



SOCIAL PENSIONER INFORMATION SYSTEM

GUIDE TO USERS

Table of Contents

Registration and Login	5
Register an Account	6
Forgot Password	8
Main Menu	10
Pensioner Monitoring	11
➤ Uploading Pensioner	12
➤ Adding Pensioner Profile	16
➤ Adding Type and Kinds of Support Received	17
➤ Adding Authorized Representative	19
➤ Updating Pensioner Profile	21
➤ Deleting Pensioner Profile	22

Table of Contents

Pensioner Archive	23
Pension Payroll	24
➤ Adding Pension Payroll	25
➤ Setting the Status of Pension Given as Claimed	26
➤ Updating Pension Payroll	27
➤ Deleting Pension Payroll	28
Generate Payroll	29
Print Payroll	30
Reports	31
➤ Dashboard	32
➤ List of Claimed Payments	33

Table of Contents

➤ List of Unclaimed Payments	34
➤ Summary of Payments	35
Change Password	36
Logout	37

Registration and Login

The screenshot shows a web interface for the 'Social Pensioner Information System'. At the top, there is a gear icon followed by the title 'Social Pensioner Information System' in orange, and '©Powered by: TEAM SOCPEN' in blue. Below this, a light blue box contains the text 'Please Enter Your Information' with a green laptop icon. Underneath are two input fields: 'User Name' with a user icon and 'Password' with a lock icon. To the right of these fields is a blue 'Login' button with a magnifying glass icon. At the bottom of the form are two blue buttons: 'I forgot my password' with a left arrow and 'I want to register' with a right arrow. Red boxes highlight the input fields, the 'Login' button, and both bottom buttons. Red callout boxes provide instructions for each.

Social Pensioner Information System
©Powered by: TEAM SOCPEN

Please Enter Your Information

User Name

Password

Login

I forgot my password I want to register

To Login, input username and password then click Login button.

Click this link to retrieve forgotten password.

Click this link to register a new account.

Register an Account

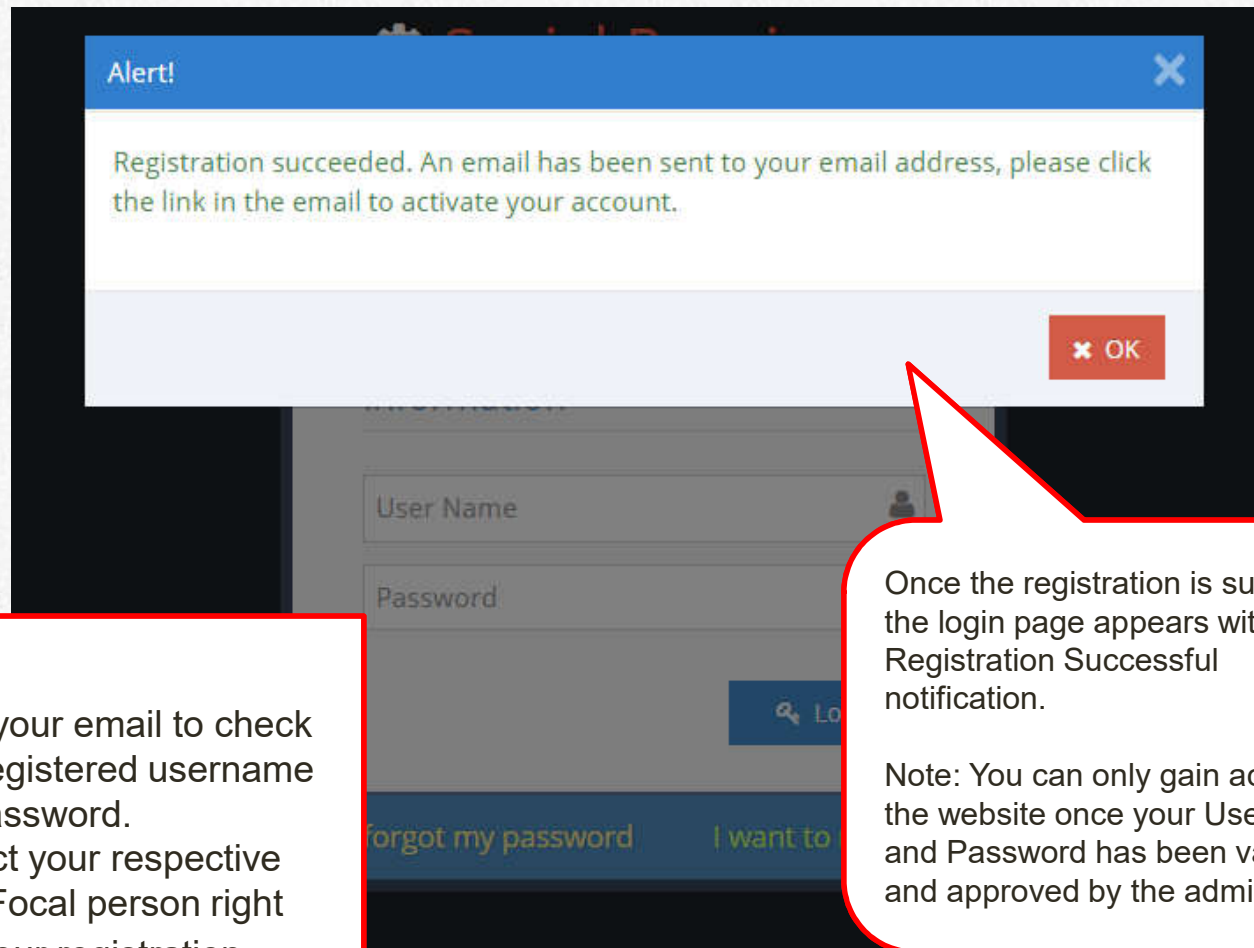
Username *	<input type="text" value="Username"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Email *	<input type="text" value="Email"/>
Firstname *	<input type="text" value="Firstname"/>
Middlename *	<input type="text" value="Middlename"/>
Surname *	<input type="text" value="Surname"/>
Extension name	<input type="text" value="Extension name"/>
Position	<input type="text" value="Position"/>
Designation	<input type="text" value="Designation"/>
Field Office *	<input type="text" value="Please Select"/>
Contact no	<input type="text" value="Contact no"/>
Captcha	<input type="text" value="VDu8IY"/>
<input type="button" value="Register"/>	

