LOCATOR SLIP GUIDE

STEP 2:

On the login dashboard, input your username and password then click the **"Login"** button.

e-HRMIS Portal

firstname.lastname@dssc.edu.ph

Password

☐ Remember Me   Forgot Password?

Login

Don't have account yet? Register Here

Powered by DSSC: ICTC Team

DSSC ICTC

STEP 3:

Once login, select **"Locator Slip"** menu on the left side then click **"My"** to view the dashboard.
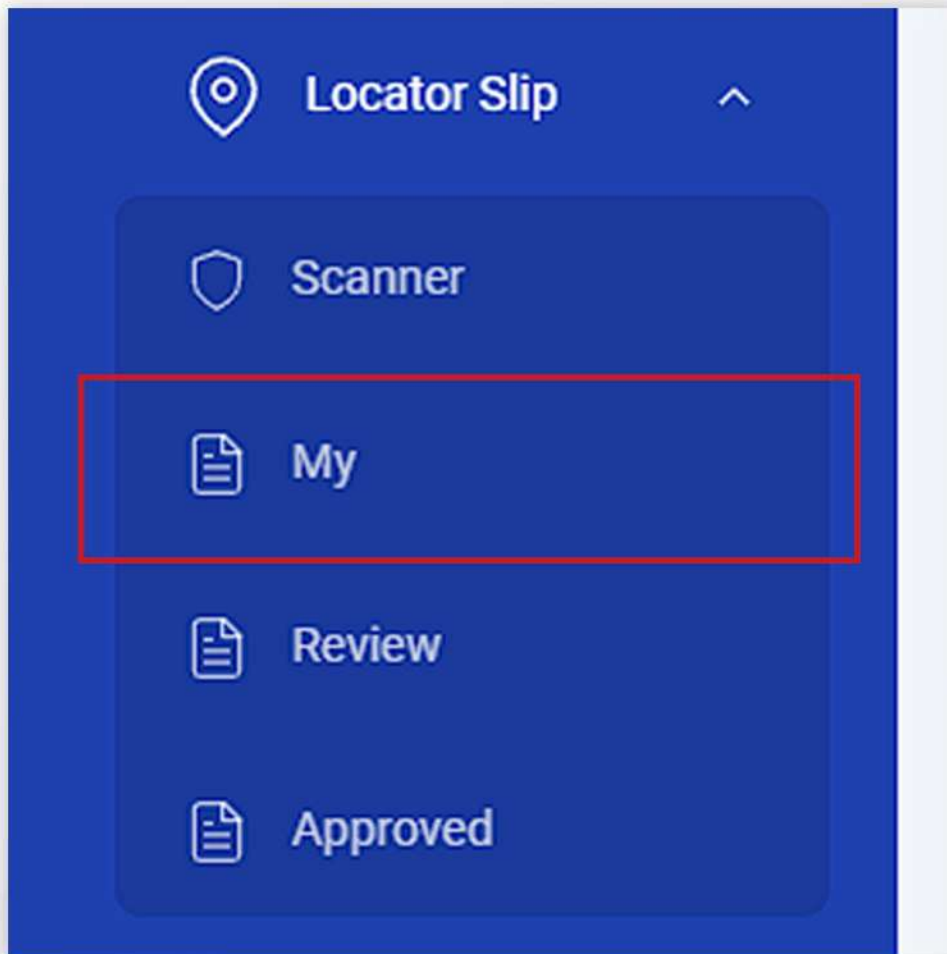
STEP 4:

Click **"New Slip"** button to create a locator slip.

STEP 5:

Please complete the required fields. Use the toggle for options like e-signature, then choose an Authorized Representative for approval. Once finished, click **"Save."**

STEP 6:

Click on the newly created slip with a pending status located on the right side of the dashboard. You can also make updates to the details as long as the slip has not yet been approved.

Slips

Search for slip or users...

Pending

Submit Documents to CSC Office
2024-06-20 · null - null

Approved

Go to PAO for notary
2024-06-19 · 2024-06-19 15:43:59 - 2024-06-19 15:45:21

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STEP 7:

Click **"Release"** to send
the slip for approval.

Date of Filing

06/20/2024

Please Check Destination

⬤ Official Business   ⬤ Official Time   ⚪ Personal

Jay Eugene Vann Espinosa
Head of Office or Authorized Representative

⟁ Release   🖫 Save

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STEP 8:

Once the form is approved,
it will change the status of the slip.

Slips

Search for slip or users... 🔍

Approved

Submit Documents to CSC Office
2024-06-20 · null - null ✎

Approved

Go to PAO for notary
2024-06-19 · 2024-06-19 15:43:59 - 2024-06-19
15:45:21 ✎

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STEP 9:

Click the dotted line, then select **"Print."**

STEP 10:

The departure and arrival times will appear once the on-duty guard toggles them in the system.

For more inquiries, you may message us through our official Facebook page.