**MONTHLY ICT ACCOMPLISHMENT REPORT**

PERIOD: **JULY 1-31 2024**

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| **Name:** | ***REYNALD D. RODRIGUEZ*** | **Date:** | ***Sept 01, 2024*** |
| **Position:** | ***CP III*** | **Division/Unit:** | ***PPD / RICTMS*** |

**I. Accomplishments/Outputs**

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| **Date** | **Activity** | **Accomplishment/ Output** | **Remarks/ Recommendation** | **Issues Encountered** |
| 08/01/2024 |  | -Fixing and Identifying issues in HRIS -Assigning the Permission in HRIS for different section -Fix error occur in database server side -CCEF rating at HRMDD | Done | None |
| 08/02/2024 |  | -Fixing and Identifying issues in HRIS -Assigning the Permission in HRIS for different section -GIt pull in the server for the fix issues in HRIS -Visit HRMDD for clarification for their access permission of HRIS and short discussion for the added 2 features to be include in HRIS | Done | None |
| 08/05/2024 |  | -Identifying Errors in HRIS   -Meeting with the Team and our Project Manager \*discussion on the Updates of the currently develop systems \*Overview the team and the Project manager for the HRIS portal | Done | None |
| 08/06/2024 |  | -Identifying Errors in HRIS and communicate to the provider  -Attend Meeting and present the HRIS portal with HR section heads and DC together with ICT Team and sir Roniel for the deployment of HRIS and discussion for launching of HRIS into HRCOMCON, also with the added of their Issues and concerns with regards to the system  -Create new Google sheet for the concerns and the ways forward of the HRIS   -study the code of HRIS for the future changes | Done | None |
| 08/07/2024 |  | - Short Meeting with the team - process gate pass (Projector,Stand ) for Sir Roniel Acctivity at Pearlmont -Answering all the concerns from the created google sheet of sir Jules for the preparing/deployment of HRIS. -Identifying error in HRIS  -Consolidation of Error and Recomendation for the HRIS  -Continue coding for the currently develop system | Done | None |
| 08/08/2024 |  | - RICTMS Meeting - Identifying erros in HRIS  -short meeting with team for the development of HRIS  -short discussion in HR - Create question for the upcoming exam for CMT position at HR - Continue develop current system | Done | None |
| 08/09/2024 |  | -Short discussion with Project Manager about the HRIS -Query in database to get the necessary information needed for importing data of Leave credits -Continue Identifying issue in HRIS  -Coordinate to HRIS developer | Done | None |
| 08/12/2024 |  | -Short dicussion about the HRIS with the HRMDD Chief and Personnel Head -Import Data for leave credits for both Permanent and Contractual -Submission Report to sir JP (Project Manager) for the Updates of HRIS -General Cleaning -Short discussion and clarification about leave credits into HR PAS | Done | None |
| 8/13/2024 |  | -Meeting with the team for the basic encryption and decryption lead by our Project manager  -Continue migrate data for Leave Credits for field office or POO for both (contractual and permanent)  -Trying to resolve the function to generate employee number using query in mysql database | Done | None |
| 8/14/2024 |  | -Update the Name of HRIS into HRPEARS  -Continue migrate data for leave credits  -Request access of GITHUB to sir Philip to update the system  -Pulling HRPEARS into GITHUB | Done | None |
| 8/15/2024 |  | -Install Microsoft builder tools for the compatibility of the requirements needed   -Fixing issues into my Xampp and change the port for the testing of HRPEARS  -Debugging the HRPEARS to Run it through local for testing development  -Downgrade the phython version for the compatibility of HRPEARS | Done | None |
| 8/16/2024 |  | - FIxed responsiveness of the table under Learning and development of HRPEARS   - Set up the correct format for ID\_number alredy fixed  -Fixed table error once the user submit data (work history)  -Fixed cannot be save work history into Admin side   -Update other information in HRPEARS requested by HRPPM  -Testing of generating ID\_number with the correct format at HRPPMS   -Git pull into server side for the changes / fixed issues of HRPEARS | Done | None |
| 8/19/2024 |  | -Add Filter fucntionality based on Year and Semester for IPCR monitoring in HRPEARS as per HRMDD request  -Add Remarks functionality for Leave Application if user wants to cancel his/her leave as per HRMDD request  -Add validation function to make sure all employees already input their information   -Visit at HRMDD for planning and short discussion for implementation of using ID\_number | Done | None |
| 8/20/2024 |  | - Fix sensitive dropdown in Personal category under Province  -Migrating updated data from old HRIS to HRPEARS database local   -Extract database for old HRIS to consolidate data for all Employees hired from April to current month preparing import bulk into database for (local testing)  -Updating the format/template of IPCR | Done | None |
| 8/21/2024 |  | - Visit HRMDD to implement the correct format and sequence for generating ID numbers for newly hired employees, which they are currently using.  - Modified the application process view for applicants as per request of HRMDD   - Giving access permission to other recruitment focal and assign them for their area   - Fixing bugs/errors in dropdown | Done | None |
| 8/22/2024 |  | - Modified the approve and reject remarks for job applications this will automatically display the remarks message for every stages  - Change the icon for display for waiting process of job applicants   - Meeting with the team for stored procedure lead by our Project Manager  -Fixing no data display for the details of employee   - Fixing dropdown details under profile of a user | Done | None |
| 8/27/2024 |  | - Discussion in HR for the few changes as part of the requirements needed  - Giving access right permission for other staff at HRMDD   - Debugging / Fixing errors   -Pull the updated changes of the HRPEARS including uploading documents for the Administrator and updated UI | Done | None |
| 8/29/2024 |  | - Add Filter function in Empoyee Data   -Update the view of user side for Read Only in their Personal Information  -Visit at HRMDD for the finalization of the filter function and other necessary changes request  - Additional request features and changes: \* Automatically fetch the data in staff inventory (work history) when registering an employee  \* Remove the Project/Program label since the Fund source is already included \* Add more details display in the Staff inventory Table (Area of assignment, fund source, division) | Done | None |
| 8/30/2024 |  | - Attended E-Onboard Orientation for Newly Hired and Promoted employees   - Fixed Work History no display  - git pull the updated changes in server   - Filter function for staff inventory request by HRMDD already functional   - Fixed no search in dropdown  - Align properly the search function for better view | Done | None |

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| **Prepared by:** | **Reviewed by:** | **Noted by:** |
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