Provide data to all fields and click the "Register" button to proceed.

Important

- 1 Invalid entries will be rejected by the system.
- 2 Provide a valid email address that you regularly visit.

Register an Account




Note:

1. Open your email to check your registered username and password.
2. Contact your respective SPIS Focal person right after your registration.

Once the registration is successful, the login page appears with the Registration Successful notification.

Note: You can only gain access to the website once your Username and Password has been validated and approved by the administrator.


Forgot Password

 Social Pensioner Information System

» Login

Please Login » FORGOTPWD

Email

Captcha


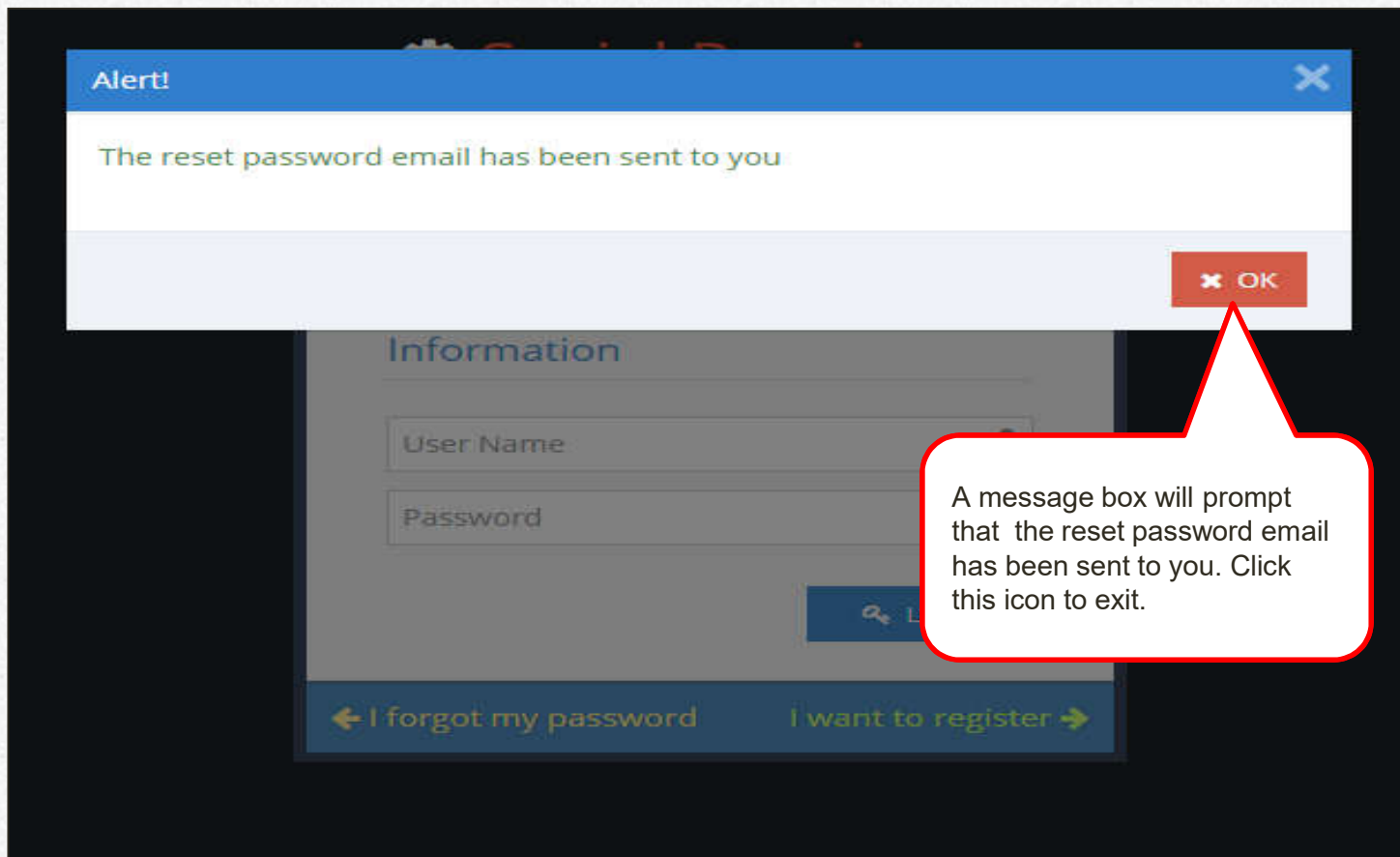
[Load Different Image]

