

Admin

Dashboard

maka choose kung una ranga form history
yang ter-aman (leave, travel, overtime form)
with month, year and date

View Employee

maka delete account and admin

Add Employee

Admin

Admin

Dashboard

view employee

Add employee

Add employee Acc

First Name

Last Name

Email

Contact Number

Address

Account type

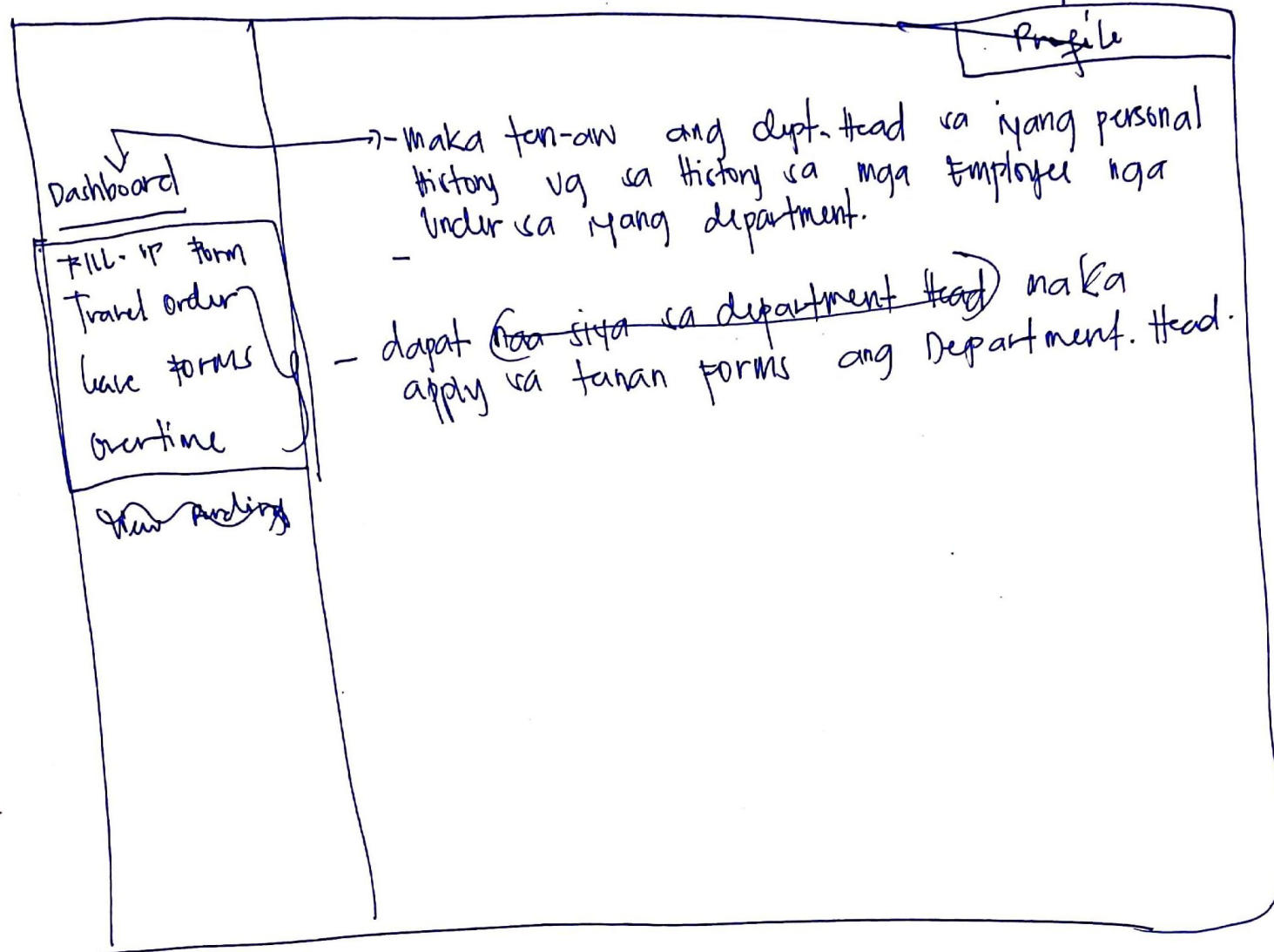
Department

Office

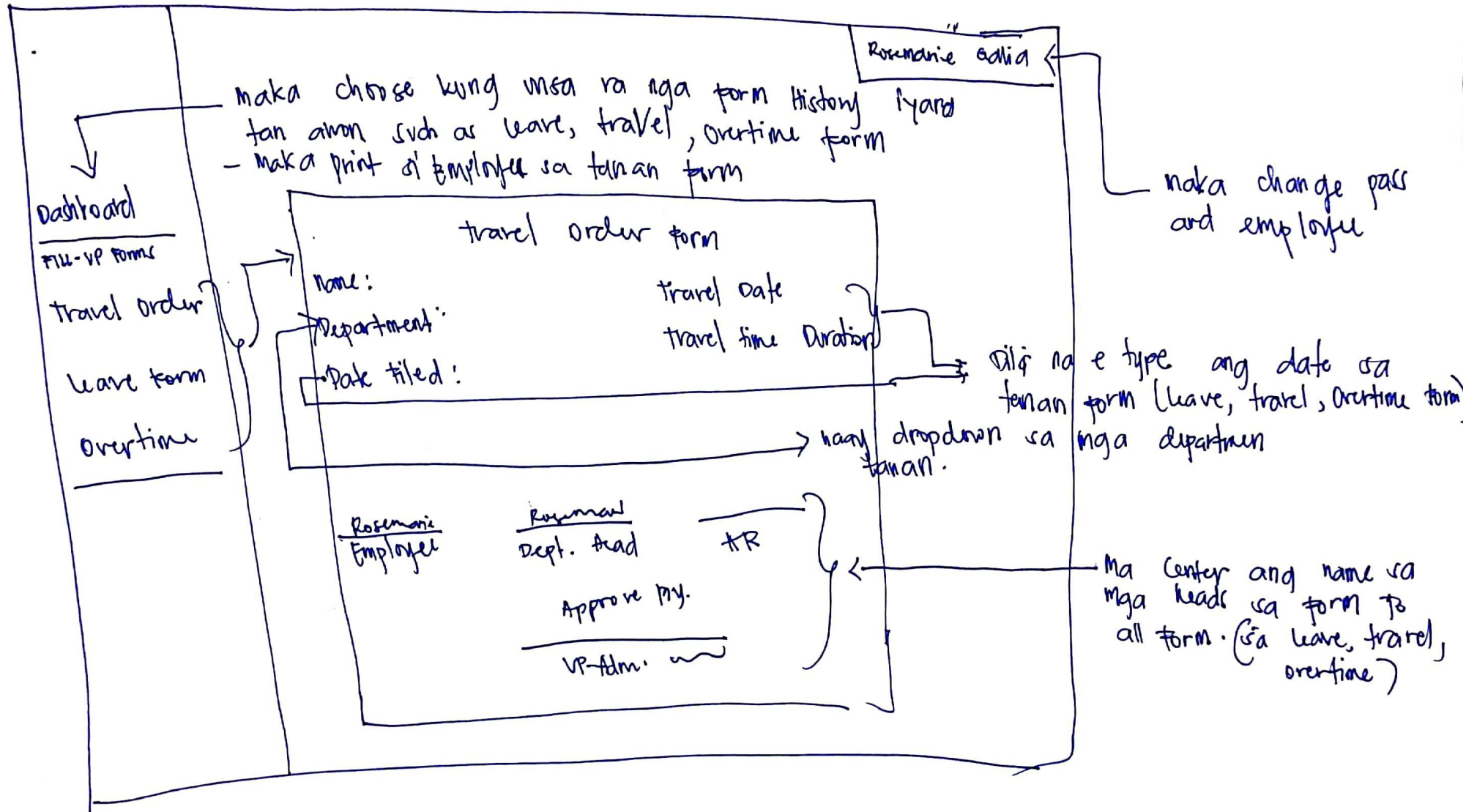
Depat Dongagan ug mga
depart ment same sa Account type
nga e dropdown

Dropdown Asa nga
office

DEPARTMENT HEAD



→ maka change pass and department head



Empire

The diagram illustrates a 'Leave Form' and its associated components. On the left, a vertical sidebar lists the following items:

- Dashboard
- HR-UP FORMS
- Travel Form
- Leave Form
- Overtime

The main 'Leave Form' is a rectangular box containing the following fields:

