For MIS Update

Service Record

* All Service Record can be printed on the level of employee if it goes through the process of verification.
* A QR code should appear in the form once approved
* Service record with live signature will still be available for the following purposes:
  + GSIS Claims
  + Retirement
* Separate account for the Service Record in charge, with dashboard and notification

All resigned personnel should be restricted to access the MIS

Employee Number should be in the format 2025-01-001 (Year-Month-Series No.)

For the Signatories of Leave refer to the guidelines