www.clique.com.ph/hr/index.php ☆

⟳ Clique/Hr.go

My Team ☰

APPLYING
2

VACANT
9

EMPLOYED
50

My Applicants ☰

Date	Name	Status
04.04.2020	Dela Cruz, Juan	Initial Interview
04.10.2020	Hanapol, Mike	On boarding
04.10.2020	Smith, Pepe	Final Interview
04.10.2020	Gonzales, Wally	Training

◀ 2015 ▶

17
TUESDAY

Jan Feb Mar Apr May Jun July Aug Sep **Nov** Dec

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

Current Events
• *Johnny Wilson's* Birthday

See past events

Create an Event ⊕

My Workforce ☰

18

9

0

Nov   Dec   Jan   Feb
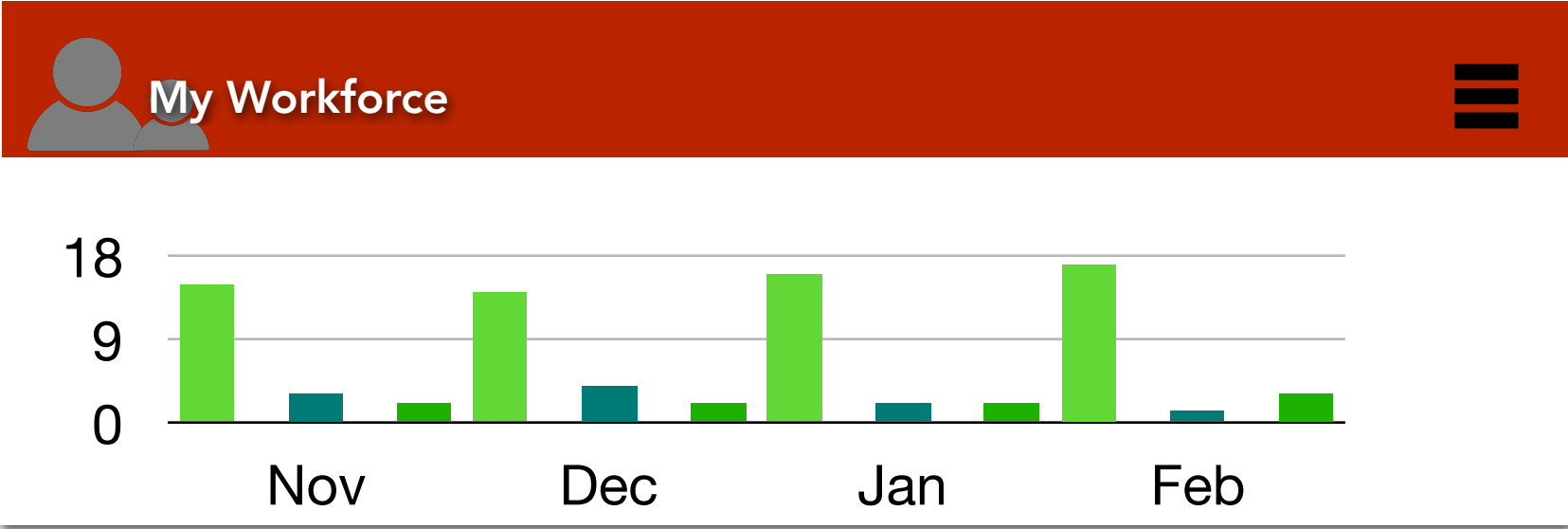
To Do List ☰

Task	Date	Time	Status

Clique/Hr.go

My Workforce

18
9
0

Nov   Dec   Jan   Feb

To Do List

Task	Date	Status
Pending Approval Over Time	1/28/1999	Awaiting Approval from Supervisor
Manuel. K for Final Interview	1/28/1999	Pending Action HR
