


## ACTA DE LA REUNION

| TEMA   | Reunión de trabajo técnico – Sistema Talento Humano |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
|--|---|---------|--|---------------------------|-------|---|------|--------|----------|----------|---|--------|--------|--------|---------------|---|--------|--------|--|----------------|---|--------|--------|---|-------------------|---|--------|--------|---|---------------------|---|--------|---------|--|-----------------|---|--------|---------|--|-----------------|---|--------|---------|----------------------------------|-----------------|---|--------|---------|---|-----------------|---|--------|---------|--|-----------------|----|--------|---------|---|---------------------------|----|--------|---------|--|---------------------------|
| UNIDAD REQUIRIENTE   | Dirección de Tecnologías de la Información          |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| FECHA  | 2025-10-31  | DESDE   | 14:30  | HASTA                     | 15h45 |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| LUGAR DE LA REUNIÓN  | Sala reuniones de Administrativo-5to Piso           |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| TEMAS OBJETIVO   |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 1. Definir acciones que permitan identificar los actuales flujos del proceso que la Dirección de Talento Humano maneja.  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 2. Plantear el esquema de trabajo.   |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 3. Plantear la interacción entre la Dirección de Tecnología y Administrativo.  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 4. Exponer la metodología de trabajo   |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 5. Generación de acta de reunión.  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| PUNTOS TRATADOS  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 1. Se probó el permiso personal por días presento errores pendientes de revisar en desarrollo.   |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| <div><div><div>Fatal error: Uncaught Exception: Error: -hr /&gt; in /var/www/permisoscongope/system/library/db/postgre.php on line 64</div><div>Exception: Error: -hr /&gt; in /var/www/permisoscongope/system/library/db/postgre.php on line 64</div></div><div><div>Call Stack</div><table><thead><tr><th>#</th><th>Time</th><th>Memory</th><th>Function</th><th>Location</th></tr></thead><tbody><tr><td>1</td><td>0.0002</td><td>406416</td><td>main()</td><td>./index.php:0</td></tr><tr><td>2</td><td>0.0016</td><td>709784</td><td>start: SapiApplication_config = 'permisos'</td><td>./index.php:26</td></tr><tr><td>3</td><td>0.0017</td><td>741144</td><td>require_once( '/var/www/permisoscongope/system/framework.php' )</td><td>./startup.php:109</td></tr><tr><td>4</td><td>0.0453</td><td>891760</td><td>Router-&gt;dispatch( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ), \$error = class Action ( private \$id = 'error/not_found', private \$route = 'error/not_found', private \$method = 'index' ) )</td><td>./framework.php:172</td></tr><tr><td>5</td><td>0.0546</td><td>1081520</td><td>Router-&gt;execute( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ) )</td><td>./router.php:56</td></tr><tr><td>6</td><td>0.0546</td><td>1081520</td><td>Action-&gt;execute( \$registry = class Registry ( private \$data = [ 'config' =&gt; class Config ( ... ), 'log' =&gt; class Log ( ... ), 'event' =&gt; class Event ( ... ), 'load' =&gt; class Loader ( ... ), 'request' =&gt; class Request ( ... ), 'response' =&gt; class Response ( ... ), 'db' =&gt; class DB ( ... ), 'dbdocumental' =&gt; class DB ( ... ), 'session' =&gt; class Session ( ... ), 'cache' =&gt; class Cache ( ... ), 'url' =&gt; class Uri ( ... ), 'language' =&gt; class Language ( ... ), 'document' =&gt; class Document ( ... ), 'model_setting_event' =&gt; class Proxy ( ... ), 'user' =&gt; class User/User ( ... ), 'model_permiso_gestion_permiso' =&gt; class Proxy ( ... ), 'model_catalogo_jornada_trabajo' =&gt; class Proxy ( ... ), 'model_catalogo_calendario' =&gt; class Proxy ( ... ), 'model_user_user' =&gt; class Proxy ( ... ) ], \$args = ??? )</td><td>./router.php:67</td></tr><tr><td>7</td><td>0.0547</td><td>1086984</td><td>ControllerStartupRouter-&gt;index()</td><td>./action.php:79</td></tr><tr><td>8</td><td>0.0550</td><td>1103488</td><td>Action-&gt;execute( \$registry = class Registry ( private \$data = [ 'config' =&gt; class Config ( ... ), 'log' =&gt; class Log ( ... ), 'event' =&gt; class Event ( ... ), 'load' =&gt; class Loader ( ... ), 'request' =&gt; class Request ( ... ), 'response' =&gt; class Response ( ... ), 'db' =&gt; class DB ( ... ), 'dbdocumental' =&gt; class DB ( ... ), 'session' =&gt; class Session ( ... ), 'cache' =&gt; class