

PISMod (ePDS)

USER'S MANUAL

Geospatial Systems and Design Division
Geospatial Information Systems Management Branch
2014



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INTRODUCTION

The **PISMod-ePDS** is an application system developed by the Geospatial Systems Development Division (GSDD) to provide a facility to update NAMRIA employee's personal information to be printed in CSC's personnel data sheet. Typically a user is ask to input their login information and the application system shall display menus that corresponds to the information needed and shall be saved in a central server.

The **PISMod-ePDS** is developed using extjs, NodeJS and MS SQL Server as its backend.

LAUNCHING THE APPLICATION




1. Open any Internet browser (e.g.,  chrome or  Mozilla Firefox).
2. On the Address Bar, you can access the **PISMod-ePDS** by typing **http://namria.gov.ph/PIS/epds** (see Figure 1) and press ENTER.



Figure 1

USING THE APPLICATION

3. On the **PISMod** login page (see Figure 2), you are required to input the username and password that you are using in NAMRIA Active Directory. Click  button to continue.

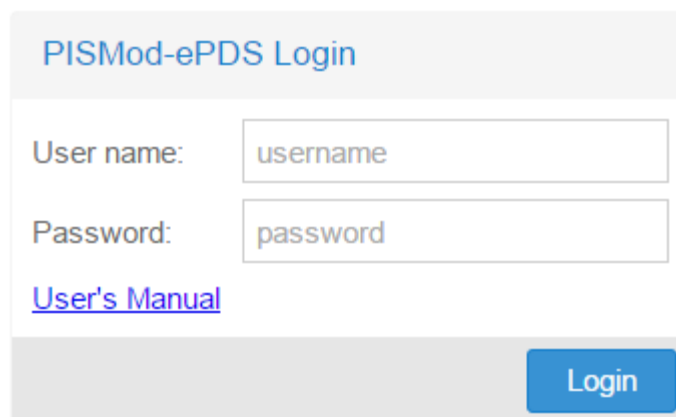
A screenshot of the PISMod-ePDS Login page. The page has a light gray background. At the top, there is a header "PISMod-ePDS Login" in blue text. Below the header, there are two input fields: "User name:" with a text box containing "username", and "Password:" with a text box containing "password". Below the password field, there is a blue link "User's Manual". At the bottom right, there is a blue button with the text "Login".

Figure 2

MAIN APPLICATION VIEW

The screenshot displays the 'Personal Data Sheet' interface. At the top right, there are three buttons: 'Save' (callout 3), 'Print ePDS' (callout 2), and 'Logout' (callout 1). On the left side, a vertical menu contains eleven tabs: 'Personal Information' (callout 4), 'Family Background' (callout 5), 'Educational Background' (callout 6), 'Civil Service Eligibility' (callout 7), 'Work Experience' (callout 8), 'Voluntary Work' (callout 9), 'Training Programs' (callout 10), and 'Other Information' (callout 11). The main content area shows the 'Employee details' form with the following fields: Surname (Rizal), First name (Jose), Middle name (Protacio), Name extension (Jr.), Date of Birth, Place of Birth (Bagumbayan, Cavite), Gender, Civil status, Citizenship (Filipino), Height (in meters), Weight (in kilograms), and Blood Type. Below the form are sections for 'Employee Picture' and 'Identifications (IDs)'.