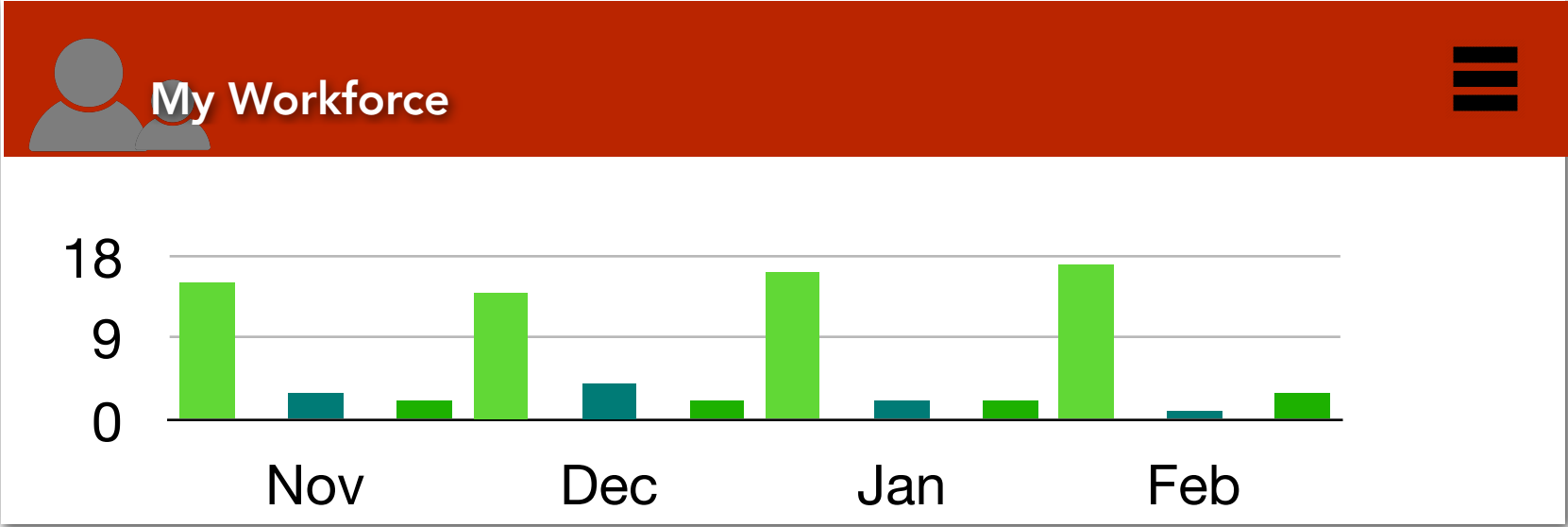
Daily Time Record / Time Off

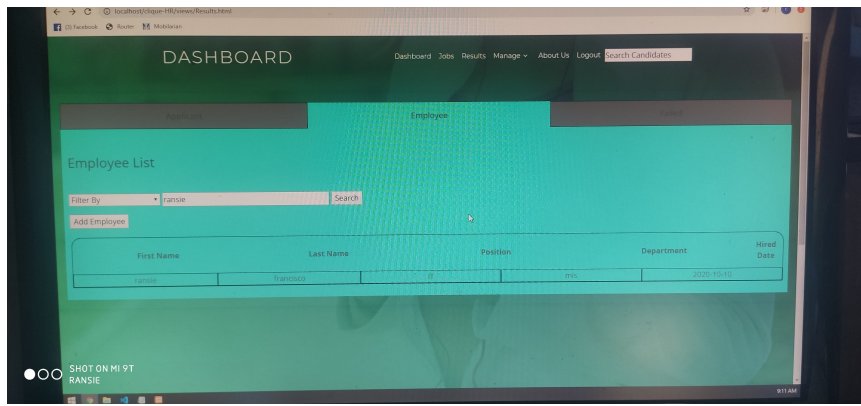| Employee Name	Time In	Time Out	Status	Time Off Status
Francisco, Ransie A.	8:00am	5:00pm	Regular Working Day	N/A
Guerrero, Leon A.	8:00am	12:00pm	Half Working Day	Approved
Hizon, Vince A.	8:00am	12:00pm	Half Working Day	Disapproved
Ibarra, Fellissimo B.	8:00am	07:00pm	Over Time Day	Pending

⌄

Dashboard
Employee List

Department
Accounting and Finance
I.T.
Human Resource
Marketing/Sales

Sub Department
-Accounting and Finance
Accounting, Cost Accounts, Audit, Budget, Cash, Credit
- I.T.
Product Dev., IT Services, Engineering, Learning and Dev.
– Human Resource
Recruitment, Train and Dev., Health and Safety, Employee and Labor relations., Compensation and Benefits.
– Marketing
Product, Leads and Demand generation, Media, Sales Generation