Cache ( ... ), 'url' =&gt; class Uri ( ... ), 'language' =&gt; class Language ( ... ), 'document' =&gt; class Document ( ... ), 'model_setting_event' =&gt; class Proxy ( ... ), 'user' =&gt; class User/User ( ... ), 'model_permiso_gestion_permiso' =&gt; class Proxy ( ... ), 'model_catalogo_jornada_trabajo' =&gt; class Proxy ( ... ), 'model_catalogo_calendario' =&gt; class Proxy ( ... ), 'model_user_user' =&gt; class Proxy ( ... ) ], \$args = [] )</td><td>./router.php:26</td></tr><tr><td>9</td><td>0.0625</td><td>1668080</td><td>ControllerPermisoGestionPermisoEditable-&gt;addPermisoHoras()</td><td>./action.php:79</td></tr><tr><td>10</td><td>0.0683</td><td>2201232</td><td>Proxy-&gt;addDocumento( '1', [ 'fecha_permiso' =&gt; '2025-11-11', 'hora_salida' =&gt; '08:30', 'hora_retorno' =&gt; '11:30', 'cod_tipo_permiso' =&gt; '2.2', 'nombre_justificacion_permiso' =&gt; 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' =&gt; ''] )</td><td>./permiso_editable.php:51</td></tr><tr><td>11</td><td>0.0683</td><td>2201608</td><td>Proxy-&gt;call( \$key = 'addDocumento', \$args = [ 0 =&gt; '1', 1 =&gt; [ 'fecha_permiso' =&gt; '2025-11-11', 'hora_salida' =&gt; '08:30', 'hora_retorno' =&gt; '11:30', 'cod_tipo_permiso' =&gt; '2.2', 'nombre_justificacion_permiso' =&gt; 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' =&gt; ''] ] )</td><td>./permiso_editable.php:51</td></tr></tbody></table></div></div> |   |         |  |                           |       | # | Time | Memory | Function | Location | 1 | 0.0002 | 406416 | main() | ./index.php:0 | 2 | 0.0016 | 709784 | start: SapiApplication_config = 'permisos' | ./index.php:26 | 3 | 0.0017 | 741144 | require_once( '/var/www/permisoscongope/system/framework.php' ) | ./startup.php:109 | 4 | 0.0453 | 891760 | Router->dispatch( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ), \$error = class Action ( private \$id = 'error/not_found', private \$route = 'error/not_found', private \$method = 'index' ) ) | ./framework.php:172 | 5 | 0.0546 | 1081520 | Router->execute( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ) ) | ./router.php:56 | 6 | 0.0546 | 1081520 | Action->execute( \$registry = class Registry ( private \$data = [ 'config' => class Config ( ... ), 'log' => class Log ( ... ), 'event' => class Event ( ... ), 'load' => class Loader ( ... ), 'request' => class Request ( ... ), 'response' => class Response ( ... ), 'db' => class DB ( ... ), 'dbdocumental' => class DB ( ... ), 'session' => class Session ( ... ), 'cache' => class Cache ( ... ), 'url' => class Uri ( ... ), 'language' => class Language ( ... ), 'document' => class Document ( ... ), 'model_setting_event' => class Proxy ( ... ), 'user' => class User/User ( ... ), 'model_permiso_gestion_permiso' => class Proxy ( ... ), 'model_catalogo_jornada_trabajo' => class Proxy ( ... ), 'model_catalogo_calendario' => class Proxy ( ... ), 'model_user_user' => class Proxy ( ... ) ], \$args = ??? ) | ./router.php:67 | 7 | 0.0547 | 1086984 | ControllerStartupRouter->index() | ./action.php:79 | 8 | 0.0550 | 1103488 | Action->execute( \$registry = class Registry ( private \$data = [ 'config' => class Config ( ... ), 'log' => class Log ( ... ), 'event' => class Event ( ... ), 'load' => class Loader ( ... ), 'request' => class Request ( ... ), 'response' => class Response ( ... ), 'db' => class DB ( ... ), 'dbdocumental' => class DB ( ... ), 'session' => class Session ( ... ), 'cache' => class Cache ( ... ), 'url' => class Uri ( ... ), 'language' => class Language ( ... ), 'document' => class Document ( ... ), 'model_setting_event' => class Proxy ( ... ), 'user' => class User/User ( ... ), 'model_permiso_gestion_permiso' => class Proxy ( ... ), 'model_catalogo_jornada_trabajo' => class Proxy ( ... ), 'model_catalogo_calendario' => class Proxy ( ... ), 'model_user_user' => class Proxy ( ... ) ], \$args = [] ) | ./router.php:26 | 9 | 0.0625 | 1668080 | ControllerPermisoGestionPermisoEditable->addPermisoHoras() | ./action.php:79 | 10 | 0.0683 | 2201232 | Proxy->addDocumento( '1', [ 'fecha_permiso' => '2025-11-11', 'hora_salida' => '08:30', 'hora_retorno' => '11:30', 'cod_tipo_permiso' => '2.2', 'nombre_justificacion_permiso' => 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' => ''] ) | ./permiso_editable.php:51 | 11 | 0.0683 | 2201608 | Proxy->call( \$key = 'addDocumento', \$args = [ 0 => '1', 1 => [ 'fecha_permiso' => '2025-11-11', 'hora_salida' => '08:30', 'hora_retorno' => '11:30', 'cod_tipo_permiso' => '2.2', 'nombre_justificacion_permiso' => 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' => ''] ] ) | ./permiso_editable.php:51 |