Figure 3

MAIN APPLICATION PARTS

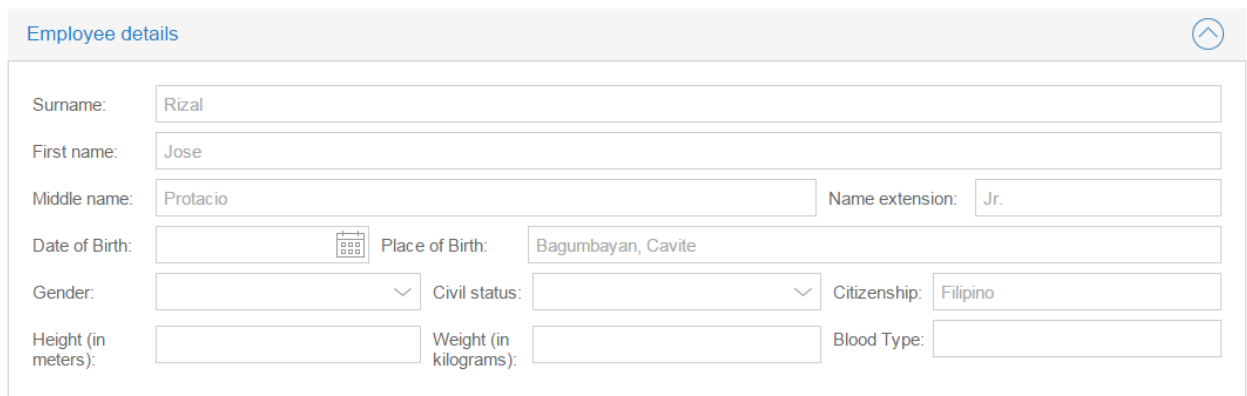
1. **Logout button** – click to logout in the system
2. **Print ePDS button** – click to print user's personnel data sheet
3. **Save button** – click to save/update information in the system
4. **Personal Information tab** – contains user's personal information (i.e. date of birth, civil status, etc.)
5. **Family Background tab** – contains information about user's spouse, children, father and mother
6. **Educational Background tab** – contains information about user's education history
7. **Civil Service Eligibility tab** – contains information about user's eligibility (i.e. Civil Service Examination, Licensure Examination)
8. **Work Experience tab** – contains information about user's service record private or government agencies
9. **Voluntary Work tab** – contains information about user's voluntary work
10. **Training Programs tab** – contains information about user's attended trainings
11. **Other Information tab** – contains user's other information like special skills, non-academic distinctions, organization involvement, etc.

HOW TO USE THE SYSTEM

Upon logging in, the system will display the user's information based on the record from the database. Only the user that logs in personal information will be displayed.

1. Personal Information Tab

Employee details

A screenshot of a web application interface titled "Employee details" with a back arrow icon in the top right corner. The form contains several input fields: "Surname:" with the value "Rizal", "First name:" with "Jose", "Middle name:" with "Protacio", and "Name extension:" with "Jr.". Below these are "Date of Birth:" (with a calendar icon), "Place of Birth:" with "Bagumbayan, Cavite", "Gender:" (a dropdown menu), "Civil status:" (a dropdown menu), and "Citizenship:" with "Filipino". At the bottom are "Height (in meters):", "Weight (in kilograms):", and "Blood Type:".




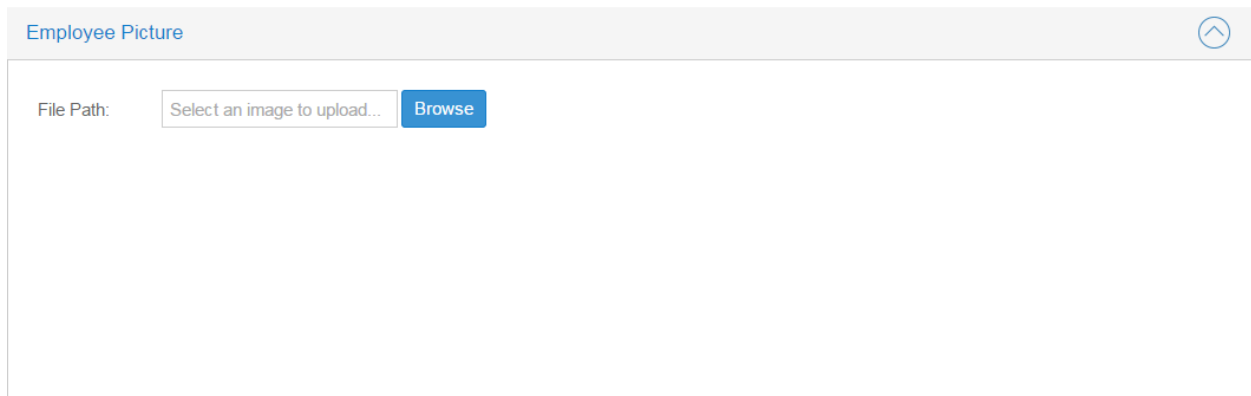
Surname:	Rizal		
First name:	Jose		
Middle name:	Protacio	Name extension:	Jr.
Date of Birth:		Place of Birth:	Bagumbayan, Cavite
Gender:		Civil status:	
		Citizenship:	Filipino
Height (in meters):		Weight (in kilograms):	
		Blood Type:	