Job Position
Programmer
Encoder
HR
Accountant

Employment Status
Regular
Probationary
Contractual
Per Job Basis

Employee List	Applicants	Failed Applicant / Resigned

Employee Information

Employee Name
Supervisor Name
Keywords

ID Number
Job Position ▼

Department ▼
Sub Department ▼

Employment Status ▼

Search **Reset**

Add **Delete**

☐	ID Number	Last Name	First Name	Job Position	Department	Sub Department	Employment Status	Supervisor
☐	0023	Francisco	Ransie	Programmer	IT	Coding/Design	Regular	Glenn Balatbat
☐	0023	Francisco	Ransie	Programmer	IT	Coding/Design	Regular	Glenn Balatbat
☐	0023	Francisco	Ransie	Programmer	IT	Coding/Design	Regular	Glenn Balatbat
☐	0023	Francisco	Ransie	Programmer	IT	Coding/Design	Regular	Glenn Balatbat

Dashboard
Employee List
Employee Profile
Personal Information

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Francisco, Ransie A.

Full Name

Last Name
Francisco

First Name
Ransie

Middle Name
A.

Contact Details

Mobile Number
+639991234567

Landline Number
+639991234567

Gender

Male ⦿   Female ○

Address

House/Street
#123 1st Street

Village/Subdivision
Secret Village

Town/City
Las Piñas City

Province/Region
NCR

Zip Code
1700

Edit   Save

Dashboard
Employee List
Employee Profile
Job Information

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

| Personal Information | Job Information | File 201 | Daily Time Record | Leave Information | Evaluation | Certificate/Training |

Employment Inception

Joined Date   `12-31-2000`   Start Permanent Date   `12-31-2000`

End Probation Date   `01-31-2001`   Duration in Company   `2 years` `2 months` `2 days`

[Edit] [Save]

Employment Details

Job Position   `Programmer`   Employment Status   `Regular`

Department   `I.T.`   Sub Department   `Coding/Design`

Effective Date   `02-01-2001`   ID Number   `0023`

Supervisor   `Last Name, First Name Middle Name`

Francisco, Ransie A.

continuation scroll down

Dashboard
Employee List
Employee Profile
Job Information

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Francisco, Ransie A.

Employment Details

Job Position	Programmer	Employment Status	Regular
Department	I.T.	Sub Department	Coding/Design
Effective Date	02-01-2001	ID Number	0023
Supervisor	Last Name, First Name Middle Name		
Comments	Text box		

Edit   Save

continuation scroll down

Dashboard
Employee List
Employee Profile
Job Information

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Comments   Text box

Edit   **Save**

Employment Contract

Start Date   12-31-2000

End Date   Not defined

Edit   **Terminate Employment**   **Save**

Attachments:
Contract 2000

Add   **Delete**

Employment History

continuation scroll down

Dashboard
Employee List
Employee Profile
Job Information

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Job History

Delete

☐	Effective Date	End Date	Contract Start Date	Contract End Date	Job Position	Department	Sub Department	Employment Status
☐	01-31-2002	01-31-2002	01-31-2002	01-31-2002	Programmer	IT	Coding/Design	Probationary
☐								
☐								
☐								

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Francisco, Ransie A.

Personal Information

Full Name

Last Name	First Name	Middle Name
Francisco	Ransie	A.

Contact Details

Mobile Number	Landline Number
+639991234567	+639991234567

Gender

Male ◉   Female ○

Address Location

LOCATION

Address

House/Street	Village/Subdivision	Town/City	Province/Region	Zip Code
#123 1st Street	Secret Village	Las Piñas City	NCR	1700

Civil Status   Single ▼

Date of Birth   12-31-1970

Attachments:
Resume

Edit   Save

Add   Delete

continuation scroll down

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Family Information

Spouse Name

Last Name	First Name	Middle Name
N/A	N/A	N/A

Father's Name

Last Name	First Name	Middle Name
N/A	N/A	N/A

Mother's Name

Last Name	First Name	Middle Name
N/A	N/A	N/A

Edit   **Save**

Emergency Family Contact Information

Contact Name

Last Name	First Name	Middle Name	Relationship
N/A	N/A	N/A	N/A

Contact Details

Mobile Number	Landline Number
+639991234567	+639991234567

Address

House/Street	Village/Subdivision	Town/City	Province/Region	Zip Code
#123 1st Street	Secret Village	Las Piñas City	NCR	1700

