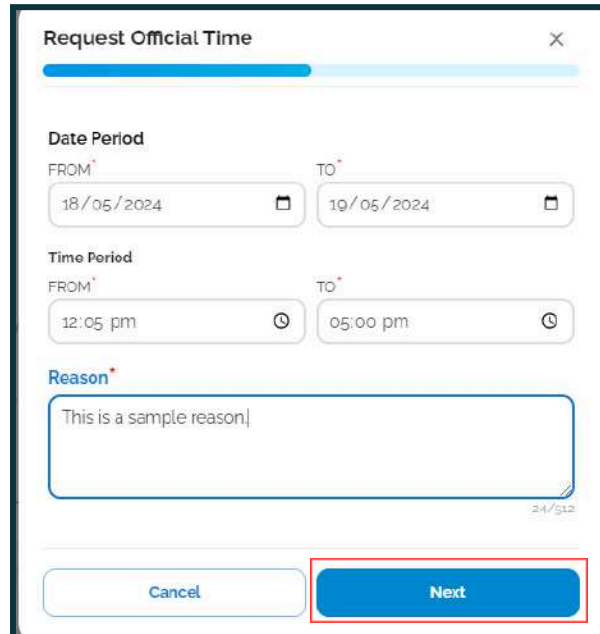
- C. To apply for Official Time, click the **[+] REQUEST OFFICIAL TIME** button.



go to [Common User Modules](#)

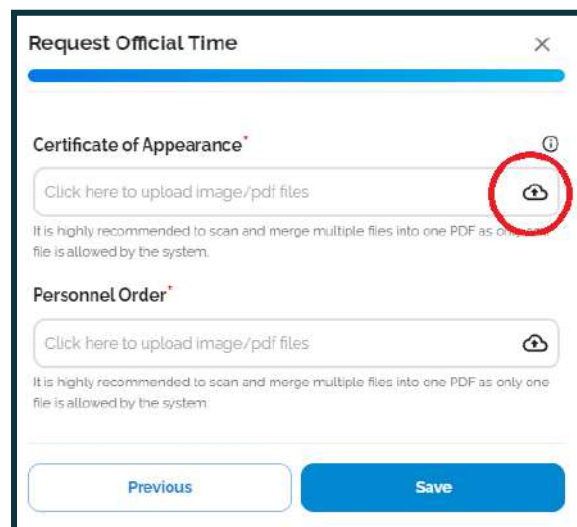
go to [Supervisor Modules](#)

- D. In the **Request Official Time** screen, select the date period and time period of the Official Time. *If the Official Time is only one day, set the Date Period To the same as the Date Period From.* Type in the reason for the official Time, and click **NEXT**.



The screenshot shows the 'Request Official Time' form. It has a title bar with a close button. Below the title bar is a progress bar. The form is divided into three main sections: 'Date Period', 'Time Period', and 'Reason'. The 'Date Period' section has 'FROM' and 'TO' date pickers with calendar icons, showing dates 18/05/2024 and 19/05/2024 respectively. The 'Time Period' section has 'FROM' and 'TO' time pickers with clock icons, showing times 12:05 pm and 05:00 pm respectively. The 'Reason' section has a text area with the placeholder text 'This is a sample reason'. At the bottom of the form are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red rectangle.

- E. Upload proof of attendance, in PDF or Image format: the Certificate of Appearance and the Personnel Order. Click **SAVE** to upload your request.



The screenshot shows the 'Request Official Time' form. It has a title bar with a close button. Below the title bar is a progress bar. The form is divided into two main sections: 'Certificate of Appearance' and 'Personnel Order'. Each section has a text input field with the placeholder text 'Click here to upload image/pdf files' and a cloud upload icon. The 'Certificate of Appearance' section also has a small information icon (i) to the right of the upload icon. Below the input fields is a note: 'It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.' At the bottom of the form are two buttons: 'Previous' and 'Save'.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- F. Review the summary of your OT request details. Click **PROCEED** to submit the request. Click **Change Information** to go back and edit the details.

The screenshot shows a web form titled "Official Time Application Summary". It is divided into two main sections: "Employee Request Information" and "Request Information".

**Employee Request Information:**

- Full name: Juan Dela Cruz
- Area: Innovation and Information Systems
- Work position: Computer Programmer II

**Request Information:**

- Request type: Official Time
- Total Days: 2
- Date Period: May 18, 2024 - May 19, 2024
- Time Period: 12:05 PM - 5:00 PM
- Reason: This is a sample reason.

**Attachments:**

- Certificate of Appearance: sample-attachment.pdf (12.95 KB) with an "Open file" button.
- Personnel Order: sample-attachment.pdf (12.95 KB) with an "Open file" button.

At the bottom right, there are two buttons: "Change Information" and "Proceed". The "Proceed" button is highlighted with a red rectangle.

- G. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.

The screenshot shows a confirmation dialog box titled "Confirm Application Of Official Time". It includes a warning message: "This action cannot be undone. Please confirm if you wish to continue." Below this, there is a field for "Authorization PIN" with a masked input (dots) and a "Confirm" button. A "Cancel" button is also present. A small instruction below the PIN field says: "Confirm your action by typing in your authorization PIN".

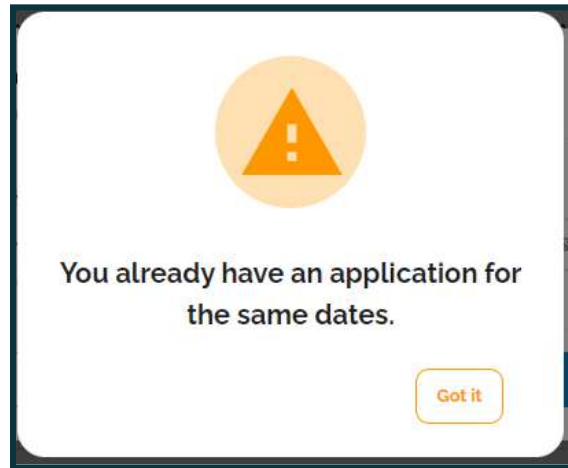
- H. A message will be shown to confirm your applied Official Time request.

The screenshot shows a green notification box with a white "i" icon on the left, the text "Request Complete." in the center, and a white "X" icon on the right to close the message.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- I. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, an invalid date from and date to, or an invalid time from and date to, you will be shown the following error prompts.



Date Period	
FROM*	TO*
<input type="text" value="30/04/2024"/>	<input type="text" value="28/04/2024"/>
The date from field must be a date before or equal to date to.	The date to field must be a date after or equal to date from.

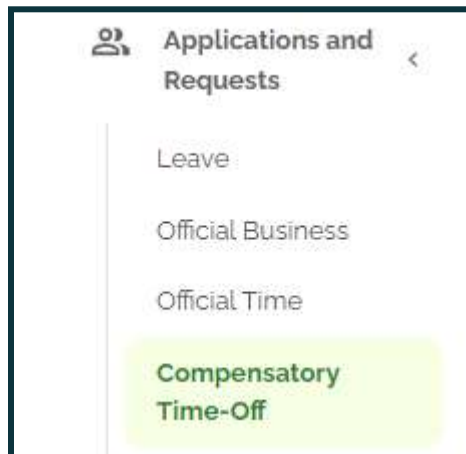
Time Period	
FROM*	TO*
<input type="text" value="05:16 pm"/>	<input type="text" value="02:20 pm"/>
The time from field must be a date before or equal to time to.	The time to field must be a date after or equal to time from.

go to [Common User Modules](#)

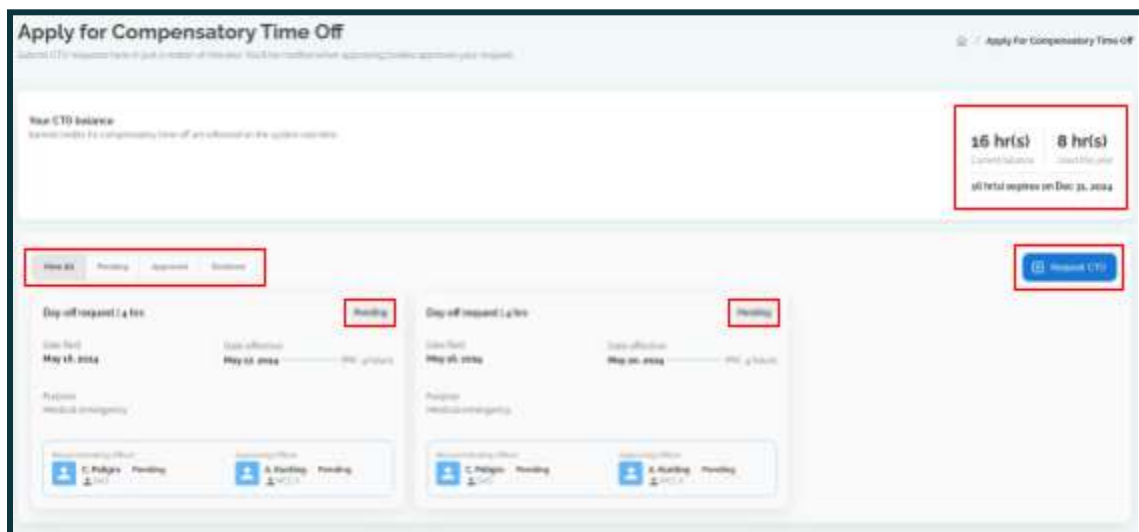
go to [Supervisor Modules](#)

## 1.9. Compensatory Time Off

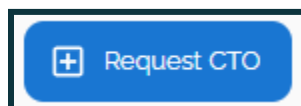
- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **COMPENSATORY TIME OFF**.



- B. The Compensatory Time Off page shows all requests made as card layouts. Here, you can check the total COC earned, the COC used, the validity of the COC earned, and the status of Compensatory Time Off applications. The requests are categorized as Pending, Approved, and Declined.



- C. To apply for CTO, click the **[+] REQUEST CTO** button.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- D. In the **Request CTO** screen, select the date period and time period of the CTO. *If the CTO is 4 hours only, select meridiem if AM/PM.* Type in the purpose for the CTO, and click **SUBMIT**.

The screenshot shows a 'Submit CTO Request' form. At the top, it says 'Current CTO balance' with a value of 15. Below that is a 'Staggered' toggle switch. The 'Date and Time Period' section includes an 'OFF DATE' field with the value '21/05/2024' and a 'TIME-OFF HOURS' dropdown menu set to '4'. The 'Select meridiem' section has two radio buttons: 'AM' and 'PM', with 'PM' selected. The 'Purpose' field contains the text 'This is a sample purposd'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

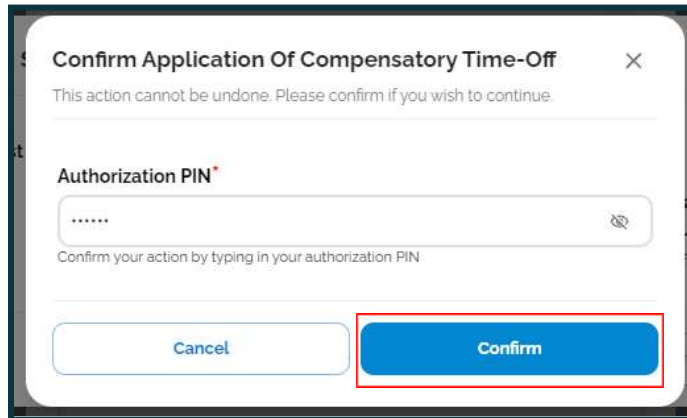
- E. Review the summary of your CTO request details. Click **PROCEED** to submit the request. Click *Change Information* to go back and edit the details.

The screenshot shows a 'CTO Application Summary' form. It is divided into two columns: 'Employee Request Information' and 'CTO Request Information'. The 'Employee Request Information' column contains fields for 'Full name' (Juan Dela Cruz), 'Area' (Innovation and Information Systems), and 'Work position' (Computer Programmer II). The 'CTO Request Information' column contains fields for 'Off date' (May 21, 2024), 'Total Hours' (4 hours - PM), and 'Purpose' (This is a sample purpose). At the bottom right, there are 'Change information' and 'Proceed' buttons, with the 'Proceed' button highlighted by a red box.

go to [Common User Modules](#)

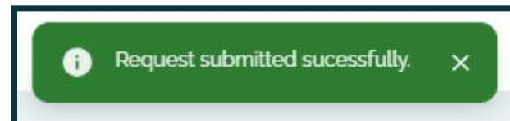
go to [Supervisor Modules](#)

- F. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



A dialog box titled "Confirm Application Of Compensatory Time-Off" with a close button (X) in the top right corner. Below the title is a warning message: "This action cannot be undone. Please confirm if you wish to continue." The main content area has a label "Authorization PIN\*" followed by a text input field containing six asterisks. Below the input field is a smaller text prompt: "Confirm your action by typing in your authorization PIN". At the bottom of the dialog are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red rectangular border.

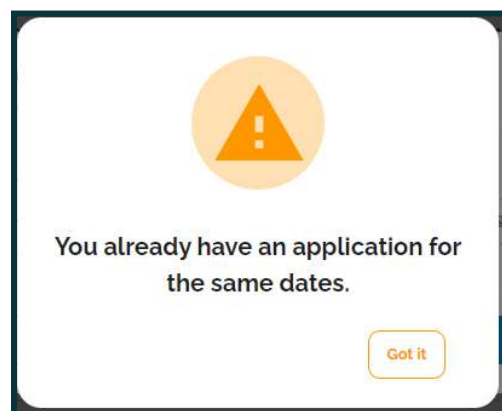
- G. A message will be shown to confirm your applied CTO request.