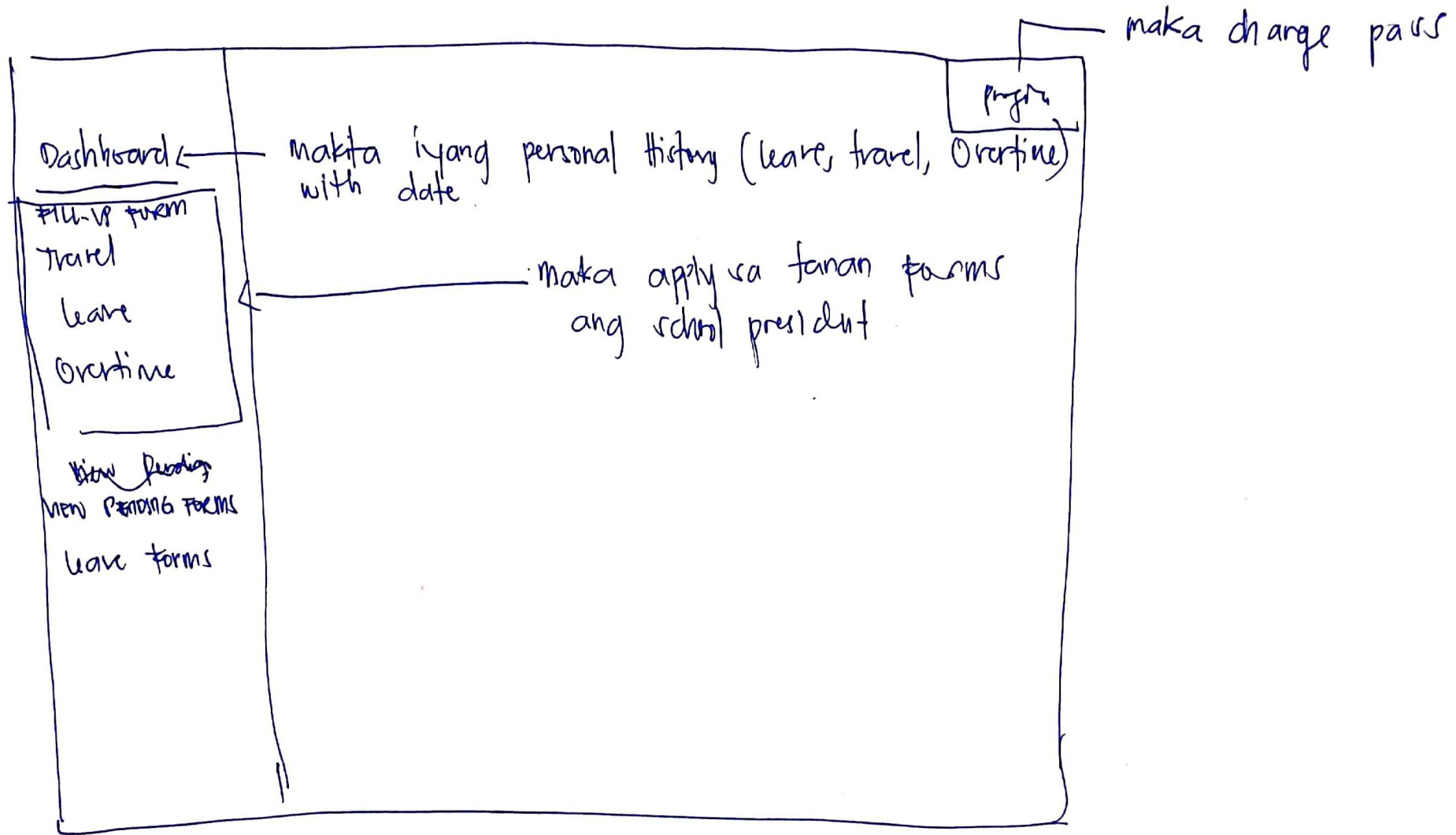
- Name: _____
- Designation: _____
- Date filed: _____
- Reason: _____
- Nature of leave:
 - o (SIC) Injunctive leave — 5 days (every year)
 - o (SIC) Study leave — 105 days (every year)
 - o (MC) Maternity leave — 7 days (every year)
 - o Paternity leave — 7 days (every year)
 - o Parental leave — 7 days (every year)
 - o Others: _____

Below the 'Reason' field, there are three horizontal lines for additional information, with an arrow pointing to them and the text 'maka attach ng file'.