Edit   **Save**

continuation scroll down

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Edit   **Save**

Scholastic Information

School Name

School Graduated
International Electronics and Technical Institute,Inc

School Address
International Electronics and Technical Institute,Inc

Date Graduated
12-31-2001

Degree Finished
B.S in Information Technology

Attachments:
Transcript of Records
Diploma

Add   **Delete**

Edit   **Save**

Government Employee Information

continuation scroll down

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco,
Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Government Employee Information

SSS Number   00-231412341234-22

Tax Identification Number   000-123456789-000

Pagibig Number   234523461436

Edit	Save

Employee Performance Evaluation

Evaluation Rating   Passed

Evaluation Date   12-31-2001 🗓

Attachments:
Regularization Evaluation

Edit	Save

continuation scroll down

Add	Delete

Employee List | **Applicants** | **Failed Applicant / Resigned**

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

| Personal Information | Job Information | File 201 | Daily Time Record | Leave Information | Evaluation | Certificate/Training |

Employee Performance Evaluation

Evaluation Rating   Passed   **Type of Evaluation**   Regularization ▼

Evaluation Date   12-31-2001   📅

Evaluation History

Delete

☐	Evaluation Date	Type of Evaluation	Rating Supervisor	Rating
☐	12-31-2001	Regularization	Glenn Balatbat	Passed

Attachments:
Regularization Evaluation 12.31.2001

Add   Edit   Save

Add   Delete

Previous Employment History

continuation scroll down

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Francisco, Ransie A.

Previous Employment History

Add	Edit	Delete

	Start Date	End Date	Company Name	Job Position	Department	Sub Department	Clearance
☐	01-31-1999	01-31-2001	IBM	Programmer	IT	Coding/Design	Resigned
☐							

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Daily Time Record History

[Edit] [Delete]

	Date	End Date	Time In	Time Out	Status	Total	Scheduled	Difference	Time Off Status
☐	01-31-1999	01-31-1999	8:00am	5:00pm	Regular Working Day	8	8	0	N/A
☐	01-30-1999	01-30-1999	8:00am	5:00pm	Regular Working Day	8	8	0	N/A
☐	01-29-1999	01-29-1999	8:00am	7:00pm	Regular Working Day	10	8	+2	Approved
☐	01-28-1999	01-28-1999	8:00am	3:00pm	Regular Working Day	6	8	-2	Disapproved

continuation scroll down

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   **ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Leave History

Sickness
6%
- 9 days sick
- 149 working days

Holidays (Days)
28
- 23 booked
- 5 remaining
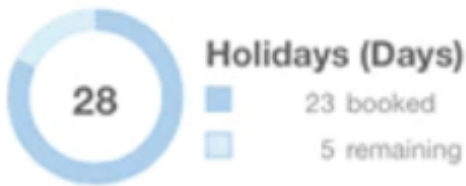
	Edit	Delete

☐	Date	End Date	Time In	Time Out	Type of Leave	Duration	Total	Scheduled	Approved OT
☐	01-31-1999	01-31-1999	8:00am	5:00pm	Personal Leave	Whole Day	8	8	Disapproved
☐	01-30-1999	01-30-1999	8:00am	5:00pm	Bereavement Leave	Whole Day	8	8	Approved
☐	01-29-1999	01-29-1999	8:00am	7:00pm	Emergency Leave	Whole Day	10	8	Approved
☐	12-28-1998	01-28-1999	1:00pm	5:00pm	Sick Leave	Half Day	4	4	Approved

Dashboard
Employee List
Employee Profile
File 201

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.   ID Number: 0023

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Evaluation History

Francisco, Ransie A.

| Edit | Delete |

	Created Date	Completed Date	Type of Evaluation	Department	Supervisor	Final Score
☐	01-02-1999	01-31-1999	Performance Evaluation 1997-1998	Human Resource	Glenn Balatbat	95
☐	01-02-1998	01-31-1999	Performance Evaluation 1996-1997	Human Resource	Glenn Balatbat	85
☐	06-29-1998	07-30-1998	Mid-Year Audit	I.T. Department	Glenn Balatbat	75

Employee List	Applicants	Failed Applicant / Resigned

Programmer: Francisco, Ransie A.　　　**ID Number: 0023**

Francisco, Ransie A.