- H. Note: If the date applied for already has an existing leave, OT, OB, or CTO request, or an invalid date from and date to you will be shown the following error prompts.



A form section titled "Date and Time Period". It contains two fields: "OFF DATE\*" and "TIME-OFF HOURS\*". The "OFF DATE\*" field has a calendar icon and shows the date "01/01/2024". Below this field is a red error message: "Invalid date". The "TIME-OFF HOURS\*" field is a dropdown menu showing the value "4".



## 1.10. Exchange of Duty Schedule

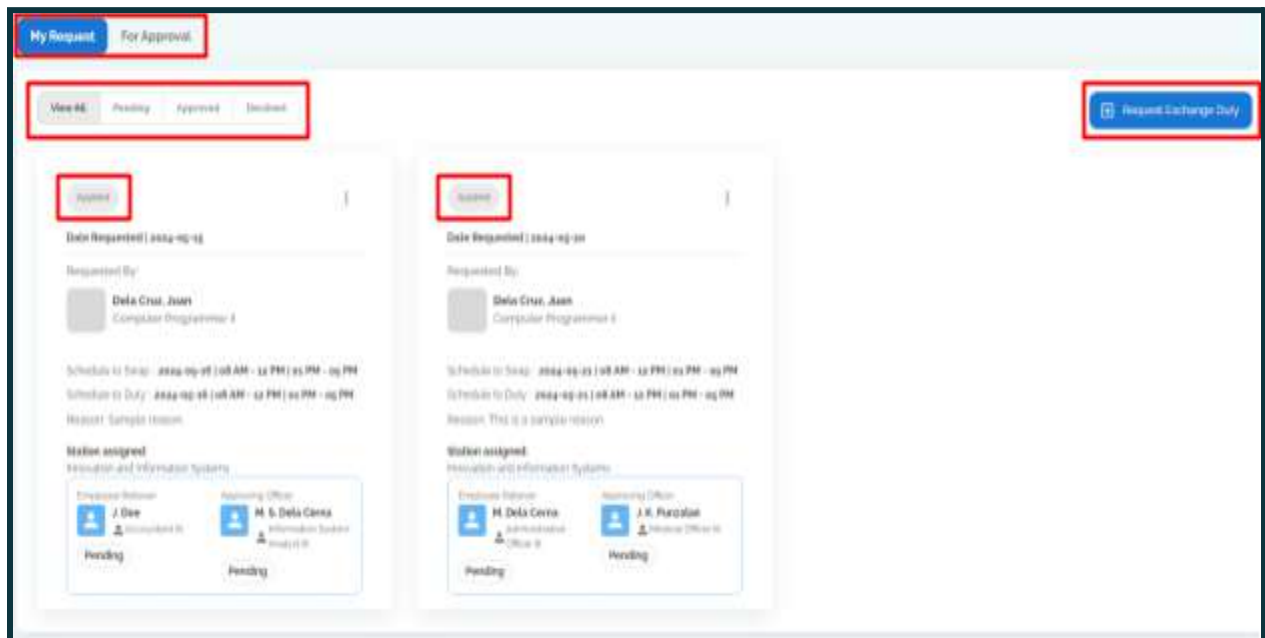
Exchange of Duty Schedule allows employees of shifting schedules to exchange schedules with personnel in their unit.

- The process starts with you as the initiator of the exchange request.
- The request must then be approved by your selected reliever before it will be submitted to your supervisor for approval.
- Once approved, the new schedule will automatically be reflected in your individual work calendar.

A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **EXCHANGE DUTY**.



B. The Exchange Duty page shows all requests made as card layouts. Here, you can check the status of Exchange Duty applications. Under MY REQUEST, are the exchange duty requests you filed. Under For Approval are the exchange duty requests filed by another employee who selected you as their reliever.

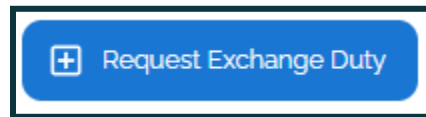




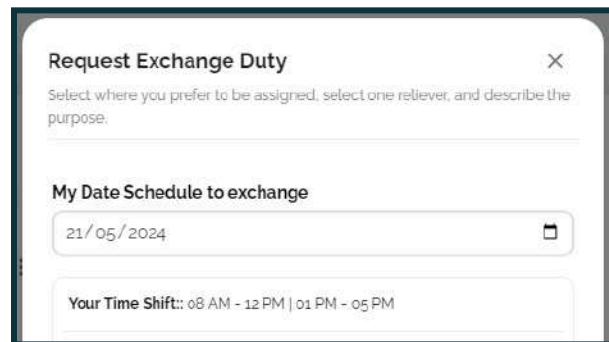
go to [Common User Modules](#)

go to [Supervisor Modules](#)

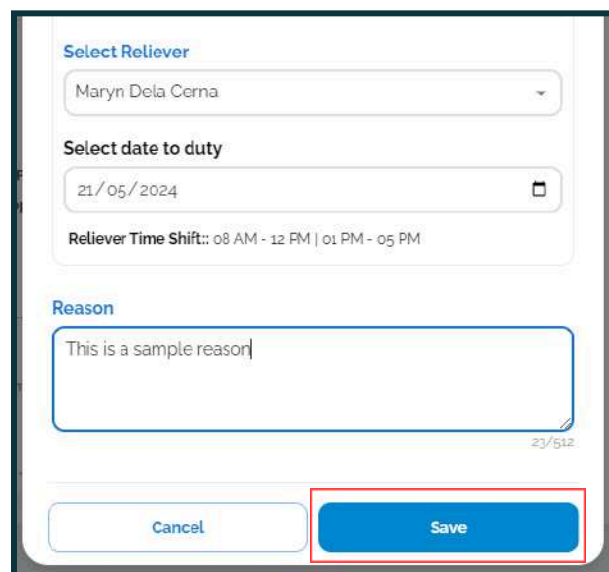
- C. To apply for Exchange Duty, click the **[+] REQUEST EXCHANGE DUTY** button.



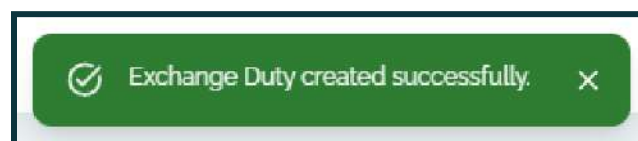
- D. In the **Request Exchange Duty** screen, select the date of your schedule you want to exchange.

A screenshot of a mobile application form titled "Request Exchange Duty" with a close button (X) in the top right. Below the title is a subtitle: "Select where you prefer to be assigned, select one reliever, and describe the purpose." There is a text input field for this purpose. Below that is a section titled "My Date Schedule to exchange" containing a date picker set to "21/05/2024" and a calendar icon. At the bottom, it shows "Your Time Shift:: 08 AM - 12 PM | 01 PM - 05 PM".

- E. Select the Reliever and the reliever's date you want to exchange with. Type in the reason for the exchange of duty, and click **SAVE**.

A screenshot of the "Request Exchange Duty" form, showing the "Select Reliever" section with a dropdown menu set to "Maryn Dela Cerna". Below it is the "Select date to duty" section with a date picker set to "21/05/2024" and a calendar icon. The "Reliever Time Shift:: 08 AM - 12 PM | 01 PM - 05 PM" is displayed. The "Reason" section has a text area containing "This is a sample reason". At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular border.

- F. A message will be shown to confirm your applied exchange duty request.




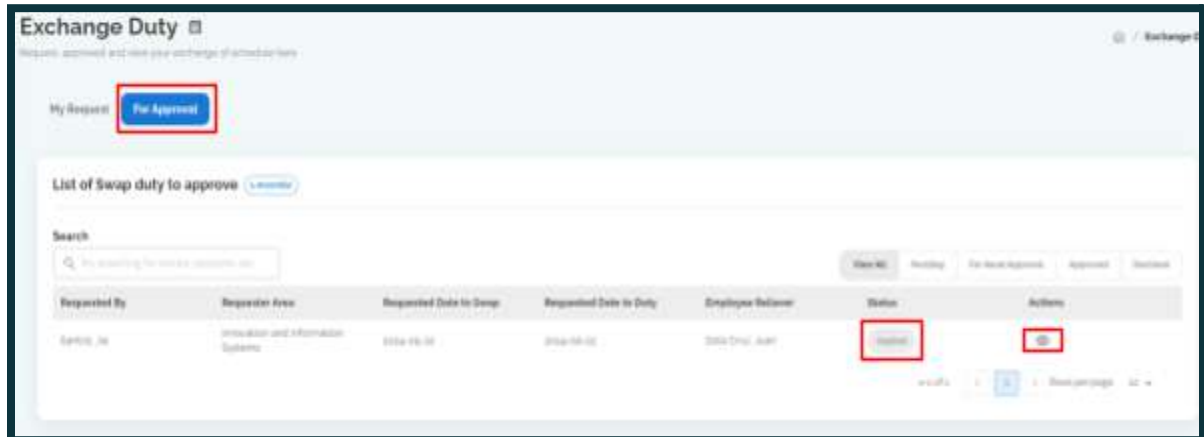
go to [Common User Modules](#)

go to [Supervisor Modules](#)

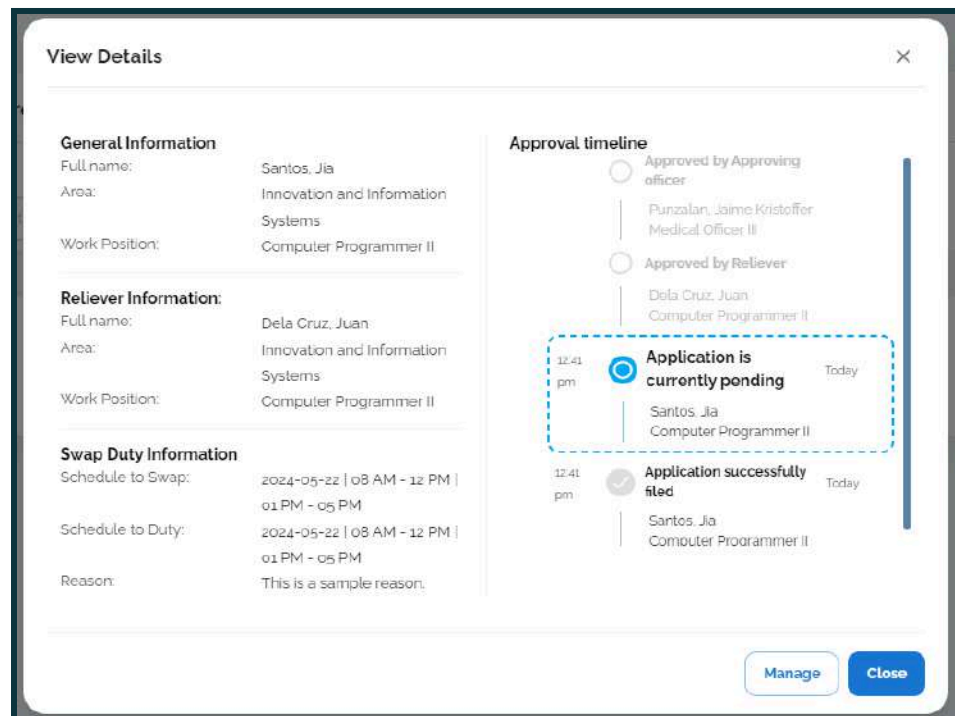
### Approving Request for Exchange of Duty

- G. If another employee requested to exchange duty schedules with you, it means in their request you were assigned you as their reliever. In this case, you will find their request under **FOR APPROVAL**.

- H. To view the request, click the  icon in the Actions column.



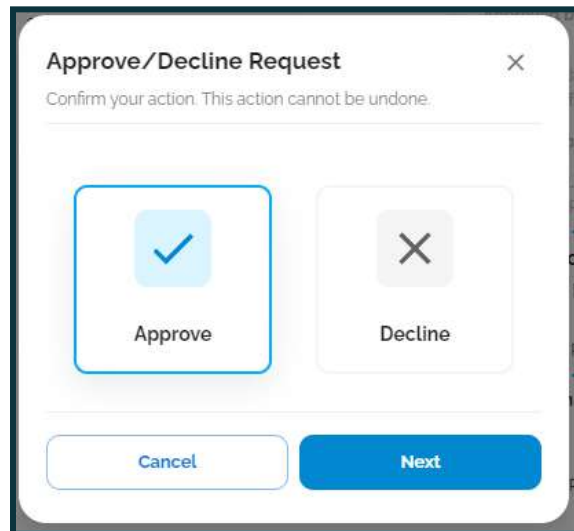
- I. You will see the details of the request, including the name of the requester and the schedule that the requester wants to exchange with you. To process the request, click the **MANAGE** button.



go to [Common User Modules](#)

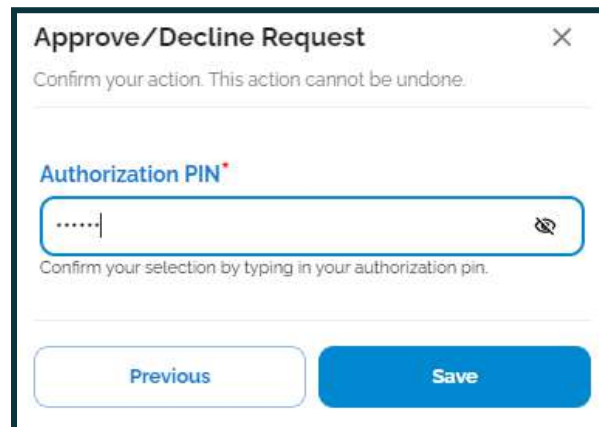
go to [Supervisor Modules](#)

- J. To decide on the request, select either **Approve** or **Decline**. Click the **NEXT** button to proceed with your decision.