1. Type in the email address provided during registration.

2. Input the character shown in the captcha for security purpose

Click this button to send password to email account.

Forgot Password





Main Menu

Pensioner Monitoring

Social Pensioner Information System

Click "Pensioner Monitoring" from the Main Menu.

Click this button to add Pensioner details

Click this button to upload pensioners details

Click this button to delete pensioners details

Click this icon to view Pensioner details

Click this icon to update Pensioner details

Viewing » PENSIONERLIST

			Pensioner ID	Lastname
<input type="checkbox"/>				
<input type="checkbox"/>			060616076-13-1	LABAGUIS
<input type="checkbox"/>			060616076-13-2	SEÑO
<input type="checkbox"/>			060616077-13-3	LASAC
<input type="checkbox"/>			060616078-13-4	MAGCAMIT

Buttons: Add, Upload Pensioners, Delete Selected Records

Uploading Pensioner

Advanced Search

1 2 3 4 5 6 7 8 9 10 11-20 Next Last Records 1 to 20 of 995 20

 Add Upload Pensioners Delete Selected Records



Viewing » PENSIONERUPLOADER

NOTE:

This module uses the SPIS Merger Template File [XLS format](#) or [XLSX format](#). Please download the Merger File for you to upload accomplished merger file on the form below and wait for the summary report. the larger your file the longer it takes to process

2. Click this button to select a file to be uploaded.

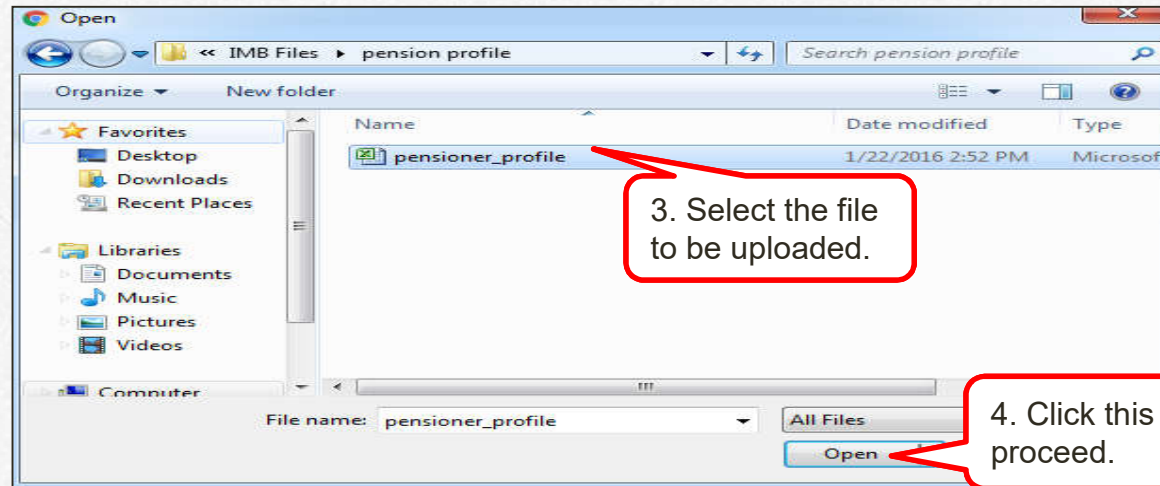
Target File:

No file chosen

☐ I hereby certify that the uploaded information is true and correct.

