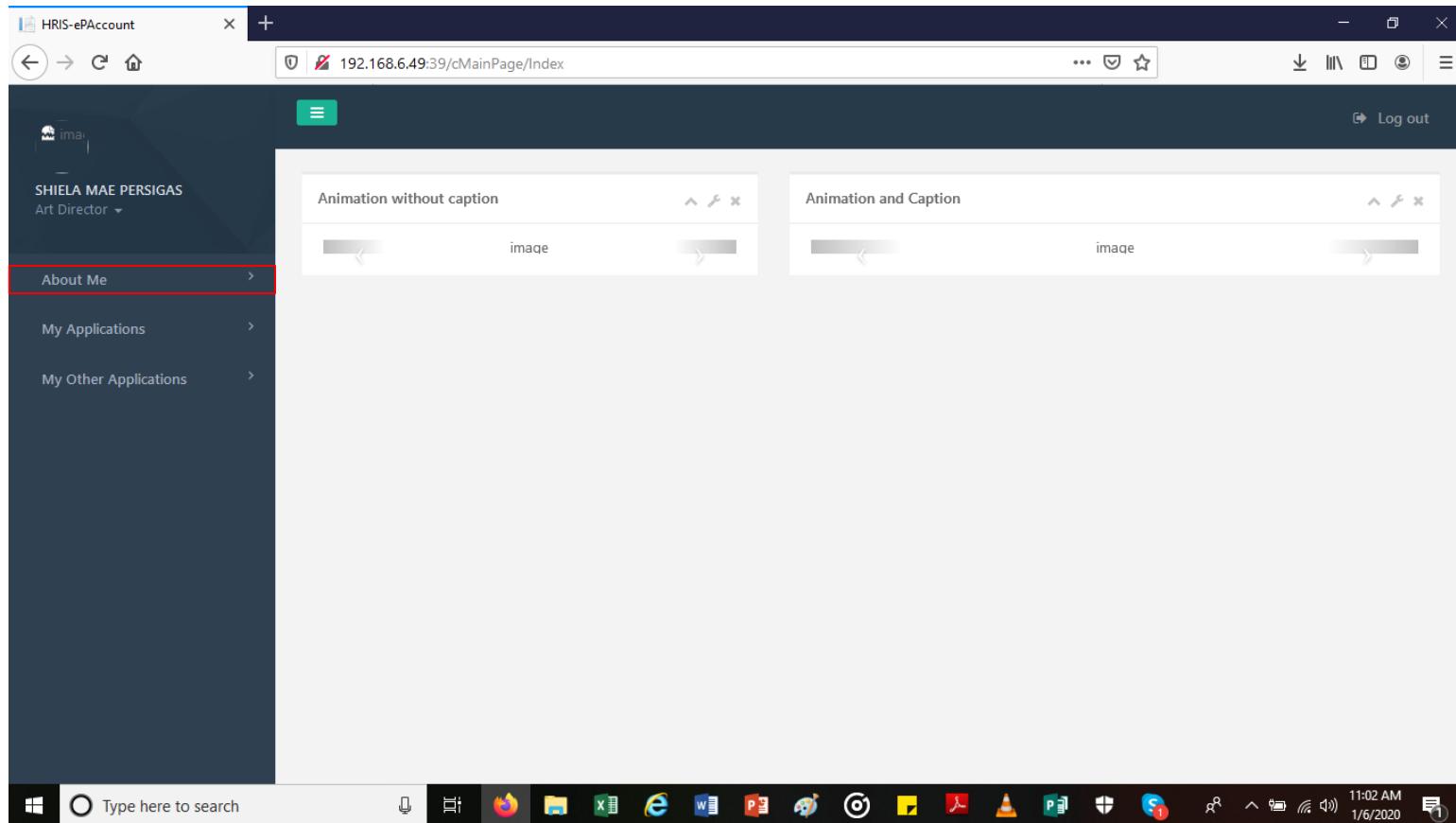
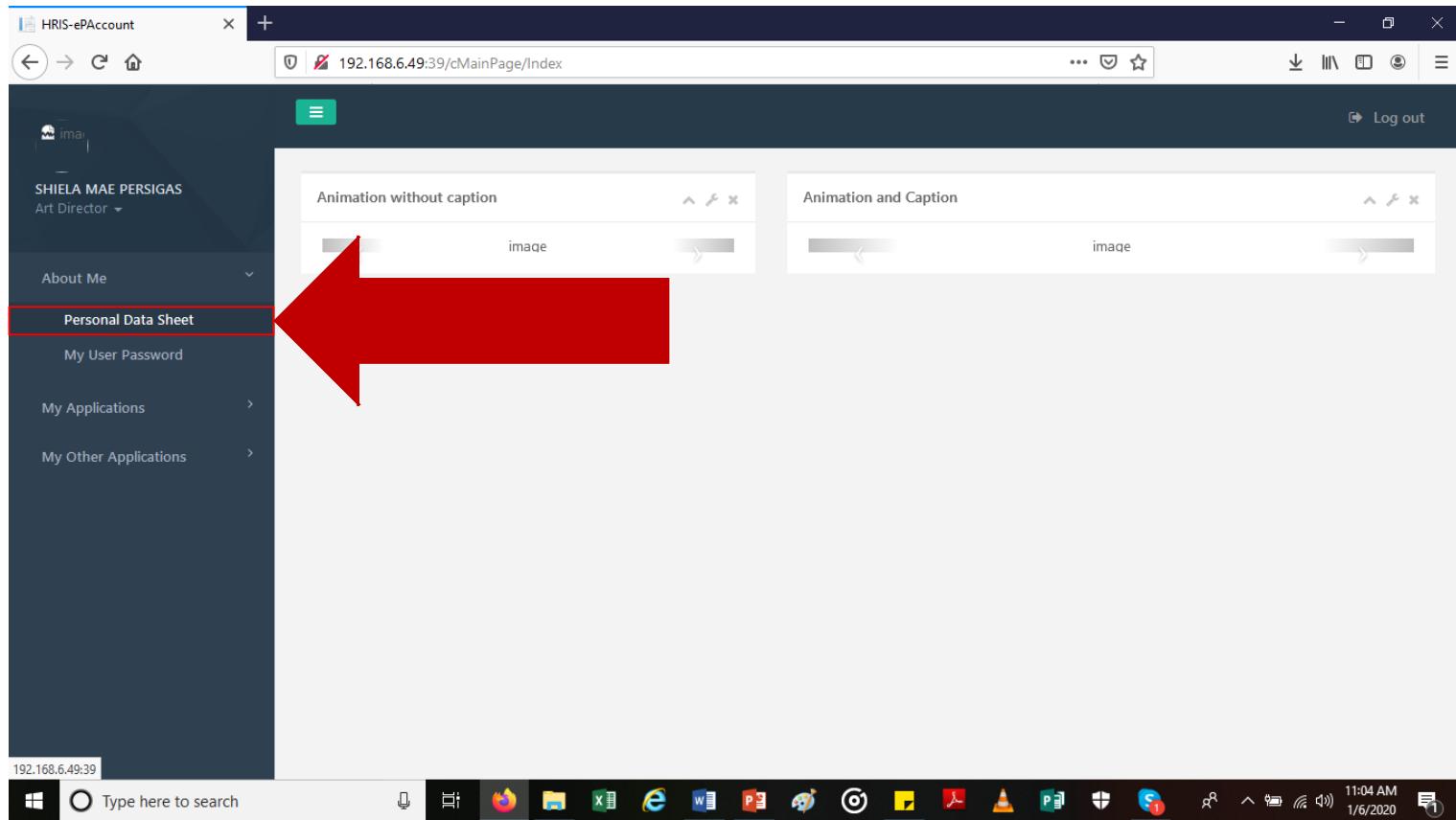


# Personal Data Sheet

## (Personal Basic Info.)

Navigate to About Me-> Personal Data Sheet-> Personal Basic Information





HRIS-ePAccount

192.168.6.49:39/CSSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet **(highlighted)**

My User Password

My Applications

My Other Applications

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress / Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Type here to search

11:05 AM  
1/6/2020

## **Note:**

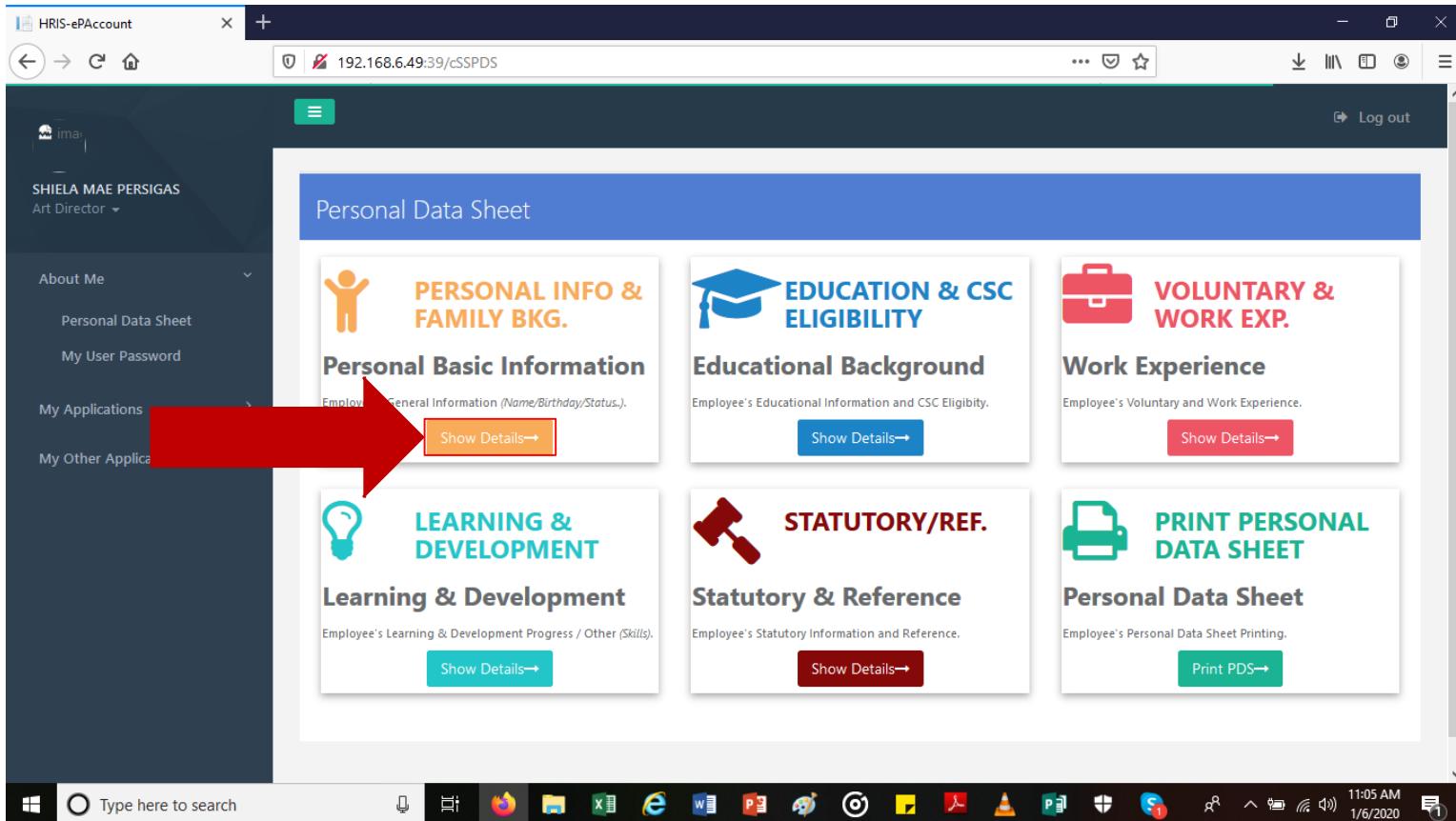
Upon log-in in the system user's are strictly not allowed to use another account or other employee's account to log-in in the system because here in **PDS (Personal Data Sheet)** all information will be display base on the log-in account.



# How to edit employee personal basic information?



**Step 1:** While on the main page of **personal data sheet** click **Show Details** button pop-up window will appear where **edit personal information** and **family background** modal page will be visible.



HRIS-ePAccount

192.168.6.49:39/cSSPDs

70%

Log out

Personal Data Sheet

PERSONAL BASIC INFORMATION

Employee's General Information (Name, Birth Date, Sex, etc.)

Learning & Development

Employee's Learning & Development Program

Edit Personal Information & Family Background

PERSONAL INFO.

ADDRESS

SPOUSE INFO.

CHILDREN INFO.

PARENT INFO.

PERSONNEL ID: 8447

Last Name: PERSIGAS

First Name: SHIELA MAE

Middle Name: TUMAMAK

Maiden Name:

Suffix:

Courtesy: Ms

Postfix:

OTHER PERSONAL INFO.

Birth Date: 1994-12-24

Birth Place: New Calape, Montevista Davao

Gender: Female

Civil Status: Single

CITIZENSHIP:

Filipino  Dual Citizenship

Blood Type:

Height:

Weight:

CONTACT INFORMATION:

Telephone Nbr:

Email Add.:

Mobile Nbr:

PERSONAL IDENTIFICATION INFORMATION:

BIR TIN NBR:

HDMF ID NBR:

GSIS UMID NBR:

PHIC ID NBR:

GSIS BP NBR:

SSS ID NBR:

VOLUNTARY & WORK EXP.

Work Experience

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing

Print PDF→

Close Save

Type here to search

12:22 PM 1/6/2020

## Note:

Edit page will open **employee ID no.** will auto-generate and all other non-key fields are blank. Primary keys is personnel **ID nbr.** and non-editable field are **personnel ID no.** and **status details** only. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

### Personal Info. Tab

non-key fields in **Personnel ID** are:

- Last Name
- First Name
- Middle Name
- Maiden Name
- Suffix
- Courtesy
- Postfix

### Other Personal Info.:

- Birth Date
- Birth Place
- Gender
- Civil Status

### Contact Information:

- Telephone Nbr.
- Mobile Nbr.

## **Citizenship:**

- Filipino
- Dual Citizenship
- By Birth
- By Naturalization
- Country
- Blood Type
- Height
- Weight
- Email Add

## **Personal Identification Information:**

- BIR Tin Nbr.
- GSIS UMID Nbr.
- GSIS BP Nbr.
- HDMF ID Nbr.
- PHIC ID Nbr.
- SSS ID Nbr.

## **Address Tab**

### **Residential Address:**

- House/Block/Lot Nbr.
- Street
- Purok/Sub./Village
- Barangay
- Municipality
- Province
- ZIP Code

### **Permanent Address:**

- House/Block/Lot Nbr.
- Street
- Purok/Sub./Village
- Barangay
- Municipality
- Province
- ZIP Code



### **Spouse Info. Tab:**

- Last Name
- First Name
- Middle Name
- Suffix
- Occupation
- Employer/Bus. Name
- Business Address
- Telephone Nbr.

### **Children Info. Tab:**

- Full Name
- Birth Date

### **Parents Info. Tab**

#### **Father's Information:**

- Last Name
- First Name
- Middle Name
- Suffix

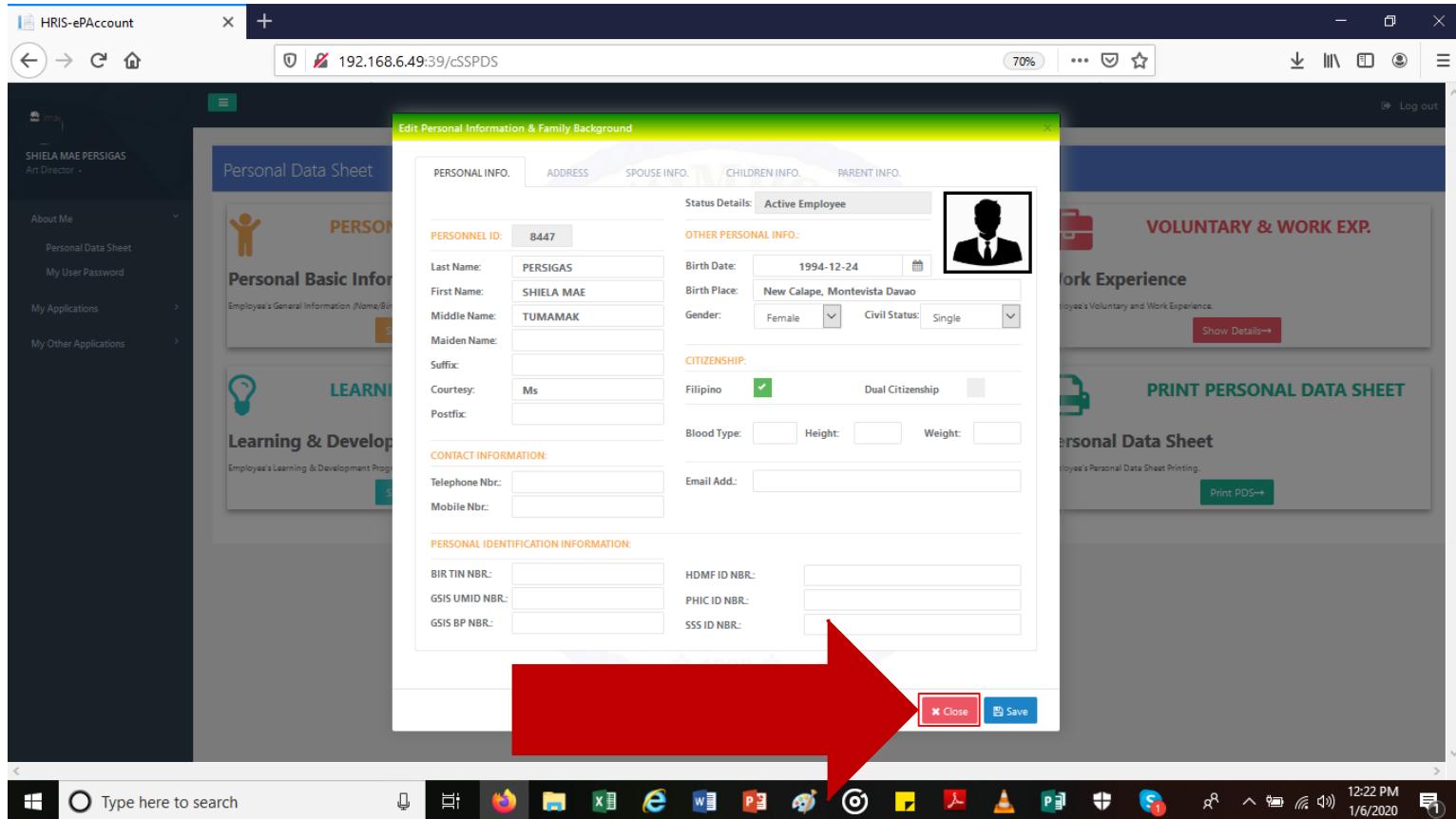
#### **Mother's Information:**

- Last Name
- First Name
- Middle Name

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).



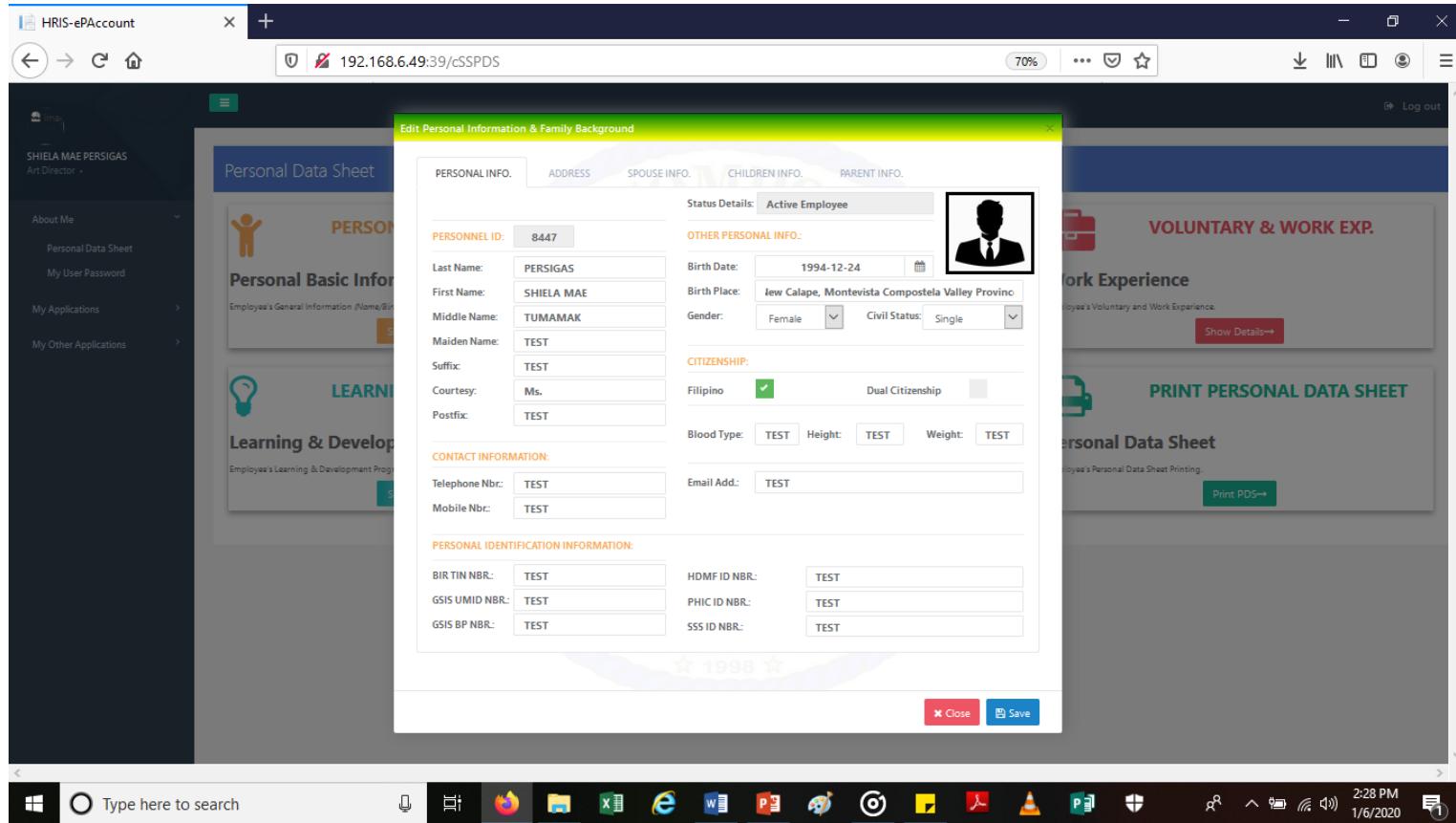
**Step 2: Click close button if you want to cancel and go back to main page.**



**Step 3:** Repeat step 1 if you want to continue to add employee personal basic information. **Edit personal information and family background** page will be visible.

The screenshot shows a web-based application titled "HRIS-ePAccount" running in a browser window. The URL is 192.168.6.49:39/csspds. The main interface has a dark sidebar on the left with links like "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The main content area displays several modules: "Personal Data Sheet", "PERSONAL BASIC INFORMATION", "Learning & Development", "VOLUNTARY & WORK EXP.", and "PRINT PERSONAL DATA SHEET". A central modal dialog box is open, titled "Edit Personal Information & Family Background". This dialog contains tabs for "PERSONAL INFO.", "ADDRESS", "SPOUSE INFO.", "CHILDREN INFO.", and "PARENT INFO.". The "PERSONAL INFO." tab is active, showing fields for Personnel ID (8447), Last Name (PERSIGAS), First Name (SHIELA MAE), Middle Name (TUMAMAK), Maiden Name (empty), Suffix (Ms), and Postfix (empty). It also includes sections for "CONTACT INFORMATION" (Telephone Nbr., Mobile Nbr.) and "PERSONAL IDENTIFICATION INFORMATION" (BIR TIN NBR., GSIS UMID NBR., GSIS BP NBR., HDMF ID NBR., PHIC ID NBR., SSS ID NBR.). A status bar at the bottom indicates "70%" and shows system icons and the date/time "12:22 PM 1/6/2020".

**Step 4:** Update values in all required fields if necessary to edit existing employee personal info. and family background.



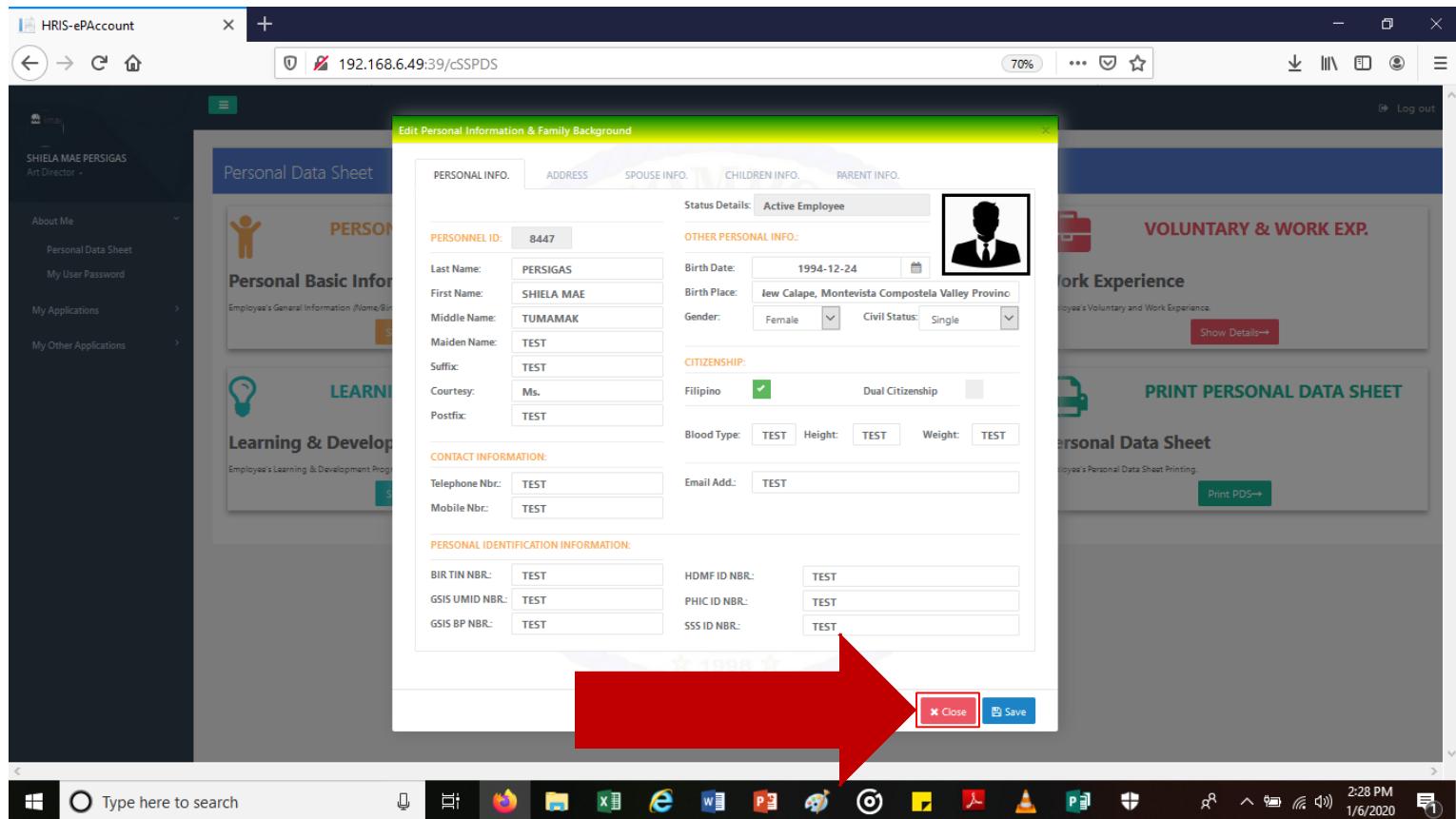
## **Note:**

Once an account is log-in to the system expected that whatever information displayed will be base on the account use by the user alone to access the system. So, be sure and be accurate and avoid using other employee's account to avoid complications of data.

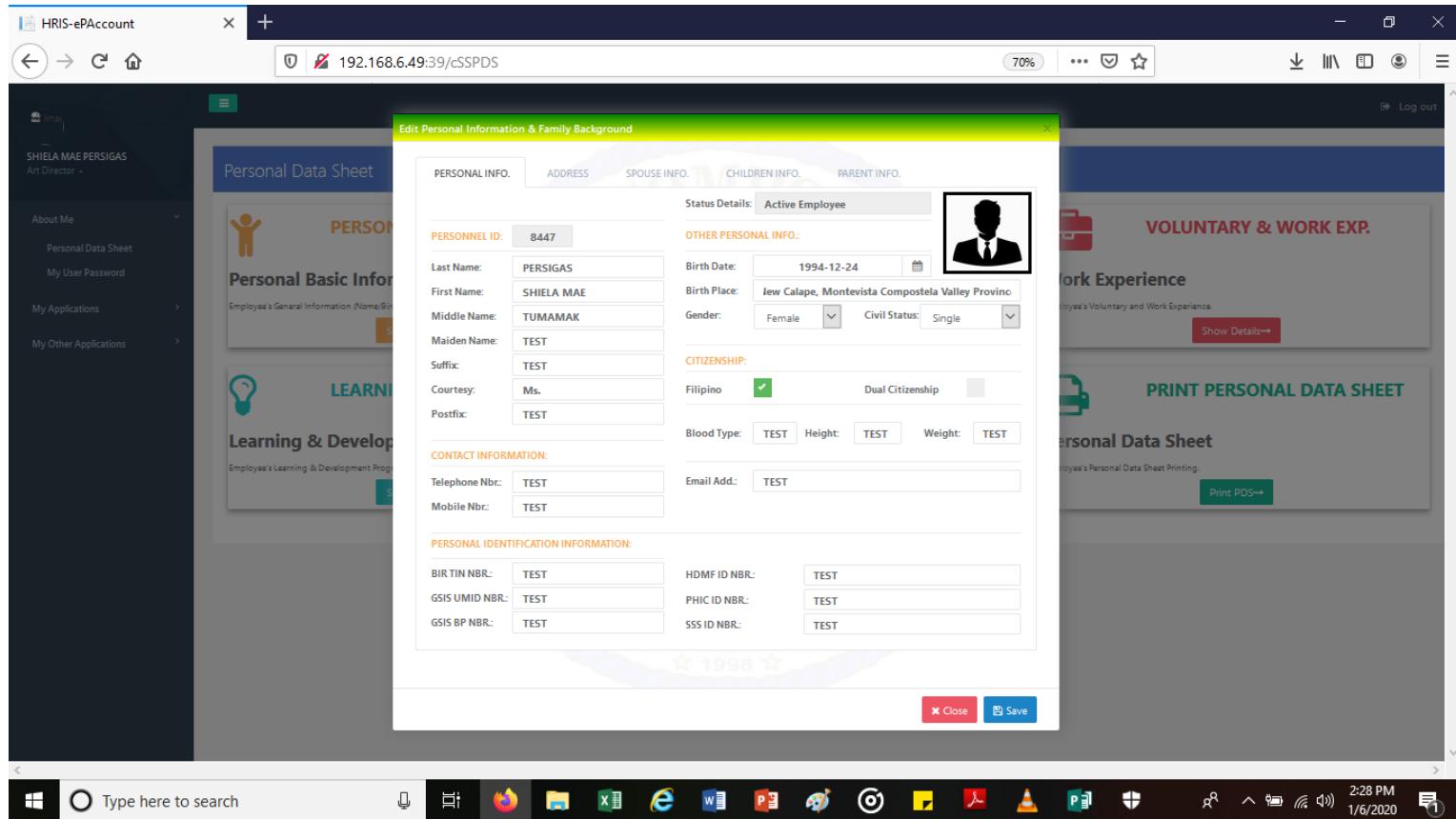
Just because pds information specifically in personal basic page affects lots of data if manipulated by anonymous person. Moreover, user's are strictly not allowed to use another account.



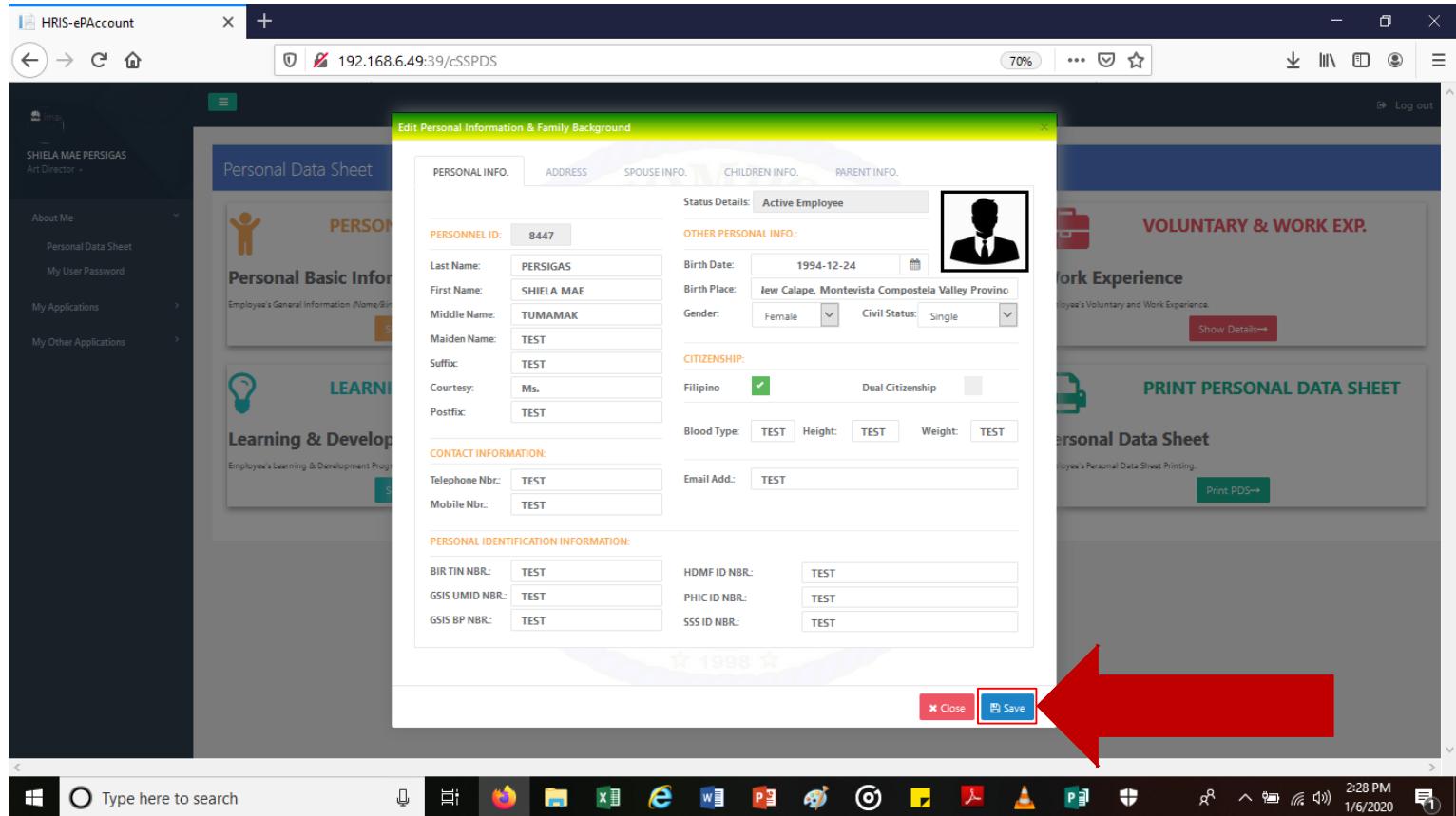
# Step 5: Click close button if you don't want to save updated information.



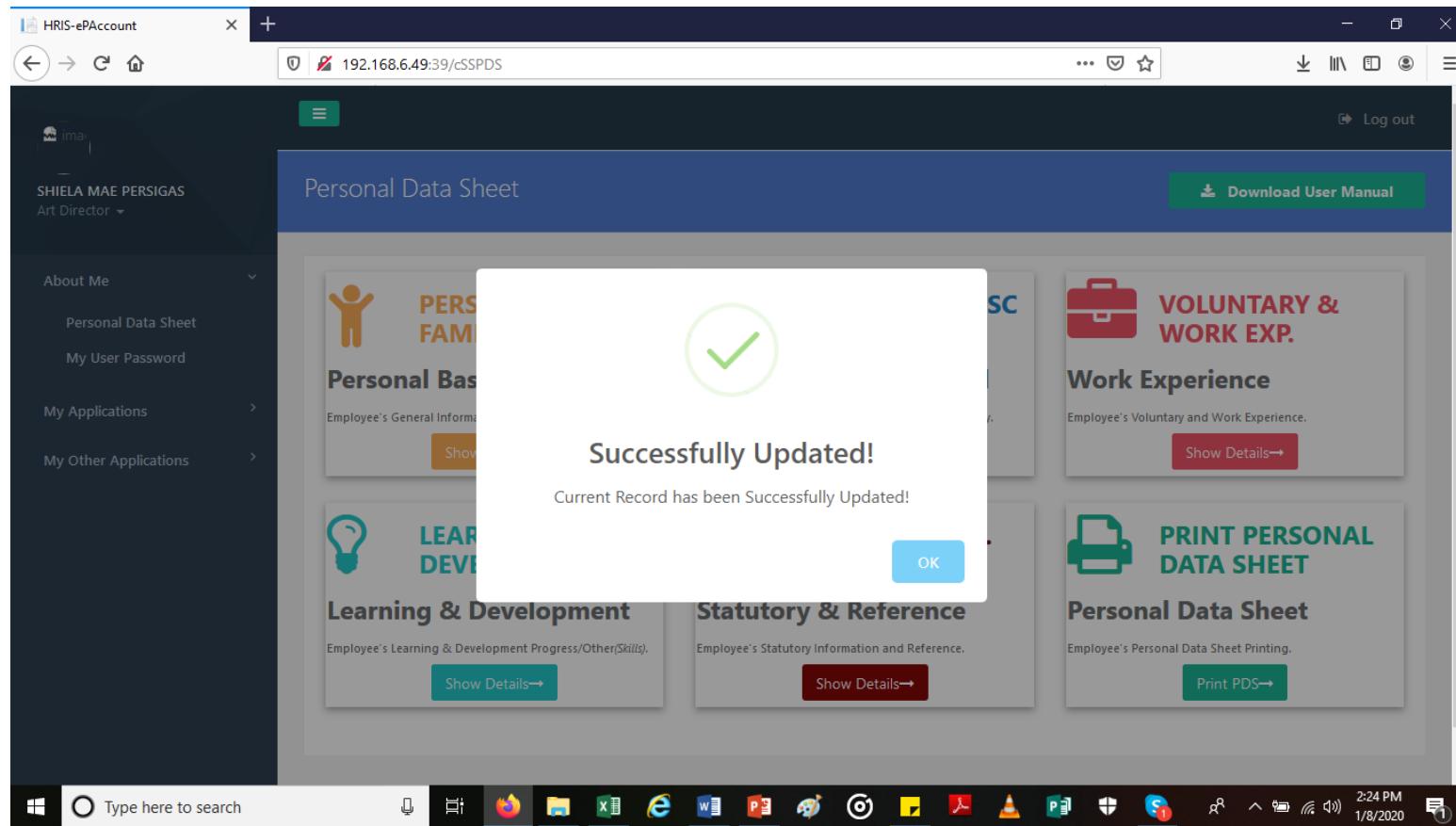
**Step 6:** Repeat **step 4** if you want to continue and save updated employee personal info and family background details.



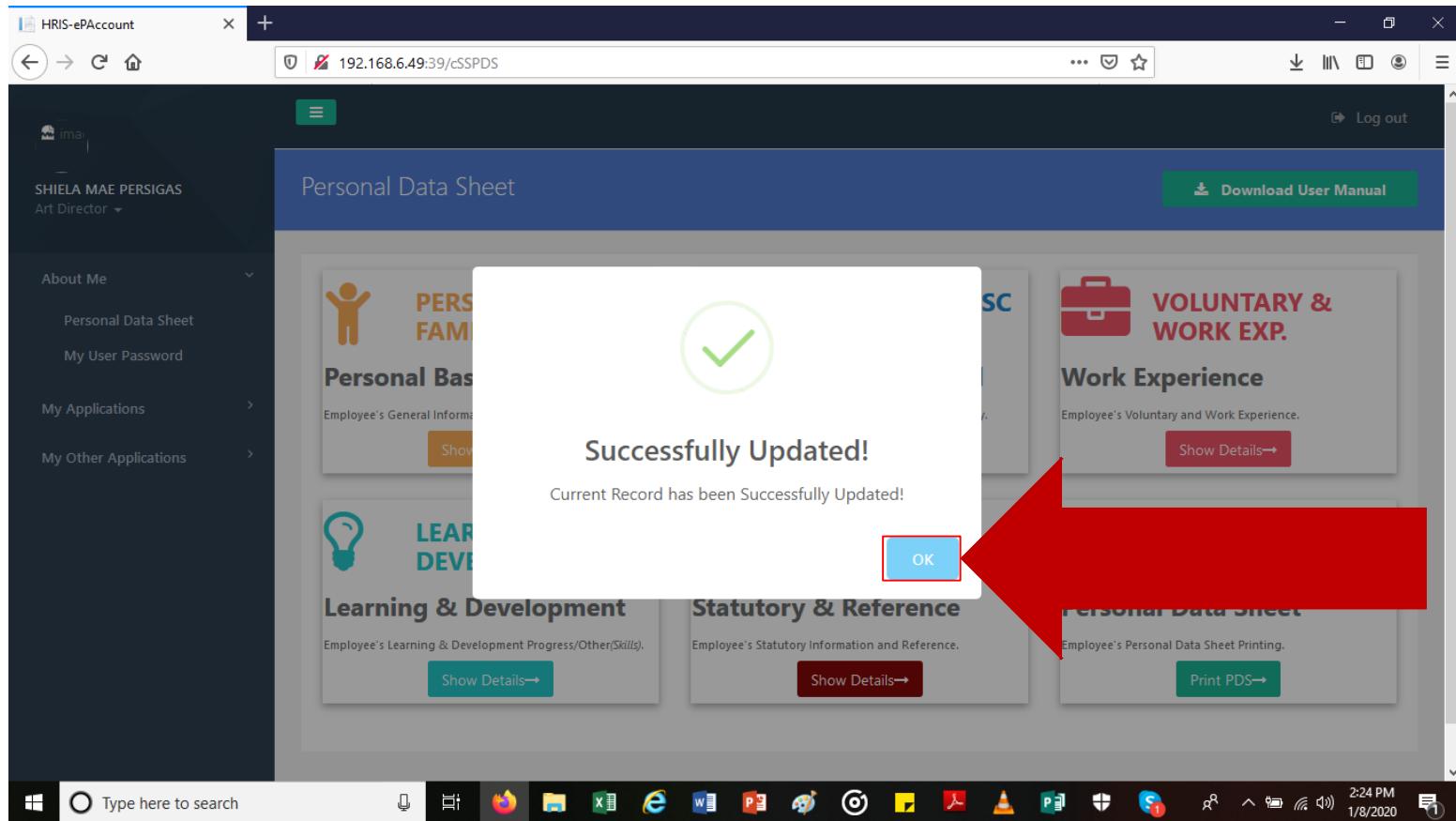
**Step 7: Click save button in order to save updated employee personal basic information.**



**Note:** A pop-up confirmation window will appear that current record has been successfully updated.



**Step 8: Click ok button to exit and go back to main page.**



HRIS-ePAccount

192.168.6.49:39/csspds

SHIELA MAE PERSIGAS  
Art Director

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status.).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress / Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

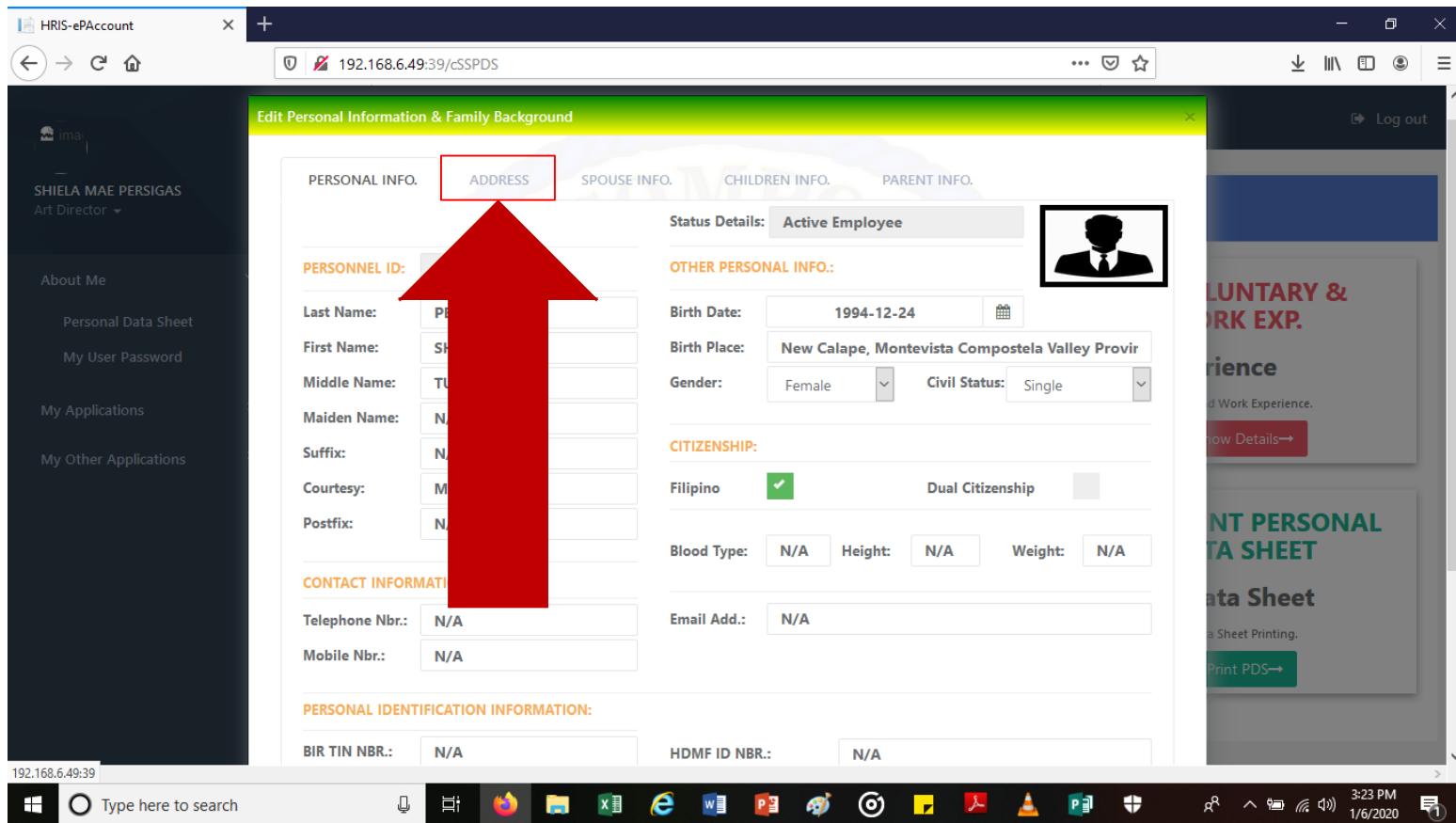
Type here to search

2:57 PM  
1/6/2020

## **Note:**

If ever you want to re-update following information's on your pds personal basic information you can redo the process repeat **step 1, 4, 7 and 8**. On the other hand, if ever you want to edit or update **address tab** repeat **step 1** and click **address tab** for you to update needed information.

# Step 9: Click address tab in order to update needed information.



HRIS-ePAccount

192.168.6.49:39/csspds

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

**RESIDENTIAL ADDRESS**

House/Blk/Lot Nbr.:

Street:

Purok/Sub./Village:

Barangay:

Municipality:

Province:

ZIP Code:

**PERMANENT ADDRESS**

House/Blk/Lot Nbr.:

Street:

Purok/Sub./Village:

Barangay:

Municipality:

Province:

ZIP Code:

**LUNTARY &  
ORK EXP.**

rience  
d Work Experience.  
ow Details→

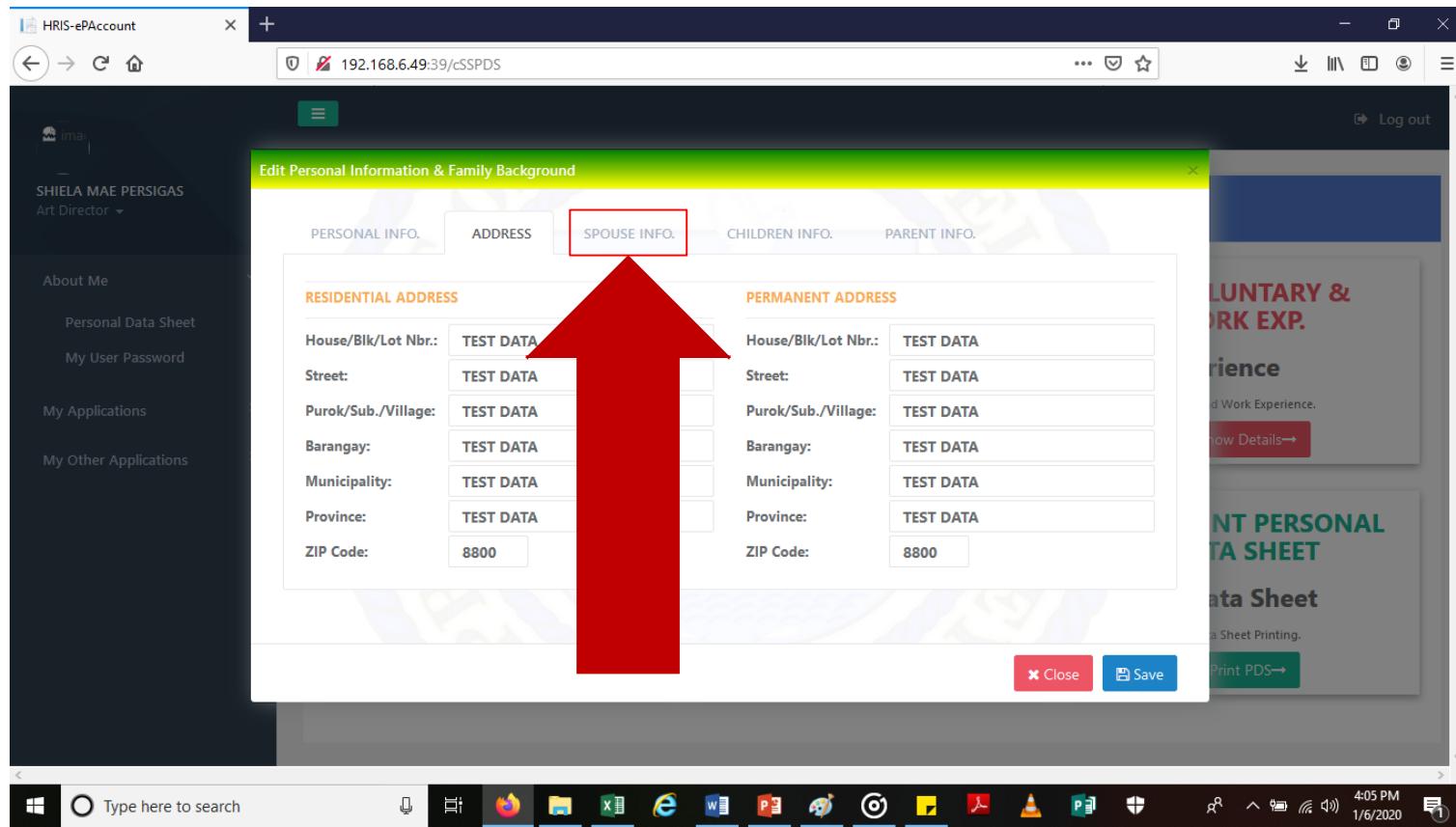
**ENT PERSONAL  
TA SHEET**

ta Sheet Printing.  
Print PDF→

Type here to search

3:27 PM 1/6/2020

**Step 10:** Update needed information in **address tab**, click **spouse info. tab** to continue and update information.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Last Name: N/A Occupation:

First Name: Emplry/Bus. Name:

Middle Name: Business Address:

Suffix: Telephone Nbr.:

Show Details→ Show Details→

Close Save

VOLUNTARY &  
WORK EXP.  
rience  
d Work Experience.  
Show Details→

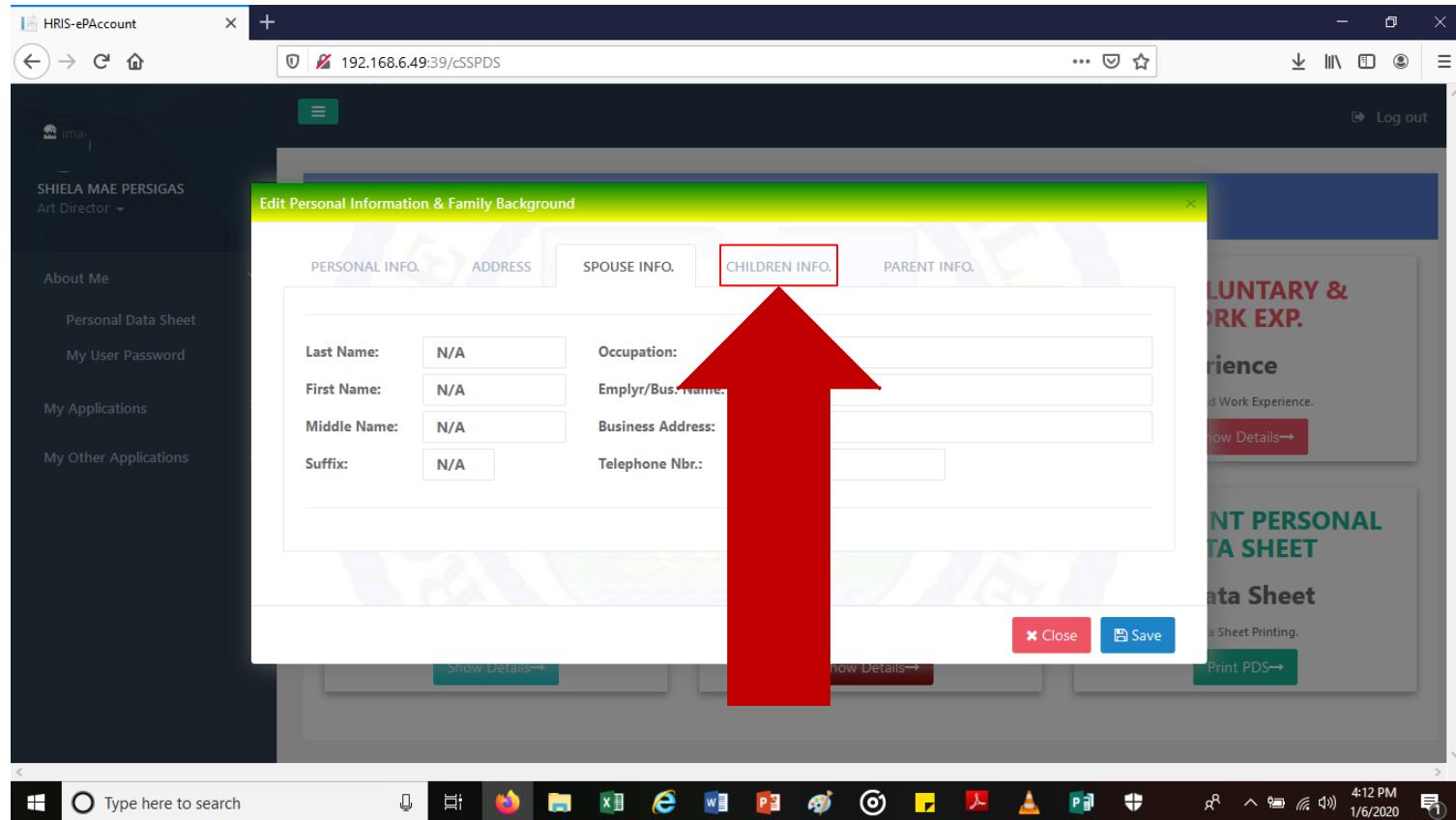
ENT PERSONAL  
DATA SHEET  
ata Sheet  
a Sheet Printing.  
Print PDF→

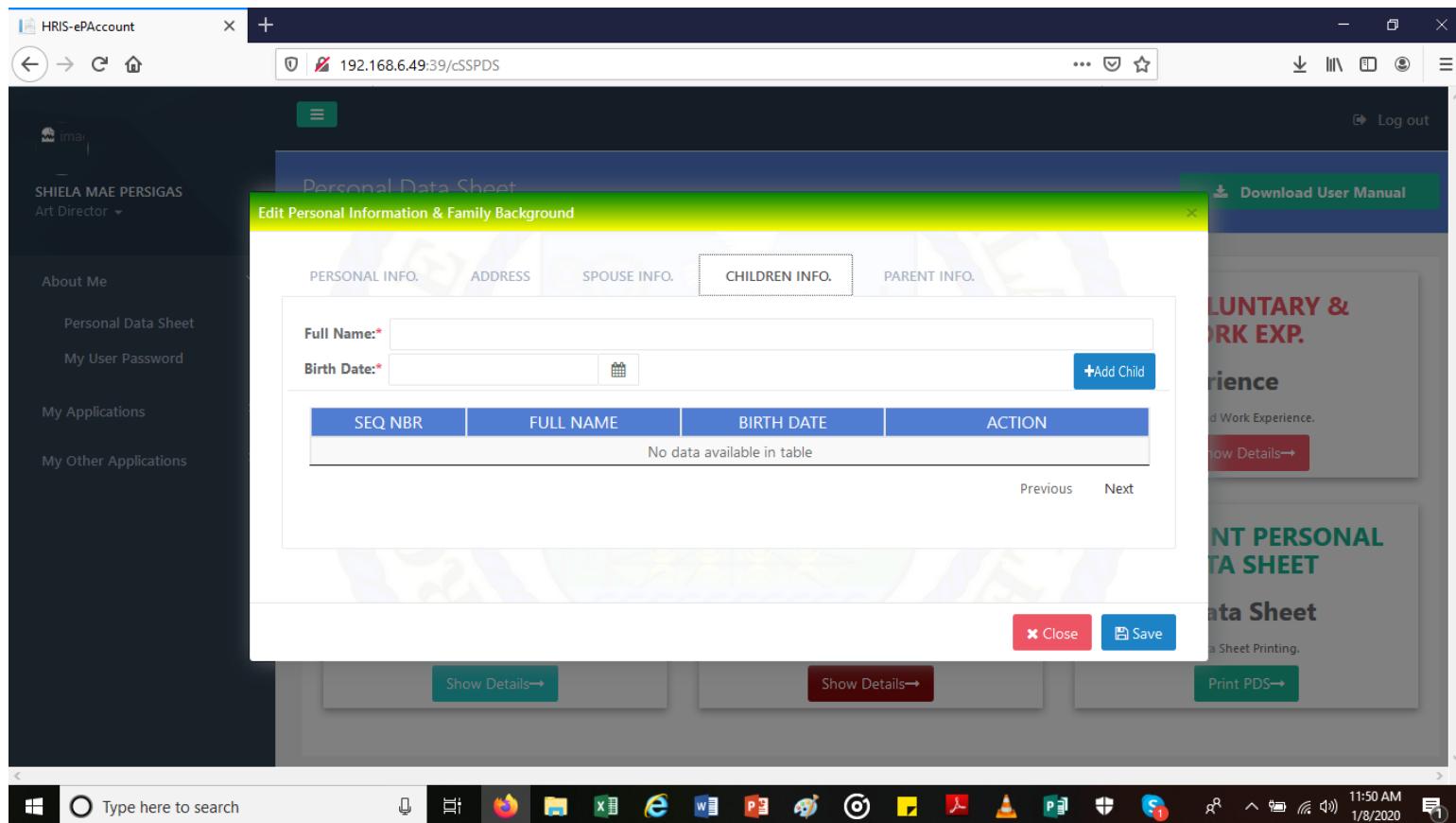
Type here to search

4:11 PM 1/6/2020

Field	Value
Last Name	N/A
Occupation	
First Name	
Emplry/Bus. Name	
Middle Name	
Business Address	
Suffix	
Telephone Nbr.	

**Step 11:** Updated needed information in **spouse info. tab**, click **children info. tab** to continue and update information.





**Step 12:** Try to add information click **add child button** in order to add and update employee information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click add button without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name\*:  required field!

Birth Date\*:   +Add Child required field!

SEQ NBR FULL NAME BIRTH DATE ACTION

No data available in table

Previous Next

Show Details Close Save Print PDF

Type here to search

11:53 AM 1/8/2020

# Step 13: Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:39/csspds

SHIELA MAE PERSIGAS  
Art Director

About Me

- Personal Data Sheet
- My User Password
- My Applications
- My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name: \* N/A  
required field!

Birth Date: \* N/A

+Add Child

SEQ NBR	FULL NAME	BIRTH DATE	ACTION
No data available in table			

Previous Next

Show Details→ Show Details→

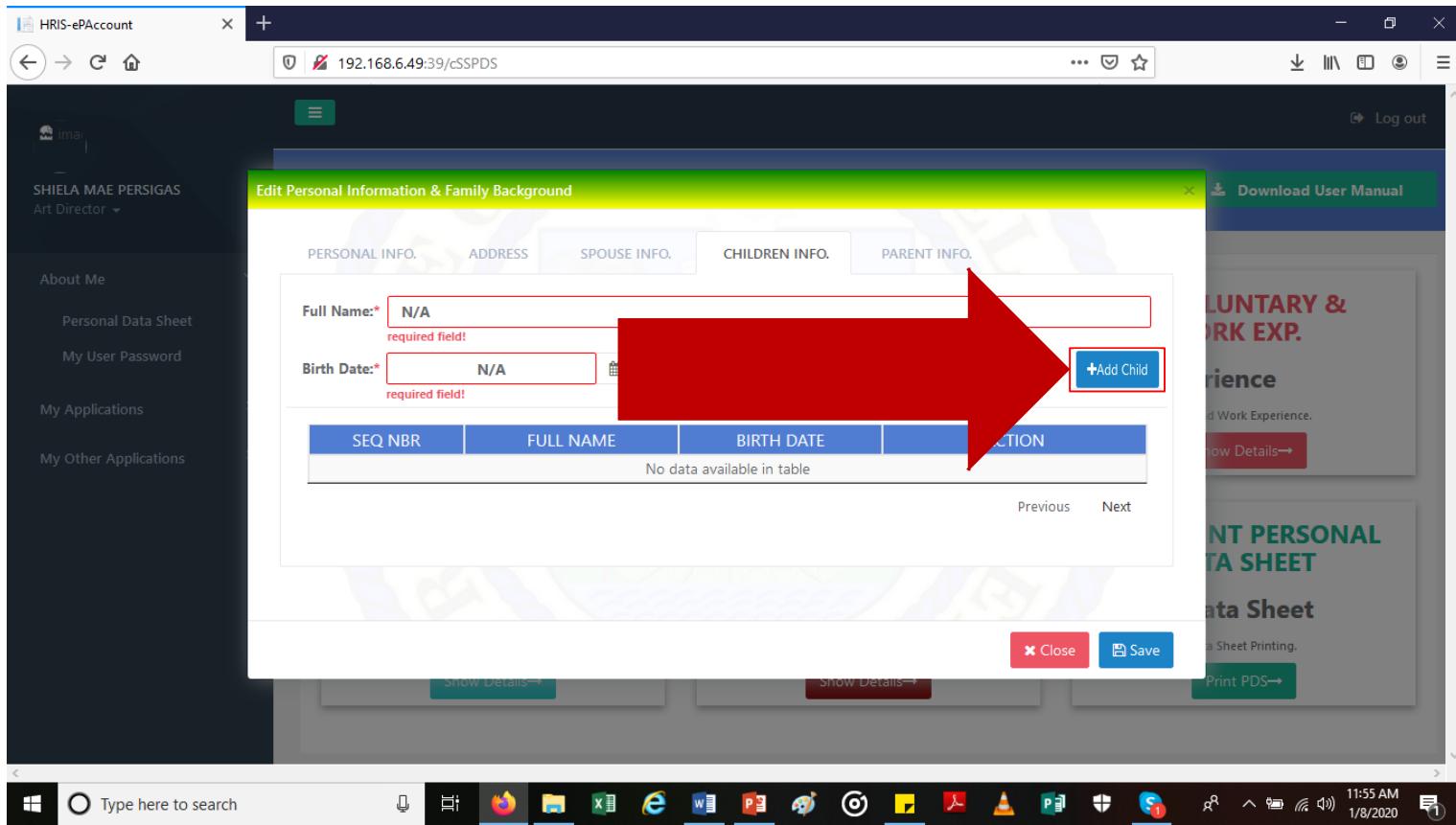
LUNTARY &  
WORK EXP.  
rience  
d Work Experience.  
View Details→

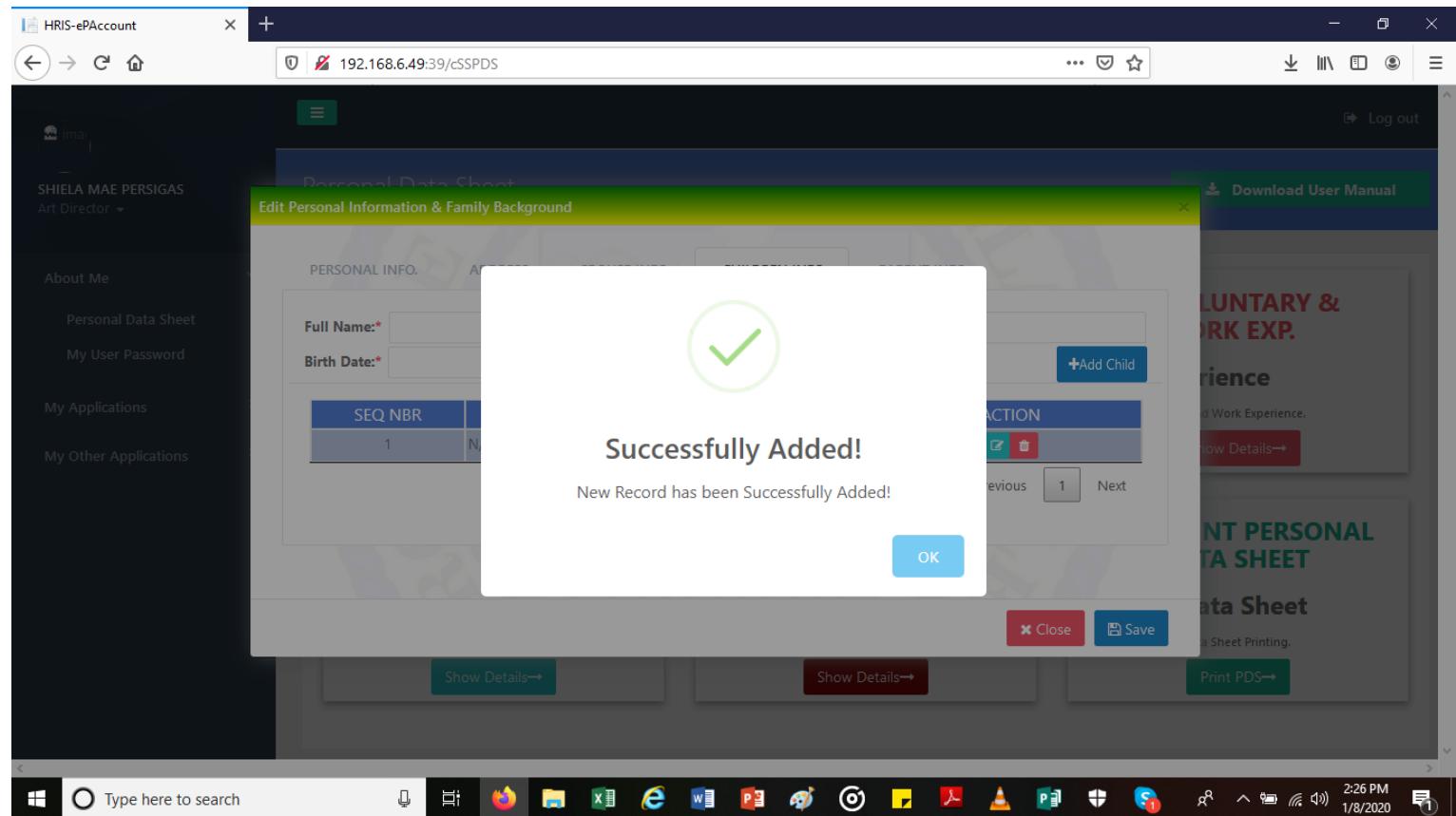
ANT PERSONAL  
TA SHEET  
ata Sheet  
a Sheet Printing.  
Print PDF→

Type here to search

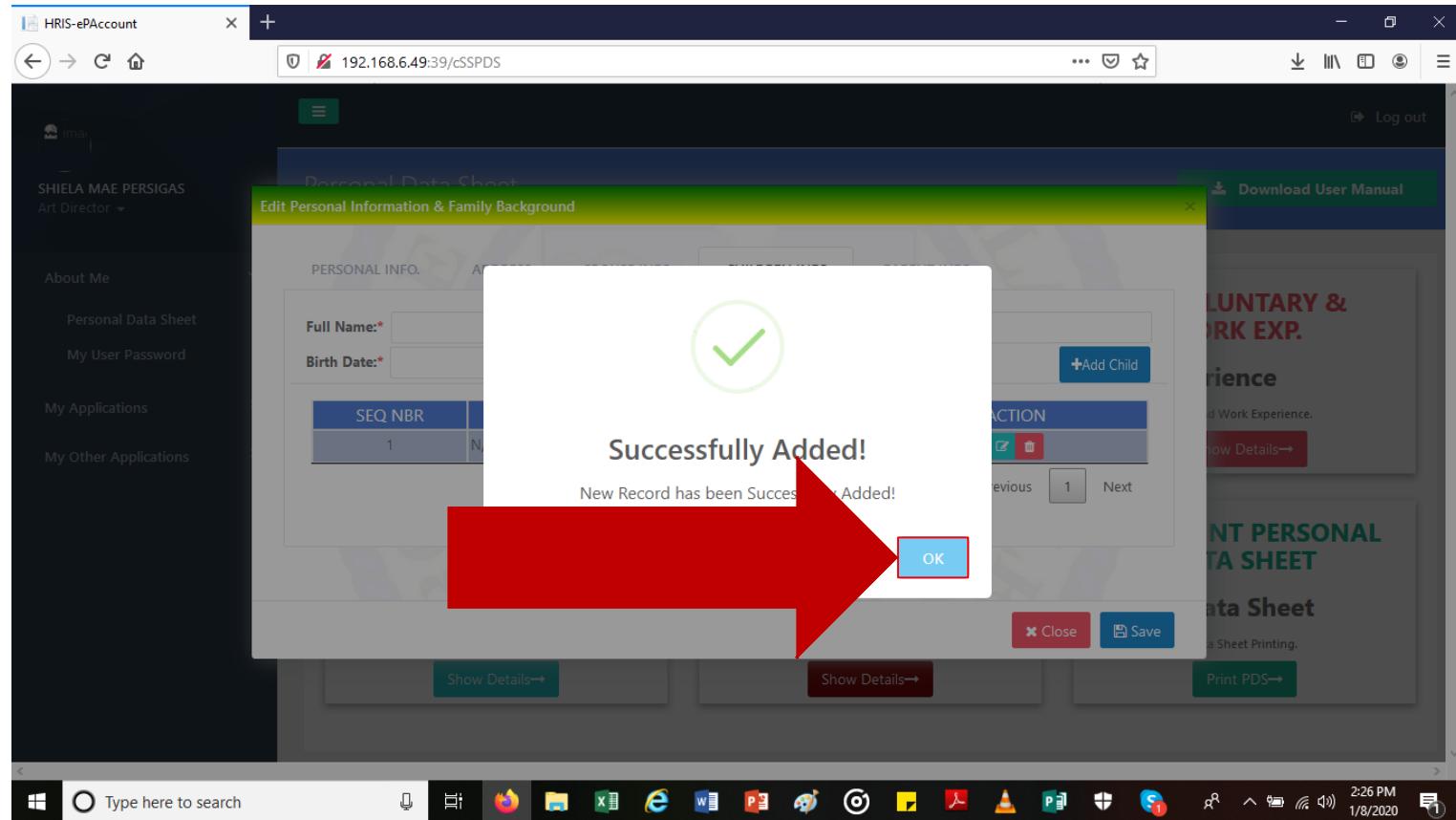
11:55 AM  
1/8/2020

**Step 14:** Click **add button** in order to add updated information on the table grid below.





**Step 15: Click ok button to exit and go back to previous tab.**



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

SHEILA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name:

Birth Date:

+Add Child

SEQ NBR	FULL NAME	BIRTH DATE	ACTION
1	N/A	N/A	<input type="button"/> <input type="button"/>

Previous 1 Next

Close Save

Show Details→ Show Details→

LUNTARY &  
ORK EXP.  
rience  
Work Experience.  
ow Details→

ENT PERSONAL  
TA SHEET  
ata Sheet  
Sheet Printing.  
Print PDF→

Type here to search

4:42 PM  
1/6/2020

SEQ NBR	FULL NAME	BIRTH DATE	ACTION
1	N/A	N/A	<input type="button"/> <input type="button"/>

**Step 16:** If you want to update information on the grid below, select specific information to update.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

SHIELA MAE PERSIGAS  
Art Director

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name:

Birth Date:

+Add

SEQ NBR	FULL NAME	BIRTH DATE	ACTION
1	N/A	N/A	

Previous 1 Next

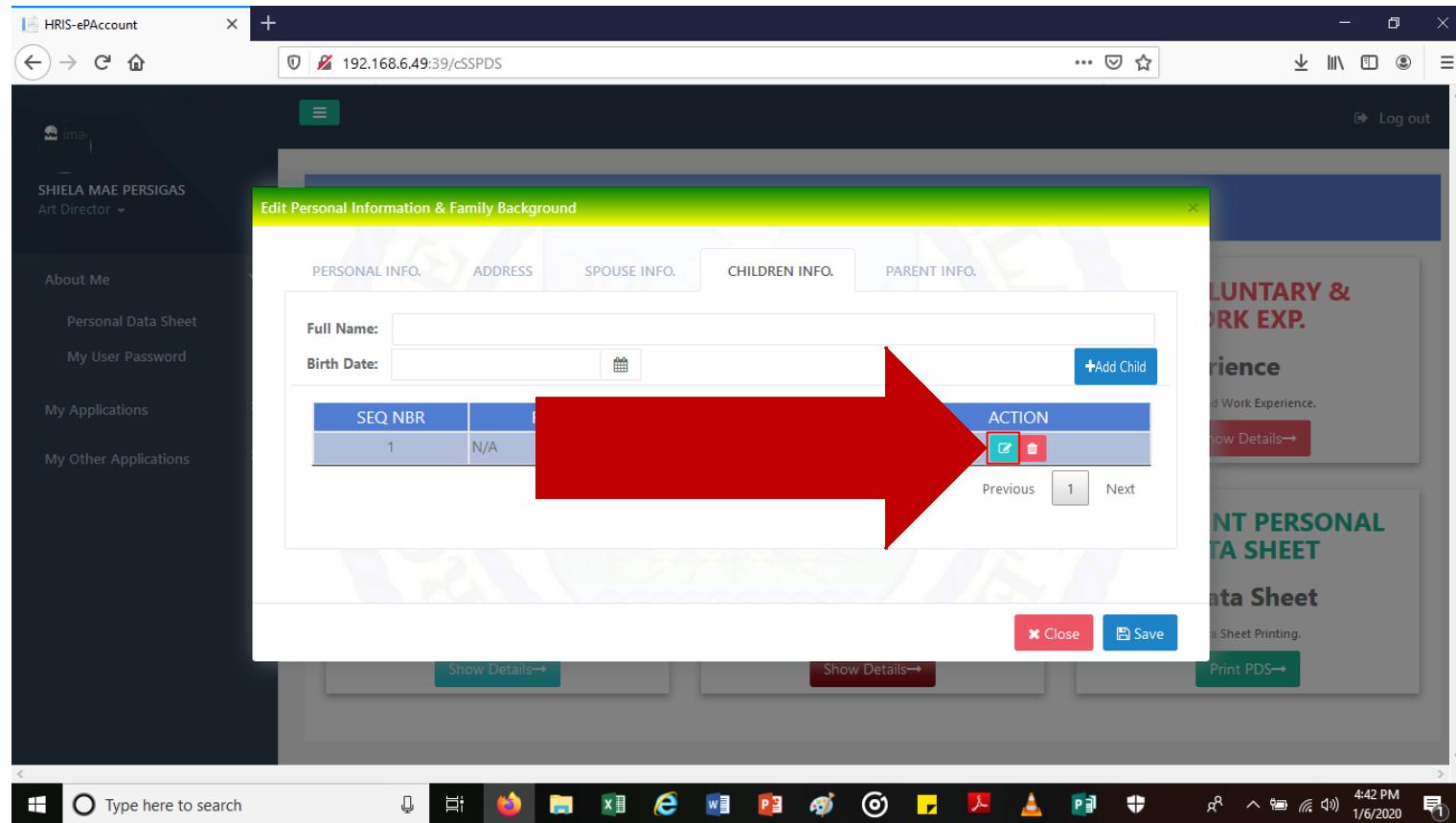
Close Save

Show Details→ Show Details→ Print PDS→

Type here to search

4:42 PM 1/6/2020

## Step 17: Click edit button in order to update the information.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

SHIELA MAE PERSIGAS  
Art Director

About Me

- Personal Data Sheet
- My User Password

My Applications

My Other Applications

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name: N/A

Birth Date: N/A

Update Child

SEQ NBR	FULL NAME	BIRTH DATE	ACTION
1	N/A	N/A	<input type="button"/> <input type="button"/>

Previous 1 Next

Show Details→ Close Save

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

ata Sheet

Sheet Printing.

Print PDF→

Type here to search

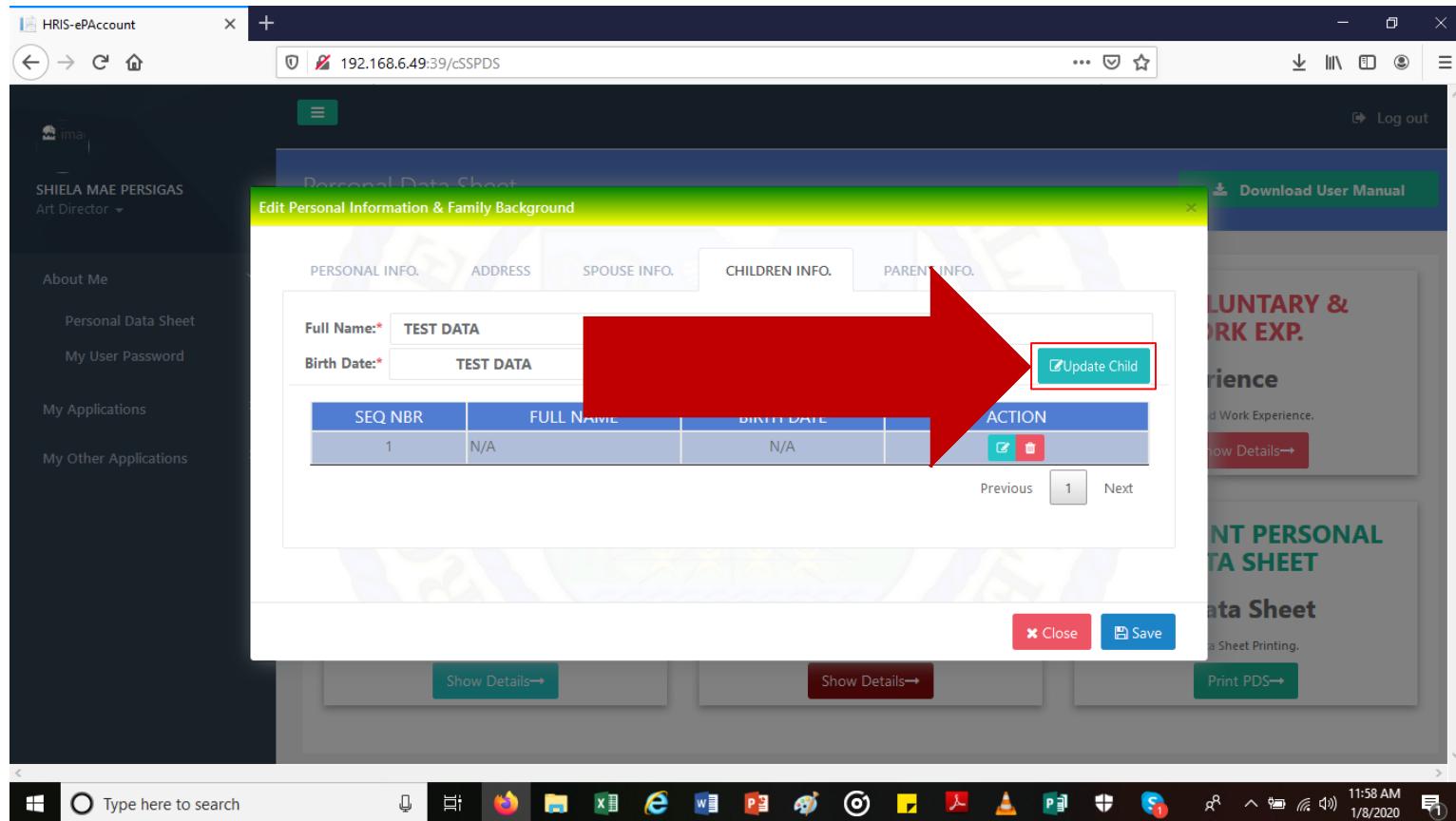
Windows Start button

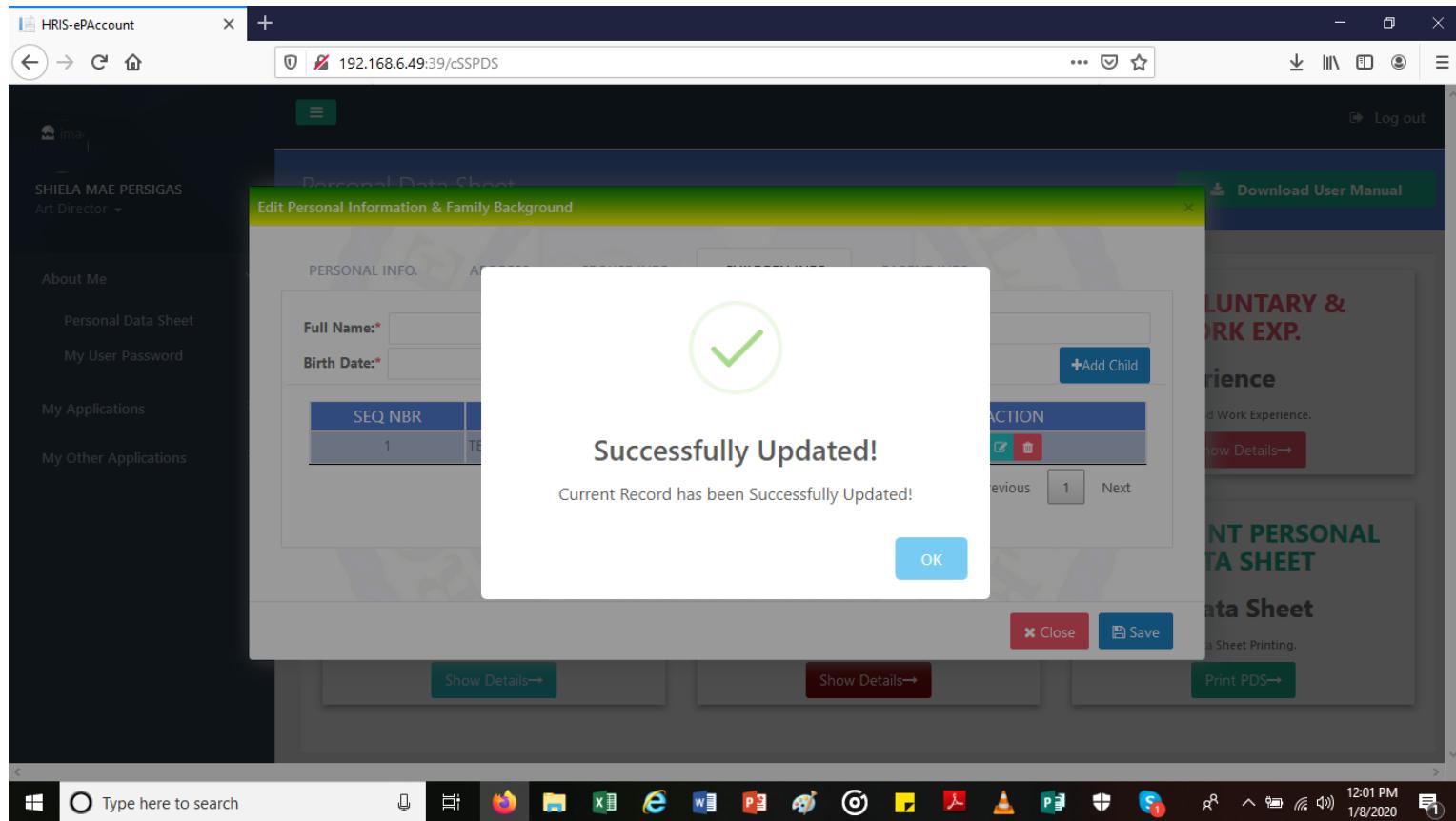
Taskbar icons: File Explorer, Edge, Excel, Word, Powerpoint, OneDrive, File History, VLC, Microsoft Edge, Microsoft Store, Task View, Task Manager, Network, Battery, Signal, Volume, 5:08 PM, 1/6/2020, Notifications

## **Note:**

If you have click **edit button** expected that **add child button** above will become **update child button**, for you to update information edit first values in **full name** and **birth date fields** before clicking the **update child button**.