Personal Information	Job Information	File 201	Daily Time Record	Leave Information	Evaluation	Certificate/Training

Certification & Training History

Edit　**Delete**

☐	Training Date	Completed Date	Type of Training	Department	Result	Certificate Provided
☐	05-02-1999	05-05-1999	Python Crash Course 3 days	I.T. Department	Completed	Yes
☐	08-02-1998	08-02-1999	Work Safety Hazard Seminar	Human Resource	Completed	Yes
☐	09-01-1998	09-07-1998	Advanced C# Training 5 days	I.T. Department	Incomplete	No

Dashboard
Applicants

Employee List	**Applicants**	**Failed Applicant / Resigned**

Applicants Information

Applicant Name	AP Number	Department ▼	Applicant Status ▼
Supervisor Name	Job Applying ▼	Sub Department ▼	
Keywords			

Search **Reset**

Add **Delete**

☐	AP Number	Last Name	First Name	Job Applying	Department	Sub Department	Applicant Status	Supervisor
☐	0010	Francisco	Ransie	Programmer	IT	Coding/Design	For Interview	Glenn Balatbat
☐	0011	Francisco	Ransie	Programmer	IT	Coding/Design	For Interview	Glenn Balatbat
☐	0012	Francisco	Ransie	Programmer	IT	Coding/Design	For Exam	Glenn Balatbat
☐	0013	Francisco	Ransie	Programmer	IT	Coding/Design	For Employment	Glenn Balatbat

| Dashboard |
| Applicants |
| Personal Information |

| Employee List | Applicants | Failed Applicant / Resigned |

Job Applying
Programmer: Manuel, Kenneth A.   **AP Number: 0015**

| Personal Information | Employment History | Aptitude/Personality Exam | Scholastic Information |

Manuel, Kenneth A.

Full Name

Last Name
Manuel

First Name
Kenneth

Middle Name
A.

Attachments:
Resume

[Add] [Delete]

Contact Details

Mobile Number
+639991234567

Landline Number
+639991234567

Email
k.manuel@gmail.com

Gender
Male ○   Female ○

Address

House/Street
#123 1st Street

Village/Subdivision
Secret Village

Town/City
Las Piñas City

Province/Region
NCR

Zip Code
1700

[Edit] [Save]

Dashboard
Applicants
Employment History

Employee List	Applicants	Failed Applicant / Resigned

Job Applying

Programmer: Manuel, Kenneth A.   **AP Number: 0015**

Personal Information	Employment History	Aptitude/Personality Exam	Scholastic Information

Manuel, Kenneth A.

Add	Edit	Delete

	Start Date	End Date	Company Name	Job Position	Department	Sub Department	Clearance
☐	01-31-1999	01-31-2001	Oracle	Programmer	IT	Coding/Design	Resigned
☐							

Dashboard
Applicants
Aptitude/Personality Exam

Employee List	Applicants	Failed Applicant / Resigned

Manuel, Kenneth A.

Job Applying
Programmer: Manuel, Kenneth A.   **AP Number: 0015**

Personal Information	Employment History	Aptitude/Personality Exam	Scholastic Information

Add   **Edit**   **Delete**

☐	Start Date	End Date	Type of Exam	Position	Department	Sub Department	Results
☐	01-31-1999	01-31-2001	Aptitude Test	Programmer	IT	Coding/Design	Passed
☐	01-31-1999	01-31-2001	Practical Test	Programmer	IT	Coding/Design	Passed

Dashboard
Applicants
Scholastic Information

Employee List	Applicants	Failed Applicant / Resigned

Job Applying

Programmer: Manuel, Kenneth A.   **AP Number: 0015**

Personal Information	Employment History	Aptitude/Personality Exam	Scholastic Information

Manuel, Kenneth A.