Figure 4

Displays user's details. Fill up the needed information above and click save button above the interface to update the information in the database.

Employee picture

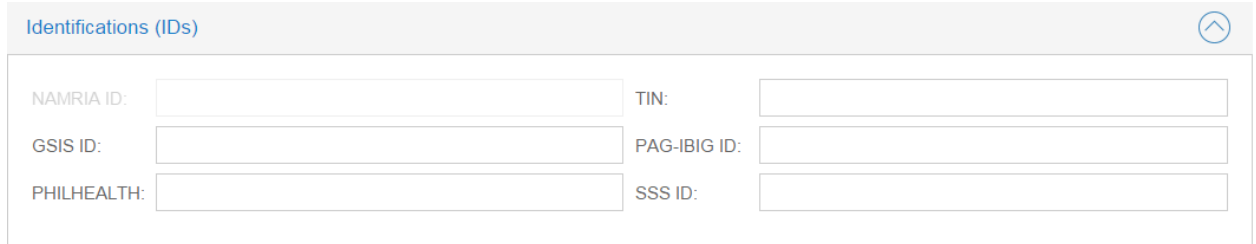
A screenshot of a web application interface titled "Employee Picture" with a back arrow icon in the top right corner. The form has a "File Path:" label followed by a text input field containing "Select an image to upload..." and a blue "Browse" button.

File Path:	Select an image to upload...	Browse
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Figure 5

Displays user's ID picture. Browse an image from the user's computer and click save button above the interface to update the information in the database.

Identifications

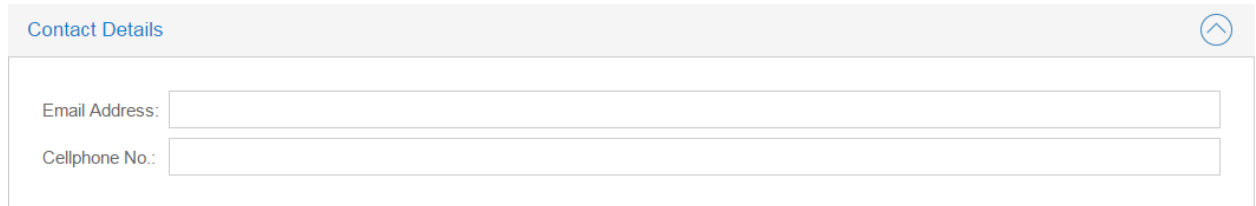


The form is titled "Identifications (IDs)" and features a light gray header bar with the title and a blue upward arrow icon. Below the header, the form is divided into two columns. The left column contains three labels with corresponding text input fields: "NAMRIA ID:", "GSIS ID:", and "PHILHEALTH:". The right column contains three labels with corresponding text input fields: "TIN:", "PAG-IBIG ID:", and "SSS ID:". All input fields are empty and have a light gray border.

Figure 6

Displays user's identifications number. Fill up the needed information above and click save button above the interface to update the information in the database.

Contact details



The form is titled "Contact Details" and features a light gray header bar with the title and a blue upward arrow icon. Below the header, the form contains two labels with corresponding text input fields: "Email Address:" and "Cellphone No.:". Both input fields are empty and have a light gray border.

Figure 7

Displays user's contact details. Fill up the needed information above and click save button above the interface to update the information in the database.

Residential address



The form is titled "Residential address" and features a light gray header bar with the title and a blue upward arrow icon. Below the header, the form contains three labels with corresponding text input fields: "Address:", "Zip code:", and "Telephone:". The "Address:" field has a placeholder text "house no., building, street, barangay, municipality, district, province". All input fields are empty and have a light gray border.