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| 1  | 0.0002  | 406416  | main()   | ./index.php:0             |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 2  | 0.0016  | 709784  | start: SapiApplication_config = 'permisos'   | ./index.php:26            |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 3  | 0.0017  | 741144  | require_once( '/var/www/permisoscongope/system/framework.php' )  | ./startup.php:109         |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 4  | 0.0453  | 891760  | Router->dispatch( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ), \$error = class Action ( private \$id = 'error/not_found', private \$route = 'error/not_found', private \$method = 'index' ) )  | ./framework.php:172       |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 5  | 0.0546  | 1081520 | Router->execute( \$action = class Action ( private \$id = 'startup/router', private \$route = 'startup/router', private \$method = 'index' ) )   | ./router.php:56           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 6  | 0.0546  | 1081520 | Action->execute( \$registry = class Registry ( private \$data = [ 'config' => class Config ( ... ), 'log' => class Log ( ... ), 'event' => class Event ( ... ), 'load' => class Loader ( ... ), 'request' => class Request ( ... ), 'response' => class Response ( ... ), 'db' => class DB ( ... ), 'dbdocumental' => class DB ( ... ), 'session' => class Session ( ... ), 'cache' => class Cache ( ... ), 'url' => class Uri ( ... ), 'language' => class Language ( ... ), 'document' => class Document ( ... ), 'model_setting_event' => class Proxy ( ... ), 'user' => class User/User ( ... ), 'model_permiso_gestion_permiso' => class Proxy ( ... ), 'model_catalogo_jornada_trabajo' => class Proxy ( ... ), 'model_catalogo_calendario' => class Proxy ( ... ), 'model_user_user' => class Proxy ( ... ) ], \$args = ??? ) | ./router.php:67           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 7  | 0.0547  | 1086984 | ControllerStartupRouter->index()   | ./action.php:79           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 8  | 0.0550  | 1103488 | Action->execute( \$registry = class Registry ( private \$data = [ 'config' => class Config ( ... ), 'log' => class Log ( ... ), 'event' => class Event ( ... ), 'load' => class Loader ( ... ), 'request' => class Request ( ... ), 'response' => class Response ( ... ), 'db' => class DB ( ... ), 'dbdocumental' => class DB ( ... ), 'session' => class Session ( ... ), 'cache' => class Cache ( ... ), 'url' => class Uri ( ... ), 'language' => class Language ( ... ), 'document' => class Document ( ... ), 'model_setting_event' => class Proxy ( ... ), 'user' => class User/User ( ... ), 'model_permiso_gestion_permiso' => class Proxy ( ... ), 'model_catalogo_jornada_trabajo' => class Proxy ( ... ), 'model_catalogo_calendario' => class Proxy ( ... ), 'model_user_user' => class Proxy ( ... ) ], \$args = [] )  | ./router.php:26           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 9  | 0.0625  | 1668080 | ControllerPermisoGestionPermisoEditable->addPermisoHoras()   | ./action.php:79           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 10   | 0.0683  | 2201232 | Proxy->addDocumento( '1', [ 'fecha_permiso' => '2025-11-11', 'hora_salida' => '08:30', 'hora_retorno' => '11:30', 'cod_tipo_permiso' => '2.2', 'nombre_justificacion_permiso' => 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' => ''] )  | ./permiso_editable.php:51 |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 11   | 0.0683  | 2201608 | Proxy->call( \$key = 'addDocumento', \$args = [ 0 => '1', 1 => [ 'fecha_permiso' => '2025-11-11', 'hora_salida' => '08:30', 'hora_retorno' => '11:30', 'cod_tipo_permiso' => '2.2', 'nombre_justificacion_permiso' => 'magnéticas CC.pdfZWWVtLzP6w0Lclq8SS7cD'pLZm5VIMf', 'observaciones_permiso' => ''] ] )   | ./permiso_editable.php:51 |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 2. Se pudo revisar en permisos en la bandeja de borradores donde se pudo revisar el flujo completo con firma electrónica hasta el envío al autorizador.  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |
| 3. Revisar las fechas de permiso por día que al pasar al siguiente de nivel de autorización no presentan las mismas fechas.  |   |         |  |                           |       |   |      |        |          |          |   |        |        |        |               |   |        |        |  |                |   |        |        |   |                   |   |        |        |   |                     |   |        |         |  |                 |   |        |         |  |                 |   |        |         |                                  |                 |   |        |         |   |                 |   |        |         |  |                 |    |        |         |   |                           |    |        |         |  |                           |