Scholastic Information

School Name

School Graduated

International Electronics and Technical Institute,Inc

School Address

International Electronics and Technical Institute,Inc Alabang Muntinlupa

Date Graduated

12-31-2001

Degree Finished

B.S in Information Technology

Edit   Save

Dashboard
Failed Applicants / Resigned

Employee List	Applicants	Failed Applicant / Resigned

Failed Applicant / Resigned Information

Applicant Name	AP/ID Number	Department ▼	Reason ▼
Supervisor Name	Job / Position ▼	Sub Department ▼	
Keywords			

Search **Reset**

Delete

☐	AP/ID Number	Last Name	First Name	Job / Position	Department	Sub Department	Reason	Supervisor
☐	0010	Dela Cruz	Juan	Programmer	IT	Coding/Design	Resigned	Glenn Balatbat
☐	0011	Francisco	Ransie	Programmer	IT	Coding/Design	AWOL	Glenn Balatbat
☐	0012	Francisco	Ransie	Programmer	IT	Coding/Design	Failed Exam	Glenn Balatbat
☐	0013	Francisco	Ransie	Programmer	IT	Coding/Design	Failed Interview	Glenn Balatbat

Dashboard
Applicants
Personal Information

Employee List	Applicants	Failed Applicant / Resigned

Resigned
Programmer: Dela Cruz, Juan A.   **AP Number: 0015**

Delac Cruz, Juan A.

Personal Information	Aptitude/Personality Exam	Employment History	Scholastic Information

Full Name

Last Name	First Name	Middle Name
Dela Cruz	Juan	A.

Attachments:
Resume

Contact Details

Mobile Number	Landline Number
+639991234567	+639991234567

Add	Delete

Email

k.manuel@gmail.com

Gender

Male   Female
◉   ○

Address

House/Street	Village/Subdivision	Town/City	Province/Region	Zip Code
#123 1st Street	Secret Village	Las Piñas City	NCR	1700

continuation scroll down

Dashboard
Applicants
Aptitude/Personality Exam

Employee List	Applicants	Failed Applicant / Resigned

Resigned
Programmer: Dela Cruz, Juan A.   **AP Number: 0015**

Personal Information	Aptitude/Personality Exam	Employment History	Scholastic Information

Manuel, Kenneth A.

	Start Date	End Date	Type of Exam	Position	Department	Sub Department	Results
☐	01-31-1999	01-31-2001	Aptitude Test	Programmer	IT	Coding/Design	Passed
☐	01-31-1999	01-31-2001	Practical Test	Programmer	IT	Coding/Design	Passed

continuation scroll down

Dashboard
Applicants
Employment History

Employee List	Applicants	Failed Applicant / Resigned

Job Applying

Programmer: Manuel, Kenneth A.   **AP Number: 0015**

Personal Information	Aptitude/Personality Exam	Employment History	Scholastic Information

Manuel, Kenneth A.

	Start Date	End Date	Company Name	Job Position	Department	Sub Department	Clearance
☐	01-31-1999	01-31-2001	Oracle	Programmer	IT	Coding/Design	Resigned
☐							

continuation scroll down

Dashboard

Failed Applicant / Resigned

Employee List	Applicants	Failed Applicant / Resigned

Dela Cruz, Kenneth A.

Resigned

Programmer: Dela Cruz, Juan A.   **AP Number:** 0015

Personal Information	Aptitude/Personality Exam	Employment History	Scholastic Information

Scholastic Information

School Graduated

School Name

International Electronics and Technical Institute,Inc

School Address

International Electronics and Technical Institute,Inc Alabang Muntinlupa

Date Graduated

12-31-2001

Degree Finished

B.S in Information Technology

Daily Time Record / Time Off

Daily Time Record

Employee Name	ID Number	Department ▼	Employment Status ▼
Supervisor Name	Job Position ▼	Sub Department ▼	
Keywords	Date 📅		

Search **Reset**

Add **Edit** **Delete**

Employee Name	Date 📅	Time In	Time Out	Status	Total	Scheduled	Difference	Time Off Status
Francisco, Ransie A.	01-28-1999	8:00am	5:00pm	Regular Working Day	8	8	0	N/A
Guerrero, Leon A.	01-28-1999	8:00am	12:00pm	Half Working Day	4	8	-4	Approved
Hizon, Vince A.	01-28-1999	8:00am	12:00pm	Half Working Day	4	8	-4	Disapproved
Ibarra, Fellissimo B.	01-28-1999	8:00am	07:00pm	Over Time Day	10	8	+4	Pending