Figure 8

Displays user's current address. Fill up the needed information above and click save button above the interface to update the information in the database.

Permanent address



The form is titled "Permanent address" in a light blue header bar. In the top right corner of the header bar is a blue circular icon with a white upward-pointing arrow. Below the header, the form contains three input fields. The first field is labeled "Address:" and has a placeholder text "house no., building, street, barangay, municipality, district, province". The second field is labeled "Zip code:". The third field is labeled "Telephone:".

Figure 9

Displays user's permanent address. Fill up the needed information above and click save button above the interface to update the information in the database.

2. Family Background Tab

Spouse



The form is titled "Spouse" in a light blue header bar. In the top right corner of the header bar is a blue circular icon with a white upward-pointing arrow. Below the header, the form contains seven input fields. The first three are labeled "Surname:", "First name:", and "Middle name:". The fourth is labeled "Occupation:". The fifth is labeled "Employer:" and has a placeholder text "(enter business name if self employed)". The sixth is labeled "Business Address:". The seventh is labeled "Telephone:".

Figure 10

Displays user's information of spouse. Fill up the needed information above if user had and click save button above the interface to update the information in the database.

Children

Children		⬆
NAME OF CHILD (Write full name and list all)	DATE OF BIRTH	
		<button>add</button> <button>remove</button>

Figure 11

Displays user's information of children. Fill up the needed information above if user had. Click add button to insert information of children and click save button above the interface to update the information in the database.

Father's Name

Father's Name		⬆
Surname:	<input type="text"/>	
First name:	<input type="text"/>	
Middle name:	<input type="text"/>	

Figure 12

Displays user's information of father. Fill up the needed information above if user had and click save button above the interface to update the information in the database.

Mother's Maiden Name

Mother's Maiden Name		⬆
Surname:	<input type="text"/>	
First name:	<input type="text"/>	
Middle name:	<input type="text"/>	

Figure 13

Displays user's information of mother. Fill up the needed information above if user had and click save button above the interface to update the information in the database.

3. Educational Background Tab

Educational Background								
LEVEL	NAME OF SCHOOL (Write in Full)	DEGREE (Write in Full)	COURSE (Write in Full)	YEAR GR (if graduate)	HIGHEST LEVEL/ UNITS EA (Write in F)	INCLUSIVE DATES ATTENDANCE		SCHOLARSHIP/ ACADEMIC HON RECEIVED
						From	To	
<div>addremove</div>								

Figure 14

Displays user's educational information. Fill up the needed information above, click add to insert another information and click save button above the interface to update the information in the database.

4. Civil Service Eligibility Tab

Civil Service Eligibility					
CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE(if applicable)	
				Number	Date of Release
<div>addremove</div>					

Figure 15

Displays user's educational information. Fill up the needed information above, click add to insert another information and click save button above the interface to update the information in the database.

5. Work Experience Tab

WORK EXPERIENCE(Include private employment. Start from your current work)							
INCLUSIVE DATES		POSITION TITLE (Write in full)	DEPARTMENT/AGENCY/ OFFICE/COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE & STEP INCREMENT (Format 00-0)	STATUS OF APPOINTMENT	GOVT SERVICE (YES/NO)
From	To						
<div>addremove</div>							

Figure 16

Displays user's work experience information up to present. Fill up the needed information above, click add to insert another information and click save button above the interface to update the information in the database.

6. Voluntary Work tab

VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS				
NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
				<input type="button" value="add"/> <input type="button" value="remove"/>

Figure 17

Displays user's voluntary work information up to present. Fill up the needed information above, click add to insert another information and click save button above the interface to update the information in the database.

7. Training Programs tab

Training Programs				
TITLE OF SEMINAR/CONFERENCE/WORKSHOP/ SHORT COURSES (Write in Full)	INCLUSIVE DATES OF AT		NUMBER HOURS	CONDUCTED/SPONSORED BY (Write in Full)
	From	To		
				<input type="button" value="add"/> <input type="button" value="remove"/>

Figure 18

Displays user's training information up to present. Fill up the needed information above, click add to insert another information and click save button above the interface to update the information in the database.

