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TERMS OF REFERENCE

Admin and Finance Information Management System

Phase 1: Supply, Delivery and Installation of Human Resource Information System (HRIS)

Project Cost: Php400,000.00

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I. RATIONALE

The National Youth Commission as a national government agency is committed to comply with Civil Service Commission (CSC) and Commission on Audit (COA) guidelines in terms of managing human resources records to promote efficiency and productivity in the workplace, in compliance with the Data Privacy Act of 2012 and records management guidelines from the National Archives of the Philippines.

NYC through this system, aims to achieve the following:

- Easy tracking and generation of Daily Time Records (DTR)
- Automate Timekeeping of DTR
- Automate computation of leave credits
- Automate filing of Application for Leave
- Monitor the learning and development trainings of employees
- Viewing and uploading of IPCR
- Monitor the equipment/office properties MR to an employee
- Viewing of monthly payslip
- Incorporation of General payroll, DTR, and Payslip

II. SCOPE OF THE PROJECT

The HRIS will be deployed in coordination with the NYC IT Unit and NYC HRMU. The system is expected to be utilized in NYC Main Office and ~~to~~ its area offices. The system is composed of six (6) modules:

A. Employee Information Module

Every employee shall have an individual account in the system and HR personnel are responsible for updating employee records when there are changes. This ensures that the data remains accurate and up-to-date. HR personnel shall enter new employee information into the HRIS upon hiring, ensuring all necessary details are accurately recorded. The information details to be asked would be based in the Personal Data Sheet from Civil Service Commission (CSC Form No. 212, Revised 2017) (Please see Annex A):

The employee shall be able to generate this data and download it in PDF format. There must also be an upload button for the uploading of the Notarized PDS.

The system shall have the upload button for the upload and viewing of the following documents:

- 201 documents
- Statement of Assets, Liabilities and Net Worth (SALN)
- Individual Performance Commitment Review (IPCR)
- BIR Form 1902

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- BIR Form 1905
- BIR Form 2316
- Certificate of employment
- Service Record

For Admin/Secretariat Account:

The Admin/Secretariat account shall be able to filter out, generate and extract the data found and asked in Personal Data Sheet in accordance with Civil Service Commission (CSC Form No. 212, Revised 2017), such as:

1. Surname
2. First Name
3. Middle Name
4. Birth Date
5. Sex at Birth
6. Citizenship
7. Civil Status
8. Height (m)
9. Weight (kg)
10. Blood type
11. GSIS ID No.
12. PAGIBIG ID No.
13. PhilHealth ID No.
14. SSS No.
15. TIN No.
16. Agency Employee No.
17. Residential Address
18. Permanent Address
19. Telephone No.
20. Mobile No.
21. Email address
22. Spouse Name
23. Spouse Birth Date
24. Spouse Occupation
25. Spouse Employer
26. Children's Name
27. Children's Birth Date
28. Father's Name
29. Mother's Maiden Name
30. Educational Background (Primary, Intermediate, Vocational, College, Graduate Studies) (Name of school, Degree, Period of Attendance, Year graduated)
31. Eligibility (Rating, Date and Place of Examination, License)
32. Work Experience (Inclusive dates, Position title, Department, Monthly Salary, Status of Appointment, Government Service or Not)

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33. Voluntary works
34. Learning and development (Title of training, inclusive dates, No. of hours, Conducted by)
35. Special skills and hobbies
36. Non-academic distinctions
37. Membership in associations/organizations
38. Character References

Further, the system shall be able to generate the following statistics:

1. Organization structure with headcount
2. Employee List
3. Plantilla Item Number Tracking
4. Inactive / Retired/Resigned Employees
5. Nature of Appointment
6. Newly Hired Employees
7. Filled Positions (Regular/Plantilla and COS)
8. Unfilled Positions (Regular/Plantilla and COS)
9. Years in Current Position
10. Years in Government Service

B. Daily Time Record (DTR) Module

The system shall be able to integrate the data of onsite attendance from the office biometric/face recognition device and the existing WFH Attendance System which uses Laravel PHP or Codelgniter PHP framework/programming language.