 Start Processing

Uploading Pensioner



5. Tick this checkbox to confirm that the uploaded information is true and correct.

target File:
Choose File pensioner_profile.xlsx
☒ hereby certify that the uploaded information is true and correct.

Start Processing

6. Click this button to start the process of uploading the data.

Uploading Pensioner

File Info:

- File Name: pensioner_profile.xlsx
- File Size: 9.15 kb

Worksheet Name: Sheet1

Total rows = 1

Total valid rows = 0

Total existing rows = 0

Total incomplete/invalid rows = 0

Total saved rows = 0

Total rows with saved data = 0

7. Click this button to generate IDs.



IDs successfully generated!

Download generated file

8. Click this button to download the generated file.

Uploading Pensioner

Viewing » DOWNLOADPENSIONERID

10:07:45 Set column widths
10:07:45 Done writing file
download file: [Click HERE](#)
download logs: [Click HERE](#)

9. Click this link to download the logs



10. This is the downloaded logs in excel form.


The screenshot shows an Excel spreadsheet titled "1453889165-13-pensioner_profile.xlsx". The spreadsheet has columns for personal and identification details. The data for the first row is as follows:

hh_id	first_name	middle_name	last_name	ext_name	birthdate	sex	region_psgc	province_psgc	municipality_psgc	brgy_psgc	street_address
	ANGELO	A	VALDES			1	170000000	174000000	174001000	174001045	A

Adding Pensioner Profile

Advanced Search

1 2 3 4 5 6 7 8 9 10 11-20 Next Last Records 1 to 20 of 995 20

 Add Upload Pensioners Delete Selected Records

1. Click this button to add a pensioner profile.

Firstname	<input type="text" value="Firstname"/>	Residential Status	<input type="text" value="Please Select"/>
Middlename	<input type="text" value="Middlename"/>	Gender	<input type="text" value="Please Select"/>
Lastname	<input type="text" value="Lastname"/>	House No.	<input type="text" value="House No."/>
Extname	<input type="text" value="Extname"/>	Status	<input type="text" value="1 - Active"/>
Inclusion Date	<input type="text" value="Inclusion Date"/>	Payment Mode	<input type="text" value="Please Select"/>
is 4ps	<input type="text" value="0 - No"/>	Arrangements	<input type="text" value=""/>
HH ID	<input type="text" value="HH ID"/>	Abandoned	<input type="text" value=""/>
OSCA ID	<input type="text" value="OSCA ID"/>	<input type="button" value="Add"/>	
Place Issued	<input type="text" value="Place Issued"/>		
Date Issued	<input type="text" value="Date Issued"/>		
Birthdate	<input type="text" value="Birthdate"/>		
sex	<input type="text" value="Please Select"/>		
Marital Status	<input type="text" value="Please Select"/>		
Affiliation	<input type="text" value="Please Select"/>		
Region	<input type="text" value="Please Select"/>		
Province	<input type="text" value="Please Select"/>		


2. Provide data to fields for the details of pensioner.

3. Click this button save the information.

4. A message box will prompt that the information was successfully added. Click this icon to exit.

Systems Alert!

Add succeeded

 Close

Adding Type and Kinds of Support Received

			Updates	1013	Apit	Angela			NCR [National Capital Region]	NCR 2nd DISTRICT
---	---	---	---------	------	------	--------	--	--	-------------------------------	------------------

1. Click this icon to add support details received by pensioner



City/Municipality	CITY OF MARIKINA
Barangay	MALANDAY
House No.	N/A
Status	1 - Active
Payment Mode	1 - Cash payout

Type and Kinds of Support Received


Add Support Details

Authorized Representative(s)

Add Authorize Representative Details

2. Click this bar to proceed.

Adding Type and Kinds of Support Received

Type and Kinds of Support Received	
PensionerID	137402005-13-1013
Family Support	0 - No ▼
Meals a Day	
Disabled?	0 - No ▼
Immobile?	0 - No ▼
Pre Exisint Illness?	0 - No ▼
Physical Condition	Please
 Add Support Details	

3. Provide data to fields for the details of support received by pensioner

4. Click this button to save the information.

Adding Authorized Representative

Pencioneer ID	Lastname	Firstname	Middlename	Extname	Region	Province
	Apit	Angela			NCR [National Capital Region]	NCR 2nd DISTRICT

1. Click this icon to add details of authorized representatives




City/Municipality	CITY OF MARIKINA
Barangay	MALANDAY
House No.	N/A
Status	1 - Active
Payment Mode	1 - Cash payout