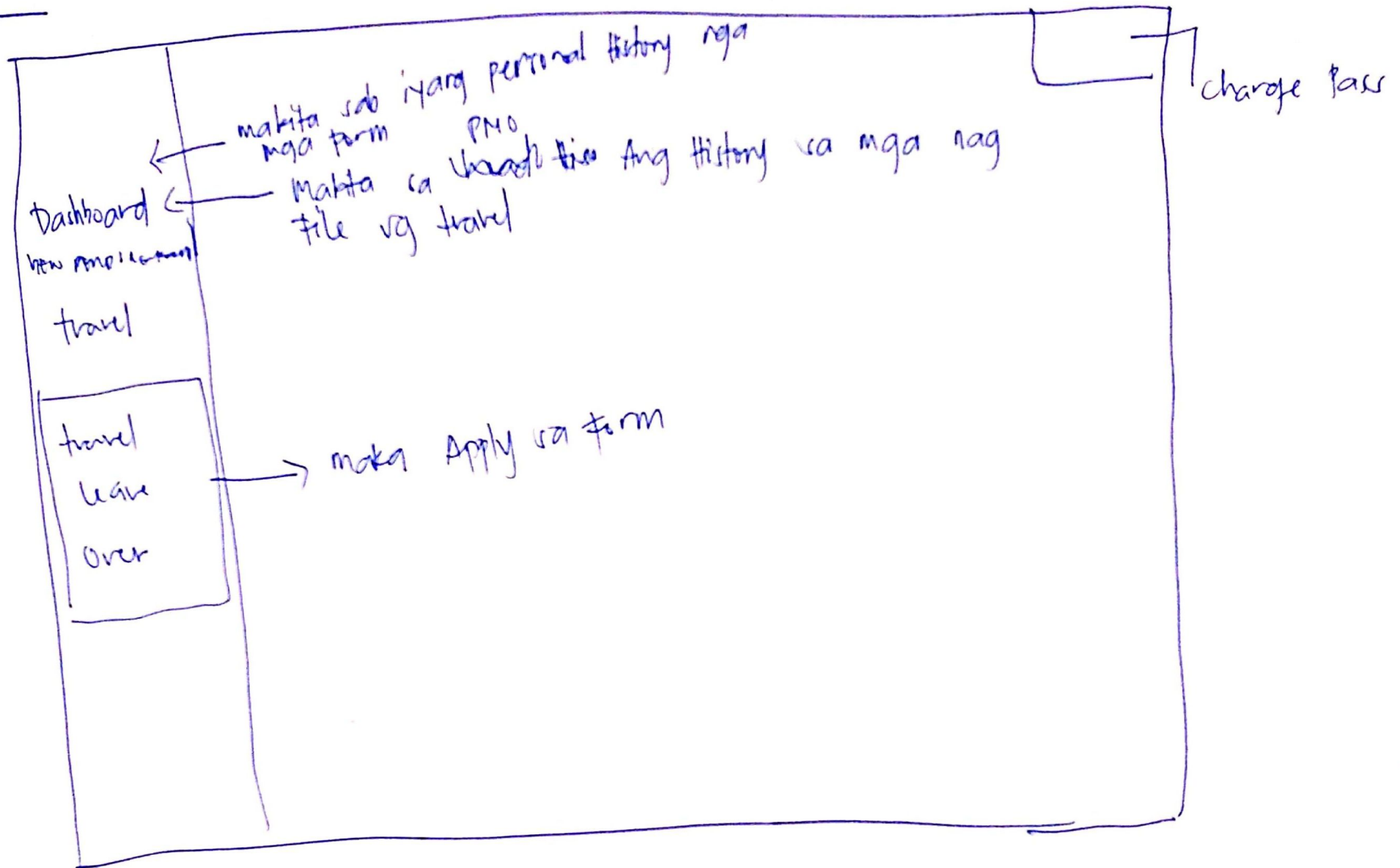
At the bottom of the form, there are three horizontal lines for a signature or stamp, with an arrow pointing to them and the text 'Center gihapoon ang mga name diri'.

At the very bottom of the diagram, there is a note: 'diri na mag type sa date'.

School President



PMO



VP-Administrative Affairs — lali silag account ni ~~VP~~ VP-Academic Affairs
pero same sa silag process

VP-Academic Affairs

Dashboard

history makita sa VP Admin iyang history (leave, travel, overtime)

fill-up forms

travel

leave

overtime

maka fill-up (sa ~~VP~~) sa tanan form ang VP-Admin

VP Funding form

Travel

→ maka change Pass

Human resource