A dialog box titled "Approve/Decline Request" with a close button (X) in the top right corner. Below the title is a warning message: "Confirm your action. This action cannot be undone." The dialog contains two large buttons: "Approve" with a blue checkmark icon and "Decline" with a grey X icon. At the bottom, there are two buttons: "Cancel" and "Next".

- K. Input your Authorization PIN, and click the **CONFIRM** button to submit your application.



A dialog box titled "Approve/Decline Request" with a close button (X) in the top right corner. Below the title is a warning message: "Confirm your action. This action cannot be undone." The dialog contains a text input field labeled "Authorization PIN\*" with a password icon (eye) on the right. Below the input field is a confirmation message: "Confirm your selection by typing in your authorization pin." At the bottom, there are two buttons: "Previous" and "Save".

- L. A message will be shown to confirm successful processing of request.



- M. After your approval, the request will be forwarded to your supervisor for approval.

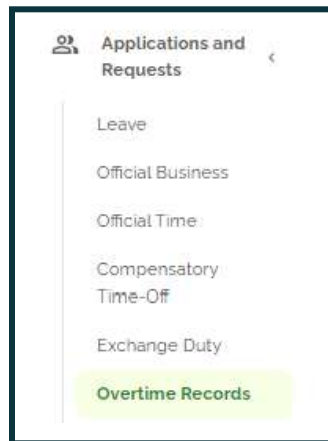
Requested Date to Swap	Requested Date to Duty	Employee Reliever	Status	Actions
2024-05-22	2024-05-22	Dela Cruz, Juan	For Head Approval	

go to [Common User Modules](#)

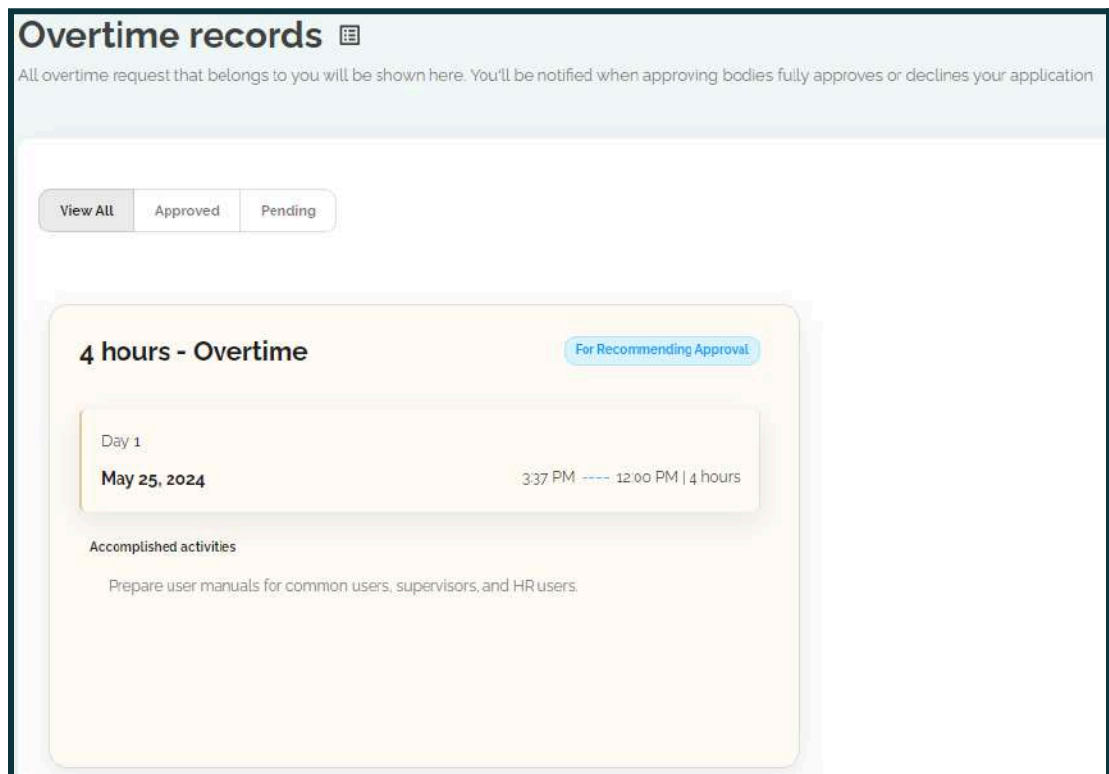
go to [Supervisor Modules](#)

### 1.11. Overtime Records

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **OVERTIME RECORD**.



- B. The **Overtime Records** page displays all requests made by your supervisor in a card layout. Here, you can check the status of overtime applications, which are categorized as Pending and Approved. All overtime requests assigned to you will be shown on this page.

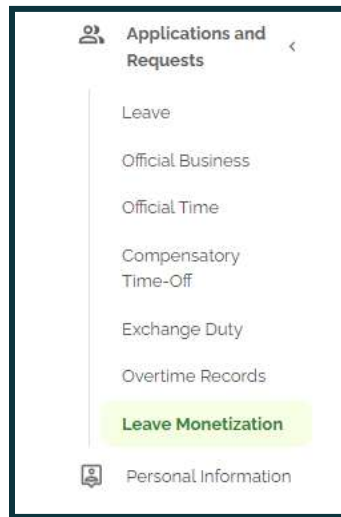


go to [Common User Modules](#)

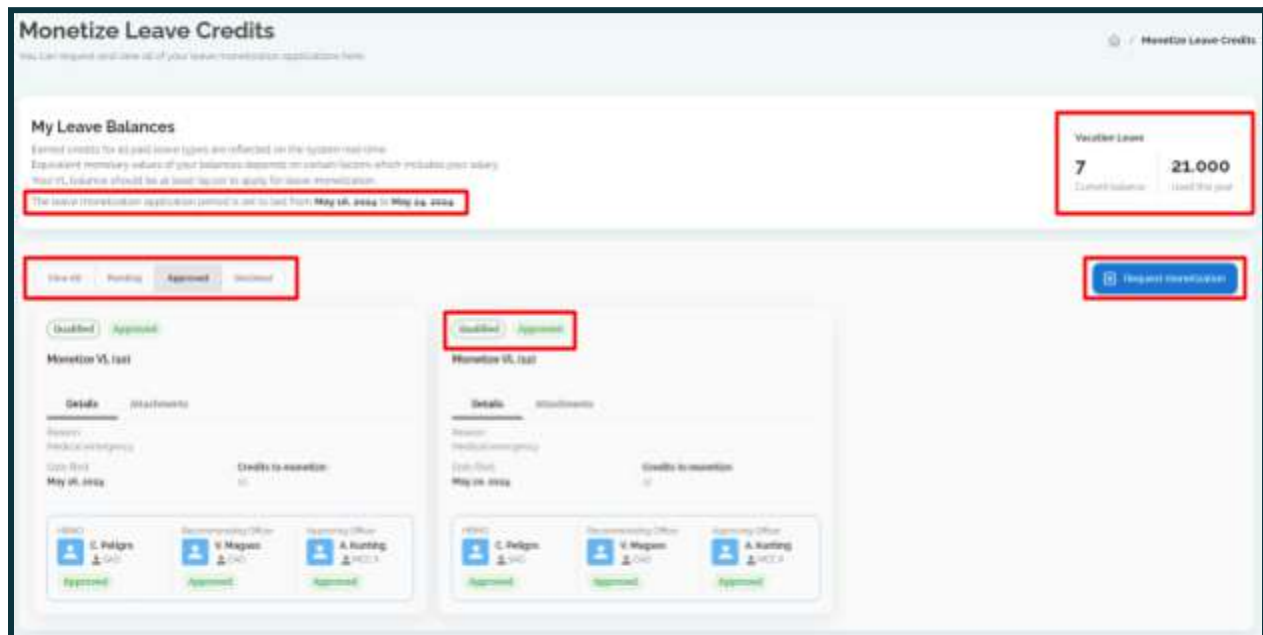
go to [Supervisor Modules](#)

## 1.12. Leave Monetization

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **LEAVE MONETIZATION**.



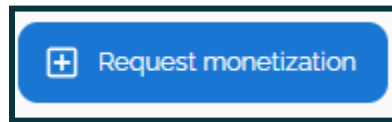
- B. The Leave Monetization page shows all requests made as card layout. Here, you can check the date period of applying for monetization, the current balance of your Vacation Leave credits, your used VL credits, and the status of your Leave Monetization applications. The requests are categorized as For Processing, Approved, and Declined.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. To apply for Leave Monetization, click the **[+] REQUEST MONETIZATION** button.



- D. In the **Request Leave Monetization** screen, input the leave balance to monetize and type in the reason for monetization. Upload the required medical certificate, and click **SAVE**.

Leave Monetization

×

Equivalent monetary values of your current balance depends on certain factors which includes your salary. Your VL or SL balances should be at least (10.00) to apply for leave monetization.

Current balance

17

Balance to monetize \*

< 10 >

Reason for monetization \*

Medical emergency

Justify your monetization request 0/512

Medical Certificate \*

sample-attachment.pdf 12.95 KB Remove

It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.

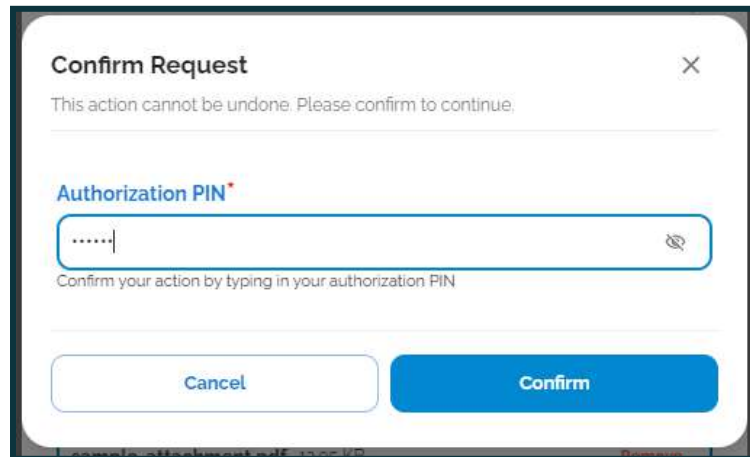
Cancel

Save

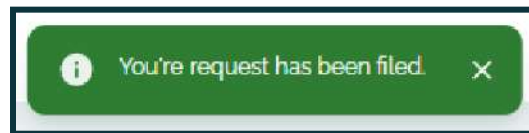
go to [Common User Modules](#)

go to [Supervisor Modules](#)

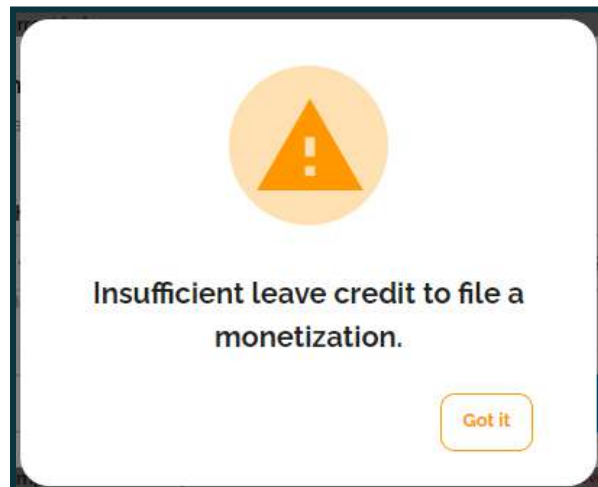
- E. Input your Authorization PIN to confirm your application.

A dialog box titled "Confirm Request" with a close button (X) in the top right corner. Below the title, it says "This action cannot be undone. Please confirm to continue:". There is a label "Authorization PIN\*" above a text input field. The input field contains six dots and a cursor. To the right of the input field is a small icon of a crossed-out eye. Below the input field, it says "Confirm your action by typing in your authorization PIN". At the bottom, there are two buttons: "Cancel" and "Confirm".

- F. A message will be shown to confirm your applied leave monetization request.



- G. Note: You can request monetization if you have at least 15 Vacation Leave credits, otherwise you will be shown the following error prompt.