**Step 18:** Update values in all required fields to update information, click **update button** to update data.



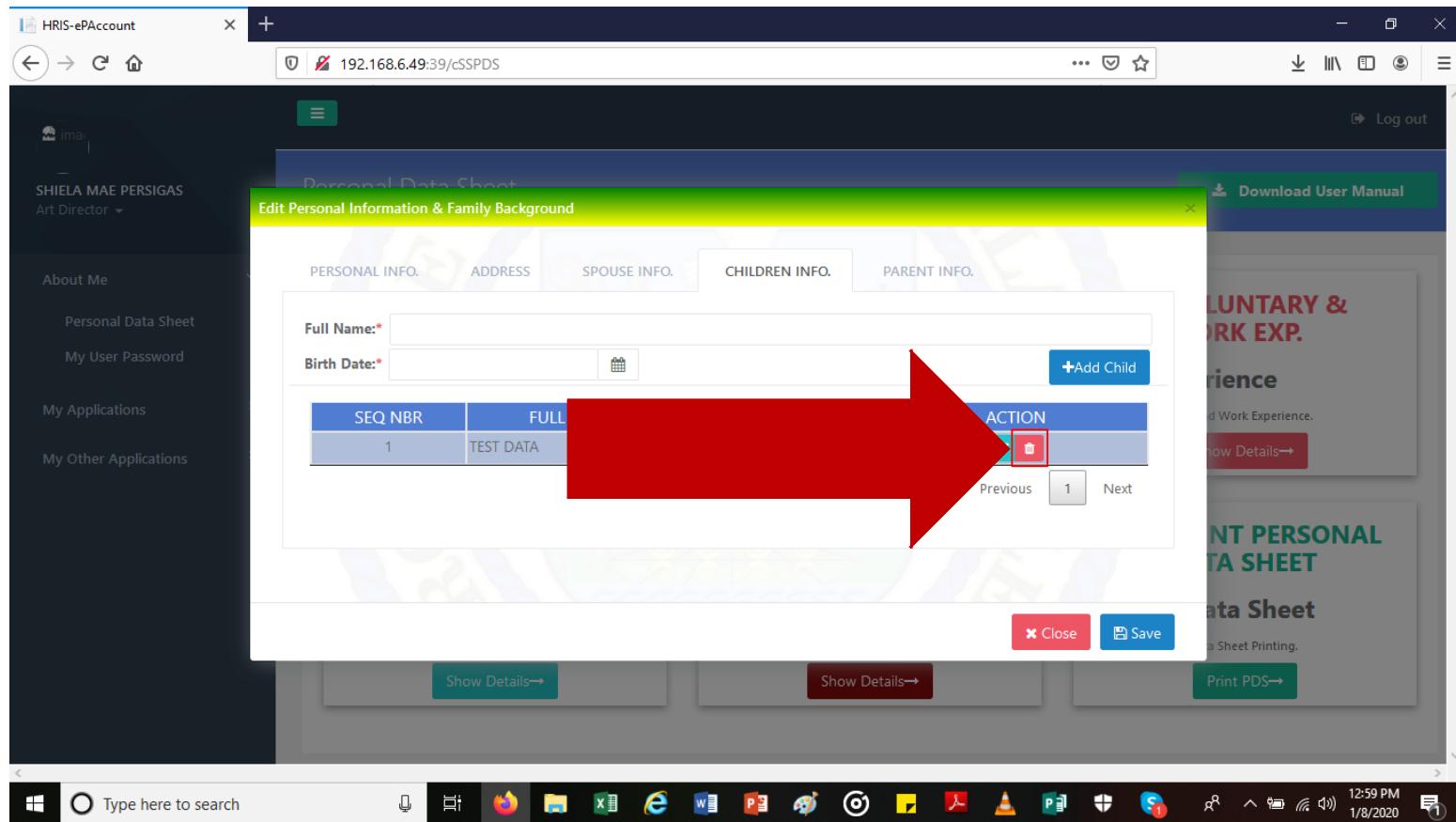


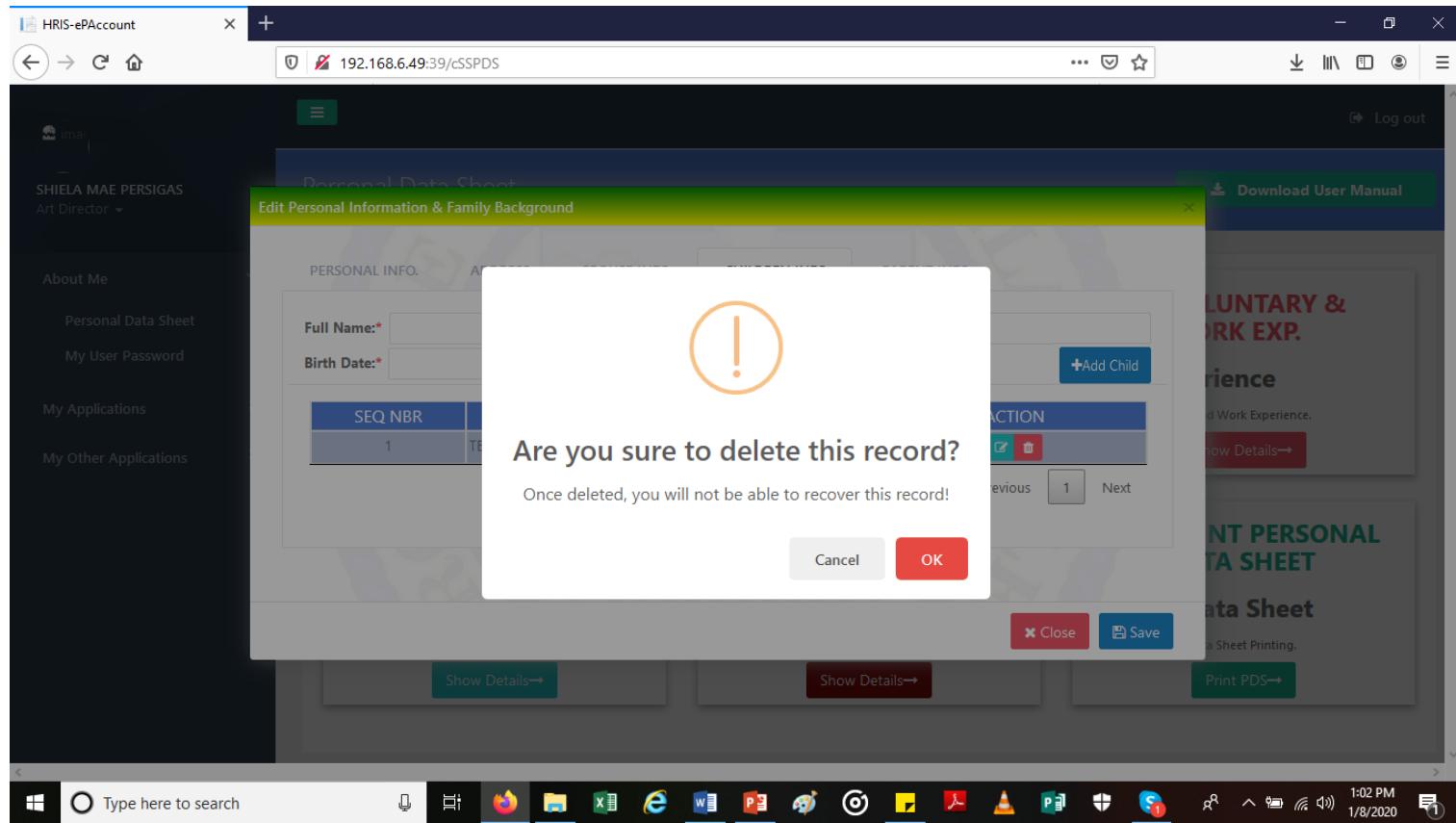
**Step 19:** Repeat step 15 to continue, select specific record that you want to delete information.

The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL "192.168.6.49:39/cSSPDS". The main window is titled "Personal Data Sheet" and "Edit Personal Information & Family Background". On the left sidebar, there are links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The user is currently logged in as "SHIELA MAE PERSIGAS" with the role "Art Director". The main content area contains tabs for "PERSONAL INFO.", "ADDRESS", "SPOUSE INFO.", "CHILDREN INFO.", and "PARENT INFO.". The "CHILDREN INFO." tab is active, showing a table with one row of data. The table has columns: "SEQ NBR", "FULL NAME", "BIRTH DATE", and "ACTION". The first row contains the values "1", "TEST DATA", "TEST DATA", and two icons in the "ACTION" column. This row is highlighted with a red border. At the bottom of the table, there are "Previous" and "Next" buttons, and a page number "1". Below the table, there are buttons for "Close" (red), "Save" (blue), and "Print PDS" (green). The status bar at the bottom shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as "12:59 PM 1/8/2020".

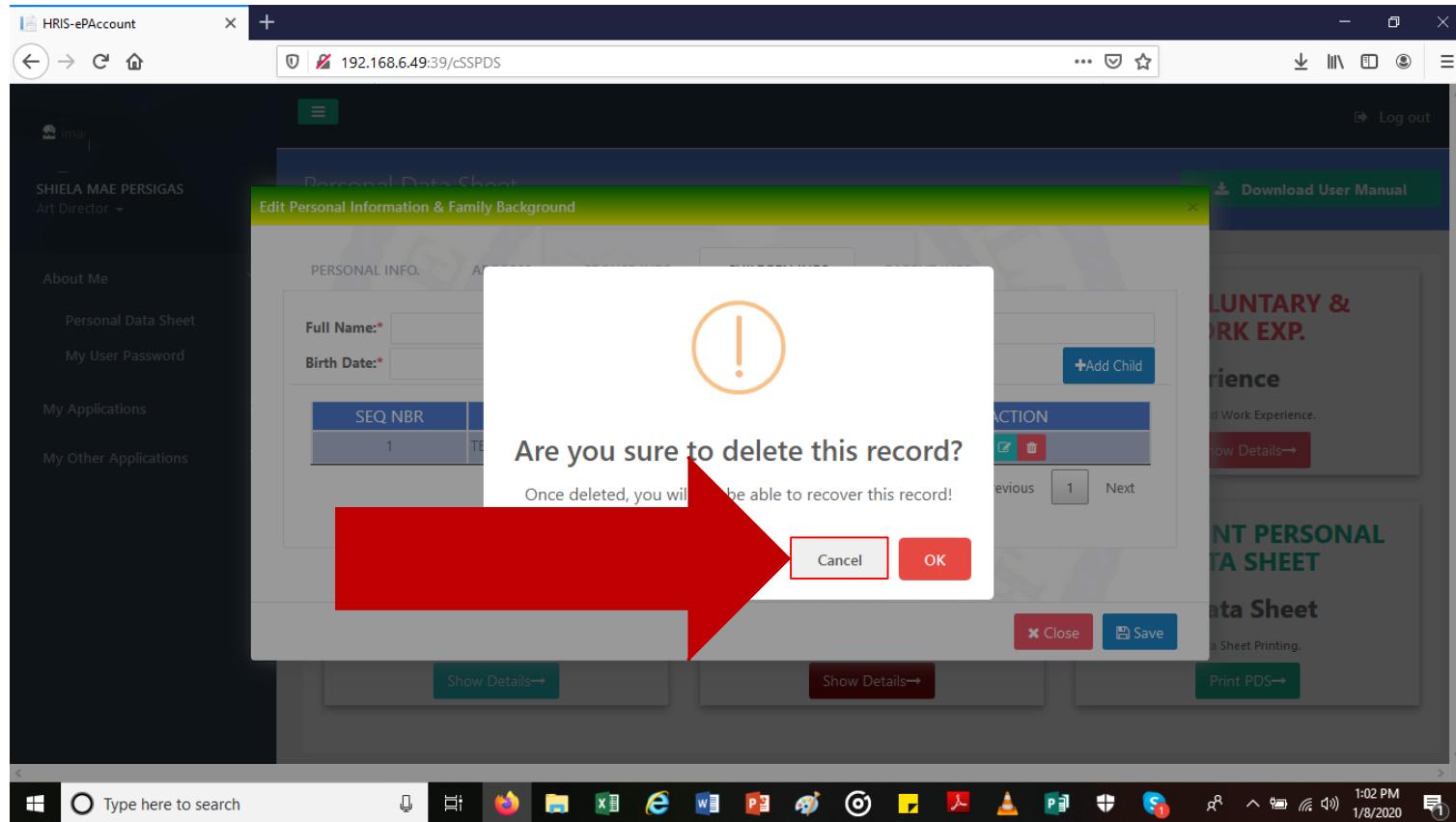
SEQ NBR	FULL NAME	BIRTH DATE	ACTION
1	TEST DATA	TEST DATA	

## Step 20: Click delete button if you want to delete information.

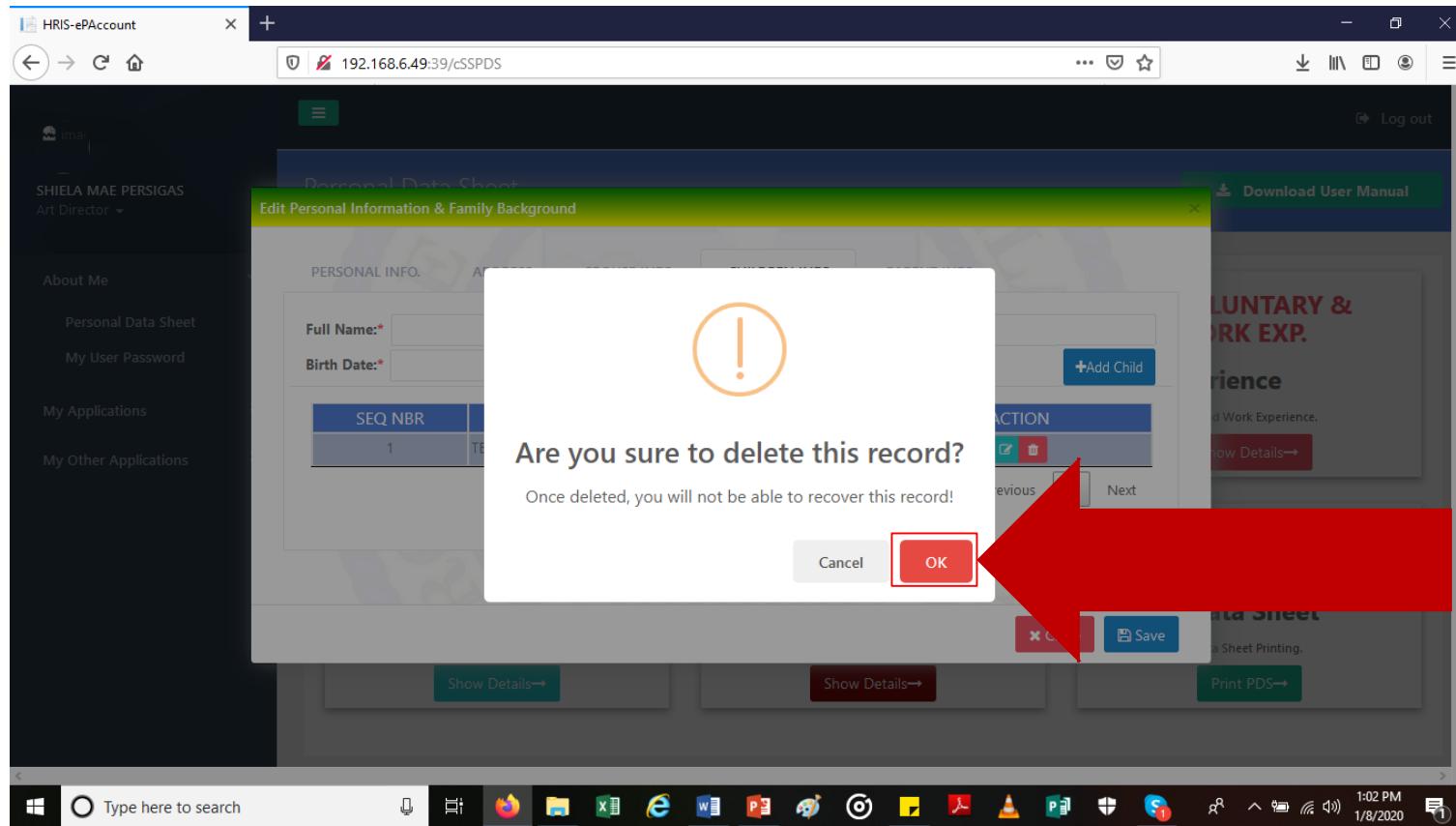




# Step 21: Click cancel button if you don't want to delete information.



**Step 22:** Repeat step 20, click **ok** button to delete information.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

SHIELA MAE PERSIGAS  
Art Director ▾

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Personal Data Sheet

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

Full Name:\*

Birth Date:\*

SEQ NBR

+Add Child

ACTION

Previous Next

Your Record has been Successfully Deleted!

OK

Close Save

Show Details→ Show Details→ Print PDF→

LUNTARY & WORK EXP.

rience

ed Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

ata Sheet

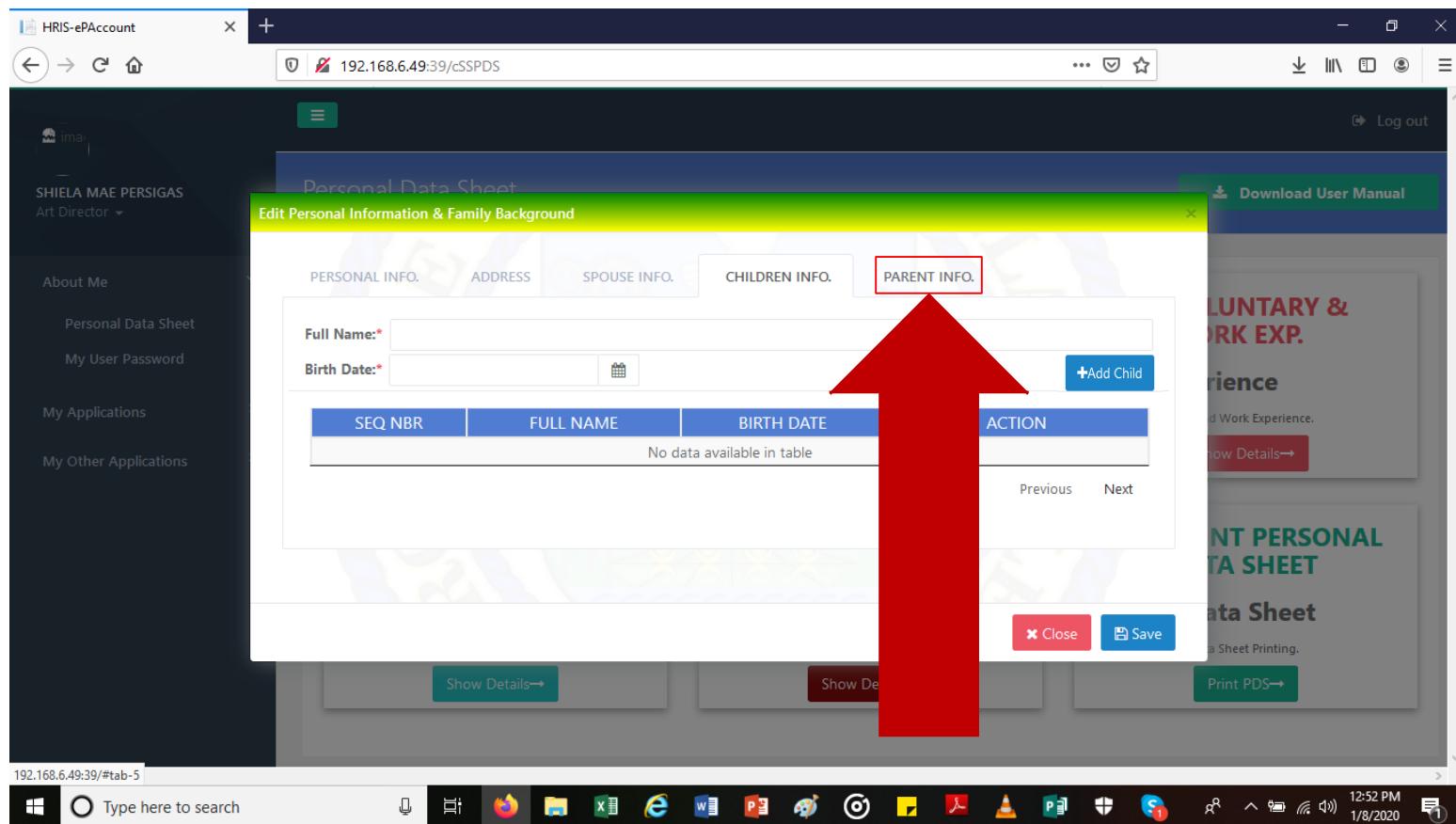
a Sheet Printing.

Print PDF→

Type here to search

2:32 PM 1/8/2020

**Step 23:** Repeat step 15 to continue, click **parent info.** if you want continue and input information.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Personal Data Sheet

Edit Personal Information & Family Background

PERSONAL INFO. ADDRESS SPOUSE INFO. CHILDREN INFO. PARENT INFO.

FATHER'S INFORMATION MOTHER'S INFORMATION

Last Name:   
First Name:   
Middle Name:   
Suffix:

Last Name:   
First Name:   
Middle Name:

Close Save

Download User Manual

VOLUNTARY & WORK EXP.

Experience

Show Details→

ANT PERSONAL DATA SHEET

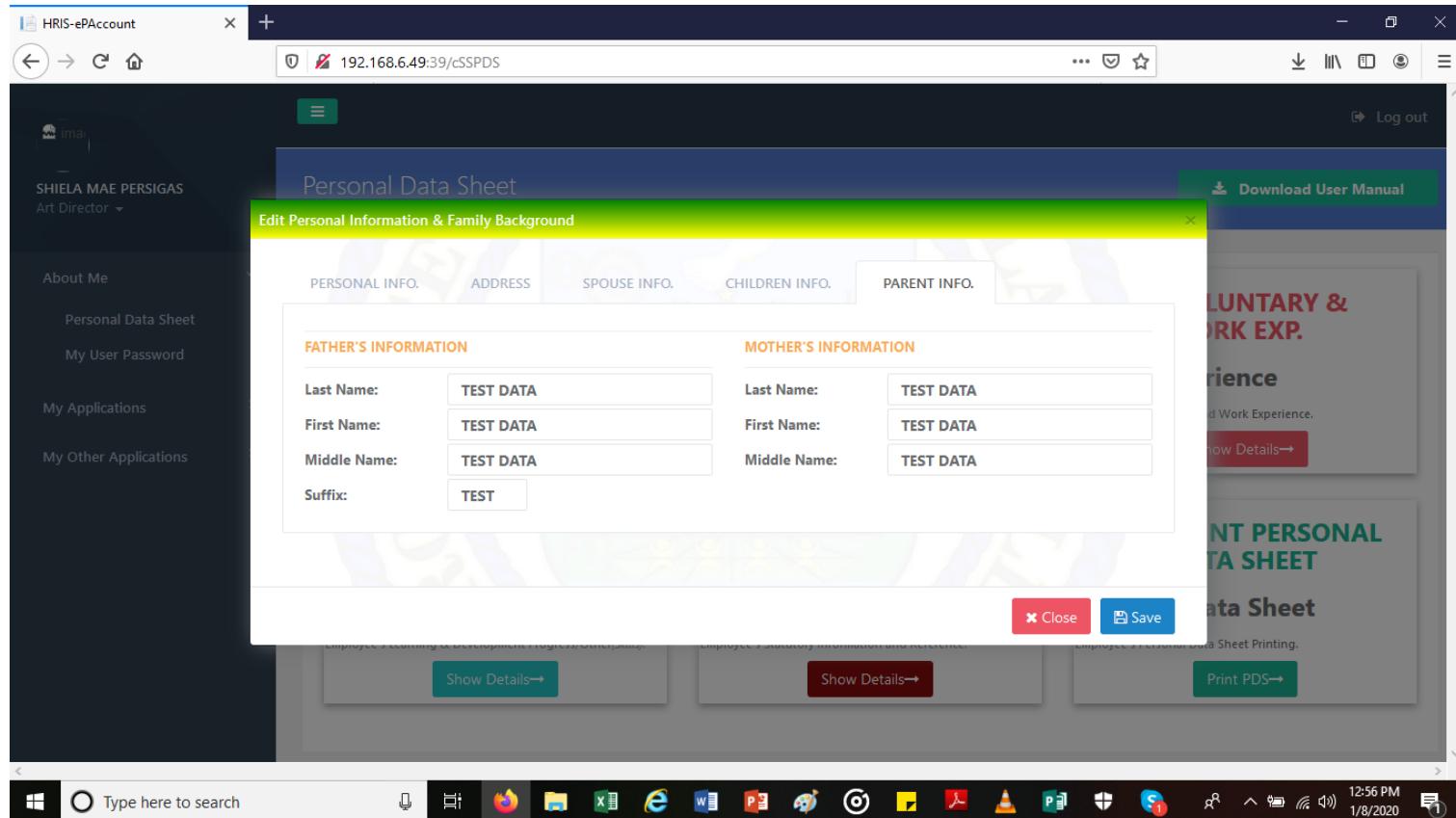
Data Sheet

Show Details→ Print PDS→

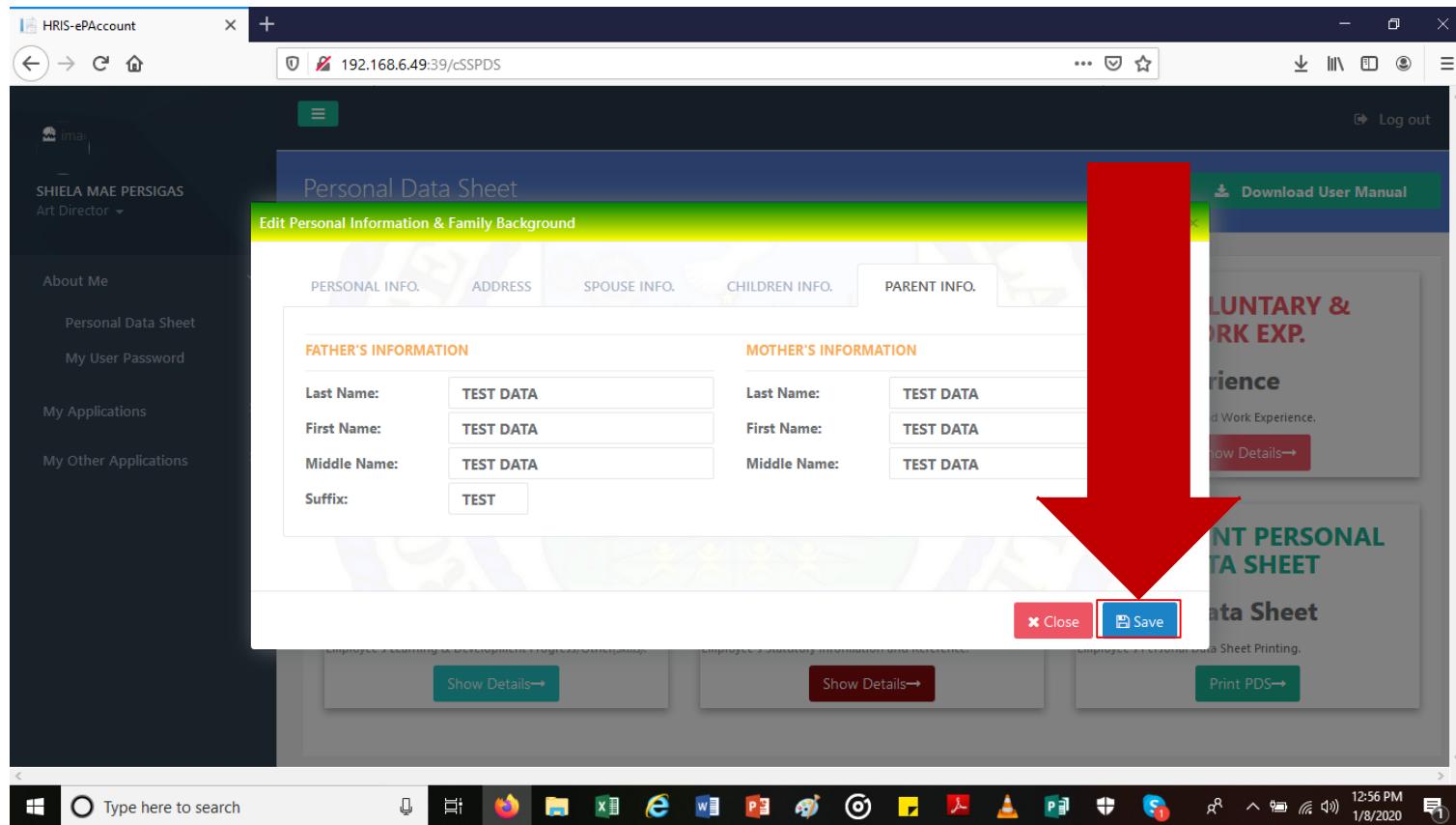
Type here to search

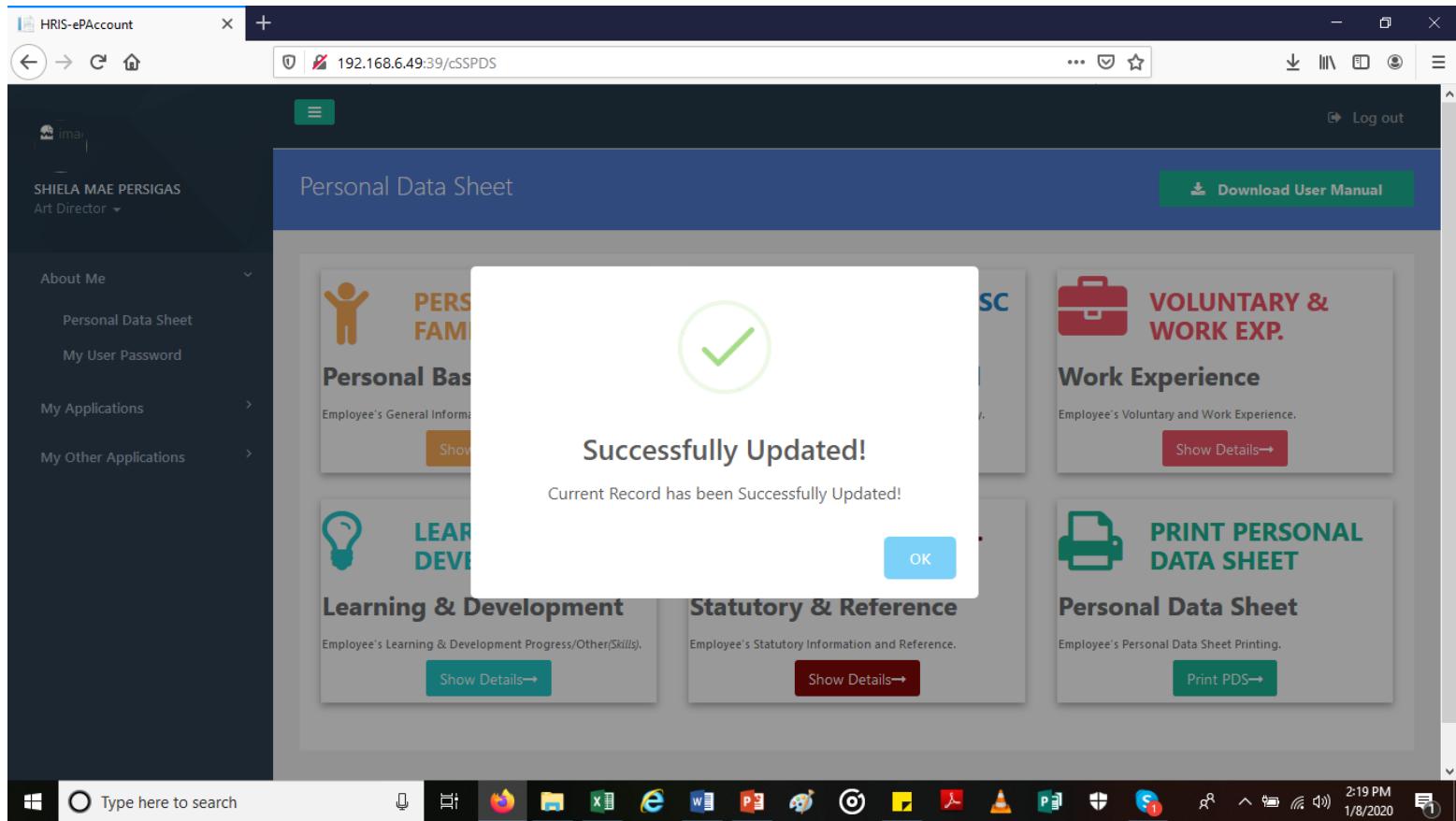
12:53 PM 1/8/2020

# Step 24: Input values in parent info. tab if you want to update information.

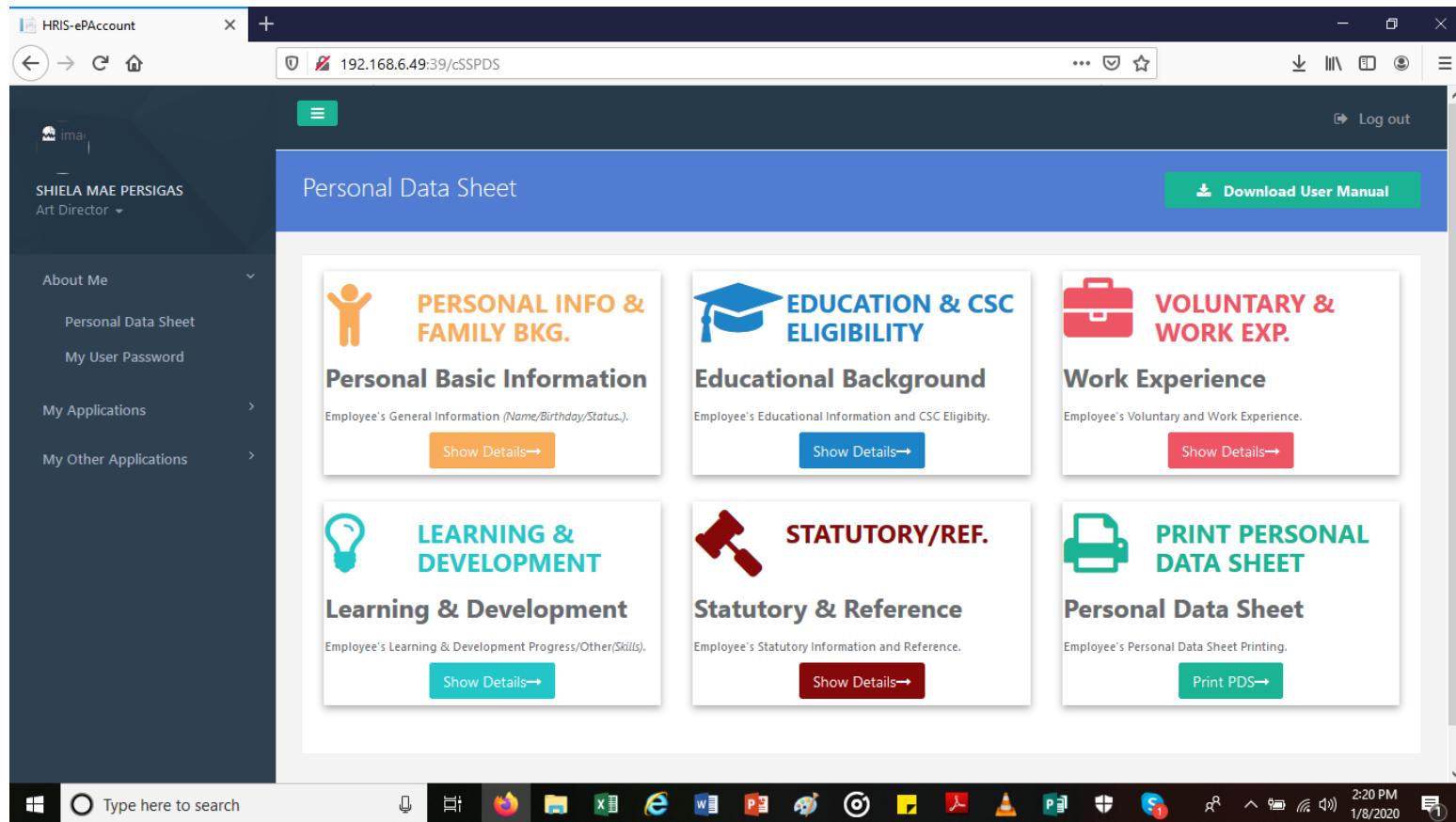


## Step 25: Click save button to save updated information.





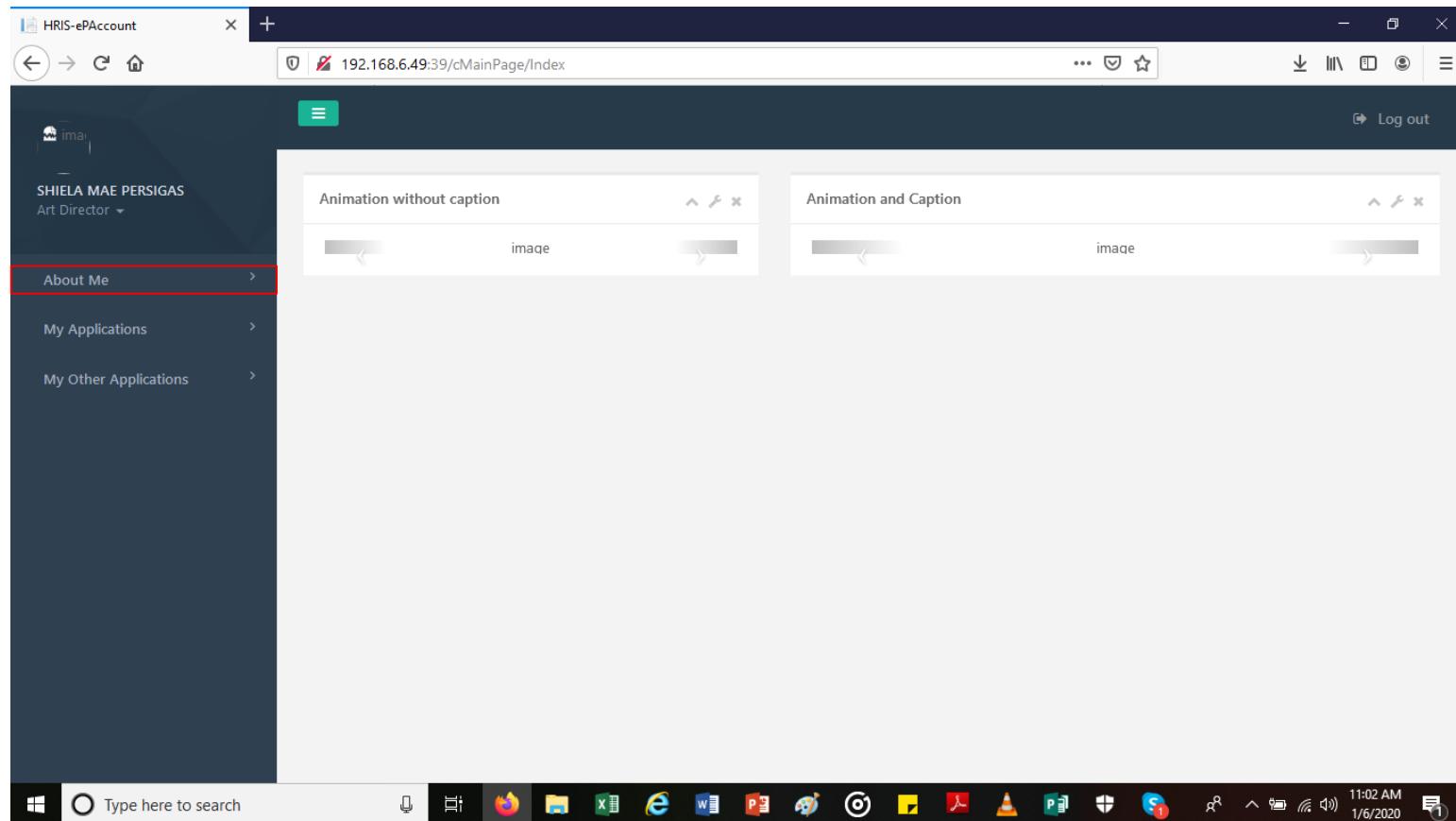
**Step 26:** Repeat step 15 to continue and exit to go back to previous page.

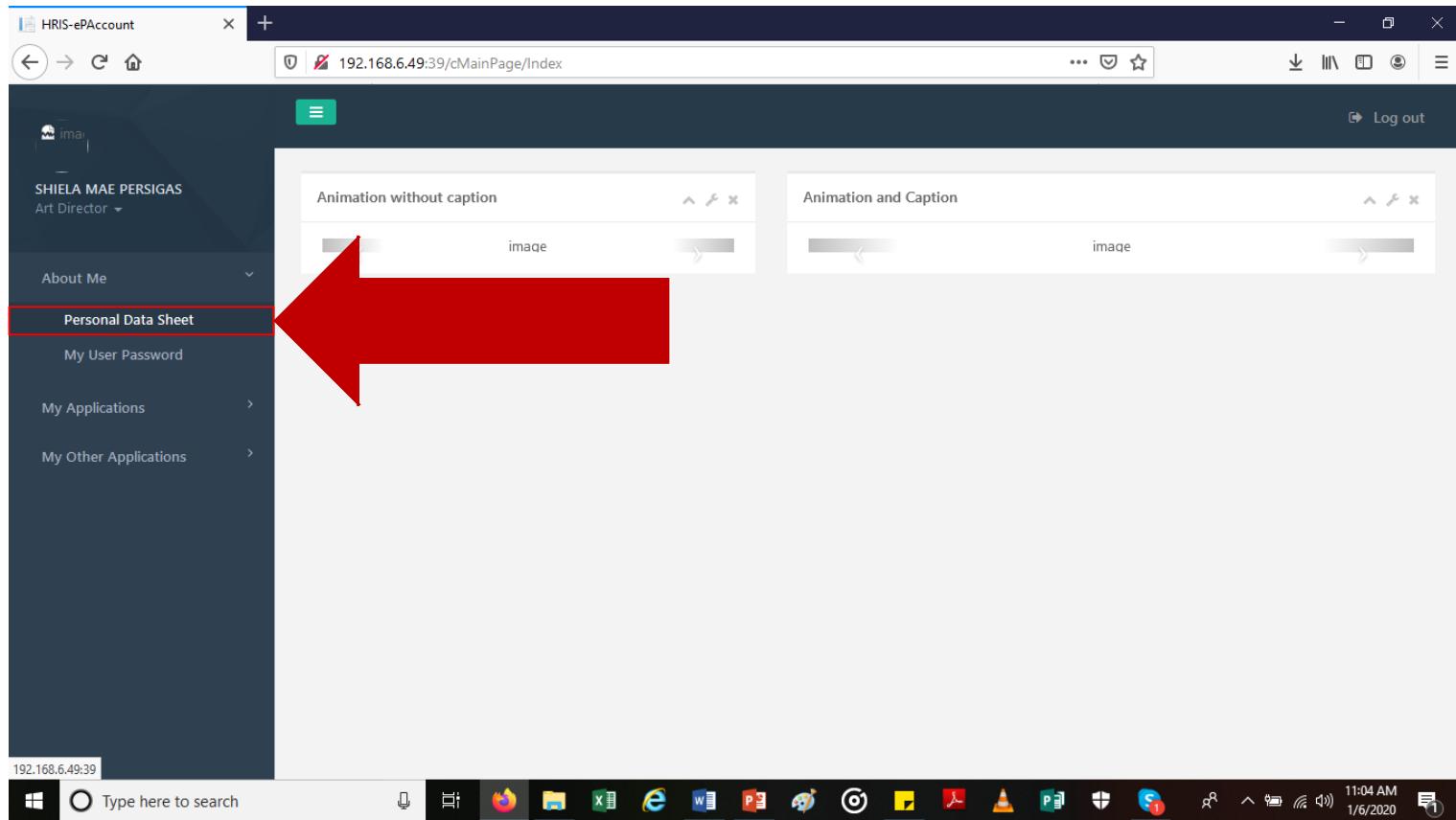


# Personal Data Sheet

## (Educational Background)

Navigate to About Me-> Personal Data Sheet-> Educational Background





HRIS-ePAccount

192.168.6.49:39/CSSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet **(highlighted)**

My User Password

My Applications

My Other Applications

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress / Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Type here to search

11:05 AM  
1/6/2020

## **Note:**

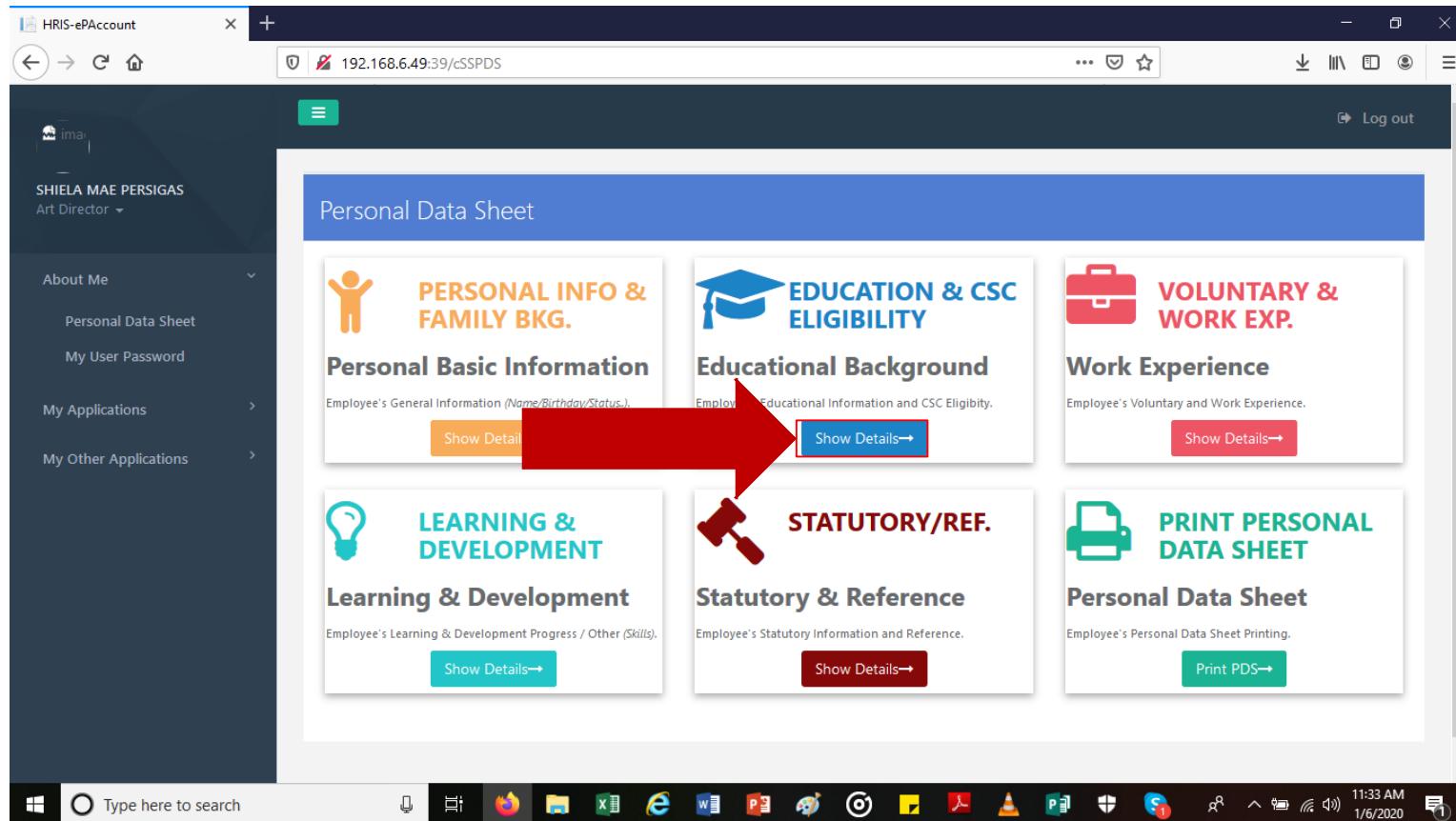
Upon log-in in the system user's are strictly not allowed to use other employee's account to log-in in the system, because here in **PDS (Personal Data Sheet)** all information to be display will be base on the log-in account information of specific employee valued data.



# How to edit employee educational background?



**Step 1:** While on the main page of **personal data sheet** click **Show Details** button pop-up window will appear where **edit educational background & eligibility** modal page will be display.



HRIS-ePAccount 192.168.6.49:39/cSSPDS

### Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

**EDUCATIONAL LEVEL:**\* --Select Here-- [+Add Education](#)

**Period From:**\*   **Period To:**\*   **Date Graduated:**

**Name of School:**\*

**Edcu./Degree/Course:**\*

**Highest Lvl/Unit Earned:**

**Schlrship/Honors Rcvd.:**

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
No data available in table				

Previous    Next

[Close](#) [Save](#)

Log out    Download User Manual

VOLUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

CONT PERSONAL DATA SHEET

data Sheet

Sheet Printing.

Print PDS→

Type here to search

2:49 PM 1/8/2020

## **Note:**

Edit page will open **employee ID no.** will auto-generate and all other non-key fields are blank. Primary key is personnel **ID nbr**. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

## **Educational Background**

Tab non-key fields in

**Educational Level** are:

- Period From
- Period To
- Date Graduated
- Name of School
- Educ./Degree/Course
- Highest Level/Unit Earned
- Scholarship/Honors Received

## **Eligibility Tab:**

- Career Svc/RA 1080  
(Board/Bar)
- Place of Examination
- Date of Examination
- License/ID Nbr.
- Date of Validity
- Rating

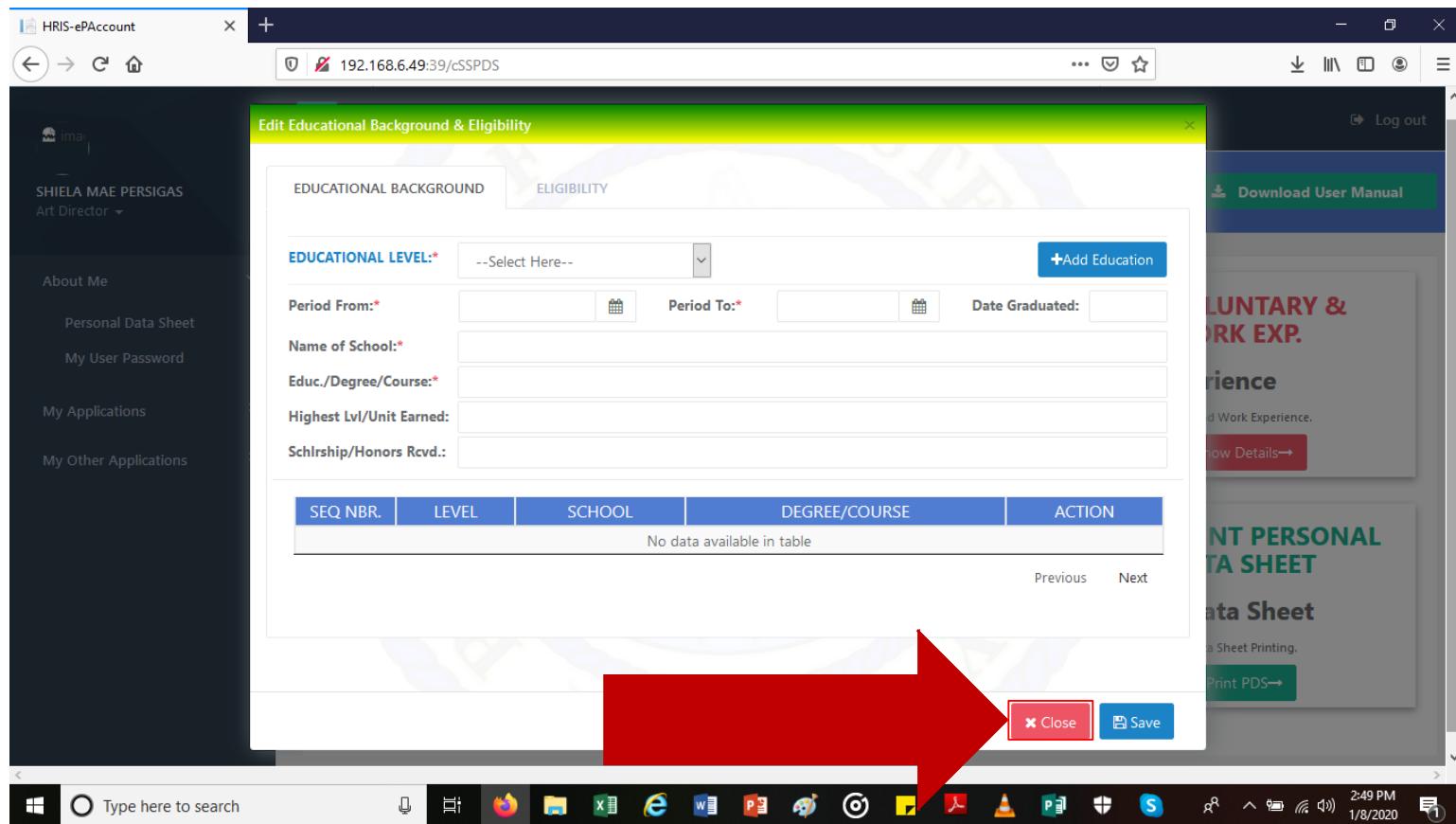
A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).



## **Note:**

Once an account is log-in to the system expected that whatever information displayed will be base on the account use by the user alone to access the system. So, be sure and be accurate and avoid using other employee's account to avoid complications of data. Just because pds information specifically in **educational background page** affects lots of data if manipulated by anonymous person. Moreover, user's are strictly not allowed to use another account.

**Step 2: Click close button if you want to cancel and go back to main page.**



**Step 3:** Repeat **step 1** if you want to continue to add employee educational background. **Edit educational background & eligibility** modal page will be display.

The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL "192.168.6.49:39/cssPDS". The main menu on the left includes "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The current page is "Edit Educational Background & Eligibility". The modal window has two tabs: "EDUCATIONAL BACKGROUND" (selected) and "ELIGIBILITY". The "EDUCATIONAL BACKGROUND" tab contains fields for "EDUCATIONAL LEVEL" (dropdown menu), "Period From" and "Period To" (date pickers), "Date Graduated" (text input), and several descriptive text inputs for "Name of School", "Educ./Degree/Course", "Highest Lvl/Unit Earned", and "Schlrship/Honors Rcvd.". Below these is a table with columns "SEQ NBR.", "LEVEL", "SCHOOL", "DEGREE/COURSE", and "ACTION". A message "No data available in table" is displayed. At the bottom of the modal are "Close" and "Save" buttons. The status bar at the bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

**Step 4:** Try to click **add education button** in order to add and update employee information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add education button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

EDUCATIONAL LEVEL\*: --Select Here--  +Add Education

Period From:   Period To:   Date Graduated:

Name of School\*:

Edc./Degree/Course\*:

Highest Lvl/Unit Earned:

Schlrsip/Honors Rcvd.:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
No data available in table				

Previous      Next

Download User Manual

VOLUNTARY & WORK EXP.  
experience  
Show Details→

PRINT PERSONAL DATA SHEET  
Data Sheet  
Data Sheet Printing  
Print PDS→

2:50 PM  
1/8/2020

Type here to search

**Step 5:** Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

90%

Log out

Download User Manual

### Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND    ELIGIBILITY

EDUCATIONAL LEVEL\*: ELEMENTARY [+Add Education](#)

Period From\*: 2001-06-04 [Calendar](#)    Period To\*: 2006-03-28 [Calendar](#)    Date Graduated: 2006

Name of School\*: TEST DATA

Educ./Degree/Course\*: TEST DATA

Highest Lvl/Unit Earned:

Schlrship/Honors Rcvd.:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
No data available in table				

Previous    Next

[Close](#)    [Save](#)

VOLUNTARY & WORK EXP.

experience

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Data Sheet Printing,

Print PDF→

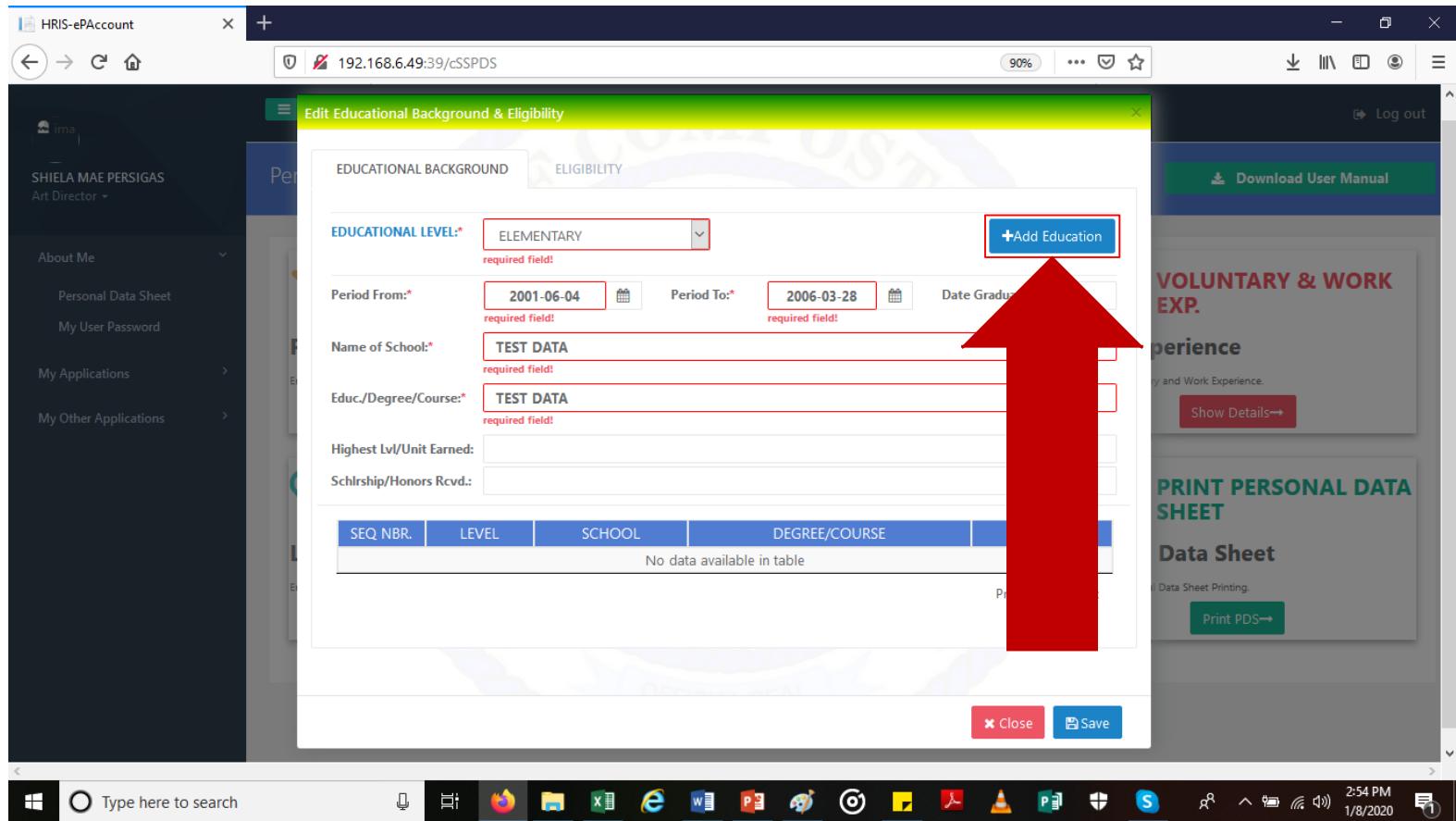
Type here to search

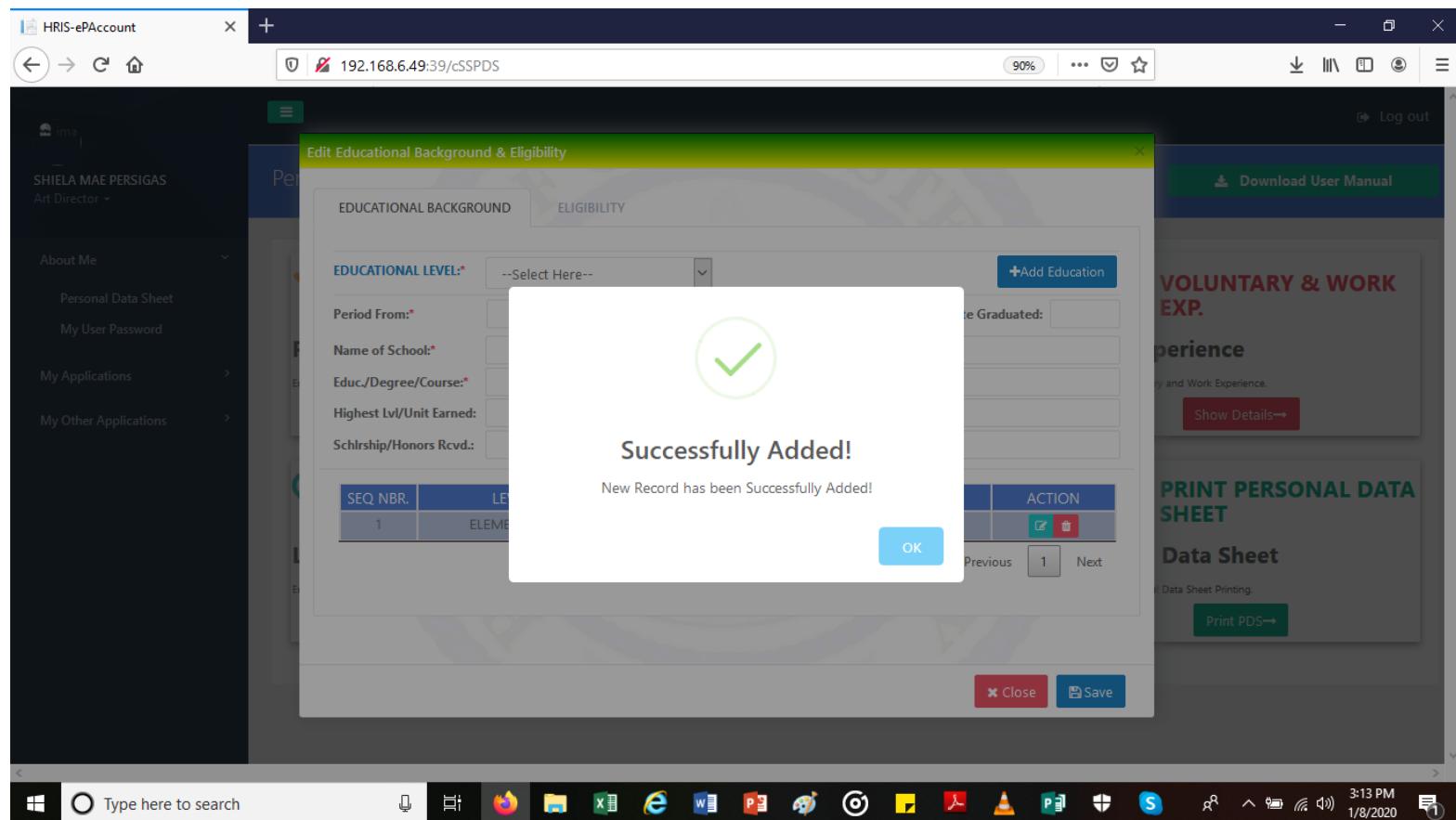
2:54 PM  
1/8/2020

## **Note:**

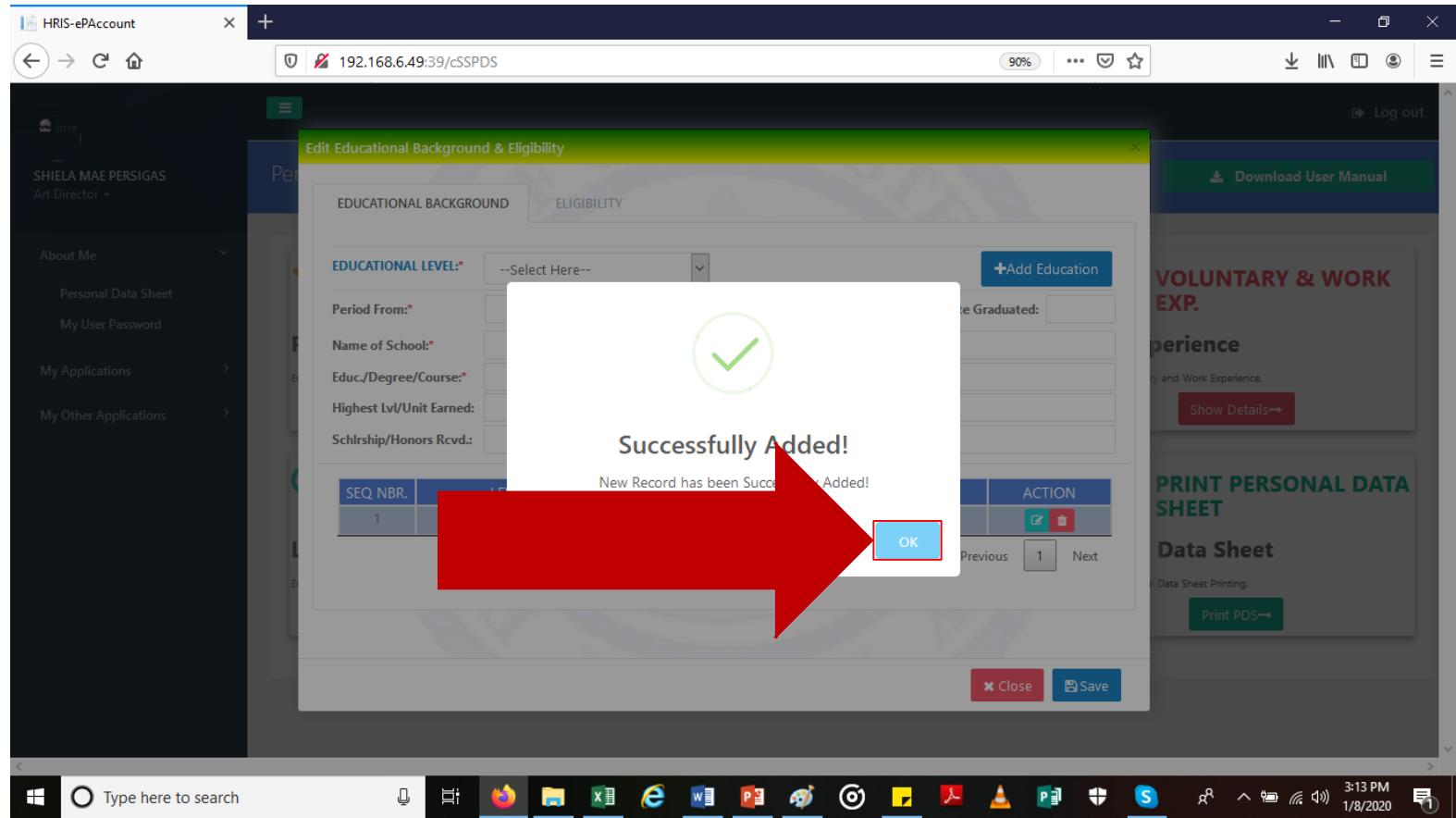
For you to add information in **educational background tab** first select drop-down list of information in **educational level** field list of information will be visible like **elementary, secondary, vocational course, college and graduate schools**.

**Step 6:** Click **add education** button in order to add updated information on the table grid below.





**Step 7: Click ok button to exit and go back to previous tab.**



HRIS-ePAccount

192.168.6.49:39/cSSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me

- Personal Data Sheet
- My User Password

My Applications

My Other Applications

### Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

EDUCATIONAL LEVEL\*: --Select Here-- [+Add Education](#)

Period From\*:   Period To\*:   Date Graduated:

Name of School\*:

Educ./Degree/Course\*:

Highest Lvl/Unit Earned:

Schlrship/Honors Rcvd:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
1	ELEMENTARY	TEST DATA	TEST DATA	<input type="checkbox"/> <input type="button" value="Edit"/>

Previous  Next

[Close](#) [Save](#)

Download User Manual

VOLUNTARY & WORK EXP.

experience

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Data Sheet Printing.

Print PDF→

Type here to search

3:14 PM  
1/8/2020

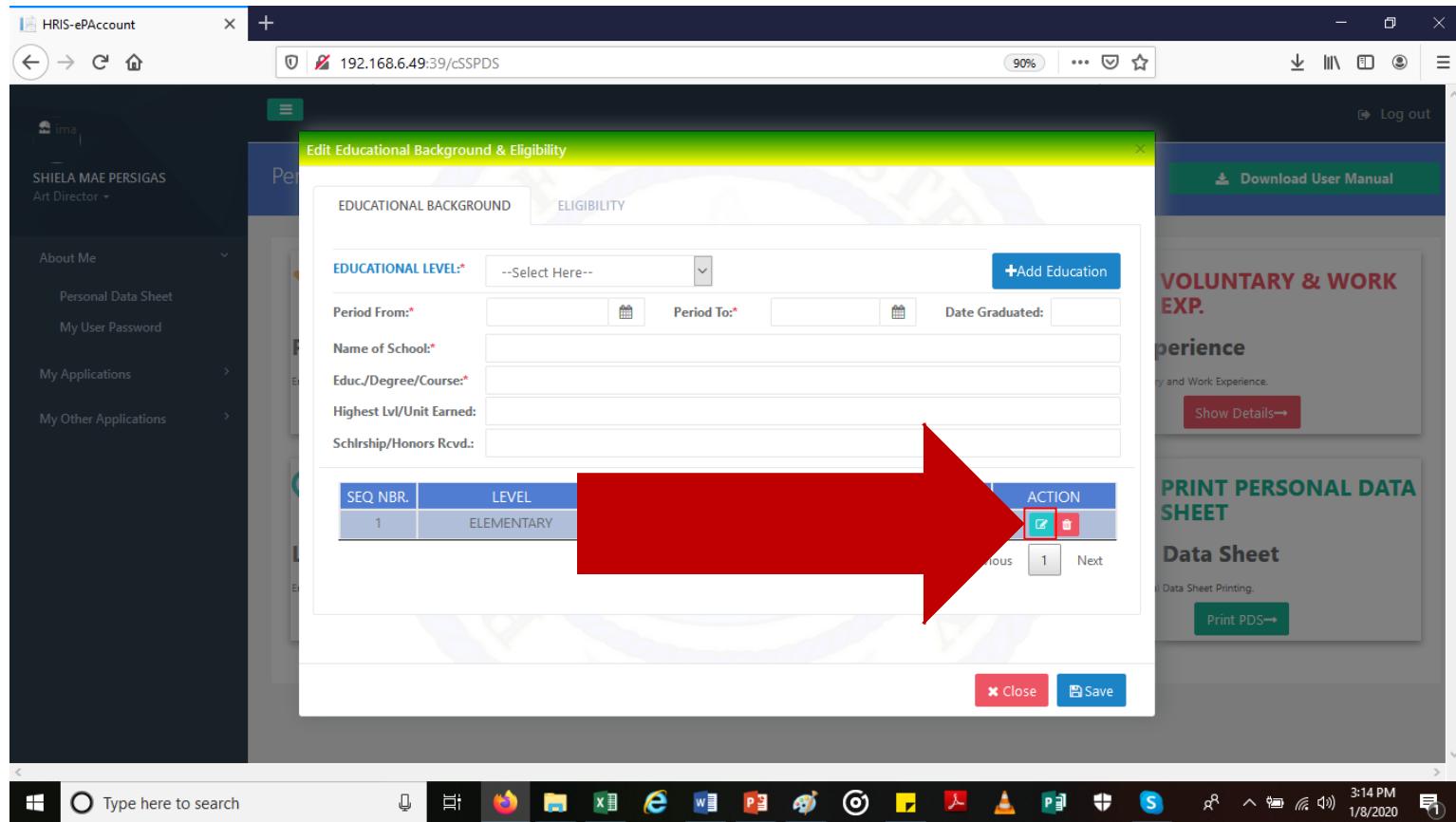
**Step 8:** If you want to update information on the grid below, select specific information to update.

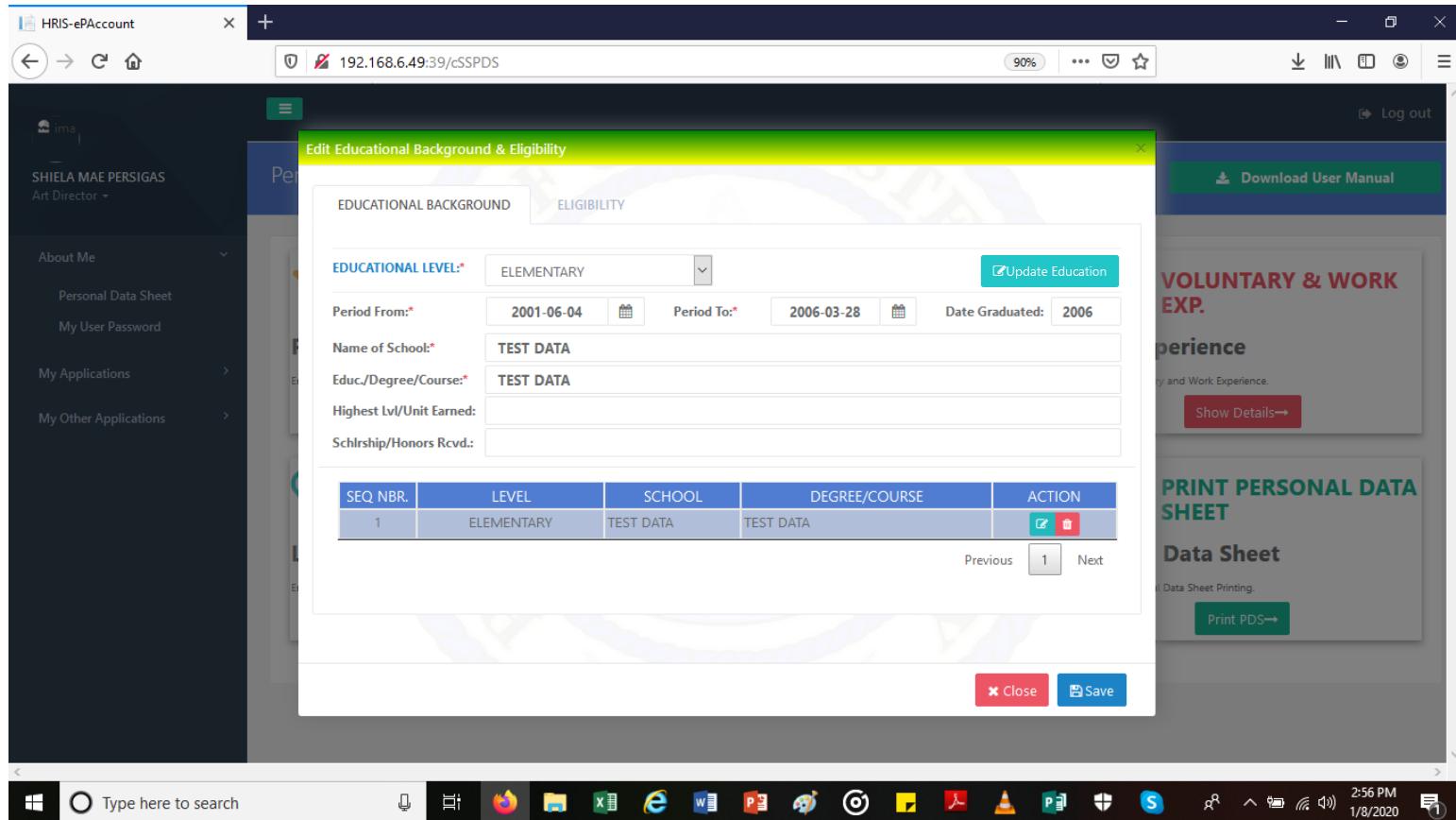
The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL [192.168.6.49:39/cSSPDS](http://192.168.6.49:39/cSSPDS). The main menu on the left includes "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The "Personal Data Sheet" option is selected. A central modal window is open, titled "Edit Educational Background & Eligibility". It has two tabs: "EDUCATIONAL BACKGROUND" (selected) and "ELIGIBILITY". The "EDUCATIONAL BACKGROUND" tab contains fields for "EDUCATIONAL LEVEL" (dropdown menu with placeholder "--Select Here--"), "Period From:" and "Period To:" (date pickers), "Date Graduated" (text input), "Name of School" (text input), "Educ./Degree/Course" (text input), "Highest Lvl/Unit Earned" (text input), and "Schlrship/Honors Rcvd" (text input). Below these fields is a data grid table with the following data:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
1	ELEMENTARY	TEST DATA	TEST DATA	

At the bottom of the grid are buttons for "Previous", "1", and "Next". At the very bottom of the page, there are "Close" and "Save" buttons. The status bar at the bottom right shows the date and time: "3:14 PM 1/8/2020".