Type and Kinds of Support Received
Add Support Details

Authorized Representative(s)
Add Authorize Representative Details

2. Click this bar to proceed.

Adding Authorized Representative

Authorized Representative(s)	
	Add Authorized Representative Details
PensionerID	137402005-13-1013
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Relationship	Please Select ▼
Contact No.	<input type="text"/>
Region	Please Select Region ▼
Province	Please Select ▼
City	Please Select ▼
Barangay	▼
House No.	<input type="text"/>
 Add Rep	

3. Provide data to fields for the details of authorized representative.

4. Click this button to save the information.

Updating Pensioner Profile

			Pensioner ID	Lastname	Firstname	Middlename	Extname	Region	Province
<input type="checkbox"/>				Apit	Angela			NCR [National Capital Region]	NCR 2nd DISTRICT

1. Click this button to update the pensioner profile.

Viewing » PENSIONEREDIT

Choose...
Angela A

Profile

Pensioner ID: 137402005-13-1013

Firstname: Angela

Middlename: Middlename

Lastname: Apit

Extname: Extname

Inclusion Date: Inclusion Date

is 4ps: 0 - No

HH ID: HH ID

OSCA ID: OSCA ID

Place Issued: Place Issued

Date Issued: Date Issued

Birthdate: Birthdate

sex: 1 - Female

Region: Please Select

Province: Federation of Senior Citizens Association

City/Municipality: NCR [National Capital Region]

Barangay: NCR 2nd DISTRICT

House No.: CITY OF MARIKINA

Status: MALANDAY

House No.: House No.

Status: 1 - Active

Update Changes

Systems Alert!

Update succeeded

Close

2. Click this button to upload a pensioner photo.

3. Provide updated data to fields for the details of pensioner.

4. Click this button to save changes.

5. A message box will prompt that the information was successfully updated. Click this icon to exit.

Deleting Pensioner Profile

Viewing » PENSIONERLIST

Do you want to delete the selected records?
☐ Prevent this page from creating additional dialogs.
OK Cancel

Advanced Search

Records 1 to 3 of 3 20

Add Upload Pensioners Delete Selected Records

1. Tick the checkbox of the record for deletion.

2. Click this button to delete the selected record.

3. Click "OK" to confirm deletion.

4. A message box will prompt that the information was successfully deleted. Click this icon to exit.

			P	Firstname	Middlename	Extname	Region	Province
<input checked="" type="checkbox"/>				Ramos	Angeline		[National Capital Region]	NCR 2nd DISTRICT
<input type="checkbox"/>				Apit	Angela			
<input type="checkbox"/>								

Updates

137402005-13-1013

Systems Alert!

Delete succeeded

Close

Pensioner Archive

Main Menu ▾

- Home > Pensioners
- Pensioner Monitoring
- Pensioner Archive**
- Pension Payroll
- Generate Payroll
- Print Payroll
- Reports ▾
- System Libraries ▾
- Access Controls ▾
- Change Password
- Logout

Viewing > PENSIONERLIST DELETED

Advanced Search

Records 1 to 2 of 2 20 ▾

Pensioner ID	Lastname	Firstname	Middlename	Extname	region	Province
137402005-13-905	Soriano	Maria			NCR [National Capital Region]	NCR 2nd DISTRICT
137402016-13-1004	Ramos	Angeline			NCR [National Capital Region]	NCR 2nd DISTRICT

Records 1 to 2 of 2 20 ▾

Pension Payroll

Home > Pensioner Payroll

» PENSION_PAYROLLLIST

Click on "Pension Payroll" from the Main Menu.

Click this button to add details of pension payroll.



Click this button to mark the pensioner's stipend as claimed.

Click this button to delete pension payroll.

Click this button to view the details of pension payroll.

Click this button to update the details of pension payroll.


Records 1 to 20 of 6187

	Payroll ID	Pensioner	Payroll Year	Month	Amount	Payment Mode	Approved
			016	January	500	1 - Cash payout	1 - Yes
				January	500	1 - Cash payout	1 - Yes

Adding Pension Payroll

Advanced Search

1 2 7 8 9 10 11-20 Next Last Records 1

 Add Claimed Delete Selected Records

1. Click this button to add details of pension payroll.

Pensioner * Please Select

Payroll Year * Please Select ▼

Month * Please Select ▼

Amount * Amount

Payment Mode * Please Select ▼

Approved * 0 - No ▼

Claimed *

Add

2. Provide data fields for the details of pension payroll.

3. Click this button to save the information.

Systems Alert!