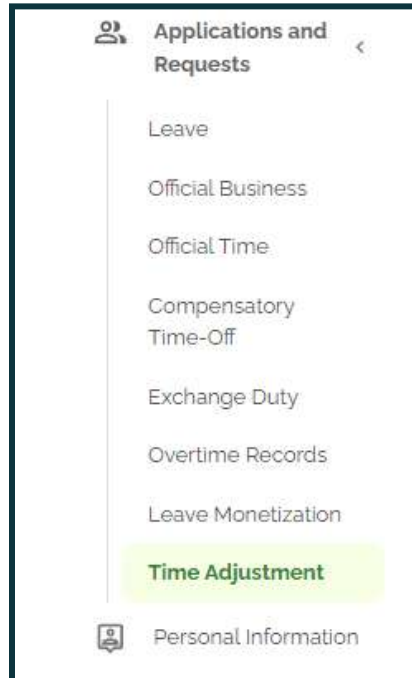


go to [Common User Modules](#)

go to [Supervisor Modules](#)

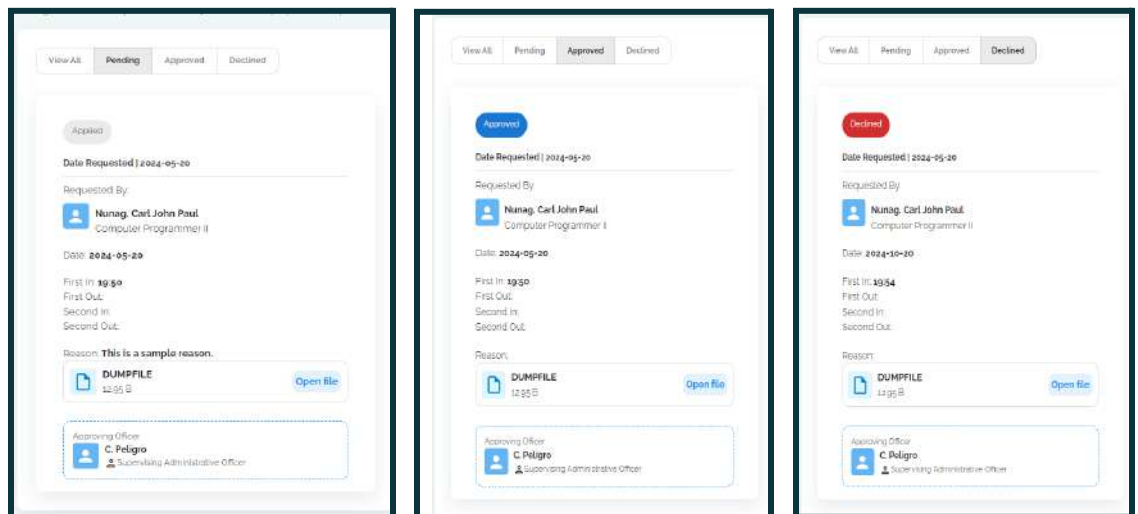
### 1.13. Time Adjustment

- A. In your **sidebar**, under **APPLICATIONS AND REQUESTS**, select **TIME ADJUSTMENT**. If you are allowed to make time adjustments, this option will be visible to you.



- B. The Time Adjustment page displays all your requests in a card layout. Here, you can check the status of your time adjustment applications, categorized as Pending, Approved, or Declined.

1. The Pending tab shows all your time adjustment applications that are awaiting approval; Approved tab shows all your time adjustment applications that have been approved; and Declined tab shows all your time adjustment applications that have been declined.

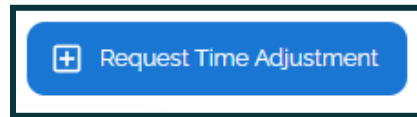




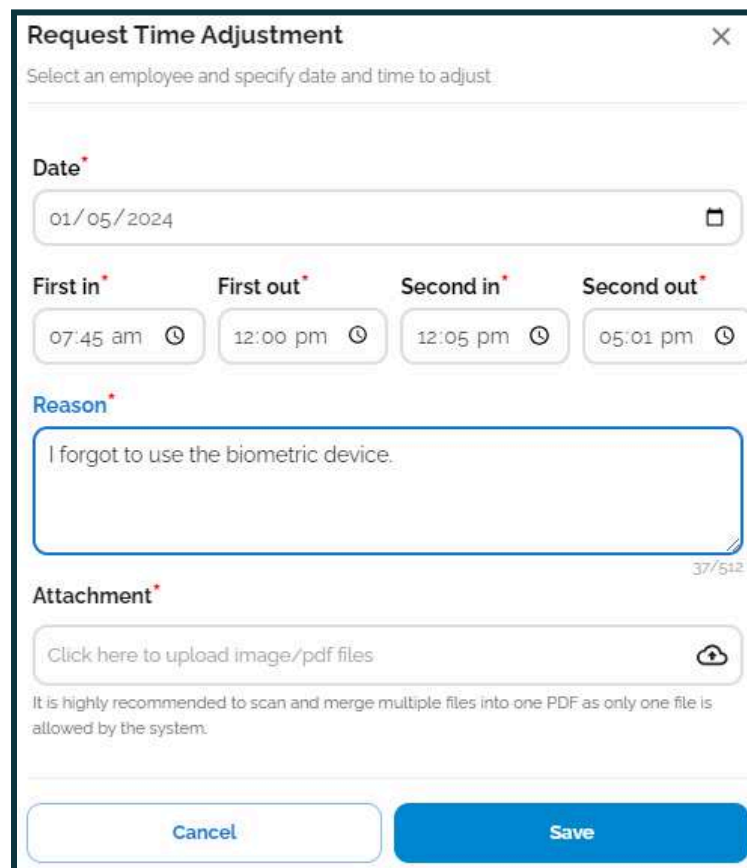
go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. To apply for Time Adjustment, click the **[+] REQUEST TIME ADJUSTMENT** button.



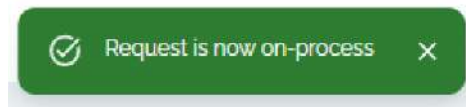
- D. After clicking the **[+] REQUEST TIME ADJUSTMENT** button, a modal will appear. Please ensure that all fields marked with an asterisk (\*) are filled out.
- E. Set the date.
- F. Set the time for time adjustment. You are required to fill out all the time slots; as reflected in your logbook.
- G. State the reason for requesting time adjustment. This reason will guide the HR in approving your request.
- H. Upload supporting documents for your request, such as a scanned copy of your logbook or request letter signed by your supervisor.

A modal window titled "Request Time Adjustment" with a close button (X) in the top right corner. Below the title is a subtitle: "Select an employee and specify date and time to adjust". The form contains several fields: a "Date" field with a calendar icon, showing "01/05/2024"; four time slots labeled "First in", "First out", "Second in", and "Second out", each with a clock icon and a time value (07:45 am, 12:00 pm, 12:05 pm, 05:01 pm); a "Reason" text area with the text "I forgot to use the biometric device." and a character count "37/512"; and an "Attachment" section with a button "Click here to upload image/pdf files" and a cloud icon. Below the attachment section is a note: "It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system." At the bottom are two buttons: "Cancel" and "Save".

go to [Common User Modules](#)

go to [Supervisor Modules](#)

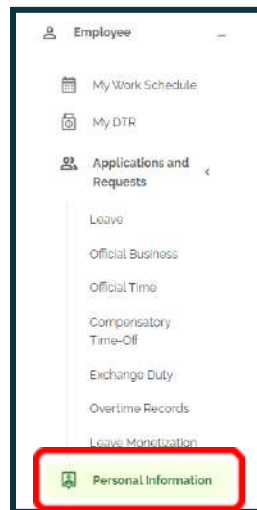
- I. Once you have completed the required fields, you can click the **SAVE** button to submit your request.
- J. After clicking the Save button, a message will appear confirming that your request is now in process.



## Personal Information

This module allows users to view and update his/her profile records. All requests for updates will be forwarded to HR for verification and approval. Information that can be updated are **Contact Information**, **Educational Background**, **Eligibility**, **Learning and Development (L&D) Interventions** upon HR's approval except for Contact Information.

- A. In your **sidebar**, under **EMPLOYEE** select **PERSONAL INFORMATION**.



- B. Other information can be viewed by clicking the tab. The highlighted tab is the active/current tab.


**Personal Information**

Manage Personal Details

Personal Information | Family Background | Education | Affiliations & Others | Legal Information

---

**Employee Profile**



2024051550

**Dela Cruz, Juan S.**

Innovation and Information Systems

Computer Programmer II

Date Hired:  
May 15, 2024

Job Type:  
Permanent  
Full-time

Years of Service:  
in ZC-MC  
0 month(s)

Years of Gov't  
Service  
0 year(s) & 0  
month(s)

Last login:  
May 15, 2024 | 04:53 pm

Not allowed for time adjustment

**Personal Information**

Full Name:  
LAST NAME, FIRST NAME, MIDDLE NAME  
**Dela Cruz, Juan Santos**

Agency Employee #:  
**2024051550**

Place of Birth:  
**Zamboanga City**

Blood Type:  
**AB+**

Name Extension:  
E.G. JR., SR.  
-

Sex:  
**Male**

Civil Status:  
**Single**

Height:  
METER, CM  
**160**

Name Title:  
E.G. MR, DR.  
-

Date of Birth:  
MM/DD/YYYY  
**August 9, 1998**

Citizenship:  
**Philipino**


Weight:  
KILOGRAM, KG  
**55**

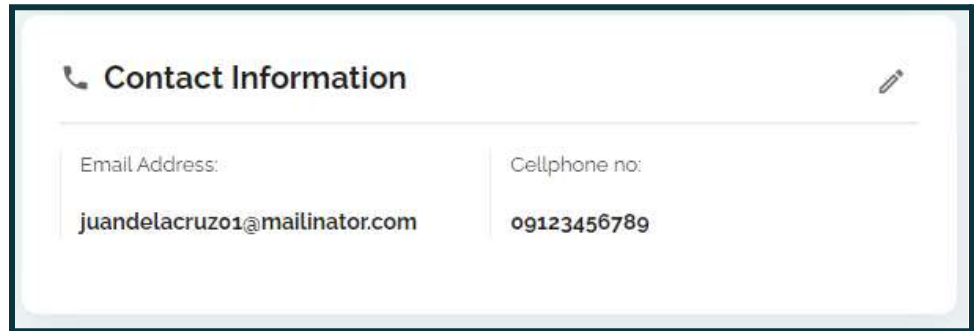
Report

go to [Common User Modules](#)

go to [Supervisor Modules](#)

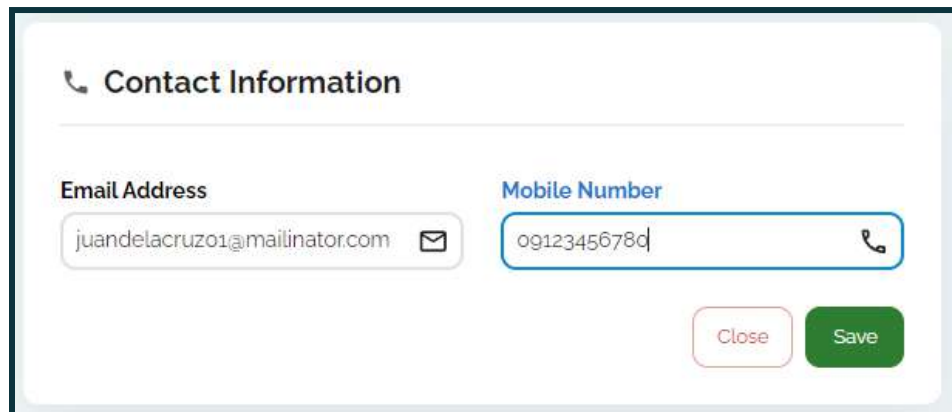
#### 1.14. Updating Contact Information

- A. To update Contact Information, click the  icon button located at the upper right of the **CONTACT INFORMATION** card. *Contact Information can be edited anytime without the need for HR's approval.*



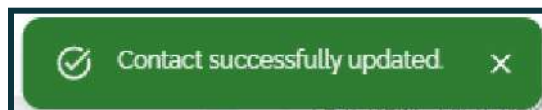
The image shows a 'Contact Information' card with a title bar containing a phone icon and the text 'Contact Information'. On the right side of the title bar is a pencil icon. Below the title bar, there are two input fields. The first is labeled 'Email Address:' and contains the text 'juandelacruz01@mailinator.com'. The second is labeled 'Cellphone no:' and contains the text '09123456789'.

- B. Input your new email address and mobile number and click **SAVE**.



The image shows the 'Contact Information' card with the input fields updated. The 'Email Address' field now contains 'juandelacruz01@mailinator.com' and has an envelope icon on the right. The 'Mobile Number' field now contains '0912345678d' and has a phone icon on the right. Below the input fields are two buttons: a 'Close' button and a green 'Save' button.

- C. After clicking the Save button, a message will appear confirming that your contact information has been successfully updated.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 1.15. Add Educational Background

- A. To add educational background, click the **EDUCATION** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.

The screenshot shows a web application interface with a top navigation bar containing tabs: Personal Information, Family Background, Education, Affiliations & Others, and Legal Information. The 'Education' tab is highlighted with a red box. Below the tabs is a card titled 'Educational Background'. In the top right corner of this card is a blue button with a plus icon and the text 'Add New', which is also highlighted with a red box. Below the button is a table with the following columns: Level, Name of School, Degree Program, Year Graduated, Highest Grade, Inclusive Dates (mm/dd/yyyy), and Scholarship/Awards. The table currently displays 'No records'.

- B. In the **Add New Educational Background** dialog, input the required fields and upload the proof of completion then click **SAVE INFO**.

The screenshot shows a modal dialog titled 'Add New Educational Background'. The form contains the following fields and sections:

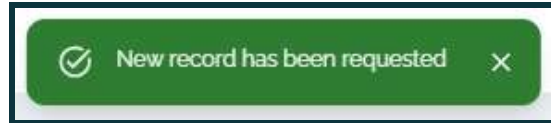
- Type of Educational Attainment\***: A dropdown menu with 'College' selected.
- Name of School\***: A text input field containing 'Western Mindanao State University'.
- Degree Program**: A text input field containing 'Bachelor of Science in Information Technology'.
- Inclusive Dates of Attendance\***: Two date pickers labeled 'FROM\*' and 'TO\*'. 'FROM\*' is set to '18/08/2019' and 'TO\*' is set to '18/05/2023'.
- Highest Level/Units earned**: A text input field containing 'College Graduate'.
- Year Graduated**: A date picker set to '18/05/2023'.
- Scholarship/Academic Honors Received**: A text area with the placeholder 'List down in a bullet form'.
- Upload a proof of completion\***: A file upload section showing a file named 'sample-attachment.pdf' (12.95 KB) with a 'Remove' button. Below this, a note states: 'It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.'

At the bottom of the dialog are two buttons: 'Cancel' and 'Save info'.

- C. After clicking the Save info button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*

go to [Common User Modules](#)

go to [Supervisor Modules](#)



### 1.16. Add Eligibility

- D. To add **Eligibility**, click the **AFFILIATIONS & OTHERS** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.