## Step 9: Click edit button in order to update the information.

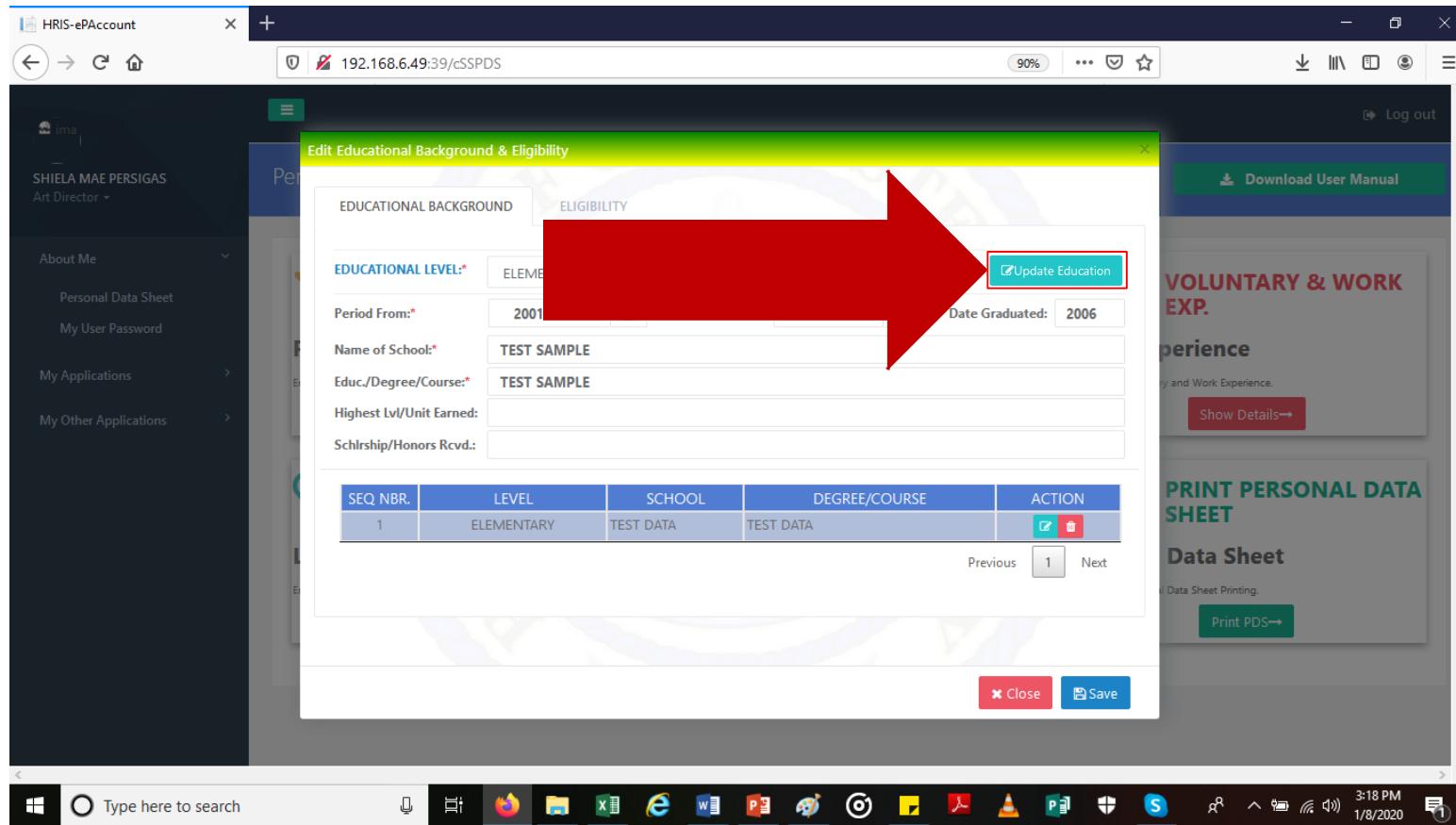




## **Note:**

If you have click **edit button** expected that **add education button** above will become **update education button**, for you to update information edit first values in **period from**, **period to**, **name of school** and **educ./degree/course** or any other fields if necessary to update values before clicking the **update education button**.

**Step 10:** Update values in all required fields to update information, click **update education** button to update data.



HRIS-ePAccount

192.168.6.49:39/csspds

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

EDUCATIONAL LEVEL:\*

--Select Here--

+Add Education

Period From:\*

Name of School:\*

Educ./Degree/Course:\*

Highest Lvl/Unit Earned:

Schlrship/Honors Rcvd.:

SEQ NBR.      LE

1      ELEMENTARY

Current Record has been Successfully Updated!

OK

ACTION

Previous      1      Next

Close      Save

Log out

Download User Manual

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

ata Sheet

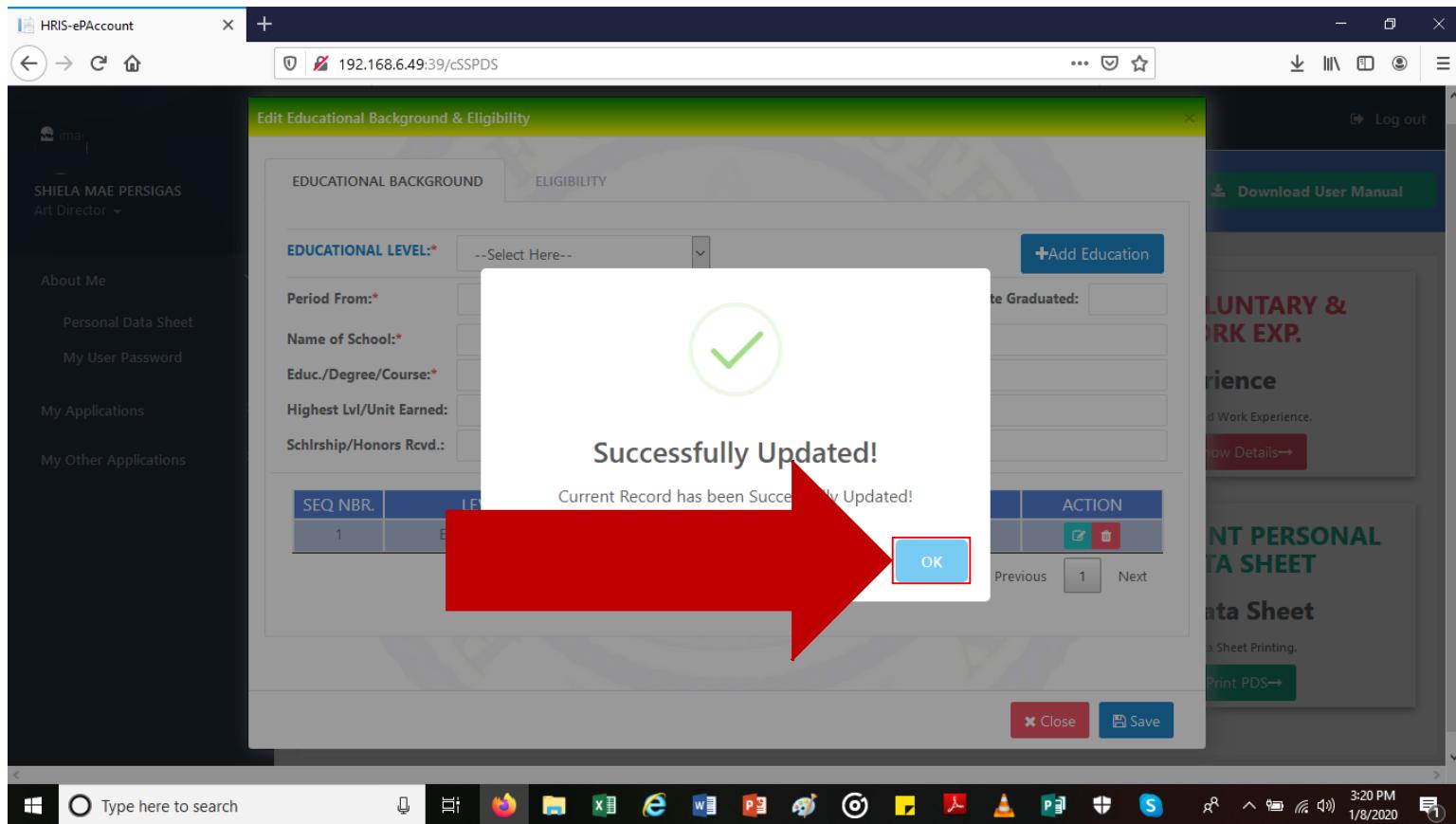
Sheet Printing.

Print PDF→

Type here to search

3:20 PM  
1/8/2020

## Step 11: Click ok button to continue and update information.



HRIS-ePAccount

192.168.6.49:39/cssPDS

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

EDUCATIONAL LEVEL: \* --Select Here--

Period From:   Period To:   Date Graduated:

Name of School:   
Educ./Degree/Course:   
Highest Lvl/Unit Earned:   
Schirship/Honors Rcvd.:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
1	ELEMENTARY	TEST SAMPLE	TEST SAMPLE	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Previous  Next

LUNTARY &  
ORK EXP.  
rience  
Work Experience.  
ow Details→

ENT PERSONAL  
TA SHEET  
ata Sheet  
Sheet Printing.  
Print PDF→

Type here to search

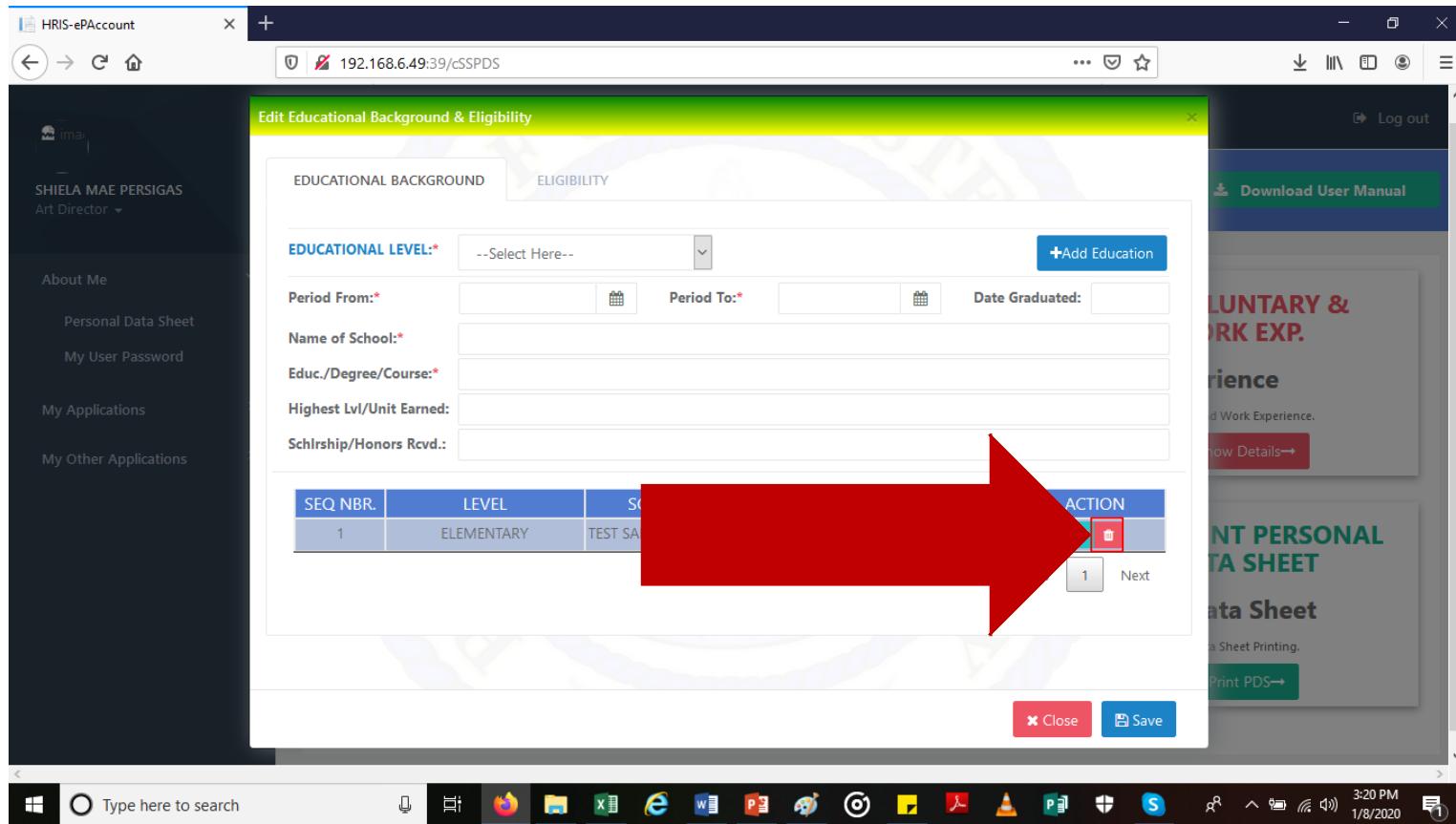
3:20 PM  
1/8/2020

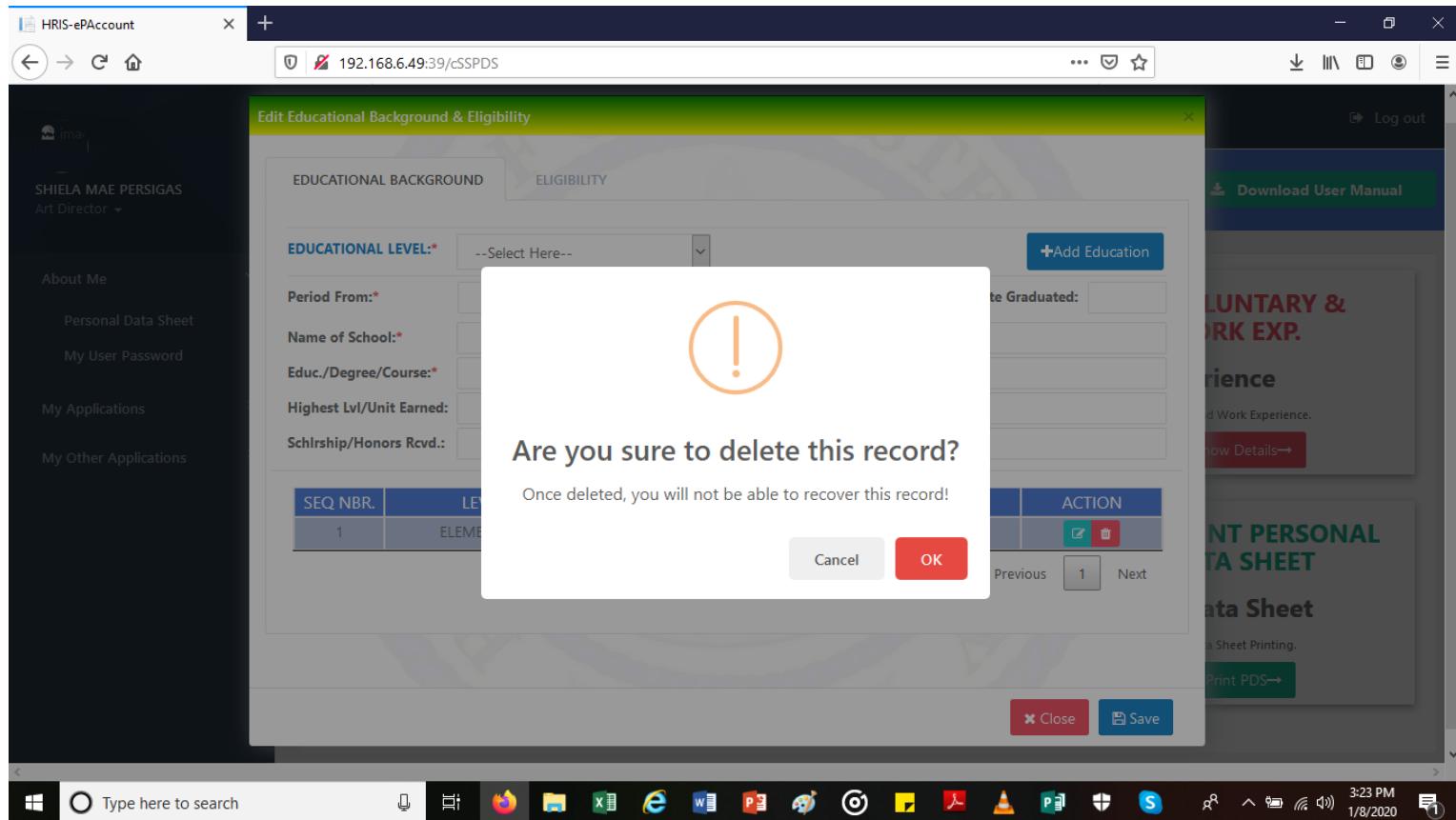
## Step 12: If you want to delete information in **educational background tab**, select specific record to delete.

The screenshot shows a web-based application interface for managing personal data. On the left, a sidebar menu lists user profile information (Shiela Mae Persigas, Art Director) and various application links (About Me, Personal Data Sheet, My User Password, My Applications, My Other Applications). The main content area is titled "Edit Educational Background & Eligibility". It contains tabs for "EDUCATIONAL BACKGROUND" and "ELIGIBILITY". Under the "EDUCATIONAL BACKGROUND" tab, there are input fields for "EDUCATIONAL LEVEL" (dropdown menu), "Period From" and "Period To" (date pickers), "Date Graduated" (date picker), "Name of School", "Educ./Degree/Course", "Highest Lvl/Unit Earned", and "Schlrship/Honors Rcvd.". Below these fields is a table with columns: SEQ NBR, LEVEL, SCHOOL, DEGREE/COURSE, and ACTION. The first row of the table is highlighted with a red border. The "ACTION" column for this row contains two icons: a checkmark and a trash can. At the bottom of the table, there are "Previous" and "Next" buttons, and a page number indicator (1). At the very bottom of the screen, a Windows taskbar is visible with the date and time (3:20 PM, 1/8/2020).

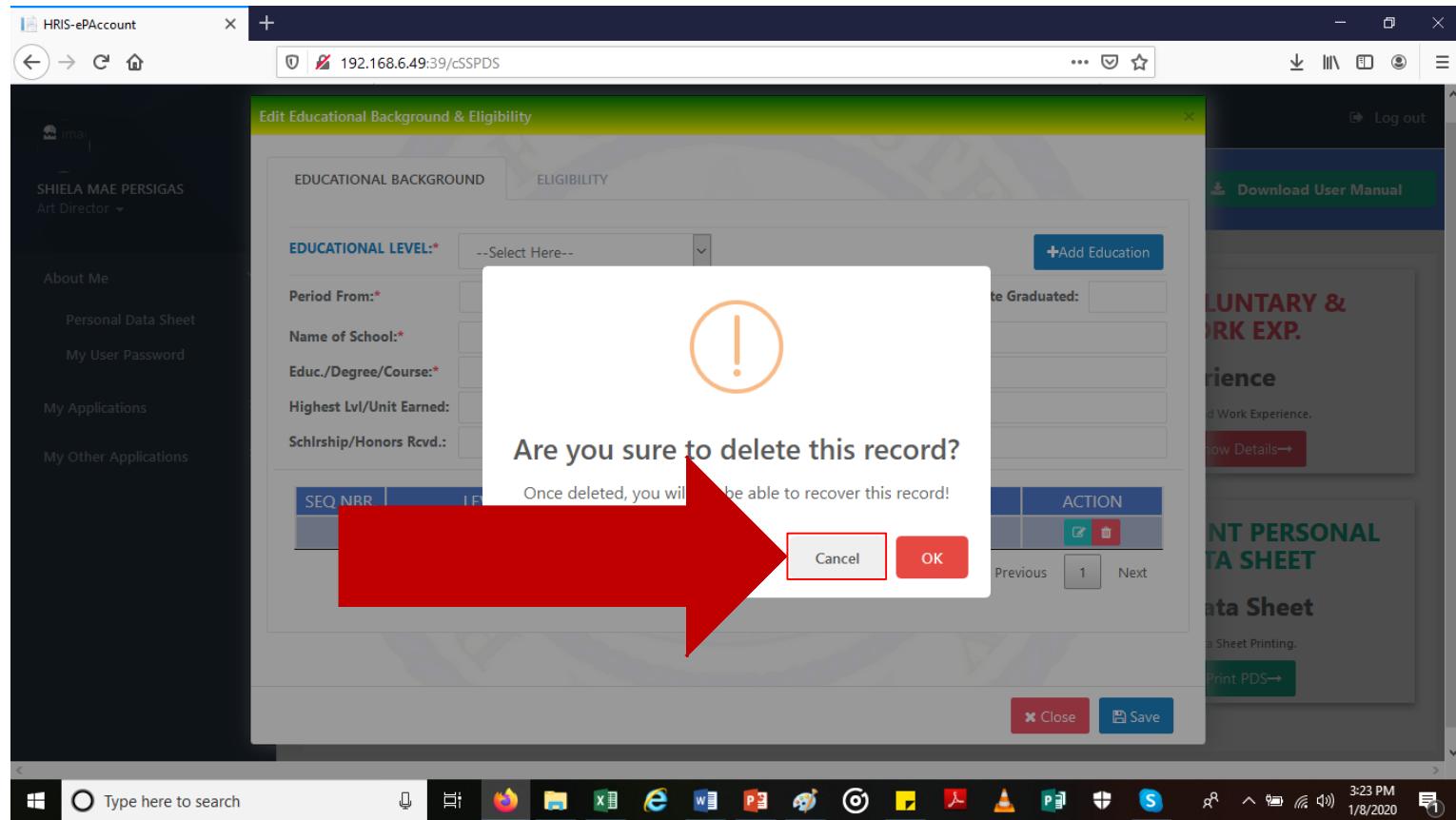
SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
1	ELEMENTARY	TEST SAMPLE	TEST SAMPLE	

## Step 13: Click delete button for you to delete record.

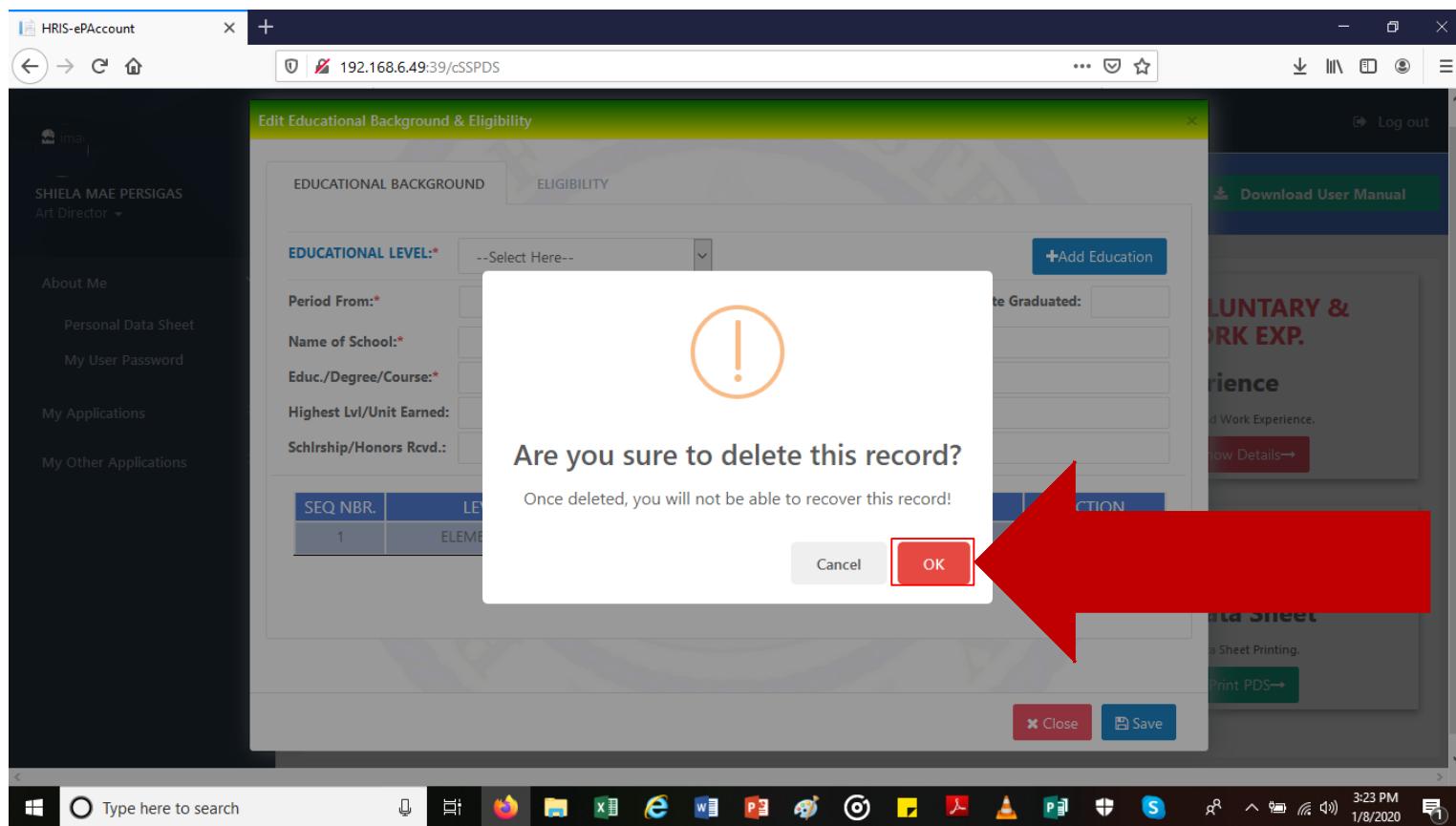


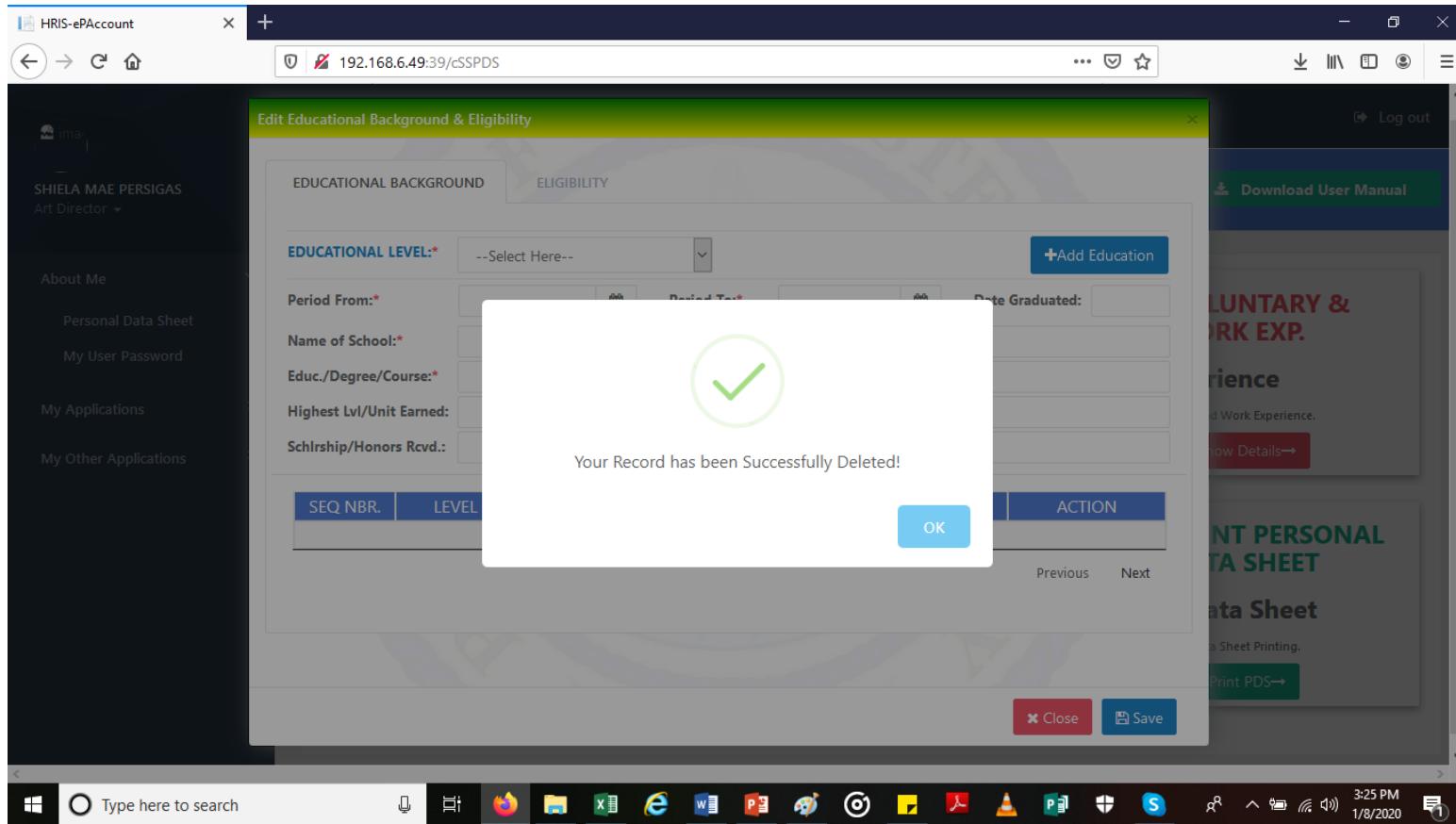


## Step 14: Click cancel button if you don't want to delete record.



**Step 15:** Repeat step 13 to continue, click **ok button** if you want to delete record.





## Step 16: Repeat step 11 click ok button to continue.

HRIS-ePAccount

192.168.6.49:39/csspds

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

EDUCATIONAL LEVEL\*: --Select Here-- [+Add Education](#)

Period From:  Period To:  Date Graduated:

Name of School:

Educ./Degree/Course\*:

Highest Lvl/Unit Earned:

Schlrship/Honors Rcvd.:

SEQ NBR.	LEVEL	SCHOOL	DEGREE/COURSE	ACTION
No data available in table				

Previous    Next

[Close](#) [Save](#)

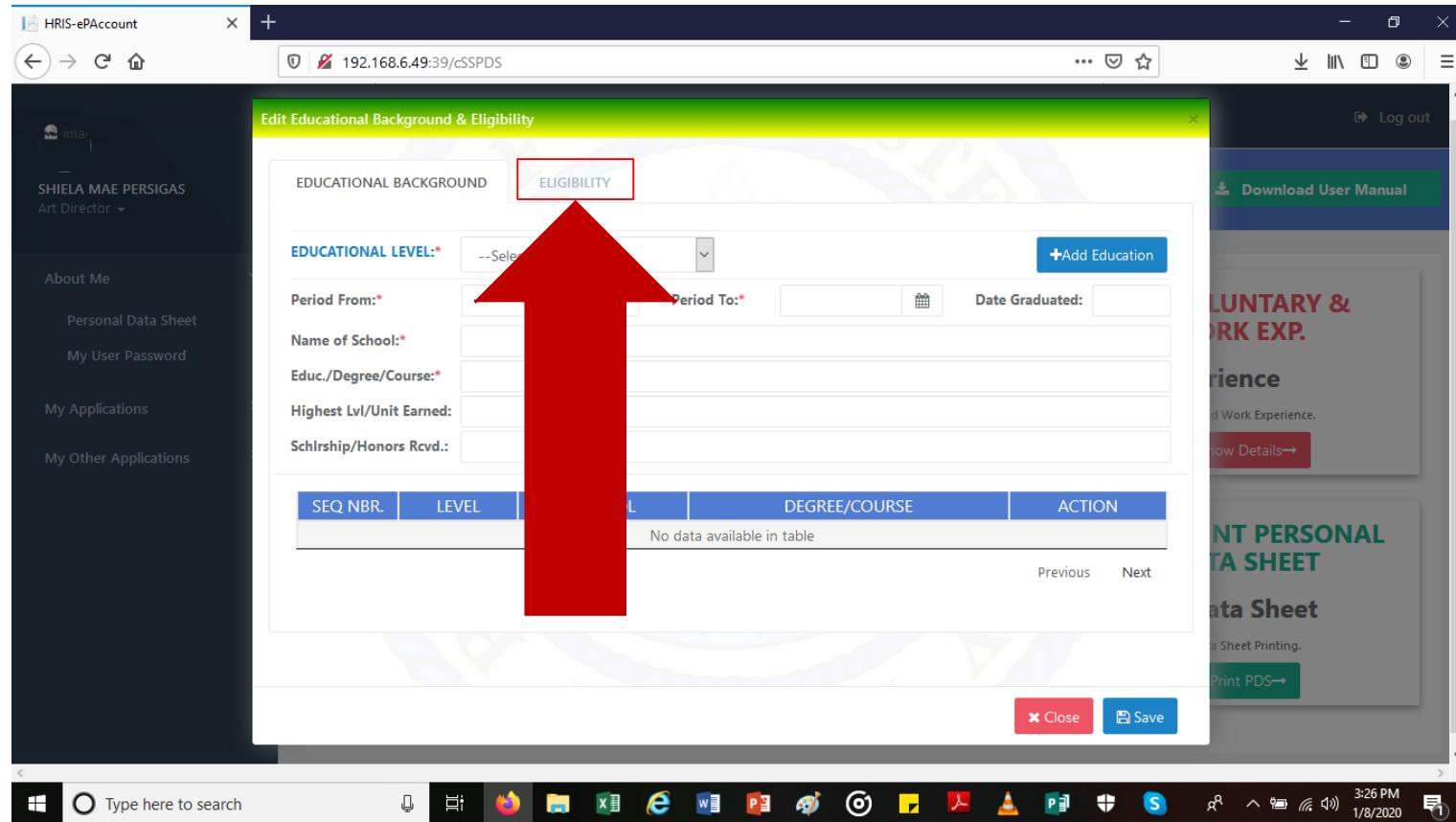
LUNTARY &  
ORK EXP.  
rience  
Work Experience,  
[View Details→](#)

ENT PERSONAL  
TA SHEET  
ata Sheet  
a Sheet Printing.  
[Print PDS→](#)

Type here to search

3:26 PM  
1/8/2020

**Step 17:** To continue and updated needed information in **eligibility tab**, click **eligibility tab** to continue and update information.



HRIS-ePAccount

192.168.6.49:39/cssPDS

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND    ELIGIBILITY

Career Svc/RA 1080(Board/Bar):\*  +Add Eligibility

Place of Examination:

Date of Examination:  Date of Validity:

License/ID Nbr.:\*  Rating:

SEQ NBR.	CAREER SERVICE	NUMBER	ACTION
No data available in table			

No data available in table

Previous    Next

VOLUNTARY &  
WORK EXP.  
rience  
Work Experience.  
View Details→

ENT PERSONAL  
TA SHEET  
ata Sheet  
a Sheet Printing.  
Print PDF→

Type here to search

3:27 PM  
1/8/2020

**Step 18:** Input needed information in **eligibility tab** to update values, click **add eligibility button** to update information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add eligibility button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

Data Sheet

Print PDS→

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

Career Svc/RA 1080(Board/Bar):\*  required field!

Place of Examination:

Date of Examination:

Date of Validity:

License/ID Nbr.:\*  required field!

Rating:

SEQ NBR.	CAREER SERVICE	NUMBER	ACTION
No data available in table			

Previous      Next

Type here to search

Windows Start button

Firefox icon

File icon

Microsoft Edge icon

Word icon

PowerPoint icon

OneNote icon

Excel icon

Access icon

Outlook icon

OneDrive icon

Search icon

Control Panel icon

File Explorer icon

Task View icon

Calculator icon

Snipping Tool icon

Volume icon

Network icon

Power icon

Help和支持 icon

3:28 PM

1/8/2020

1

# Step 19: Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:39/cSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND      ELIGIBILITY

Career Svc/RA 1080(Board/Bar):\* TEST  
required field!

+Add Eligibility

Place of Examination:

Date of Examination:

Date of Validity:

License/ID Nbr.:\* 247853197  
required field!

Rating:

SEQ NBR. | CAREER SERVICE | NUMBER | ACTION

No data available in table

Previous      Next

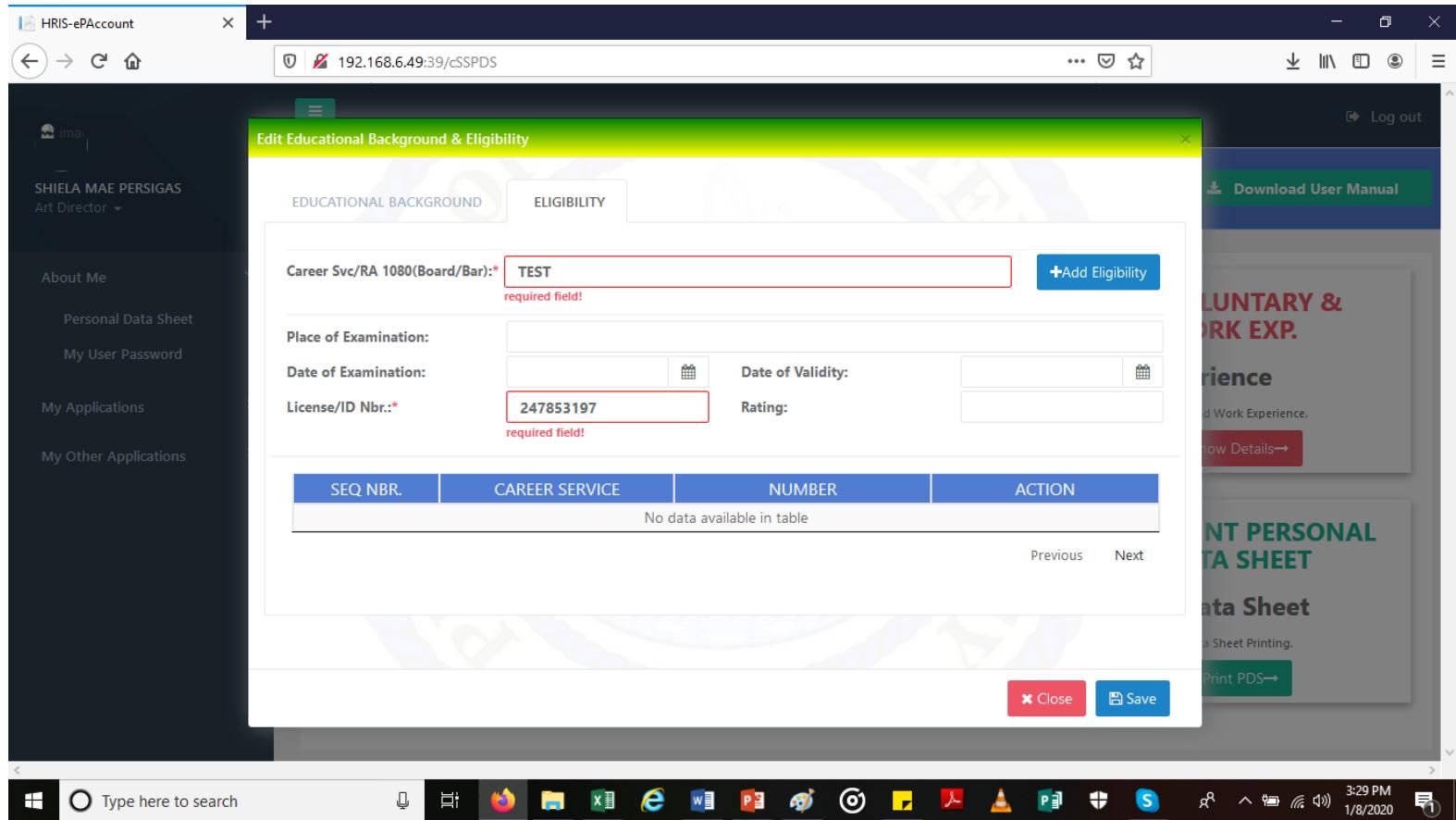
x Close      Save

LUNTRY &  
ORK EXP.  
rience  
d Work Experience.  
ow Details→

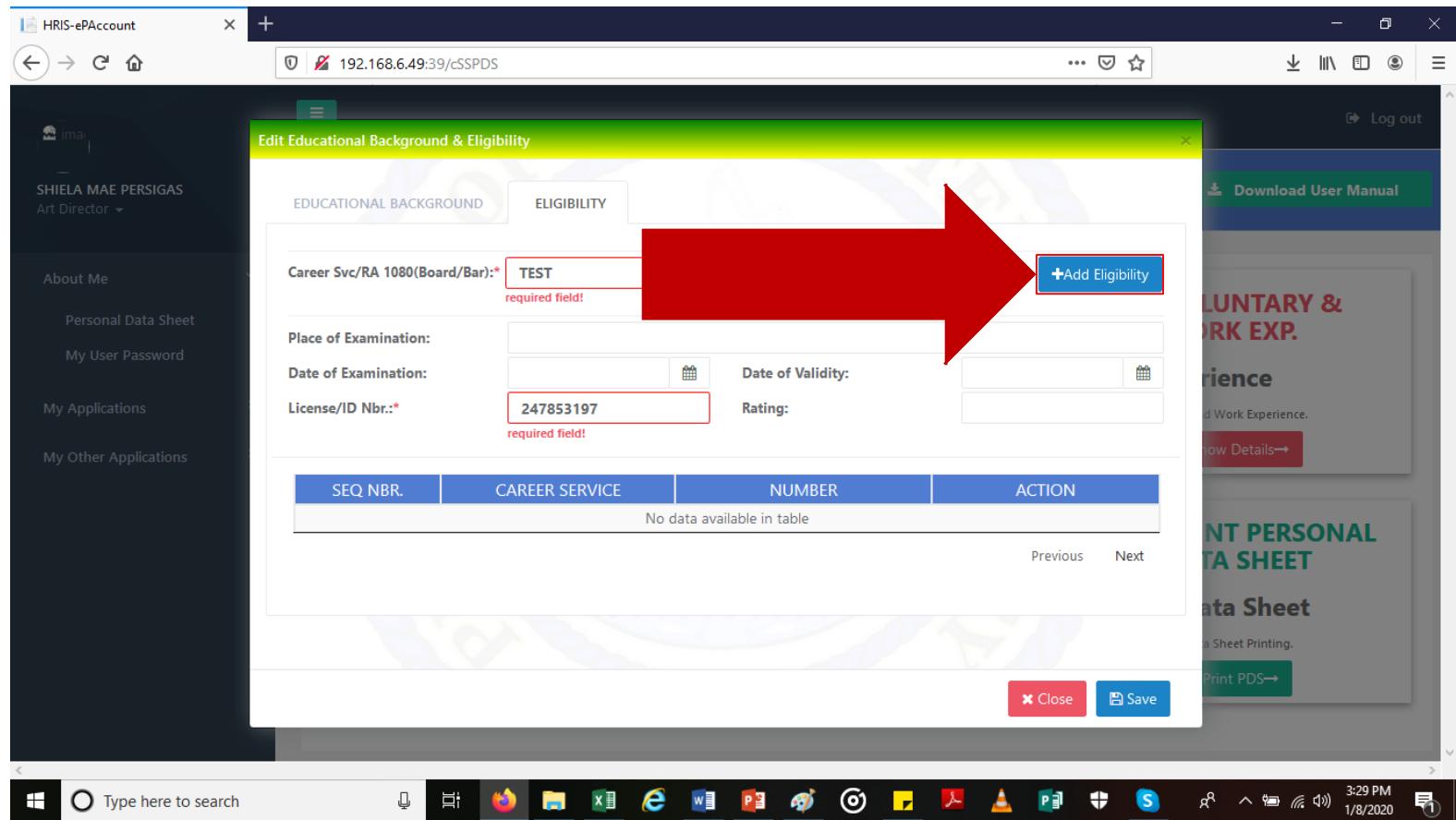
ENT PERSONAL  
TA SHEET  
ata Sheet  
a Sheet Printing.  
Print PDS→

Type here to search

3:29 PM  
1/8/2020



**Step 20:** Click **add eligibility** button in order to add updated information on the table grid below.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Educational Background & Eligibility

EDUCATIONAL BACKGROUND ELIGIBILITY

Career Svc/RA 1080(Board/Ban

Place of Examination:

Date of Examination:

License/ID Nbr.:\*

SEQ NBR.

1

+Add Eligibility

OK

Close Save

LUNTARY &  
ORK EXP.

rience

Now Details→

ENT PERSONAL  
ATA SHEET

ata Sheet Printing.

Print PDS→

Successfully Added!

New Record has been Successfully Added!

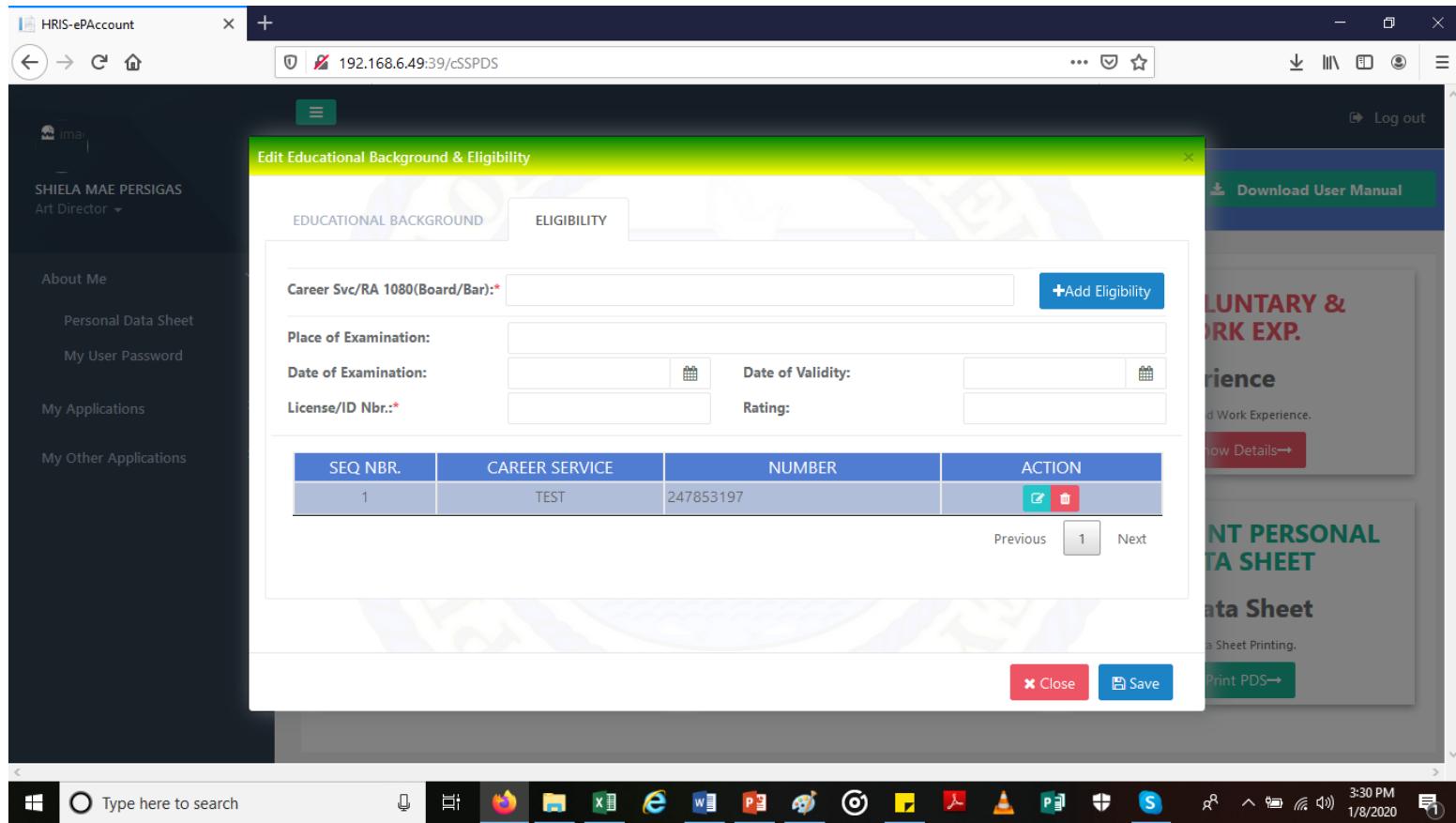
ACTION

Previous 1 Next

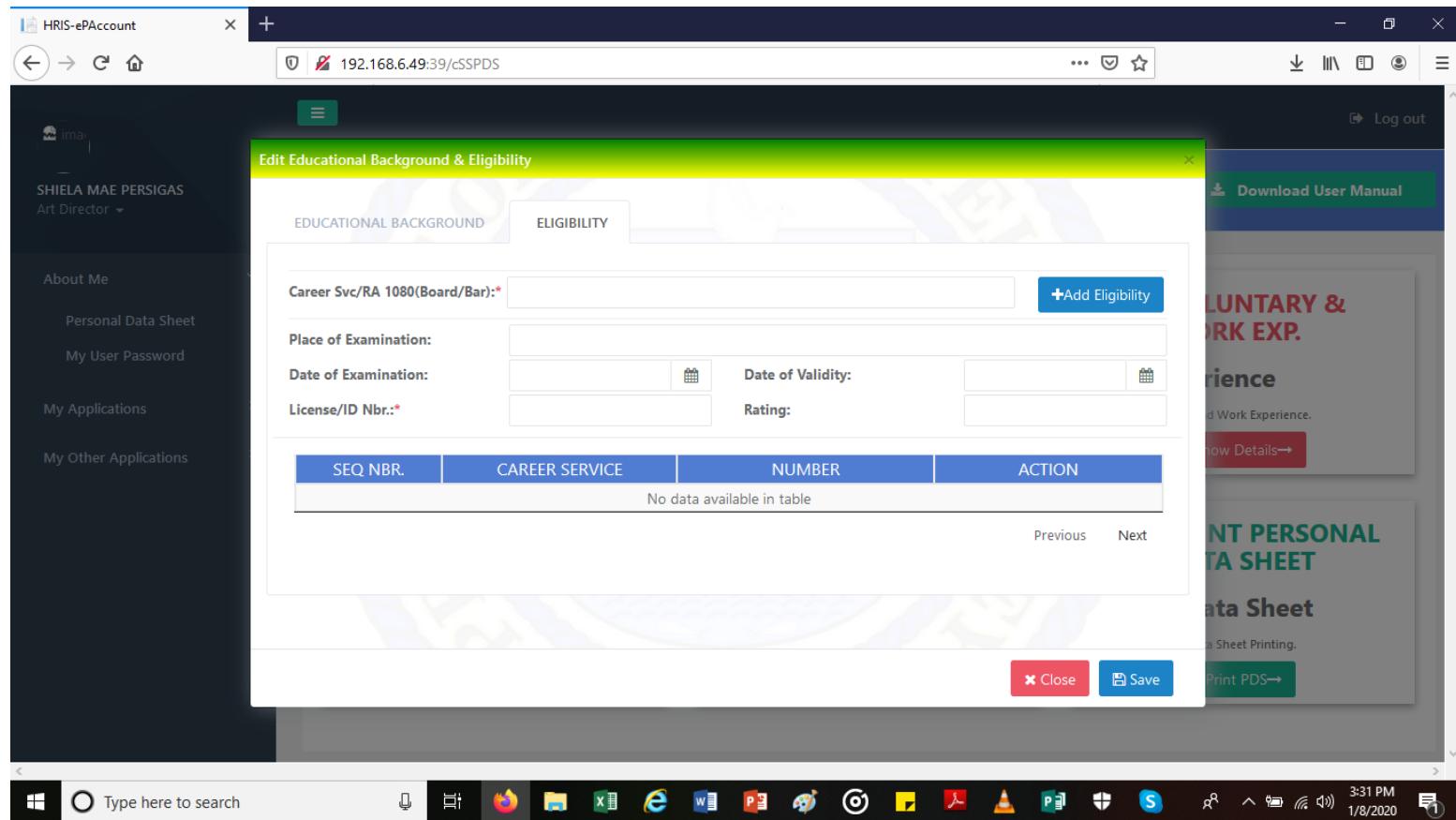
3:30 PM  
1/8/2020

Type here to search

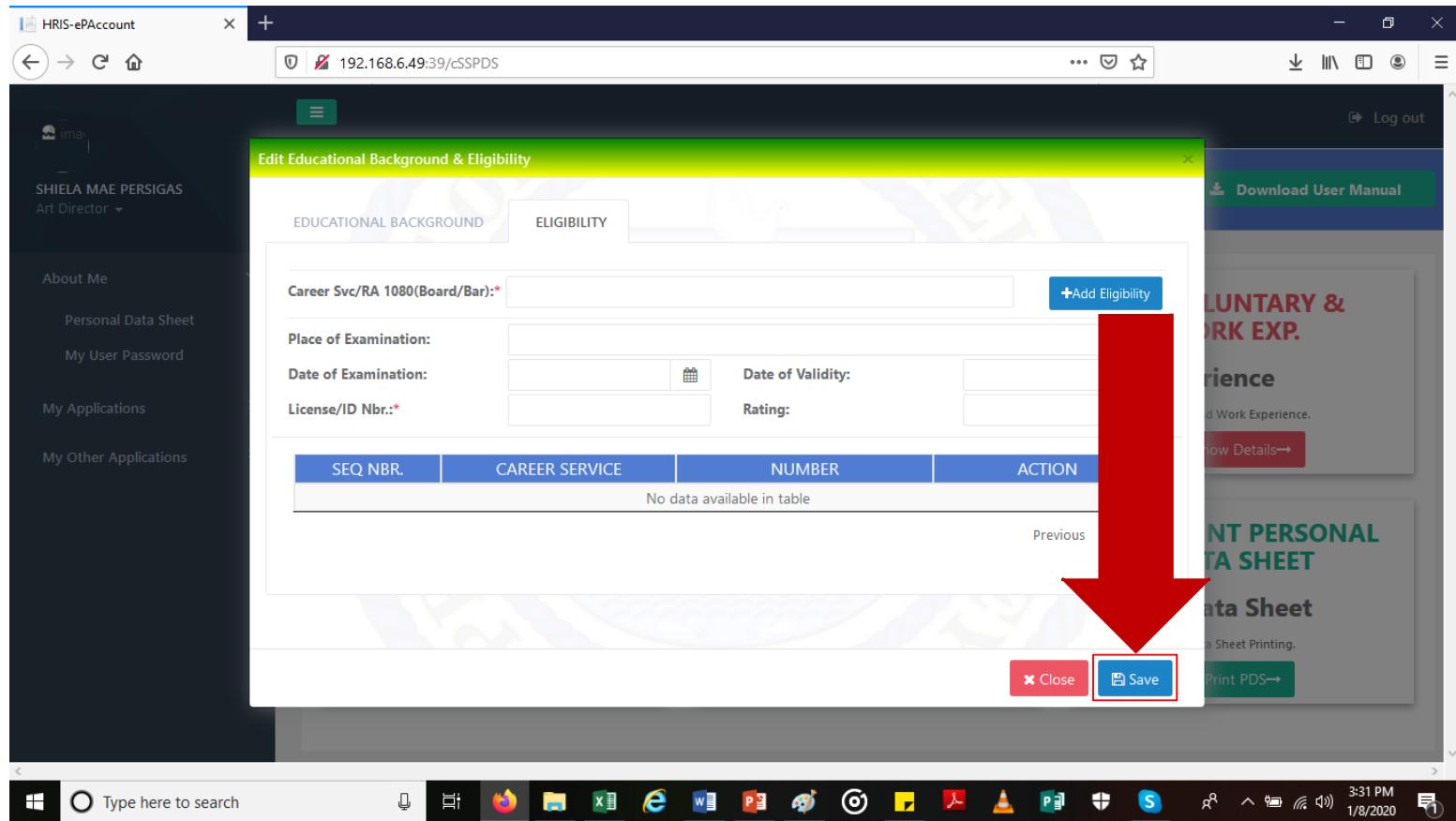
**Step 21:** Repeat step 11 to continue and go back to previous page.



## Step 21: Repeat step 12, 13 and 15 for you to delete record.



**Step 22:** Click **save button** in order to save updated employee educational background update.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Personal Data Sheet

Download User Manual

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

PERS FAMI

Personal Bas

Employee's General Information

Show Details→

LEARN DEV

Learning & Development

Employee's Learning & Development Progress/Other Skills

Show Details→

SC

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

OK

Successfully Updated!

Current Record has been Successfully Updated!

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Type here to search

3:32 PM  
1/8/2020

**Step 23:** Repeat step 11 to continue and go back to previous page.

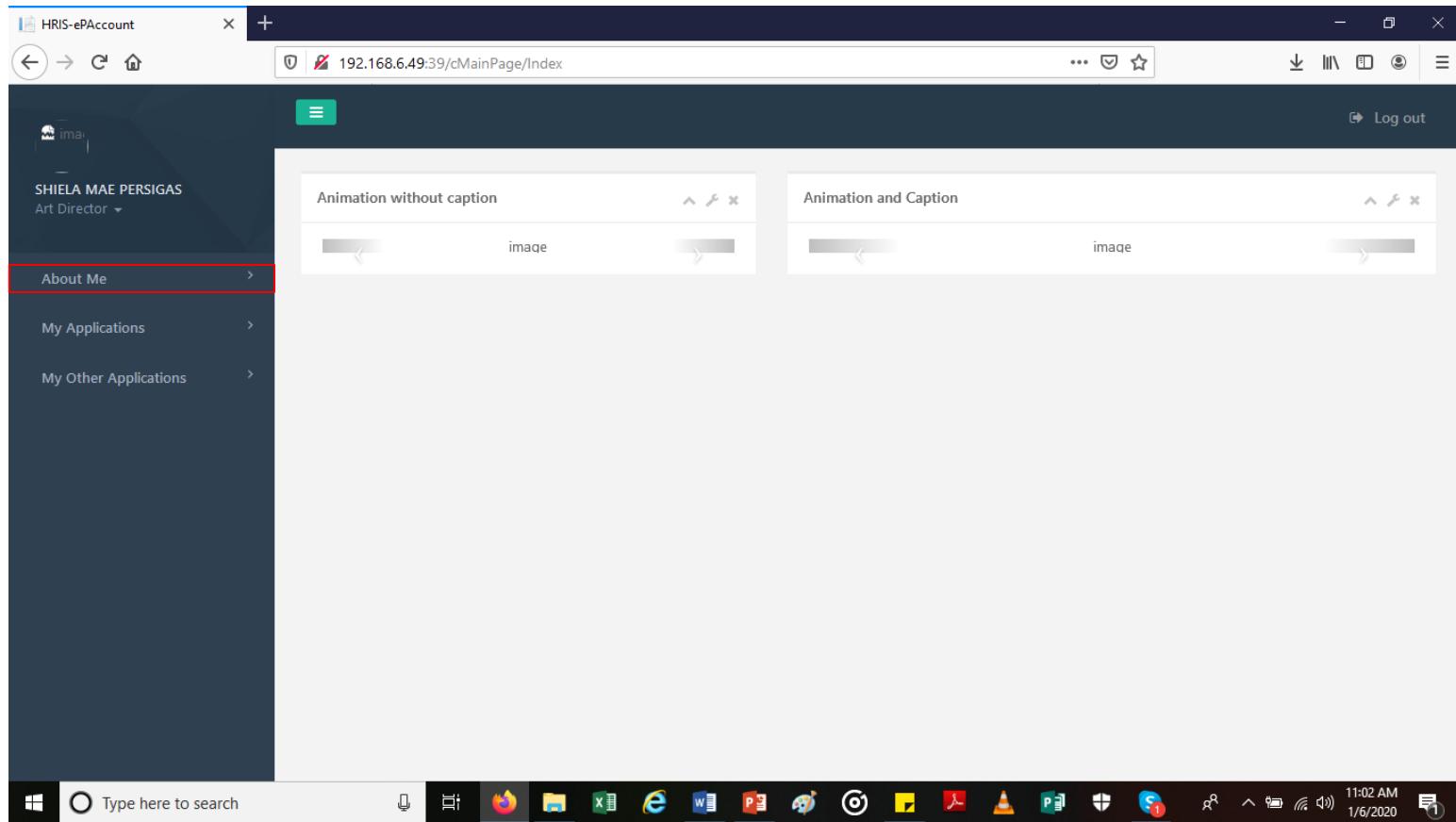
The screenshot shows a web browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:39/cSSPDS". The main content is the "Personal Data Sheet" for user "SHIELA MAE PERSIGAS" (Art Director). The interface is divided into several sections:

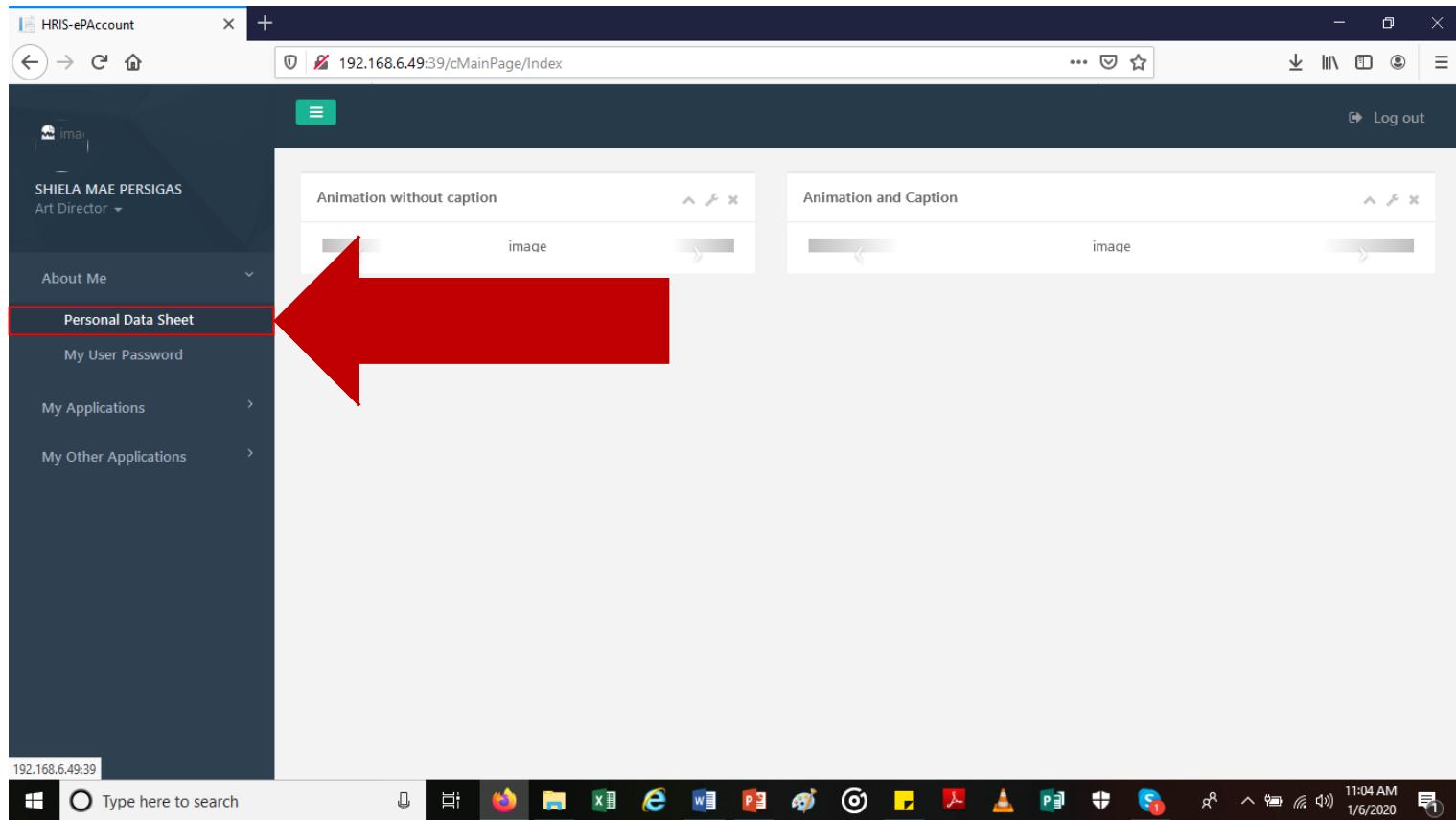
- Left Sidebar:** Includes "About Me" (Personal Data Sheet, My User Password), "My Applications" (My Other Applications), and a "Logout" button.
- Top Right:** "Download User Manual" button.
- Section Headers:** PERSONAL INFO & FAMILY BKG., EDUCATION & CSC ELIGIBILITY, VOLUNTARY & WORK EXP., LEARNING & DEVELOPMENT, STATUTORY/REF., and PRINT PERSONAL DATA SHEET.
- Content Details:**
  - PERSONAL INFO & FAMILY BKG.:** Employee's General Information (Name/Birthday/Status.).
  - EDUCATION & CSC ELIGIBILITY:** Employee's Educational Information and CSC Eligibility.
  - VOLUNTARY & WORK EXP.:** Employee's Voluntary and Work Experience.
  - LEARNING & DEVELOPMENT:** Employee's Learning & Development Progress/Other Skills.
  - STATUTORY/REF.:** Employee's Statutory Information and Reference.
  - PRINT PERSONAL DATA SHEET:** Employee's Personal Data Sheet Printing.
- Buttons:** "Show Details→" buttons for each section and "Print PDS→" button for the Print section.

# Personal Data Sheet

## (Work Experience)

# Navigate to About Me-> Personal Data Sheet-> Work Experience





HRIS-ePAccount

192.168.6.49:39/CSSPDS

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet **(highlighted)**

My User Password

My Applications

My Other Applications

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress / Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Type here to search

11:05 AM  
1/6/2020

## **Note:**

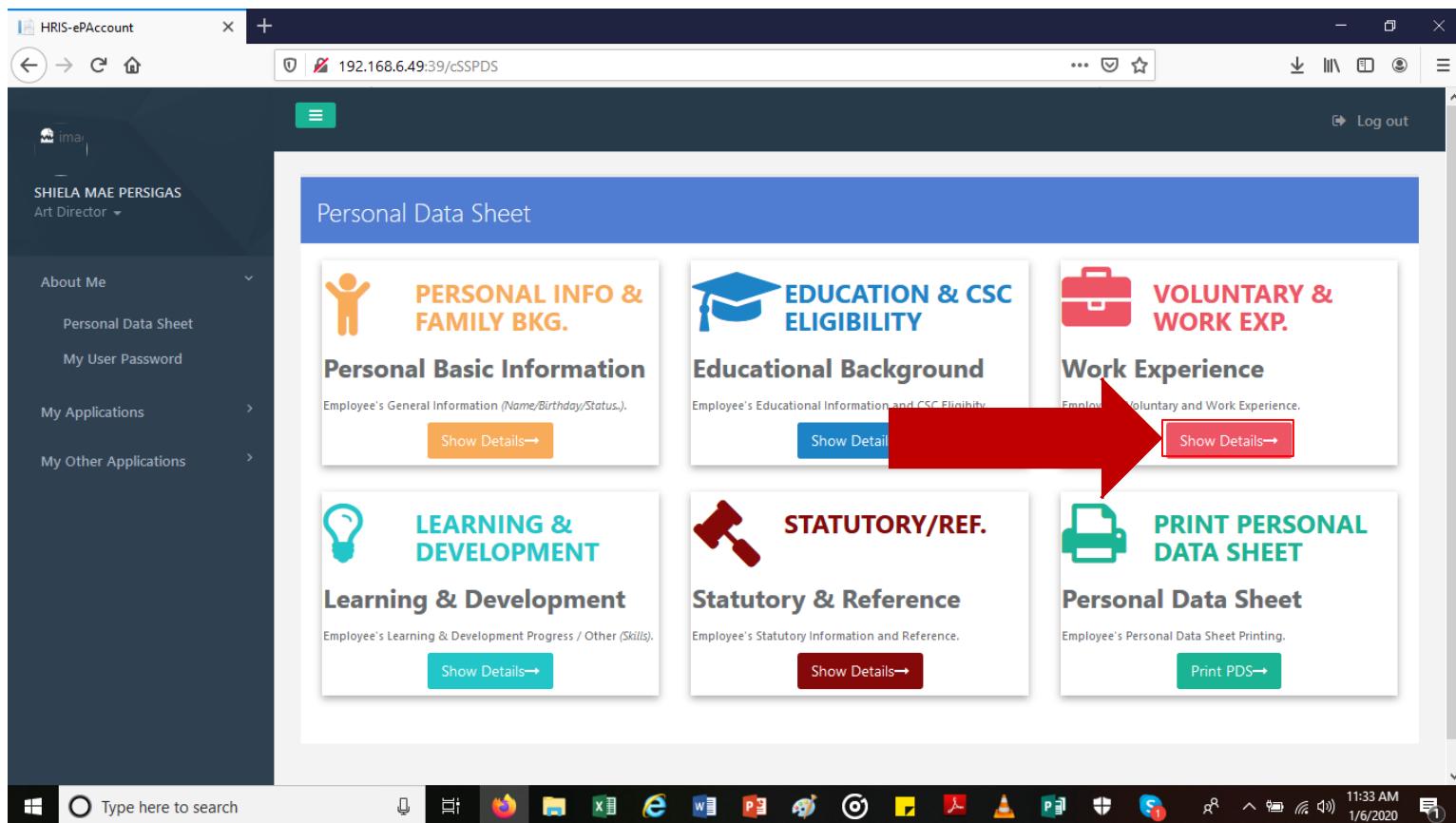
Upon log-in in the system user's are strictly not allowed to use other employee's account to log-in in the system, because here in **PDS (Personal Data Sheet)** all information to be display will be base on the log-in account information of specific employee valued data.



# How to edit employee work experience?



**Step 1:** While on the main page of **personal data sheet** click **show details** button pop-up window will appear where **edit voluntary work & work experience** modal page will be display.



HRIS-ePAccount

192.168.6.49:39/csspds

Log out

Download User Manual

VOLUNTARY & WORK EXP.

WORK EXPERIENCE VOLUNTARY WORK

Period From:  Period To:  +Add Work Exp.

Position Title:\*

Department/Agency:\*

Monthly Salary:\*

Salary/Job/Pay Grade:\*

Status of Appointment:\*

Gov't Service (Y/N): --Select Here--

SEQ NBR. DEPARTMENT/OFFICE POSITION SALARY ACTION

No data available in table

Previous Next

Type here to search

Windows Start button

Firefox icon

Excel icon

PowerPoint icon

OneDrive icon

Edge icon

Word icon

PDF icon

File Explorer icon

Control Panel icon

Search icon

Task View icon

File icon

Print icon

Help icon

4:11 PM 1/8/2020

## Note:

Edit page will open **employee ID no.** will auto-generate and all other non-key fields are blank. Primary key is personnel **ID nbr.** Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

## Work Experience

**Tab** non-key fields are:

- Period From
- Period To
- Position Title
- Department/Agency
- Monthly Salary
- Salary/Job/Pay Grade
- Status of Appointment
- Gov't Service (Y/N)

## Voluntary Work Tab:

- Period From
- Period To
- Nbr. of Hours
- Name & Add. of Org.
- Pos./Nature of Work

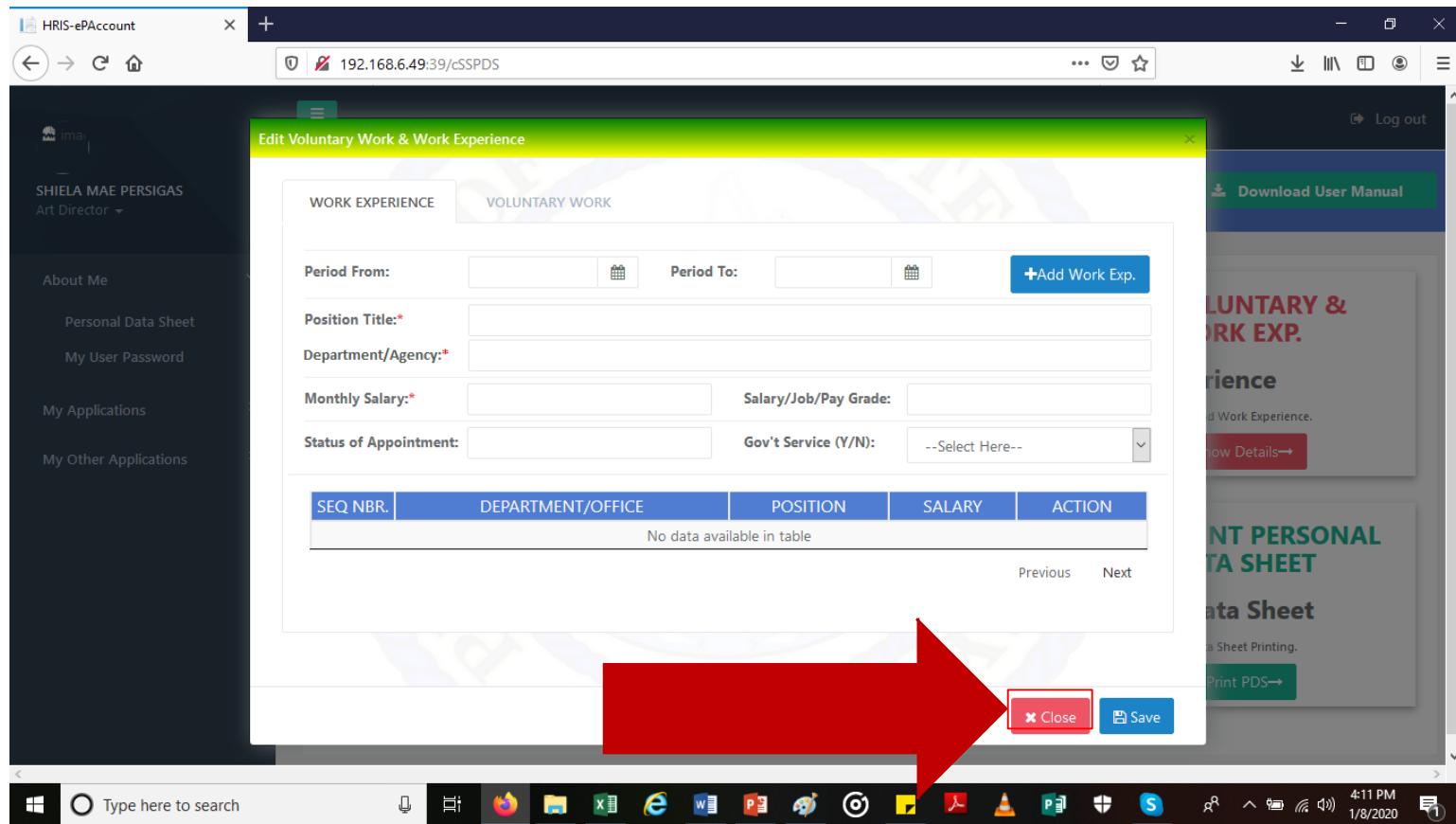
A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).



## **Note:**

Once an account is log-in to the system expected that whatever information displayed will be base on the account use by the user alone to access the system. So, be sure and be accurate and avoid using other employee's account to avoid complications of data. Just because pds information specifically in **work experience page** affects lots of data if manipulated by anonymous person. Moreover, user's are strictly not allowed to use another account.

**Step 2: Click close button if you want to cancel and go back to main page.**



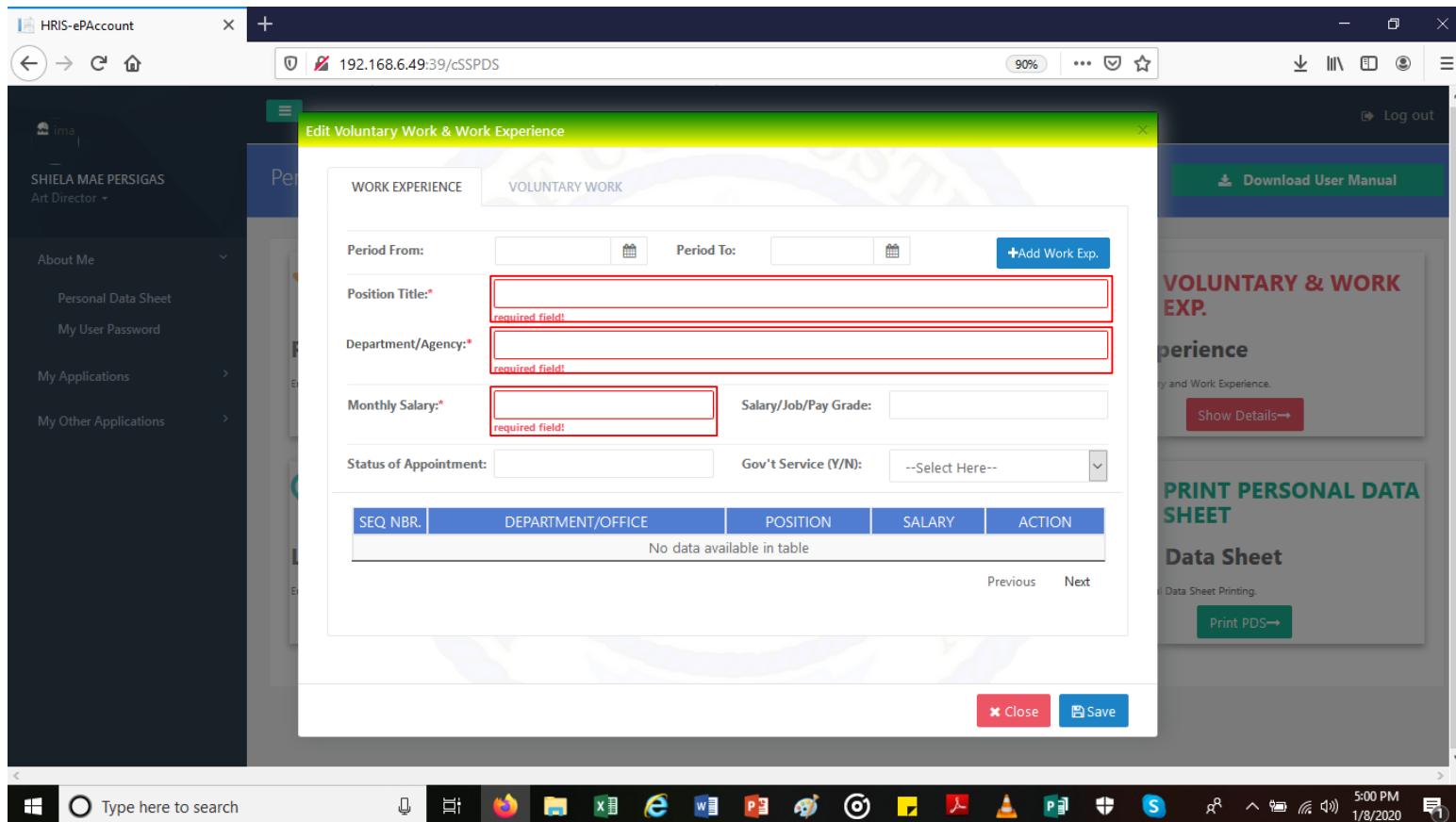
**Step 3:** Repeat step 1 if you want to continue to add employee educational background. **Edit voluntary work & work experience** modal page will be display.

The screenshot shows a web-based application titled "HRIS-eAccount" at the URL "192.168.6.49:39/csspds". The main menu on the left includes "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The user profile "SHIELA MAE PERSIGAS Art Director" is displayed. A modal window titled "Edit Voluntary Work & Work Experience" is open. It has two tabs: "WORK EXPERIENCE" (selected) and "VOLUNTARY WORK". Under "WORK EXPERIENCE", there are fields for "Period From" and "Period To" (both with calendar icons), a blue "+Add Work Exp." button, "Position Title" (marked with an asterisk), "Department/Agency" (marked with an asterisk), "Monthly Salary" and "Salary/Job/Pay Grade", "Status of Appointment", and a dropdown for "Gov't Service (Y/N)" with the option "--Select Here--". Below these fields is a table header with columns: SEQ NBR., DEPARTMENT/OFFICE, POSITION, SALARY, and ACTION. The message "No data available in table" is displayed. At the bottom of the modal are "Close" and "Save" buttons. In the background, a sidebar shows "LUNTRY & WORK EXP.", "rience", "ANT PERSONAL DATA SHEET", and "data Sheet". The system status bar at the bottom shows "4:11 PM 1/8/2020".

**Step 4:** Try to click **add work exp. button** in order to add and update employee information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add work exp. button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.



# Step 5: Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:39/cSSPDS

90%

Log out

Download User Manual

VOLUNTARY & WORK EXP.

experience

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Print PDS→

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

WORK EXPERIENCE VOLUNTARY WORK

Period From: Period To: +Add Work Exp.

Position Title\*: SAMPLE DATA required field!

Department/Agency\*: SAMPLE DATA required field!

Monthly Salary\*: jidfhk required field!

