

HRIS Service Record Module

Template Guide

	A	B	C	D	E	F	G	H	I
1	Employee No.	FROM	TO	Designation	Status	Annual Salary	Station/Place of Assignment	L/V and ABS Without F	Separation Cause/d
2	1301260	06/17/16	12/31/16	Teacher I	Permanent	228,924.00	SAVHS-SHS		
3	1301260	01/01/17	12/31/17	Teacher I	Permanent	235,440.00	SAVHS-SHS		NBC 568
4	1301260	01/01/18	10/29/18	Teacher I	Permanent	242,148.00	SAVHS-SHS		NBC 572
5	1301260	10/30/18	12/31/18	Teacher II	Permanent	265,788.00	SAVHS-SHS		Prom. to T-II Step 1
6	1301260	01/01/19	12/31/19	Teacher II	Permanent	275,266.00	SAVHS-SHS		NBC 575
7	1301260	01/01/20	12/31/20	Teacher II	Permanent	293,940.00	SAVHS-SHS		NBC 579
8	1301260	01/01/21	10/29/21	Teacher II	Permanent	312,624.00	SAVHS-SHS		NBC 584
9	1301260	10/30/21	12/31/21	Teacher II	Permanent	316,032.00	SAVHS-SHS		Step 2
10	1301260	01/01/22	12/31/22	Teacher II	Permanent	334,704.00	SAVHS-SHS		NBC 588
11	1301260	01/01/23	02/26/23	Teacher II	Permanent	353,388.00	SAVHS-SHS		NBC 591
12	1301260	02/27/23	Present	Educ. Prog. Specialist II	Permanent	476,064.00	DepEd Schools Div. of Davao Oriental		Prom. To EPS II Step 1
13	20233172	07/07/14	12/31/14	EMT	Job Order	8,000/MO.	MDRRMO		
14	20233172	01/01/15	12/31/15	EMT	Job Order	10,000/MO.	MDRRMO		
15	20233172	01/01/16	06/30/16	EMT	Job Order	539/DAY	MDRRMO		
16	20233172	07/18/16	12/31/16	NURSE	Job Order	26,000/MO.	DOH		
17	20233172	02/07/17	12/31/17	NURSE - II	Permanent	330,780.00	DepEd Schls Div. Office of DVO. Or.		NBC 568
18	20233172	01/01/18	12/31/18	NURSE - II	Permanent	348,120.00	DepEd Schls Div. Office of DVO. Or.		NBC 572
19	20233172	01/01/19	12/31/19	NURSE - II	Permanent	366,372.00	DepEd Schls Div. Office of DVO. Or.		NBC 575
20	20233172	01/01/20	02/06/20	NURSE - II	Permanent	384,636.00	DepEd Schls Div. Office of DVO. Or.		NBC 579
21	20233172	02/07/20	12/31/20	NURSE - II	Permanent	389,172.00	DepEd Schls Div. Office of DVO. Or.		Step 2
22	20233172	01/01/21	12/19/20	NURSE - II	Permanent	407,436.00	DepEd Schls Div. Office of DVO. Or.		NBC 584
23	20233172	12/20/21	12/31/21	NURSE - II	Permanent	444,528.00	DepEd Schls Div. Office of DVO. Or.		Reclass Step 2
24	20233172	01/01/22	12/31/22	NURSE - II	Permanent	462,792.00	DepEd Schls Div. Office of DVO. Or.		NBC 588
25	20233172	01/01/23	02/06/23	NURSE - II	Permanent	481,056.00	DepEd Schls Div. Office of DVO. Or.		NBC 591
26	20233172	02/07/23	Present	NURSE - II	Permanent	486,108.00	DepEd Schls Div. Office of DVO. Or.		Step 3
27	5181908	08/01/89	06/01/92	Clerk	Casual	P 21,600.00	ProvI Capitol		

Column A (Employee No.)

1. Right-click column A (Employee No.).
2. Click Format Cells.

Format Cells

Number

Alignment

Font

Border

Fill

Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custom

Sample

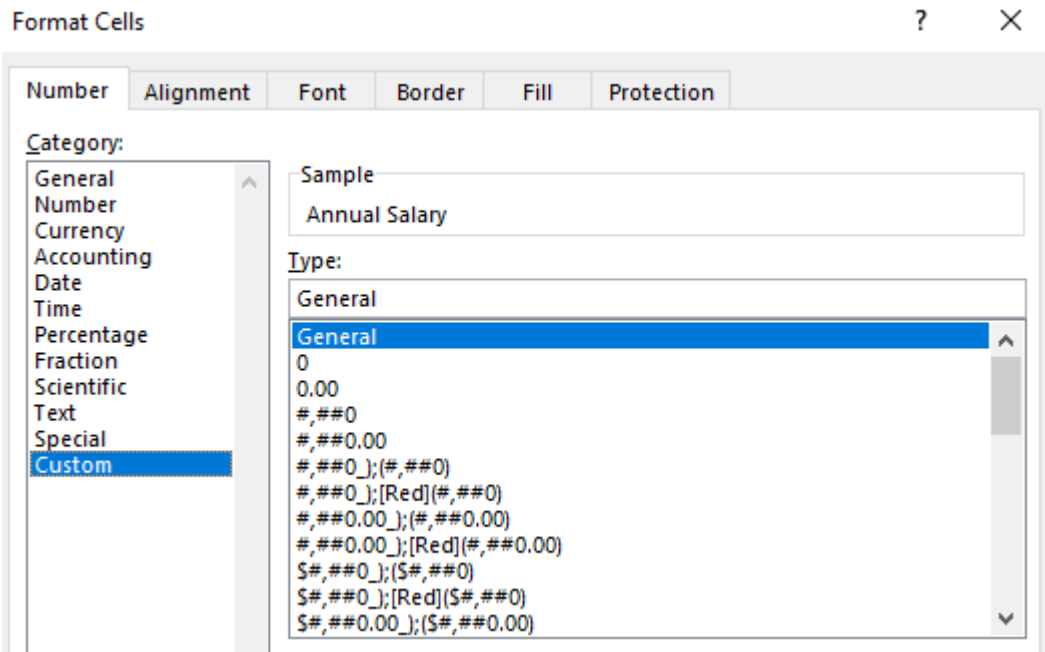
Employee No.