- E. In the **Eligibility** dialog, input the necessary and required fields. Upload the proof of eligibility then click **ADD NEW**.

**Eligibility**

Type of Eligibility\*  
Civil Service Exam Professional

Rating\*  
89.10%

Date of Examination\*  
08/08/2023

Place of Examination\*  
Zamboanga City

License (if applicable)

Licence Number  
eg. Apo-00-000000

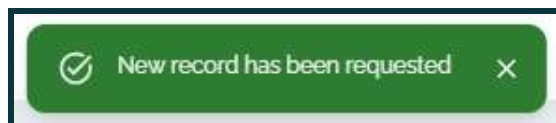
Date of Validity  
dd/mm/yyyy

Upload a proof of eligibility\*  
sample-attachment.pdf 12.95 KB Remove

It is highly recommended to scan and merge multiple files into one PDF as only one file is allowed by the system.

Close Add New

- F. After clicking the Add New button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*

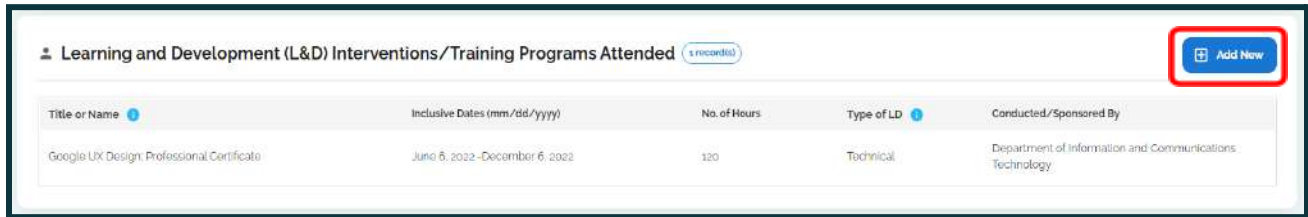


go to [Common User Modules](#)

go to [Supervisor Modules](#)

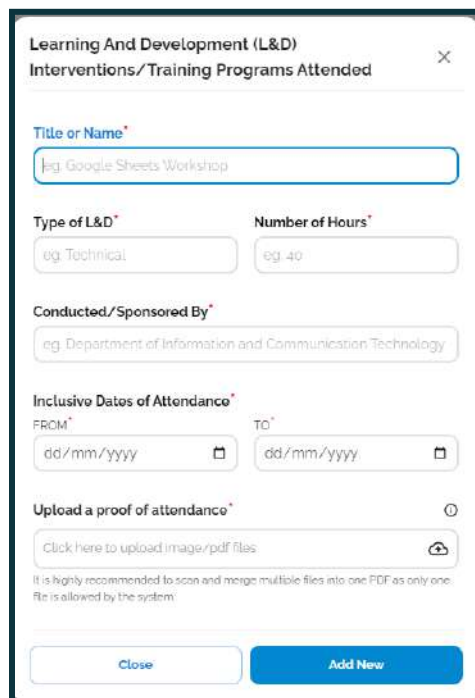
### 1.17. Add L&D Interventions/Training Programs Attended

- A. To add **L&D Interventions/Training Programs Attended**, click the **AFFILIATIONS & OTHERS** tab, and click the **[+] ADD NEW** button located at the upper right corner of the card.

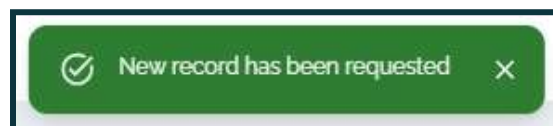


Learning and Development (L&D) Interventions/Training Programs Attended <span>5 records</span>				
				<a href="#">Add New</a>
Title or Name	Inclusive Dates (mm/dd/yyyy)	No. of Hours	Type of LD	Conducted/Sponsored By
Google UX Design Professional Certificate	June 6, 2022–December 6, 2022	120	Technical	Department of Information and Communications Technology

- B. In the **L&D Interventions/Training Programs Attended** dialog, input the required fields and upload the proof of attendance then click **ADD NEW**.



- C. After clicking the Add New button, a message will appear confirming that a new record has been requested. *All added record/s will be forwarded to HR for approval.*



go to [Common User Modules](#)

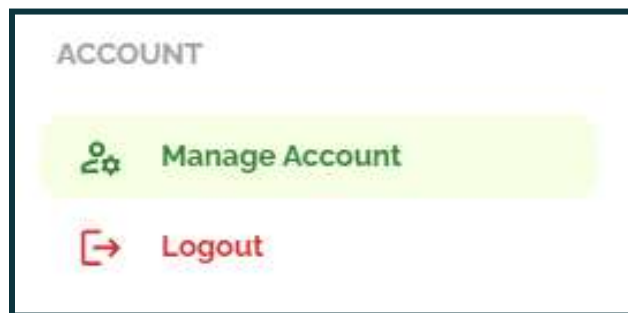
go to [Supervisor Modules](#)

## Manage Account

The account management page allows you to manage your UMIS account. In this page are information on the following:

- Two-factor Authentication
  - Shows the email used to send the one time PIN.
- Password
  - Shows the dates when the password was last changed and the password's expiration.
- Authorization PIN
  - Shows the date when the PIN was last changed.

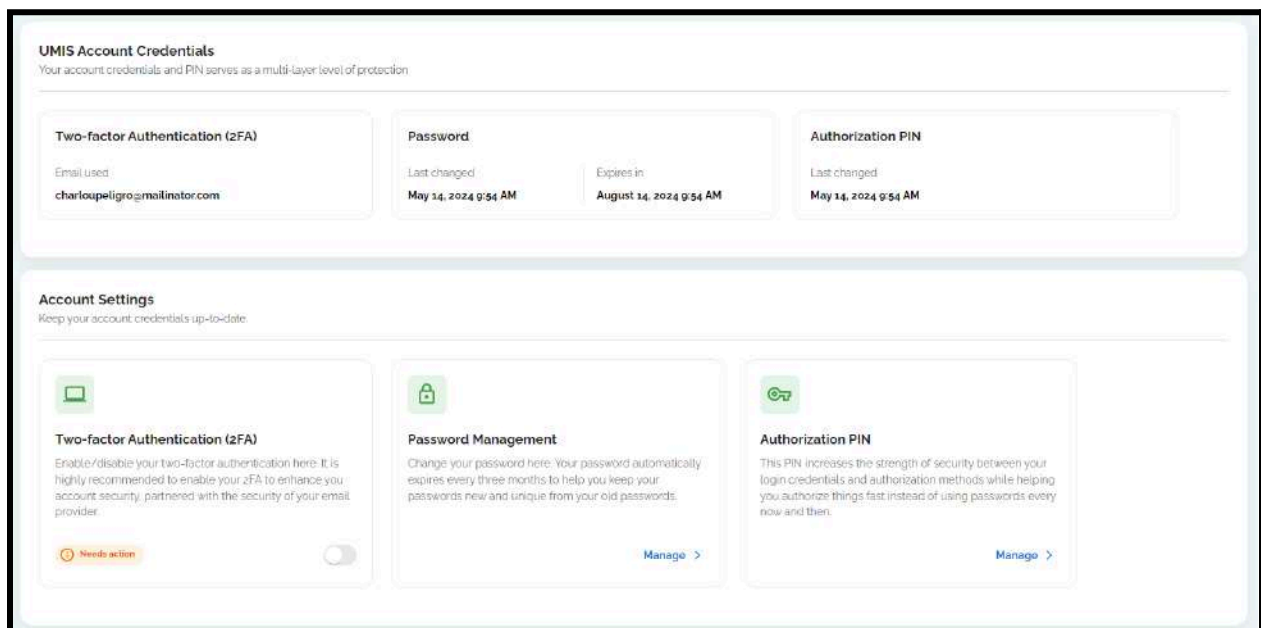
A. In the lower part of your **sidebar**, under **ACCOUNT** select **MANAGE ACCOUNT**.



C

B. The account management page allows user to manage his UMIS account:

1. Two-factor Authentication
2. Password Management
3. Manage Authorization PIN




[Report An Issue](#)

go to [Common User Modules](#)

go to [Supervisor Modules](#)

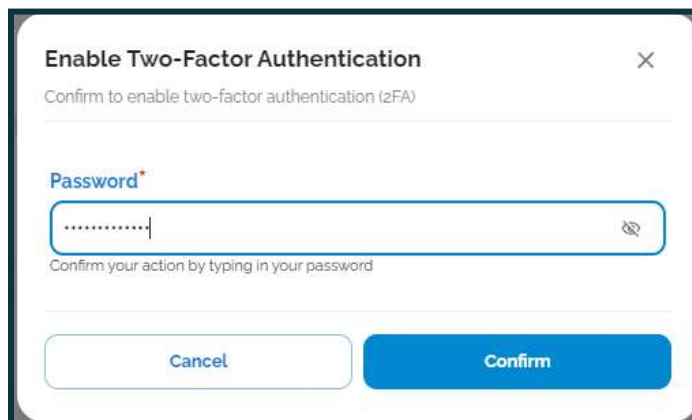
### 1.17.1. Two-factor Authentication

Two-factor Authentication adds an extra layer of security, it reduces the risk of unauthorized access to personal accounts. When activated, the system prompts users to enter a One-time password (OTP) sent to their email during the login process.

- A. To enable 2FA security, toggle the  switch to the “on” position. To disable it, simply reverse this action.



- B. Input password and click **CONFIRM**.



*Note: To maximize the utilization of the feature, it's essential to verify that the email address provided is currently active and accessible.*

- C. After enabling the 2FA, the button should appear green and positioned on the left side.



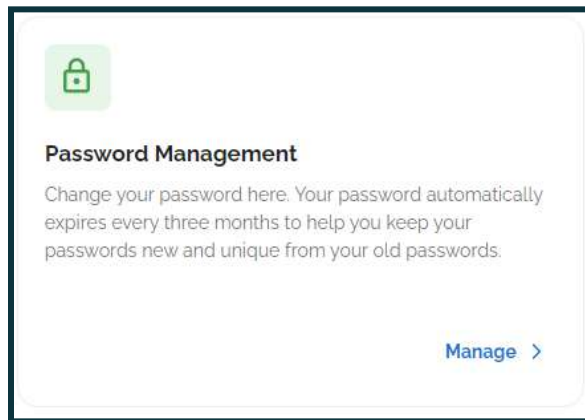


go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 1.17.2. Change Password

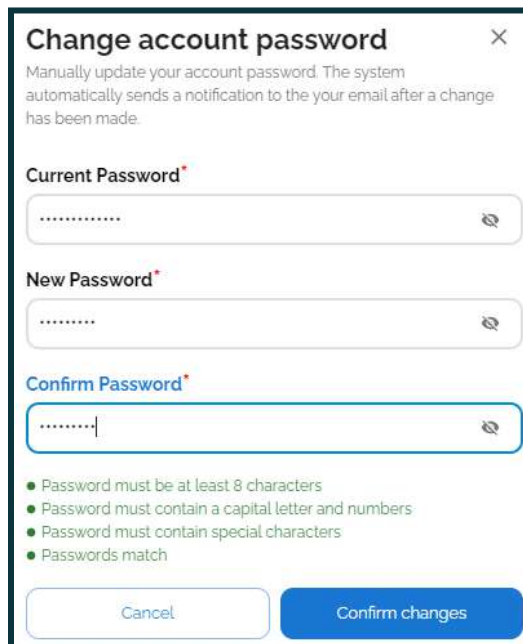
- A. To change your password, click MANAGE in the Password Management card.



- B. Type your current password; type your New Password and retype it in Confirm Password.

- Must be at least 8 characters long
- Must contain a CAPITAL letter and a Number
- Must contain a SPECIAL character or symbol.
- Passwords must match

- C. Click **CONFIRM CHANGES**.

A screenshot of a 'Change account password' form. At the top, the title 'Change account password' is in bold, followed by a close button (X). Below the title is a descriptive text: 'Manually update your account password. The system automatically sends a notification to the your email after a change has been made.' The form contains three input fields: 'Current Password\*', 'New Password\*', and 'Confirm Password\*'. Each field has a password strength indicator icon on the right. Below the input fields, there are four green bullet points indicating password requirements: 'Password must be at least 8 characters', 'Password must contain a capital letter and numbers', 'Password must contain special characters', and 'Passwords match'. At the bottom, there are two buttons: 'Cancel' and 'Confirm changes'.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 1.17.3. Change Authorization PIN

- A. To change your password, click **MANAGE** in the Authorization PIN card.



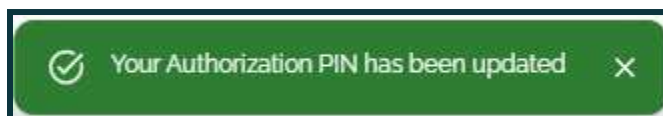
- B. Type your current password and your new authorization PIN.

- Must be exactly 6 numbers.
- Use non-sequential numbers for added security.

- C. Click **CONFIRM CHANGES**.

A screenshot of a form titled "Change authorization PIN" with a close button (X). It contains three input fields: "Current Password", "New Authorization Pin", and "Confirm Authorization Pin". Below the fields are three green checkmarks indicating validation rules: "PIN must be of 6 characters only", "PIN must contain only contain numerical characters", and "PINs match". At the bottom are "Cancel" and "Confirm changes" buttons.

