



LOCATOR SLIP GUIDE

STEP 1:

On the upper-right side of the website,
click **“HRIS-V2”** menu.

www.dssc.edu.ph

The screenshot shows the homepage of the Davao del Sur State College website. The top navigation bar includes links for HOME, ABOUT DSSC, ADMINISTRATION, ACADEMICS, STUDENT SERVICES, RESEARCH & EXTENSION, DOWNLOADABLE FORMS, and AKCUP-2023. A red box highlights the **HRIS-V2** menu item. The main banner features a large image of a modern building with the text "A state of the art Virtual Building will soon rise at DSSC" and "10M fund allotted for its construction". Below the banner, there are sections for LATEST NEWS, ANNOUNCEMENT, and INTERNATIONAL RESEARCH CONFERENCE. The LATEST NEWS section includes articles about the 1st International Research Conference on Business, Education, Technology, and Agriculture, and a Memorandum of Agreement between DSSC and DENR. The ANNOUNCEMENT section includes a schedule for the entrance examination and a solidarity message from Vice President Sarah Z. Duterte. The INTERNATIONAL RESEARCH CONFERENCE section features a poster for the 1st International Research Conference on Business, Education, Technology, and Agriculture, highlighting the college's commitment to producing quality and relevant collaborative researches.

DAVAO DEL SUR STATE COLLEGE
A STATE COLLEGE FOR THE ASEAN AND BEYOND

Link Biz Portal

HOME ABOUT DSSC ADMINISTRATION ACADEMICS STUDENT SERVICES RESEARCH & EXTENSION DOWNLOADABLE FORMS AKCUP-2023

A state of the art Virtual Building will soon rise at DSSC

10M fund allotted for its construction

Thank you Sen. Sonny Angara for undying support to the youth of Davao del Sur.

MS PSU PSMS **HRIS-V2** HRIS RDE Bud

LATEST NEWS

DSSC, HEADED BY DR. AUGIE E. FUENTES TAKES CHARGE IN BRING TOGETHER RESEARCH, EXTENSION, AND EDUCATION EXPERTS AND ENTHUSIASTS

Davao del Sur State College organized and hosted the 1st International Research and Extension Conference on Business, Education, Technology, and Agriculture (BETA-101) on December 11, 2023, at the Big 8 Corporate Hotel in Digos City, Davao del Sur.

ANNOUNCEMENT

1ST INTERNATIONAL RESEARCH CONFERENCE ON BUSINESS, EDUCATION, TECHNOLOGY AND AGRICULTURE

The Davao del Sur State College (DSSC) under the leadership of College President, Dr. Augie E. Fuentes envisioned as one of the leading higher education institutions that creates cutting-edge and internationally accepted researches. The DSSC is committed to produce quality and relevant collaborative researches that anchored on international and national research agenda. The DSSC adheres to creating for food security that benefit its clientele and community, developing breakthrough research that generates income by improving the livelihood sectors, resulting in sustainable results in increasing revenues and reliable response on

INTERNATIONAL RESEARCH CONFERENCE

1ST INTERNATIONAL RESEARCH CONFERENCE ON BUSINESS, EDUCATION, TECHNOLOGY AND AGRICULTURE

Strengthening and Promoting Entrepreneurship, Innovation and Fundraising to Realize and Utilize

DSSC PARTNERS WITH NORTHERN ILOILO STATE UNIVERSITY

Davao del Sur State College (DSSC) and Northern Iloilo State University (NISU) formalized a partnership through the signing of a Memorandum of Agreement, at the Northern Iloilo State University, on December 4, 2023.

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Pahayag DSSC

STEP 2:

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

e-HRMIS Portal

☐ Remember Me

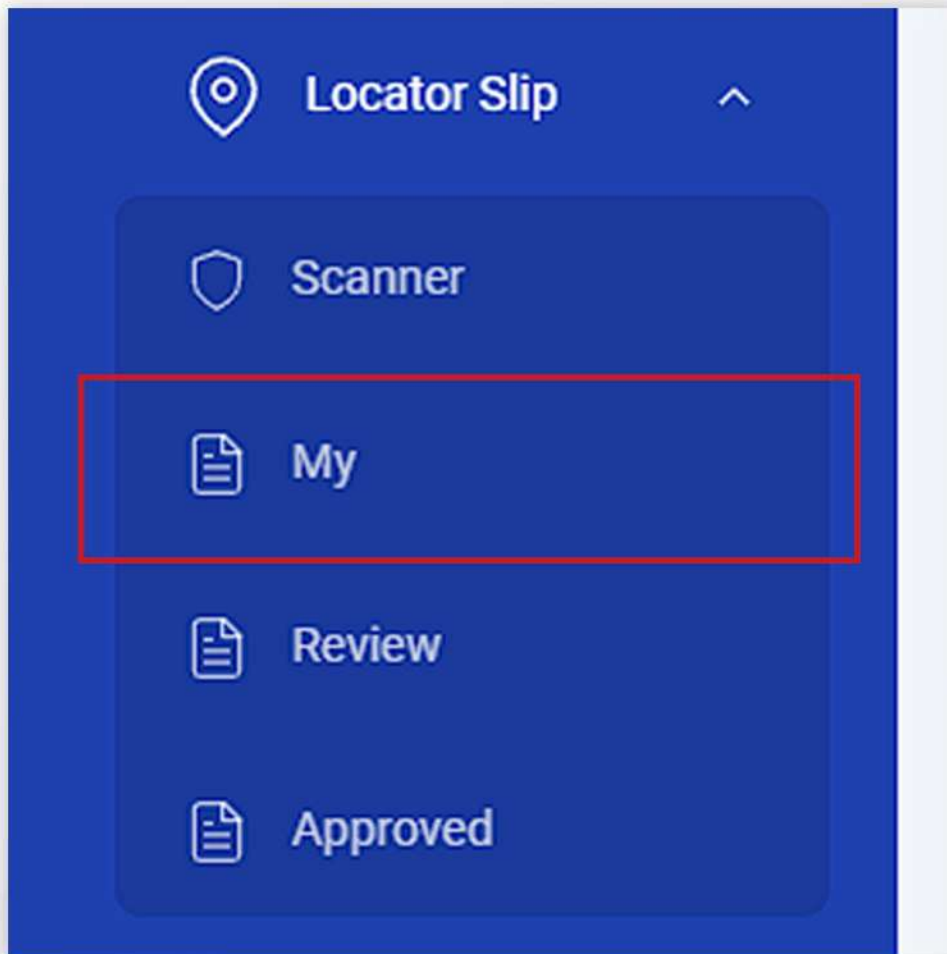
[Forgot Password?](#)