Salary/Job/Pay Grade:

Status of Appointment: Gov't Service (Y/N): --Select Here--

SEQ NBR.	DEPARTMENT/OFFICE	POSITION	SALARY	ACTION
No data available in table				

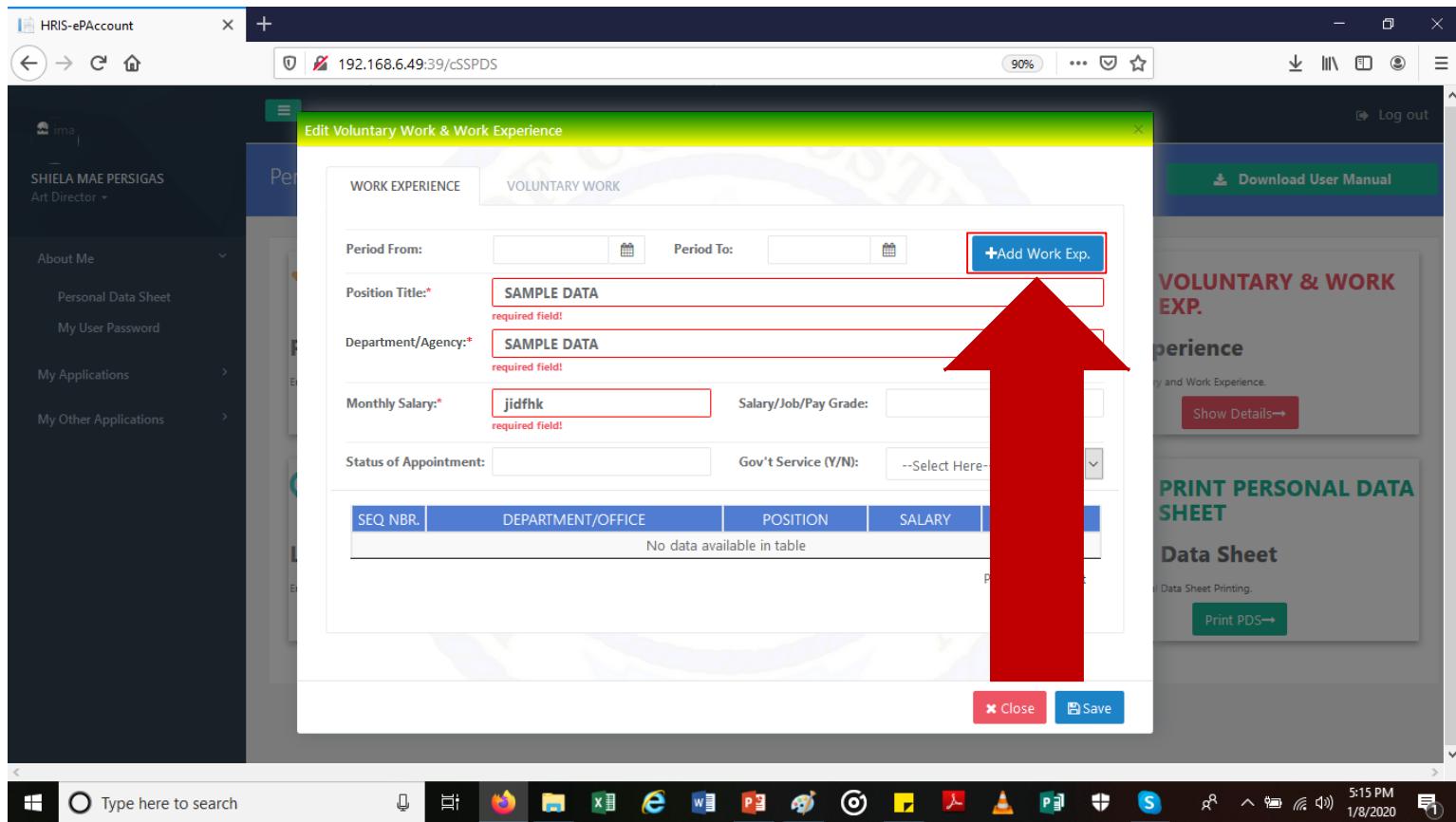
Previous Next

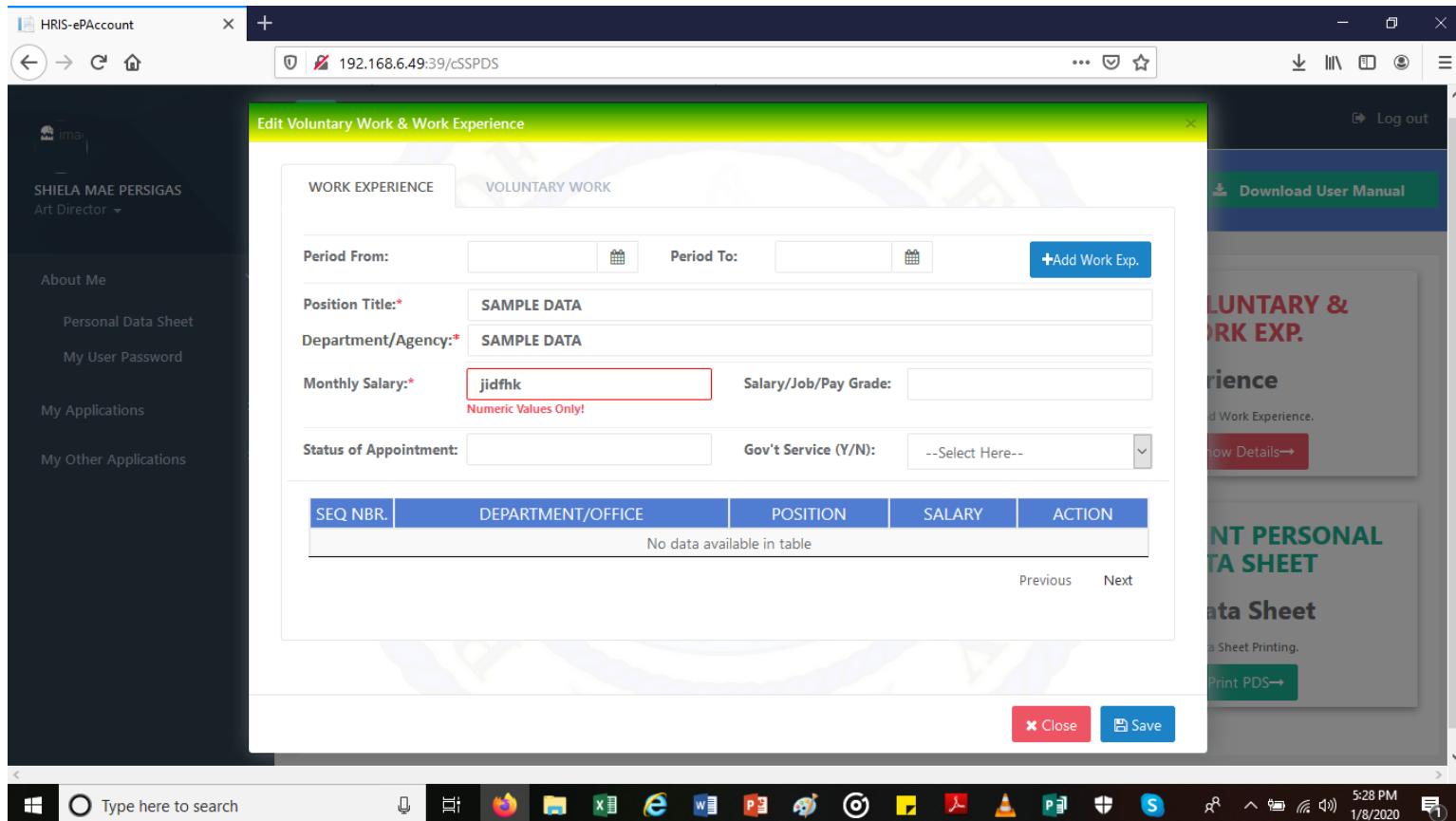
x Close Save

Type here to search

5:15 PM 1/8/2020

**Step 6:** Click **add work exp.** button in order to add updated information on the table grid below.

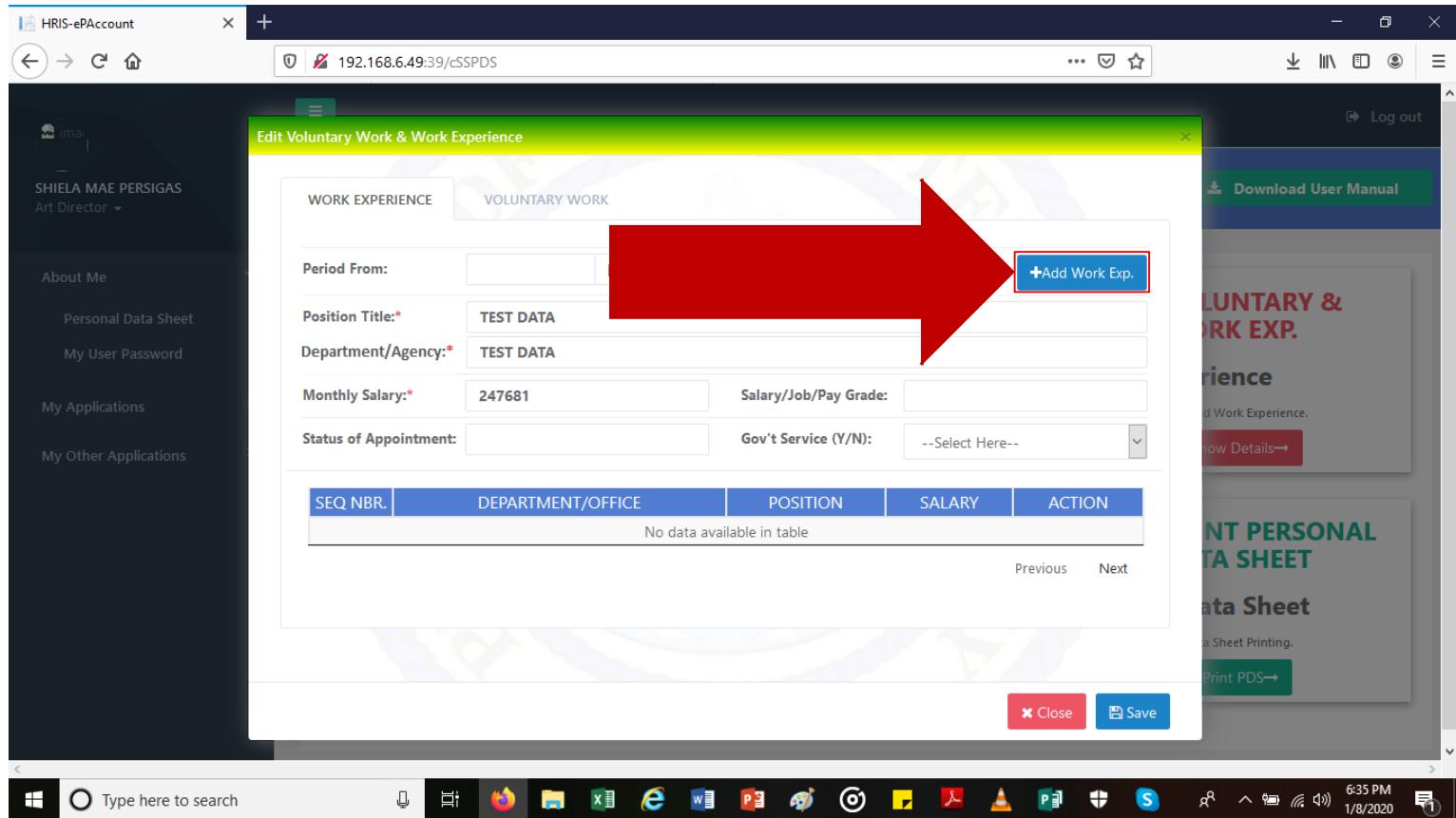


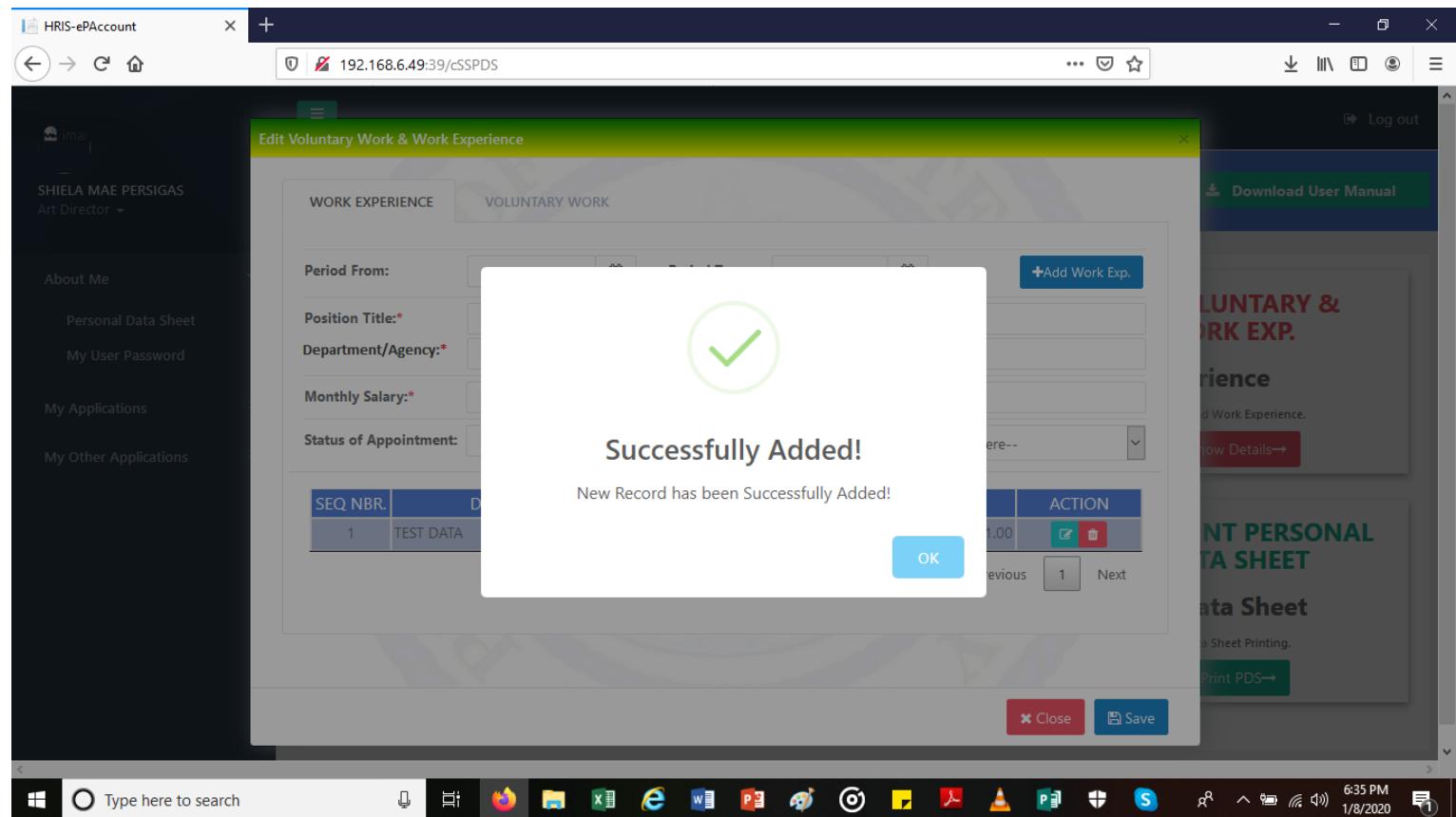


## **Note:**

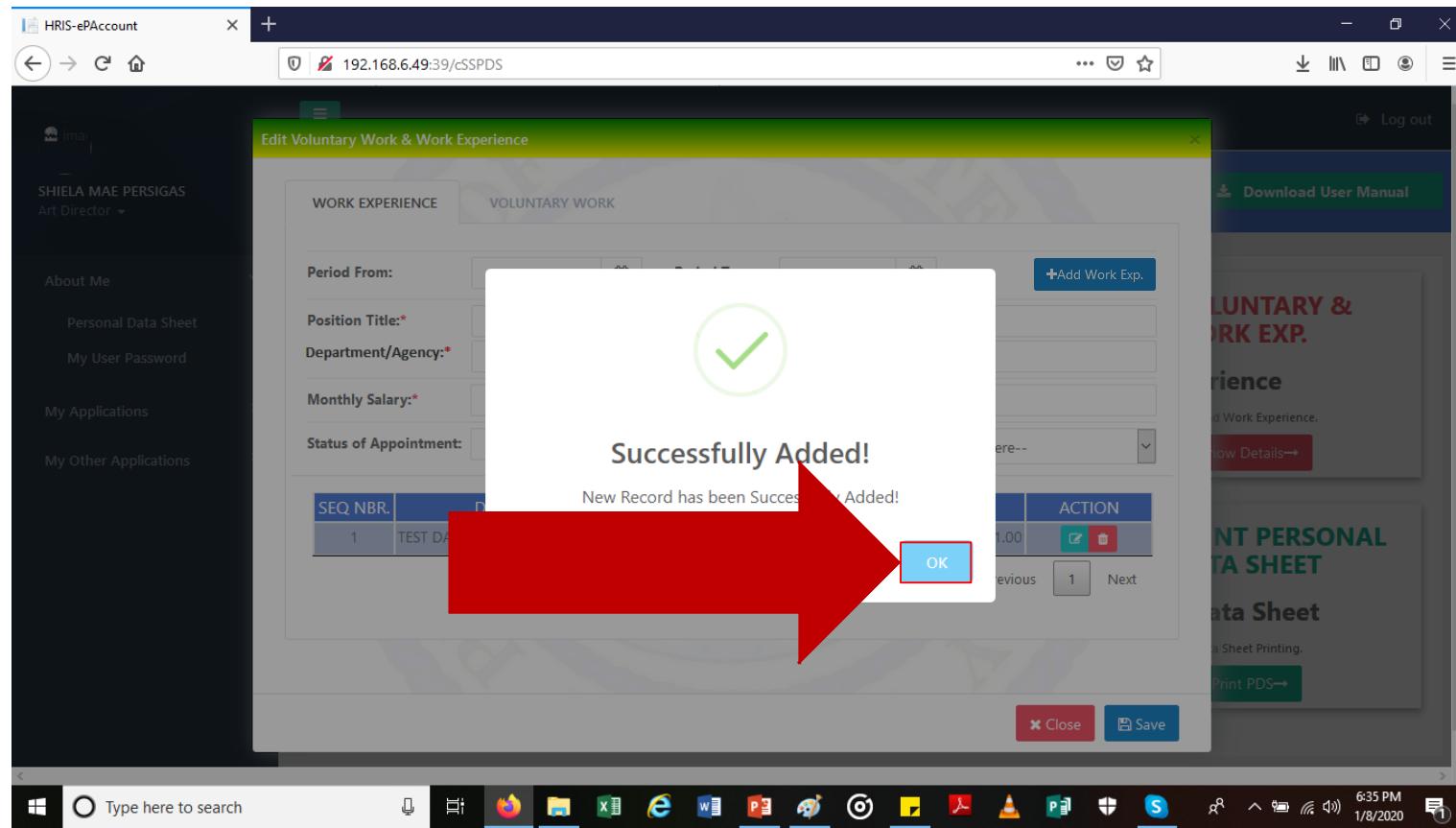
If incorrect value is inputted in **monthly salary** automatically it will generate a verification of “**numeric values only**” if you click **add work exp. button**. For you to save information input numerical values in **monthly salary** field to successfully add record.

## Step 7: Edit values in monthly salary, click add work exp. button to add information.





## Step 8: Click ok button to exit and go back to previous tab.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

WORK EXPERIENCE VOLUNTARY WORK

Period From:  Period To:  +Add Work Exp.

Position Title:\*

Department/Agency:\*

Monthly Salary:\*

Salary/Job/Pay Grade:\*

Status of Appointment:  Gov't Service (Y/N):  --Select Here--

SEQ NBR.	DEPARTMENT/OFFICE	POSITION	SALARY	ACTION
1	TEST DATA	TEST DATA	247,681.00	<input type="checkbox"/> <input type="button"/>

Previous 1 Next

Close  Save

Type here to search

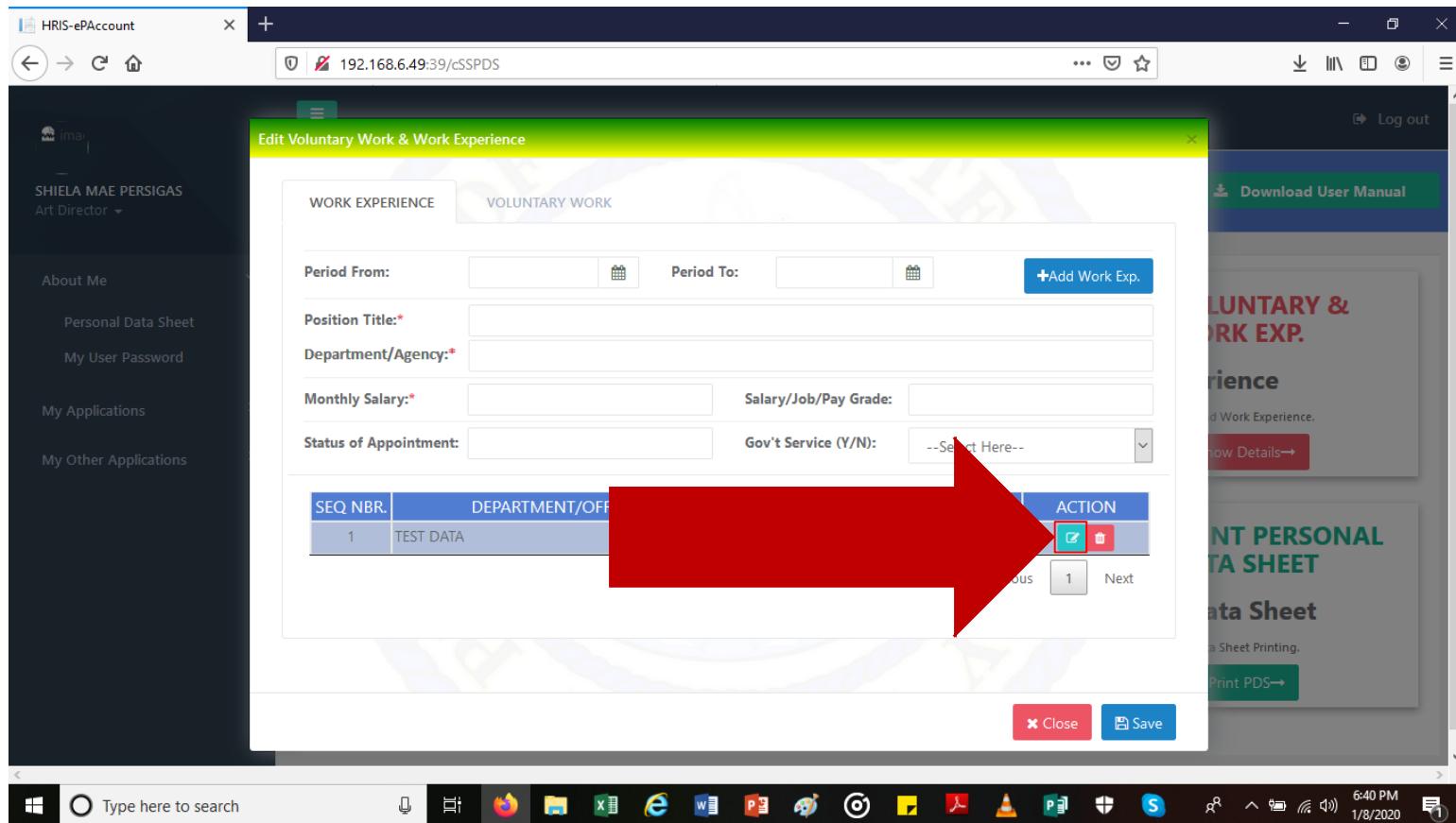
Windows Taskbar icons: File Explorer, Firefox, Mail, Excel, Internet Explorer, Word, Powerpoint, Edge, OneDrive, FileZilla, VLC, Process Monitor, Task View, Task Manager, Print PDS, and a notification icon.

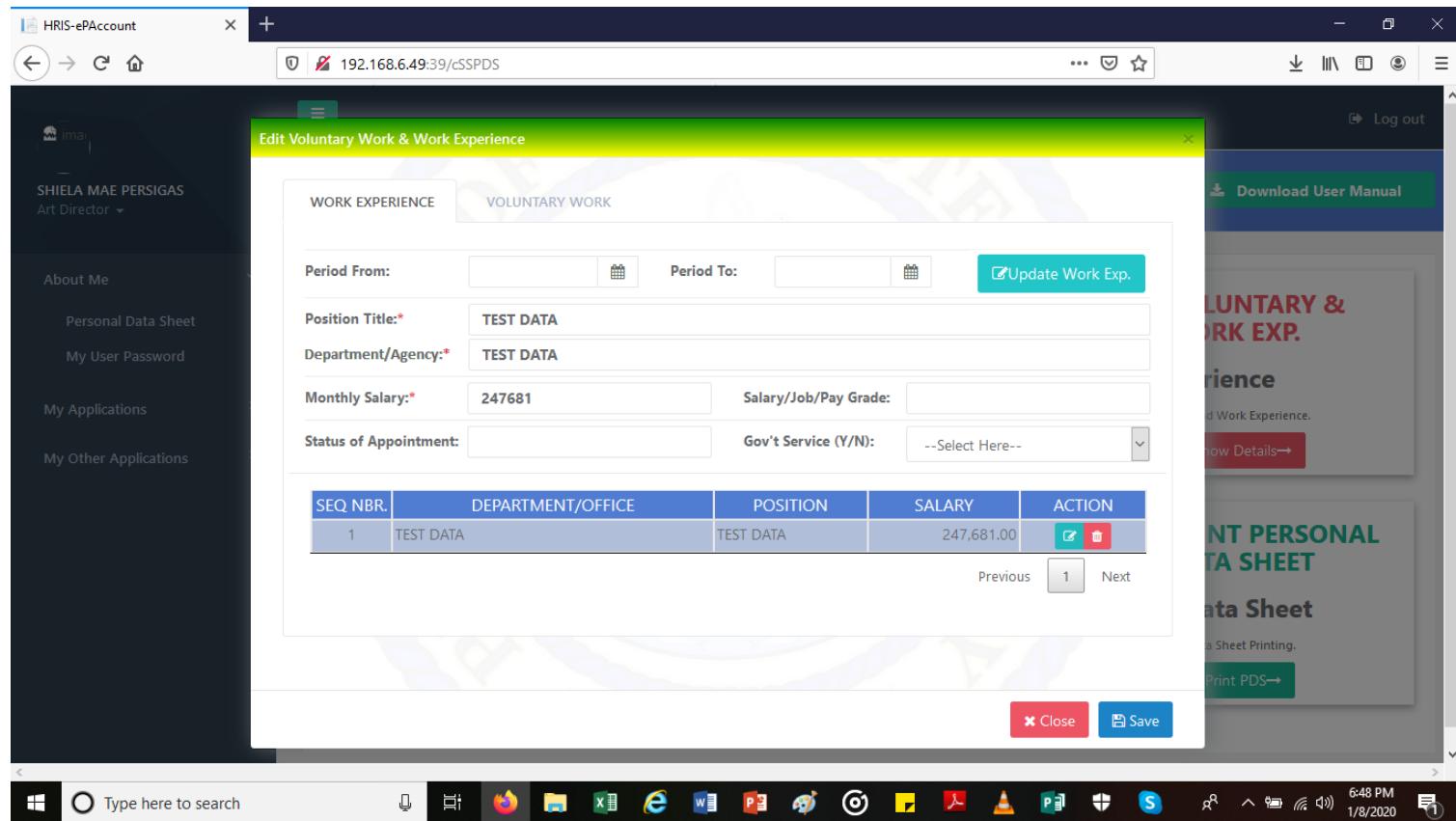
**Step 9:** If you want to update information on the grid below, select specific information to update.

The screenshot shows a web-based application interface for managing work experience. On the left, a sidebar lists user profile information (SHIELA MAE PERSIGAS, Art Director) and various menu options (About Me, Personal Data Sheet, My User Password, My Applications, My Other Applications). The main content area is titled "Edit Voluntary Work & Work Experience". It contains two tabs: "WORK EXPERIENCE" (selected) and "VOLUNTARY WORK". Below the tabs are input fields for "Period From" and "Period To", a button to "+Add Work Exp.", and sections for "Position Title", "Department/Agency", "Monthly Salary", "Salary/Job/Pay Grade", "Status of Appointment", and "Gov't Service (Y/N)". A large grid table displays a single row of data, which is highlighted with a red border. The columns in the grid are SEQ NBR, DEPARTMENT/OFFICE, POSITION, SALARY, and ACTION. The data in the grid is: SEQ NBR: 1, DEPARTMENT/OFFICE: TEST DATA, POSITION: TEST DATA, SALARY: 247,681.00, ACTION: (edit, delete). At the bottom of the grid, there are "Previous" and "Next" buttons, and at the very bottom of the page, there are "Close" and "Save" buttons. The browser address bar shows the URL 192.168.6.49:39/cSSPDS. The system status bar at the bottom right indicates the time is 6:40 PM on 1/8/2020.

SEQ NBR	DEPARTMENT/OFFICE	POSITION	SALARY	ACTION
1	TEST DATA	TEST DATA	247,681.00	

## Step 10: Click edit button in order to update the information.

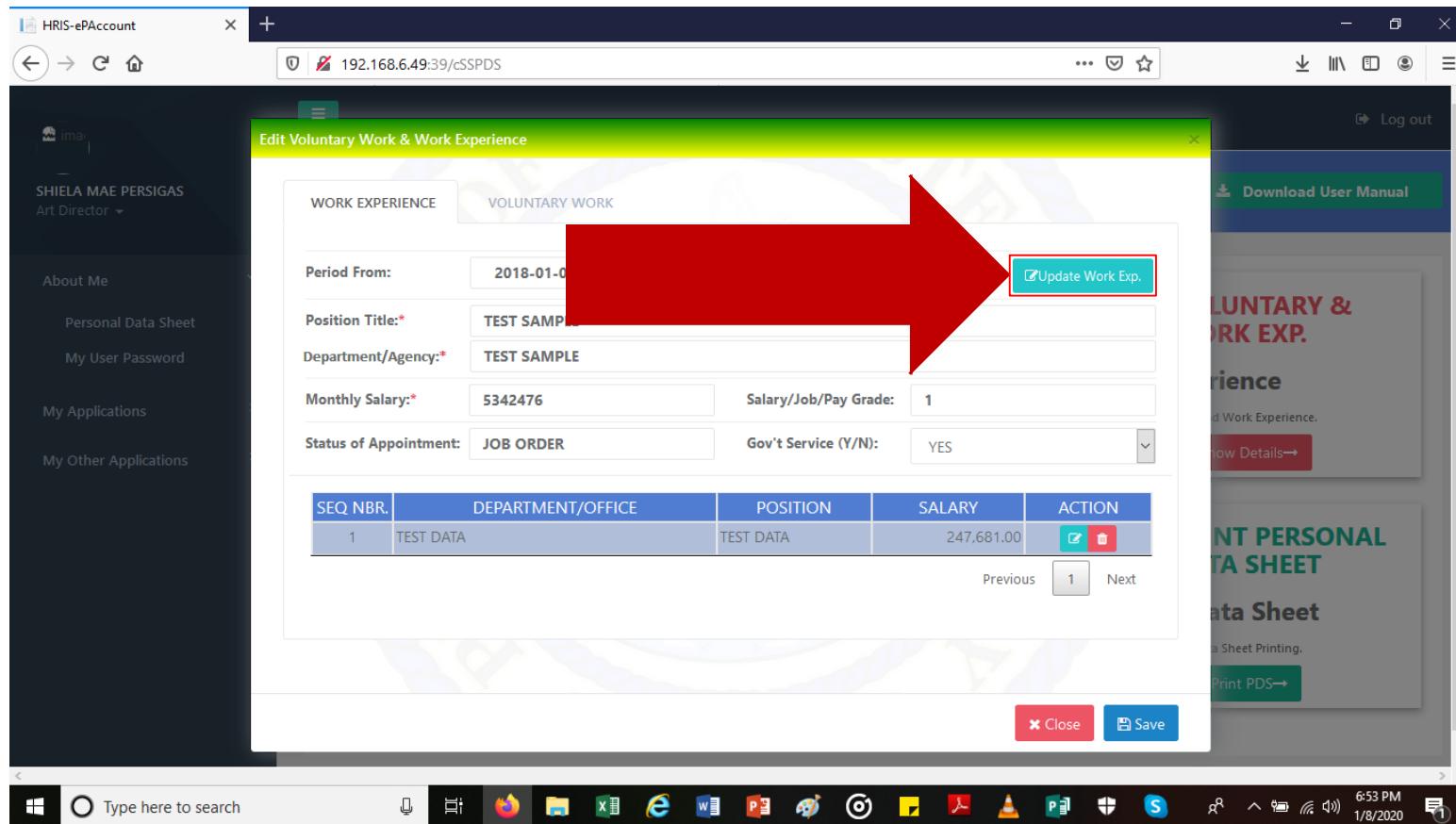




## **Note:**

If you have click **edit button** expected that **add work exp. button** above will become **update work exp. button**, for you to update information edit first values in **position title**, **department agency** and **monthly salary** or any other fields if necessary to update values before clicking the **update work exp. button**.

**Step 11:** Update values in all required fields to update information, click **update work exp. button** to update data.



HRIS-ePAccount

192.168.6.49:39/csspds

Log out

Download User Manual

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

ANT PERSONAL DATA SHEET

Data Sheet

Print PDS→

Successfully Updated!

Current Record has been Successfully Updated!

OK

Close Save

Period From:

Position Title:**\***

Department/Agency:**\***

Monthly Salary:**\***

Status of Appointment:

SEQ NBR. DE

1 TEST SAMPLE

6.00 ACTION

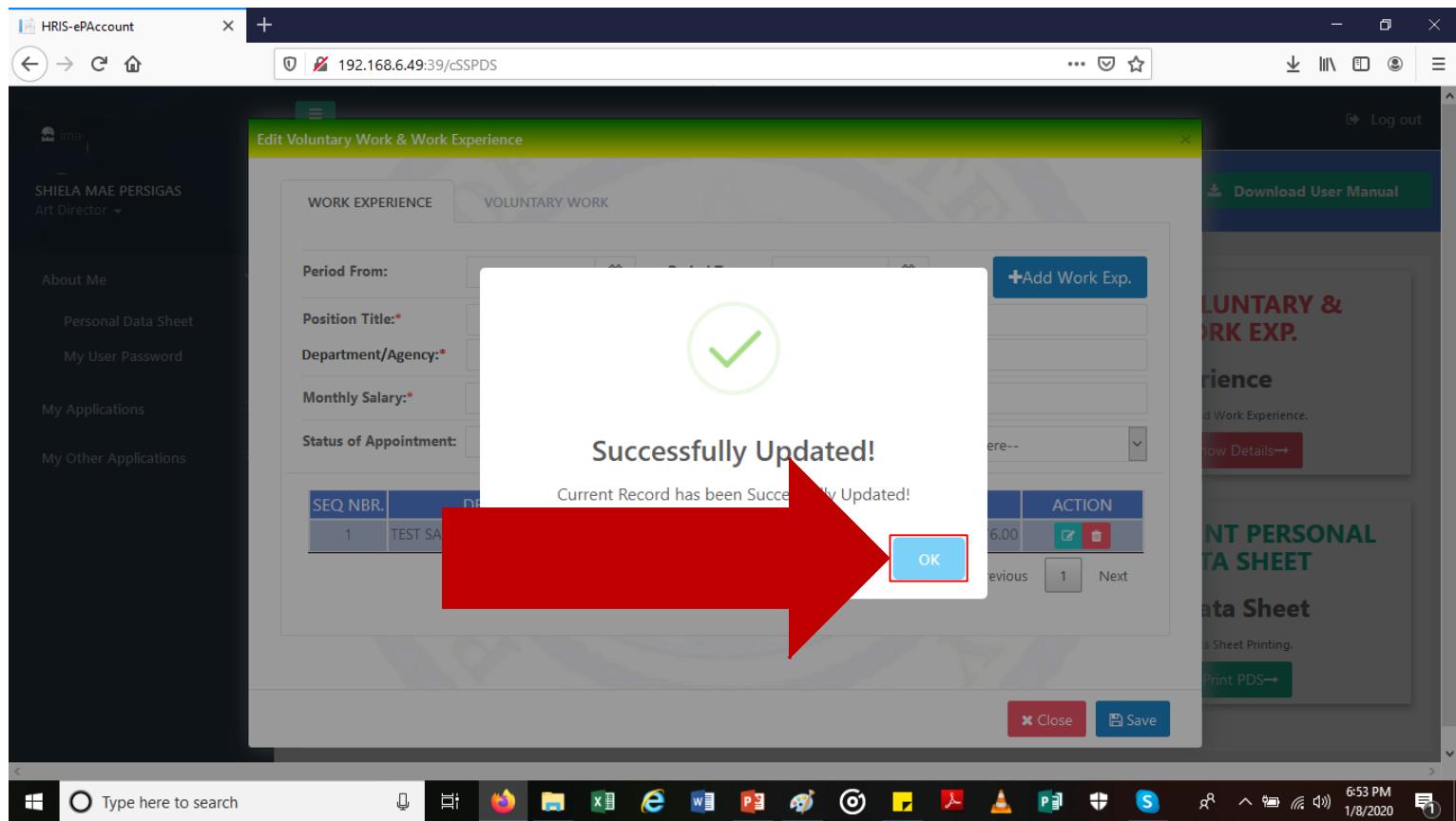
6.00

Previous 1 Next

Type here to search

1/8/2020 6:53 PM

## Step 12: Repeat step 8 to continue and update information.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

WORK EXPERIENCE

Period From:  Period To:  +Add Work Exp.

Position Title:\*

Department/Agency:\*

Monthly Salary:\*

Salary/Job/Pay Grade:\*

Status of Appointment:  Gov't Service (Y/N):

SEQ NBR.	DEPARTMENT/OFFICE	POSITION	SALARY	ACTION
1	TEST SAMPLE	TEST SAMPLE	5,342,476.00	

Previous 1 Next

Close Save

Type here to search

6:58 PM 1/8/2020

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

ENT PERSONAL DATA SHEET

Data Sheet Printing.

Print PDF→

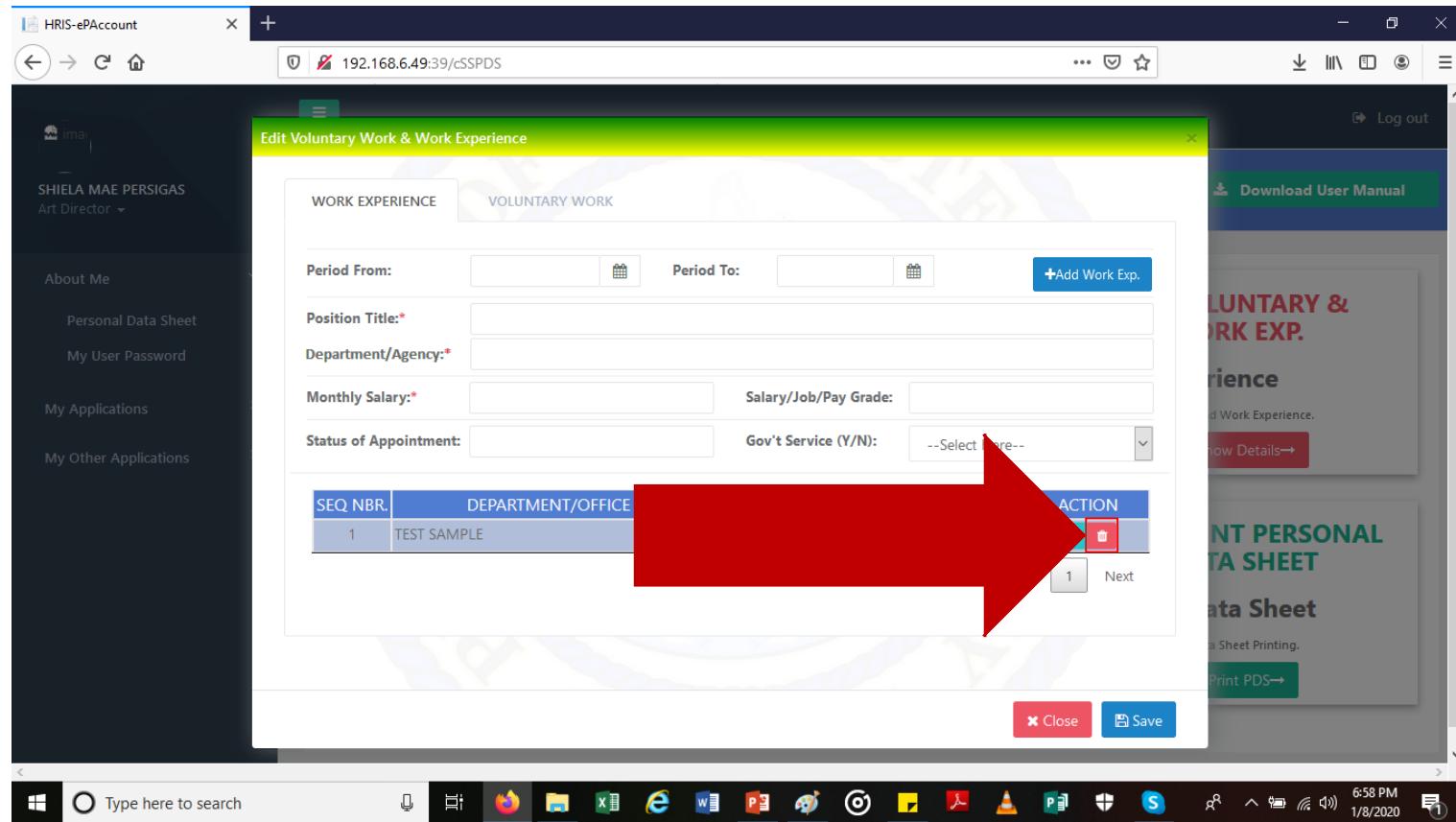


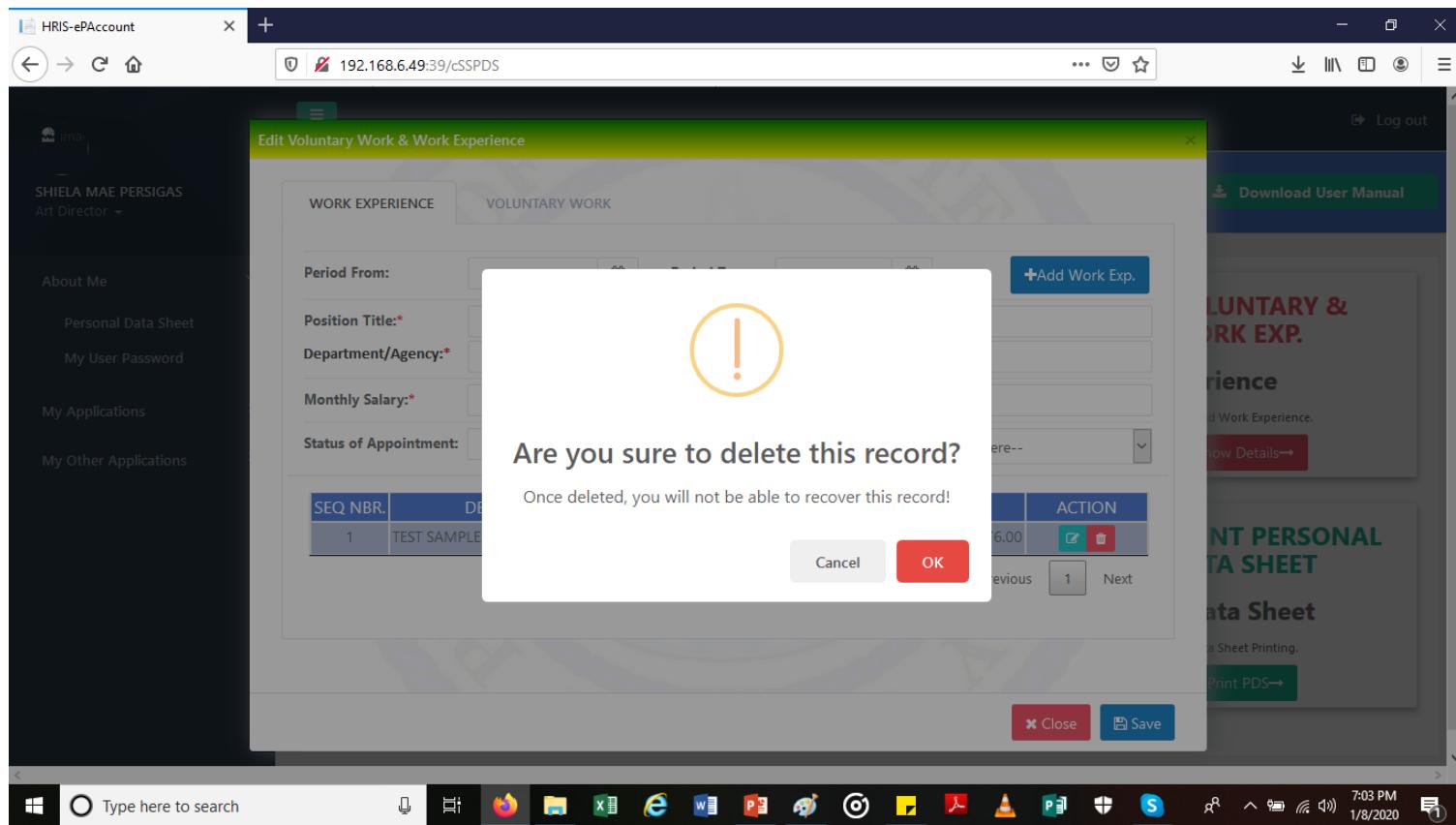
**Step 13:** If you want to delete information in **work experience tab**, select specific record to delete.

The screenshot shows a Windows desktop with the HRIS-ePAccount application open in a browser window. The application interface includes a sidebar with user information and navigation links like 'About Me', 'Personal Data Sheet', and 'My Applications'. The main content area displays an 'Edit Voluntary Work & Work Experience' dialog box. The 'WORK EXPERIENCE' tab is active. Inside the dialog, there are input fields for 'Period From' and 'Period To', a 'Position Title' field, a 'Department/Agency' field, 'Monthly Salary' and 'Salary/Job/Pay Grade' fields, and 'Status of Appointment' and 'Gov't Service (Y/N)' dropdowns. Below these fields is a table with a single data row. The table has columns for 'SEQ NBR.', 'DEPARTMENT/OFFICE', 'POSITION', 'SALARY', and 'ACTION'. The 'ACTION' column for the first row contains a red-bordered delete icon. At the bottom of the dialog are 'Close' and 'Save' buttons. The status bar at the bottom of the screen shows the date and time as 6:58 PM, 1/8/2020.

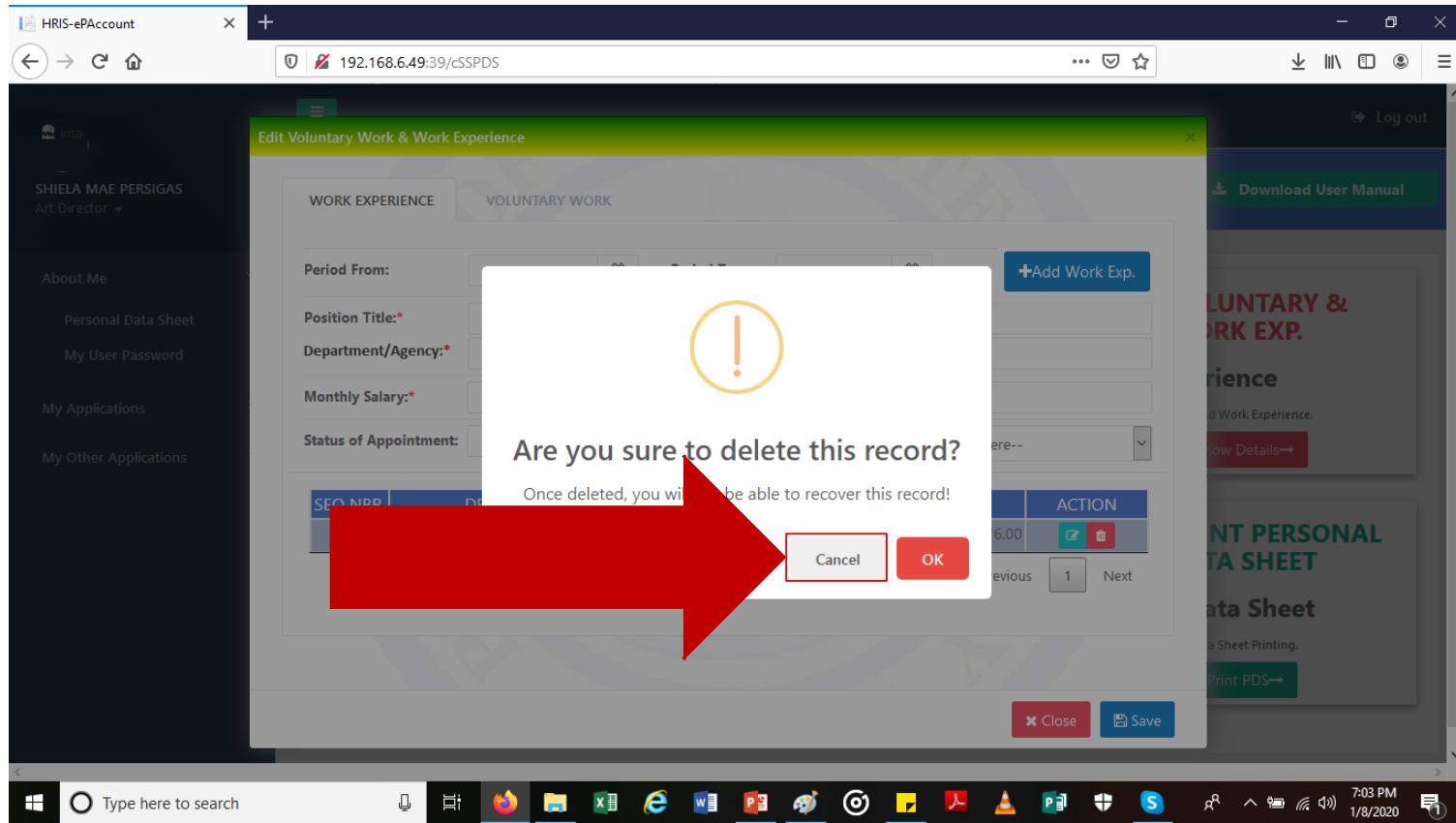
SEQ NBR.	DEPARTMENT/OFFICE	POSITION	SALARY	ACTION
1	TEST SAMPLE	TEST SAMPLE	5,342,476.00	

## Step 14: Click delete button for you to delete record.

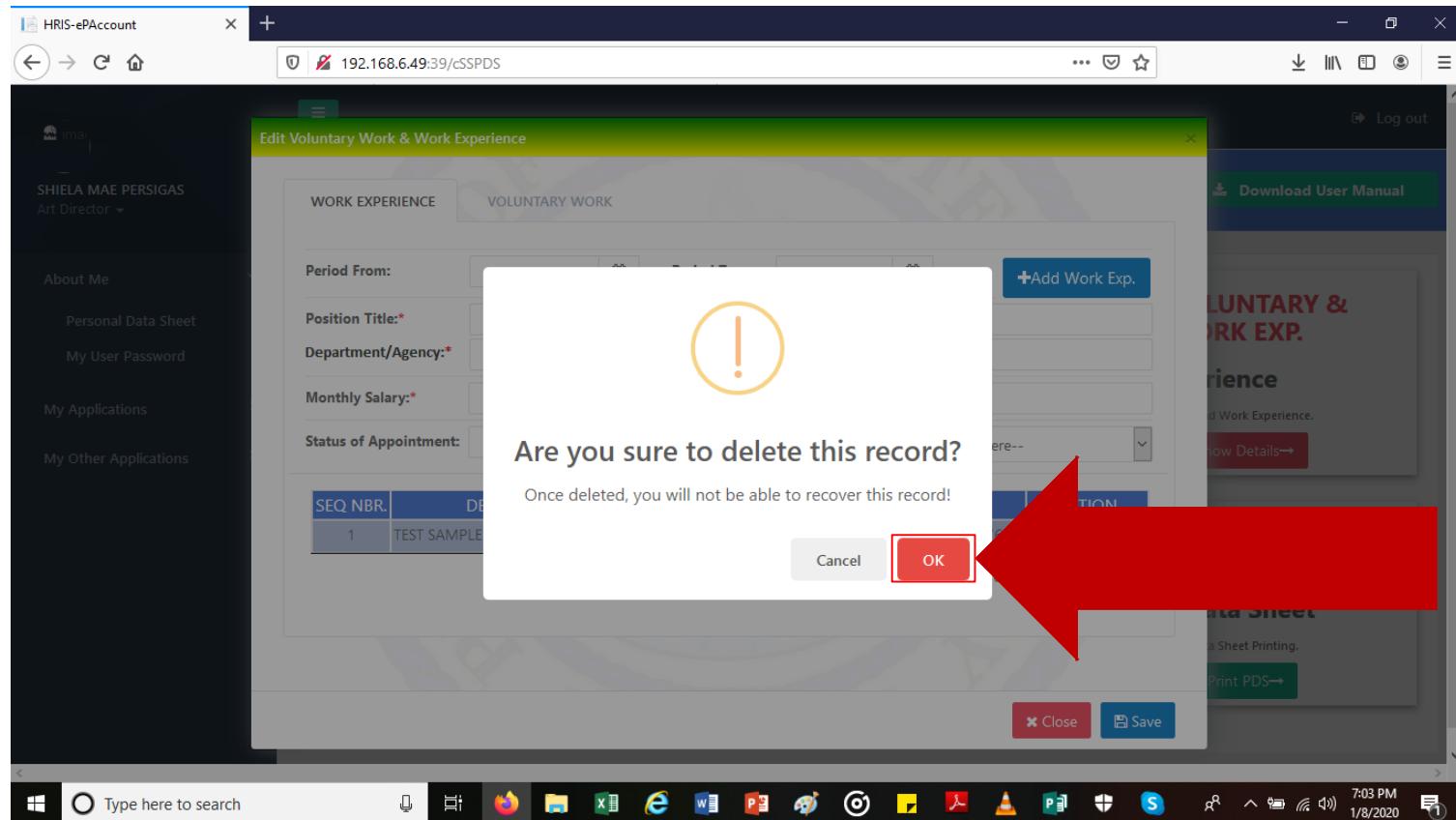




## Step 15: Click cancel button if you don't want to delete record.



**Step 16:** Repeat step 14 to continue, click **ok button** if you want to delete record.



HRIS-ePAccount

192.168.6.49:39/csspds

Log out

Download User Manual

VOLUNTARY & WORK EXP.

WORK EXPERIENCE VOLUNTARY WORK

Period From: Period To: +Add Work Exp.

Position Title:\*

Department/Agency:\*

Monthly Salary:\*

Status of Appointment:

SEQ NBR. | ACTION

Your Record has been Successfully Deleted!

OK Close Save

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

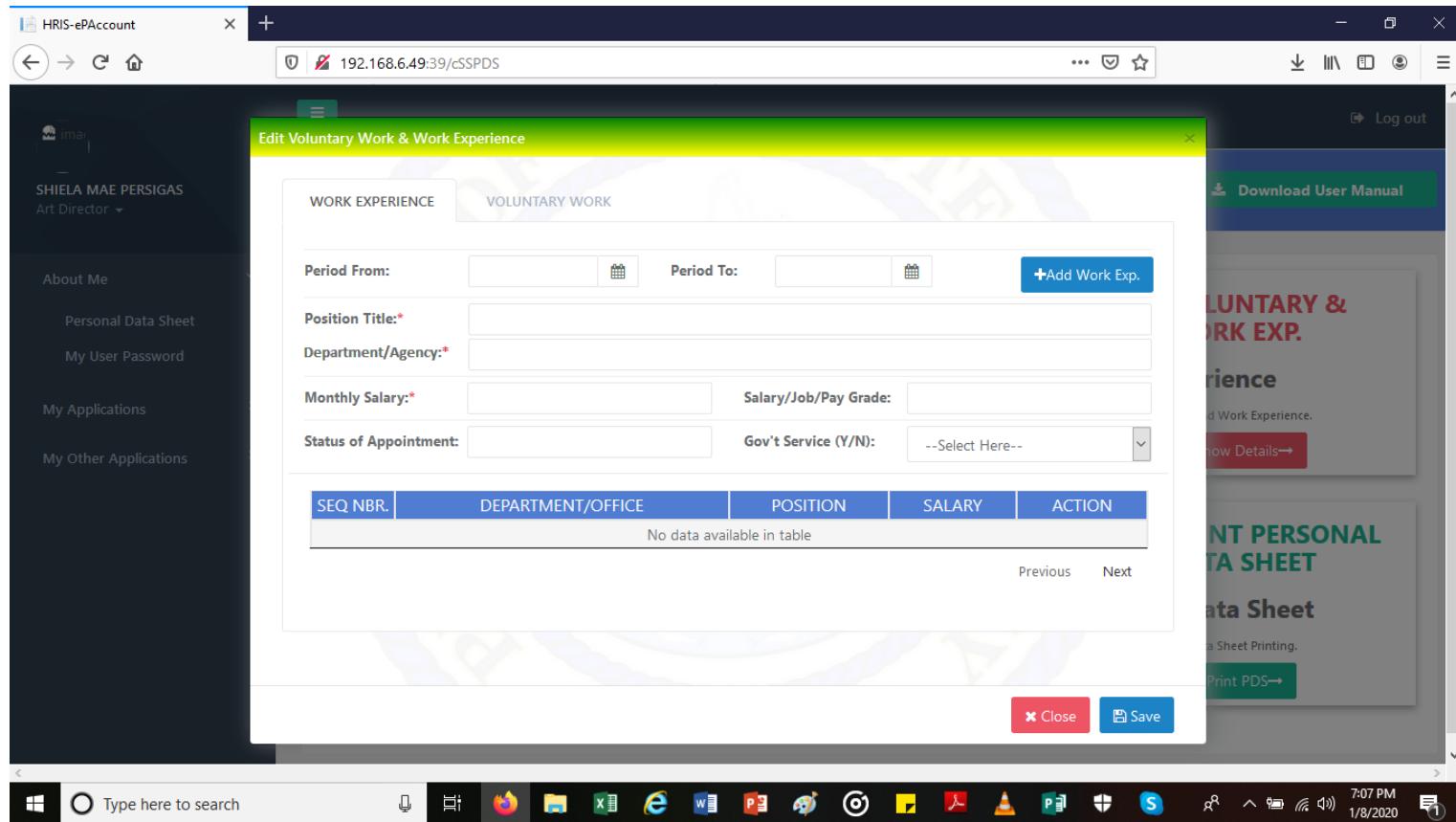
My Other Applications

Type here to search

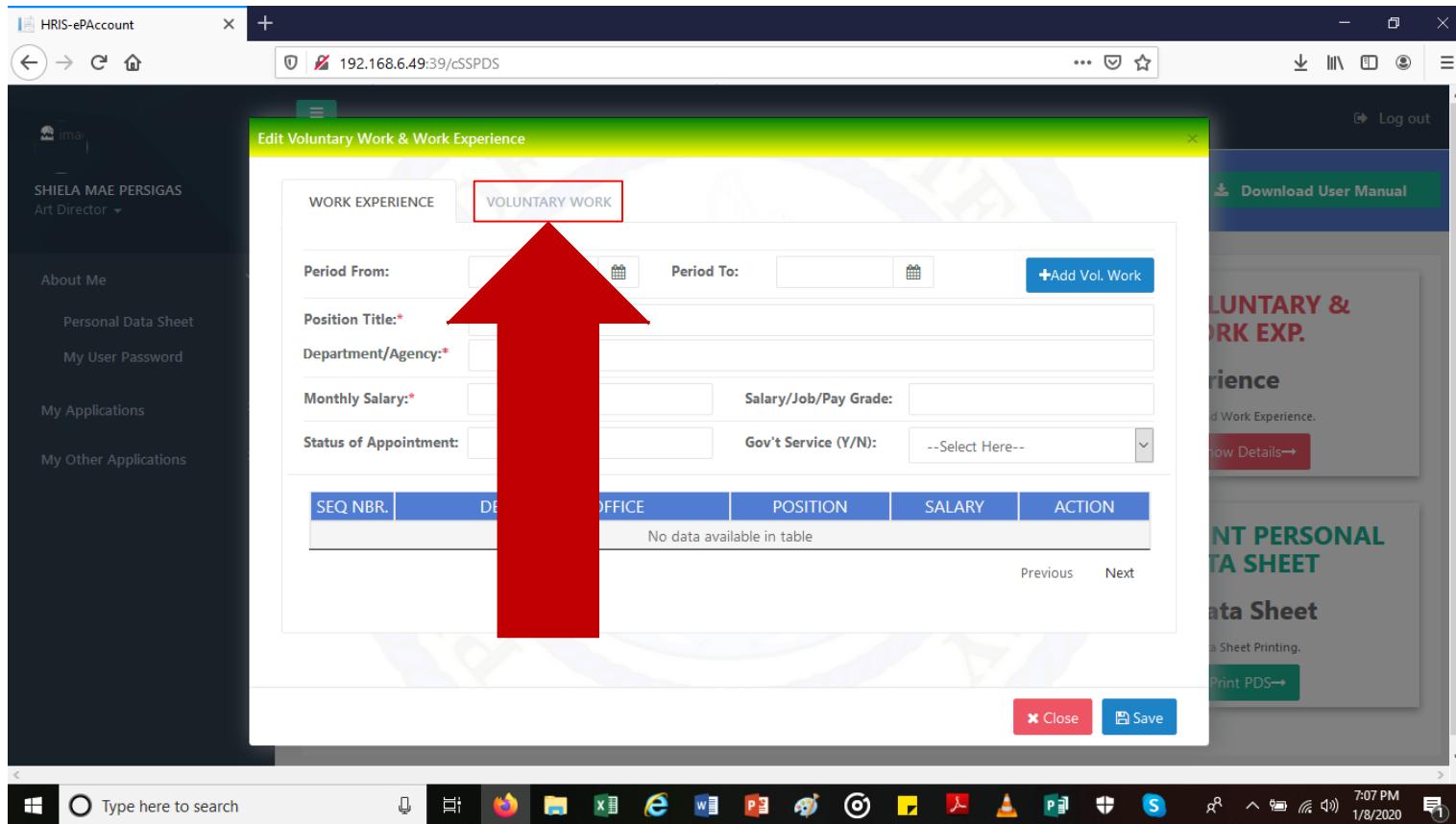
7:06 PM 1/8/2020

This screenshot shows a web browser window for the HRIS-ePAccount system at the URL 192.168.6.49:39/csspds. The main content area displays the 'Edit Voluntary Work & Work Experience' page. A modal dialog box is centered on the screen, indicating that a record has been successfully deleted. The dialog contains a large green checkmark icon and the text 'Your Record has been Successfully Deleted!'. At the bottom of the dialog are 'OK', 'Close', and 'Save' buttons. The background of the page shows fields for 'Position Title', 'Department/Agency', 'Monthly Salary', and 'Status of Appointment', along with a table for 'SEQ NBR.' and 'ACTION'. On the left side of the page, there is a sidebar with user information (SHIELA MAE PERSIGAS, Art Director) and links for 'About Me', 'Personal Data Sheet', 'My User Password', 'My Applications', and 'My Other Applications'. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

## Step 17: Repeat step 8 click ok button to continue.



**Step 18:** To continue and updated needed information in **voluntary work tab**, click **voluntary work tab** for you to update information.



HRIS-ePAccount

192.168.6.49:39/csspds

Log out

Download User Manual

VOLUNTARY & WORK EXP.

View Details →

ENT PERSONAL DATA SHEET

Print PDF →

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Voluntary Work & Work Experience

WORK EXPERIENCE VOLUNTARY WORK

+Add Vol. Work

Period From:  Period To:  Nbr. of Hours:

Name & Add. of Org.:\*

Pos./Nature of Work:\*

SEQ NBR.	NAME & ADDRESS	POSITION TITLE	ACTION
No data available in table			

Previous Next

Close Save

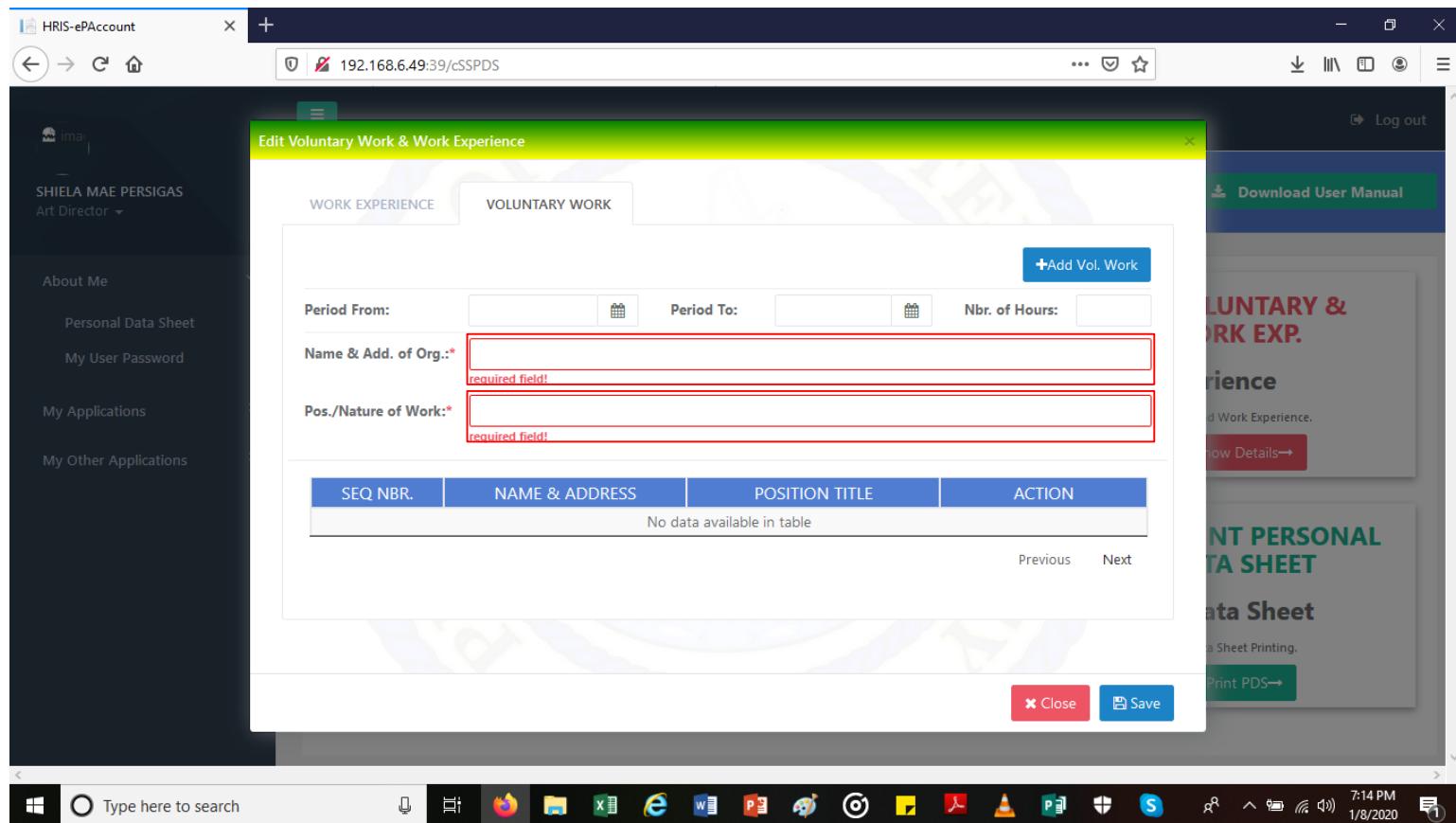
Type here to search

7:13 PM 1/8/2020

**Step 19:** Input needed information in **voluntary work tab** to update values, click **add vol. work button** to update information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add vol. work button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.



## Step 20: Input values specifically in all required fields.

HRIS-eAccount

192.168.6.49:39/cSPDS

Edit Voluntary Work & Work Experience

WORK EXPERIENCE VOLUNTARY WORK +Add Vol. Work

Period From:  Period To:  Nbr. of Hours:

Name & Add. of Org.:\* TEST DATA  
required field!

Pos./Nature of Work:\* TEST DATA  
required field!

SEQ NBR.	NAME & ADDRESS	POSITION TITLE	ACTION
No data available in table			

Previous Next

x Close Save

SHIELA MAE PERSIGAS Art Director

About Me Personal Data Sheet My User Password My Applications My Other Applications

Download User Manual

VOLUNTARY & WORK EXP.

rience

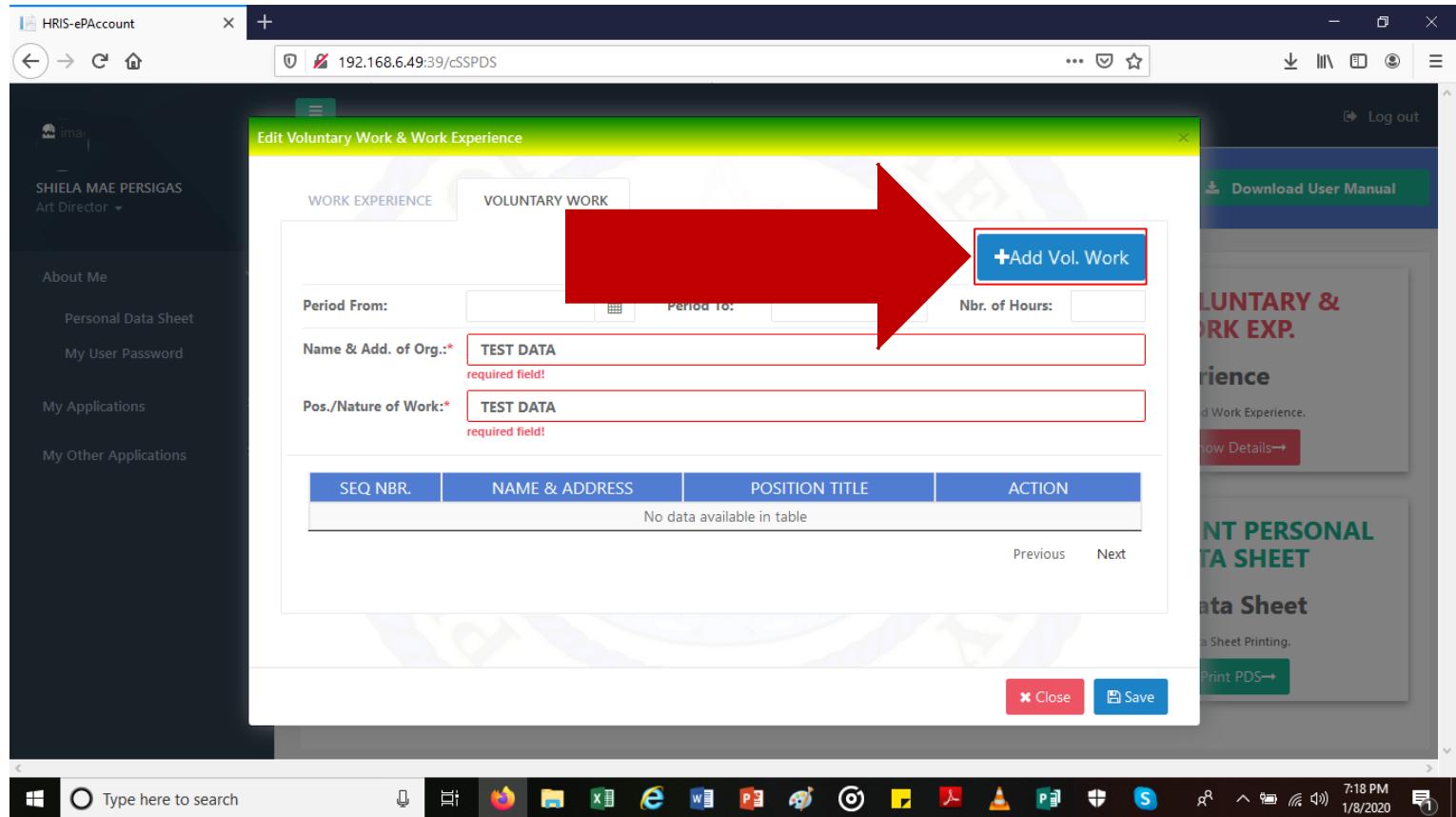
ANT PERSONAL DATA SHEET

data Sheet

Type here to search

7:18 PM 1/8/2020

**Step 21:** Click add vol. work button in order to add updated information on the table grid below.



HRIS-ePAccount

192.168.6.49:39/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

PERSONAL DATA SHEET

Print PDS→

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Voluntary Work & Work Experience

WORK EXPERIENCE VOLUNTARY WORK

Period From:

Name & Add. of Org.:\*

Pos./Nature of Work:\*

SEQ NBR. 1 TEST

+Add Vol. Work

of Hours:

ACTION

OK

New Record has been Successfully Added!

Close Save

Type here to search

Windows Start button

7:31 PM 1/8/2020

1

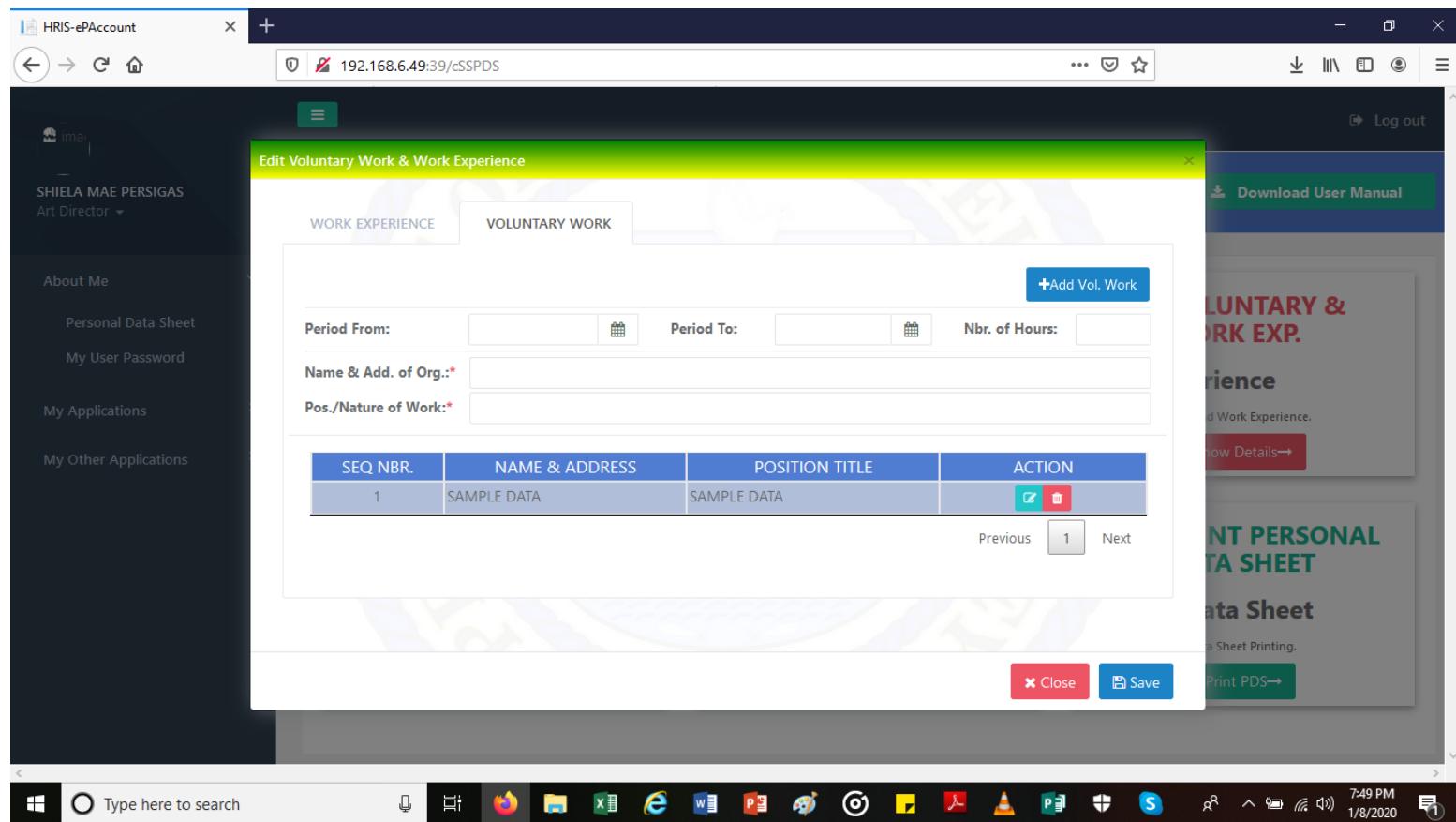
**Step 22:** Repeat step 8 to continue and go back to previous page.

The screenshot shows a web-based application titled "Edit Voluntary Work & Work Experience". The interface includes a sidebar with user information (SHIELA MAE PERSIGAS, Art Director) and links for About Me, Personal Data Sheet, My User Password, My Applications, and My Other Applications. The main content area has tabs for "WORK EXPERIENCE" and "VOLUNTARY WORK", with "VOLUNTARY WORK" selected. A form contains fields for "Period From" and "Period To" (both with calendar icons), and "Nbr. of Hours". Below the form is a table with a single row of data:

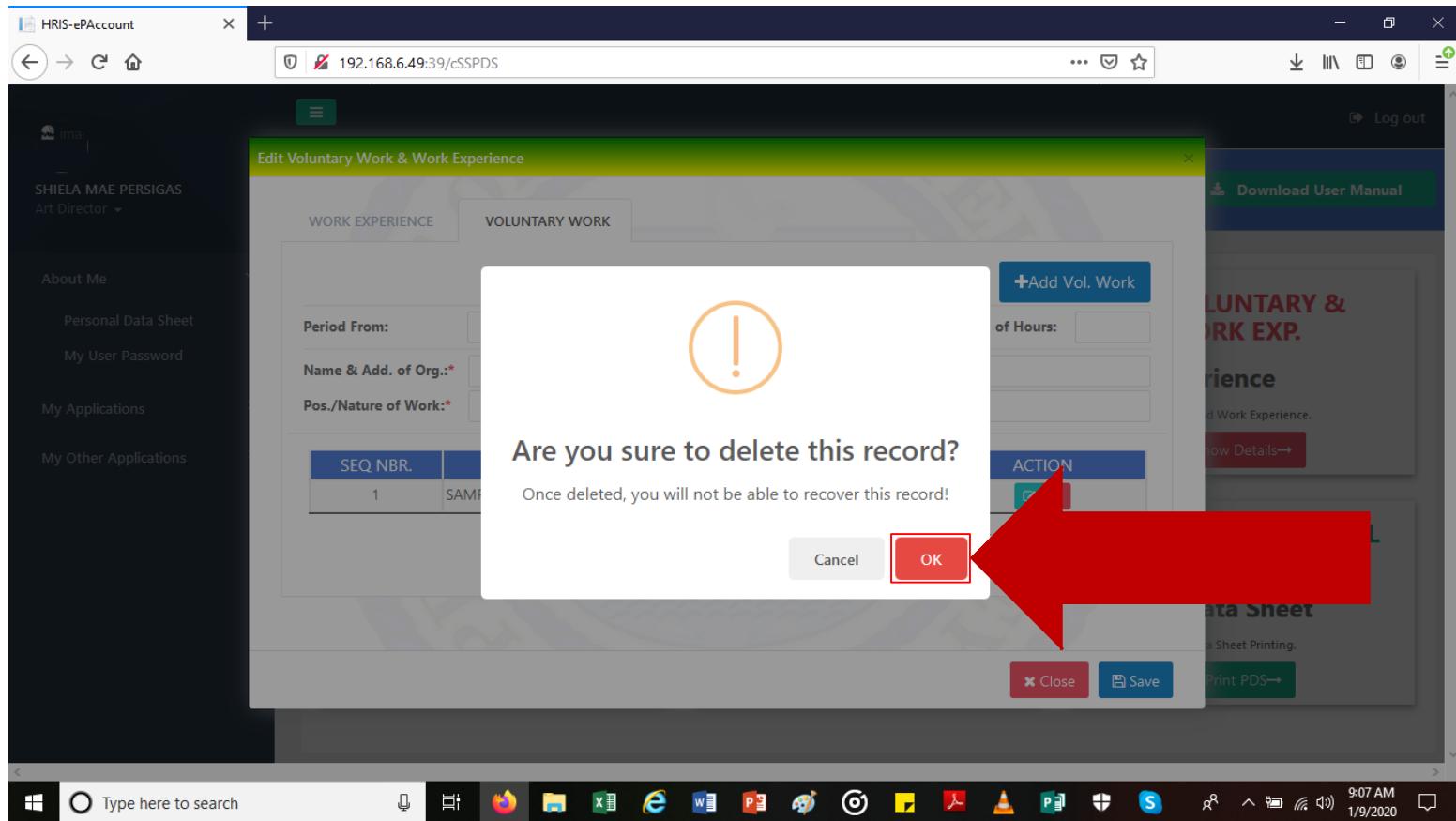
SEQ NBR.	NAME & ADDRESS	POSITION TITLE	ACTION
1	TEST DATA	TEST DATA	

At the bottom of the table are buttons for "Previous", "Next", and page numbers (1). Below the table are "Close" and "Save" buttons. The status bar at the bottom shows the date and time (7:41 PM, 1/8/2020).

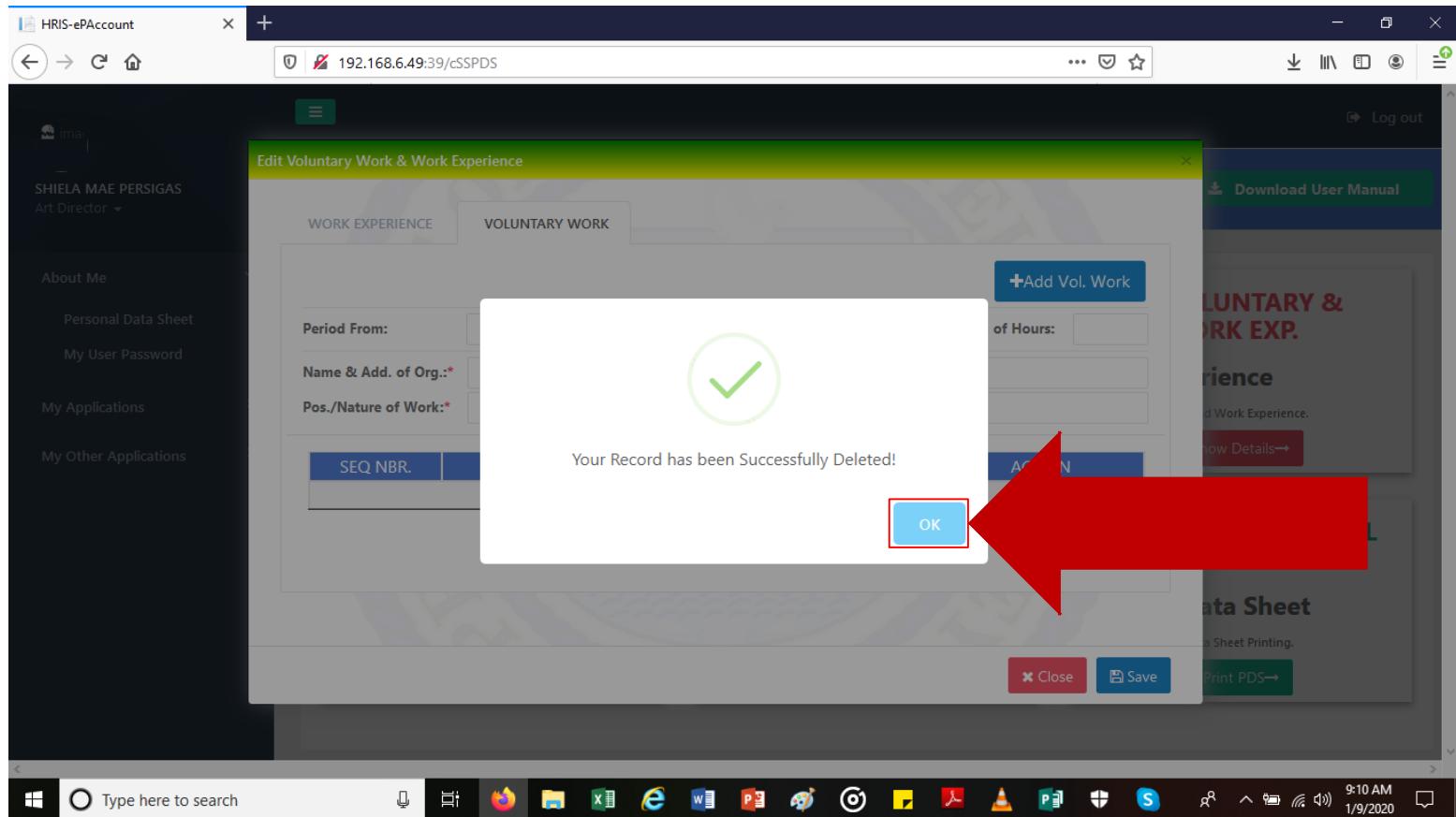
## Step 23: Repeat step 10 and 11 for you to delete record.