- D. A confirmation message will appear, confirming successful updating of your authorization PIN.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

# Supervisor Modules

go to [Common User Modules](#)

go to [Supervisor Modules](#)

## **SUPERVISOR MODULES**

### **Table of Contents**

- [Introduction](#)
- 1. [Supervisor Sidebar](#)
- 2. [My Employees](#)
- 3. [Manage Requests](#)
  - 3.1. [Leave](#)
  - 3.2. [Official Business](#)
  - 3.3. [Official Time](#)
  - 3.4. [Overtime](#)
  - 3.5. [View Compensatory Time-Off](#)
- 4. [Manage Schedule](#)
  - 4.1. [Create Schedule](#)
  - 4.2. [Exchange Duty Requests](#)
- 5. [Request for Overtime](#)

## Introduction

*Welcome to the Zamboanga City Medical Center's User Management Information System (UMIS) - Supervisor Module User Manual. This manual is specifically designed to provide supervisors with detailed instructions on using the advanced features and functionalities of the UMIS that are exclusive to their roles.*

*As a supervisor, you have access to specialized modules that empower you to approve or decline requests and manage schedules to ensure smooth operational workflows. This manual will guide you through each of these modules, offering step-by-step instructions to help you perform your supervisory duties effectively and efficiently.*

*The purpose of this manual is to ensure that supervisors understand how to leverage the full capabilities of the UMIS to maintain high standards of operational excellence, enhance communication within teams, and uphold regulatory compliance across the organization.*

*By using this manual, you will gain a comprehensive understanding of the supervisor-specific features, enabling you to manage your responsibilities with confidence and precision.*

## 1. Supervisor Sidebar

As a user with a supervisory role, you are given additional modules that you can use to help you in accomplishing your function as a supervisor. These modules are shown in your sidebar, under the SUPERVISOR label, below the Employee group of modules.

The added modules under the Supervisor group are the following:

A. My Employees

- Allows you to see the list of all employees under your group (Division, Department, Section, or Unit)

B. View Request

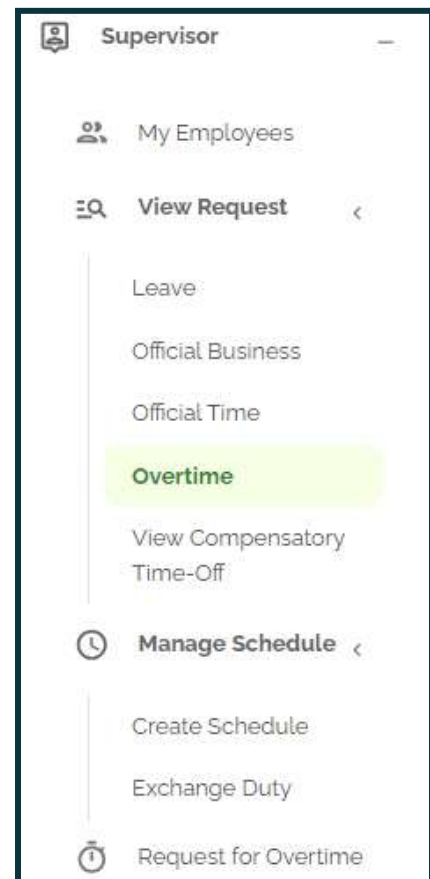
- Allows you to manage requests submitted by your employees. These requests include
  - Leave
  - Official Business
  - Official Time
  - Overtime
  - Compensatory Time off (viewing only)

C. Manage Schedule

- Allows you to create or assign a monthly work schedule for your employees.
- This module also allows you to manage the exchange of duty requests.

D. Request for Overtime

- Allows you to file an overtime request.

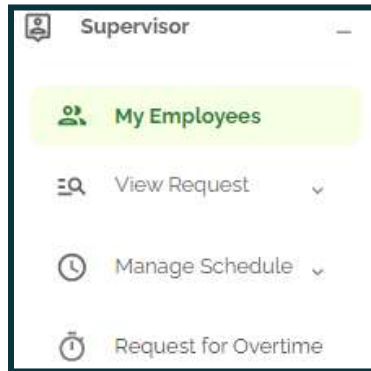


go to [Common User Modules](#)

go to [Supervisor Modules](#)

## 2. My Employees

- A. To access this module, in your **sidebar**, under **Supervisor**, click **MY EMPLOYEES**.



- B. The **My Employees** page will also show you the following:
- Search bar, for searching specific employees, designation, or employment status.
  - Filter by Area, for supervisors managing multiple areas.
  - List of employees
  - Number of rows displayed on the page.

The screenshot shows the 'My Employees' page. At the top, there is a search bar (a) and a filter by area dropdown (b). Below these is a table of employees. The table has columns: Name, Employment Status, Date hired, Area of Assignment, and Designation. The table is filtered to show 14 records. At the bottom right, there is a pagination control (d) showing '1-10 of 12' and 'Rows per page: 10'.

Name	Employment Status	Date hired	Area of Assignment	Designation
Maqueo, Ricah Mae 2023080150	Permanent Full-time	August 1, 2023	Innovation and Information Systems	Computer Programmer II
Dela Cerna, Maryn 2024051450	Permanent Full-time	May 14, 2023	Innovation and Information Systems	Administrative Officer III
Doe, Jerie 2024051453	Job Order	May 14, 2024	Innovation and Information Systems	Accountant III
Dela Cerna, Maryn Secretary 2024051455	Permanent Full-time	May 14, 2024	Innovation and Information Systems	Information System Analyst III
Amit, Tristan Jay 2022091351	Permanent Full-time	September 13, 2022	Innovation and Information Systems	Computer Programmer II
Calmor, Reenjoy 2022090250	Permanent Part-time	September 2, 2022	Innovation and Information Systems	Computer Programmer II
Delar, Kim Horacio 2023080550	Permanent C7I	June 5, 2023	Innovation and Information Systems	Computer Programmer II
Falcesantos, Dennis 2022090251	Job Order	September 2, 2022	Innovation and Information Systems	Computer Programmer II
Falcesantos, Krizzelle Mae 2022082150	Temporary	June 21, 2023	Innovation and Information Systems	Computer Programmer II
Dela Cruz, Juan 2024051450	Permanent Full-time	May 14, 2023	Innovation and Information Systems	Computer Programmer II

[Report An Issue](#)

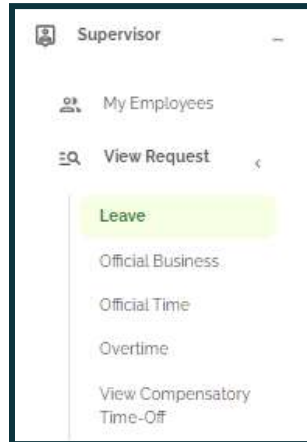
go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 3. Manage Requests

#### 3.1. Leave

- A. To access this module, in your **sidebar**, under **Supervisor**, click View Request, click **LEAVE**.



- B. The **Leave Requests** page:

- Allows you to see all the requests made by your employees, approved by HRMO. If the request has not yet been approved by HRMO, it will not appear in your list.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the summary of the request including leave type, duration of leave, and approval status.

Leave Requests <span>5 records</span>							
<div>View All Pending Approved Declined</div> <div>Search <input type="text" value="Try searching for names, positions, etc."/></div> <div>FROM DATE <input type="text" value="dd/mm/yyyy"/> TO DATE <input type="text" value="dd/mm/yyyy"/></div>							
Employee	Area	Leave Type	Date Filed ↓	Date Coverage	Approval Status	Actions	
Maque, Ricah Mae CP II	Innovation and Information Systems	Mandatory/Forced Leave	May 22, 2024	May 30, 2024 - May 30, 2024	Verified by HRMO	Approve	View
Maque, Ricah Mae CP II	Innovation and Information Systems	Special Privilege Leave	May 22, 2024	May 27, 2024 - May 27, 2024	Verified by HRMO	Approve	View
Maque, Ricah Mae CP II	Innovation and Information Systems	Sick Leave	May 22, 2024	May 20, 2024 - May 20, 2024	Verified by HRMO	Approve	View
Maque, Ricah Mae CP II	Innovation and Information Systems	Vacation Leave	May 22, 2024	Jun 4, 2024 - Jun 5, 2024	Verified by HRMO	Approve	View
Falcasantos, Krizetie Mae CP II	Innovation and Information Systems	Sick Leave	May 17, 2024	May 14, 2024 - May 14, 2024	Verified by HRMO	Approve	View
1-5 of 5 <span>1</span> Rows per page: 10							



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.
- D. To approve (or decline) a request from the employee's leave information dialog, click the **MANAGE** button.

The screenshot shows a leave application form with two main sections: 'General Information' and 'Approval timeline'. The 'General Information' section includes fields for 'Full name' (Maque, Ricah Mae), 'Area' (Innovation and Information Systems), 'Work Position' (Computer Programmer II), 'Leave Type' (Mandatory/Forced Leave), 'Date Filed' (May 22, 2024), 'Date Period' (May 30, 2024 to May 30, 2024), 'Total Days' (1 day(s)), 'Leave credit balance' (4), and 'With pay' (Yes). The 'Approval timeline' section shows a vertical flow of steps: 'Received by HRMO' (HRMO), 'Approved by Approving officer' (Kunting, Afdal, MCC II), 'Approved by Recommending officer' (Punzalan, Jaime Kristoffer, MO III), and 'Verified by HRMO officer' (Peligro, Charliou, SAO). The 'Verified by HRMO officer' step is highlighted with a blue dashed box and a blue circle, indicating it is the current step. The time '12:34 pm' and the date 'Today' are also shown. At the bottom right, there are 'Manage' and 'Close' buttons.

- E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **CONFIRM** button.

The screenshot shows a dialog box titled 'Approve/Decline Leave Application' with a close button (X) in the top right corner. Below the title is a subtitle 'Choose to approve or decline the selected leave application.' The dialog contains two main sections: 'Status\*' and 'Authorization PIN\*'. The 'Status\*' section has two buttons: 'Approve' (with a checkmark icon) and 'Decline' (with an X icon). The 'Authorization PIN\*' section has a text input field with a password icon (eye) on the right. Below the input field is a hint text: 'Confirm your selection by typing in your authorization pin.' At the bottom of the dialog are two buttons: 'Cancel' and 'Confirm'.

- F. A message will be shown to confirm your action on the request.

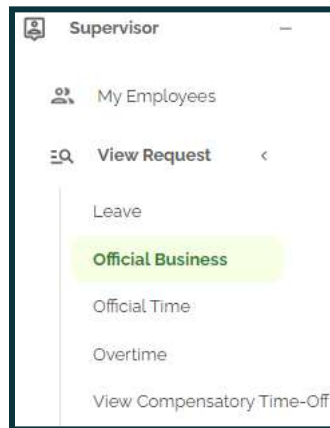
The screenshot shows a green banner with a white information icon (i) on the left, the text 'Successfully approved application.' in the center, and a white close button (X) on the right.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

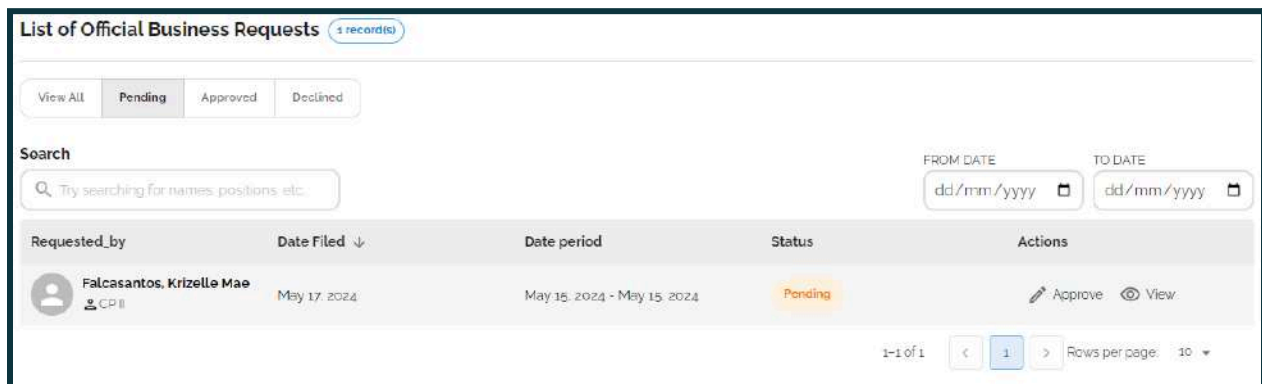
### 3.2. Official Business



- A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OFFICIAL BUSINESS**.



- B. The **Official Business Requests** page:

- Allows you to see all the requests made by your employees.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the date period of OB request and its status.



<div>View All Pending Approved Declined</div> <div>Search <input type="text" value="Try searching for names, positions, etc."/></div> <div>FROM DATE <input type="text" value="dd/mm/yyyy"/> TO DATE <input type="text" value="dd/mm/yyyy"/></div>					
Requested_by	Date Filed	Date period	Status	Actions	
 Falcasantos, Krizelle Mae CP II	May 17, 2024	May 15, 2024 - May 15, 2024	Pending	 Approve  View	
1-1 of 1 <span>&lt; 1 &gt;</span> Rows per page: 10					

- C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.
- D. To approve (or decline) a request from the employee's OB information dialog, click the **MANAGE** button.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

**Request By Falcasantos, Krizelle Mae**

**Employee Information**  
Full name: Falcasantos, Krizelle Mae  
Area: Innovation and Information Systems  
Work position: Computer Programmer II

**Request Information**  
Date Filed: May 22, 2024  
Date Period: May 15, 2024 - May 15, 2024

**Purpose**  
Seminar

**Approval timeline**  
Approved by Approving officer: Kuntung, A'dal, MCC II  
Approved by Recommending officer: Punzalan, Jaime Kristoffer, MG III  
Application is currently pending: Falcasantos, Krizelle Mae, CP II, May 17, 2024  
Application successfully filed: Falcasantos, Krizelle Mae, CP II, May 17, 2024

**Attachments** (2 files)  
Certificate of Appearance: OMB Form 1 - Application for Ombudsman Clearance (a).pdf, 276.43 KB  
Personnel Order: OMB Form 1 - Application for Ombudsman Clearance.pdf, 275.14 KB

**Manage** **Close**

- E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.