The employee shall have a tabulated view of attendance monitoring that shows the summary of the following:

- Attendance logs with AM IN, AM OUT, PM IN and PM OUT.
- With corresponding remarks to input if he/she is on leave, on-site, work-from-home, holiday, etc.

The system must be able to compute the late and undertime based on the data captured in the biometric machine and WFH Attendance Portal. It must be integrated with the leave module to allow automatic computation of leaves based on the DTR and applied official leaves in accordance with the CSC Omnibus Rules on Leave.

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C. Filing and Approval of Overtime, Leave and Leave Monetization Module

The Employee Account Role shall be able to input leave details (details based on the CSC Form no. 6 Rev. 2020 (*See Annex B- Leave Form*).

There shall be an option to Upload/Attach any required documentation if applicable (e.g., medical certificates, Office Order, Certificate of Appearance) shall be provided to users, ensuring the system accommodates essential supporting documents for leave requests. After filling out, The System shall seamlessly automate the insertion of the employee's Total Earned/Balance of Leave Credits in section 7.A of CSC Form No. 6 Rev. 2020. This data will be derived from the leave accrued by the employee as recorded within the system. This automated process occurs before the form is sent for approval by authorized signatories. the employee can generate and extract the file in PDF format.

This module must be integrated with the DTR module to allow earning based on the DTR and CSC Omnibus Rules on Leave, and allow deduction of leaves based on the accrued late and undertime.

Also, this module shall be integrated with payroll to allow leave monetization and computation of Leave Without Pay.

D. Automation of Payroll and Payslip Generation

The system shall be able to automate General Payroll preparation and payslip generation. Wherein the system can automate the computation and deduction of the employees' individual payroll based on the rules and regulations of CSC, COA DBM and other oversight agencies as well as generate an automated payslip based on the monthly and semi-monthly payroll.

E. Report Generation

The System shall Generate reports as required for various HR purposes, such headcount reports, leave-related reports including Leave Availment Reports, Report of Accumulated Leave Credits. The HRIS can automate the report generation process.

F. Employee Document Request button

Employees may have an option to request documents by logging into the HRIS and selecting the document type from a predefined list.

- Certificate of Employment
- Certificate of Employment with Compensation
- Certificate of Leave Credits

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- Certificate of IPCR Ratings, etc.

Employees may have the option to request needed documents and the HRIS shall have an option to be notified for such request. Also, the system shall notify the requesting employee of the status/ action/ may track that should be taken from the requested documents. The HRIS shall have an upload button in order for the requested document to be uploaded by the HR administrator. The system shall notify the requesting employee once the requested documents have already been uploaded by the HR administrator. The HRIS maintains a log of all requests, approvals, and deliveries for tracking and auditing purposes. As part of the National Youth Commission's (NYC) guiding principle of continuous improvement, the employees are required to provide feedback within the HRIS regarding their document request experience. HR administrators can use this feedback to make process improvements.

III. ACCOUNT ROLES

A. Employee Account Role

The Employee Account Role will have access to the following functionalities mentioned in II.A, II.B and II.C of this document.

B. Supervisor Account Role

The Supervisor Account Role will have access to the following functionalities:

- Must be able to sign, approve or disapprove leave applications and leave monetization applications. The system updates the leave balances accordingly when leave is approved or denied.
- Supervisors must be able to receive email or system notifications of leave requests.
- Must be able to sign, approve or disapprove DTRs to be generated.

C. Payroll Account Role

The Payroll Account Role will have access to the following functionalities:

- Must be able to calibrate, review and generate payroll accounts depending on the DTR generated by the system as well as the authorized deductions based on the mandatory and optional statutory contributions.
- Must be able to review and generate payslips that will be automatically be disseminated to Employee Account Role.