## Step 24: Repeat step 14 and 16 for you to delete record.



**Step 25:** Repeat step 8 to exit and go back to previous page.



HRIS-ePAccount

192.168.6.49:39/csspds

Log out

Download User Manual

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Voluntary Work & Work Experience

WORK EXPERIENCE VOLUNTARY WORK

+Add Vol. Work

Period From:  Period To:  Nbr. of Hours:

Name & Add. of Org.:\*

Pos./Nature of Work:\*

SEQ NBR.	NAME & ADDRESS	POSITION TITLE	ACTION
No data available in table			

Previous Next

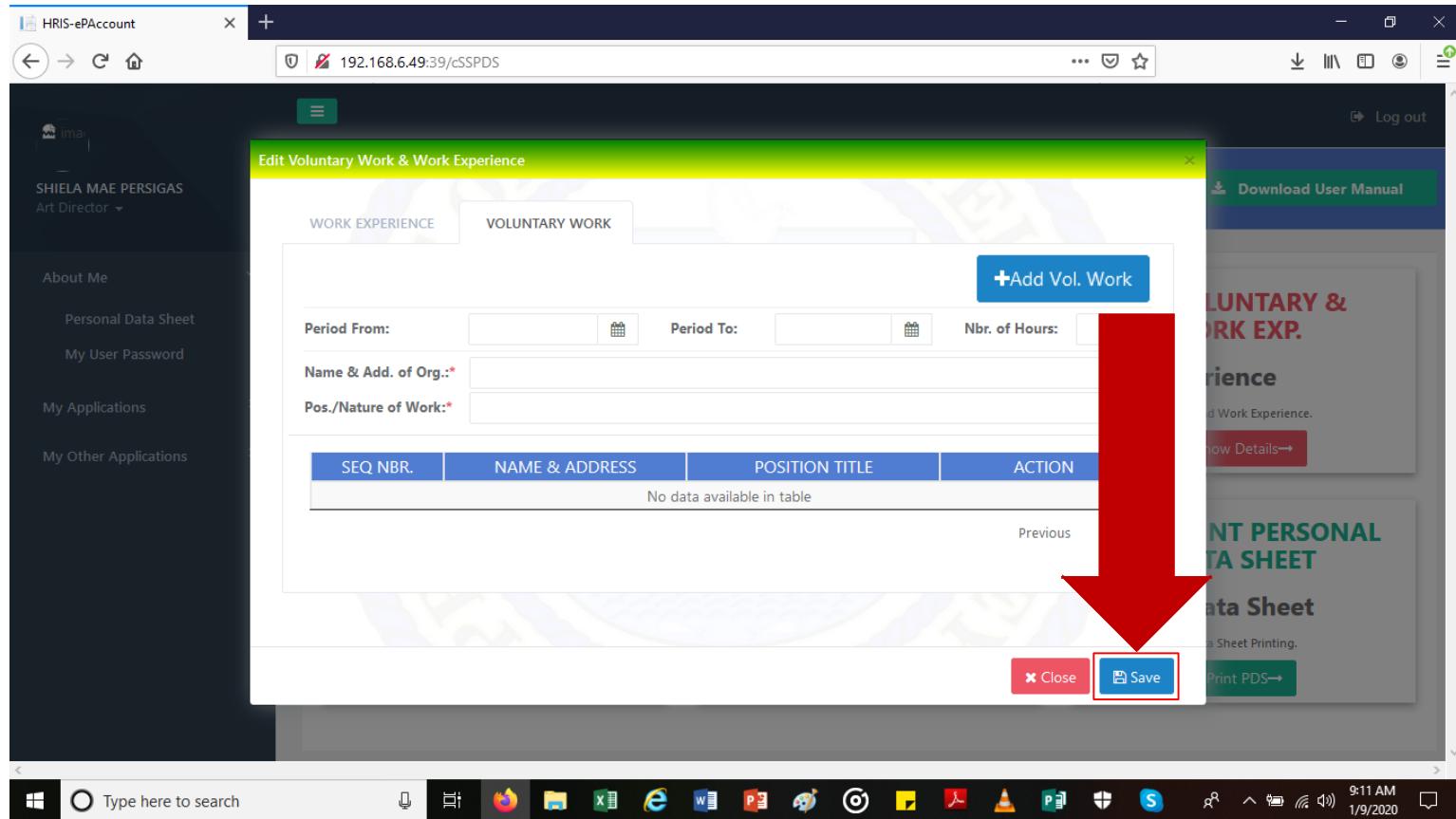
Close Save

Print PDS→

Type here to search

9:11 AM 1/9/2020

**Step 22:** Click **save button** in order to save updated employee educational background update.



HRIS-ePAccount

192.168.6.49:39/cssPDS

Log out

Download User Manual

SHIELA MAE PERSIGAS  
Art Director

About Me

- Personal Data Sheet
- My User Password

My Applications

- My Other Applications

Personal Data Sheet

Successfully Updated!

Current Record has been Successfully Updated!

OK

PERS FAM

Personal Basic

Employee's General Information.

Show Details→

LEARN DEV

Learning & Development

Employee's Learning & Development Progress/Other Skills.

Show Details→

SC

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Type here to search

9:13 AM  
1/9/2020

**Step 23:** Repeat step 8 to continue and go back to previous page.

The screenshot shows a web browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:39/cSSPDS". The main content is the "Personal Data Sheet" page. On the left, there's a sidebar with navigation links: "About Me" (selected), "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The main area has a blue header "Personal Data Sheet" and a green button "Download User Manual". Below the header are six cards arranged in a grid:

- PERSONAL INFO & FAMILY BKG.** (Orange icon) **Personal Basic Information** (Employee's General Information (Name/Birthday/Status)). [Show Details→](#)
- EDUCATION & CSC ELIGIBILITY** (Blue graduation cap icon) **Educational Background** (Employee's Educational Information and CSC Eligibility). [Show Details→](#)
- VOLUNTARY & WORK EXP.** (Red briefcase icon) **Work Experience** (Employee's Voluntary and Work Experience). [Show Details→](#)
- LEARNING & DEVELOPMENT** (Green lightbulb icon) **Learning & Development** (Employee's Learning & Development Progress/OtherSkills). [Show Details→](#)
- STATUTORY/REF.** (Red gavel icon) **Statutory & Reference** (Employee's Statutory Information and Reference). [Show Details→](#)
- PRINT PERSONAL DATA SHEET** (Green printer icon) **Personal Data Sheet** (Employee's Personal Data Sheet Printing). [Print PDS→](#)

The taskbar at the bottom shows various application icons and the system clock "9:13 AM 1/9/2020".

# Personal Data Sheet

## (Learning and Development)

# Navigate to About Me-> Personal Data Sheet-> Learning and Development

Screenshot of a web application window titled "HRIS-ePAccount". The URL in the address bar is "localhost:18187/cMainPage/Index". The sidebar on the left shows navigation options: "About Me" (highlighted with a red border), "My Applications", "My Other Applications", and "My Reports".

The main content area displays two items:

- Animation without caption:** A photograph of five people sitting on a green stage in front of a decorative backdrop featuring a logo and the word "Diksi".
- Animation and Caption:** A photograph of five people standing in front of a banner that reads "TEAM RED LION", "WALANG IWANAN", and "AKSYON AGAD". A caption below the image says "This is simple caption 1".

The taskbar at the bottom includes icons for various applications like Windows, File Explorer, Firefox, Internet Explorer, and Microsoft Office, along with system status indicators.

HRIS-ePAccount

localhost:18187/cMainPage/Index

Log out

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

localhost:18187

Animation without caption

Animation and Caption

This is simple caption 1

12:56 PM  
1/10/2020

HRIS-ePAccount X +

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress/Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDF→

12:57 PM  
1/10/2020

## **Note:**

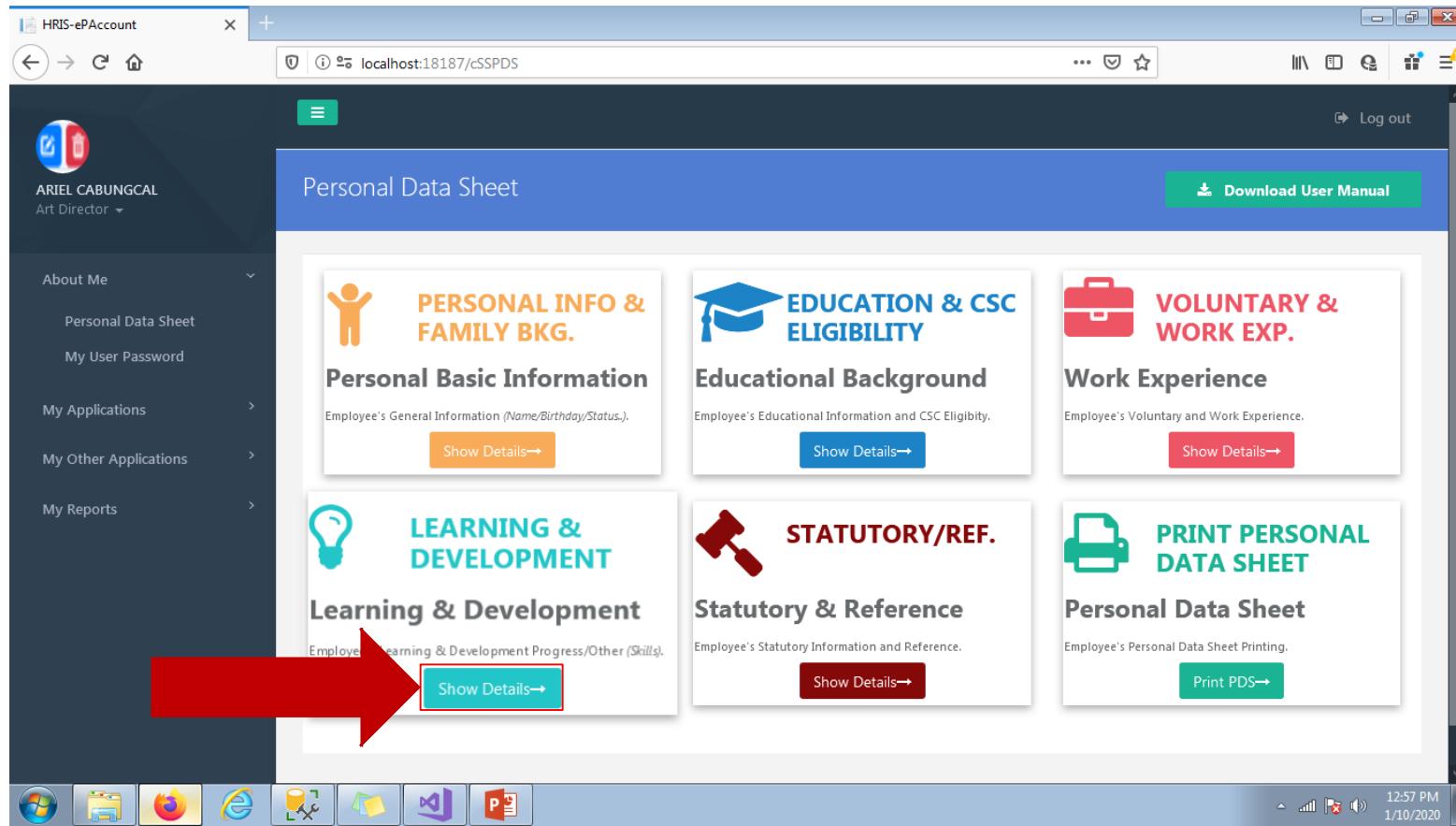
Upon log-in in the system user's are strictly not allowed to use other employee's account to log-in in the system, because here in **PDS (Personal Data Sheet)** all information to be display will be base on the log-in account information of specific employee valued data.



How to edit  
employee learning and  
development?



**Step 1:** While on the main page of **personal data sheet** click **show details** button pop-up window will appear where **edit learning & development/other** modal page will be display.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

LUNTARY & WORK EXP.

rience

ad Work Experience.

Show Details→

INT PERSONAL DATA SHEET

Data Sheet

Print PDS→

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From:  Period To:  Nbr. of Hours:

Title of Learning and Dev't Interventions Programs:  Write in full

Type of L & D  (Mngrial/Supervisory/Tech./Et) Conducted By:  Write in full

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
No data available in table			

Previous Next



10:23 AM  
1/10/2020

## **Note:**

Edit page will open **employee ID no.** will auto-generate and all other non-key fields are blank. Primary key is personnel **ID nbr**. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

## **Learning & Development**

**Tab** non-key fields are:

- Period From
- Period To
- Nbr. of Hours
- Title of Learning and Development Interventions Programs
- Type of L & D
- Conducted By

## **Other Information Tab:**

- Special Skills and Hobbies
- Non-Academic Distinctions/Recognition

## **Skills and Development Tab:**

- Special Skills/Hobbies

## **Recognitions Tab:**

- Non-Academic Distinctions/Recognition

## **Association/Organization Tab:**

- Association/Organization

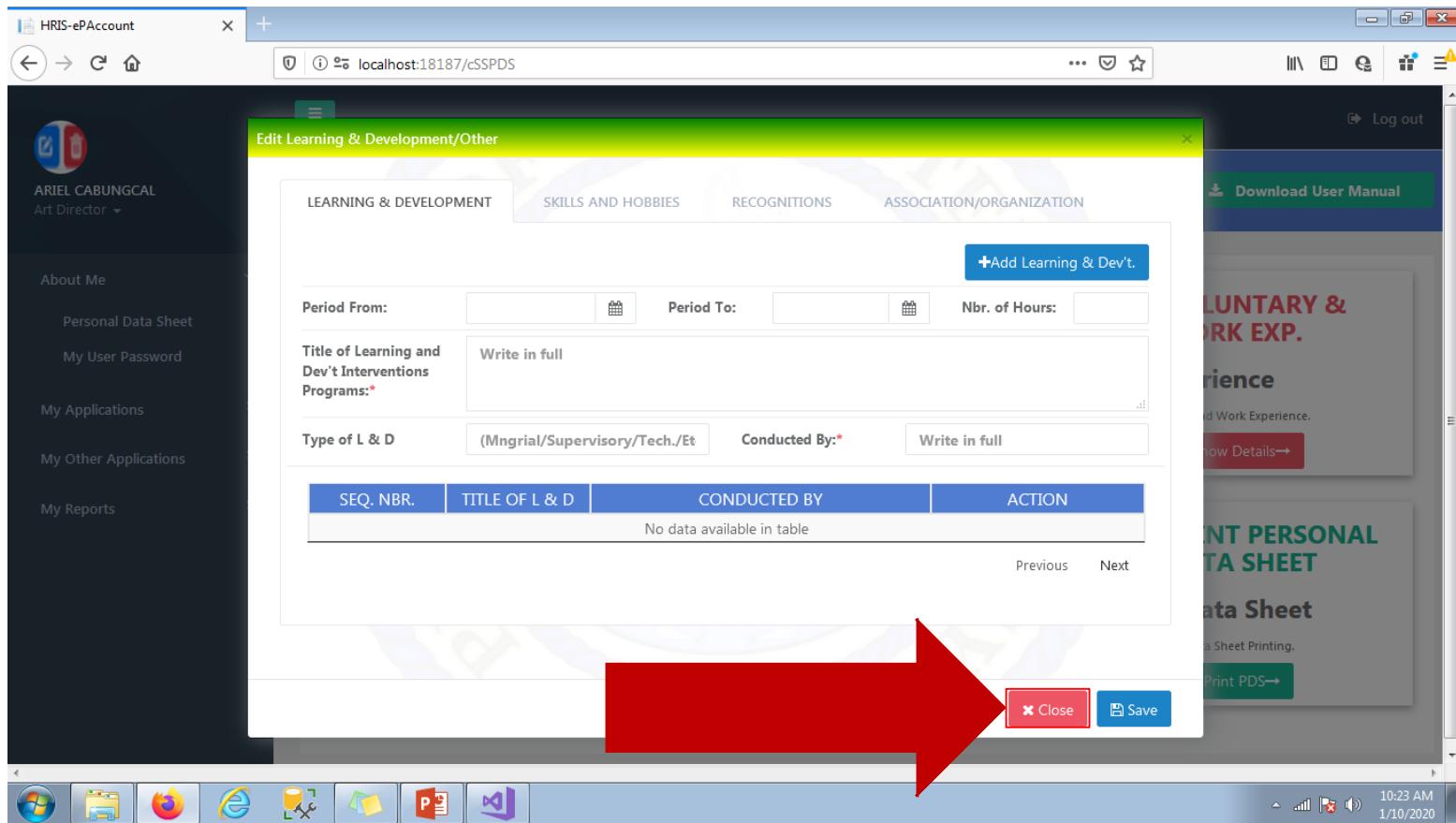
A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).



## **Note:**

Once an account is log-in to the system expected that whatever information displayed will be base on the account use by the user alone to access the system. So, be sure and be accurate and avoid using other employee's account to avoid complications of data. Just because pds information specifically in **learning and development page** affects lots of data if manipulated by anonymous person. Moreover, user's are strictly not allowed to use another account.

**Step 2: Click close button if you want to cancel and go back to main page.**



**Step 3:** Repeat step 1 if you want to continue to add employee learning and development. **Edit learning and development/other** modal page will be display.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [localhost:18187/cSSPDS](http://localhost:18187/cSSPDS). The browser title bar reads "HRIS-ePAccount". The main content area displays a modal dialog titled "Edit Learning & Development/Other". The modal has four tabs at the top: "LEARNING & DEVELOPMENT" (selected), "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". Below the tabs is a button "+Add Learning & Dev't.". A search bar contains the placeholder "Write in full". Underneath is a section for "Title of Learning and Dev't Interventions Programs:" with a placeholder "Write in full". Another search bar below it has a placeholder "(Mngrial/Supervisory/Tech./Et)". To the right of this is a "Conducted By:" field with a placeholder "Write in full". At the bottom of the modal is a table with columns: "SEQ. NBR.", "TITLE OF L & D", "CONDUCTED BY", and "ACTION". A message "No data available in table" is displayed above the table. Navigation buttons "Previous" and "Next" are located below the table. At the bottom right of the modal are "Close" and "Save" buttons. The left sidebar of the application shows the user profile "ARIEL CABUNGCAL Art Director" and a menu with options: "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The right sidebar contains links for "Download User Manual", "VOLUNTARY & WORK EXP.", "Experience", "View Details →", "EDIT PERSONAL DATA SHEET", "Data Sheet", "Print PDS →", and "Print PDS". The system tray at the bottom shows standard icons for network, battery, volume, and date/time (10:23 AM, 1/10/2020).

**Step 4:** Try to click **add learning & dev't. button** in order to add and update employee information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add learning & dev't. button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

View Details →

Print PDS →

LEARNING & DEVELOPMENT

SKILLS AND HOBBIES

RECOGNITIONS

ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From: \_\_\_\_\_ Period To: \_\_\_\_\_ Nbr. of Hours: \_\_\_\_\_

Title of Learning and Dev't Interventions Programs:\*

Type of L & D (Managerial/Supervisory/Tech./Et.)

Conducted By:\*

SEQ. NBR. TITLE OF L & D CONDUCTED BY ACTION

No data available in table

Previous Next

Close Save

10:27 AM  
1/10/2020

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

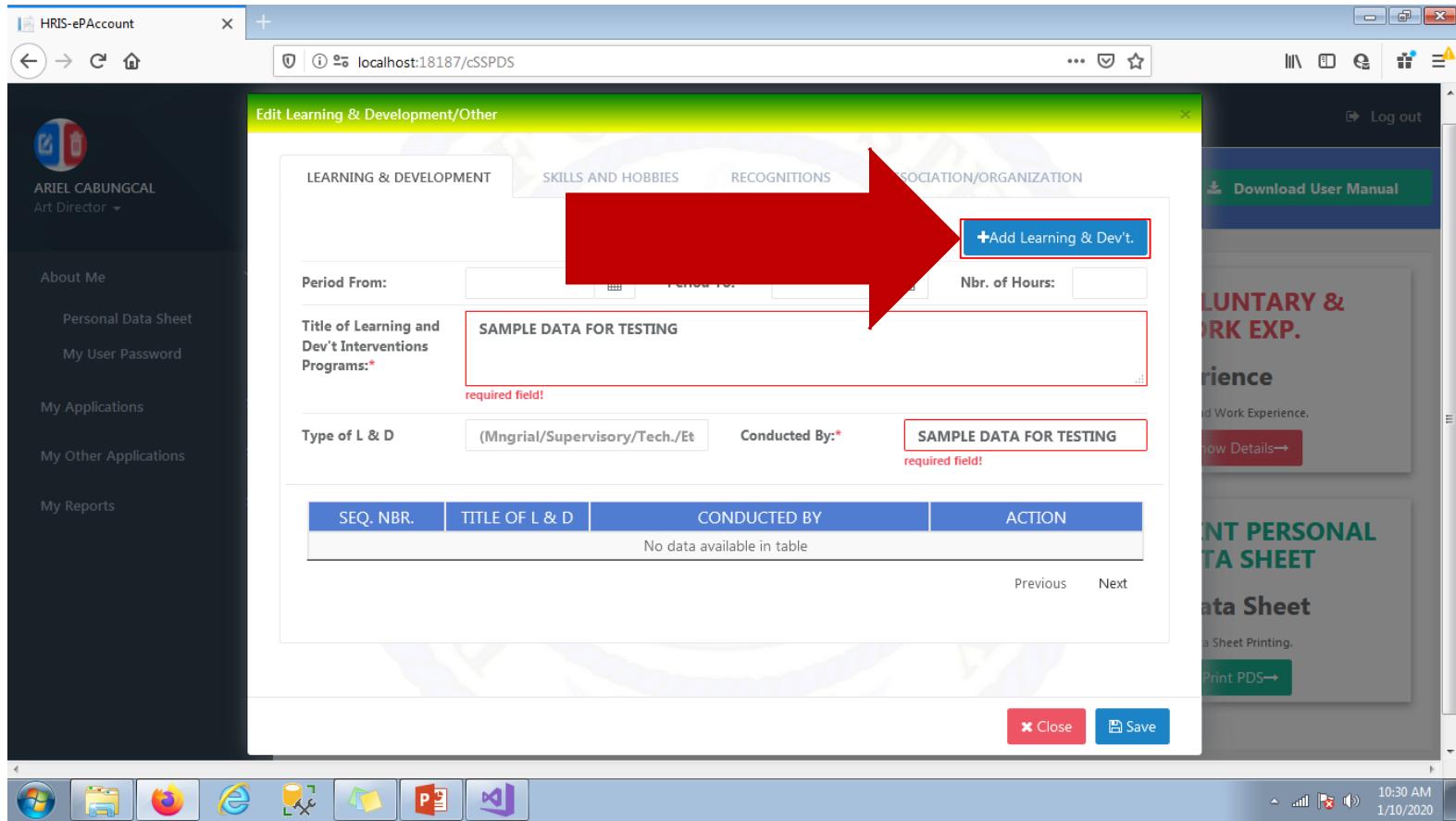
Windows Taskbar icons: File Explorer, Mozilla Firefox, Edge, FileZilla, Microsoft Word, Microsoft PowerPoint, Microsoft Excel

The screenshot shows a web-based HRIS application interface. The main content area is titled "Edit Learning & Development/Other". It has tabs for "LEARNING & DEVELOPMENT" (selected), "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". A blue button "+Add Learning & Dev't." is located in the top right of the main form. Below it are fields for "Period From", "Period To", and "Nbr. of Hours". A required field for "Title of Learning and Dev't Interventions Programs" is highlighted with a red border and contains the placeholder "Write in full". Another required field for "Conducted By" is also highlighted with a red border and contains the placeholder "Write in full". Below these fields is a table with columns "SEQ. NBR.", "TITLE OF L & D", "CONDUCTED BY", and "ACTION". A message "No data available in table" is displayed. At the bottom are "Previous" and "Next" navigation buttons. A toolbar at the bottom includes "Close" and "Save" buttons. The left sidebar shows user profile information (ARIEL CABUNGCAL, Art Director) and a list of navigation links: About Me, Personal Data Sheet, My User Password, My Applications, My Other Applications, and My Reports. The bottom taskbar shows standard Windows icons for file operations and system status.

**Step 5:** Input values specifically in all required fields.

The screenshot shows a web-based application titled "Edit Learning & Development/Other". The top navigation bar includes links for "Log out", "Download User Manual", and "Voluntary & Work Exp.". On the left sidebar, there are links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The main content area has tabs for "LEARNING & DEVELOPMENT", "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". A blue button "+Add Learning & Dev't." is visible. Below the tabs, there are input fields for "Period From" and "Period To" with calendar icons, and a field for "Nbr. of Hours". A red box highlights the "Title of Learning and Dev't Interventions Programs:" field, which contains "SAMPLE DATA FOR TESTING" and the error message "required field!". Another red box highlights the "Conducted By:" field, which also contains "SAMPLE DATA FOR TESTING" and the error message "required field!". Below these fields is a table with columns "SEQ. NBR.", "TITLE OF L & D", "CONDUCTED BY", and "ACTION". The table displays the message "No data available in table". Navigation buttons "Previous" and "Next" are at the bottom of the table. At the very bottom right are "Close" and "Save" buttons.

**Step 6:** Click **add button** in order to add updated information on the table grid below.



HRIS-ePAccount

localhost:18187/cSSPDS

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From:

Title of Learning and Dev't Interventions  
Programs:\*

Type of L & D

SEQ. NBR. 1

SAMP  
TESTIN

Successfully Added!

New Record has been Successfully Added!

OK

ACTION

Previous 1 Next

Close Save

Log out

Download User Manual

VOLUNTARY & WORK EXP.

rience

Show Details→

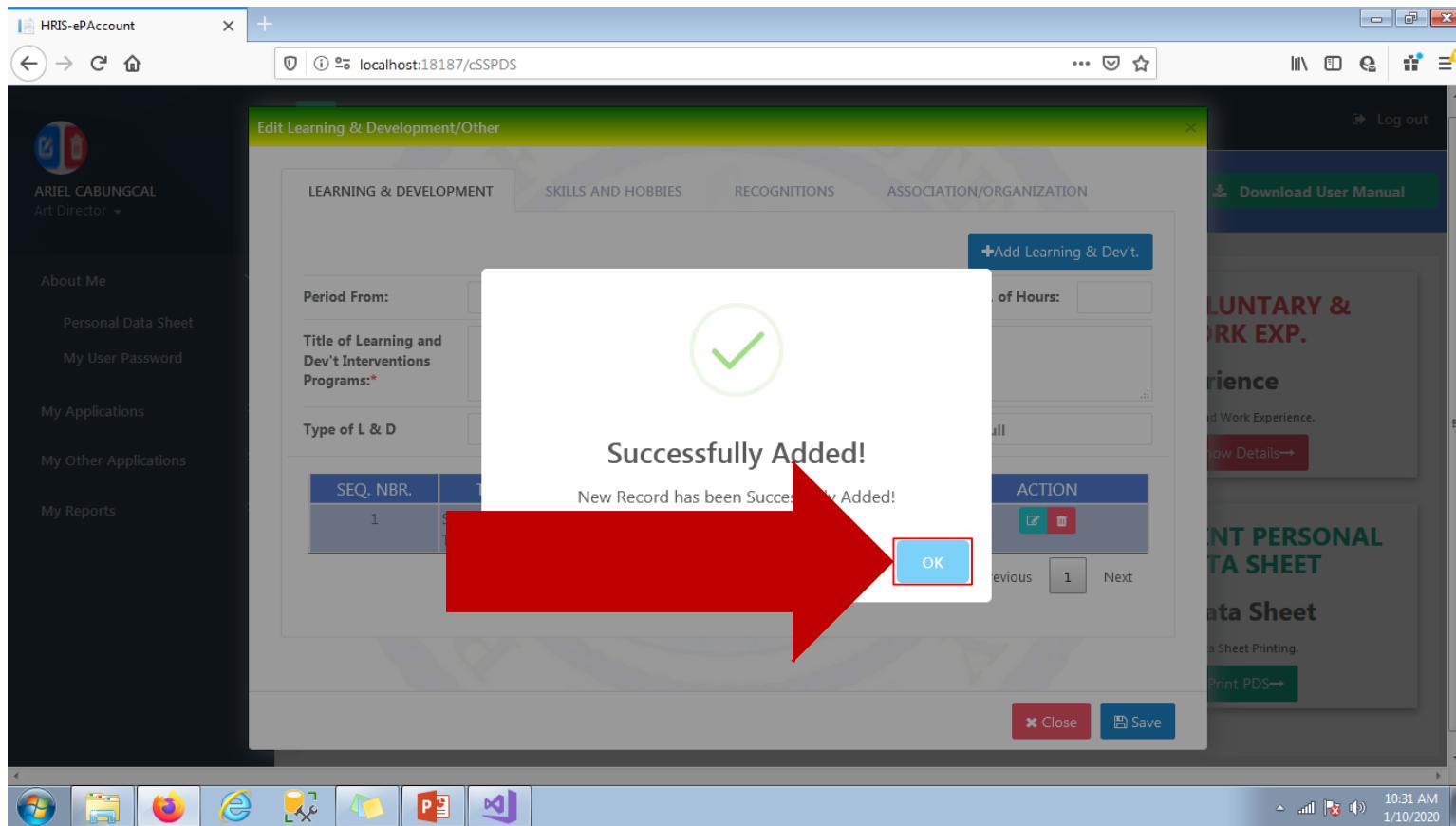
ENT PERSONAL DATA SHEET

data Sheet

Print PDS→

10:31 AM 1/10/2020

**Step 7: Click ok button to exit and go back to previous tab.**



HRIS-ePAccount

localhost:18187/cSPDS

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From: \_\_\_\_\_ Period To: \_\_\_\_\_ Nbr. of Hours: \_\_\_\_\_

Title of Learning and Dev't Interventions Programs:\*

Type of L & D (Mngrial/Supervisory/Tech./Et) Conducted By:\*

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
1	SAMPLE DATA FOR TESTING	SAMPLE DATA FOR TESTING	
2	TEST DATA	TEST DATA	

Previous 1 Next

Close Save

Log out

Download User Manual

VOLUNTARY & WORK EXP.

experience

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Print PDS→

--	--

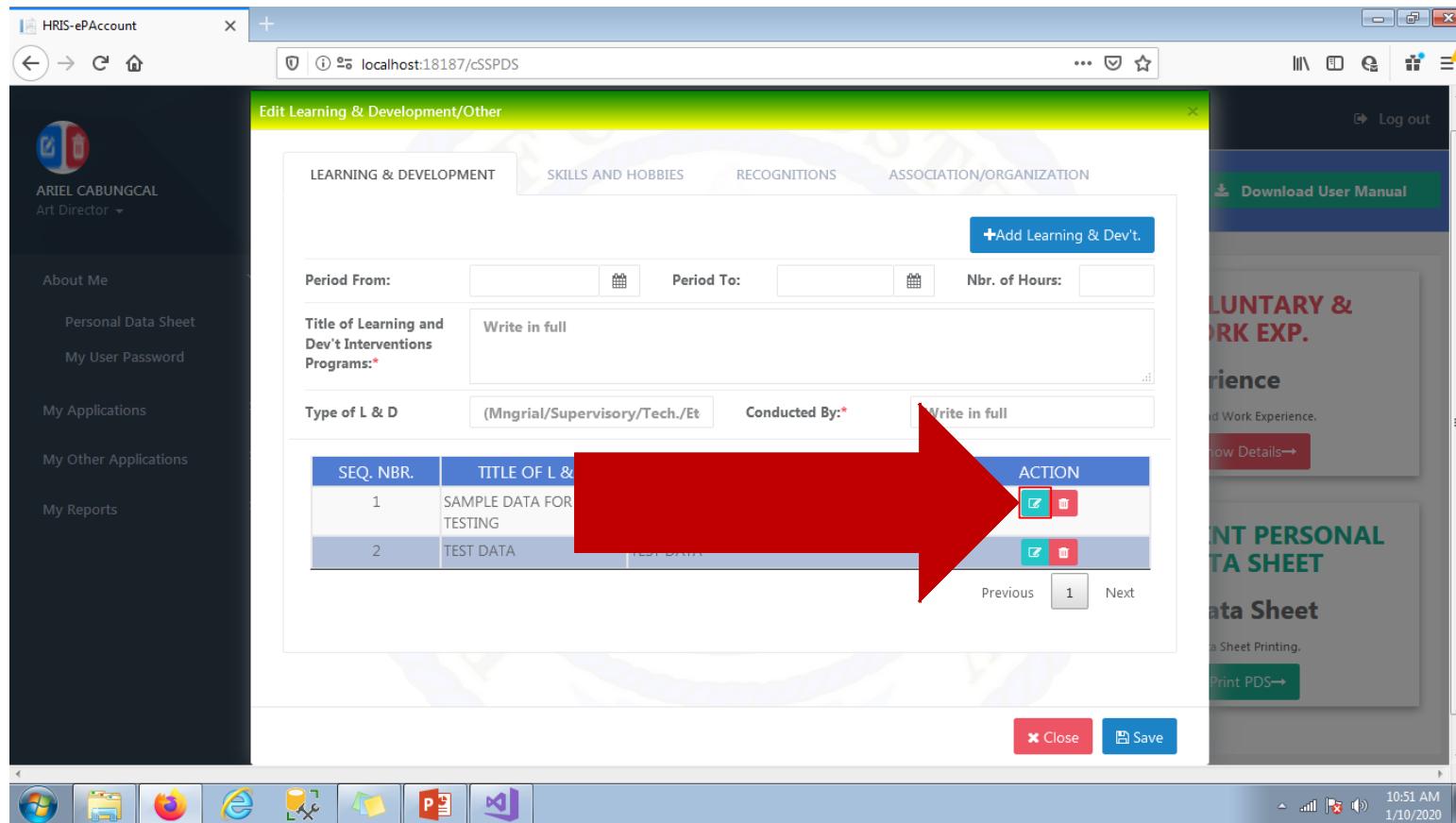
10:51 AM  
1/10/2020

**Step 8:** If you want to update information on the grid below, select specific information to update.

The screenshot shows a Windows desktop environment with a browser window open to the URL `localhost:18187/cSSPDS`. The browser title bar reads "HRIS-ePAccount". The main content area displays a form titled "Edit Learning & Development/Other". The form has tabs for "LEARNING & DEVELOPMENT", "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". Below these tabs are fields for "Period From", "Period To", and "Nbr. of Hours". There is also a section for "Title of Learning and Dev't Interventions Programs" with a note "Write in full". Another section for "Type of L & D" includes a dropdown menu "(Mngrial/Supervisory/Tech./Et)" and a "Conducted By:" field with "Write in full". A large grid table is present, with its first row highlighted by a red border. The columns of the grid are labeled "SEQ. NBR.", "TITLE OF L & D", "CONDUCTED BY", and "ACTION". The first row contains the values "1", "SAMPLE DATA FOR TESTING", "SAMPLE DATA FOR TESTING", and two small icons (edit and delete). The second row contains the values "2", "TEST DATA", "TEST DATA", and the same two icons. Navigation buttons "Previous", "1", and "Next" are located at the bottom of the grid. At the bottom right of the form are "Close" and "Save" buttons. The status bar at the bottom of the screen shows system icons and the text "10:51 AM 1/10/2020".

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
1	SAMPLE DATA FOR TESTING	SAMPLE DATA FOR TESTING	
2	TEST DATA	TEST DATA	

## Step 9: Click edit button in order to update the information.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

Experience

View Details→

INT PERSONAL DATA SHEET

Data Sheet

Print PDS→

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

Update Learning & Dev't.

Period From: 2019-12-05 Period To: 2019-12-06 Nbr. of Hours: 16

Title of Learning and Dev't Interventions Programs:\*

DATA FOR TESTING

Type of L & D SAMPLE Conducted By: DATA FOR TESTING

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
1	SAMPLE DATA FOR TESTING	SAMPLE DATA FOR TESTING	 
2	TEST DATA	TEST DATA	 

Previous 1 Next

 Close  Save

10:54 AM  
1/10/2020

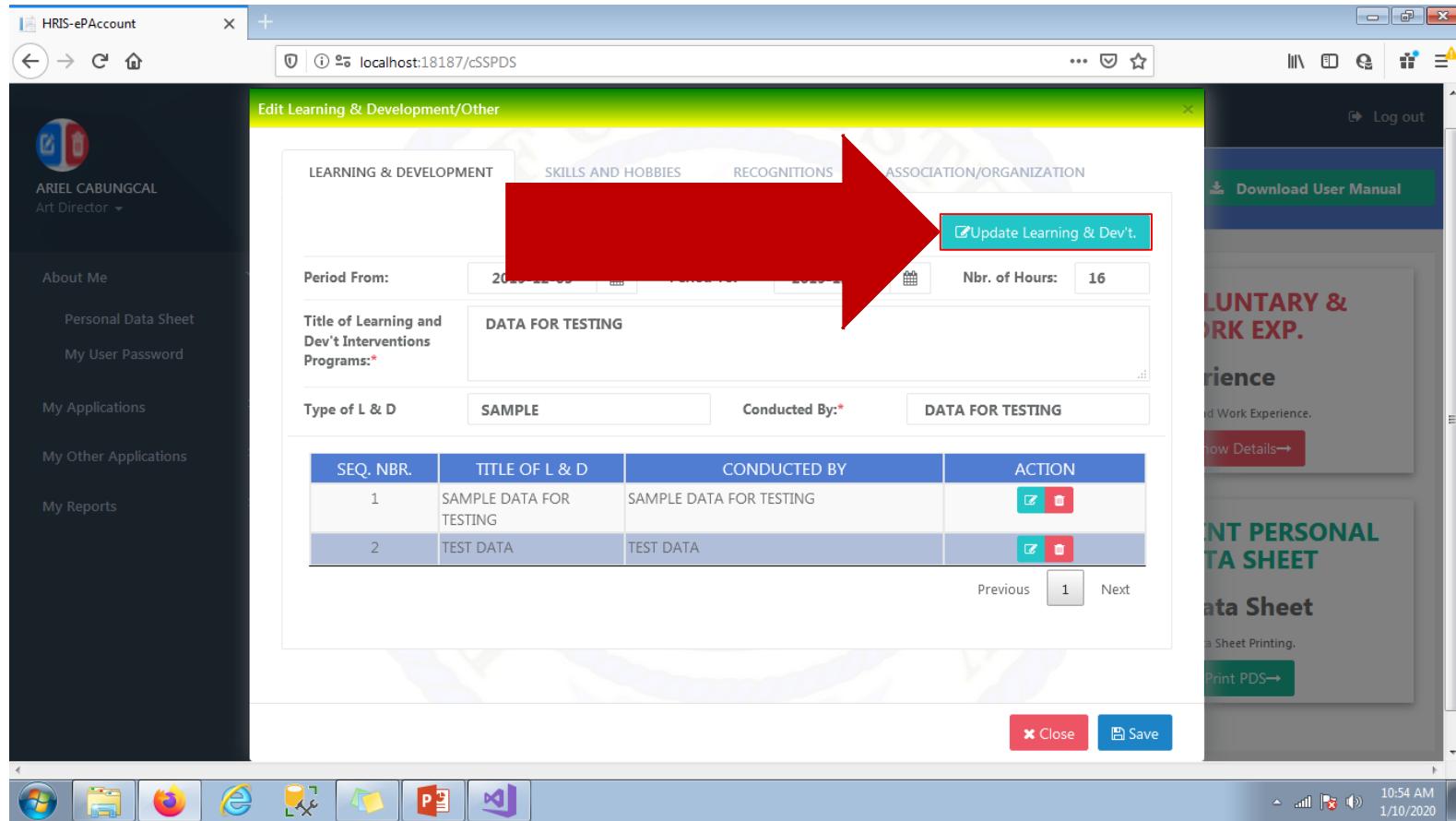


## **Note:**

If you have click **edit button** expected that **add learning & dev't. button** above will become **update learning & dev't. button**, for you to update information edit first values in **title of learning and dev't interventions programs** and **conducted by** or any other fields if necessary to update values before clicking the **update learning & dev't. button**.



**Step 10:** Update values in all required fields to update information, click **update learning and dev't.** button to update data.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

View Details→

Print PDS→

LEARNING & DEVELOPMENT OTHER

Period From:

Title of Learning and Dev't Interventions Programs\*

Type of L & D

SEQ. NBR. DATA TEST

1

2

of Hours:

ACTION

OK

Successfully Updated!

Current Record has been Successfully Updated!

Close Save

10:56 AM  
1/10/2020

My Applications

My Other Applications

My Reports

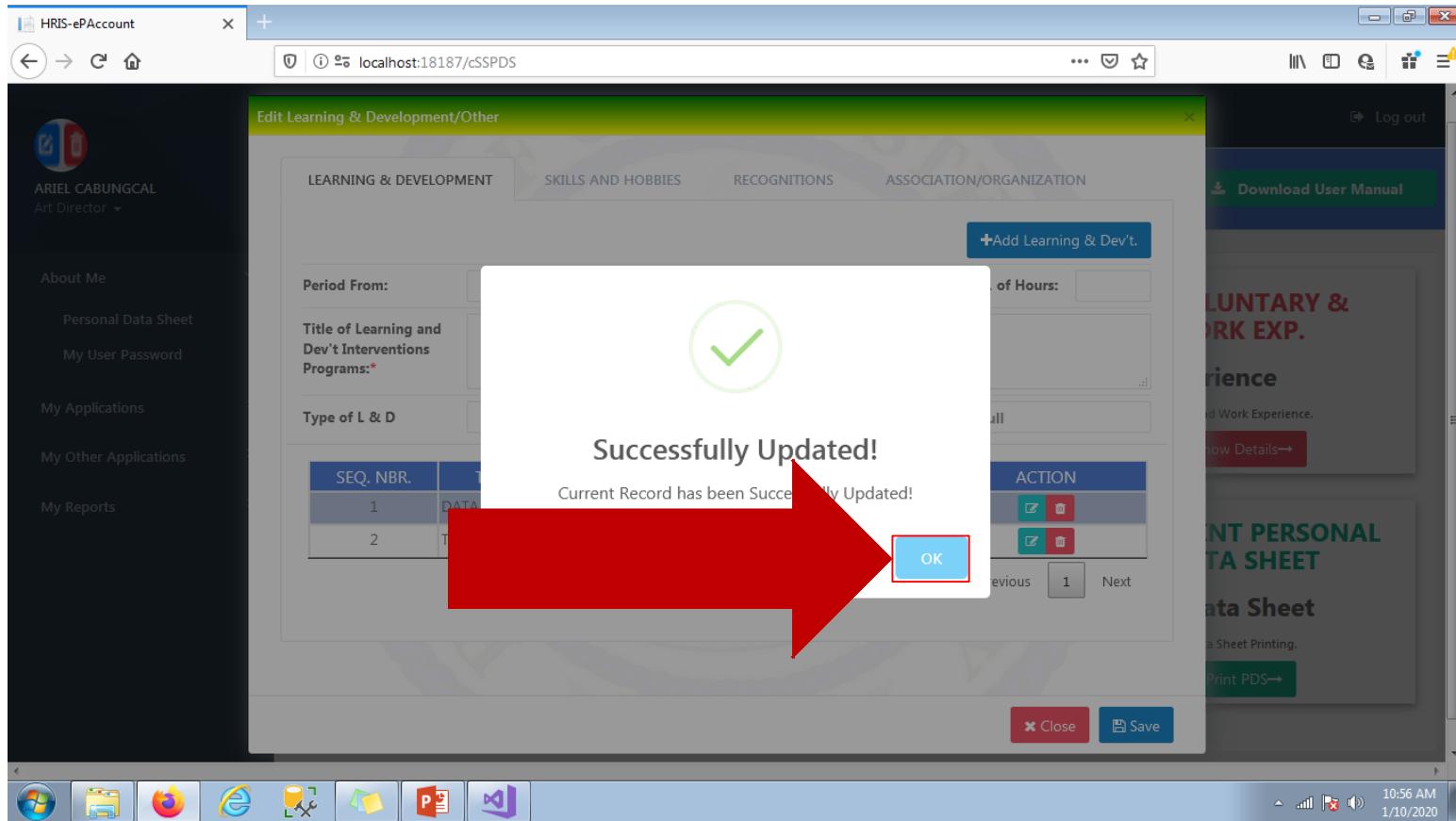
About Me

Personal Data Sheet

My User Password

ARIEL CABUNGCAL  
Art Director

## Step 11: Repeat step 7 to continue and update information.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

View Details →

Print PDS →

LEARNING & DEVELOPMENT OTHER

Skills and Hobbies Recognitions Association/Organization

+Add Learning & Dev't.

Period From: Period To: Nbr. of Hours:

Title of Learning and Dev't Interventions Programs\*: Write in full

Type of L & D (Managerial/Supervisory/Tech./Et) Conducted By\*: Write in full

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
1	DATA FOR TESTING	DATA FOR TESTING	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
2	TEST DATA	TEST DATA	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

Previous 1 Next

Close Save

10:57 AM  
1/10/2020

My Applications My Other Applications My Reports Personal Data Sheet My User Password About Me

SEQ. NBR. TITLE OF L & D CONDUCTED BY ACTION

1 DATA FOR TESTING DATA FOR TESTING

2 TEST DATA TEST DATA

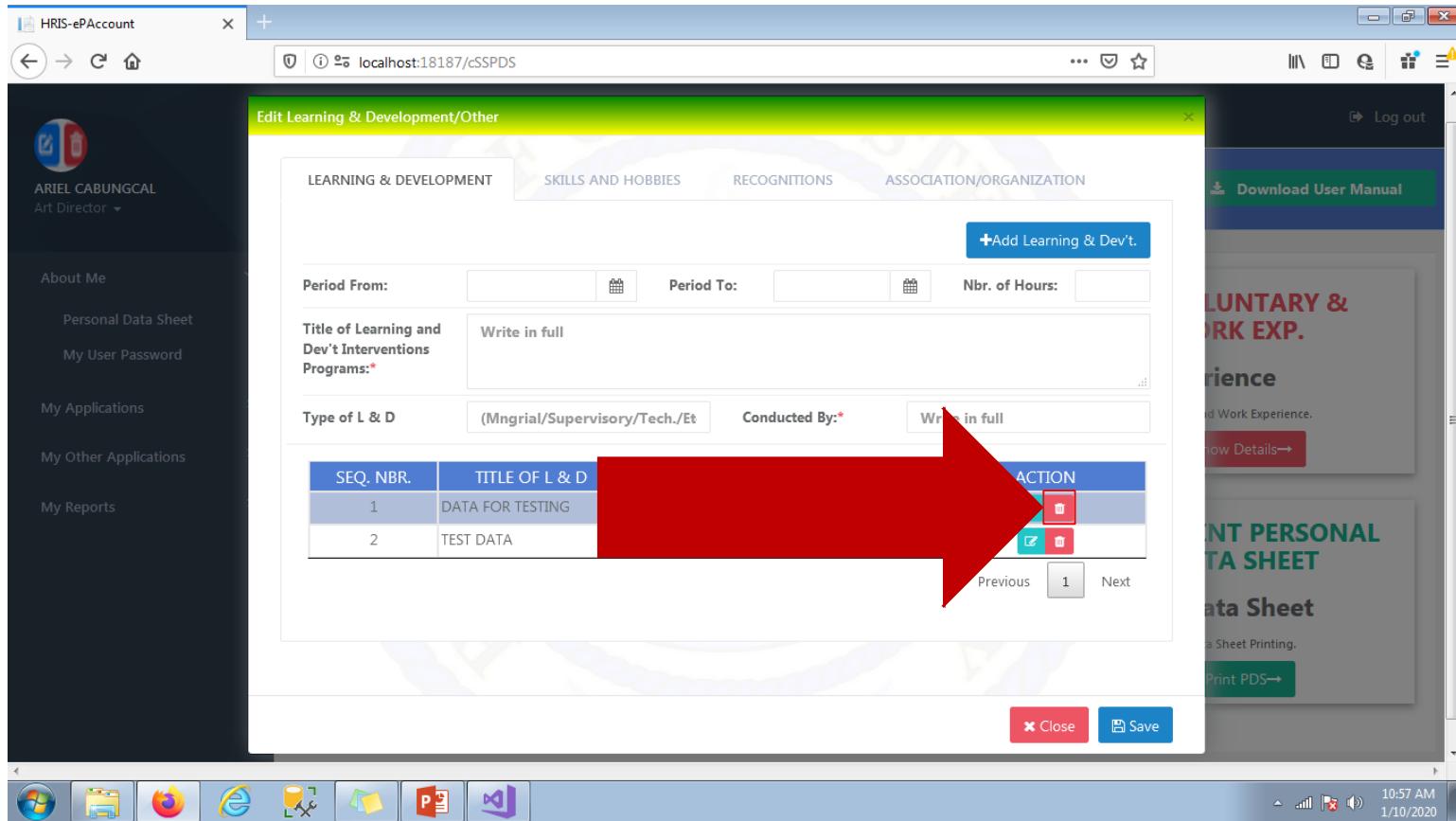
**Step 12:** If you want to delete information in **learning & development**, select specific record to delete.

The screenshot shows the 'Edit Learning & Development/Other' window. The main area contains a table with the following data:

SEQ. NBR.	TITLE OF L & D	CONDUCTED BY	ACTION
1	DATA FOR TESTING	DATA FOR TESTING	
2	TEST DATA	TEST DATA	

Below the table are buttons for 'Previous', 'Next', and page numbers. At the bottom right are 'Close' and 'Save' buttons. The top right of the window shows a sidebar with 'Log out', 'Download User Manual', and sections for 'VOLUNTARY & WORK EXP.' and 'RECENT PERSONAL DATA SHEET'.

## Step 13: Click delete button for you to delete record.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

LUNTARY & WORK EXP.

rience

ed Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

Data Sheet

Print PDS→

Are you sure to delete this record?

Once deleted, you will not be able to recover this record!

Cancel OK

Close Save

11:00 AM  
1/10/2020

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

LEARNING & DEVELOPMENT

SKILLS AND HOBBIES

RECOGNITIONS

ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From:

Title of Learning and Dev't Interventions Programs:<sup>\*</sup>

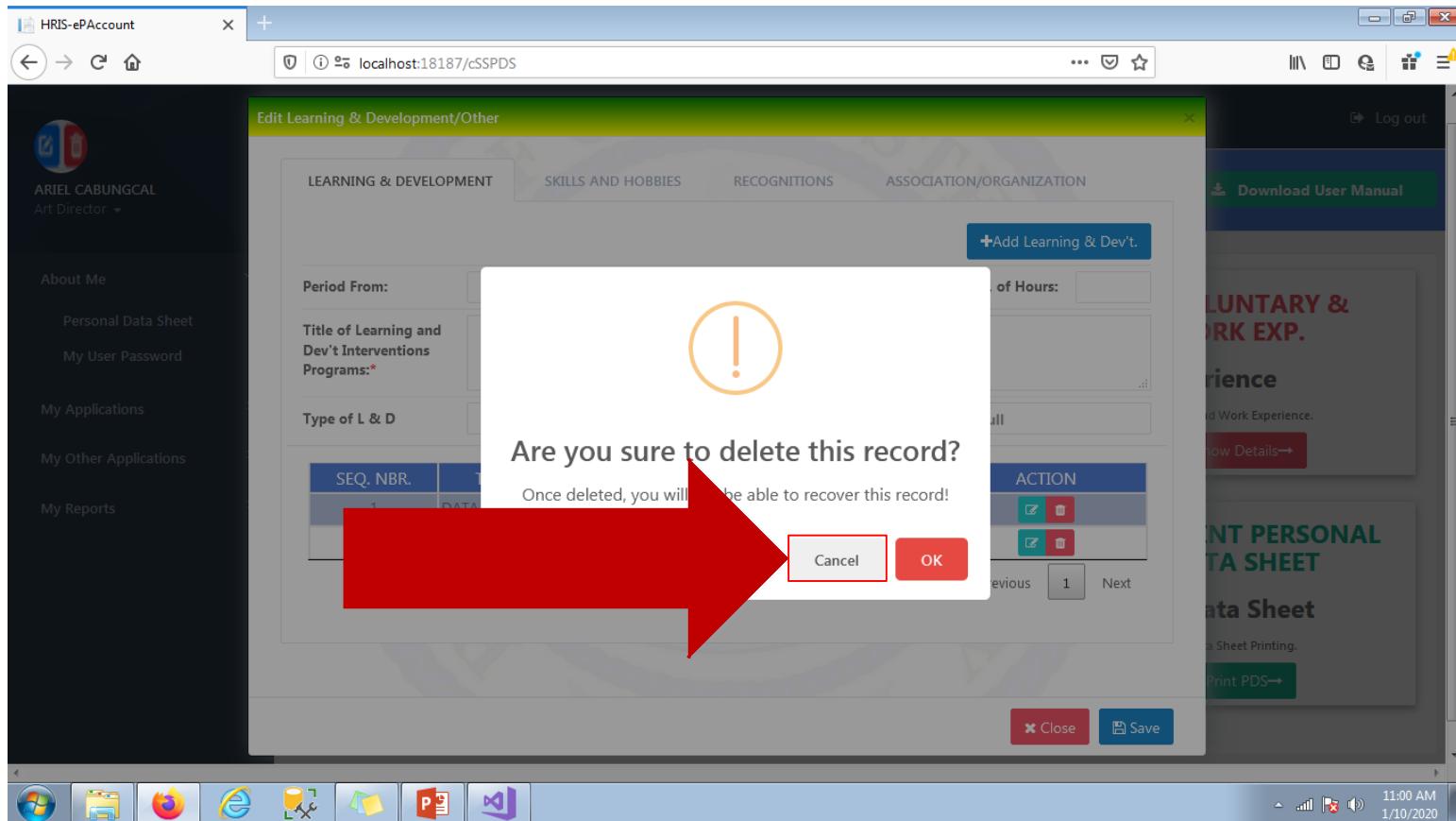
Type of L & D

SEQ. NBR.	DATA
1	DATA
2	TEST DATA

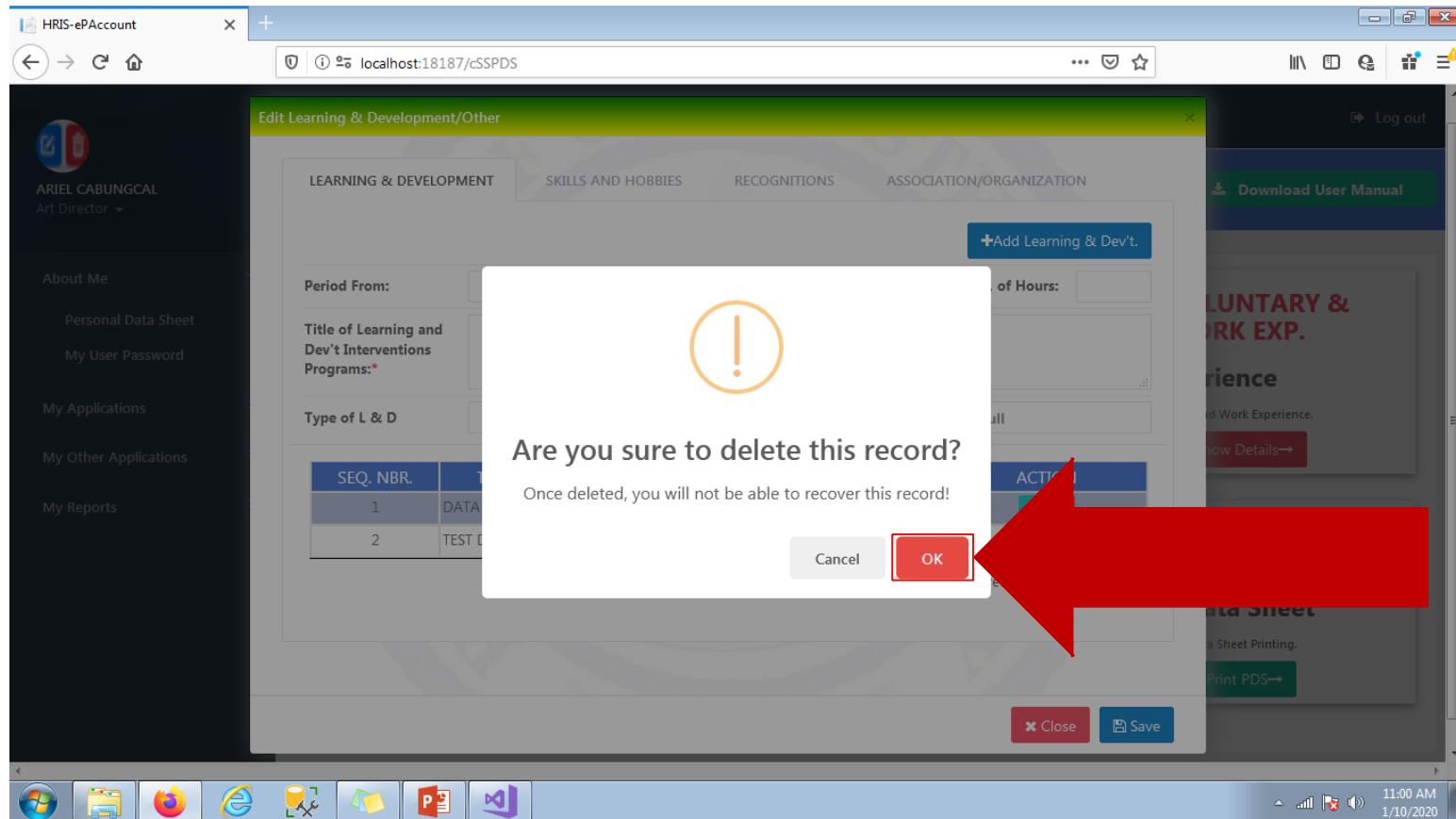
ACTION

Previous 1 Next

## Step 14: Click cancel button if you don't want to delete record.



## Step 15: Click ok button if you want to delete record.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

Science

and Work Experience.

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet Printing.

Print PDS→

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Learning & Dev't.

Period From:

Title of Learning and Dev't Interventions Programs:<sup>\*</sup>

Type of L & D

SEQ. NBR. ACTION

2 TEST

Your Record has been Successfully Deleted!

OK

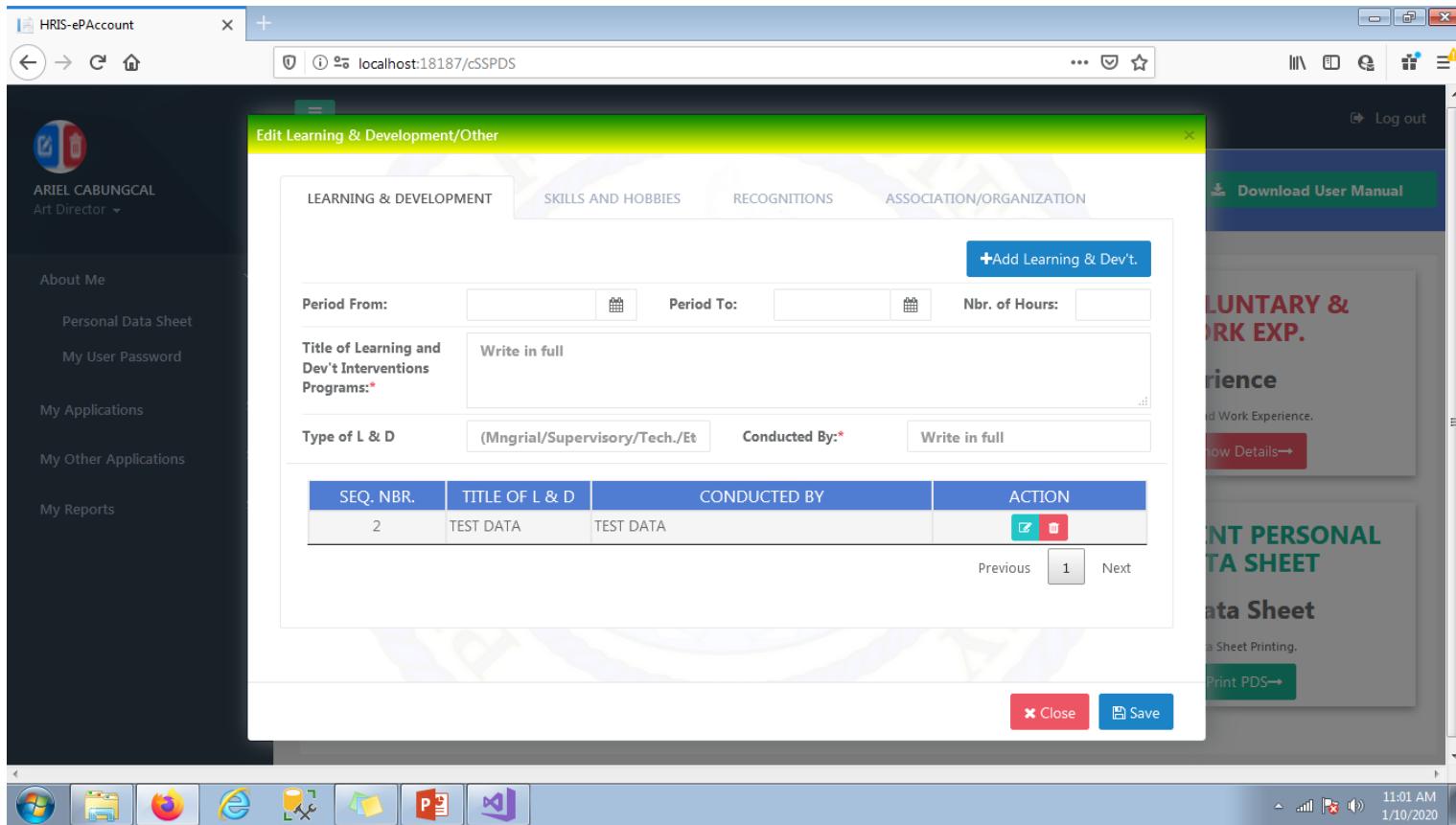
Previous 1 Next

Close Save

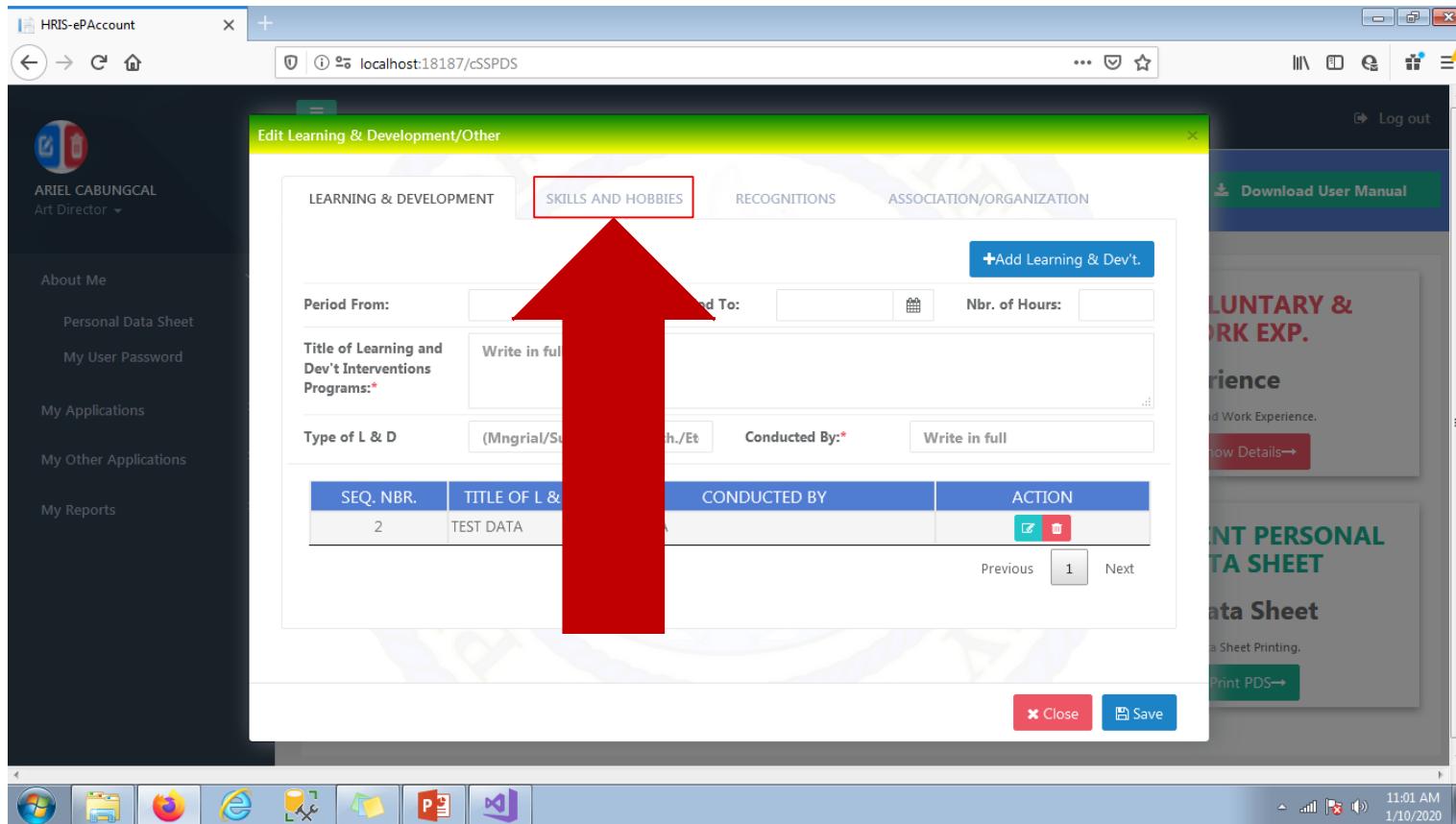
11:01 AM  
1/10/2020

A screenshot of a web-based HRIS application titled "Edit Learning & Development/Other". The main content area is divided into four tabs: "LEARNING & DEVELOPMENT" (selected), "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". A button "+Add Learning & Dev't." is located at the top right of the main content area. Below it, there are fields for "Period From:" and "Title of Learning and Dev't Interventions Programs:", followed by a table for "Type of L & D" with two rows: SEQ. NBR. 2 and TITLE TEST. A modal dialog box in the center says "Your Record has been Successfully Deleted!" with a green checkmark icon. At the bottom of the main content area, there are buttons for "OK", "Previous", "1", "Next", "Close", and "Save". The application has a dark theme with some light-colored sections. The sidebar on the left contains links like "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The header bar includes standard browser controls (back, forward, search, etc.) and a URL "localhost:18187/cSSPDS".

# Step 16: Repeat step 7 click ok button to continue.



**Step 17:** To continue and updated needed information in **skills and hobbies tab**, click **skills and hobbies tab** for you to update information.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

Show Details →

Print Personal Data Sheet

Print PDS →

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Skills

Special Skills/Hobbies:\*

No data available in table

SEQ. NBR. DESCRIPTION ACTION

Previous Next

Close Save

11:04 AM 1/10/2020

SEQ. NBR.	DESCRIPTION	ACTION
No data available in table		

**Step 18:** Click **skills and hobbies tab** to update values, click **add skills button** to update information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add skills button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount X + localhost:18187/cSSPDS ... Log out

ARIEL CABUNGCAL Art Director

About Me Personal Data Sheet My User Password My Applications My Other Applications My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Skills

Special Skills/Hobbies:\*

required field!

SEQ. NBR.	DESCRIPTION	ACTION
No data available in table		

Previous Next

Close Save

Download User Manual

VOLUNTARY & WORK EXP.

Work Experience

Show Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Print Data Sheet Printing

Print PDS→

11:07 AM 1/10/2020

# Step 19: Input values specifically in all required fields.

HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

Special Skills/Hobbies:\*

TEST DATA

+Add Skills

SEQ. NBR.	DESCRIPTION	ACTION
No data available in table		

Previous Next

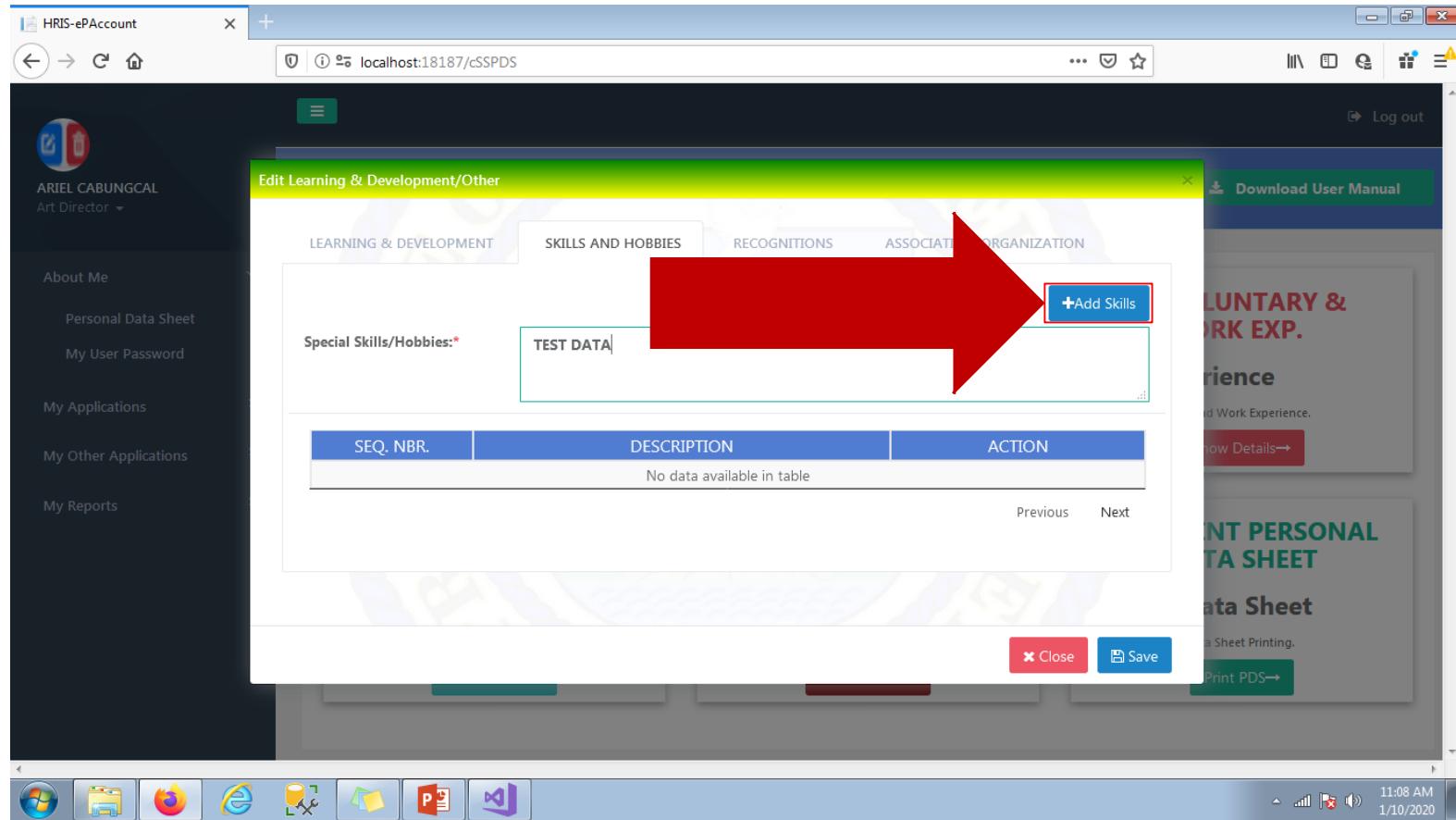
Close Save

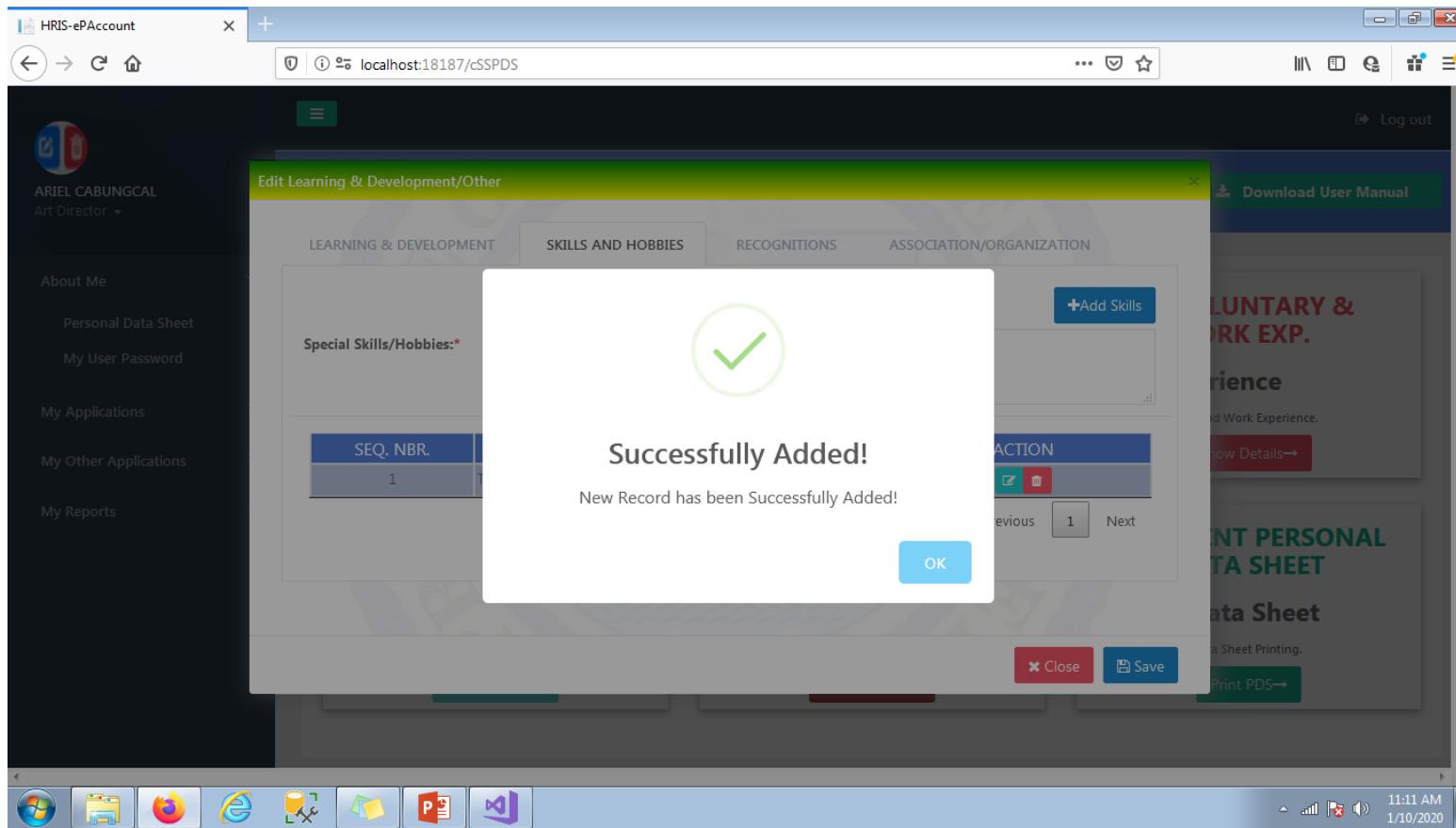
LUNTARY & WORK EXP.  
rience  
Work Experience.  
View Details→

ENT PERSONAL DATA SHEET  
data Sheet  
Sheet Printing.  
Print PDS→

11:08 AM  
1/10/2020

**Step 20:** Click **add skills button** in order to add updated information on the table grid below.





**Step 21:** Repeat step 7 to continue and go back to previous page.

The screenshot shows a web-based application titled "Edit Learning & Development/Other". The left sidebar contains navigation links such as "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The main content area has tabs for "LEARNING & DEVELOPMENT", "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". The "SKILLS AND HOBBIES" tab is active, displaying a section for "Special Skills/Hobbies:" with a text input field and a "+Add Skills" button. Below this is a table with two rows:

SEQ. NBR.	DESCRIPTION	ACTION
1	TEST DATA	[Edit] [Delete]
2	wtyyq	[Edit] [Delete]

At the bottom of the table are "Previous" and "Next" buttons, and a page number "1". At the very bottom of the window are "Close" and "Save" buttons. The status bar at the bottom right shows the time as 11:14 AM and the date as 1/10/2020.

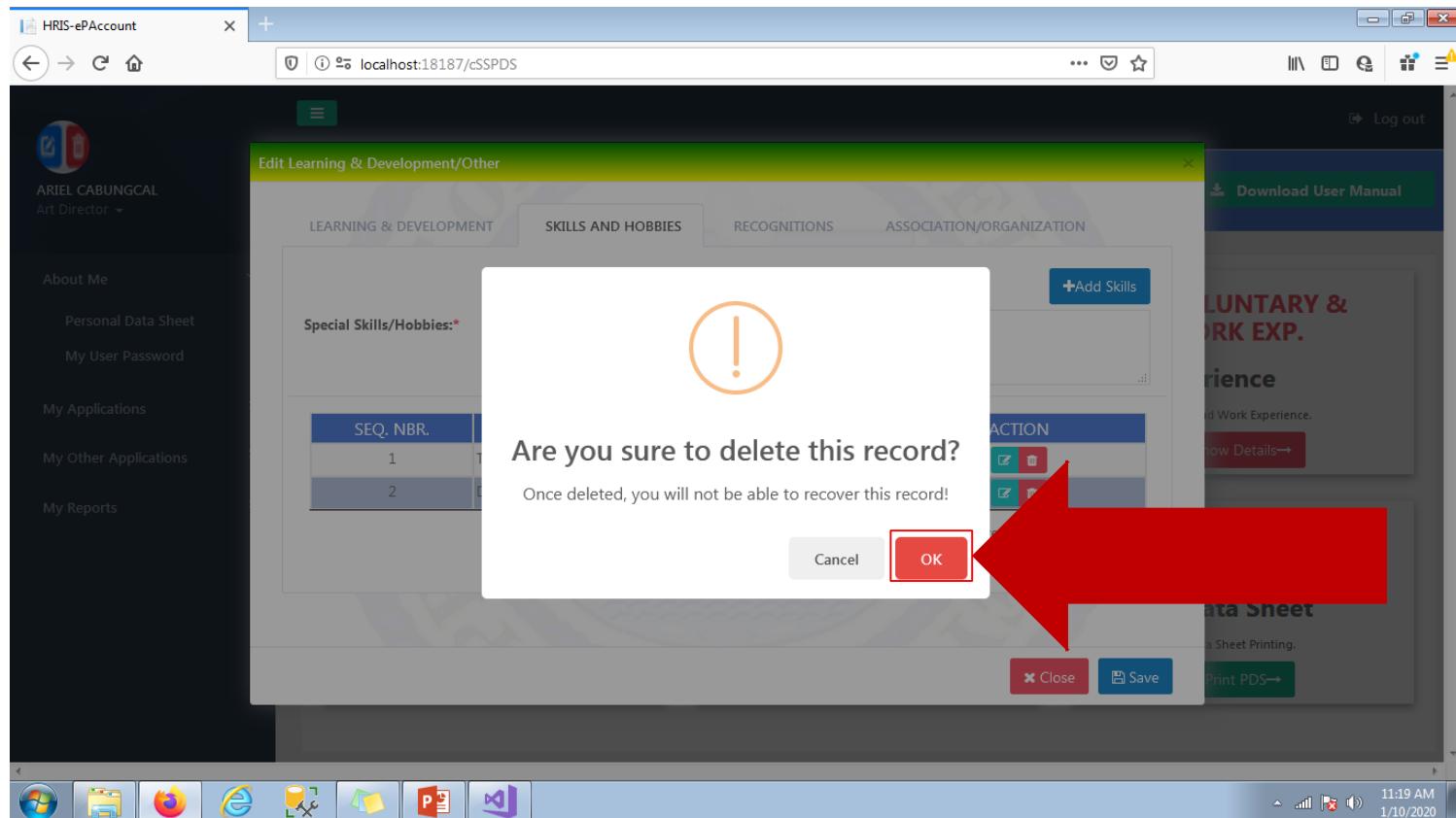
## Step 22: Repeat step 8, 9 and 10 for you to update record.