**Approve/Decline Official Business Request**

Choose to approve or decline the selected official business

**Status**

Approve Decline

**Authorization PIN**

Confirm your selection by typing in your authorization pin.

**Cancel** **Save**

- F. A message will be shown to confirm your action on the request.

**Approved by Recommending Officer**

go to [Common User Modules](#)

go to [Supervisor Modules](#)

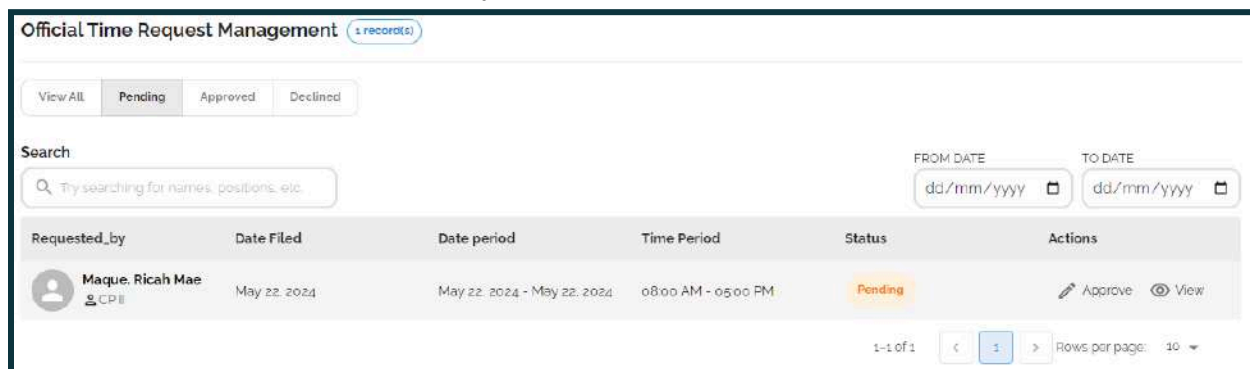
### 3.3. Official Time

- A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OFFICIAL TIME**.

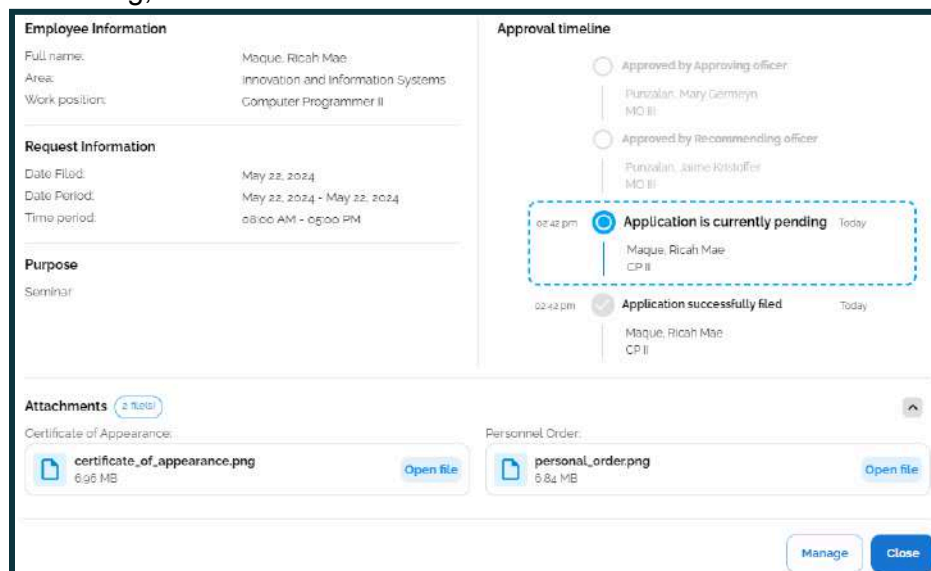


- B. The **Official Time Requests** page:

- Allows you to see all the requests made by your employees.
- The requests are grouped into Pending, Approved, and Declined.
- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the date period of OT request and its status.



- C. To see the details of the request, click the **approve** icon or **view** icon under the **Actions** column.
- D. To approve (or decline) a request from the employee's OT information dialog, click the **MANAGE** button.

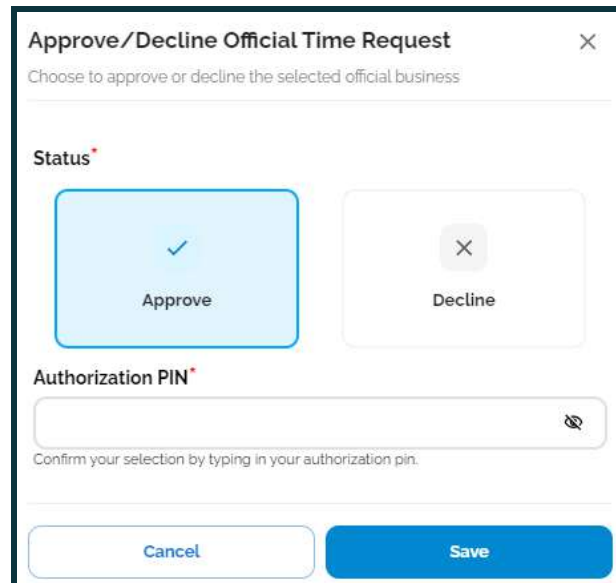


[Report An Issue](#)

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.



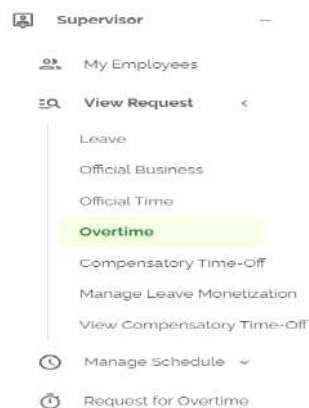
The screenshot shows a modal dialog titled "Approve/Decline Official Time Request" with a close button (X) in the top right corner. Below the title is a subtitle: "Choose to approve or decline the selected official business". The main content area is labeled "Status" with a red asterisk. It contains two buttons: a blue "Approve" button with a checkmark icon and a grey "Decline" button with an 'X' icon. Below these buttons is a text input field labeled "Authorization PIN" with a red asterisk. A small lock icon is on the right side of the input field. Below the input field is a note: "Confirm your selection by typing in your authorization pin." At the bottom of the dialog are two buttons: a light blue "Cancel" button and a blue "Save" button.

- F. A message will be shown to confirm your action on the request.



### 3.4. Overtime (Division Head and MCC only)

- A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **OVERTIME**.



- B. The **Overtime Requests** page:
- Allows you to see all the requests made by your employees.
  - The requests are grouped into Pending, Approved, and Declined.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- The requests are sorted from the latest to the earliest submitted request.
- Allows you to see the requested date period of Overtime request and its status.

**Overtime requests**

Review and manage report overtime requests here. You can approve and decline OT applications anytime.

**List of overtime requests**

Search

[View All](#) [Pending](#) [Approved](#)

Requested By	Requested	Purpose of overtime	Status	Action
Peligro, Charlou Supervising Administrative Officer	05/24/2024	N/A	<a href="#">For Approval</a>	
Punzalan, Jaime Kristoffer Medical Officer II	05/23/2024	N/A	<a href="#">For Approval</a>	
Punzalan, Jaime Kristoffer Medical Officer II	05/23/2024	Prepares for User training for 204C user management information system.	<a href="#">For Recommending Approval</a>	
Peligro, Charlou Supervising Administrative Officer	05/22/2024	This is a sample overtime purpose for demonstration and testing purposes. The actual content of this description may vary depending on certain factors.	<a href="#">For Approval</a>	

1-4 of 4 Rows per page: 10

- C. To see the details of the request, click the **view** icon under the **Actions** column.
- D. To approve (or decline) a request from the employee's Overtime information dialog, click the **MANAGE** button.

**Overtime Request Information**

**Request Information**

Requested by : Peligro, Charlou  
Department : Human Resource Management Office  
Work position : Supervising Administrative Officer

**Approval timeline**

1:55 PM **Peligro, Charlou** Applied  
Supervising Administrative Officer

3:01 PM **Magaso, Violeta** Approved by  
Chief Administrative Officer  
Recommending Officer

**Overtime Information**

Date and time Submitted : May 24, 2024 | 1:55 PM  
Recommending Officer : Magaso, Violeta  
Chief Administrative Officer  
Approving Officer : Punzalan, Mary Germeyn  
Medical Officer III  
Status : For Approving Approval

**Employees covered**

Santos, Carl Computer Programmer II

**Days covered**

**May 14, 2024** Day 1  
5:00 PM - 8:00 PM

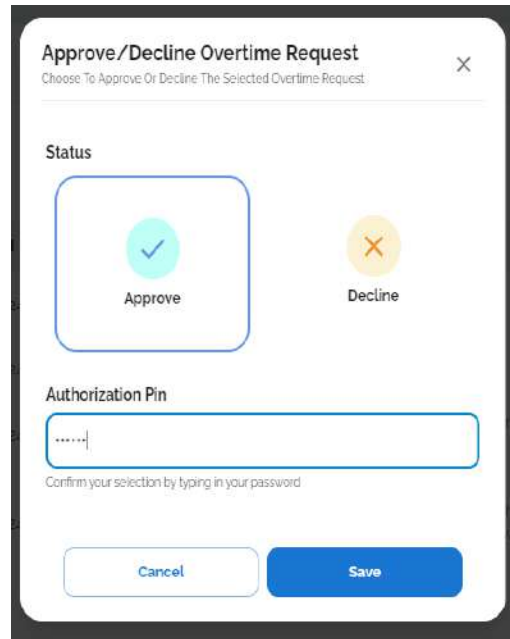
Santos, Carl  
Computer Programmer II No Biometric Log

[Manage](#) [Close](#)

go to [Common User Modules](#)

go to [Supervisor Modules](#)

- E. Make your decision by selecting either Approve or Decline button. Type your Authorization PIN, and click the **SAVE** button.



The screenshot shows a mobile application dialog box titled "Approve/Decline Overtime Request" with a close button (X) in the top right corner. Below the title is a subtitle: "Choose To Approve Or Decline The Selected Overtime Request." The main content area is divided into two sections. The first section, labeled "Status", contains two large, rounded rectangular buttons. The left button is light blue with a white checkmark icon and the word "Approve" below it. The right button is light yellow with a white 'X' icon and the word "Decline" below it. The second section, labeled "Authorization Pin", contains a text input field with a blue border and a blue outline. Below the input field is a small text label: "Confirm your selection by typing in your password". At the bottom of the dialog box are two buttons: a light blue "Cancel" button and a blue "Save" button.

- F. A message will be shown to confirm your action on the request.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

### 3.5. View Compensatory Time-Off

- A. To access this module, in your **sidebar**, under **Supervisor**, click **View Request**, click **VIEW COMPENSATORY TIME-OFF**.



- B. The **Compensatory Time-Off Requests** page:

- Allows you to see all the requests made by your employees.
- As a supervisor, you are only given **viewing** rights to these requests.
- The approval of CTO requests is through HRMO and the Division Head only.

List of CTO Requests

5 record(s)

Search

Try searching for names, positions, etc.

FROM DATE

dd/mm/yyyy

TO DATE

dd/mm/yyyy

Requested_by	Date Filed	Day Off	Total off hours	Status	Actions
<div><div></div><div><div>Dela Cerna, Maryn</div><div>AO III</div></div></div>	May 16, 2024	May 17, 2024	4 hr(s)	Approved by Approving O...	<div><div></div>View</div>
<div><div></div><div><div>Dela Cerna, Maryn</div><div>AO III</div></div></div>	May 20, 2024	Nov 11, 2024	4 hr(s)	Pending	<div><div></div>View</div>
<div><div></div><div><div>Dela Cruz, Juan</div><div>CP II</div></div></div>	May 16, 2024	May 17, 2024	4 hr(s)	Approved by Approving O...	<div><div></div>View</div>
<div><div></div><div><div>Dela Cruz, Juan</div><div>CP II</div></div></div>	May 16, 2024	May 20, 2024	4 hr(s)	Approved by Approving O...	<div><div></div>View</div>
<div><div></div><div><div>Dela Cruz, Juan</div><div>CP II</div></div></div>	May 20, 2024	May 21, 2024	4 hr(s)	Approved by Approving O...	<div><div></div>View</div>

1-5 of 5

<

1

>

Rows per page: 10



go to [Common User Modules](#)

go to [Supervisor Modules](#)

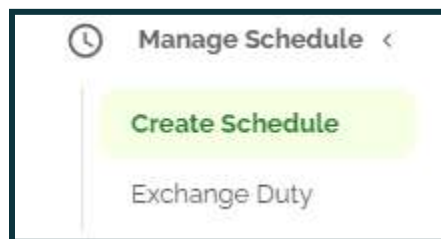
- C. To see the details and status of the request, click the **view** icon under the **Actions** column.