D. Super Admin/HR Account Role

The Super Admin/HR Account Role will have access to all functionalities of the system and shall have the authority to calibrate the function and the sole authority to access the preparation of General Payroll apart from the approving authorities.

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IV. MOBILE INTERFACE FUNCTIONALITY

The system user interface shall be compatible and will adjust whether the end-user is using a laptop, desktop or a mobile phone.

V. EDIT FUNCTIONALITY

The system shall have a functionality in the Employee Account Role, that the employee will be able to request for DTR extraction and upload supporting documents such as but not limited to Certificate of Appearance, Terminal Report, Official Business Form, Medical Certificate etc. The Supervisor Account Role shall be able to approve or disapprove the request.

The employee shall also able to have a Request Change of Shift/Schedule and likewise, the Supervisor Account Role shall be able to approve or disapprove the request.

VI. CLOUD HOSTING, DOMAIN NAME & PROGRAMMING COMPATIBILITY

The contractor shall provide for the cloud hosting and domain name of the system for one (1) year. The cloud hosting specifications are as follows:

Cloud VPS (4GB) for one year
Additional SSD (100 GB) for one year
RAM (8gb)
CPU (4 CORE)
High Speed SSD 150gb (Storage)
Data Bandwidth & Transfer (unlimited)
initial Cost (none)
Minimum Usage (none)
WHM Installed (can create multi cPanel)
Auto SSL (https)

The contractor shall use PHP Frameworks (Laravel/Codeigniter) and JavaScript frameworks (React/Vue/Express).

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VII. CONTRACTOR QUALIFICATIONS

The following are the minimum requirements for the contractor:

1. The contractor must be a duly registered business entity with registrations from SEC or DTI and a holder of a valid business permit.

2. The contractor must be capable of providing a project team with expertise and knowledge in the Civil Service Commission rules, regulations and policies. The project team must have experience in designing, developing, implementing and managing Civil Service Commission Compliant Human Resource Information and Payroll System, using PHP Frameworks (Laravel/Codeigniter) and JavaScript frameworks (React/Vue/Express).

3. The contractor must specify the names, positions, and qualifications of the vendor's team. Also, please identify responsibility and role for each member of the project team. The Project Manager or Team Leader must have an alternate Team Lead that is also on board in the inception of the project, who can act as immediate replacement should there be a change in the members of the Project Management Team to ensure the continuity of the Project in accordance with approved timeline indicated in the work plan.

4. The contractor must be able to provide warranty and after-sales technical assistance not just limited to technical glitches.

VIII. TRAINING

The Contractor shall conduct an end-users training which shall be completed within one (1) month after the system.

The end-user manuals for Employee Account Role, Supervisor Account Role, Payroll Account Role and Super Admin/HR Account Role shall also be provided.

IX. WARRANTY

The warranty coverage must consist of the following:

A. Configuration, installation and implementation of all modules of the said system.
B. Installation, reinstallation, setup, configuration, reconfiguration of the application and database server and biometric/face recognition device.
C. Response to support request within 24 hours.
D. Technical assistance for any possible glitches that may be encountered.
E. Provide site visits, telephone, teleconferencing and email support within the warranty period.
F. System updates when a new version is available.
G. Provides consultation for standard configuration and performance tuning within the warranty period.

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H. Bug fixes, corrections and minor adjustments.
I. Contractor is required to provide highly technical personnel to support the project.

X. PAYMENT AND SCHEDULE

The payment shall be made on the following schedule:

Schedule of Payment	Month	Deliverables	Amount
1st Deliverable	First Month	• Project initiation meetings • Discussion of project scope, design and deliverables. • Discussion of project timeline	15%
2nd Deliverable	Second Month	• System alpha testing. • Delivery of all equipment and peripherals needed in the project	35%
3rd Deliverable	Second Month	• System beta testing • Installation, Test and Commissioning of the network cables and equipment. • 100% Completion of the Project	50%