Add succeeded

Close

4. A message box will prompt that the information was successfully added. Click this icon to exit.

Setting the Status of Pension Given as Claimed

viewing » PENSION_PAYROLLLIST

Set records as claimed?
☐ Prevent this page from creating additional dialogs.
OK Cancel

Advanced Search

1 2 3 4 5 6 7 8 9 10 11-20 Next 38 20

Add Claimed Delete Selected Records

2. Click this button to mark the record as claimed.

1. Tick the checkbox of the record that will be marked as claimed

3. Click "OK" to confirm the record as claimed.

4. A message box will prompt that the record was successfully updated. Click this icon to exit.

		Payroll #	Year	Month	Amount	Claimed	Claimed
<input checked="" type="checkbox"/>			2016	January			
<input type="checkbox"/>		3	LABAGUIS, MARTINA, M., JR	2016	January	500	1 - Cash payout 0 - No 1 - Yes
<input type="checkbox"/>		4	LABAGUIS, MARTINA, M., JR	2016	February	500	1 - Cash payout 0 - No 1 - Yes

Updating Pension Payroll

	Payroll ID	Pensioner	Payroll Year	Month	Amount	Payment Mode	Approved	Claimed
	6306			January	500	1 - Cash payout	1 - Yes	0 - No

1. Click this button to update the pension payroll.

Payroll ID 6306

Pensioner *

Payroll Year *


Month *

Amount *

Payment Mode *

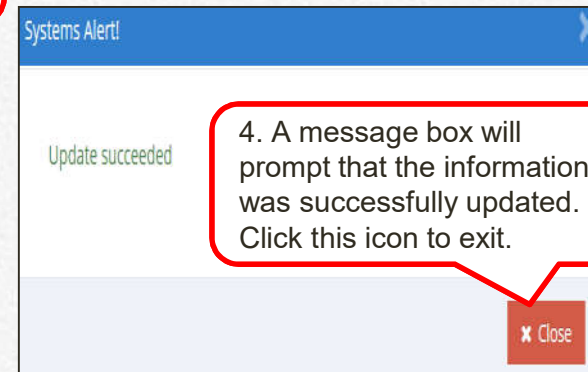
Approved *

Claimed *

 Update Changes

2. Provide updated data to fields for the details of pension payroll.

3. Click this button to save changes.



4. A message box will prompt that the information was successfully updated. Click this icon to exit.

Deleting Pension Payroll

Viewing » PENSION_PAYROLLLIST

Do you want to delete the selected records?
☐ Prevent this page from creating additional dialogs.

OK Cancel

Advanced Search

1 2 3 4 5 6 7 8 9 10 11-20 Next 188 20

Add Claimed Delete Selected Records

	Payroll ID	Pensioner	Year	Month	Amount	Payment Mode	Approved	Claimed
<input checked="" type="checkbox"/>	1	CAWALING ARNOLD, M. JR	2016	January	500	1 - Cash payout	1 - Yes	1 - Yes
<input type="checkbox"/>	3	LABAGUIS, MARTINA, M., JR	2016	January	500	1 - Cash payout	0 - No	1 - Yes

1. Tick on the checkbox of the record for deletion.

2. Click this button to delete the selected record.

3. Click "OK" to confirm deletion of record.

4. A message box will prompt that the information was successfully deleted. Click this icon to exit.

Systems Alert!

Delete succeeded

Close

Generate Payroll

The screenshot shows a web application interface for generating payroll. On the left is a sidebar with a 'Main Menu' dropdown containing 'Pensioner Monitoring', 'Pensioner Archive', 'Pension Payroll', 'Generate Payroll' (highlighted with a red box and callout), and 'Print Payroll'. Below the menu are 'Access Controls', 'Change Password', and 'Logout' options. The main content area is titled 'Home > Pensioner Payroll' and 'Viewing >> PENSION_PAYROLLGEN'. It contains a form with several dropdown menus: 'Please Select Region', 'Please Select Province', 'Please Select City', 'Please Select Barangay', 'Please Select', and another 'Please Select'. The 'Amount' field is set to '500'. A green 'Generate' button is at the bottom of the form (highlighted with a red box and callout). Below the form, a green box displays the 'Current Selection:' with the following details: Region: 130000000, Province: 137400000, Municipality: 137402000, Barangay: 137402005, Amount: 500, Year: 2016, and Quarter: 2. At the bottom, a green message box states 'Payroll generated successfully!' (highlighted with a red box and callout).

1. Click "Generate Payroll" from the Main Menu.

2. Filters data to generate and click "Generate" button.

Current Selection:

- Region: 130000000
- Province: 137400000
- Municipality: 137402000
- Barangay: 137402005
- Amount: 500
- Year: 2016
- Quarter: 2

Payroll generated successfully!