The screenshot shows a web-based application titled "Edit Learning & Development/Other". The left sidebar displays a user profile for "ARIEL CABUNGCAL" (Art Director) and links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The main content area shows a table of "Special Skills/Hobbies" with the following data:

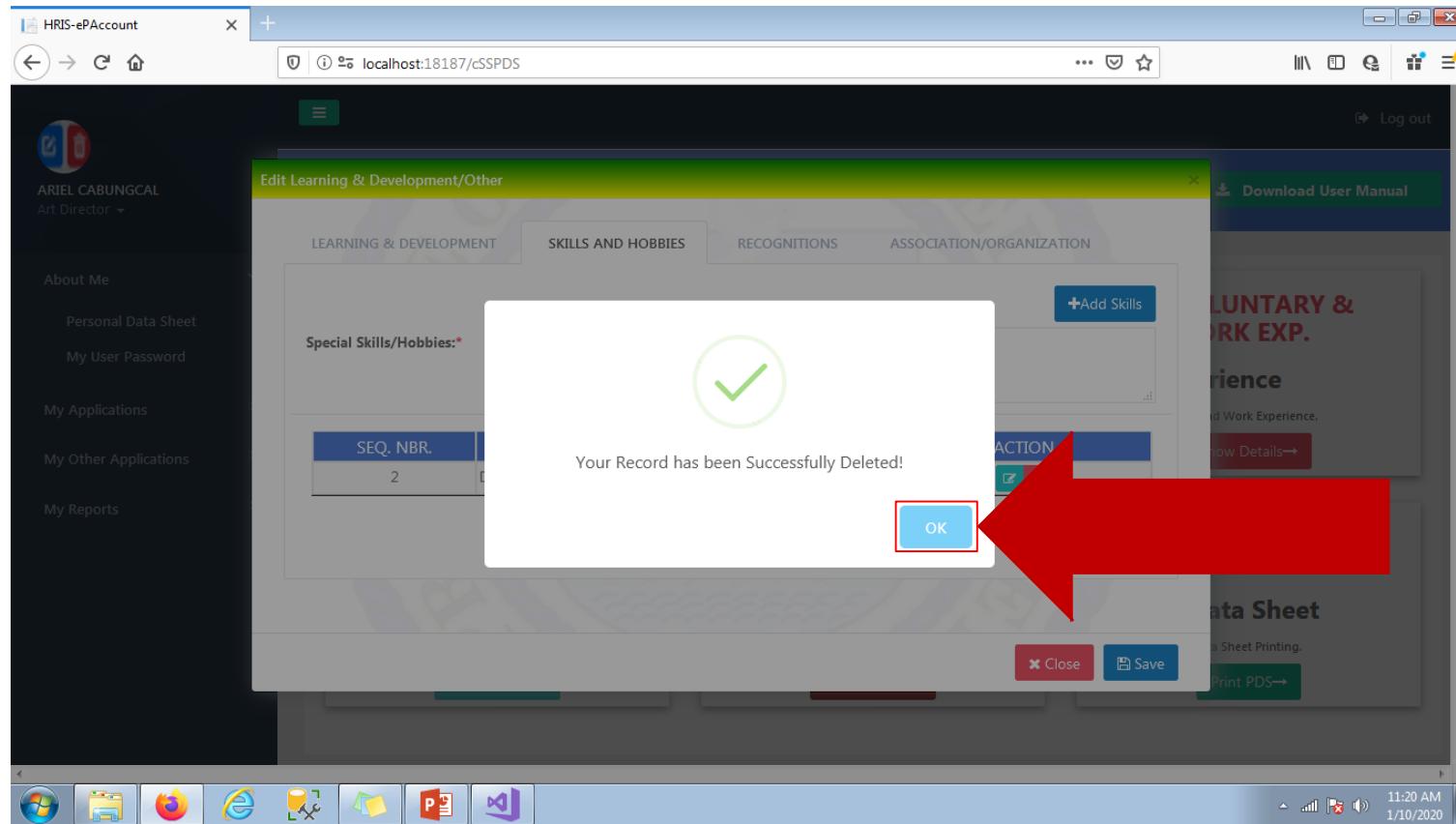
SEQ. NBR.	DESCRIPTION	ACTION
1	TEST DATA	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
2	DATA SAMPLE	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

Buttons at the bottom include "+Add Skills", "Close", and "Save". The status bar at the bottom right shows the time as 11:15 AM and the date as 1/10/2020.

## Step 23: Repeat step 13 and 15 for you to delete record.



## Step 24: Repeat step 7 to exit and go back to previous page.



HRIS-ePAccount X

localhost:18187/cSSPDS

Log out

Download User Manual

EDUCATIONAL & TRAINING

LUNARY & WORK EXP.

RECOGNITIONS

ASSOCIATION/ORGANIZATION

Special Skills/Hobbies:\*

+Add Skills

SEQ. NBR.	DESCRIPTION	ACTION
2	DATA SAMPLE	[Edit] [Delete]

Previous 1 Next

Close Save

LEARNING & DEVELOPMENT

SKILLS AND HOBBIES

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

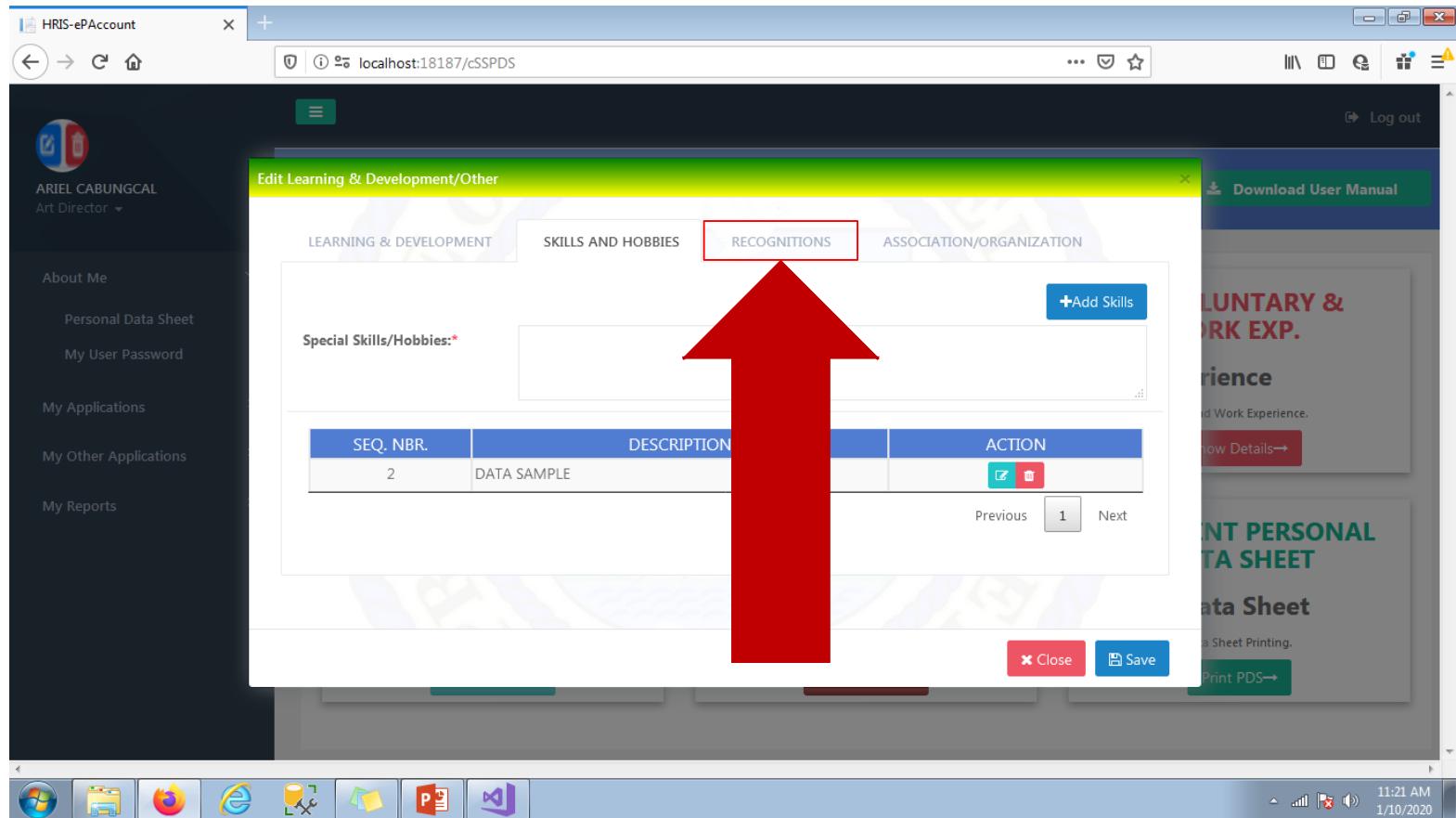
My Reports

PRINT PERSONAL DATA SHEET

Print PDS→

SEQ. NBR.	DESCRIPTION	ACTION
2	DATA SAMPLE	[Edit] [Delete]

**Step 25:** To continue and updated needed information in **recognition** tab, click **recognition** tab for you to update information.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND Hobbies RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Recognition

Non-Academic Distinctions/Recog.\* Write in full

SEQ. NBR. DESCRIPTION ACTION

No data available in table

Previous Next

Close Save

LUNTARY & WORK EXP.

rience

Work Experience,

Show Details→

ENT PERSONAL DATA SHEET

ata Sheet

Sheet Printing.

Print PDF→

11:24 AM 1/10/2020

SEQ. NBR.	DESCRIPTION	ACTION
No data available in table		

**Step 26:** Click **recognition tab** to update values, click **add recognition button** to update information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add recognition button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Non-Academic Distinctions/Recog.:\*

Write in full

required field!

+Add Recognition

SEQ. NBR.	DESCRIPTION	ACTION
No data available in table		

Previous Next

Close Save

LEARNING & DEVELOPMENT SKILLS AND Hobbies RECOGNITIONS ASSOCIATION/ORGANIZATION

ARIEL CABUNGCAL  
Art Director

About Me Personal Data Sheet My User Password My Applications My Other Applications My Reports

VOLUNTARY & WORK EXP.  
Experience Work Experience Show Details→

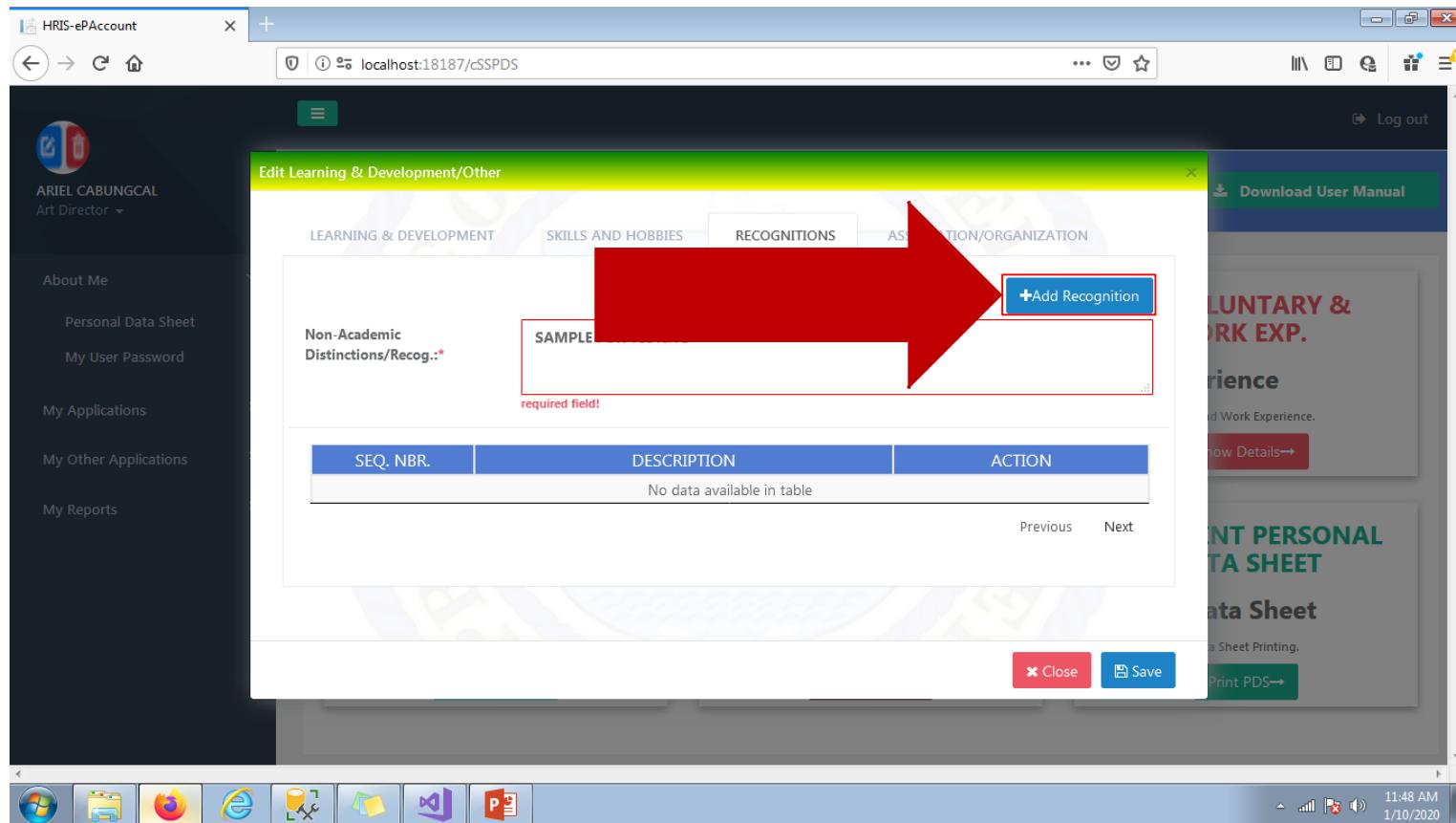
PRINT PERSONAL DATA SHEET  
Data Sheet Printing Print PDS→

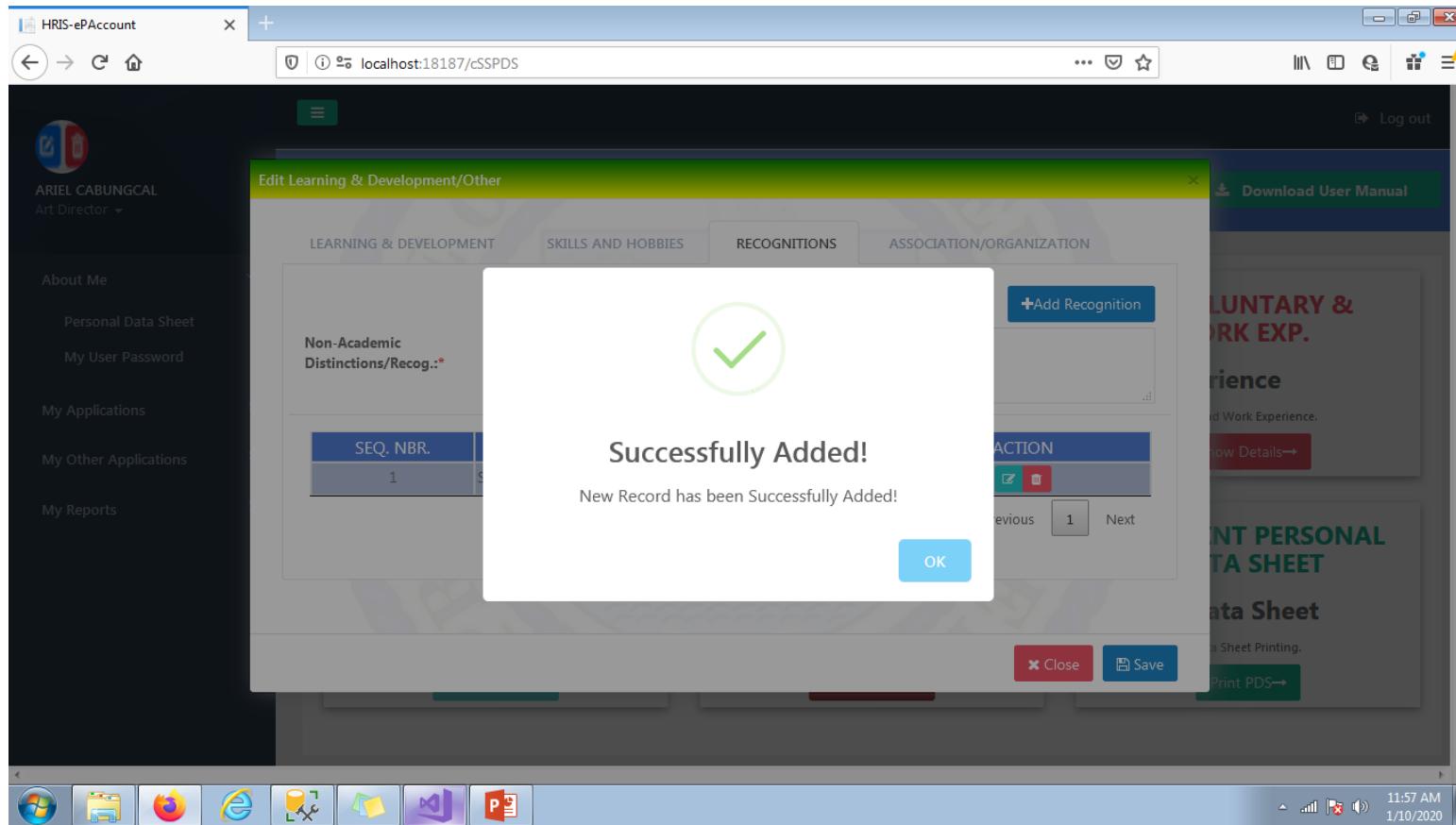
11:28 AM 1/10/2020

## Step 27: Input values specifically in all required fields.

The screenshot shows a web-based application interface for managing personal data. The main title bar reads "HRIS-ePAccount" and the address bar shows "localhost:18187/cSSPDS". The left sidebar contains navigation links such as "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The user profile "ARIEL CABUNGCAL Art Director" is displayed. The main content area is titled "Edit Learning & Development/Other" and includes tabs for "LEARNING & DEVELOPMENT", "SKILLS AND HOBBIES", "RECOGNITIONS", and "ASSOCIATION/ORGANIZATION". The "RECOGNITIONS" tab is active. A red box highlights the "SAMPLE FOR TESTING" input field, which has a red border and the text "required field!". Below this is a table with columns "SEQ. NBR.", "DESCRIPTION", and "ACTION". The table displays the message "No data available in table". At the bottom right of the modal are "Close" and "Save" buttons. The system tray at the bottom shows various icons and the date/time "11:48 AM 1/10/2020".

**Step 28:** Click add recognition button in order to add updated information on the table grid below.





**Step 29:** Repeat step 7 to continue and go back to previous page.

The screenshot shows a web-based application window titled "Edit Learning & Development/Other". The window is divided into several tabs: "LEARNING & DEVELOPMENT" (selected), "SKILLS AND HOBBIES", "RECOGNITIONS" (active tab), and "ASSOCIATION/ORGANIZATION".

The "RECOGNITIONS" tab contains a section for "Non-Academic Distinctions/Recog.:\*" with a text input field labeled "Write in full". A blue button "+Add Recognition" is located at the top right of this section.

Below this is a table with three columns: "SEQ. NBR.", "DESCRIPTION", and "ACTION". The table has two rows:

SEQ. NBR.	DESCRIPTION	ACTION
1	SAMPLE FOR TESTING	<input type="checkbox"/> <input type="button" value="Delete"/>
2	jkfahsjgrf	<input type="checkbox"/> <input type="button" value="Delete"/>

At the bottom of the table, there are navigation buttons: "Previous", a page number "1", and "Next".

At the bottom right of the dialog box are "Close" and "Save" buttons.

The left sidebar of the application includes a user profile for "ARIEL CABUNGCAL" (Art Director), navigation links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports".

The status bar at the bottom shows system icons and the date/time: "11:57 AM 1/10/2020".

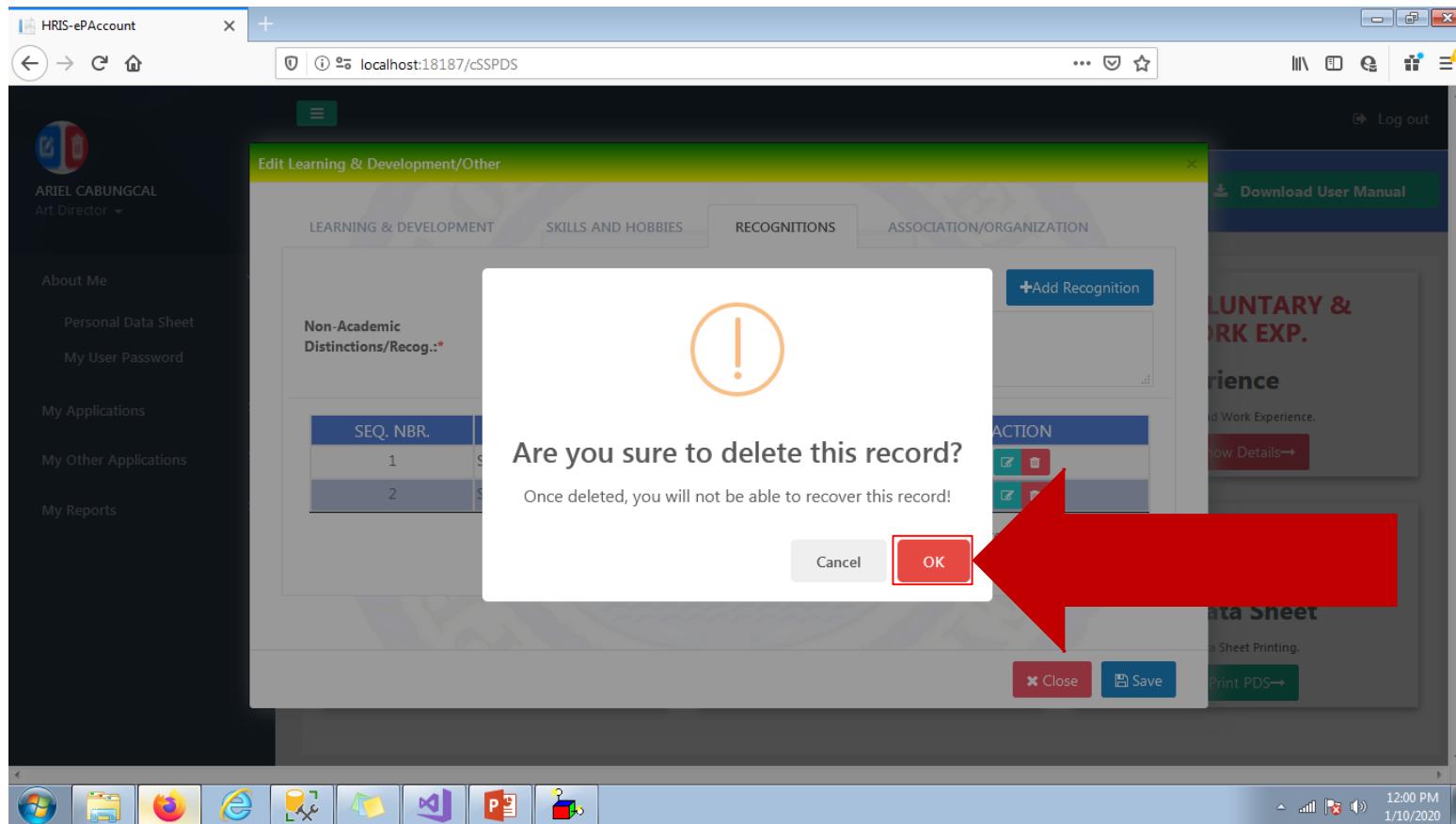
## Step 30: Repeat step 8, 9 and 10 for you to update record.

The screenshot shows a web-based application interface for managing personal data. The main menu on the left includes 'About Me', 'Personal Data Sheet', 'My User Password', 'My Applications', 'My Other Applications', and 'My Reports'. The current page is titled 'Edit Learning & Development/Other' under the 'RECOGNITIONS' tab. A table displays two records:

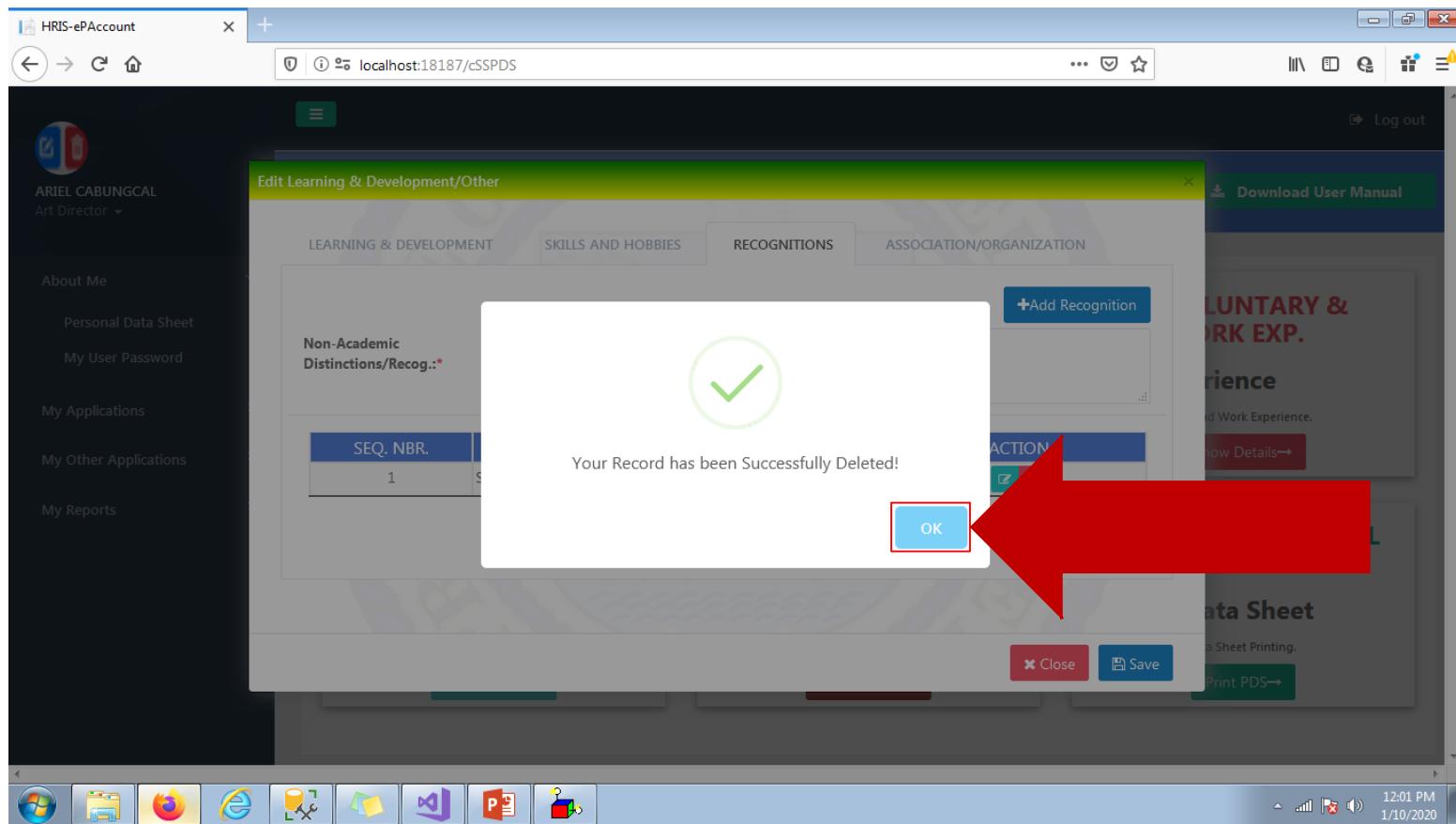
SEQ. NBR.	DESCRIPTION	ACTION
1	SAMPLE FOR TESTING	[Edit] [Delete]
2	SAMPLE DATA	[Edit] [Delete]

Buttons for 'Close' and 'Save' are located at the bottom right of the dialog. The status bar at the bottom right shows the time as 11:58 AM and the date as 1/10/2020.

## Step 31: Repeat step 13 and 15 for you to delete record.



**Step 32:** Repeat step 7 to exit and go back to previous page.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director ▾

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Recognition

Non-Academic Distinctions/Recog.\* Write in full

SEQ. NBR.	DESCRIPTION	ACTION
1	SAMPLE FOR TESTING	

Previous 1 Next

Close Save

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

INT PERSONAL DATA SHEET

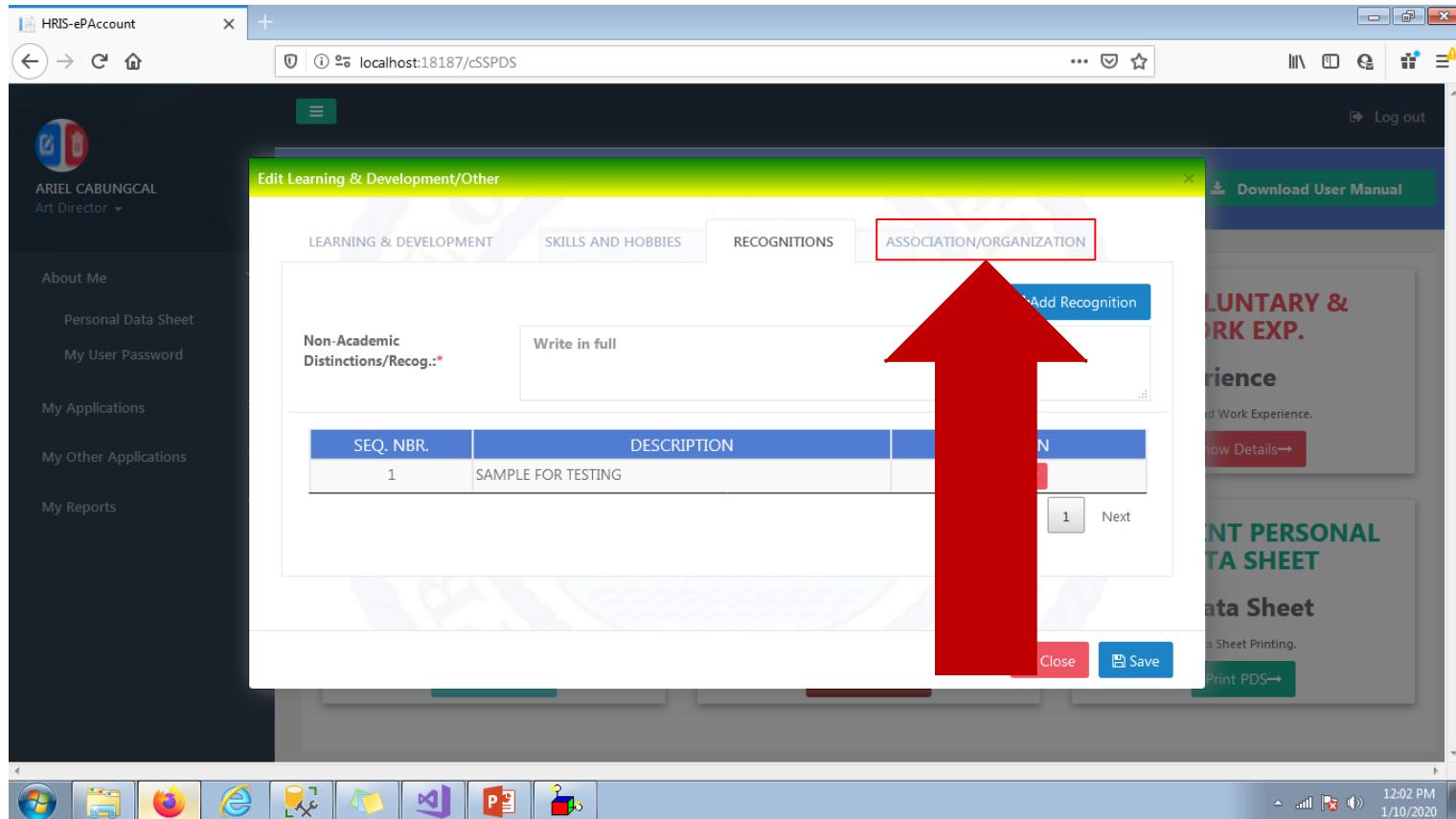
Data Sheet

Sheet Printing.

Print PDF→

12:02 PM  
1/10/2020

**Step 33:** To continue and updated needed information in **association/organization** tab, click **association/organization tab** for you to update information.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

View Details →

Print Personal Data Sheet

Print PDS →

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Organization

Association/Organization:\*

Write in full

SEQ. NBR. DESCRIPTION ACTION

No data available in table

Previous Next

Close Save

12:25 PM  
1/10/2020

**Step 34:** Click **association/organization tab** to update values, click **add organization button** to update information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add organization button** without inputting values in any field. Fields with **asterisk sign (\*)** are specify as required fields that should be inputted with values.

HRIS-ePAccount X +

localhost:18187/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

experience

Show Details→

INT PERSONAL DATA SHEET

Data Sheet

Print PDS→

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT SKILLS AND HOBBIES RECOGNITIONS ASSOCIATION/ORGANIZATION

+Add Organization

Association/Organization\*: Write in full

required field!

SEQ. NBR. DESCRIPTION ACTION

No data available in table

Previous Next

Close Save

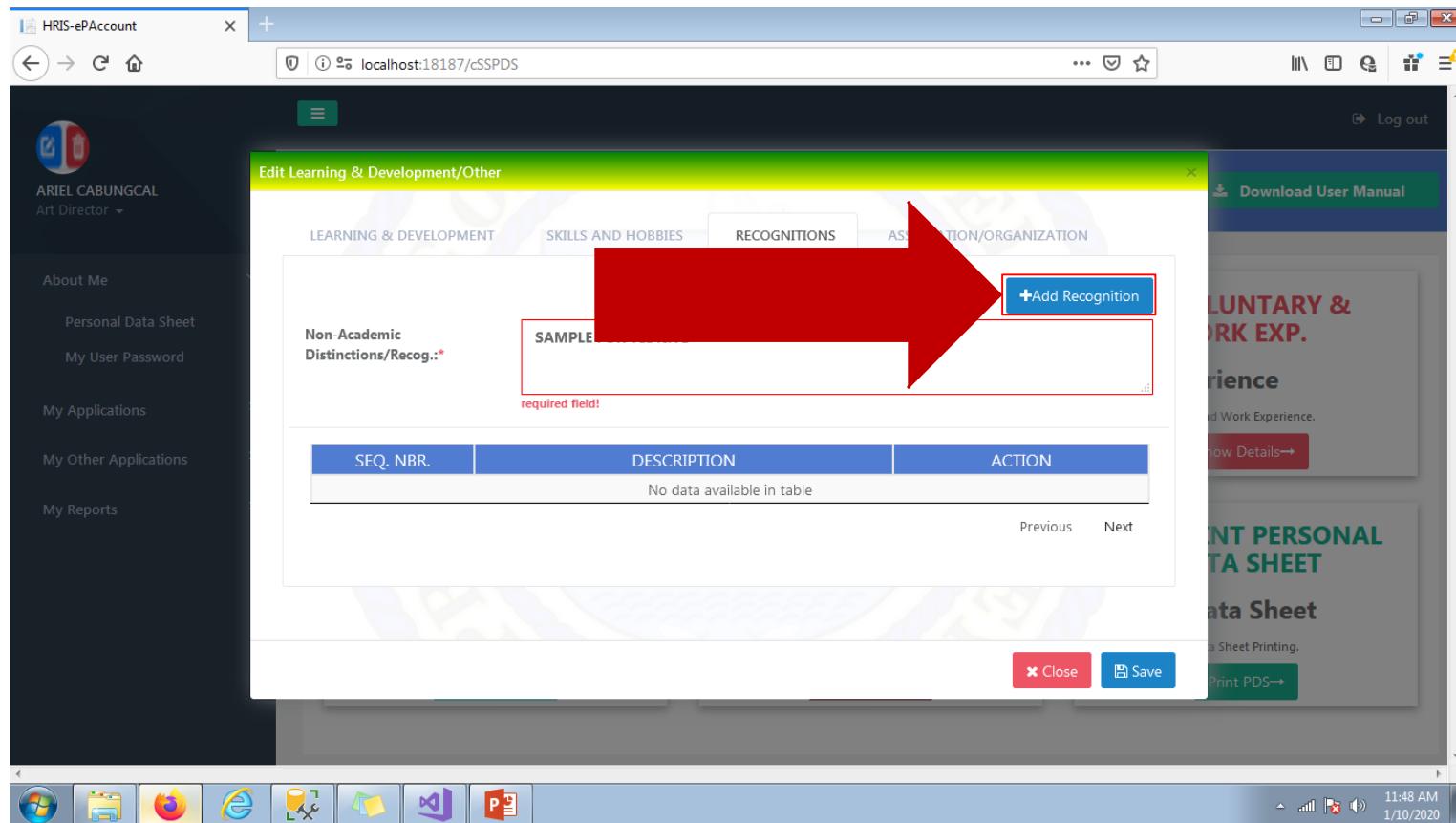
12:29 PM 1/10/2020

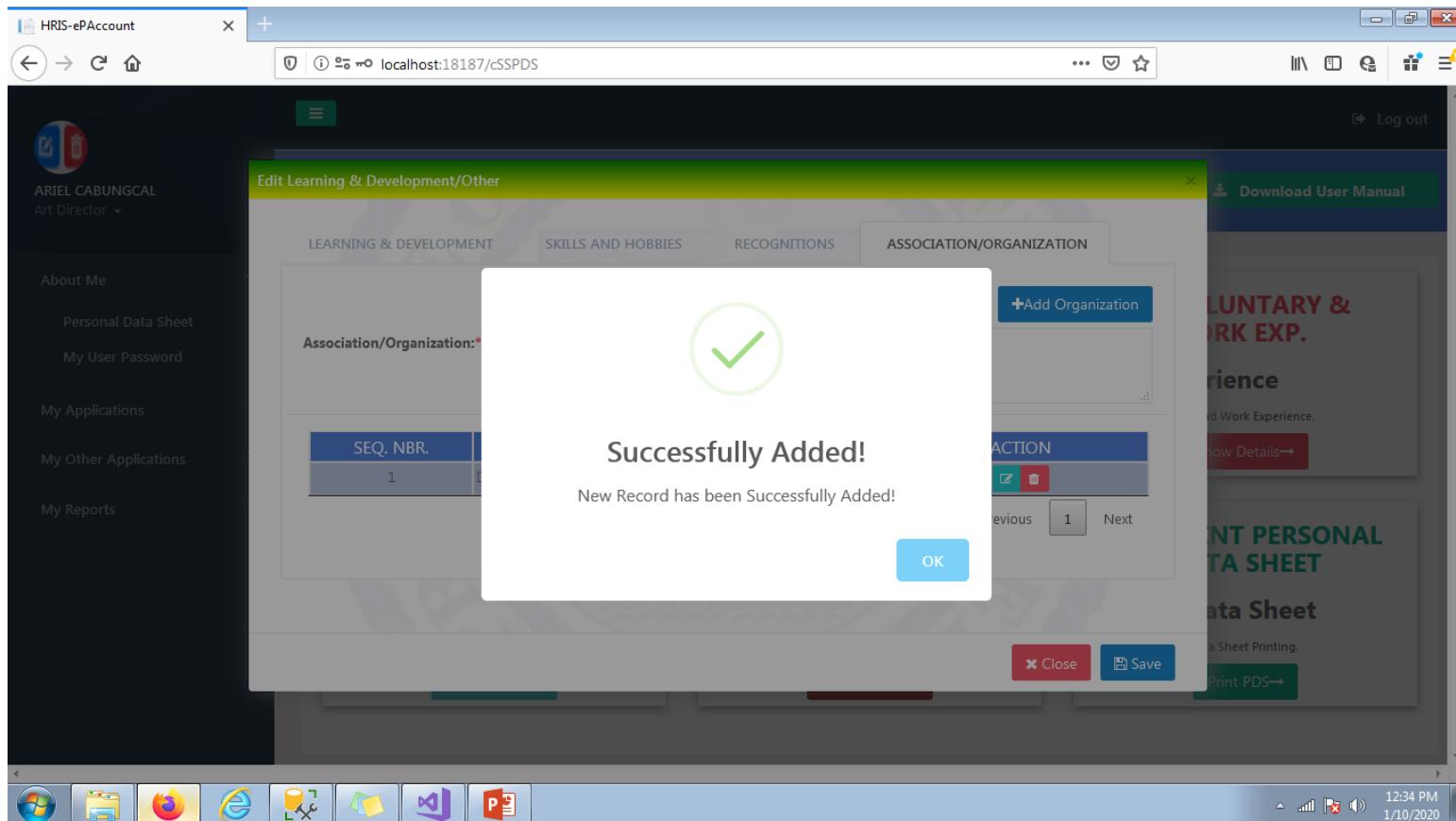
Windows taskbar icons: File Explorer, Mozilla Firefox, Microsoft Edge, FileZilla, File Manager, and Microsoft Word.

## Step 35: Input values specifically in all required fields.

The screenshot shows a web-based application interface for managing personal data. On the left, a sidebar menu includes options like 'About Me', 'Personal Data Sheet', 'My User Password', 'My Applications', 'My Other Applications', and 'My Reports'. The main content area is titled 'Edit Learning & Development/Other' and features tabs for 'LEARNING & DEVELOPMENT', 'SKILLS AND HOBBIES', 'RECOGNITIONS', and 'ASSOCIATION/ORGANIZATION'. The 'ASSOCIATION/ORGANIZATION' tab is active. A form field labeled 'Association/Organization:' contains the word 'DATA' and is highlighted with a red border, indicating it is a required field. Below the field, the message 'required field!' is displayed. A table below the form shows no data available. At the bottom right of the main window are 'Close' and 'Save' buttons. The status bar at the bottom of the screen shows system icons and the time '12:33 PM'.

**Step 36: Click add recognition button in order to add updated information on the table grid below.**





## Step 37: Repeat step 7 to continue and go back to previous page.

The screenshot shows a web-based application interface for managing personal data. On the left, a sidebar menu includes options like 'About Me', 'Personal Data Sheet', 'My User Password', 'My Applications', 'My Other Applications', and 'My Reports'. The main content area is titled 'Edit Learning & Development/Other' and features tabs for 'LEARNING & DEVELOPMENT', 'SKILLS AND HOBBIES', 'RECOGNITIONS', and 'ASSOCIATION/ORGANIZATION'. The 'ASSOCIATION/ORGANIZATION' tab is currently active. Below this tab, there is a section labeled 'Association/Organization:' with a text input field containing 'Write in full'. A blue button labeled '+Add Organization' is located to the right of the input field. Below this, a table displays two rows of data:

SEQ. NBR.	DESCRIPTION	ACTION
1	DATA	<input type="checkbox"/> <input type="button" value="Delete"/>
2	TEST	<input type="checkbox"/> <input type="button" value="Delete"/>

At the bottom of the table, there are navigation buttons for 'Previous', a page number '1', and 'Next'. To the right of the table, there are buttons for 'Close' and 'Save'. The status bar at the bottom of the screen shows system icons and the date/time: '12:37 PM 1/10/2020'.

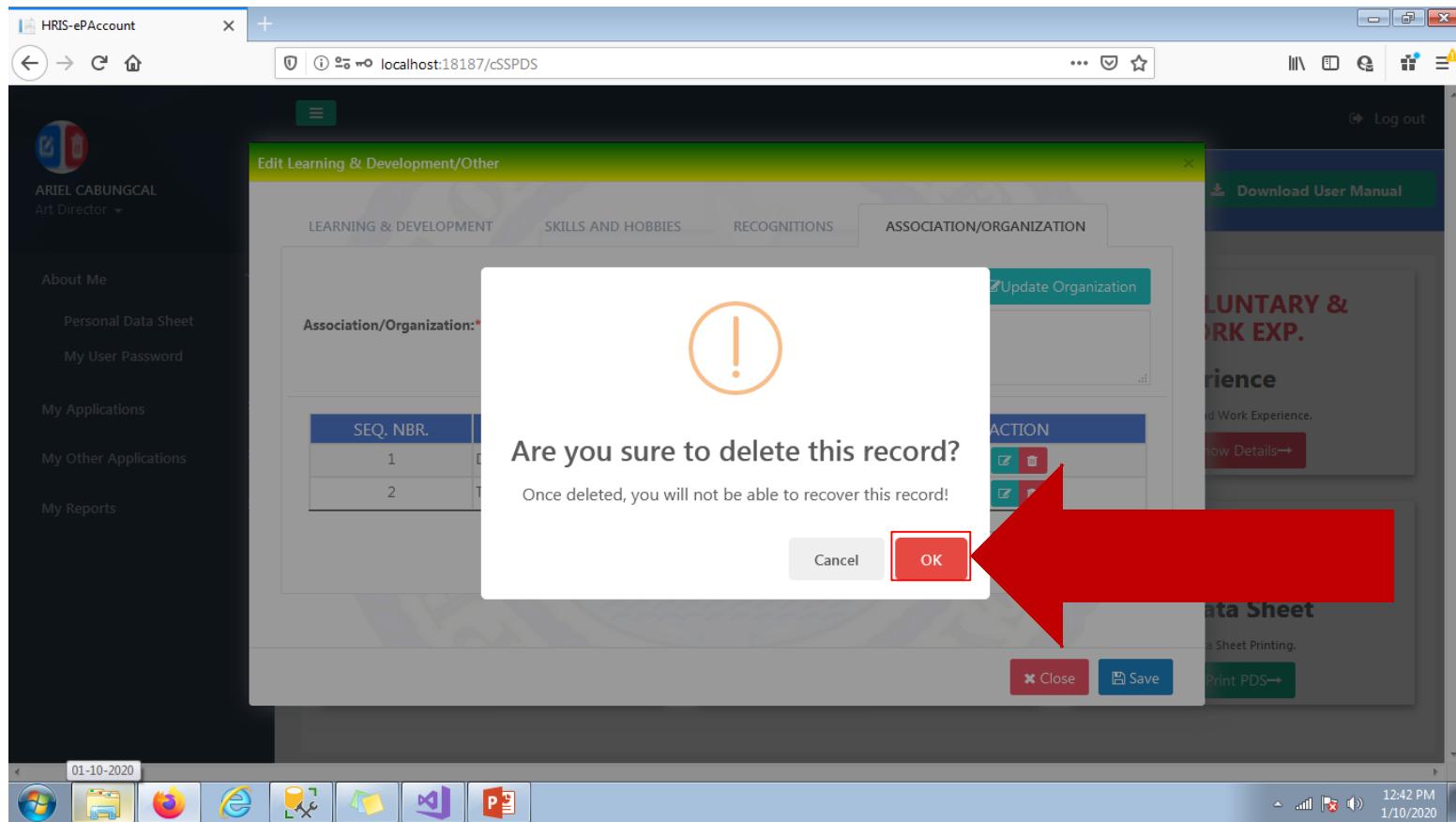
## Step 38: Repeat step 8, 9 and 10 for you to update record.

The screenshot shows a web-based application window titled "Edit Learning & Development/Other". The left sidebar includes a profile picture of Ariel Cabungcal, Art Director, and links for About Me, Personal Data Sheet, My User Password, My Applications, My Other Applications, and My Reports. The main content area has tabs for LEARNING & DEVELOPMENT, SKILLS AND HOBBIES, RECOGNITIONS, and ASSOCIATION/ORGANIZATION. The ASSOCIATION/ORGANIZATION tab is active, showing a table with the following data:

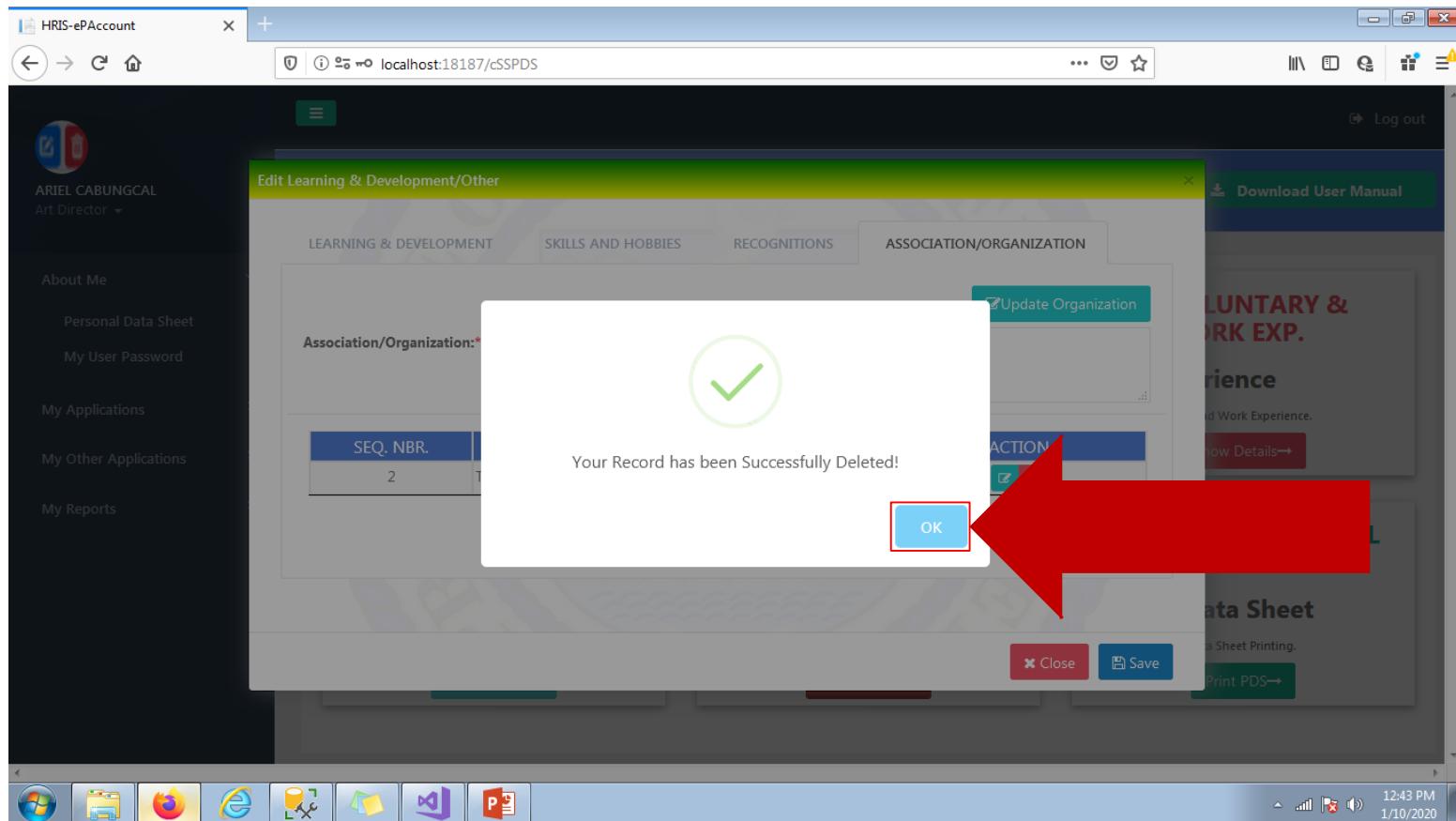
SEQ. NBR.	DESCRIPTION	ACTION
1	DATA	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
2	TEST SAMPLE	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

At the bottom right of the dialog are "Previous", "1", and "Next" buttons. Below the dialog are "Close" and "Save" buttons. The status bar at the bottom shows system icons, a signal strength icon, and the date/time "12:40 PM 1/10/2020".

## Step 39: Repeat step 13 and 15 for you to delete record.



## Step 40: Repeat step 7 to exit and go back to previous page.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Learning & Development/Other

LEARNING & DEVELOPMENT   SKILLS AND Hobbies   RECOGNITIONS   ASSOCIATION/ORGANIZATION

Association/Organization:\*

Write in full

Update Organization

SEQ. NBR.	DESCRIPTION	ACTION
2	TEST SAMPLE	<input type="checkbox"/> <input type="button" value="Delete"/>

Previous 1 Next

Close Save

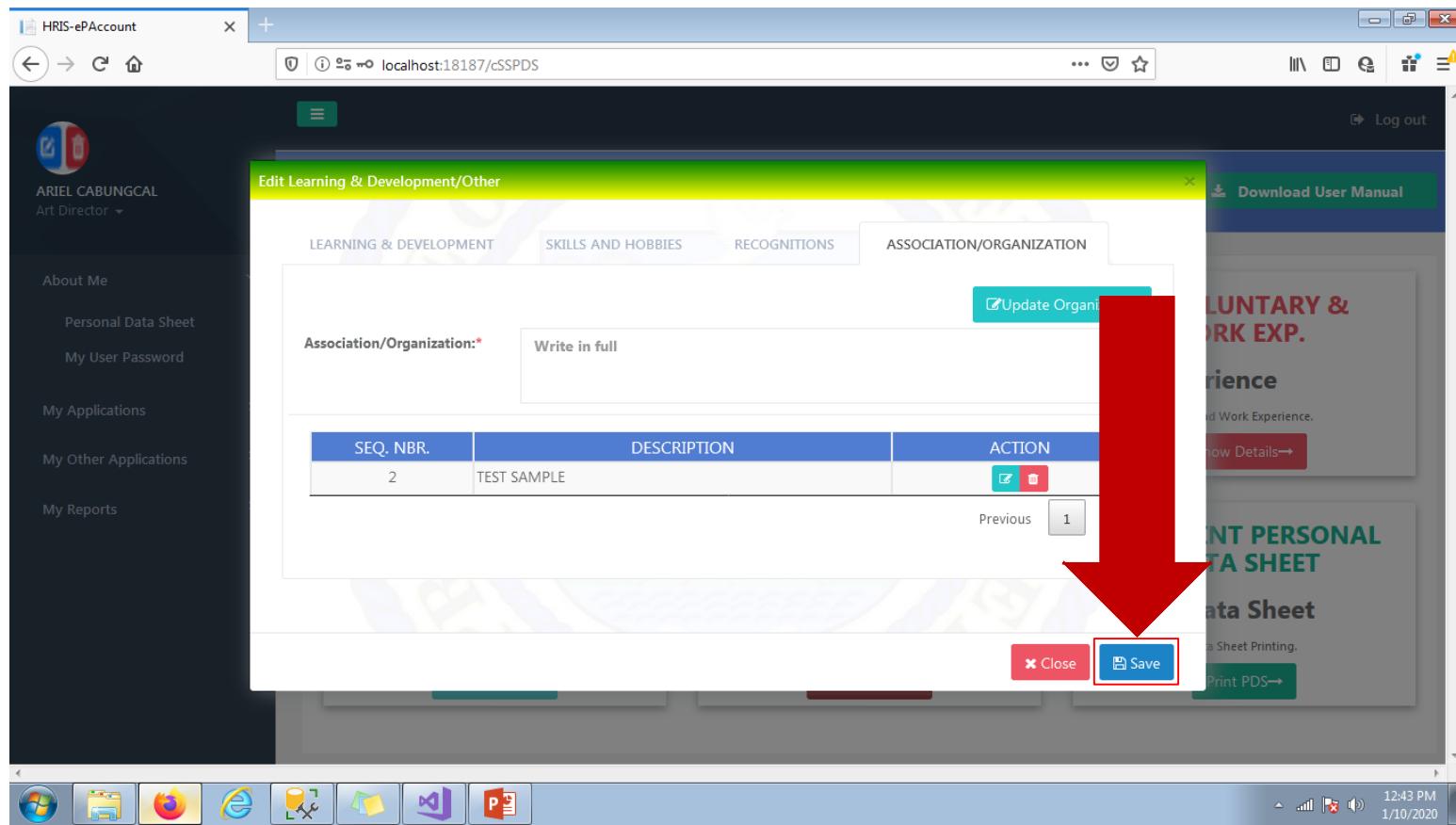
VOLUNTARY &  
WORK EXP.  
Work Experience  
View Details→

PRINT PERSONAL  
DATA SHEET  
Data Sheet  
Print PDS→

Windows Taskbar icons: File Explorer, Mozilla Firefox, Internet Explorer, Control Panel, File Cabinet, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft OneDrive, Microsoft Edge.

12:43 PM  
1/10/2020

**Step 41:** Click **save button** in order to save updated employee learning and development update.



HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

- Personal Data Sheet
- My User Password

My Applications

- My Other Applications

My Reports

Personal Data Sheet

PERS FAM

Personal Basic

Employee's General Information.

Show Details→

SC

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARN DEV

Learning & Development

Employee's Learning & Development Progress/Other Skills.

Show Details→

OK

Successfully Updated!

Current Record has been Successfully Updated!

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

1245 PM  
1/10/2020

**Step 42:** Repeat step 7 to continue and go back to previous page.

The screenshot shows the HRIS-ePAccount software interface. The top navigation bar includes a logo, user name (ARIEL CABUNGCAL), and a 'Log out' button. The main title is 'Personal Data Sheet'. On the left, a sidebar lists 'About Me' (Personal Data Sheet, My User Password), 'My Applications' (My Other Applications), and 'My Reports'. The main content area is divided into six sections: 'PERSONAL INFO & FAMILY BKG.' (Personal Basic Information), 'EDUCATION & CSC ELIGIBILITY' (Educational Background), 'VOLUNTARY & WORK EXP.' (Work Experience), 'LEARNING & DEVELOPMENT' (Learning & Development), 'STATUTORY/REF.' (Statutory & Reference), and 'PRINT PERSONAL DATA SHEET' (Personal Data Sheet). Each section has a 'Show Details' button. The bottom taskbar contains icons for various applications like Windows, File Explorer, and Microsoft Office, along with system status indicators and a date/time stamp (12:46 PM, 1/10/2020).

# Personal Data Sheet (Statutory and Reference)

# Navigate to About Me-> Personal Data Sheet-> Statutory and Reference

Screenshot of the HRIS-ePAccount application interface showing the 'About Me' section.

The left sidebar menu includes:

- About Me (highlighted with a red border)
- My Applications
- My Other Applications
- My Reports

The main content area displays two items:

- Animation without caption:** A photograph of five people sitting on a green stage in front of a wall decorated with a banner that reads "Dikshik".
- Animation and Caption:** A photograph of five people standing in front of a large banner that reads "TEAM RED LION", "WALANG IWANAN", and "AKSYON AGAD". Below the banner, a caption box contains the text "This is simple caption 1".

The bottom taskbar shows various application icons and the system clock (12:55 PM) and date (1/10/2020).

HRIS-ePAccount

localhost:18187/cMainPage/Index

Log out

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

localhost:18187

Animation without caption

Animation and Caption

This is simple caption 1

12:56 PM  
1/10/2020

A red arrow points from the 'Personal Data Sheet' menu item on the left towards the 'Animation without caption' image on the right.

HRIS-ePAccount X +

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress/Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDF→

12:57 PM  
1/10/2020

## **Note:**

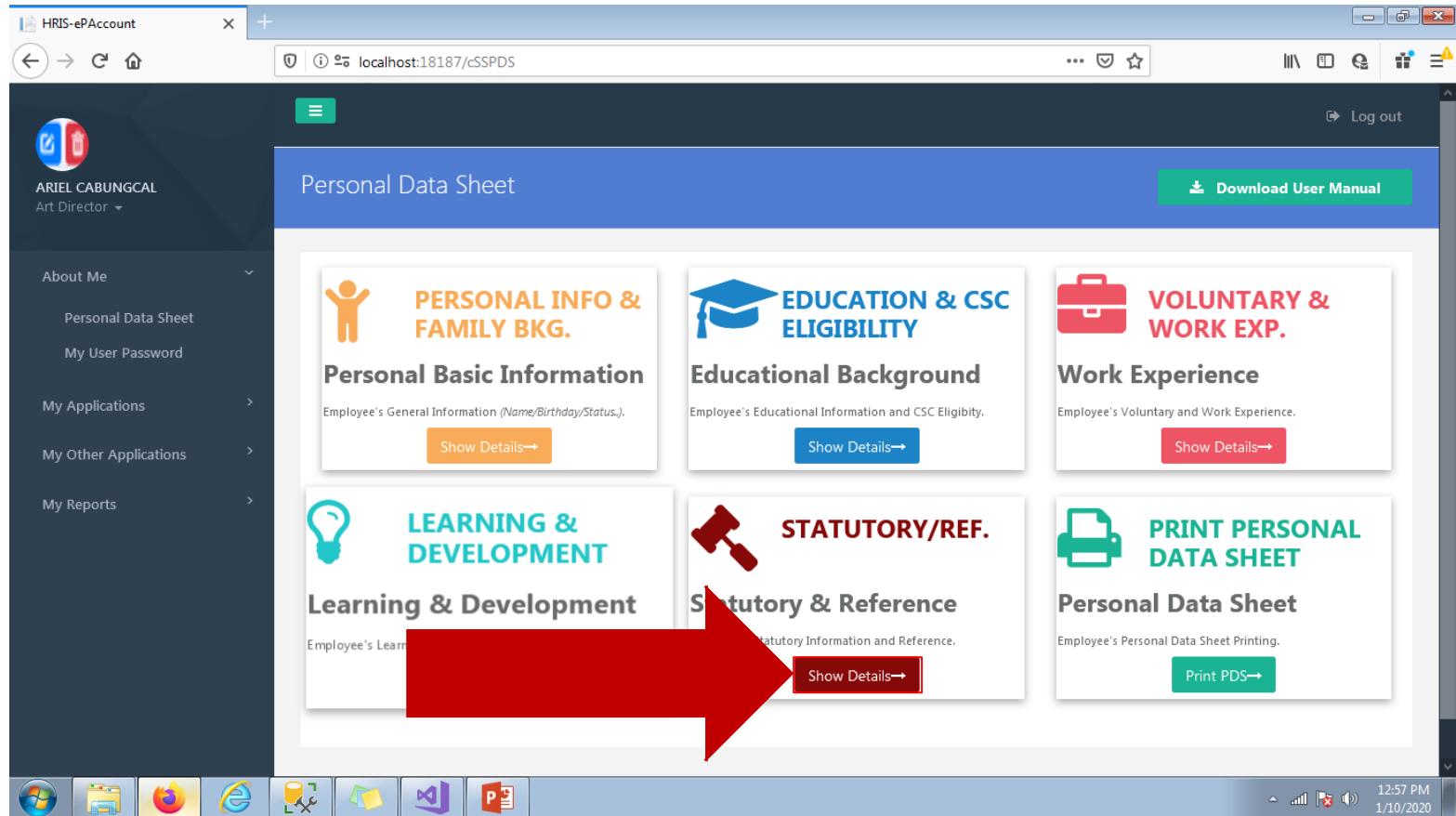
Upon log-in in the system user's are strictly not allowed to use other employee's account to log-in in the system, because here in **PDS (Personal Data Sheet)** all information to be display will be base on the log-in account information of specific employee valued data.

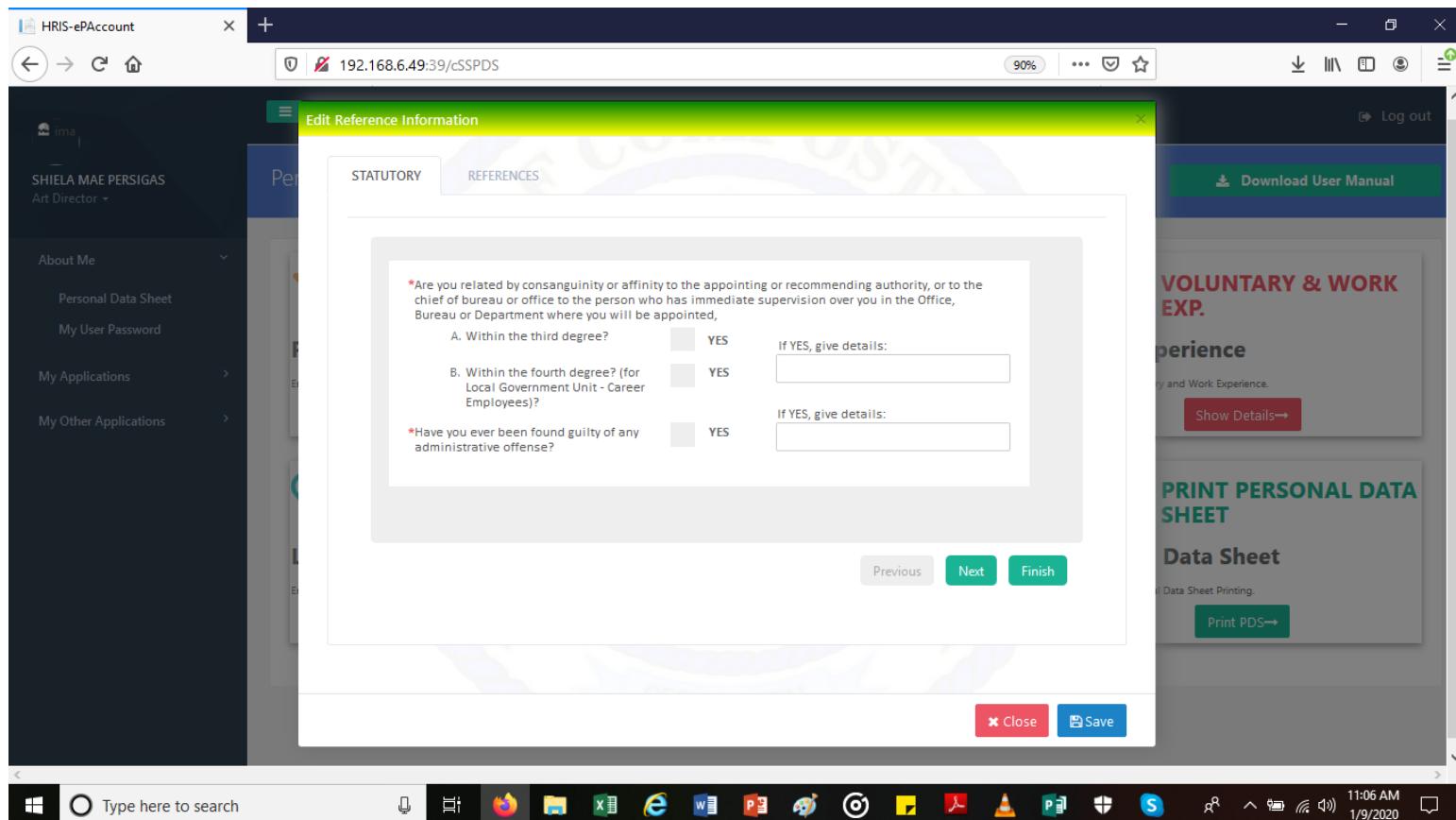


# How to edit employee statutory and reference?



**Step 1:** While on the main page of **personal data sheet** click **show details button** pop-up window will appear where **edit reference information** modal page will be display.





## **Note:**

Edit page will open **employee ID no.** will auto-generate and all other non-key fields are blank. Primary key is personnel **ID nbr** and no non-key fields in **statutory tab**.

## **References Tab** non-key fields:

- Full Name:
- Address:
- Tel. Nbr.



A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

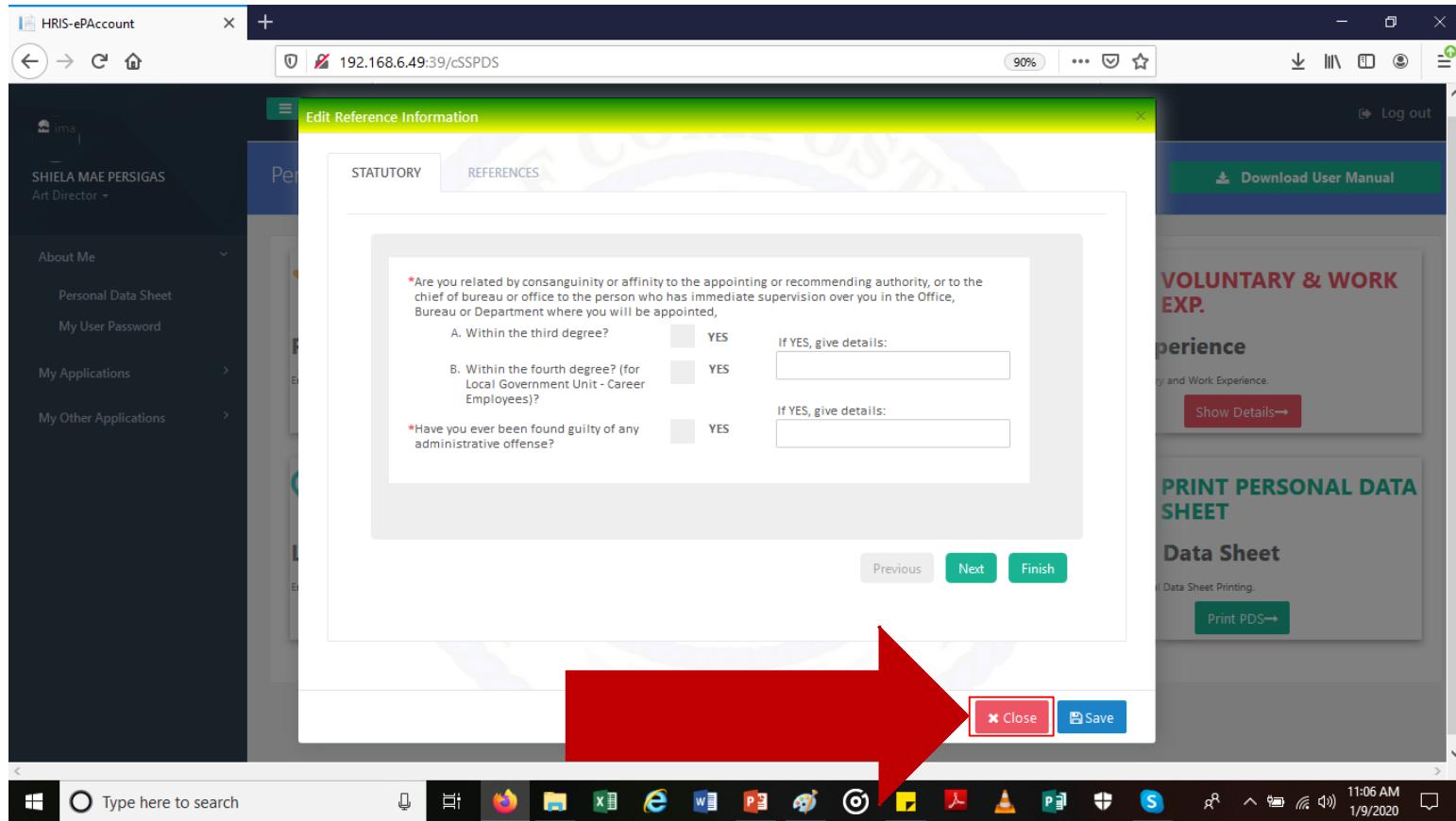


## **Note:**

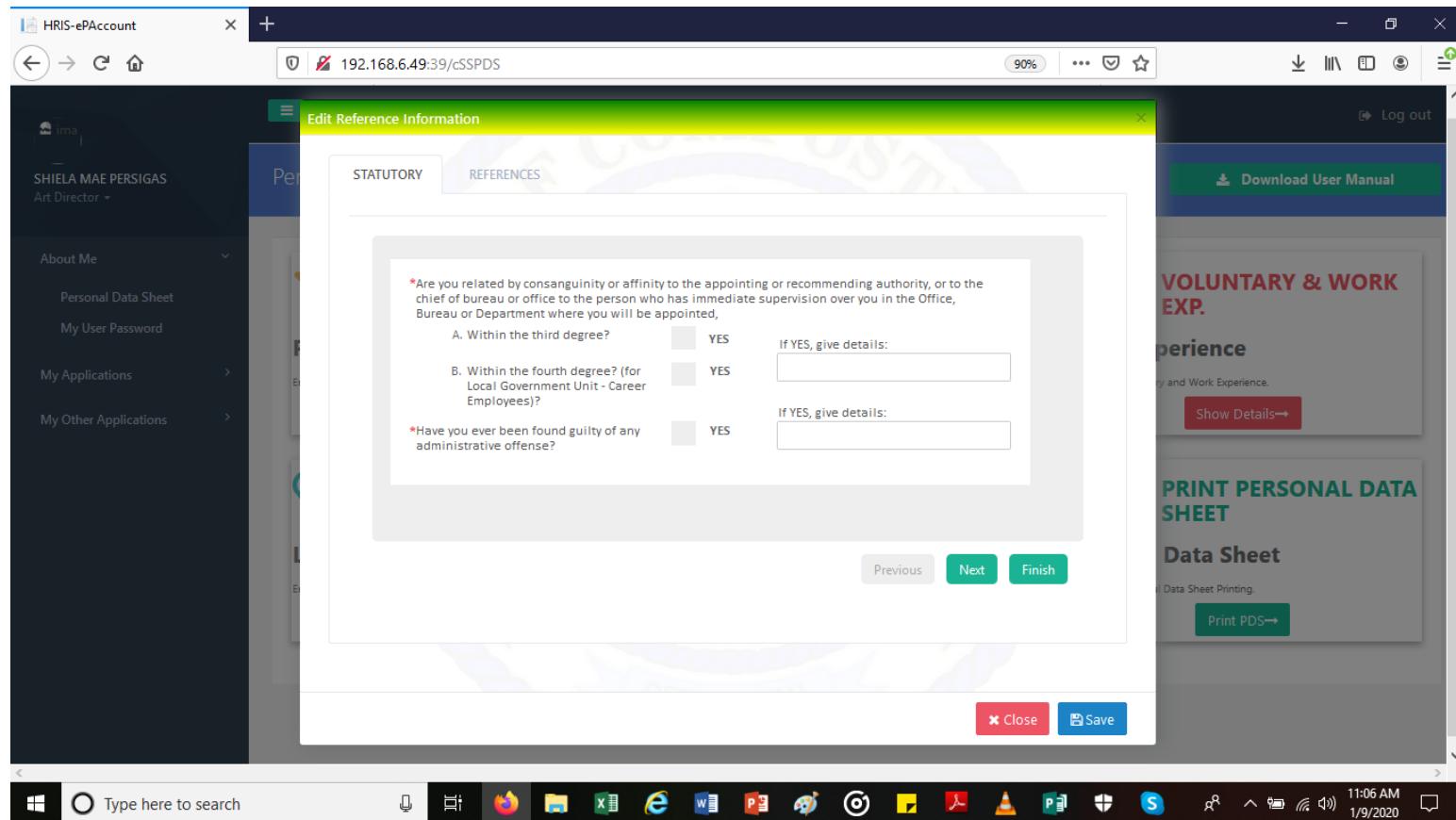
Once an account is log-in to the system expected that whatever information displayed will be base on the account use by the user alone to access the system. So, be sure and be accurate and avoid using other employee's account to avoid complications of data. Just because pds information specifically in **statutory and reference page** affects lots of data if manipulated by anonymous person. Moreover, user's are strictly not allowed to use another account.



**Step 2: Click close button if you want to cancel and go back to main page.**



**Step 3:** Repeat step 1 if you want to continue to add employee statutory and reference. **Edit reference information** modal page will be display.



## **Note:**

In **statutory tab** fields with **asterisk sign (\*)** are specified as questions that should be answered through **checkbox** by checking or unchecking the **yes checkbox**. If ever you select yes you have to specify or into detail the reason.



## Step 4: Check or uncheck the yes checkbox to edit information if necessary.

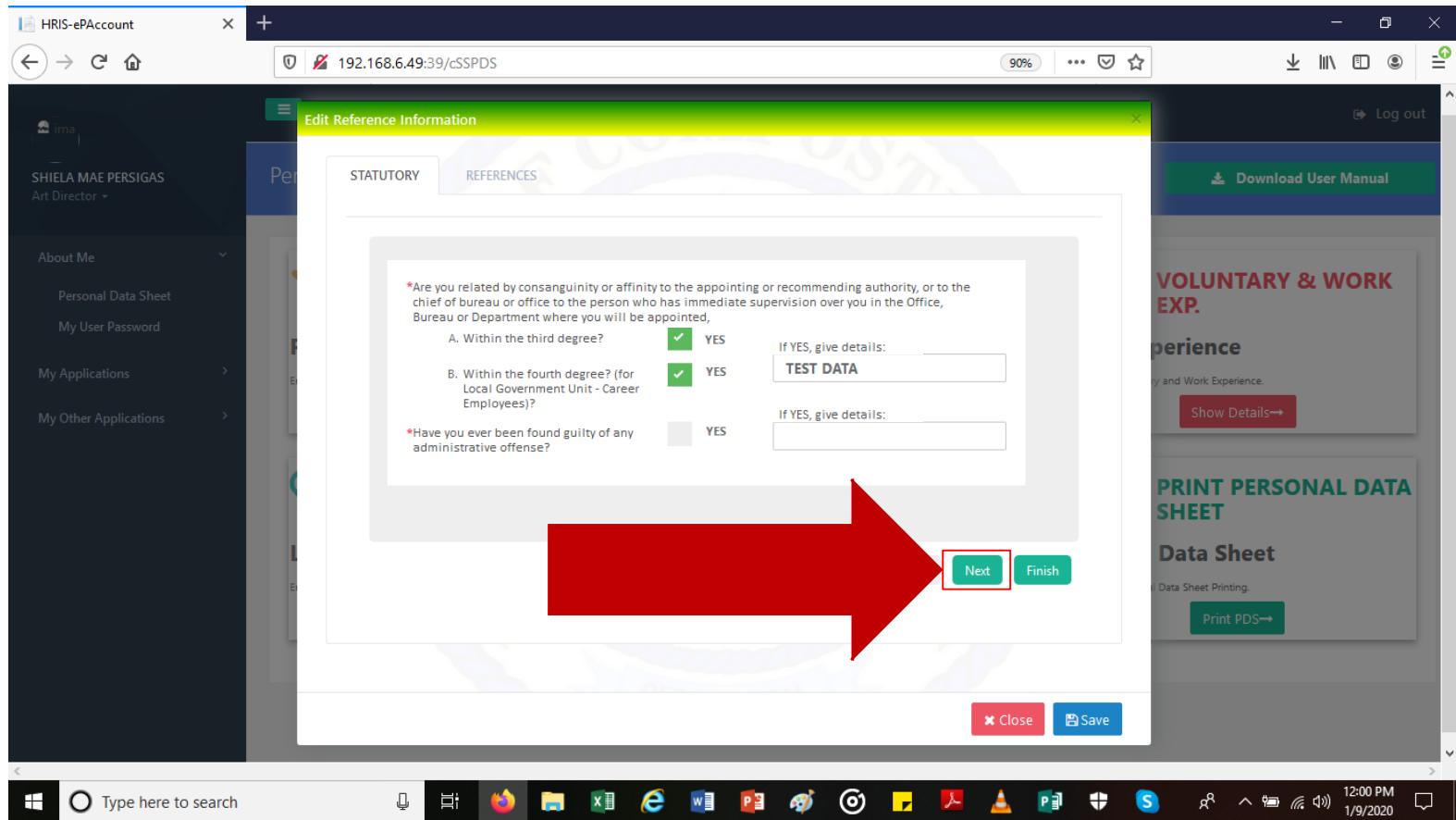
The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL "192.168.6.49:39/cSPDS". The main menu on the left includes "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The current page is "Edit Reference Information" under the "REFERENCES" tab. The form contains two questions:

- A. Within the third degree?  YES. If YES, give details:
- B. Within the fourth degree? (for Local Government Unit - Career Employees)  YES. If YES, give details:

\*Have you ever been found guilty of any administrative offense?  YES

At the bottom of the form are "Previous", "Next", and "Finish" buttons, along with "Close" and "Save" buttons. To the right of the form, there are links for "Download User Manual", "VOLUNTARY & WORK EXP.", "Show Details→", "PRINT PERSONAL DATA SHEET", and "Data Sheet Print PDS→". The taskbar at the bottom shows various application icons and the system clock "12:00 PM 1/9/2020".

**Step 5:** Click **next button** to go on next page and answer questions if necessary.



HRIS-ePAccount

localhost:18187/cSSPDS

Edit Reference Information

STATUTORY REFERENCES

\*Have you been criminally charged before any court?  YES Date Filed:   If YES, give details:

\*Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES If YES, give details:

Previous Next Finish

Log out

Download User Manual

LUNTARY & WORK EXP.

rience

and Work Experience.

Show Details→

PRINT PERSONAL DATA SHEET

data Sheet

Print Data Sheet Printing.

Print PDS→



7:08 PM  
1/9/2020

HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

Voluntary & Work Exp.

Experience

View Details →

Print Personal Data Sheet

Print PDS →

Edit Reference Information

STATUTORY REFERENCES

\*Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

YES If YES, give details:

Previous Next Finish

7:09 PM  
1/9/2020

HRIS-ePAccount X + localhost:18187/cSSPDS Log out Download User Manual

ARIEL CABUNGCAL  
Art Director ▾

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications  
My Reports

Edit Reference Information

STATUTORY REFERENCES

\*Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

YES If YES, give details:

\*Have you resigned from the government service during the three(3)-month period before the 1st election to promote/actively campaign for a national or local candidate?

YES If YES, give details:

Previous Next Finish

VOLUNTARY & WORK EXP.  
Work Experience  
View Details→

PRINT PERSONAL DATA SHEET  
Data Sheet  
Print PDS→

Windows Taskbar: File Explorer, Edge, FileZilla, File Manager, WinRAR, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

System Tray: 7:09 PM 1/9/2020

HRIS-ePAccount X +

localhost:18187/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

Experience

View Details→

PRINT PERSONAL DATA SHEET

Data Sheet

Print PDS→

ARIEL CABUNGAL  
Art Director ▾

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Reference Information

STATUTORY REFERENCES

\*Have you acquired the status of an immigrant or permanent resident of another country?

YES If YES, give details (country):

\*Pursuant to:(a) Indigenous People's Act (RA 8371);(b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items?

Previous Next Finish

localhost:18187/#next

7:10 PM 1/9/2020

HRIS-ePAccount

localhost:18187/cSSPDS

Log out

Download User Manual

VOLUNTARY & WORK EXP.