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

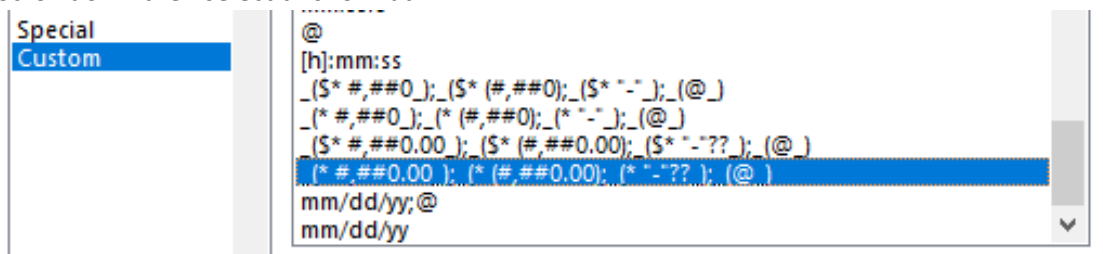
3. From the Number tab, click Text.
4. Click the OK button.

Column F (Annual Salary)

1. Right-click column F (Annual Salary).
2. Click Format Cells.
3. From the Number tab, click Custom.



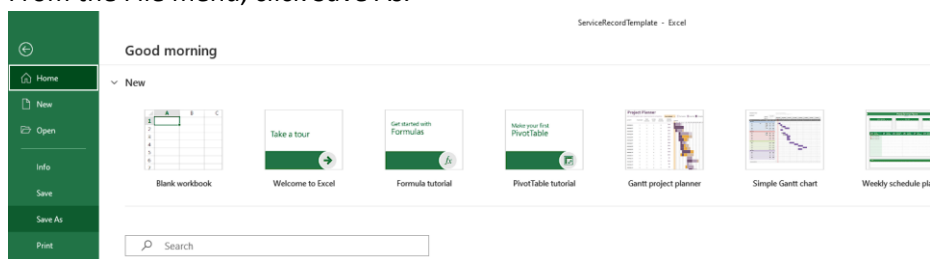
4. Scroll down then select this format:



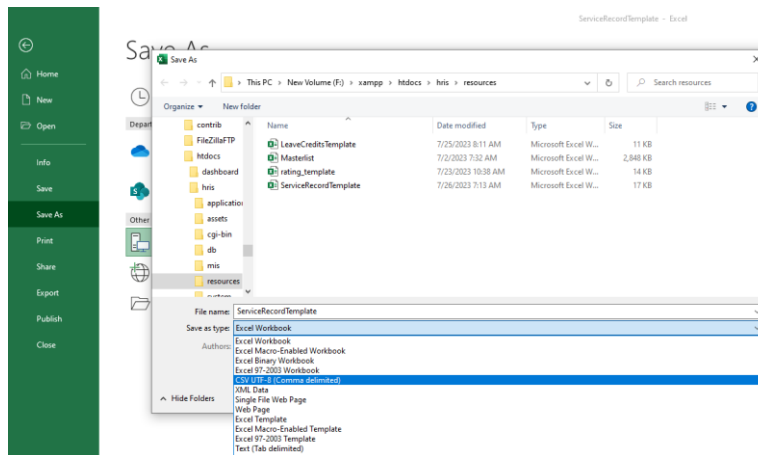
5. Click the OK button.

Saving the file to CSV format.

1. From the File menu, click Save As.



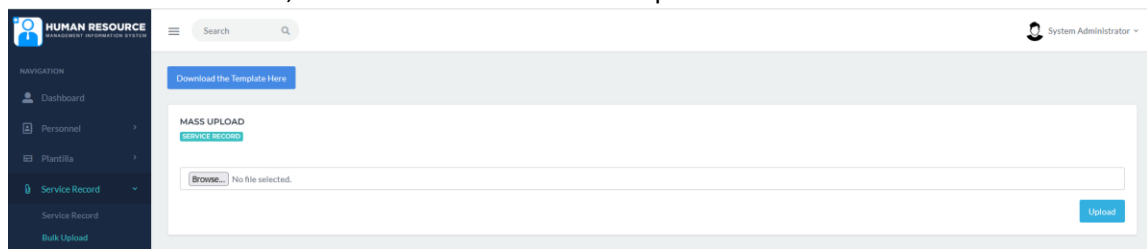
2. Locate the directory where you want to save the csv file.
3. Under the Save As dialog box, you can see an option Save as type. Select CSV UTF-8 (Comma delimited).



4. Click the Save button.

Uploading of CSV File to the HRIS

1. Using your HRIS account, login to the system.
2. From the sidebar menu, click Service Record >> Bulk Upload.



3. Click browse, then locate your CSV file.

4. Click Upload. A prompt message

Uploaded successfully.

 will appear on the screen.