Workshop for the MIS

Orientation of the MIS

Workshop

Group 1 – Navigation of District Module

* Generate Masterlist of Schools Per District (with MOVs)
* Generate Masterlist of Personnel Per District (with MOVs)
* Assigned a Personnel to a school using by updating the school ID only
* Forgot Password

Group 2 – Navigation of School Module

* Update the employee details under your school
* Reset the password
* Upload Service Record
* Forgot Password

Group 3 – Personnel

* Updating of Profile (show MOVs)
* Change Password
* Forgot Password

Group 4 – Workshop on the Division Human Resource Module

* Hiring an Applicant from the online hiring system
* Updating of Personnel Profile
* Assigning Personnel to School
* Leave Credits Uploading
* Service Record Uploading

Group 5 – ICT Team

* Manage User Accounts