Experience

View Work Experience

Show Details →

PRINT PERSONAL DATA SHEET

Data Sheet

Print PDS →

ARIEL CABUNGAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Edit Reference Information

STATUTORY REFERENCES

\*Are you a member of any indigenous group?  YES If YES, please specify: [Text Box]

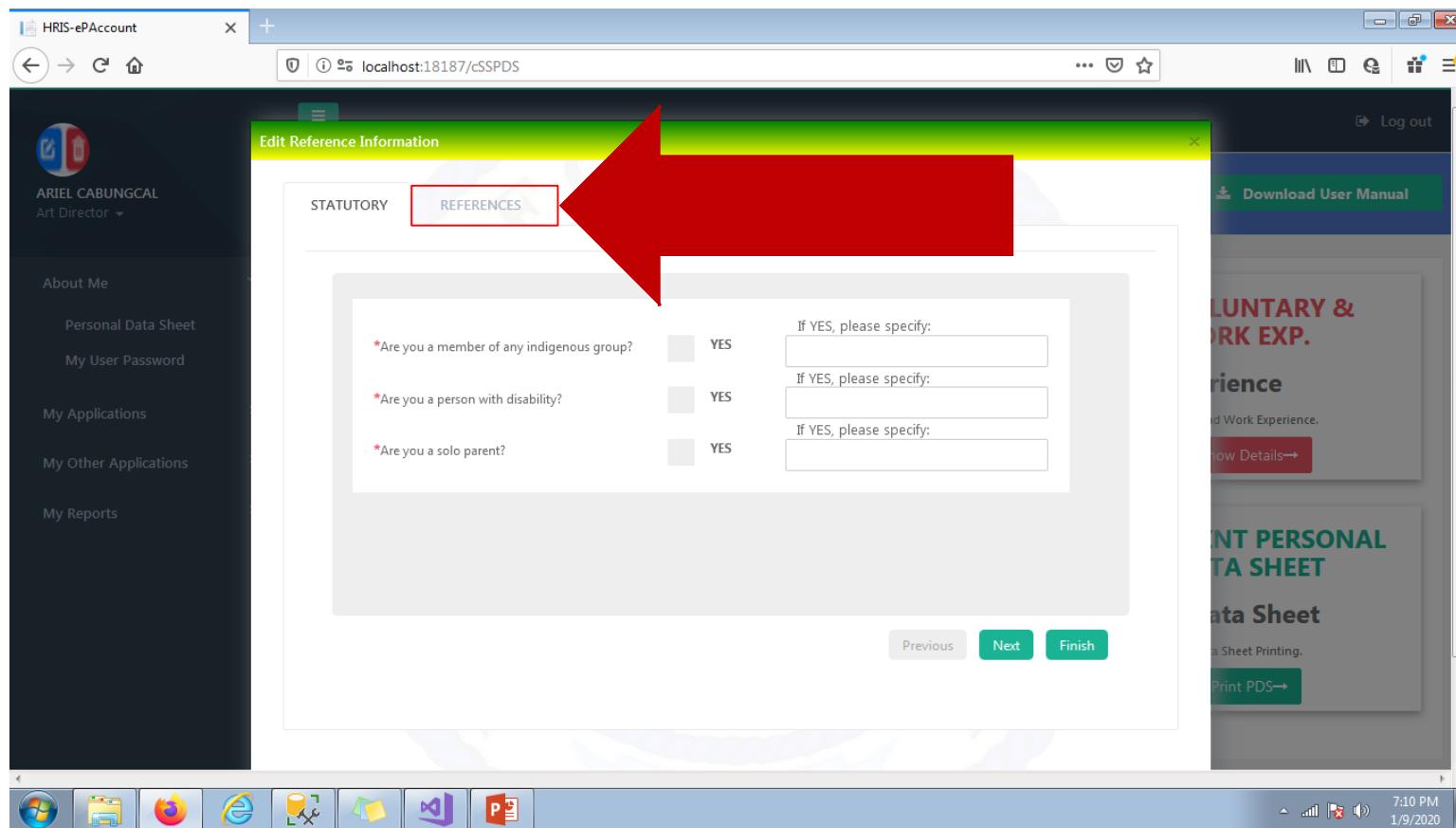
\*Are you a person with disability?  YES If YES, please specify: [Text Box]

\*Are you a solo parent?  YES If YES, please specify: [Text Box]

Previous Next Finish

7:10 PM  
1/9/2020

**Step 6:** To continue and updated needed information in **references tab**, click **references tab** for you to update information.



HRIS-ePAccount

SHIELA MAE PERSIGAS  
Art Director ▾

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

Edit Reference Information

STATUTORY REFERENCES

+Add

Full Name:\*

Address:\*

Tel. Nbr:\*

No data available in table

SEQ NBR. NAME ADDRESS TEL NBR. ACTION

Previous Next

Close Save

Download User Manual

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

ENT PERSONAL DATA SHEET

data Sheet

Sheet Printing.

Print PDF→

Type here to search

7:28 PM 1/9/2020

**Step 7:** Try to click **add button** in order to add and update employee information.

**Note:**

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **add button** without inputting values in any field. Fields with **asterisk sign (\*)** in **references tab** are specify as required fields that should be inputted with values.

HRIS-ePAccount

192.168.6.49:39

Edit Reference Information

STATUTORY REFERENCES

+Add

Full Name: \* required field!

Address: \* required field!

Tel. Nbr: \* required field!

SEQ NBR. NAME ADDRESS TEL NBR. ACTION

No data available in table

Previous Next

Close Save

SHIELA MAE PERSIGAS  
Art Director

About Me Personal Data Sheet My User Password My Applications My Other Applications

Log out Download User Manual

VOLUNTARY & WORK EXP.

rience

Show Details→

ENT PERSONAL DATA SHEET

data Sheet

Print PDS→

Type here to search

7:32 PM 1/9/2020

# Step 8: Input values specifically in all required fields.

HRIS-eAccount

192.168.6.49:39

Edit Reference Information

SHIELA MAE PERSIGAS  
Art Director

About Me  
Personal Data Sheet  
My User Password  
My Applications  
My Other Applications

STATUTORY REFERENCES

+Add

Full Name:  required field!

Address:  required field!

Tel. Nbr.:  required field!

SEQ NBR.	NAME	ADDRESS	TEL NBR.	ACTION
No data available in table				

Previous Next

Close Save

Download User Manual

VOLUNTARY & WORK EXP.

rience

Work Experience,  
View Details→

ENT PERSONAL DATA SHEET

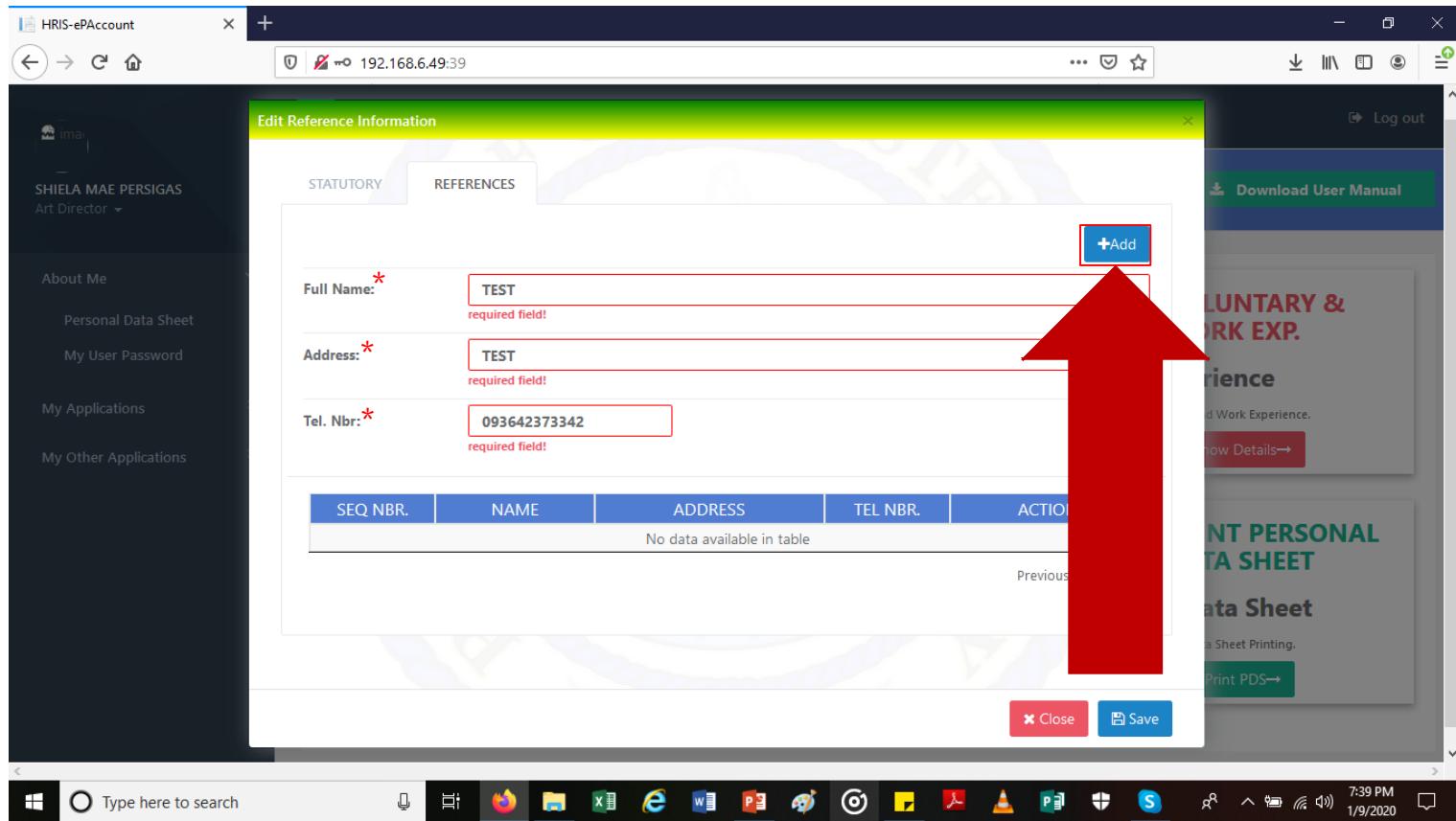
data Sheet

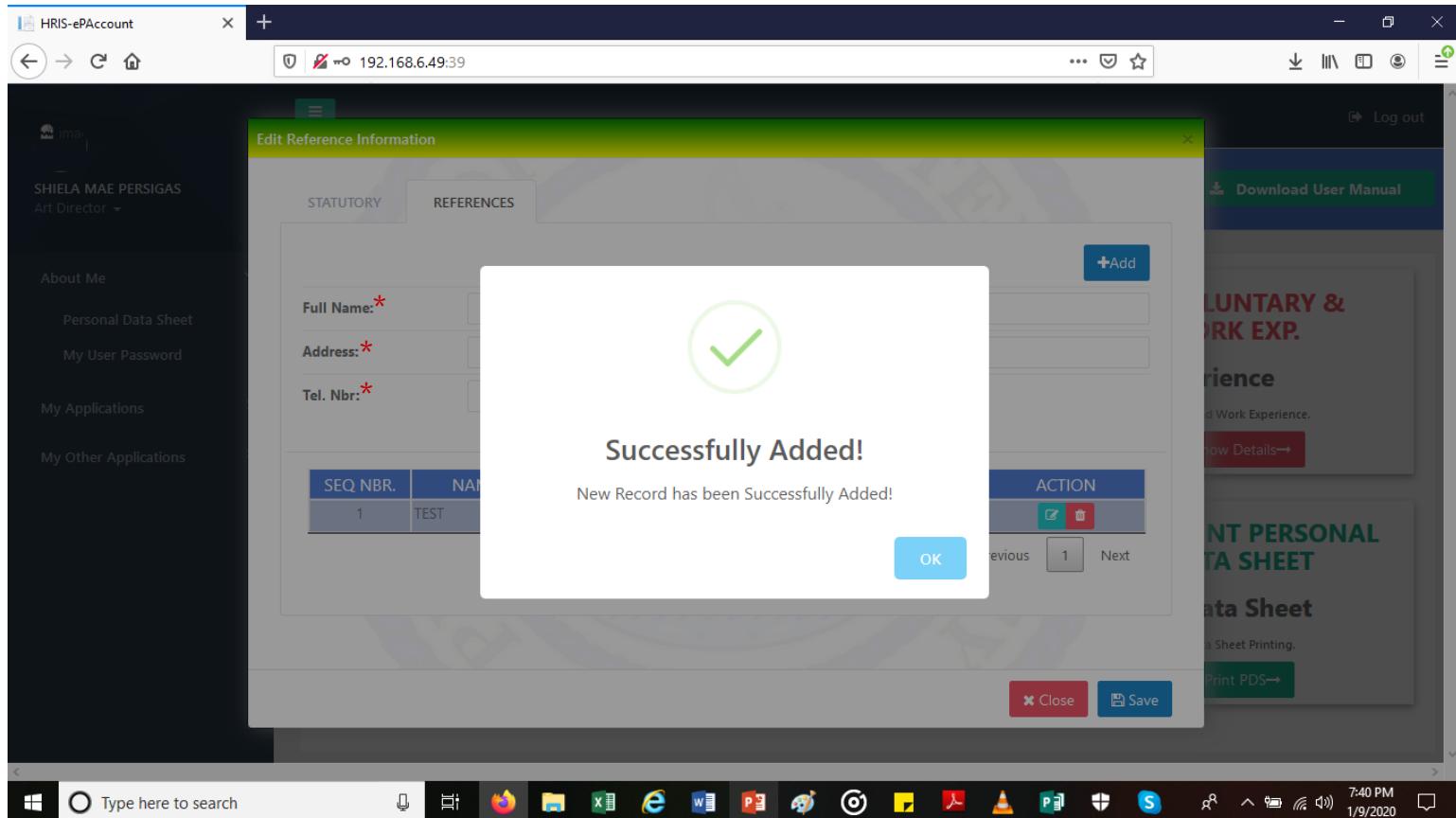
Sheet Printing.  
Print PDF→

Type here to search

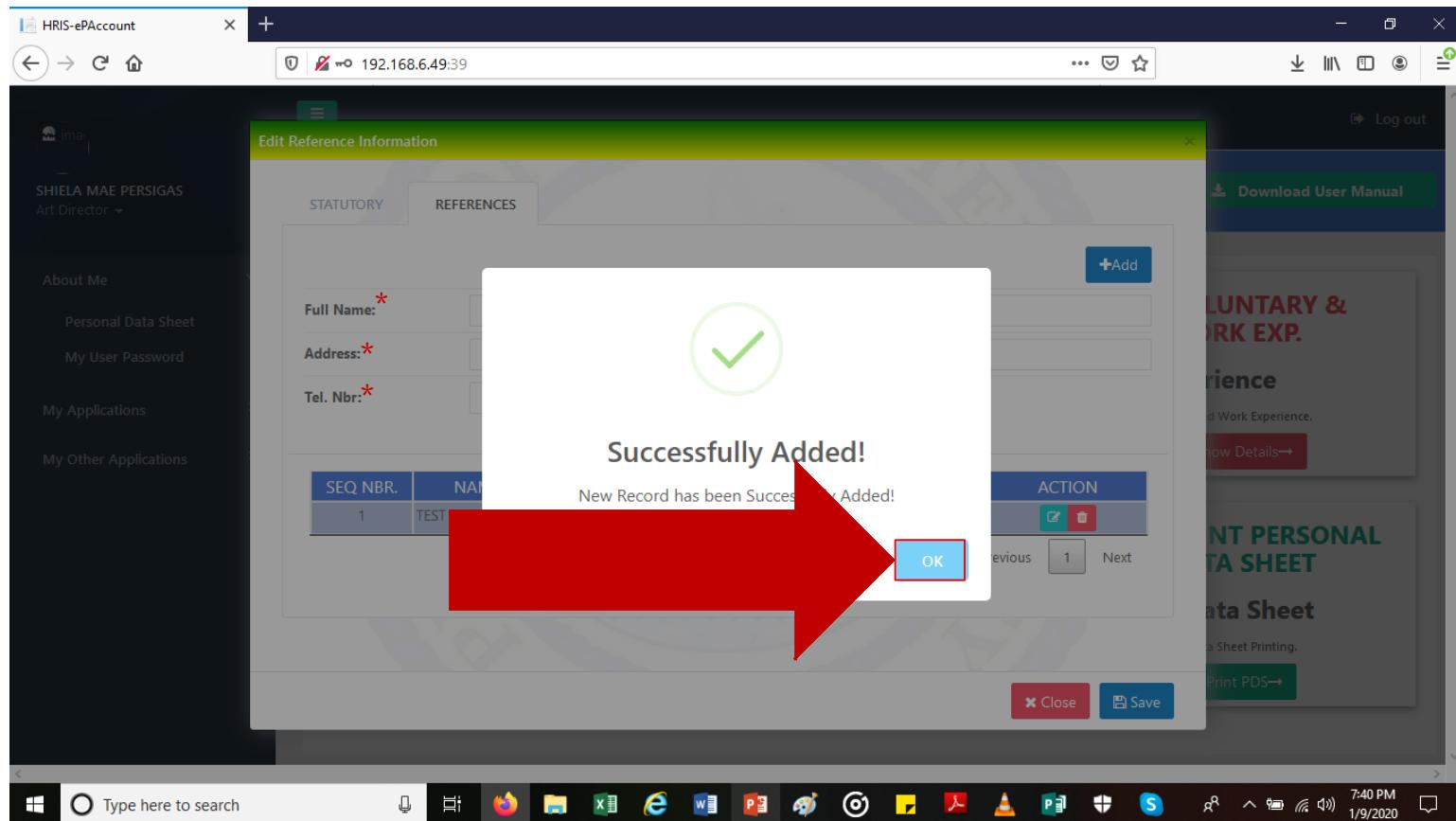
7:39 PM 1/9/2020

**Step 9:** Click **add button** in order to add updated information on the table grid below.





## Step 10: Click ok button to exit and go back to previous tab.



HRIS-ePAccount

192.168.6.49:39

Log out

Download User Manual

VOLUNTARY & WORK EXP.

rience

Show Details→

ENT PERSONAL DATA SHEET

Data Sheet

Print PDS→

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Reference Information

STATUTORY REFERENCES

+Add

Full Name:\*

Address:\*

Tel. Nbr:\*

SEQ NBR.	NAME	ADDRESS	TEL NBR.	ACTION
1	TEST	TEST	093642373342	

Previous 1 Next

Close Save



Type here to search

7:42 PM 1/9/2020

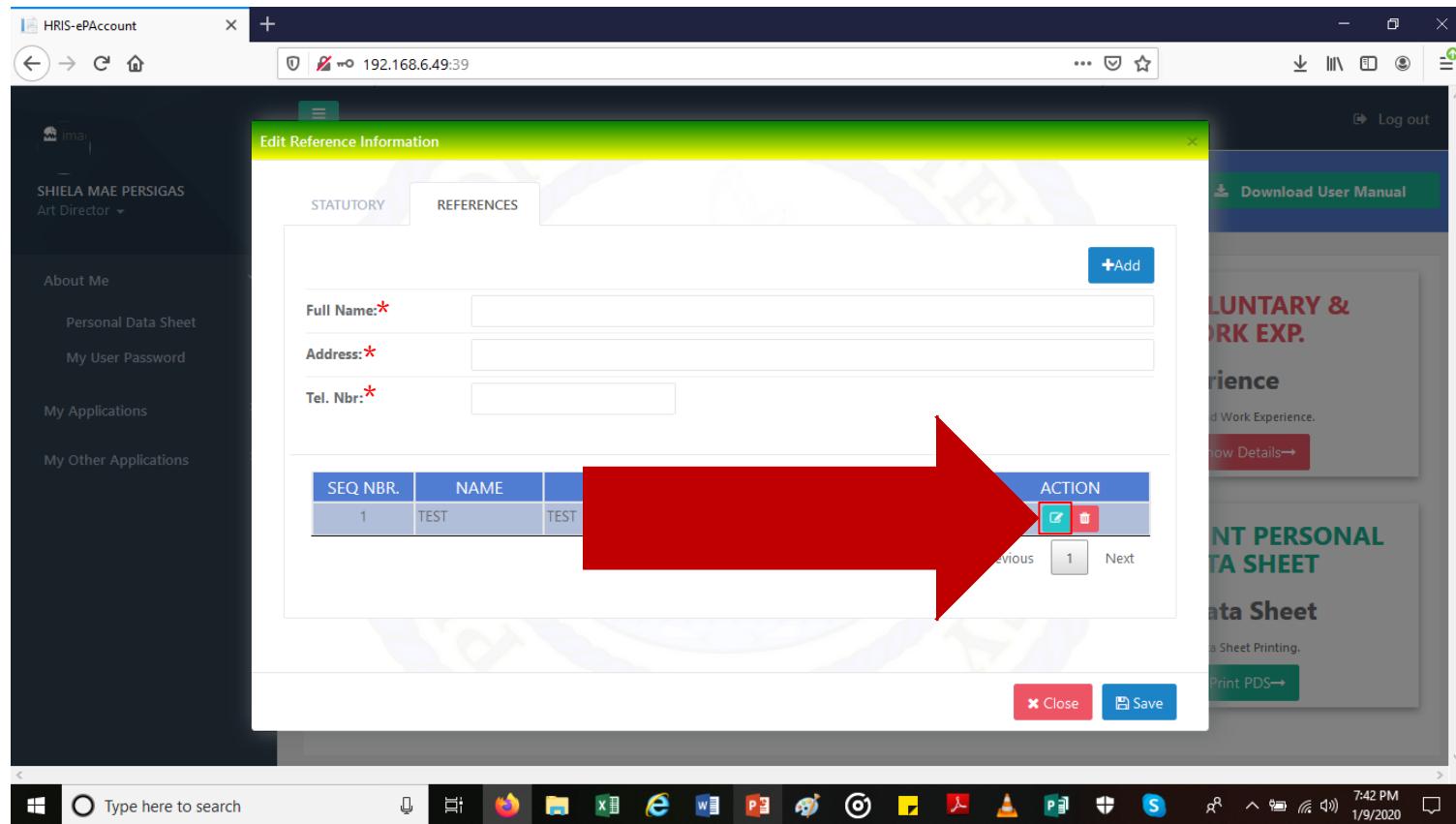
**Step 11:** If you want to update information on the grid below, select specific information to update.

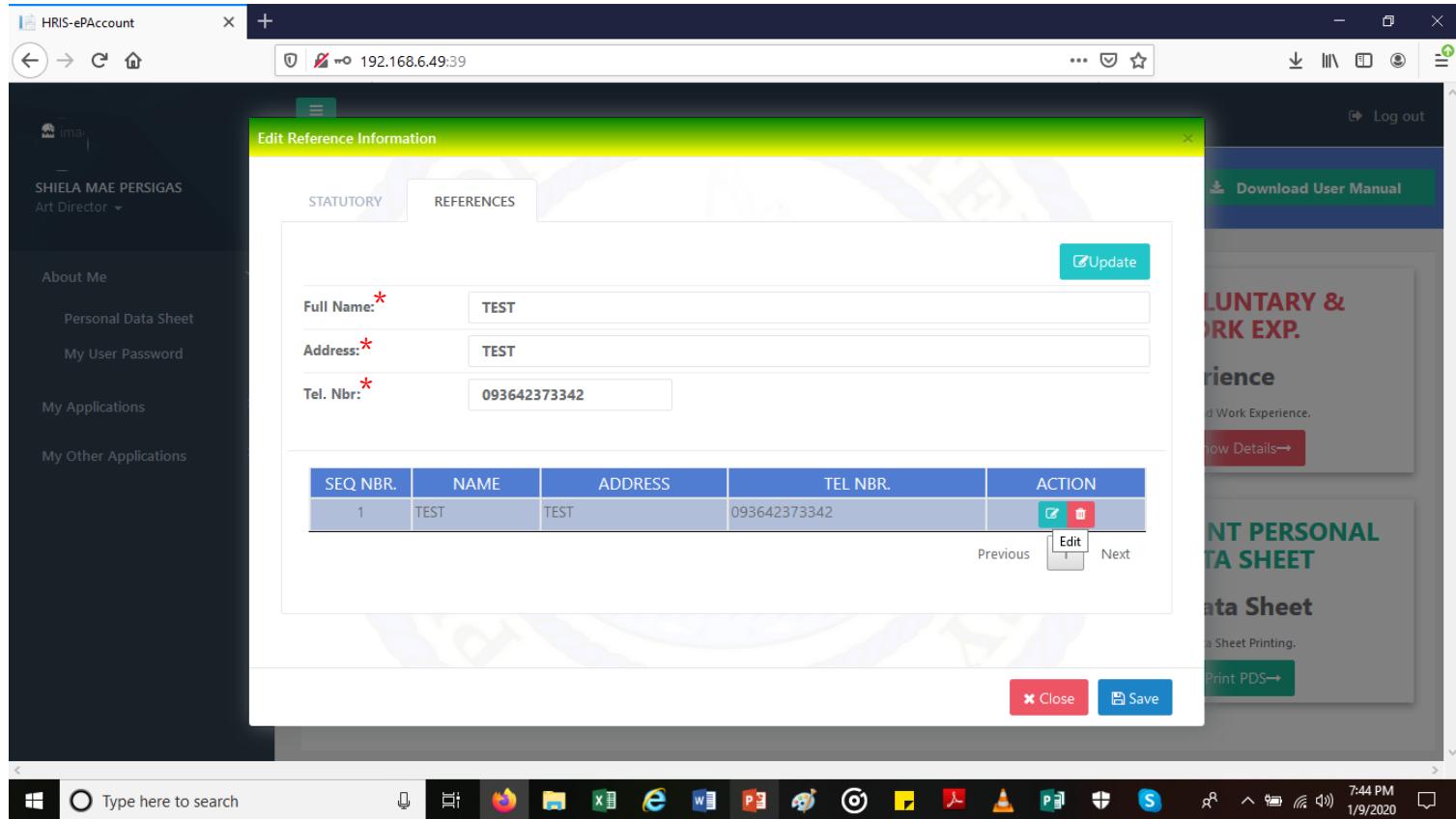
The screenshot shows a web-based application window titled "Edit Reference Information". The left sidebar includes links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", and "My Other Applications". The main content area has tabs for "STATUTORY" and "REFERENCES", with "REFERENCES" being active. A form section contains fields for "Full Name:" (with a red asterisk), "Address:" (with a red asterisk), and "Tel. Nbr." (with a red asterisk). Below this is a data grid with the following data:

SEQ NBR.	NAME	ADDRESS	TEL NBR.	ACTION
1	TEST	TEST	093642373342	

At the bottom of the grid, there are navigation buttons: "Previous", "1", and "Next". Below the grid are "Close" and "Save" buttons. The status bar at the bottom shows the date and time: "7:42 PM 1/9/2020".

## Step 12: Click edit button in order to update the information.



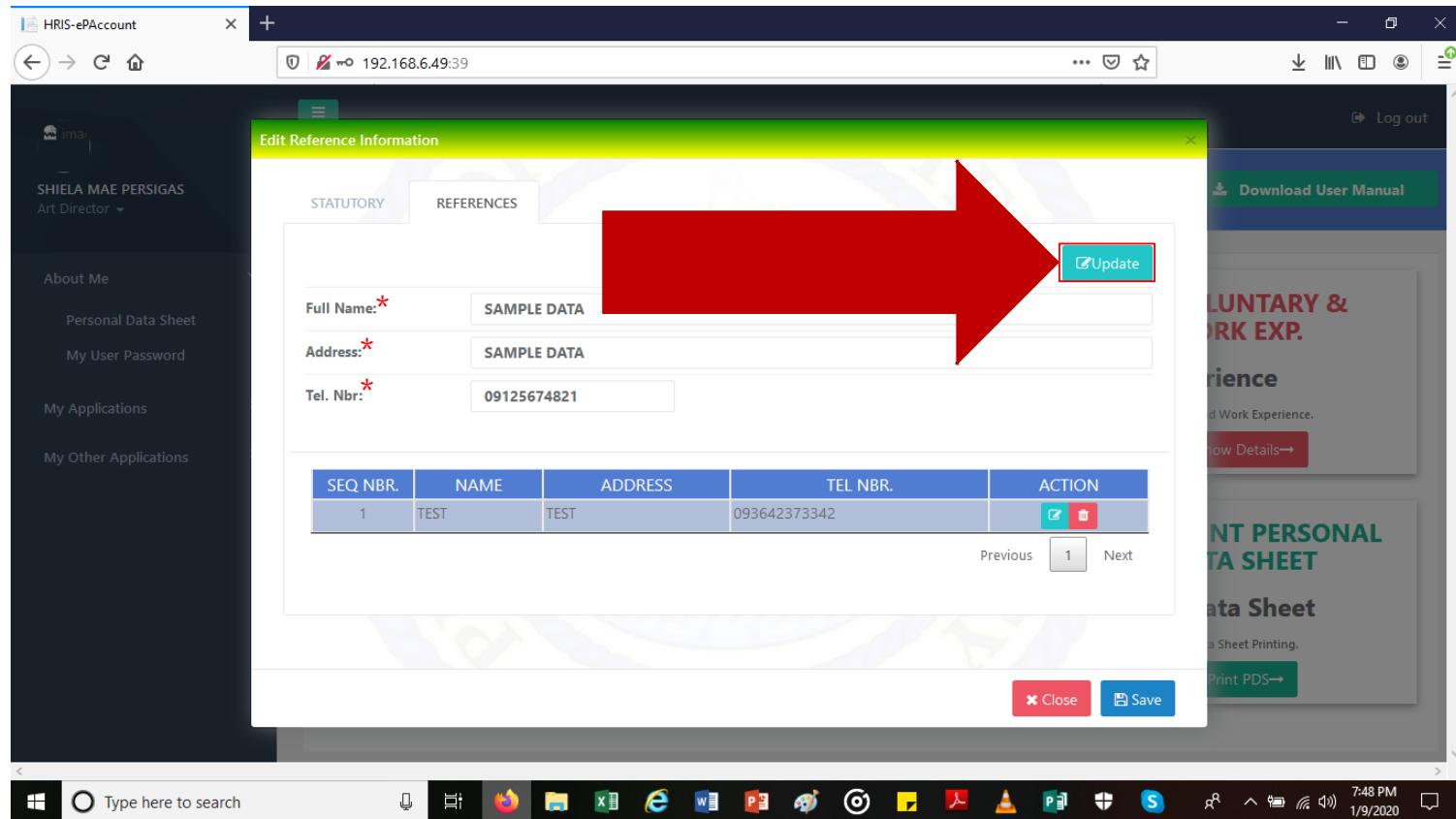


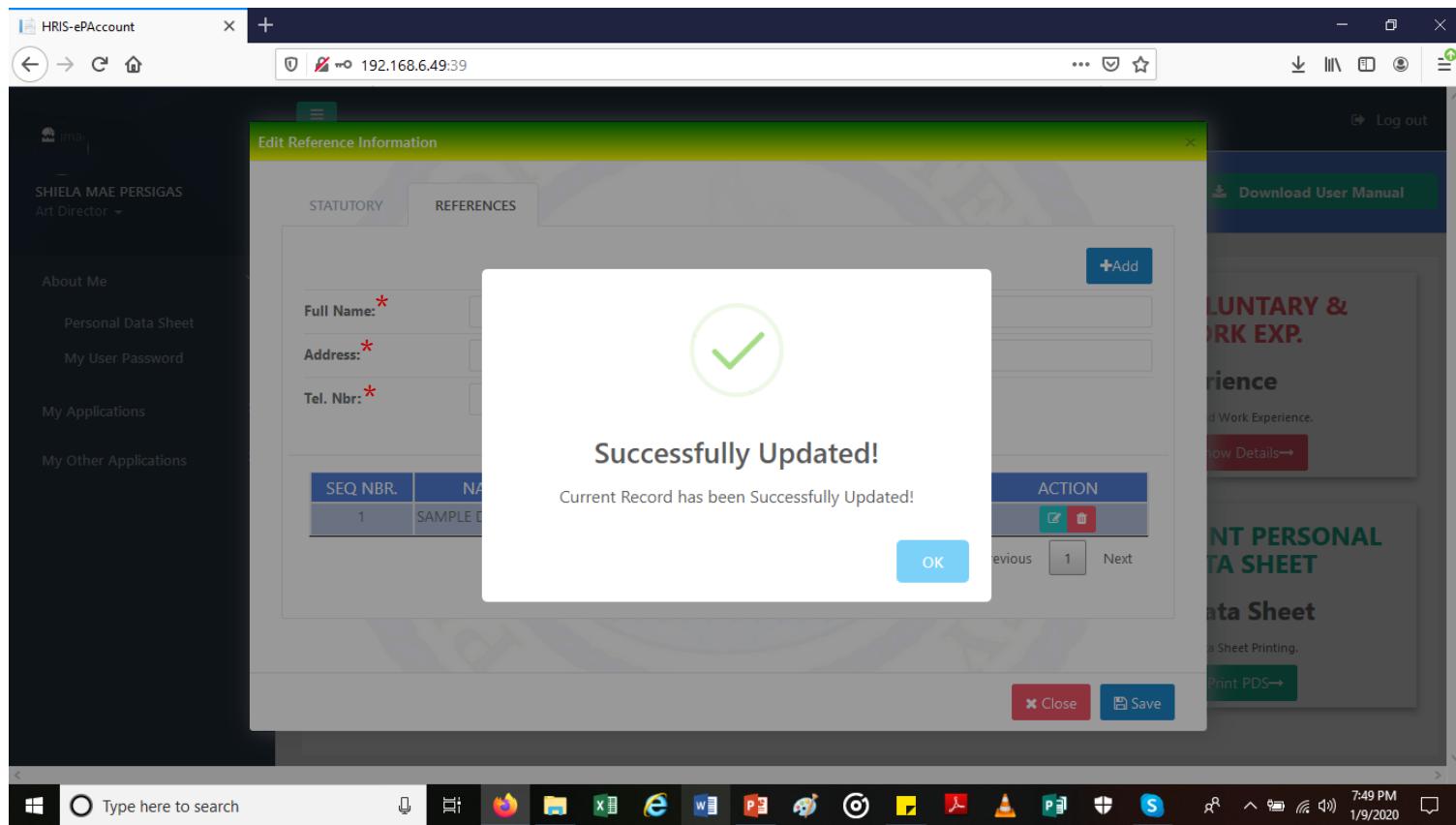
## **Note:**

If you have click **edit button** expected that **add button** above will become **update button**, for you to update information edit first values in **full name, address** and **tel. nbr.** if necessary to update values before clicking the **update button**.

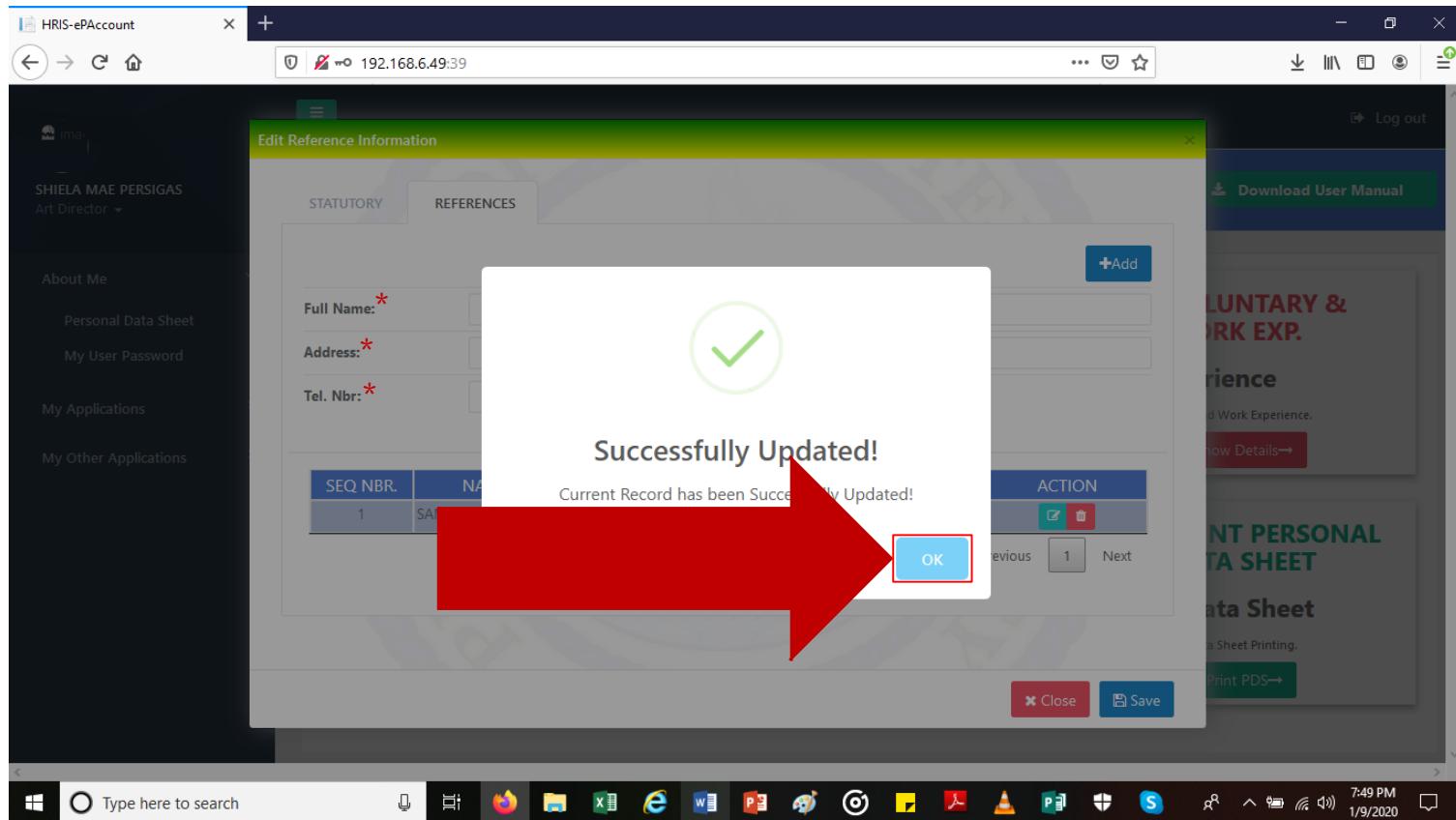


**Step 13:** Update values in all required fields to update information, click **update** button to update data.





## Step 14: Repeat step 10 to continue and update information.



HRIS-ePAccount

192.168.6.49:39

Edit Reference Information

STATUTORY REFERENCES

+Add

Full Name:\*

Address:\*

Tel. Nbr:\*

SEQ NBR.	NAME	ADDRESS	TEL NBR.	ACTION
1	SAMPLE DATA	SAMPLE DATA	09125674821	

Previous 1 Next

Close Save

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Voluntary & Work Exp.

Work Experience

Show Details→

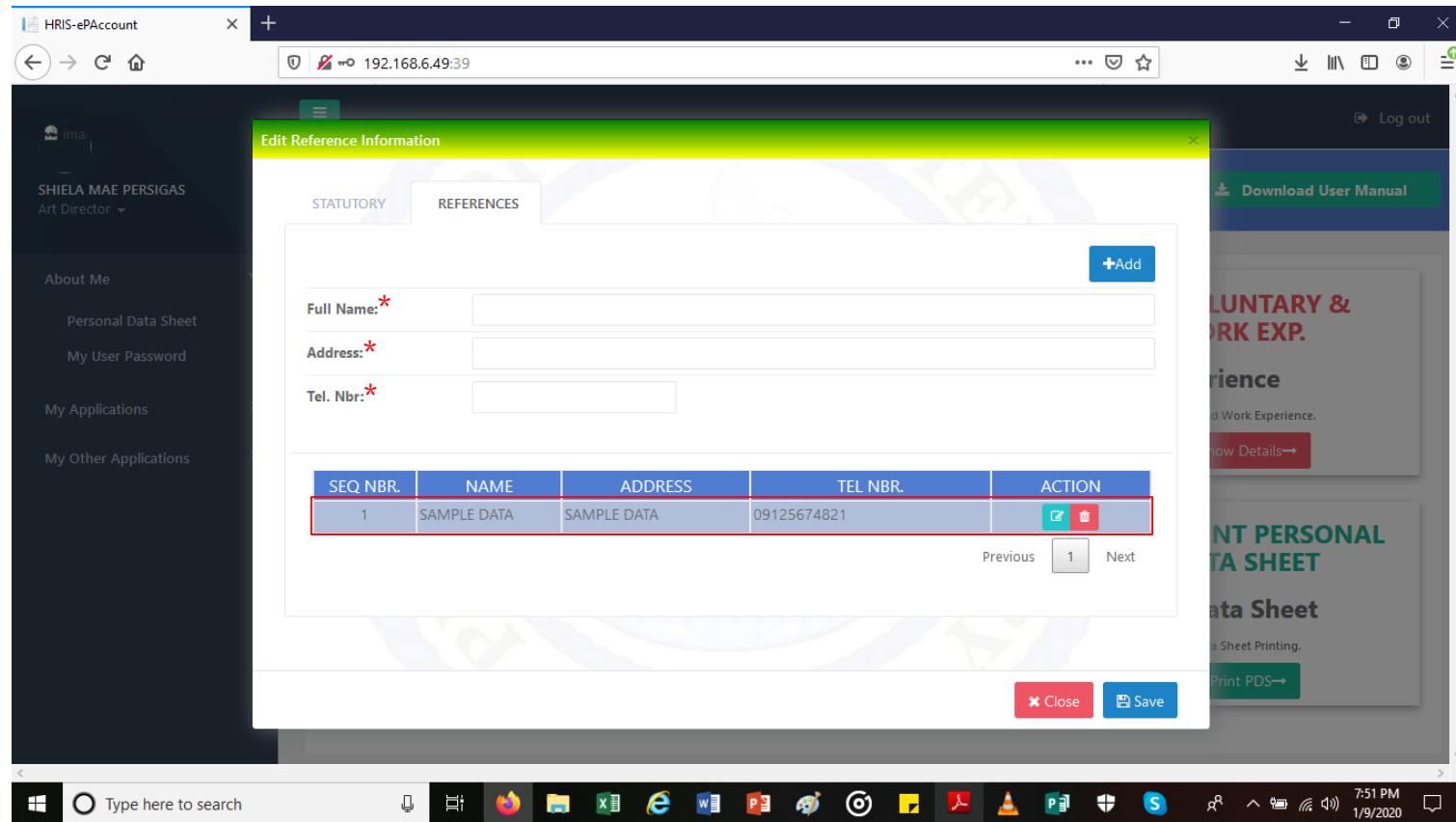
Print PDF→

Print PDS→

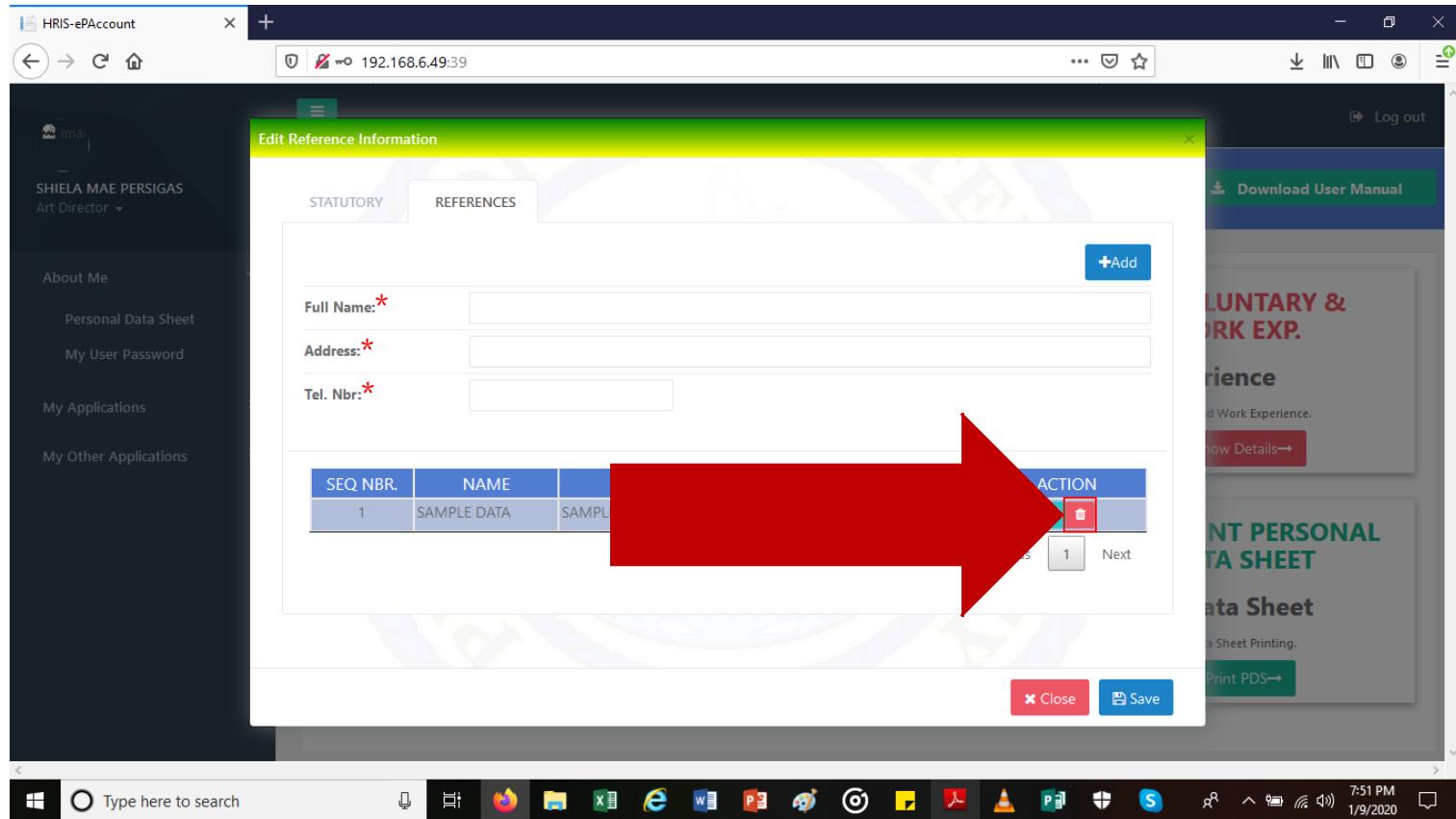
Type here to search

7:51 PM  
1/9/2020

**Step 15:** If you want to delete information in **references tab**, select specific record to delete.



## Step 16: Click delete button for you to delete record.



HRIS-eAccount

192.168.6.49:39

Log out

Download User Manual

SHIELA MAE PERSIGAS  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

Edit Reference Information

STATUTORY REFERENCES

Full Name: \*

Address: \*

Tel. Nbr: \*

SEQ NBR. NAME

1 SAMPLE D

+Add

ACTION

Cancel OK

Are you sure to delete this record?

Once deleted, you will not be able to recover this record!

Close Save

LUNTARY & WORK EXP.

rience

Work Experience.

Show Details→

NT PERSONAL DATA SHEET

ata Sheet

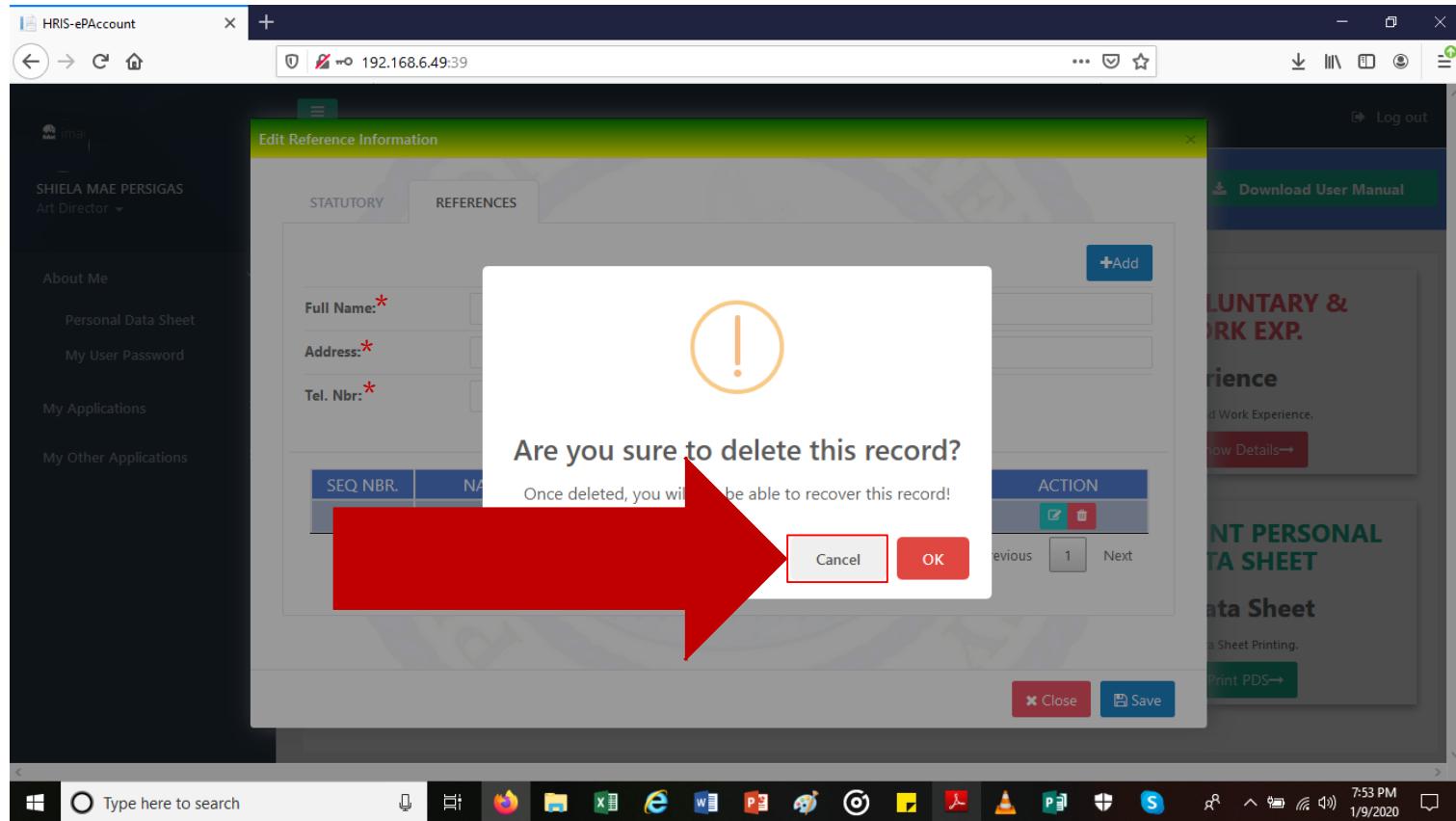
Sheet Printing.

Print PDF→

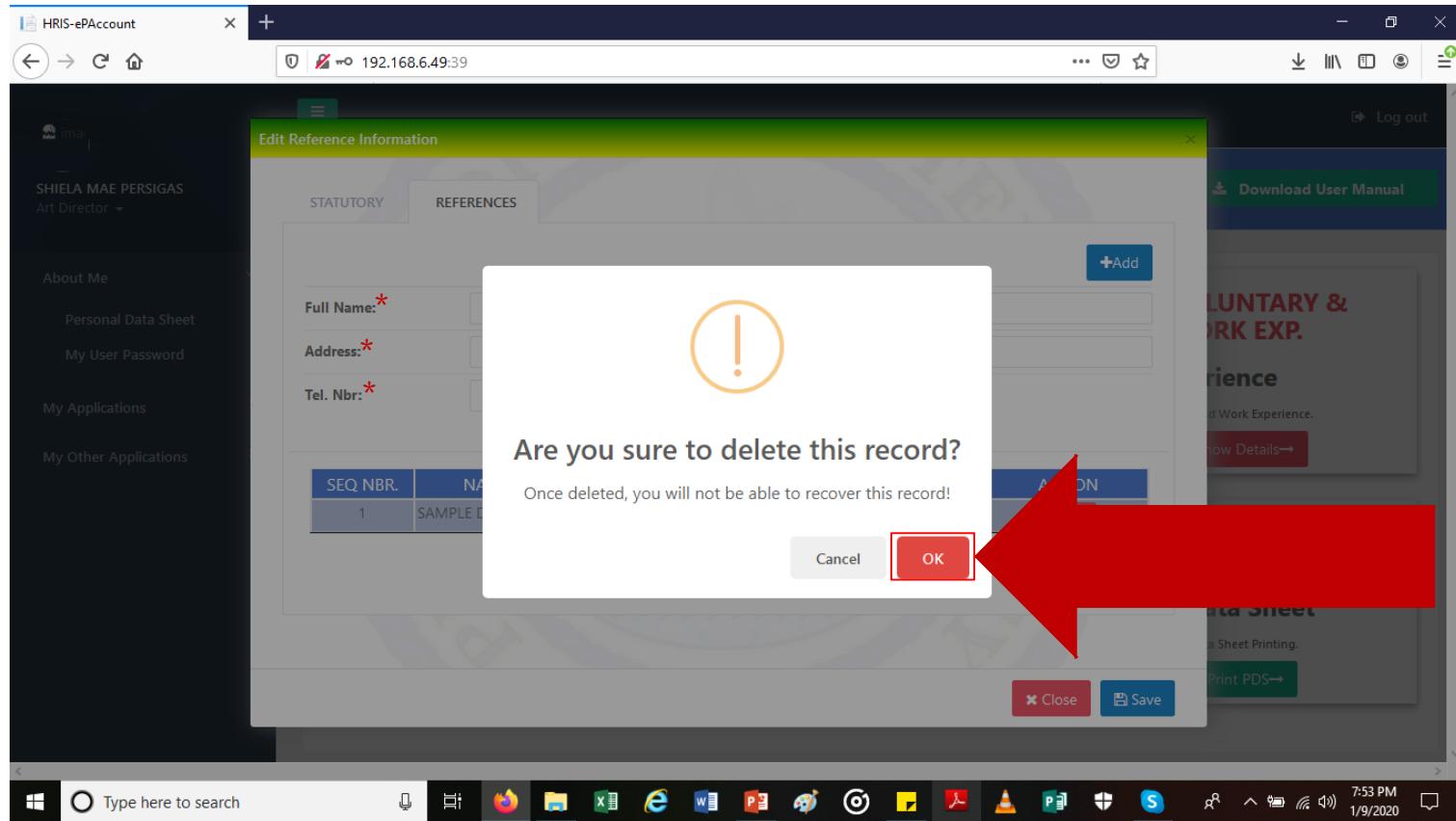
Type here to search

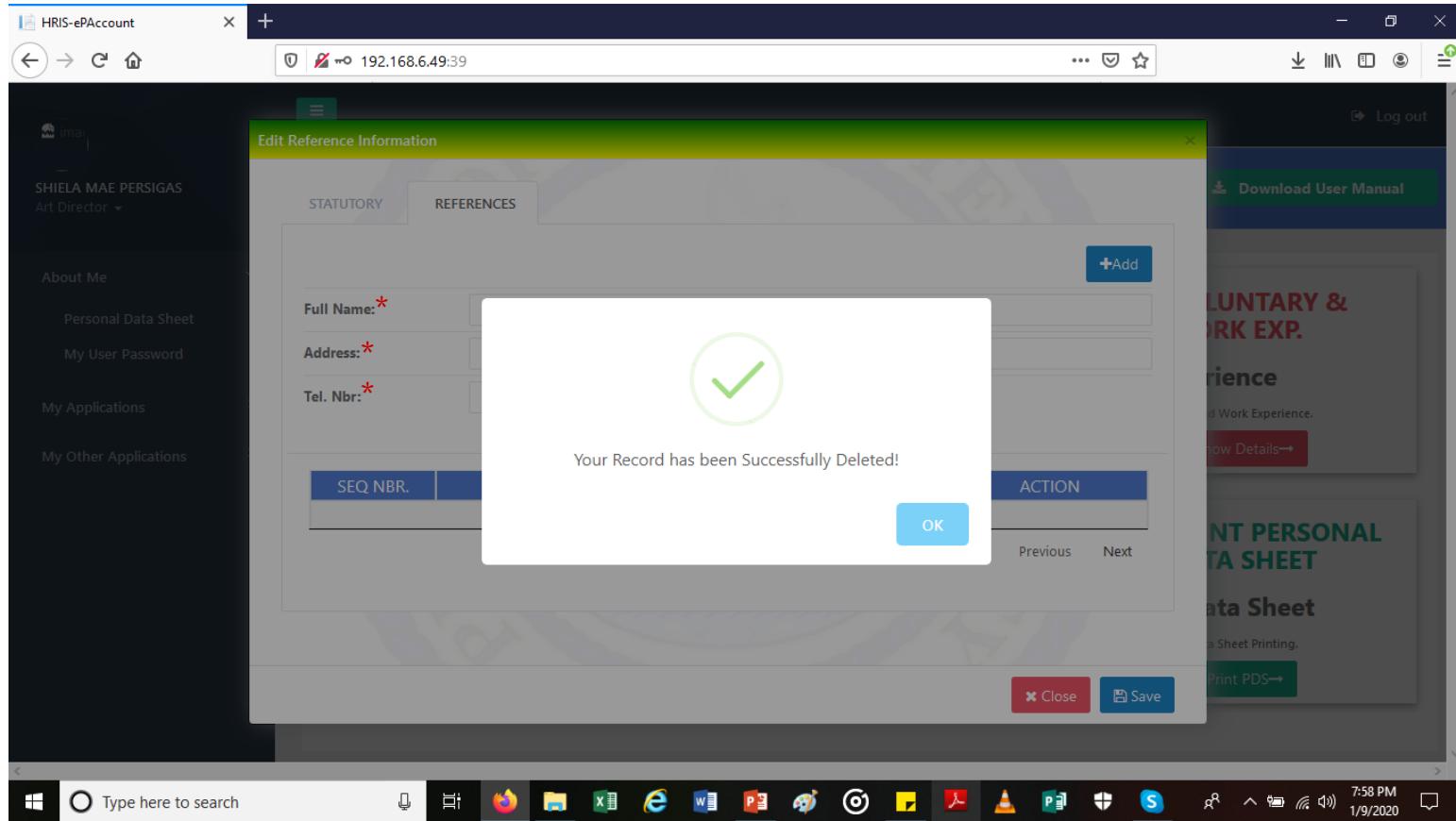
7:53 PM 1/9/2020

## Step 17: Click cancel button if you don't want to delete record.

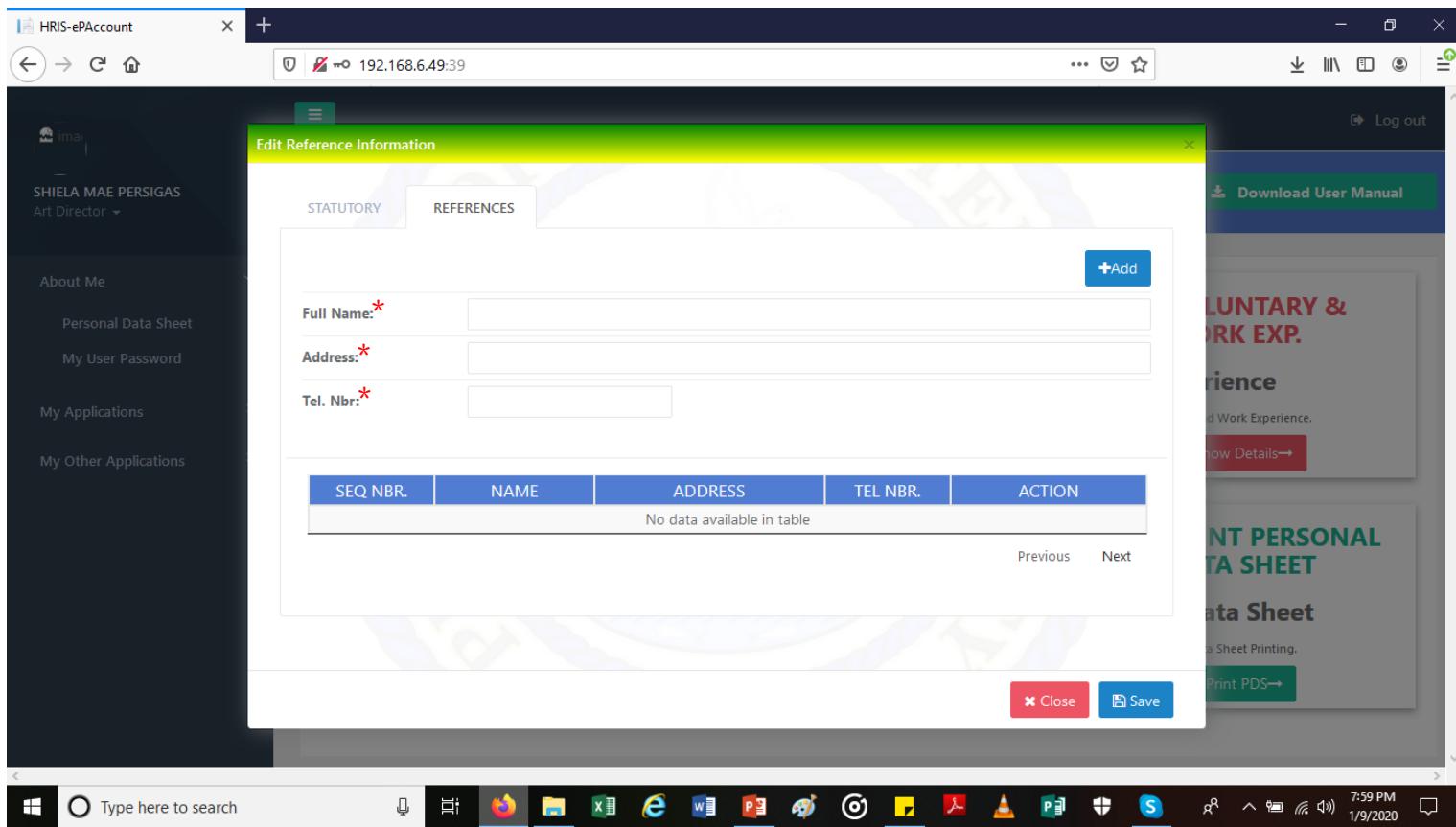


**Step 18:** Repeat step 16 to continue, click **ok button** if you want to delete record.

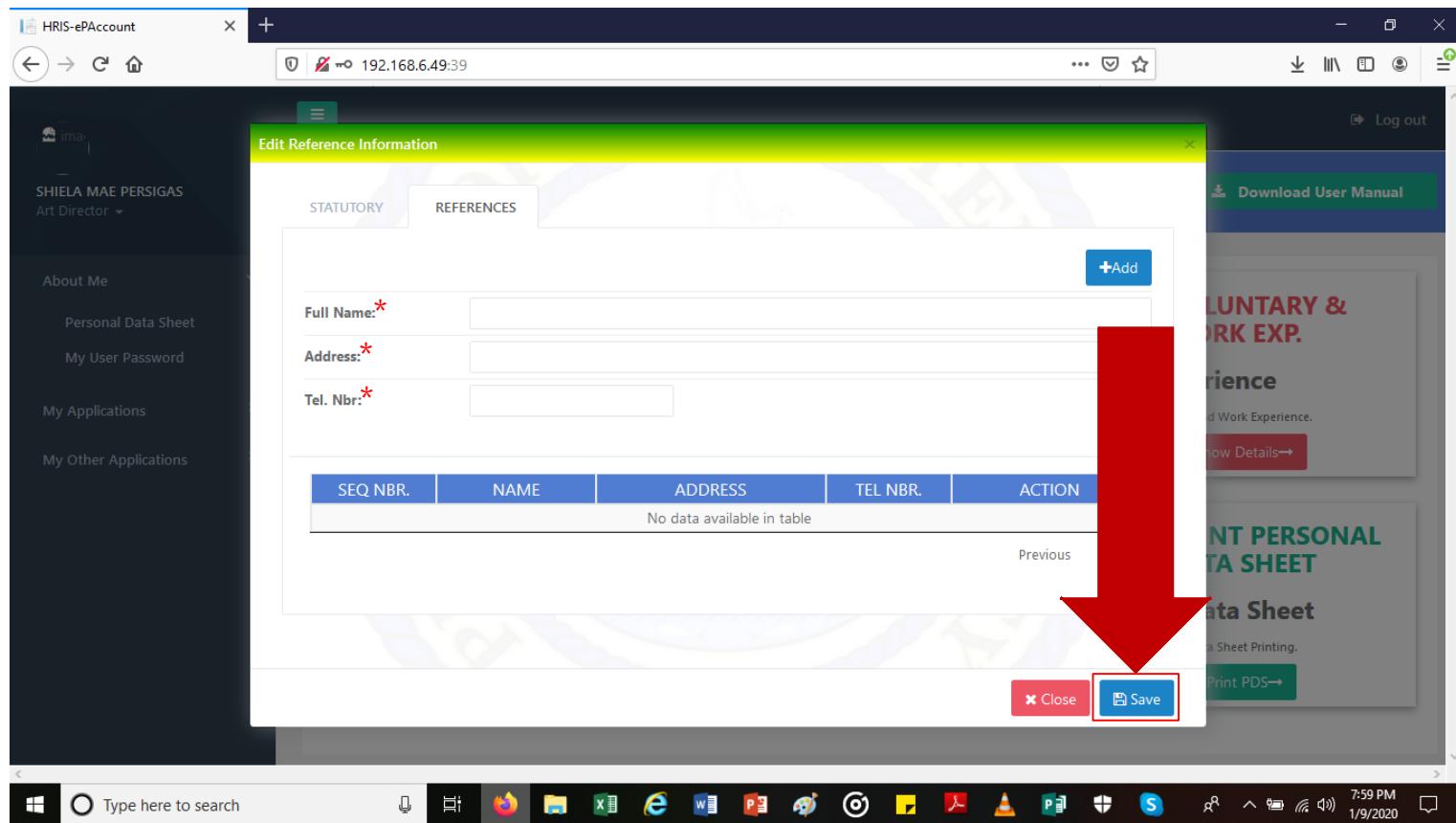




## Step 19: Repeat step 10 click ok button to continue.



**Step 20:** Click **save button** in order to save updated employee statutory and reference update.



HRIS-ePAccount

192.168.6.49:39

Log out

Download User Manual

Personal Data Sheet

SHIELA MAE PERSIGAS  
Art Director

About Me

- Personal Data Sheet
- My User Password

My Applications

My Other Applications

Personal Data Sheet

PERS FAMI

Personal Basic

Employee's General Information

Show Details→

Learning & Development

LEARN DEV

Employee's Learning & Development Progress/Other(Skills)

Show Details→

Statutory & Reference

SC

Employee's Statutory Information and Reference.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDS→

Successfully Updated!

Current Record has been Successfully Updated!

OK

Type here to search

8:02 PM  
1/9/2020

**Step 21:** Repeat step 10 to continue and go back to previous page.

The screenshot shows a web browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:39". The left sidebar displays the user profile "SHIELA MAE PERSIGAS Art Director" and navigation links for "About Me" (Personal Data Sheet, My User Password), "My Applications" (My Other Applications), and "Log out". The main content area is titled "Personal Data Sheet" and features six sections arranged in a grid:

- PERSONAL INFO & FAMILY BKG.** (Orange icon) **Personal Basic Information** (Employee's General Information (Name/Birthday/Status..)). Includes a "Show Details→" button.
- EDUCATION & CSC ELIGIBILITY** (Blue graduation cap icon) **Educational Background** (Employee's Educational Information and CSC Eligibility). Includes a "Show Details→" button.
- VOLUNTARY & WORK EXP.** (Red briefcase icon) **Work Experience** (Employee's Voluntary and Work Experience). Includes a "Show Details→" button.
- LEARNING & DEVELOPMENT** (Green lightbulb icon) **Learning & Development** (Employee's Learning & Development Progress/Other(Skills)). Includes a "Show Details→" button.
- STATUTORY/REF.** (Red gavel icon) **Statutory & Reference** (Employee's Statutory Information and Reference). Includes a "Show Details→" button.
- PRINT PERSONAL DATA SHEET** (Green printer icon) **Personal Data Sheet** (Employee's Personal Data Sheet Printing). Includes a "Print PDS→" button.

The taskbar at the bottom shows various application icons and the system clock "8:03 PM 1/9/2020".

# Personal Data Sheet (PDS)

Navigate to About Me-> Personal Data Sheet-> Personal Data Sheet

HRIS-ePAccount

localhost:18187/cMainPage/Index

Log out

ARIEL CABUNGCAL  
Art Director

About Me

My Applications

My Other Applications

My Reports

Animation without caption



Animation and Caption



This is simple caption 1

12:55 PM  
1/10/2020

HRIS-ePAccount

localhost:18187/cMainPage/Index

Log out

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

localhost:18187

Animation without caption

Animation and Caption

This is simple caption 1

12:56 PM  
1/10/2020

HRIS-ePAccount X +

localhost:18187/cSSPDS

Log out

Download User Manual

ARIEL CABUNGCAL  
Art Director

About Me

Personal Data Sheet

My User Password

My Applications

My Other Applications

My Reports

Personal Data Sheet

PERSONAL INFO & FAMILY BKG.

Personal Basic Information

Employee's General Information (Name/Birthday/Status..).

Show Details→

EDUCATION & CSC ELIGIBILITY

Educational Background

Employee's Educational Information and CSC Eligibility.

Show Details→

VOLUNTARY & WORK EXP.

Work Experience

Employee's Voluntary and Work Experience.

Show Details→

LEARNING & DEVELOPMENT

Learning & Development

Employee's Learning & Development Progress/Other (Skills).

Show Details→

STATUTORY/REF.

Statutory & Reference

Employee's Statutory Information and Reference.

Show Details→

PRINT PERSONAL DATA SHEET

Personal Data Sheet

Employee's Personal Data Sheet Printing.

Print PDF→

12:57 PM  
1/10/2020

## **Note:**

Upon log-in in the system user's are strictly not allowed to use other employee's account to log-in in the system, because here in **PDS (Personal Data Sheet)** all information to be display will be base on the log-in account information of specific employee valued data.



# How to print employee personal data sheet?

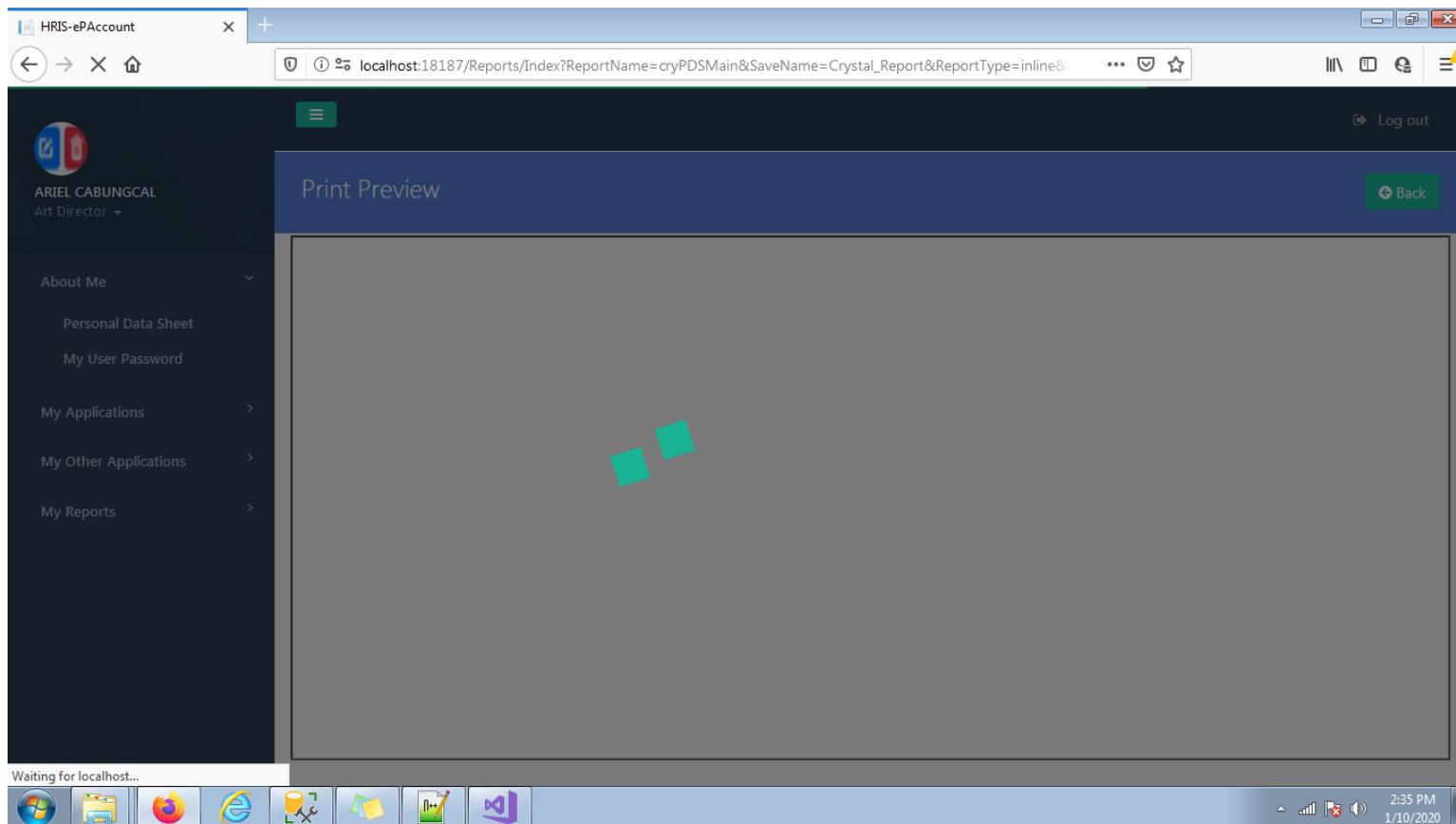


**Step 1:** While on the main page of **personal data sheet** click **show details button** print preview will be display.

The screenshot shows the HRIS-ePAccount application window titled "HRIS-ePAccount". The user is logged in as "ARIEL CABUNGCAL" with the role "Art Director". The main content area is titled "Personal Data Sheet" and contains six cards:

- PERSONAL INFO & FAMILY BKG.**: Personal Basic Information. Subtext: Employee's General Information (Name/Birthday/Status.). Button: Show Details→
- EDUCATION & CSC ELIGIBILITY**: Educational Background. Subtext: Employee's Educational Information and CSC Eligibility. Button: Show Details→
- VOLUNTARY & WORK EXP.**: Work Experience. Subtext: Employee's Voluntary and Work Experience. Button: Show Details→
- LEARNING & DEVELOPMENT**: Learning & Development. Subtext: Employee's Learning & Development Progress/Other (Skills). Button: Show Details→
- STATUTORY/REF.**: Statutory & Reference. Subtext: Employee's Statutory Information and Reference. Button: Show Details→
- PRINT PERSONAL DATA SHEET**: Personal Data Sheet. Subtext: Employee's Personal Data Sheet Printing. Button: Print PDS→

A large red arrow points to the "Print PDS→" button in the bottom right corner of the "Personal Data Sheet" card.



HRIS-ePAccount X +

localhost:18187/Reports/Index?ReportName=cryPDSMain&SaveName=Crystal\_Report&ReportType=inline&

Log out Back

Print Preview

Main Report

CS Form No. 212  
Revised 2017

**PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.  
Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CSC ID No. (Do not fill up. For CSC use only)

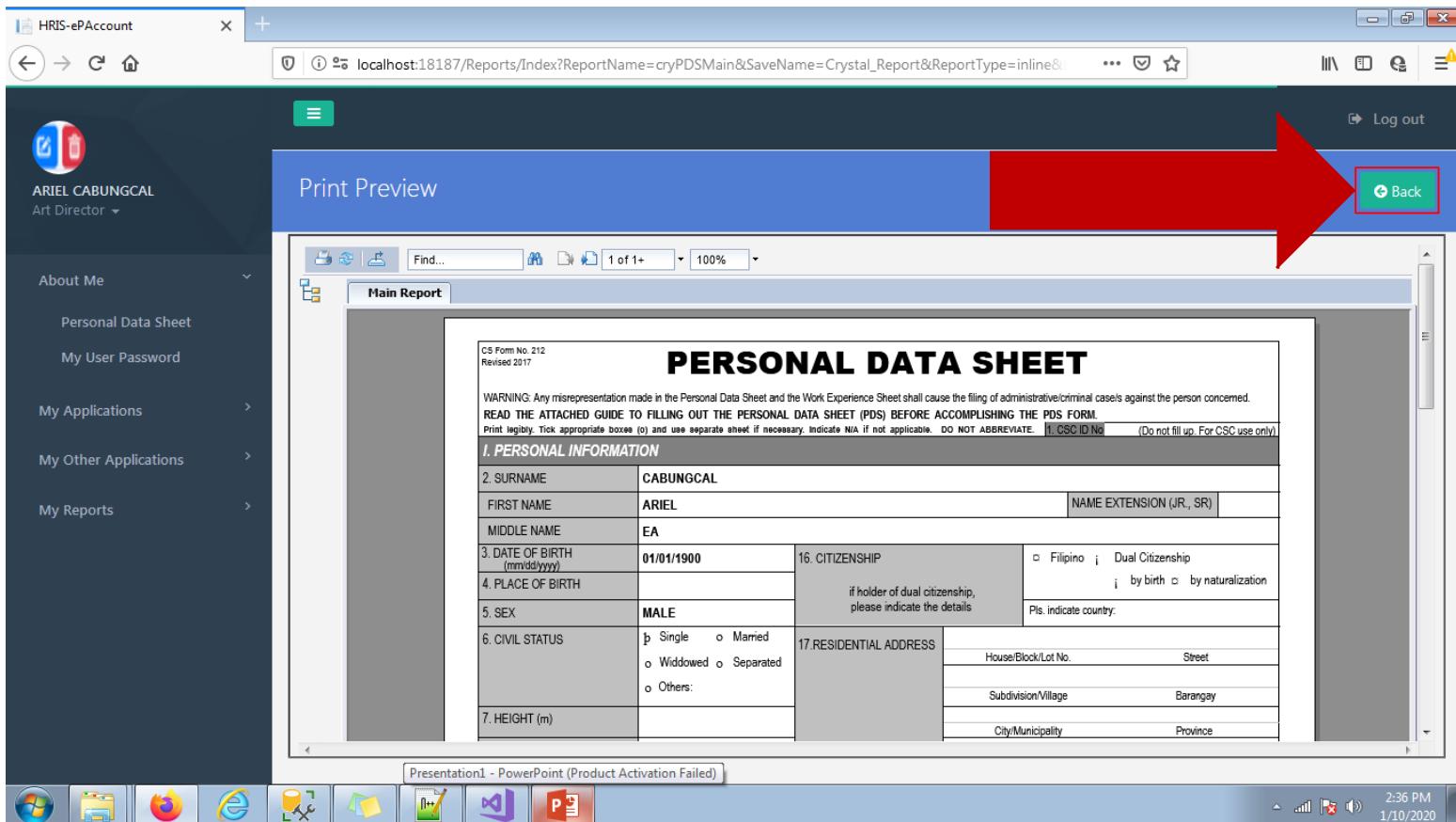
**I. PERSONAL INFORMATION**

2. SURNAME	CABUNGCAL
FIRST NAME	ARIEL
MIDDLE NAME	EA
3. DATE OF BIRTH (mm/dd/yyyy)	01/01/1900
4. PLACE OF BIRTH	
5. SEX	MALE
6. CIVIL STATUS	<input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Separated <input type="radio"/> Others:
7. HEIGHT (m)	
16. CITIZENSHIP if holder of dual citizenship, please indicate the details	
<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
17. RESIDENTIAL ADDRESS	
House/Block/Lot No. Street	
Subdivision/Village Barangay	
City/Municipality Province	

Presentation1 - PowerPoint (Product Activation Failed)

2:36 PM 1/10/2020

## Step 2: Click back button to go back to previous page.



# Step 3: Repeat step 1 if you want to continue.

The screenshot shows a web browser window titled "HRIS-ePAccount" displaying a "Print Preview" of a "Personal Data Sheet". The left sidebar shows the user profile "ARIEL CABUNGCAL" and navigation links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The main content area shows a form titled "PERSONAL DATA SHEET" with fields for personal information like Surname, First Name, Middle Name, Date of Birth, Place of Birth, Sex, Civil Status, Height, Citizenship, and Residential Address. The form also includes a warning about misrepresentation and instructions for dual citizenship. The browser address bar shows the URL "localhost:18187/Reports/Index?ReportName=cryPDSMain&SaveName=Crystal\_Report&ReportType=inline&". The bottom taskbar shows various application icons and the system clock "2:36 PM 1/10/2020".

Print Preview

Main Report

CS Form No. 212  
Revised 2017

**PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.  
Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.  CSC ID No. (Do not fill up. For CSC use only).