This message will display confirming that the payroll was successfully generated.

Print Payroll

1. Click "Print Payroll" from the Main Menu.

2. Filters data to generate and click "Generate" button.

Generated payroll will be displayed. Click this link to download and print the payroll.

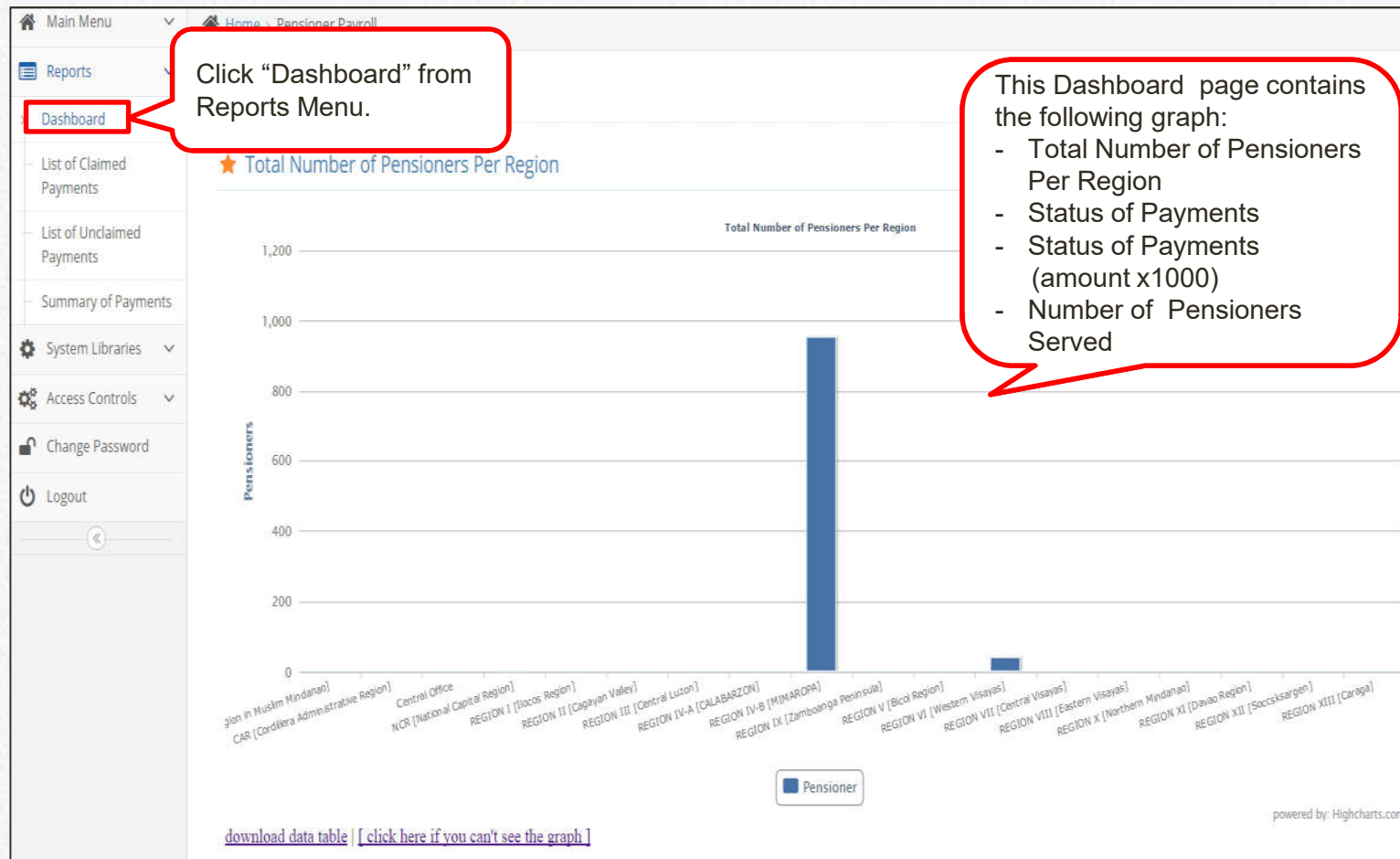
Download

Date Created	File Name		
2016-01-26 11:30:23	socpen-137402000---01262016033021-13.pdf	13	Download
2016-01-26 11:32:24	socpen-130000000---01262016033223-13.pdf	13	Download
2016-01-27 12:41:51	socpen-060000000-1-2016-01272016044145-11.pdf	11	Download



Reports

Dashboard



List of Claimed Payments

Click "List of Claimed Payments" from the Reports Menu.