The screenshot shows a modal window with two main sections: 'Request Information' and 'Approval timeline'. The 'Request Information' section contains fields for 'Requested by' (Dela Cerna, Maryn), 'Requested on' (May 16, 2024), 'Date effective' (May 17, 2024), 'Hours of time-off' (4), 'Meridiem of time-off' (PM), 'Area' (Innovation and Information Systems), and 'Work position' (AO III). The 'Purpose' is listed as 'Attend workshop'. The 'Approval timeline' section shows a vertical sequence of events: 'Approved by Approving officer' (Paragas, Josephine, N-VII) on May 20, 2024, at 12:22 PM; 'Approved by Recommending officer' (Peligro, Charlou, SAO) on May 20, 2024, at 12:22 PM; 'Application is currently pending' (Dela Cerna, Maryn, AO III) on May 16, 2024, at 02:53 PM; and 'Application successfully filed' (Dela Cerna, Maryn, AO III) on May 16, 2024, at 02:53 PM. A 'Close' button is located at the bottom right of the modal.

## 4. Manage Schedule

### 4.1. Create Schedule

- A. To access this module, in your **sidebar**, under **Supervisor**, click **Manage Schedule**, and click **CREATE SCHEDULE**.




- B. The **Work Schedule** page contains the following:

- A table that shows the following:
  - schedules of all the employees under your supervision.
  - Days of the month and the number of employees on duty for each day.
- Filters to select the month and area of the employees, for supervisors handling multiple units.
- Working hours assigned over the total working hours defined by HR.

go to [Common User Modules](#)

go to [Supervisor Modules](#)

**Work Schedule**  Home / Schedule

Create schedules exclusively used within the department and unit you handle.

List of employees 9 records(s) Export to PDF

Search

Select Area Select areas Select Month June 2024

	Employee	Total Working Hours	1 (Sat)	2 (Sun)	3 (Mon)	4 (Tue)	5 (Wed)	6 (Thu)
<span>Select</span>	Maque, Ricah Mae	160/160			08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Dela Cerna, Maryn	160/160			08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Dela Cruz, Juan	160/160			08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Santos, Carl	40/160			08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Falcasantos, Dennis	240/160	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Falcasantos, Krizelle Mae	240/160	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM	08 AM 05 PM
<span>Select</span>	Santos, Jia	0/160						

Rows per page: 10 1-9 of 9

- C. To assign a schedule to your employee, click the **SELECT** button next to the employee's name.



- D. The Create schedule page has the following elements:
- A - month selector;
  - B - the month you are making a schedule on;
  - C - calendar cells where you put the time shifts on;
  - D - set holiday;
  - E - name of the selected employee you are making a schedule for;
  - F - Total working hours for the given month;
  - G - time shift that you can use in assigning a schedule;
  - H - Save and clear all buttons.

go to [Supervisor Modules](#)

[Report An Issue](#)

go to [Common User Modules](#)

go to [Supervisor Modules](#)

E. To assign a schedule, drag the time shift and drop it into the calendar cells.

The screenshot displays a calendar for July 2024. On the right side, there is a sidebar with the following sections:

- Selected Employee:** May 22, 2024, Dela Cruz, Juan
- Total Working Hours:** Jul 2024, 0 / 176
- Time Shift:** Note: Drag the Time Shift on the calendar. A list of time shifts is shown, with "06 AM - 02 PM" highlighted in a red box.

The calendar grid shows dates from 2 to 27. On Friday, July 12, the "06 AM - 02 PM" time shift is being dragged into the calendar cell, as indicated by a red arrow from the sidebar and a red box around the cell.

The screenshot shows the same calendar interface, but now the "06 AM - 02 PM" time shift is assigned to the calendar cell for Friday, July 12. The time shift is represented by a red box with the text "06 AM - 02 PM" inside. The sidebar on the right remains the same, but the "06 AM - 02 PM" time shift is no longer highlighted in the list.

[Report An Issue](#)

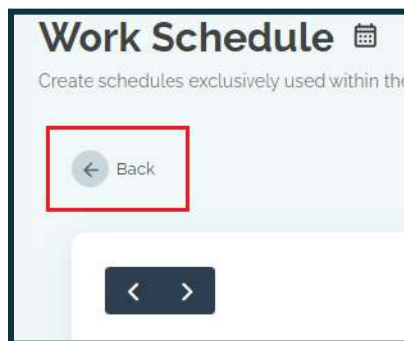
go to [Common User Modules](#)

go to [Supervisor Modules](#)

- F. To remove a time shift in the schedule, **click** the time shift in the calendar cell.
- G. Click the **SAVE** button to update the schedule and the **Total Working Hours**.

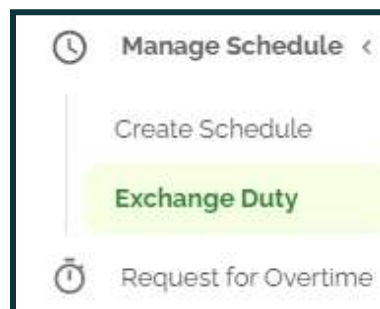


- H. If you are satisfied with the schedule, click the **BACK** button located at the upper left corner above the calendar.



## 4.2. Exchange Duty Requests

- A. To access this module, in your **sidebar**, under **Supervisor**, click **Manage Schedule**, and click **EXCHANGE DUTY**.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

B. The **Exchange Duty requests** page:

- Allows you to see all the requests you made by your employees.
- The requests are grouped into Pending, Approved, and Declined.

List of Exchange Duty requests 3 record(s)

[View All](#) [Pending](#) [Approved](#) [Declined](#)

Search

FROM DATE  TO DATE

Requested By	Requester Area	Requested Date to Swap	Requested Date to Duty	Employee Reliever	Status	Actions
Dela Cruz, Juan	Innovation and Information Systems	2024-05-21	2024-05-21	Dela Cerna, Maryn	Approved	
Santos, Jia	Innovation and Information Systems	2024-05-22	2024-05-22	Dela Cruz, Juan	Approved	
Dela Cruz, Juan	Innovation and Information Systems	2024-05-22	2024-05-22	Santos, Jia	Approved	

1-3 of 3 < 1 > Rows per page: 10

- C. To view the details of the request, click the eye icon under the Actions column. To process the request, click the **MANAGE** button

**View Details**

**General Information**

Full name: Santos, Jia

Area: Innovation and Information Systems

Work Position: Computer Programmer II

**Reliever Information:**

Full name: Dela Cruz, Juan

Area: Innovation and Information Systems

Work Position: Computer Programmer II

**Swap Duty Information**

Schedule to Swap: 2024-05-22 | 08 AM - 12 PM | 01 PM - 05 PM

Schedule to Duty: 2024-05-22 | 08 AM - 12 PM | 01 PM - 05 PM

Reason: This is a sample reason.

**Approval timeline**

12:46 pm **Approved by Reliever** May 20, 2024  
Dela Cruz, Juan  
Computer Programmer II

12:41 pm **Application is currently pending** May 20, 2024  
Santos, Jia  
Computer Programmer II

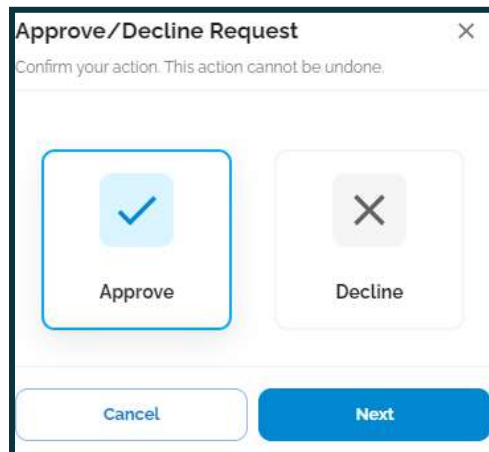
12:41 pm **Application successfully filed** May 20, 2024  
Santos, Jia  
Computer Programmer II

[Manage](#) [Close](#)

go to [Common User Modules](#)

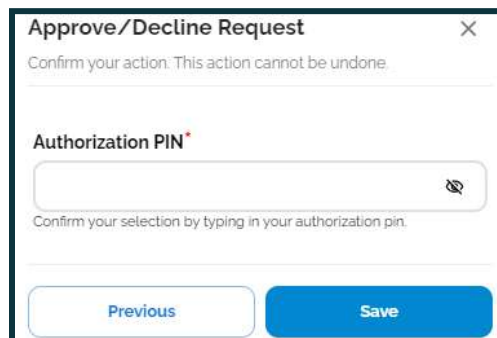
go to [Supervisor Modules](#)

D. Click either **Approve** or **Decline** and click **NEXT**.



A dialog box titled "Approve/Decline Request" with a close button (X) in the top right corner. Below the title is a warning message: "Confirm your action. This action cannot be undone." The dialog contains two large buttons: "Approve" (with a blue checkmark icon) and "Decline" (with a grey X icon). At the bottom, there are two smaller buttons: "Cancel" and "Next" (highlighted in blue).

E. Type your Authorization PIN and click **SAVE**.



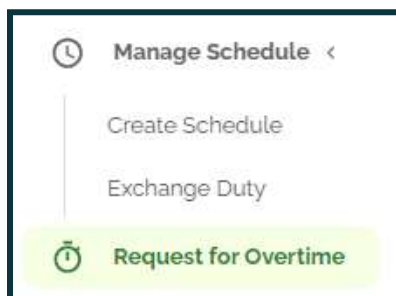
A dialog box titled "Approve/Decline Request" with a close button (X) in the top right corner. Below the title is a warning message: "Confirm your action. This action cannot be undone." The dialog contains a text input field labeled "Authorization PIN\*" with a password icon (eye with a slash) on the right. Below the input field is a confirmation message: "Confirm your selection by typing in your authorization pin." At the bottom, there are two buttons: "Previous" and "Save" (highlighted in blue).

F. A message will be shown for a successful process.



## 5. Request for Overtime

A. To access this module, in your sidebar, under Supervisor, click Manage Schedule , and click **REQUEST FOR OVERTIME**.



go to [Common User Modules](#)

go to [Supervisor Modules](#)

- B. The **List of overtime requests** page contains a table that shows the list of overtime requests that you filed and their status.





List of overtime requests2 record(s)

Request Overtime

Search

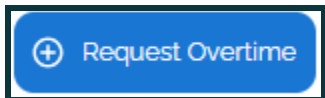
Try searching for names, positions, etc.

View AllPendingApproved

Requested By	Requested	Purpose of overtime	Status	Action
 Punzalan, Jaime Kristoffer Medical Officer III	05/23/2024	N/A	For Approval	
 Punzalan, Jaime Kristoffer Medical Officer III	05/23/2024	Prepare for user training for ZCMC-user management information system.	Recommending Approval	

1-2 of 2<1>>Rows per page: 10

- C. To file a request for overtime, click the **[+] REQUEST OVERTIME** button.





- D. Select the type of filing: Advance or Past overtime. Click the **PROCEED** button.

Request Overtime

Select Whether Advance Or Past Overtime Period Is Applicable To You

Select request type

 Advance filing

 Past overtime

Cancel

Proceed



go to [Common User Modules](#)

go to [Supervisor Modules](#)

E. Fill out the needed details:

- Purpose of overtime
- OT Activities
- Date and time of overtime
- Employees involved.

F. To add another OT activity, click the **[+] ADD ANOTHER OT ACTIVITY**.

G. Click **NEXT** to proceed.

### Request Advance Overtime

Submit To Request For Overtime. Select Either Single-Day Or Double-Day Overtime Period Is Applicable To You

Purpose of overtime

Prepare for UMIS users training.

OT activities:

+

 Add another OT activity

Activities to be accomplished

Preparation of users manual

Estd. Qty

1

Date of overtime

25/05/2024

Time from

08:00 am

Time to

12:00 pm

Select employee(s)

Maque, Ricah Mae

Falcasantos, Krizelle Mae

+

 Add another day

Apply with date range

Cancel

Next

go to [Common User Modules](#)

go to [Supervisor Modules](#)

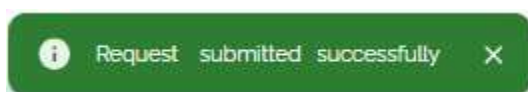
H. Review the details of your request. Click **SUBMIT** to proceed with the application.

The screenshot shows a modal window titled "Overtime Request Summary" with a close button (X) in the top right corner. Below the title is a subtitle "Review your Request". The form is divided into several sections: "Purpose" with the text "Prepare for UMIS users training."; "Employees Covered" with a count of "2" and a list of names: "Maque, Ricah Mae" and "Falcasantos, Krizelle Mae", with job titles "Computer Programmer II" listed twice; "Days Covered" with a section for "Day 1" showing the date "May 25, 2024" and time "8:00 AM - 12:00 PM", an "Estimated Qty : 1", and "Activities" listed as "Preparation of users manual". At the bottom of the Day 1 section is an orange button labeled "End of Activity 1". Below this are two buttons: "Back to application" and "Submit".

I. Type your authorization PIN to confirm your request. Click **CONFIRM** to proceed.

The screenshot shows a modal window titled "Confirm Application For Overtime" with a close button (X) in the top right corner. Below the title is a warning message: "This action cannot be undone. Please confirm if you wish to continue." The form has a section for "Authorization PIN\*" with a text input field containing six dots and a toggle icon. Below the input field is a note: "Confirm your action by typing in your authorization PIN". At the bottom are two buttons: "Cancel" and "Confirm".

J. A message will be shown to confirm your applied overtime request.



[Report An Issue](#)

go to [Common User Modules](#)

go to [Supervisor Modules](#)

For issues and concerns please report it through this link

[Report an Issue](#)

Or contact

**Dr. Jaime Kristoffer T Punzalan**

Innovation and Information Systems Unit

Office of the Medical Center Chief

Zamboanga City Medical Center

[innovations@zcmc.doh.gov.ph](mailto:innovations@zcmc.doh.gov.ph)

**Extension 276 or 262**



**User Management Information System  
2024**

[Report An Issue](#)