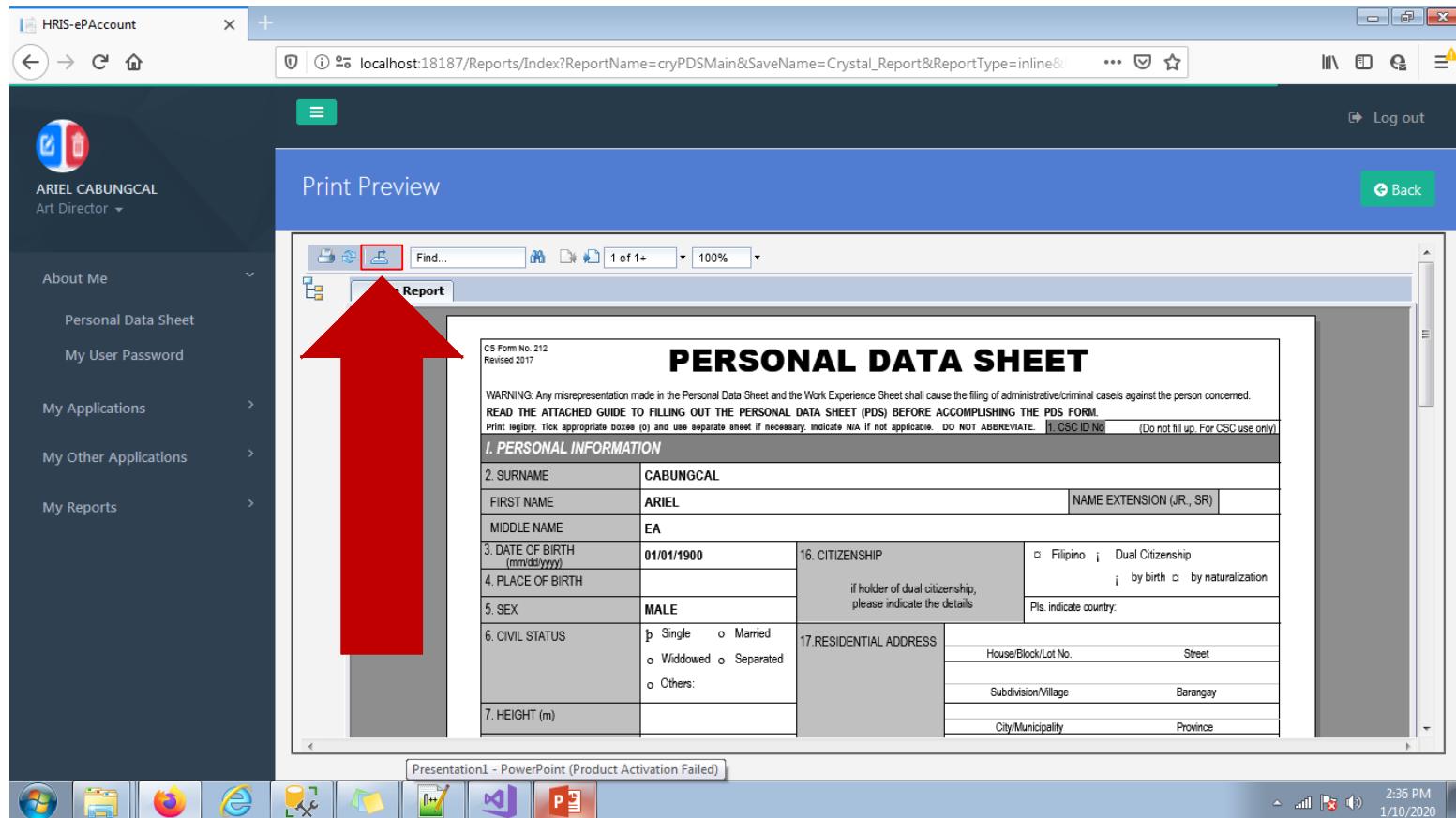
**I. PERSONAL INFORMATION**

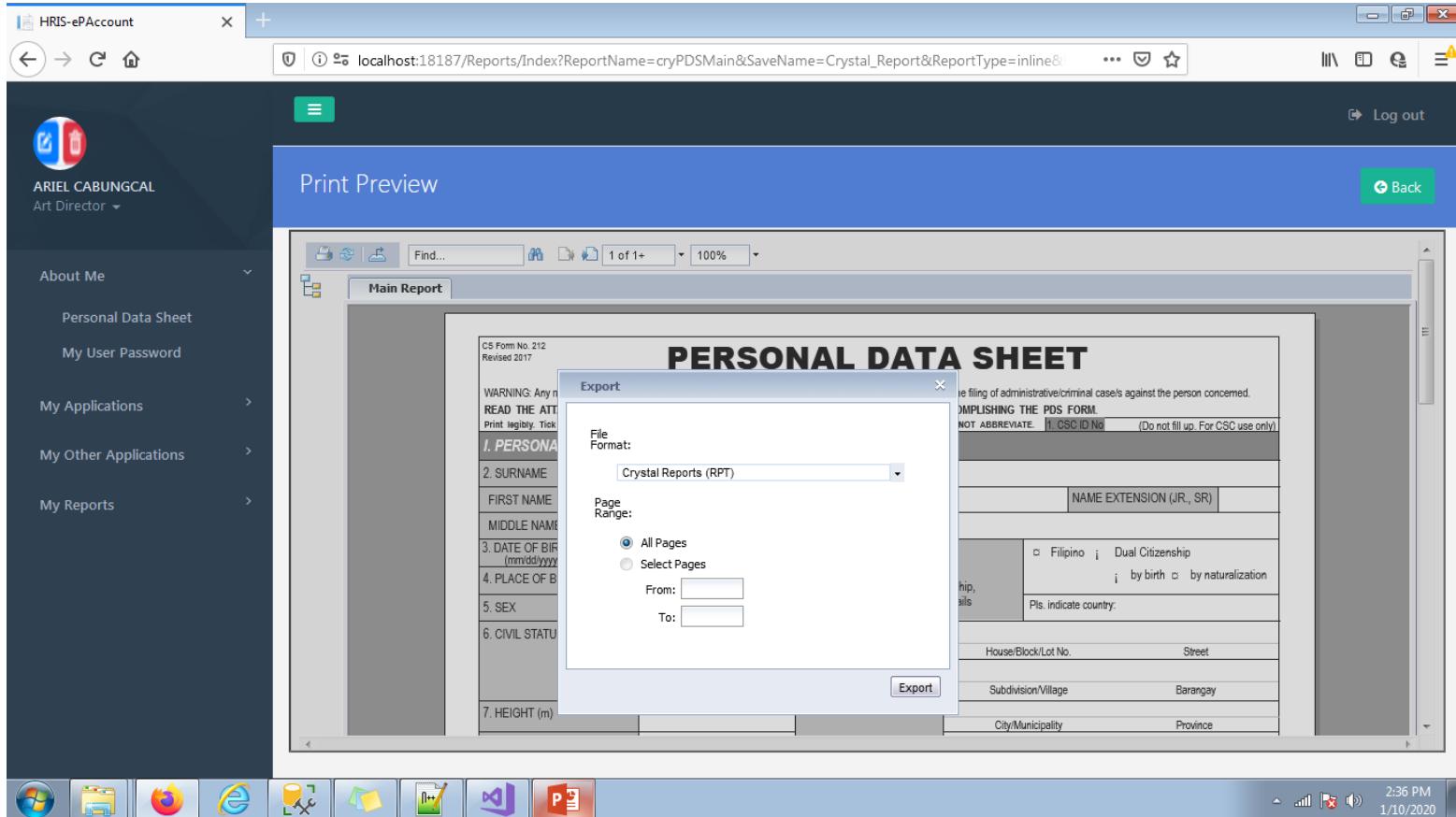
2. SURNAME	CABUNGCAL	
FIRST NAME	ARIEL	NAME EXTENSION (JR., SR)
MIDDLE NAME	EA	
3. DATE OF BIRTH (mmddyyyy)	01/01/1900	16. CITIZENSHIP
4. PLACE OF BIRTH		<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	MALE	if holder of dual citizenship, please indicate the details Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Separated <input type="radio"/> Others:	17. RESIDENTIAL ADDRESS
7. HEIGHT (m)		House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province

Presentation1 - PowerPoint (Product Activation Failed)

2:36 PM 1/10/2020

# Step 4: Click export icon to print data.





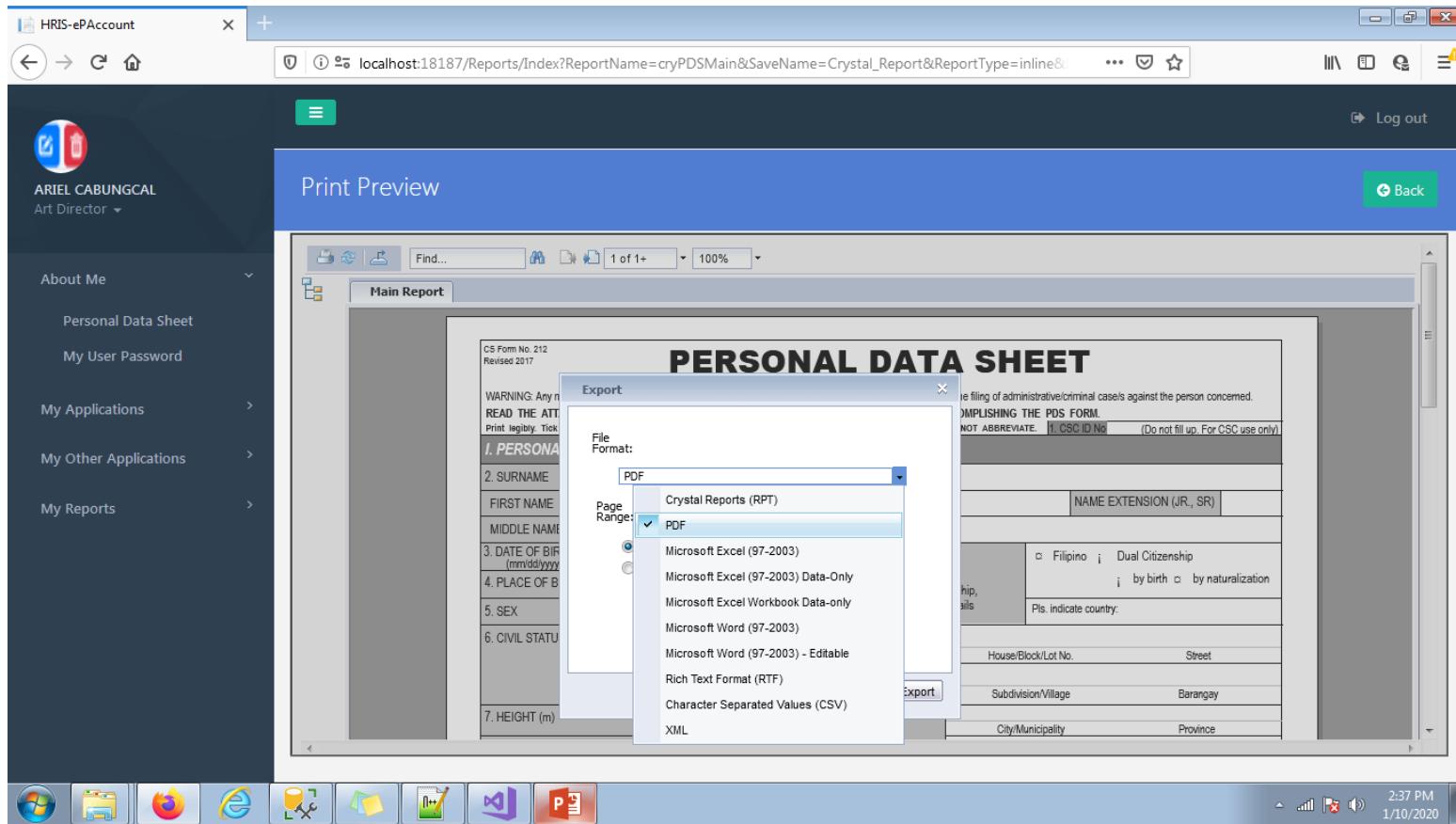
## Note:

If you click **export icon** expected result export option modal page will appear. Take note export option pop-up window varies to the browser use by the user for printing. So expected that if you use different type of browser in printing information different print setting window or option will pop-up.

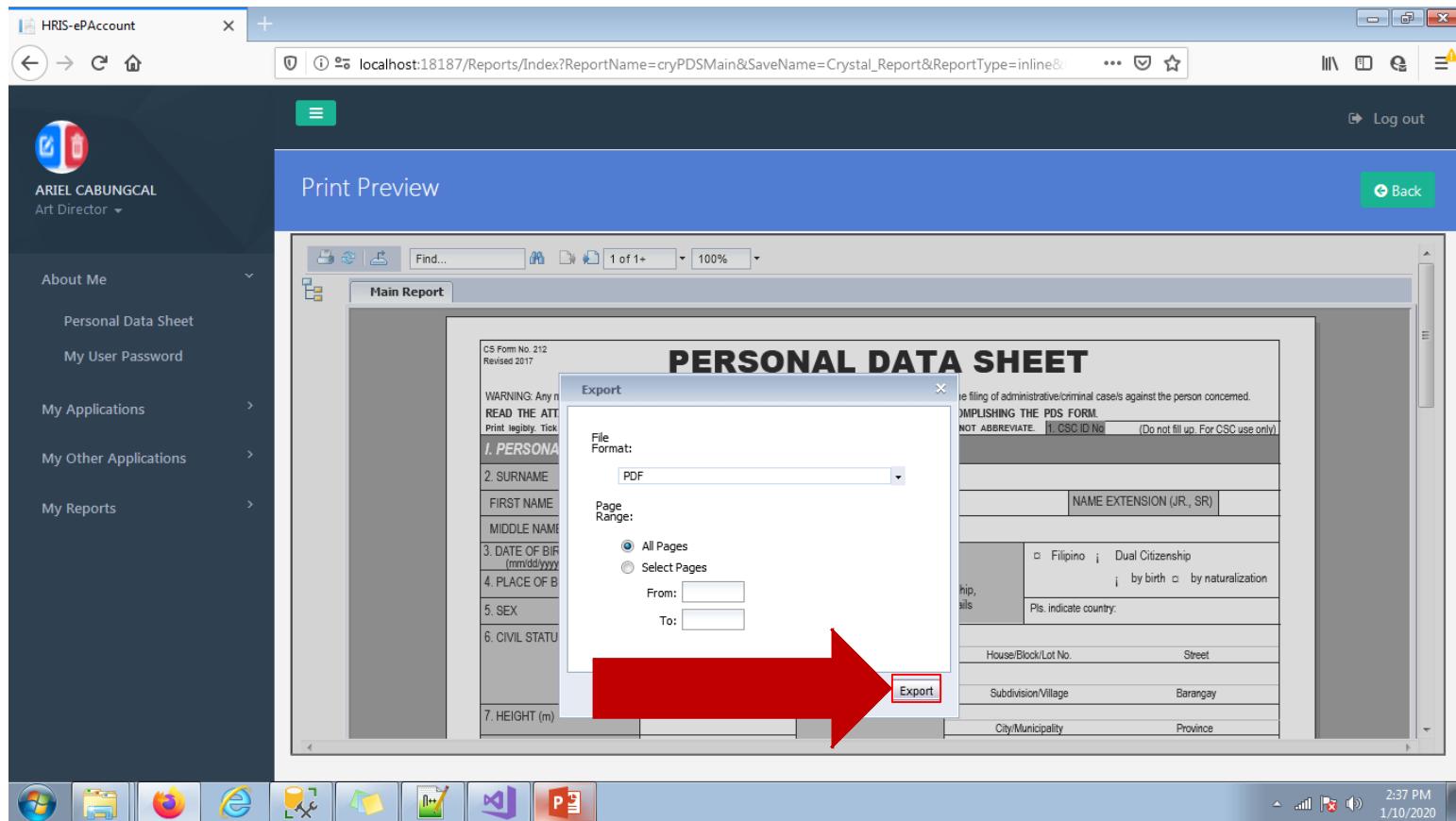
If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

**Step 5:** Click dropdown list in order to select **pdf file format** and export file.

**Note:** Pdf file format is the recommended format for printing.



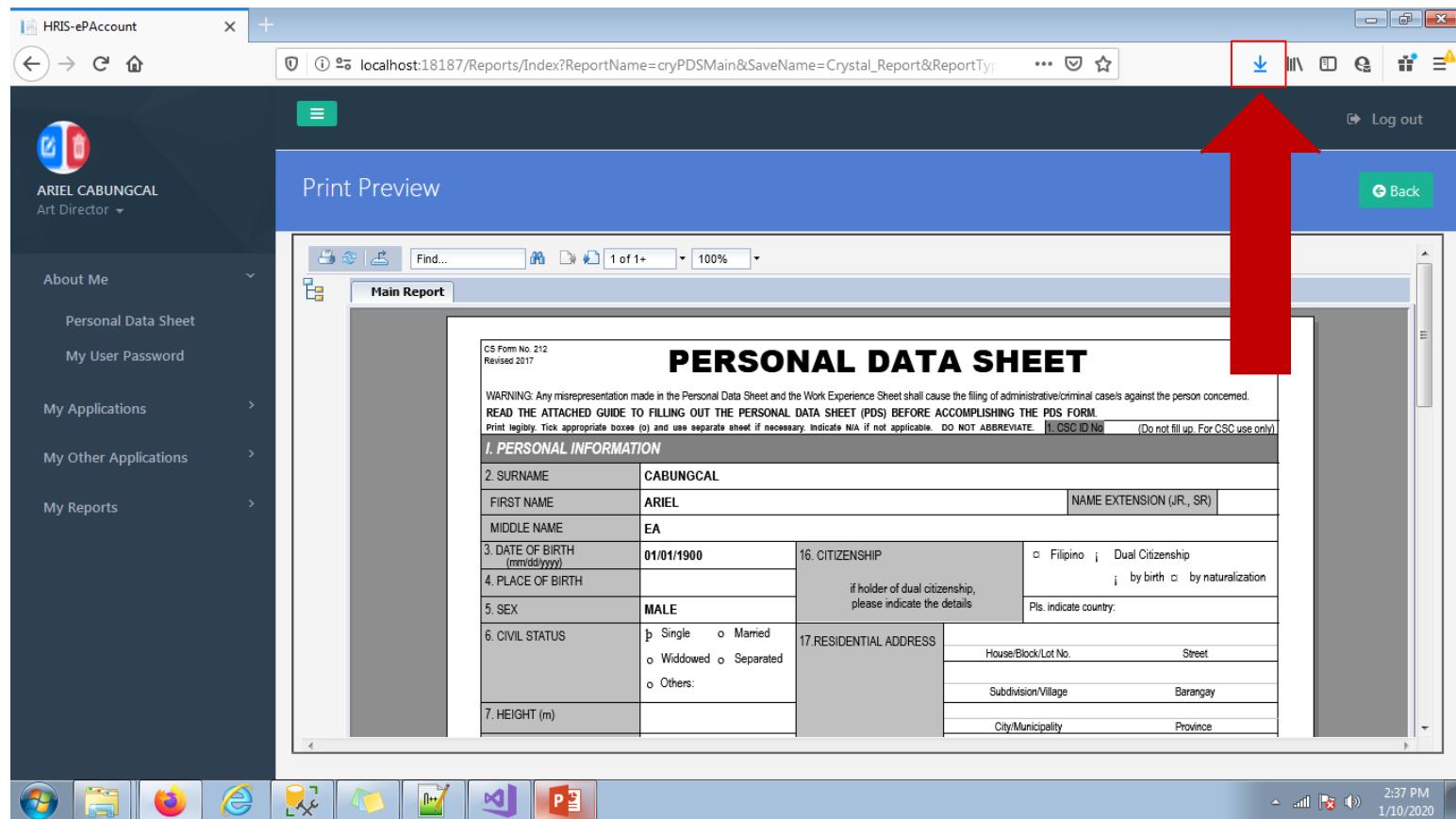
## Step 6: Click export button in order to print and download the selected file.



## **Note:**

If you click **export button** expected record will automatically download selected file format. Basically in **Firefox browser** in order to view downloaded file you need to click **view download** of the browser to view downloaded file.

**Step 7: Click view download in order to download and print the selected file.**



HRIS-ePAccount

localhost:18187/Reports/Index?ReportName=cryPDSMain&SaveName=Crystal\_Report&ReportType=PDF

Print Preview

Log out

Back

Show All Downloads

crvPrint(3).pdf Open File

Print Preview

Main Report

CS Form No. 212  
Revised 2017

**PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.  CSC ID No (Do not fill up. For CSC use only)

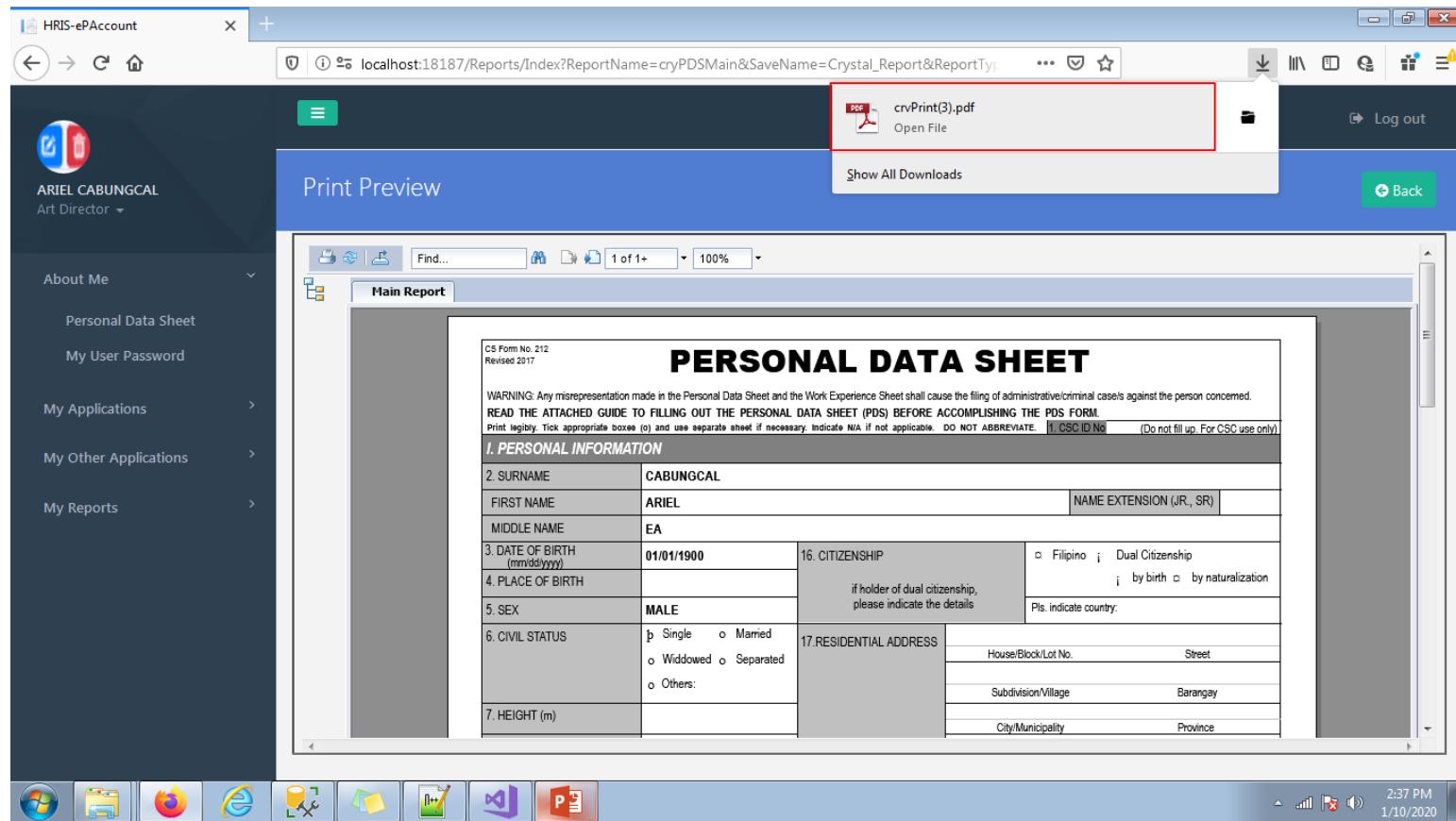
**I. PERSONAL INFORMATION**

2. SURNAME	CABUNGCAL	
FIRST NAME	ARIEL	NAME EXTENSION (JR., SR.)
MIDDLE NAME	EA	
3. DATE OF BIRTH (mm/dd/yyyy)	01/01/1900	16. CITIZENSHIP
4. PLACE OF BIRTH		if holder of dual citizenship, please indicate the details
5. SEX	MALE	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Separated <input type="radio"/> Others:	17. RESIDENTIAL ADDRESS
7. HEIGHT (m)		House/Block/Lot No. Street
		Subdivision/Village Barangay
		City/Municipality Province

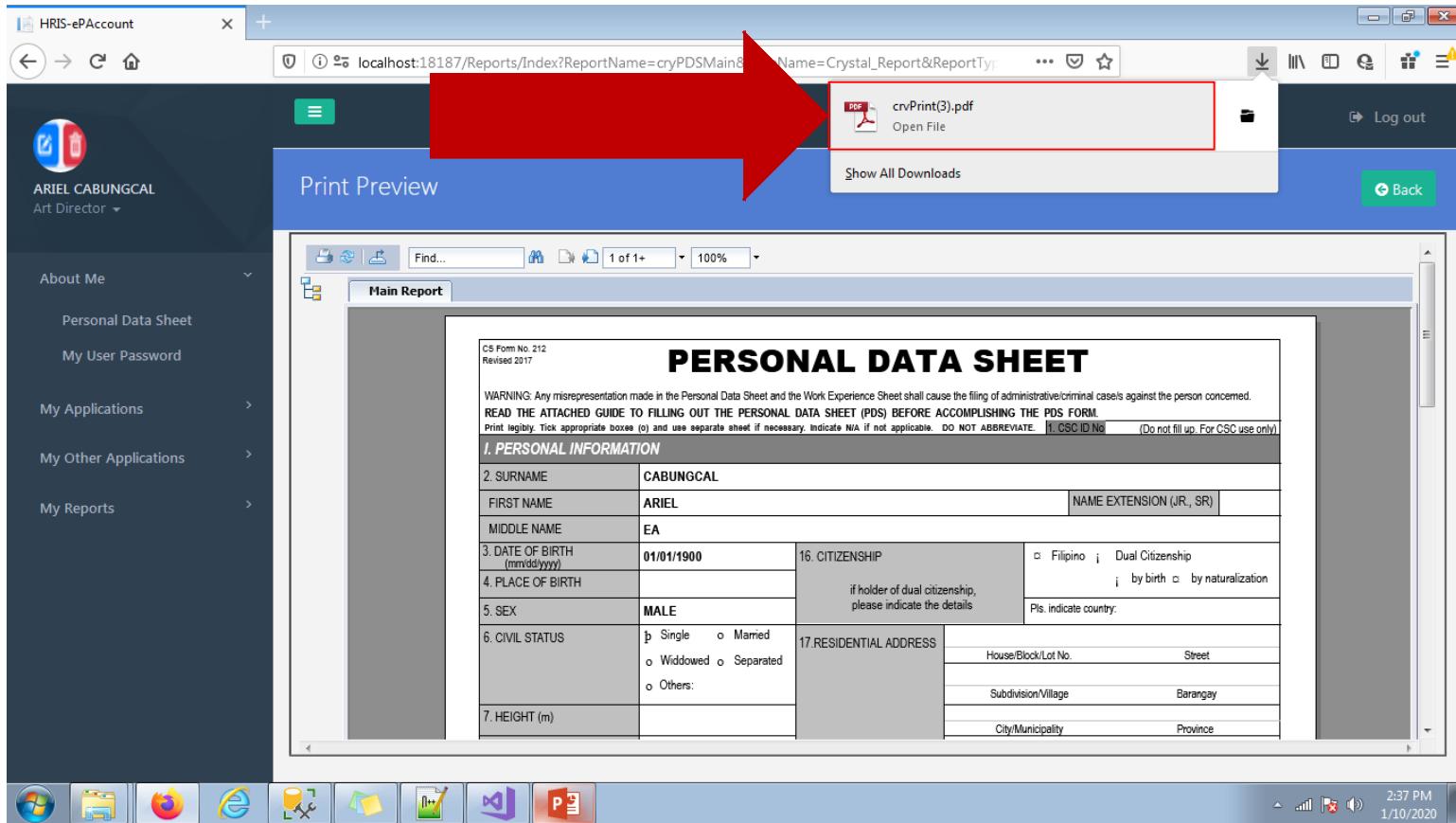
2:37 PM  
1/10/2020

Windows Taskbar icons: File Explorer, Mozilla Firefox, Microsoft Edge, FileZilla, Microsoft Word, Microsoft Excel, Microsoft Powerpoint

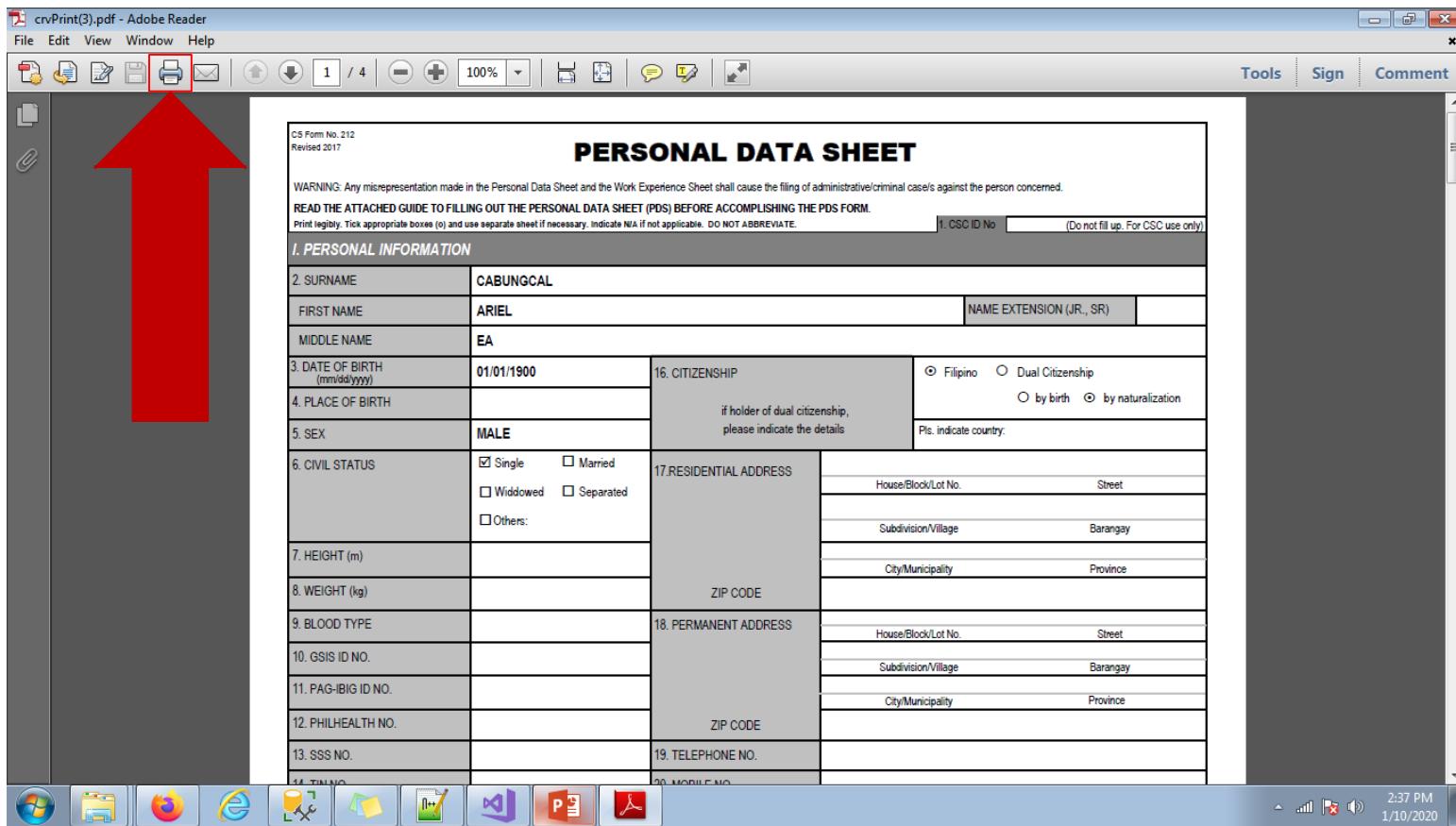
## Step 8: Select specific file in order to open and print.

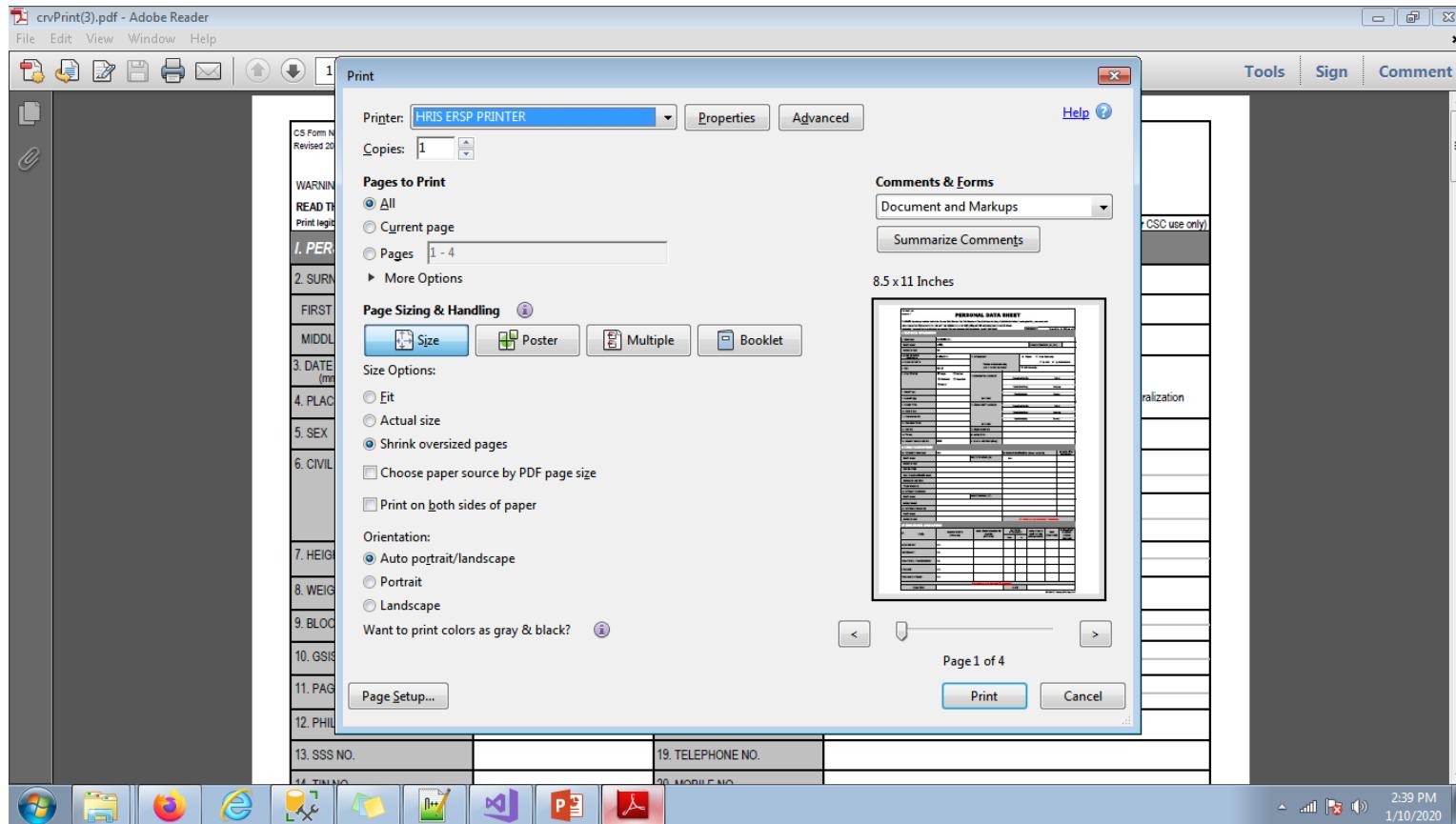


# Step 9: Click the selected file to open and print.

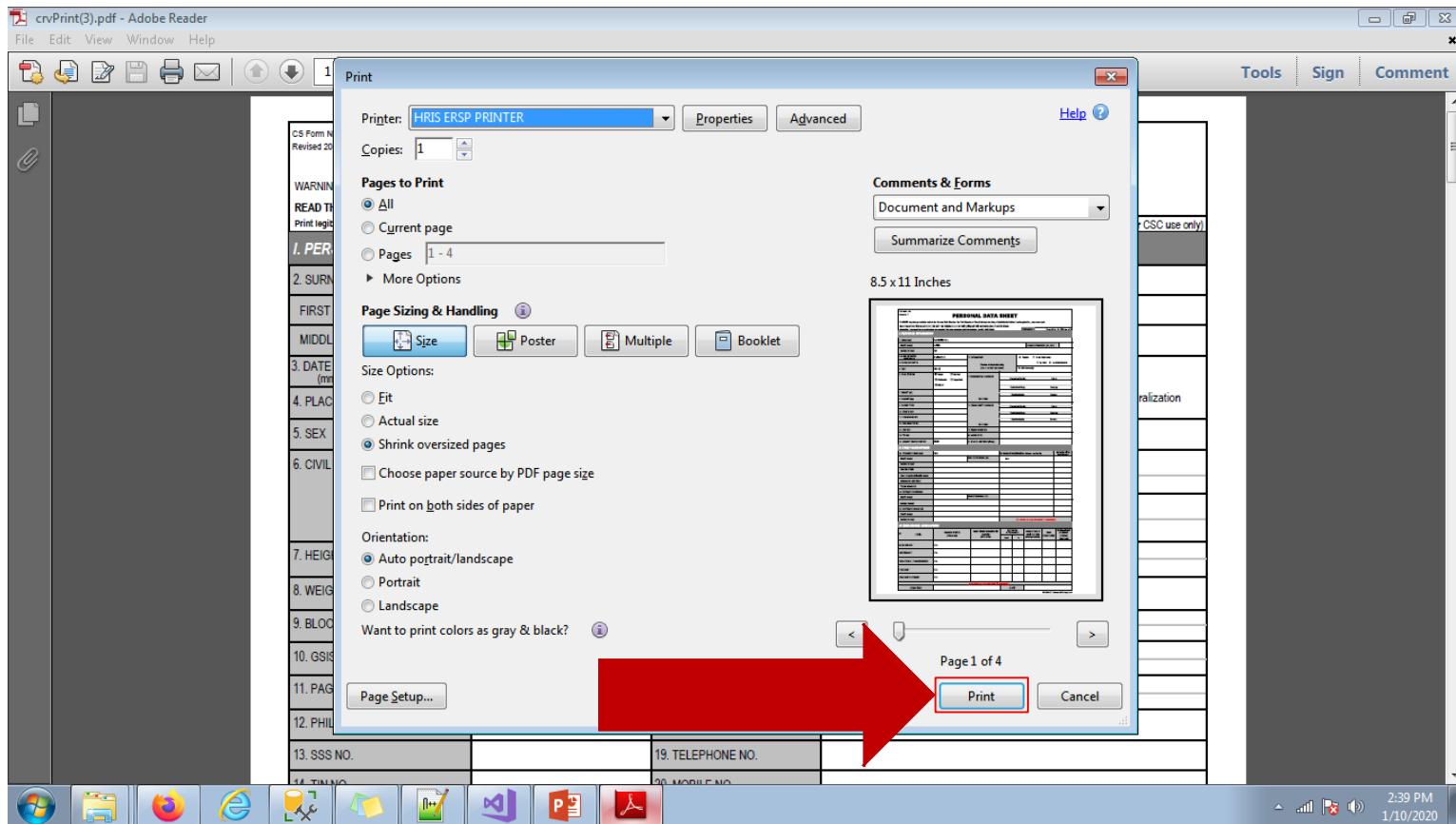


# Step 10: Click print icon in order to print file.

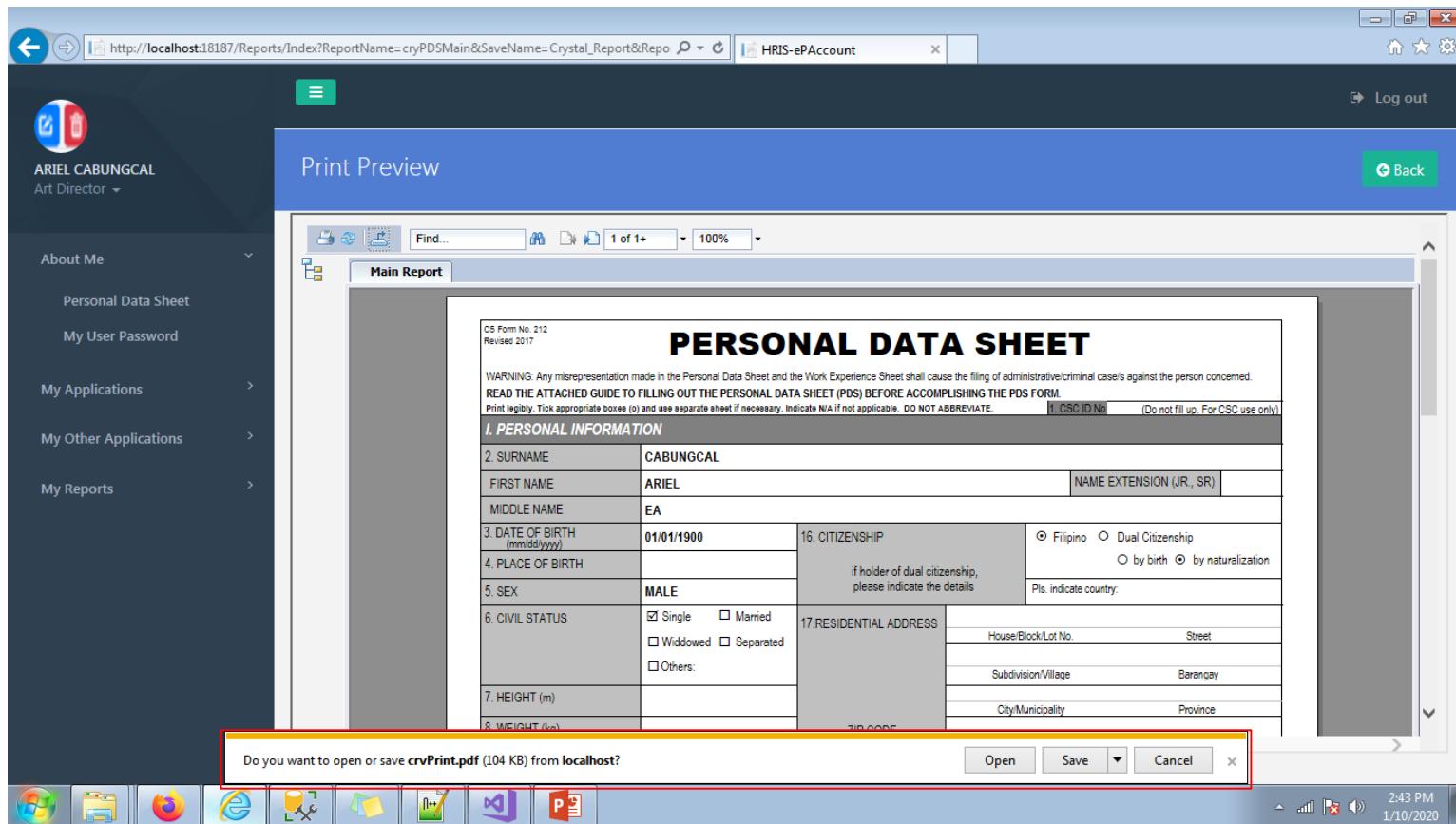




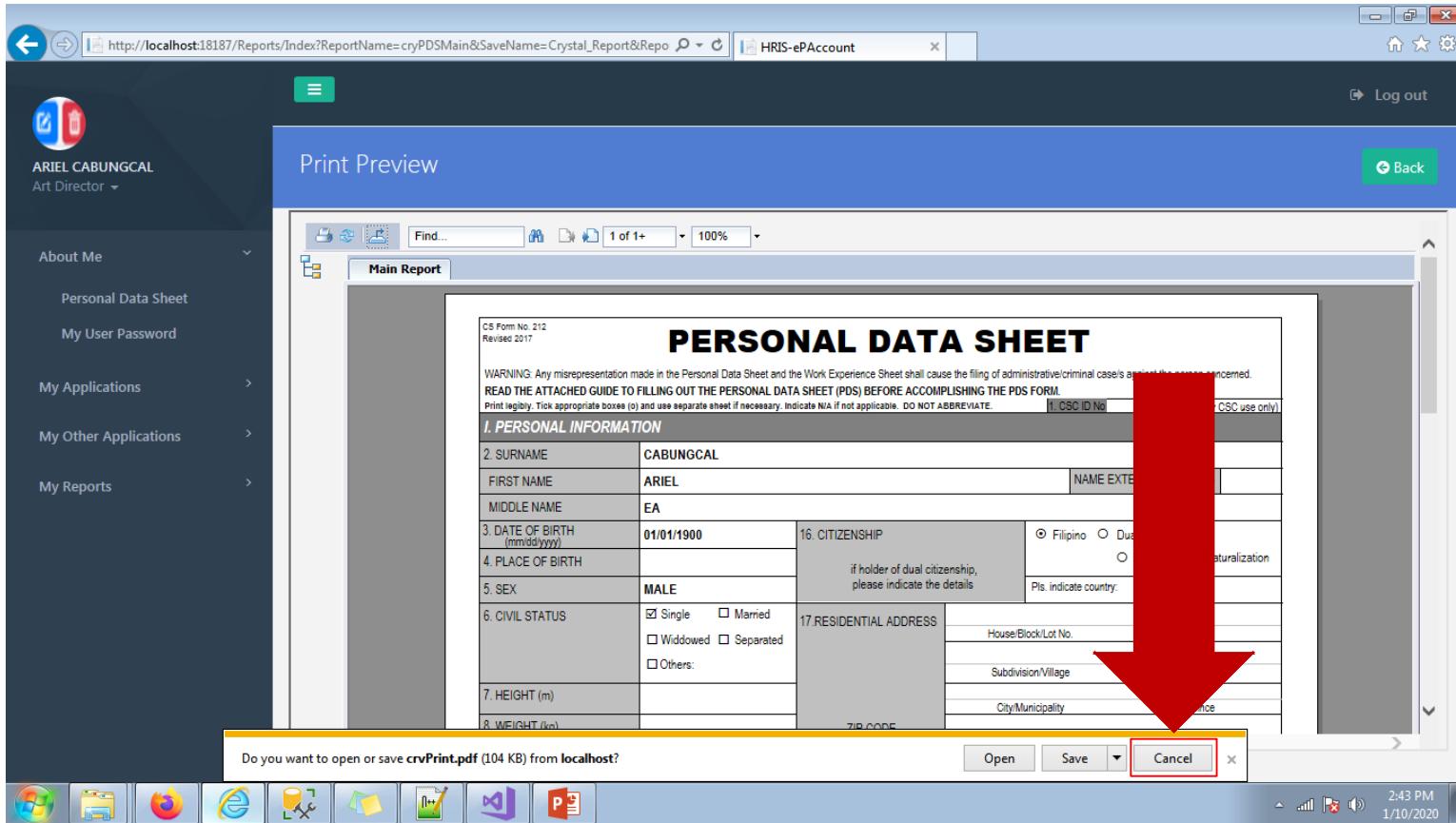
# Step 11: Click print button for you to print file.



**Note:** If you use **internet explorer browser** expected that if you click **export button** record will be automatically exported and visible in **print preview main page**.



**Step 12:** If you don't want to print record click **cancel** button in order to cancel.



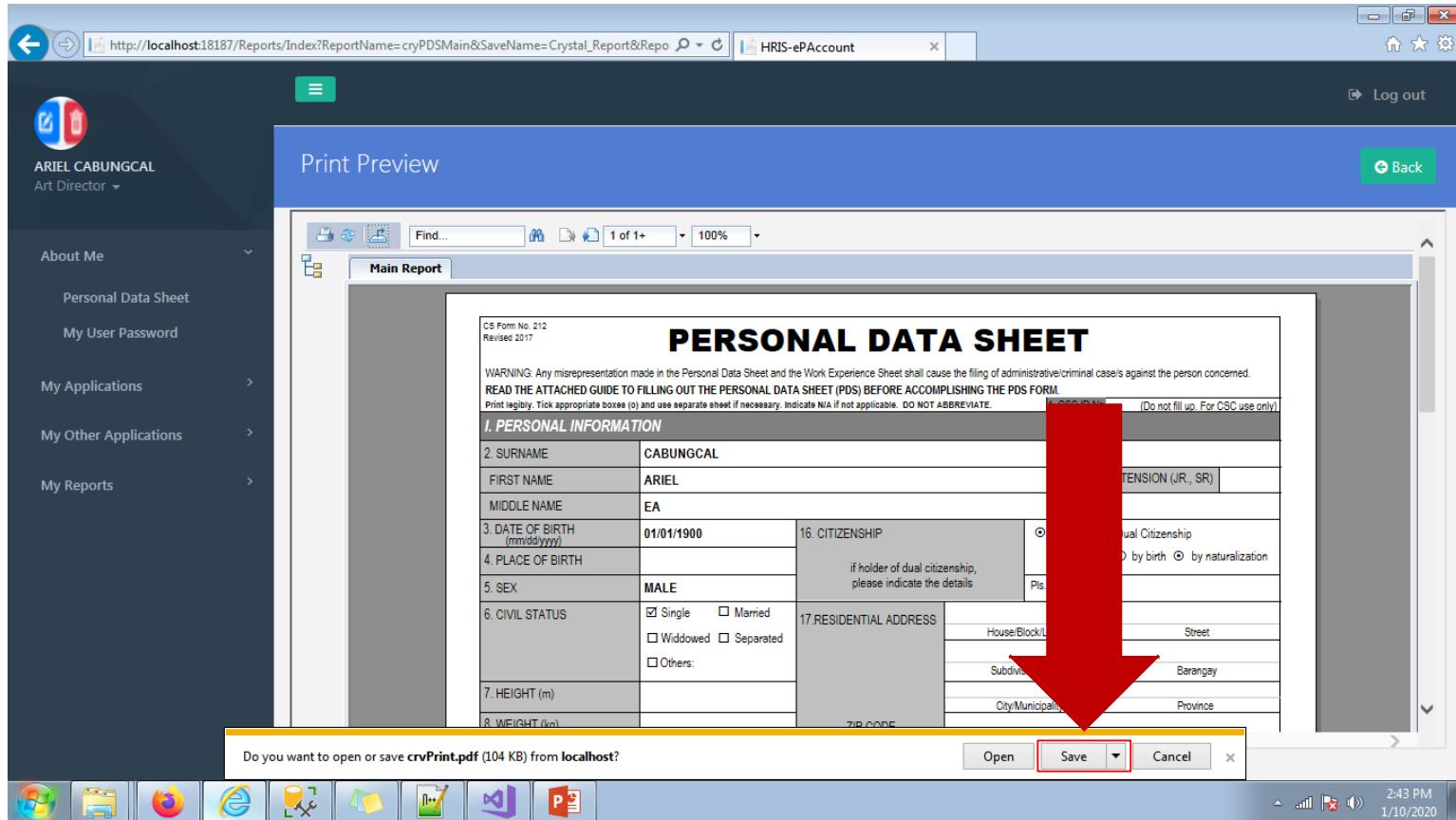
# Step 13: Repeat step 6, 7 and 8 if you want to continue.

The screenshot shows a web browser window titled "Print Preview" from the URL [http://localhost:18187/Reports/Index?ReportName=cryPDSMain&SaveName=Crystal\\_Report&Repo](http://localhost:18187/Reports/Index?ReportName=cryPDSMain&SaveName=Crystal_Report&Repo). The page is titled "HRIS-ePAccount". On the left, there is a sidebar with a user profile picture and the name "ARIEL CABUNGCAL" followed by "Art Director". The sidebar also includes links for "About Me", "Personal Data Sheet", "My User Password", "My Applications", "My Other Applications", and "My Reports". The main content area displays a "Main Report" titled "PERSONAL DATA SHEET". The form contains fields for personal information, such as Surname (CABUNGCAL), First Name (ARIEL), Middle Name (EA), Date of Birth (01/01/1900), Place of Birth, Sex (MALE), Civil Status (Single, Widowed, Separated, Others checked), Height (m), Weight (kg), Citizenship (Filipino, Dual Citizenship, by birth, by naturalization checked), Residential Address (House/Block/Lot No., Street, Subdivision/Village, Barangay, City/Municipality, Province), and ZIP Code. A warning message at the top states: "WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE." A note below the citizenship section says: "if holder of dual citizenship, please indicate the details" and "Pls. indicate country:". At the bottom of the report, a message asks: "Do you want to open or save crvPrint.pdf (104 KB) from localhost?". The bottom right corner of the screen shows the date and time as "2:43 PM 1/10/2020".

## Note:

If it happens that you click **open button** without saving first the exported file expected that record will not be save. And you need to repeat again **step 6, 7 and 8** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.

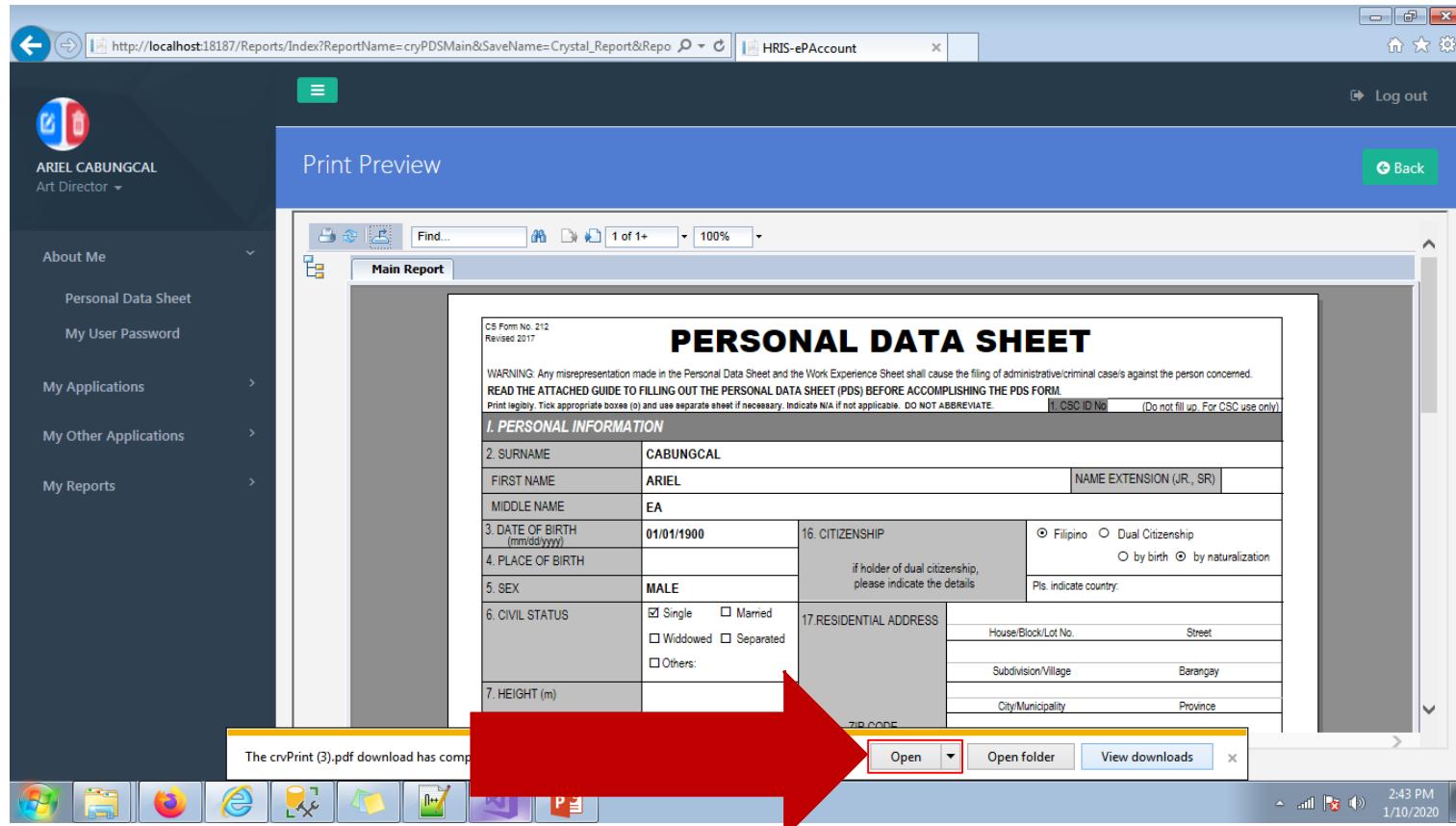
# Step 14: Click save button if you want to save the exported file.



**Note:** If you click **save button** expected that file is completely downloaded and **open, open folder, view downloads button** will be visible.

The screenshot shows a web application interface for HRIS-ePAccount. On the left, a sidebar displays user information (Ariel Cabungcal, Art Director) and navigation links (About Me, Personal Data Sheet, My User Password, My Applications, My Other Applications, My Reports). The main content area is titled "Print Preview" and shows a "Main Report" window. The report is a "PERSONAL DATA SHEET" (CS Form No. 212, Revised 2017). It contains sections for personal information, including fields for Surname (CABUNGCAL), First Name (ARIEL), Middle Name (EA), Date of Birth (01/01/1900), Place of Birth, Sex (MALE), Civil Status (Single, Widowed, Separated, Others), Height (m), Weight (kg), Citizenship (Filipino, Dual Citizenship by birth, by naturalization), and Residential Address (House/Block/Lot No., Street, Subdivision/Village, Barangay, City/Municipality, Province). A note at the bottom of the form states: "WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE." A message at the bottom of the preview window says "The crvPrint (3).pdf download has completed." The browser taskbar at the bottom shows the download is complete, with "Open", "Open folder", and "View downloads" buttons available.

**Step 15:** If you want to continue click **open** button to open the downloaded file.



**Note:** If you click **open button** expected that file will automatically open in pdf file format.

crvPrint.pdf - Adobe Reader

File Edit View Window Help

1 / 4 100% Tools Sign Comment

PERSONAL DATA SHEET

CS Form No. 212  
Revised 2017

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

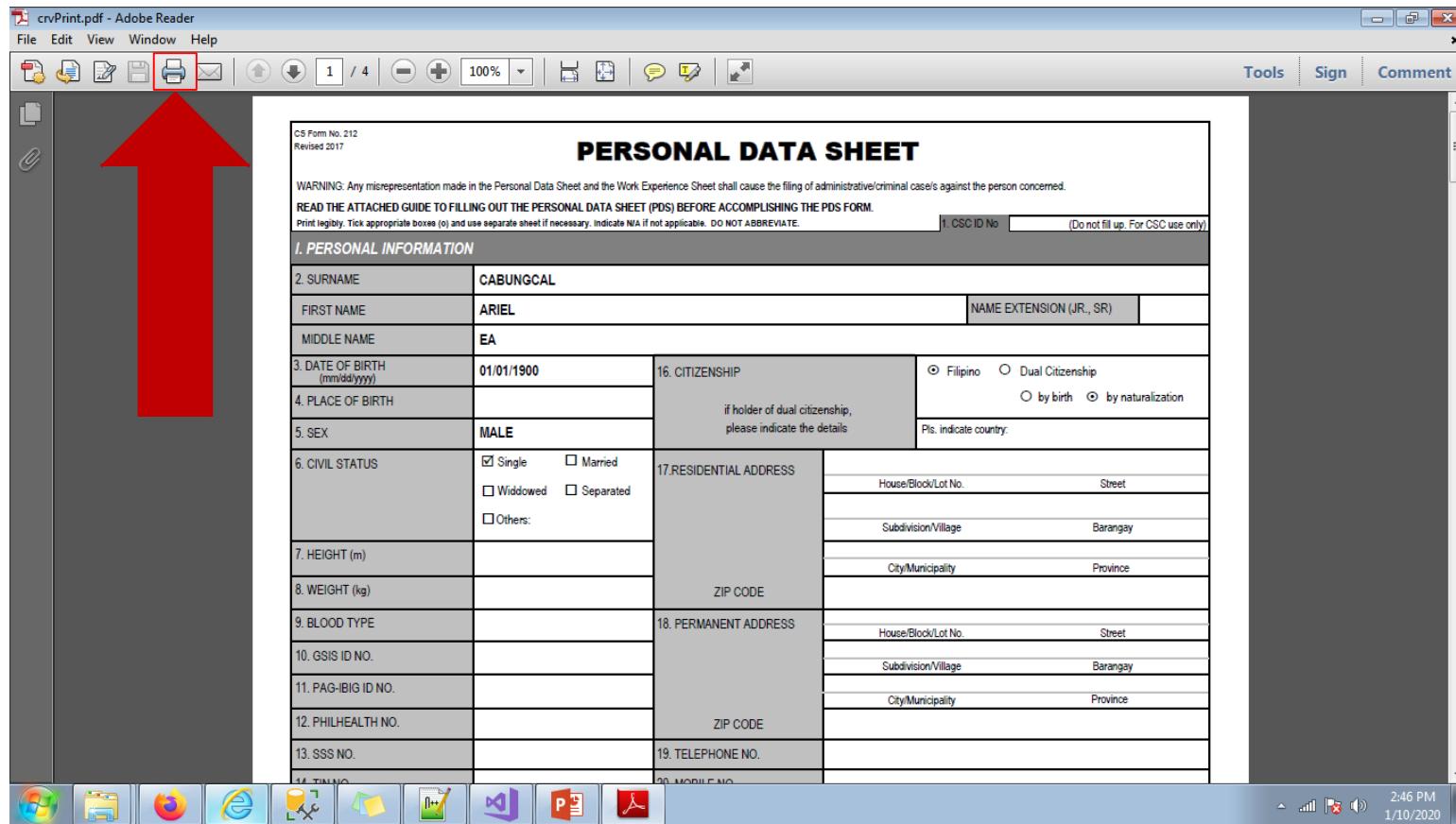
I. CSC ID No \_\_\_\_\_ (Do not fill up. For CSC use only)

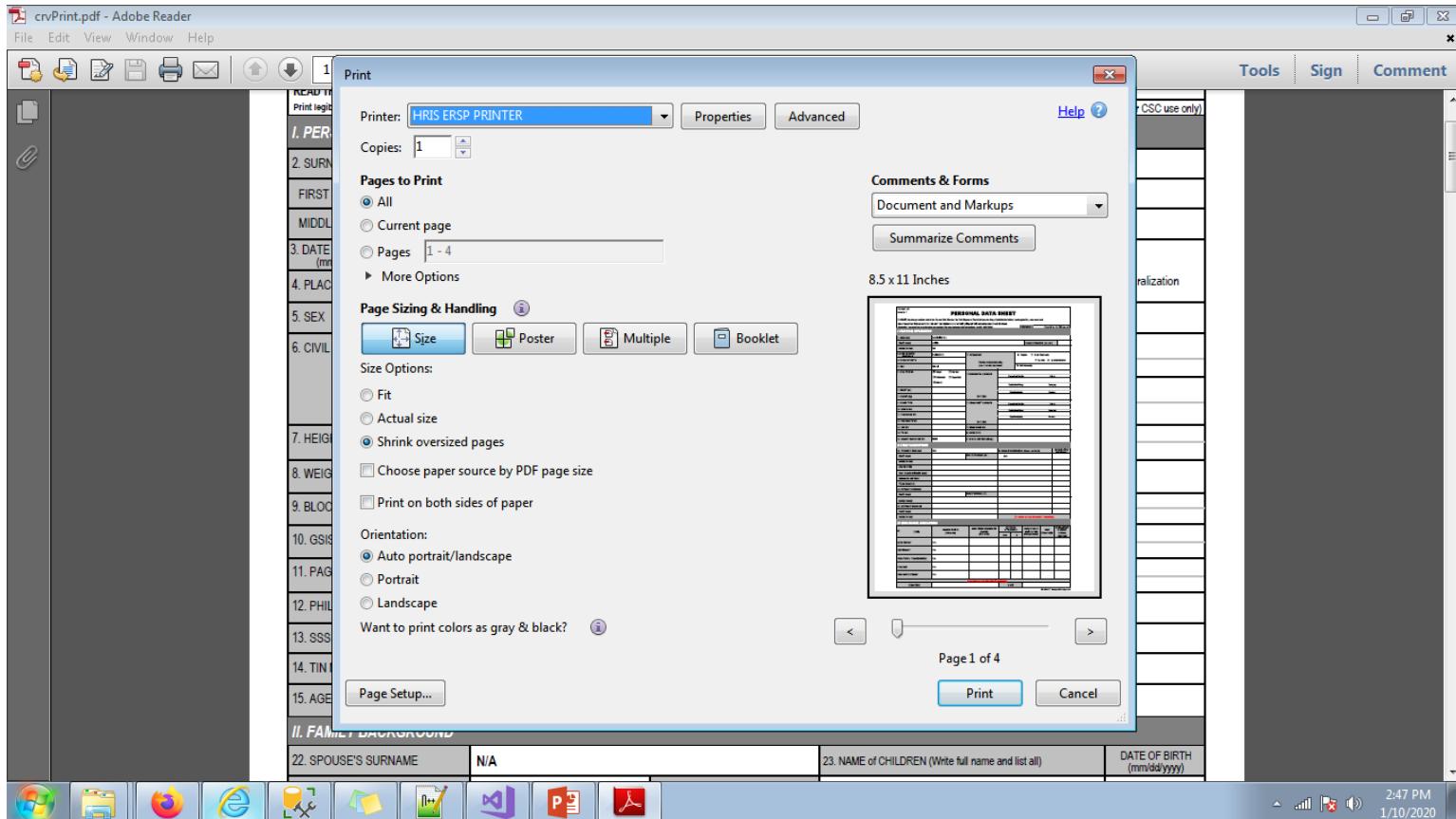
**I. PERSONAL INFORMATION**

2. SURNAME	CABUNGCAL
FIRST NAME	ARIEL
MIDDLE NAME	EA
3. DATE OF BIRTH (mmddyyyy)	01/01/1900
4. PLACE OF BIRTH	
5. SEX	MALE
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others:
7. HEIGHT (m)	
8. WEIGHT (kg)	
9. BLOOD TYPE	
10. GSIS ID NO.	
11. PAG-IBIG ID NO.	
12. PHILHEALTH NO.	
13. SSS NO.	
14. TIN NO.	
16. CITIZENSHIP if holder of dual citizenship, please indicate the details	<input checked="" type="radio"/> Filipino <input type="radio"/> Dual Citizenship <input type="radio"/> by birth <input checked="" type="radio"/> by naturalization
17. RESIDENTIAL ADDRESS ZIP CODE	Pls. indicate country: House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
18. PERMANENT ADDRESS ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
19. TELEPHONE NO.	
20. MOBILE NO.	

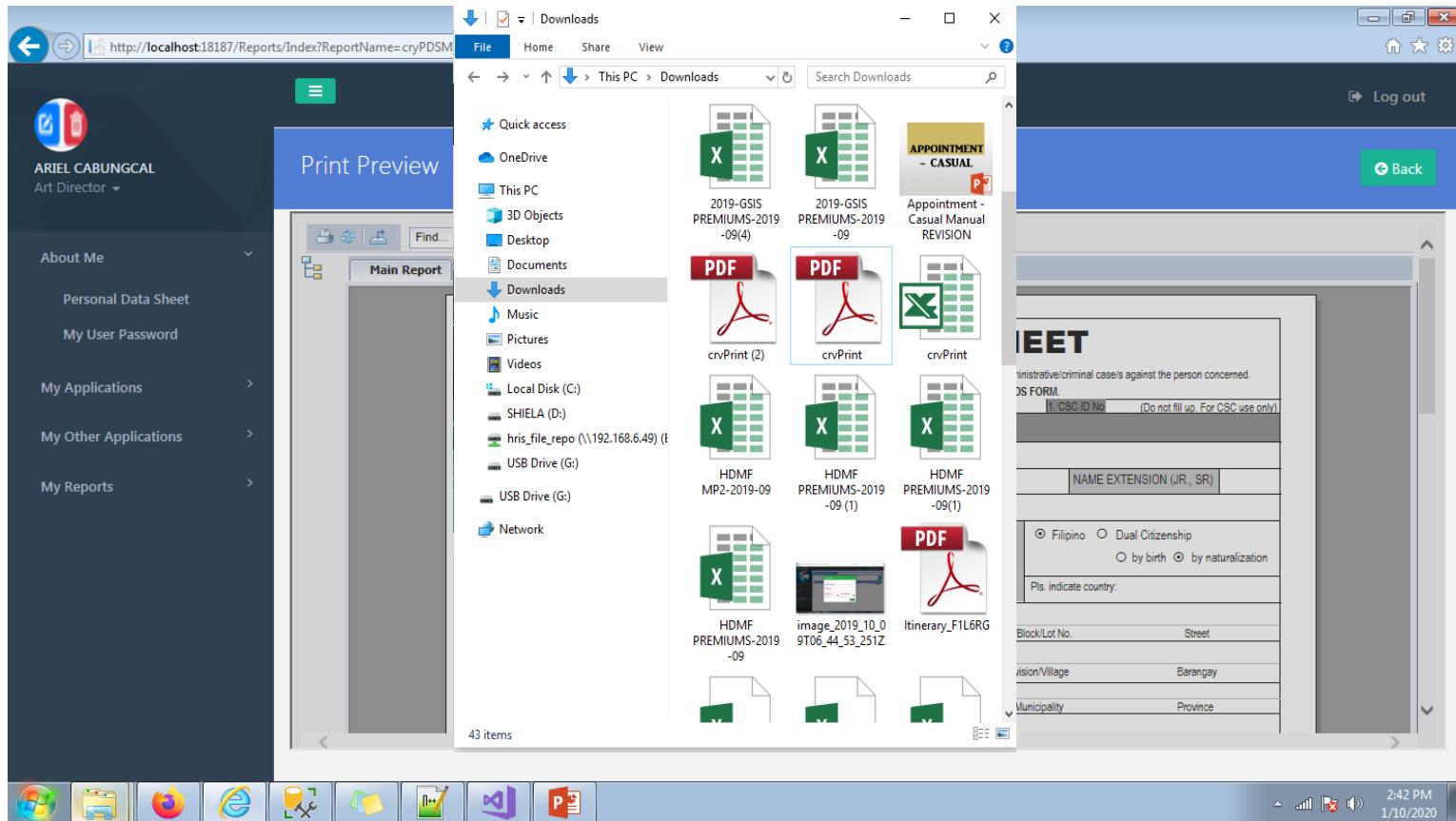
2:46 PM  
1/10/2020

## Step 16: Click print icon in order to print the downloaded file.

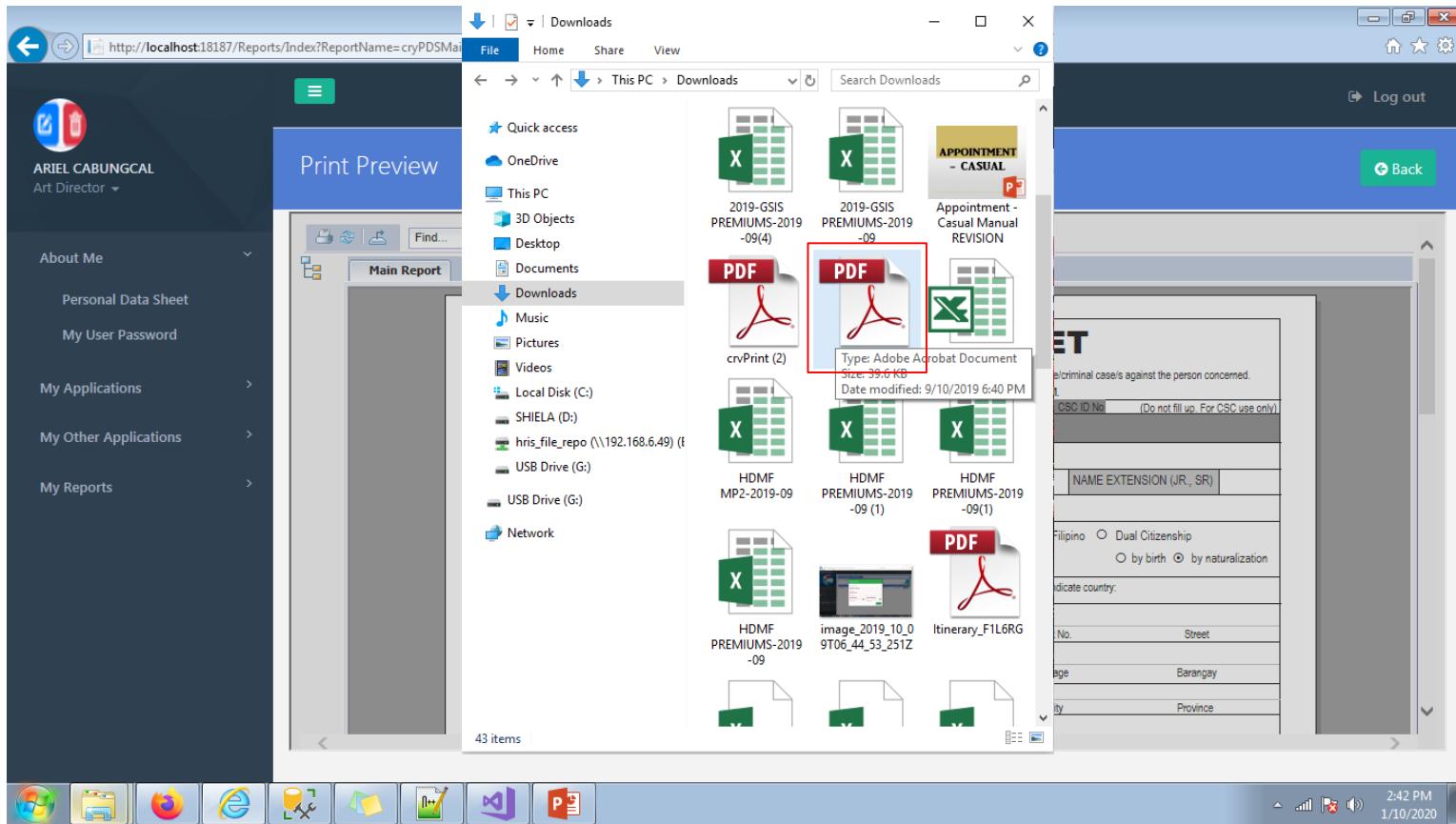




**Note:** If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



**Step 17:** Pick the specific record, double click selected record in order to print information.



crvPrint.pdf - Adobe Reader

File Edit View Window Help

1 / 4 | 100% | Tools Sign Comment

CS Form No. 212  
Revised 2017

## PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

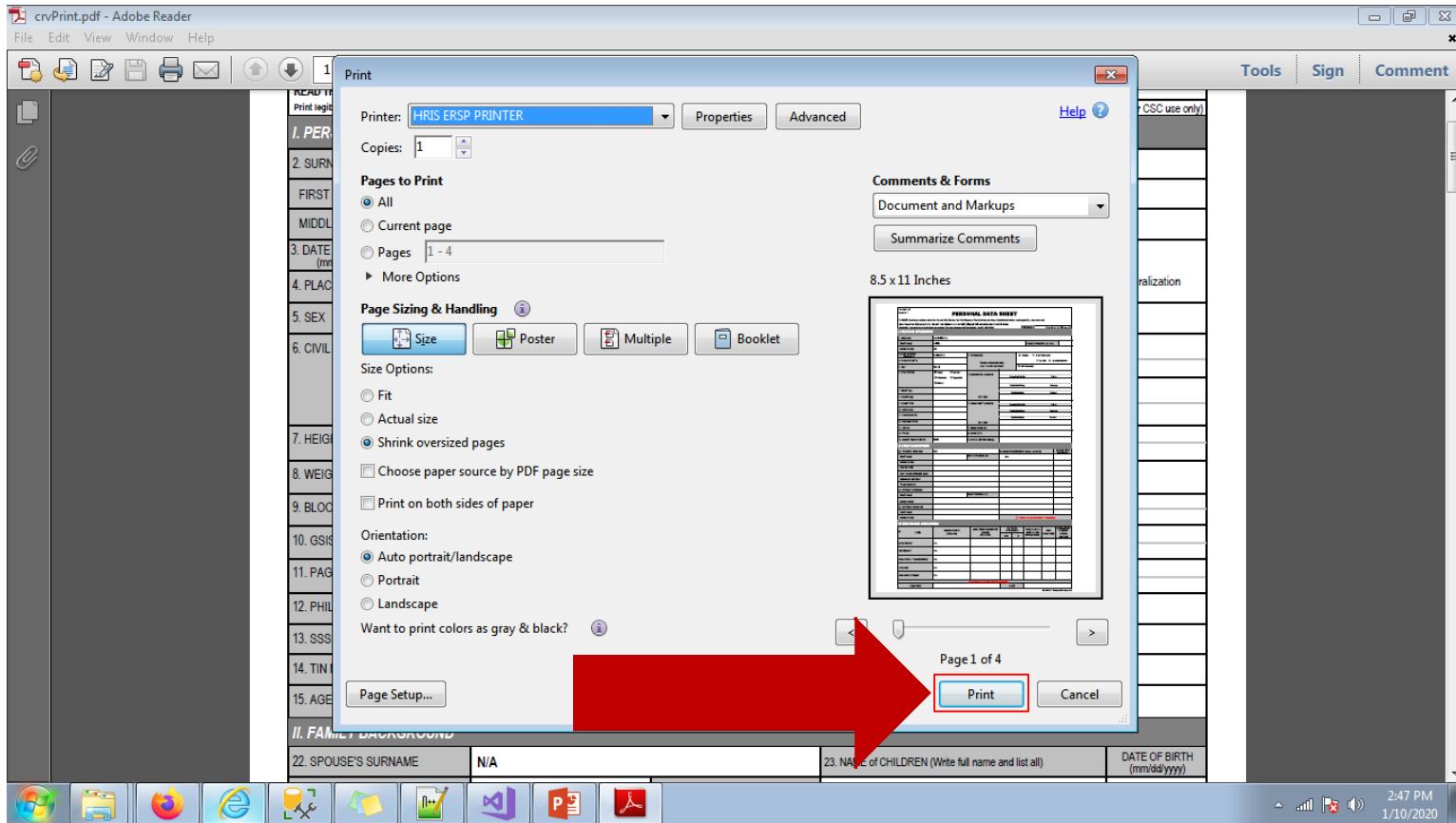
1. CSC ID No \_\_\_\_\_ (Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME	CABUNGCAL		
FIRST NAME	ARIEL		
MIDDLE NAME	EA		
3. DATE OF BIRTH (mm/dd/yyyy)	01/01/1900	16. CITIZENSHIP	<input checked="" type="radio"/> Filipino <input type="radio"/> Dual Citizenship <input type="radio"/> by birth <input checked="" type="radio"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH			
5. SEX	MALE		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)		18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____
9. BLOOD TYPE		ZIP CODE	
10. GSIS ID NO.		19. TELEPHONE NO.	
11. PAG-IBIG ID NO.		20. MOBILE NO.	
12. PHILHEALTH NO.			
13. SSS NO.			
14. TIN NO.			

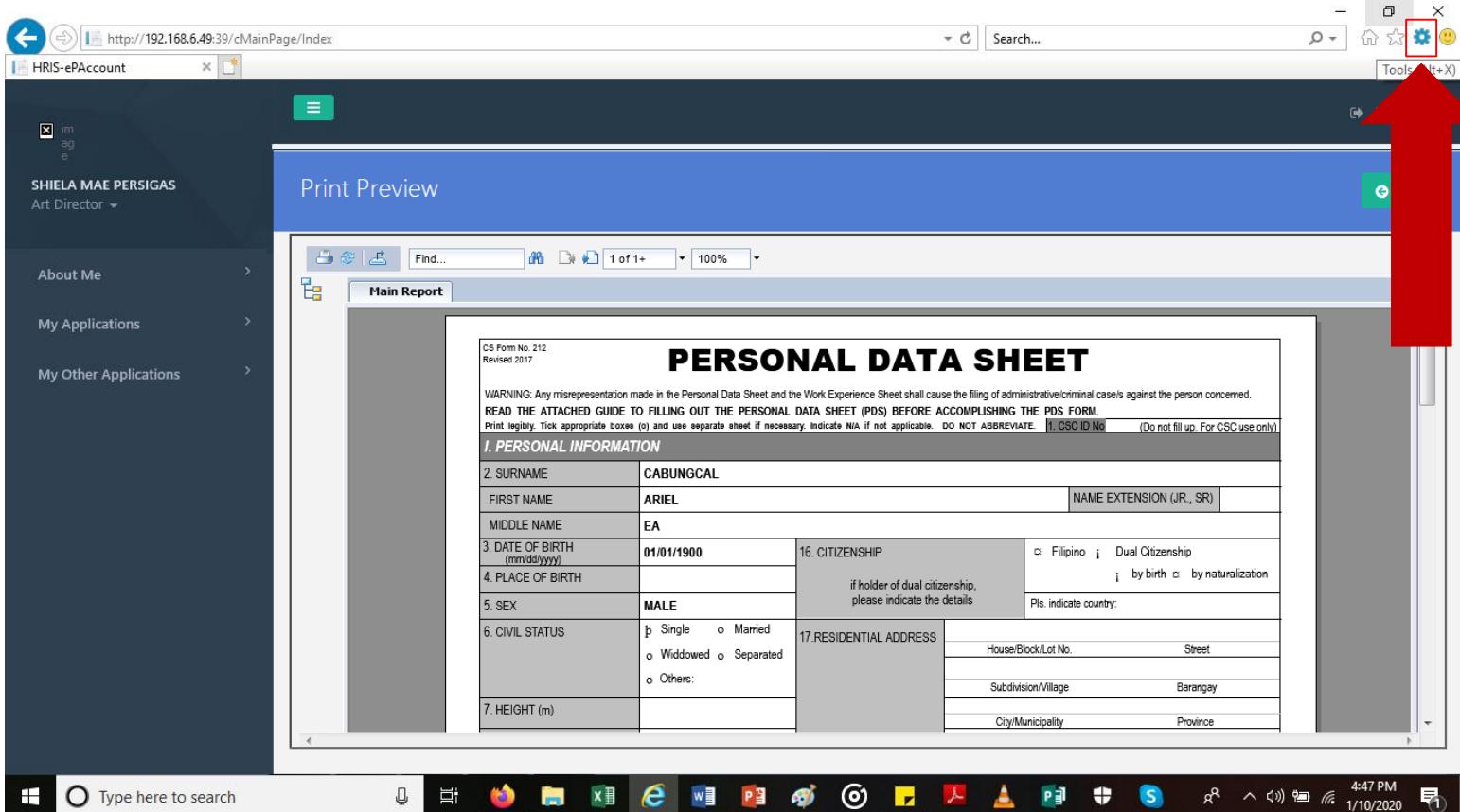
2:46 PM  
1/10/2020

**Step 18:** In order to print repeat **step 10** and **11** for you to continue and print record.



## **Note:**

In order to identify what version of internet explorer browser you are using, click **settings icon** then click **about internet explorer**. **Internet Explorer Version 11** is the recommended IE version which is the updated version and has compatible adds to HRIS system. So that the view of the reports, page and other information's within HRIS system will not be broken.



HRIS-ePAccount http://192.168.6.49:39/cMainPage/Index

SHIELA MAE PERSIGAS  
Art Director

About Me

My Applications

My Other Applications

Print Preview

Main Report

CS Form No. 212  
Revised 2017

**PERSONAL DATA SHEET**

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.  
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.  
Print legibly. Tick appropriate boxes (o) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.  CSC ID No. (Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME	CABUNGCAL	
FIRST NAME	ARIEL	NAME EXTENSION (JR., SR.)
MIDDLE NAME	EA	
3. DATE OF BIRTH (mmddyyyy)	01/01/1900	16. CITIZENSHIP
4. PLACE OF BIRTH		<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization if holder of dual citizenship, please indicate the details Pls. indicate country:
5. SEX	MALE	
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others:	17. RESIDENTIAL ADDRESS
7. HEIGHT (m)		House/Block/Lot No. Street
		Subdivision/Village Barangay
		City/Municipality Province

Print File Zoom (100%) Safety Open with Microsoft Edge Ctrl+Shift+E Add site to Apps View downloads Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings Internet options About Internet Explorer

Type here to search 4:47 PM 1/10/2020

HRIS-ePAccount http://192.168.6.49:39/cMainPage/Index

SHIELA MAE PERSIGAS  
Art Director

Print Preview

Main Report

About Internet Explorer

Internet Explorer 11

Version: 11.914.17763.0  
Update Versions: 11.0.165 (KB4530677)  
Product ID: 00150-20000-00003-AA459

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HEET

of administrative/criminal case/s against the person concerned.  
FILING THE PDS FORM  
BREVIALE.  CSC ID No. (Do not fill up. For CSC use only)

NAME EXTENSION (JR., SR.)

Filipino  Dual Citizenship  
 by birth  by naturalization

Please indicate country:

House/Block/Lot No. Street

Subdivision/Village Barangay

City/Municipality Province

About Me

My Applications

My Other Applications

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4:47 PM 1/10/2020