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MISD 2/27/19 5:30pm

MEMORANDUM

TO : **RAQUEL S. DELA CRUZ**
Officer-in-Charge, Management Information Systems Department

FROM : **ROSANNA M. OLGADO**
Manager, Administrative Services Department

SUBJECT : **Human Resource Integrated System (HRIS) – Proof of Concept Session**

DATE : 22 March 2019



Meriel,

HA

Amulya/27

This is to report the key findings of the HR group concerning CYCORE's system referred to as PEOPLECORE which was held last 16 March (Saturday) at the Conference Room 1.

1. 201 / Employee Data Management

- There should be auto-generation of employee ID when new employee will be encoded
- The system should be PDS-based including its flow of modules
- Employment information data should reflect on employee's service record
- Service record to have "to present" option

2. Timekeeping

- Lates/tardiness should be deducted in leave credits, not in salary
- Unable to print any report (DTR, leave balance)
- Mechanics of real time data will affect the payout schedule

3. Payroll

- Management to decide what is the payout schedule (weekly, semi-month or monthly)
- CYCORE to print sample reports (hard copy)
- No modules on:
 - GSIS and internal deductions
 - loans ledger
 - employee share in statutory deductions
 - reimbursement (meals and transportation)
 - special payroll (step increment, loyalty, LIA, ALIA, monetization, NSDP, OT and OB)

4. Learning

- Some modules are not yet enabled i.e., posting of training invite
- Add feature to upload certificate and auto-shrink its size for monitoring of outside training programs.
- Unable to generate sample reports (i.e. list of training programs attended)

Good points:

- Employee self-service (ESS) lightens the burden of HR personnel which can pave way to participating to activities that are transformational in nature
- Employee may have direct access in viewing his/her record which promotes data transparency.
- May create a less-paper environment because of online filing.

Two (2) major concerns when the system will go live or implemented:

1. As the system is internet-based, the stability of the connection will have to be guaranteed.
2. A main feature of the system is the ESS. By this, employees have the convenience to file HR-related requests online anytime, anywhere. On the other hand, we fear that the automation will create some level of resistance and therefore may not be maximized.

Suggestions:

1. The group agrees that the current payroll system is able to deliver the requirements. It would be beneficial if CYCORE would base the development of the new system on this.
2. Mirror the customization on what they developed for Bangko Sentral ng Pilipinas (BSP) as we follow the same rules and regulations.

Over-all, the group is hesitant to recommend CYCORE based solely on the hands-on-session they had. As is, the standard system they navigated needs major customization. While we understand that customization takes place after procuring the system, we have no assurance as to how far they can integrate our processes which is the main goal of the project. We do want to repeat the failures of the previous system. Only if CYCORE is able to provide **absolute assurance** that they shall deliver all our requirements especially those that have pay implications, we can recommend the procurement of their system.

We would also like to commend the professionalism of CYCORE's PM Tina. She was able to answer all our questions in a courteous manner.

For your information and appropriate action.