View list of claimed payments

	Payroll ID	Pensioner	Payroll Year	Month	Amount	Payment Mode
1	1	CAWALING, ARNOLD, M., JR	2016	January	500	1 - Cash payout
2	2	MArquez, Agnes, ,	2016	January	500	1 - Cash payout
3	3	LABAGUIS, MARTINA, M., JR	2016	January	500	1 - Cash payout
4	4	LABAGUIS, MARTINA, M., JR	2016	February	500	1 - Cash payout
5	5	LABAGUIS, MARTINA, M., JR	2016	March	500	1 - Cash payout
6	6	SEÑO, AVELINO, MAYORGA,	2016	January	500	1 - Cash payout
7	7	SEÑO, AVELINO, MAYORGA,	2016	February	500	1 - Cash payout

List of Unclaimed Payments

The screenshot displays a web application interface for viewing unclaimed payments. The sidebar menu on the left includes options like 'Main Menu', 'Reports', 'Dashboard', 'List of Claimed Payments', 'List of Unclaimed Payments' (highlighted), 'Summary of Payments', 'System Libraries', 'Access Controls', 'Change Password', and 'Logout'. The main content area shows the 'Viewing' page for 'PENSION_PAYROLLUNCLAIMED'. A table lists unclaimed payments with columns for Payroll ID, Pensioner, Payroll Year, Month, Amount, and Payment Mode. Two callout boxes provide instructions: one points to the 'List of Unclaimed Payments' menu item, and the other points to the 'View list of claimed payments' link.

Click "List of Unclaimed Payments" from the Reports Menu.

View list of claimed payments.

	Payroll ID	Pensioner	Payroll Year	Month	Amount	Payment Mode
🔍	501	MAPACPAC, JESUS, ,	2016	January	500	1 - Cash payout
🔍	502	MAPACPAC, JESUS, ,	2016	February	500	1 - Cash payout
🔍	503	MAPACPAC, JESUS, ,	2016	March	500	1 - Cash payout
🔍	504	LAYLAY, ROSALIA, MAYORGA,	2016	January	500	1 - Cash payout
🔍	505	LAYLAY, ROSALIA, MAYORGA,	2016	February	500	1 - Cash payout
🔍	506	LAYLAY, ROSALIA, MAYORGA,	2016	March	500	1 - Cash payout
🔍	507	VITTO, CAROLINA, ,	2016	January	500	1 - Cash payout

Summary of Payments

Home > Pensioner Payroll

Viewing > PENSION_PAYROLLCLAIMED_AMOUNT

Please Select Region
Please Select Province
Please Select City
Please Select Barangay
Please Select Year
Please Select Quarter
Please Select Payment Status
Generate

Click "Summary of Reports" from the Reports Menu.

Filter data to generate and click "Generate" button.

View summary of payments.

Summary of Payments

PensionerID	Name	Total Amount Received	Quarter	Year
174001034-12-863	SINYABO LYDIA D.	Php1,500.00	1st Quarter	2016
174001034-13-168	MAPACPAC JESUS	Php1,500.00	1st Quarter	2016
174001034-13-278	LINING CECELIO SAGUID	Php1,500.00	1st Quarter	2016
174001034-13-388	SADIWA ELENA	Php1,500.00	1st Quarter	2016
174001034-13-498	RESIDOU ZOSIMO	Php1,500.00	1st Quarter	2016
174001034-13-608	ROLDAN LEONCIO ITURALDE	Php1,500.00	1st Quarter	2016
174001034-13-720	GARCIA ANASTACIO CASTANELO	Php1,500.00	1st Quarter	2016
Total Amount		Php10,500.00		

Change Password

Social Pensioner Information System

Home > Change Password

Viewing » CHANG

Old Password
Old Password

New Password
New Password

Confirm Password
Confirm Password

Change

1. Click on "Change Password" from the menu.

2. Input old and new password then click the "Change" button to execute.

Logout

The screenshot displays the 'Social Pensioner Information System' interface. On the left is a sidebar menu with options: Main Menu, Reports, System Libraries, Access Controls, Change Password, and Logout. The Logout option is highlighted with a red box. A red callout bubble points to this button with the text: 'Click this link to logout from the system.' The main content area shows a breadcrumb 'Home > Pensioners', a 'Viewing' status, and a 'PENSIONERLIST' table. The table has columns for 'Pensioner ID' and 'Lastname'. Above the table is an 'Advanced Search' bar and a pagination control showing page 1 of 11-20.

Social Pensioner Information System

Home > Pensioners

Viewing » PENSIONERLIST

Advanced Search

1 2 3 4 5 6 7 8 9 10 11-20

Logout

Click this link to logout from the system.

	Pensioner ID	Lastname
<input type="checkbox"/>		



Thank You!