8. Other Information tab

Special Skills/Hobbies

Special Skills/Hobbies	⬆
SPECIAL SKILLS/HOBBIES	
<div>addremove</div>	

Figure 19

Displays user's information about skills or hobbies. Fill up the needed information above and click save button above the interface to update the information in the database.

Non-Academic Distinctions/Recognition

Non-Academic Distinctions/Recognition	⬆
NON-ACADEMIC DISTINCTIONS/RECOGNITION (Write in Full)	
<div>addremove</div>	

Figure 20

Displays user's information about non-academic distinctions. Fill up the needed information and click save button above the interface to update the information in the database.

Organization

Organization	⬆
MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
<div>addremove</div>	

Figure 21

Displays user's information about organization involve. Fill up the needed information and click save button above the interface to update the information in the database.

Others



The 'Others' form interface has a title bar with the text 'Others' and an upward arrow icon. The main content area contains two questions, each with a radio button for 'YES' or 'NO' and a text input field for details if 'YES' is selected. The first question asks about consanguinity or affinity within the third degree for National Government Employees, with a text input field for details. The second question asks about consanguinity or affinity within the fourth degree for Local Government Employees, also with a text input field for details. A vertical scrollbar is visible on the right side of the form.

Others

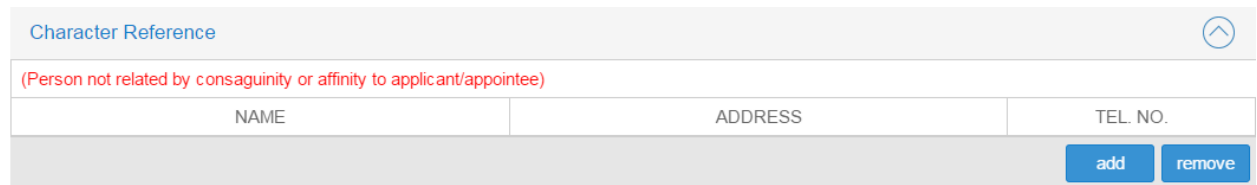
Are you related by consanguinity or affinity to any of the following: Within the third degree(for National Government Employees):appointing authority, recommending authority, chief of office/bureau/department or person who hasimmediate supervision over you in the office, Bureau or Department where you will be appointed? ☐ YES ☒ NO If YES, give details:

Are you related by consanguinity or affinity to any of the following: Within the fourth degree(for Local Government Employees):appointing authority or recommending authority where you will be appointed? ☐ YES ☐ NO If YES, give details:

Figure 22

Displays user's information. Fill up the needed information by clicking YES or NO and click save button above the interface to update the information in the database.

Character Reference



The 'Character Reference' form interface has a title bar with the text 'Character Reference' and an upward arrow icon. Below the title bar is a red text label: '(Person not related by consanguinity or affinity to applicant/appointee)'. The main content area is a table with three columns: 'NAME', 'ADDRESS', and 'TEL. NO.'. At the bottom right of the table are two buttons: 'add' and 'remove'.

Character Reference

(Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.

add remove

Figure 23

Displays user's reference information. Fill up the needed information by clicking add or remove button and click save button above the interface to update the information in the database.

Community Tax



The 'Community Tax' form interface has a title bar with the text 'Community Tax' and an upward arrow icon. The main content area contains three text input fields: 'Community Tax Certificate No.', 'Issued At:', and 'Date of Issuance:'. A calendar icon is visible next to the 'Date of Issuance:' field.

Community Tax

Community Tax Certificate No.:

Issued At:

Date of Issuance: 

Figure 24

Displays user's details about tax. Fill up the needed and click save button above the interface to update the information in the database.

Date Accomplish

Date Accomplished

Date Accomplished:

Figure 25

Displays date when the user's completely filled up the information needed by the system. Choose a date in the date picker and click save button above the interface to update the information in the database.