Don't have account yet? [Register Here](#)

Powered by DSSC: ICTC Team

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.

The screenshot displays the 'Locator Slip' application interface. On the left, a sidebar contains a 'Slips' button and a search bar. Below the search bar, two slip entries are listed, each marked as 'Approved'. The main area is titled 'Personnel Locator Slip' and contains several input fields: 'Name' (Jezreel Loquinario), 'Date of Filing' (06/19/2024), 'Institute/Office' (Information and Communications Technology Center), and 'Purpose - Event/Transaction/Meeting' (Go to PAO for notary). There are also toggle switches for 'Official Business', 'Official Time', and 'Personal'. At the bottom, there are sections for the 'Signature of Requesting Official / Employee' (Jezreel Loquinario) and the 'Head of Office or Authorized Representative' (Jay Eugene Vann Espinosa). A red box highlights the '+ New Slip' button in the top right corner of the interface. A separate red-bordered box at the bottom center contains a large blue button with the text '+ New Slip'. A red line connects the highlighted button in the top right to the button in the bottom box.

Locator Slip

Slips

Search for slip or users...

Go to PAO for notary

2024-06-19 • 2024-06-19 15:43:59 - 2024-06-19 15:45:21

Approved

Go to PAO for notary

2024-06-18 • 2024-06-18 09:52:52 - 2024-06-18 11:23:39

Approved

Showing 2 of 2 Slips

Personnel Locator Slip

Name

Jezreel Loquinario

Date of Filing

06/19/2024

Institute/Office

Information and Communications Technology Center

Please Check Destination

☒ Official Business ☒ Official Time ☐ Personal

Purpose - Event/Transaction/Meeting

Go to PAO for notary

Jezreel Loquinario
Signature of Requesting Official / Employee

e-Signature ☒

Jay Eugene Vann Espinosa
Head of Office or Authorized Representative

+ New Slip

+ New 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."**

Personnel Locator Slip

Name: Date of Filing:

Institute/Office: Please Check Destination: ☒ Official Business ☒ Official Time ☐ Personal

Purpose - Event/Transaction/Meeting:

☒ e-Signature ☐ Signature of Requesting Official / Employee

Select Authorized Representative: Head of Office or Authorized Representative

Supervisor:

Jay Eugene Vann Espinosa

Felominto Alba

Dick Maasin


Beah Llejes

Alvin Watin

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... 

Submit Documents to CSC Office

2024-06-20 • null - null


Pending




Go to PAO for notary

2024-06-19 • 2024-06-19 15:43:59 - 2024-06-19 15:45:21

Approved






DSSC ICTC

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

STEP 8:

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

Slips

Search for slip or users...

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

Approved

STEP 9:

Click the dotted line, then select **“Print.”**

Locator Slip + New Slip

Slips

Search for slip or users...

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

Go to PAO for notary
2024-06-18 - 2024-06-18 09:52:52 - 2024-06-18 11:23:39 Approved

Showing 2 of 2 Slips

Personnel Locator Slip

Name: Jezreel Loquinario Date of Filing: 06/19/2024

Institute/Office: Information and Communications Technology Center

Please Check Destination: ☒ Official Business ☒ Official Time ☐ Personal

Purpose - Event/Transaction/Meeting: Go to PAO for notary

Signature of Requesting Official / Employee: Jezreel Loquinario ☒ e-Signature








Head of Office or Authorized Representative: Jay Eugene Vann Espinosa

+ New Slip

Print

STEP 10:

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

Personnel Locator Slip	
	
Date of Filing	2024-06-20
Name	Gerald Albacite
Institute/Office	Information and Communications Technology Center
Destination	Official Business, Official Time
Event/Transaction/Meeting	Submit Documents to CSC Office
 June 20th, 2024 11:16 AM Albacite, Gerald C. Signature of Requesting Official/Employee	 June 20th, 2024 12:05 PM Espinosa, Jay Eugene Vann C. Signature of Head of Office or Authorized Representative
Time of Departure: <u>June 21st, 2024 09:08 AM</u>	Guard on duty: <u>Carillo, Victorino D.</u>
Time of Arrival: <u>June 21st, 2024 11:20 AM</u>	Guard on duty: <u>Montoya, Carl Ohmar D.</u>
CERTIFICATION	CERTIFICATION
This is to certify that above personnel appeared in this office for the above purpose.	This is to certify that above personnel appeared in this office for the above purpose.
Signature over printed name Position Date	Signature over printed name Position Date
(Note: This portion shall be filled out by the Official/authorized personnel of the office visited.) *The accomplished and signed Locator Slip Shall serve as the authority to travel within Davao del Sur.	(Note: This portion shall be filled out by the Official/authorized personnel of the office visited.) *The accomplished and signed Locator Slip Shall serve as the authority to travel within Davao del Sur.
  	 



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



@DSSCICTCOfficial