| CONGOPE  |                                   | CONSORCIO DE GOBIERNOS AUTÓNOMOS PROVINCIALES DEL ECUADOR |                          |
|--|-----------------------------------|---|--------------------------|
|  |                                   | FORMULARIO DE PERMISOS                                    |                          |
|  |                                   | DADM-PPAC-2025-PD-000002                                  |                          |
| NOMBRE SERVIDOR:   | PUCHA PROAÑO AMERICA CRISTINA     | DEPARTAMENTO:   | DIRECCION ADMINISTRATIVA |
| FECHA DE SOLICITUD:  | 31/10/2025                        |   |                          |
| PERMISO POR DÍAS   | TIPO DE PERMISO                   |   |                          |
| FECHA DE SALIDA:   | 15/10/2025                        | PERSONAL  |                          |
| FECHA DE RETORNO:  | 23/10/2025                        |   |                          |
| TOTAL DÍAS DE PERMISO:   | 6                                 |   |                          |
| OBSERVACIONES:   |                                   |   |                          |
| SOLICITANTE  | AUTORIZACIÓN                      | VISTO BUENO   |                          |
| <br>Firma electrónica de<br>AMERICA CRISTINA<br>PUCHA PROAÑO<br>Analista Administrativa 4 |                                   |   |                          |
| PUCHA PROAÑO AMERICA CRISTINA  | MARQUEZ ORDOÑEZ LILIANA ELIZABETH | PUCHA PROAÑO AMERICA CRISTINA                             |                          |
| ANALISTA ADMINISTRATIVA 4  | DIRECTOR ADMINISTRATIVO E         | ANALISTA ADMINISTRATIVA 4                                 |                          |
| NOTA: Los Permisos autorizará únicamente el Director o Jefe de área.<br>Los Certificados médicos que presente el servidor deberán ser revisados por el IESS.               |                                   | Departamento Administrativo<br>Formulario0014             |                          |

#### INFORMACIÓN DEL DOCUMENTO

**Código del Documento:** DADM-PPAC-2025-PD-000002

**Solicitante:** PUCHA PROAÑO AMERICA CRISTINA

**Tipo Documento:** FORMULARIO DE PERMISO POR DÍAS

**Fecha de Salida:** 2025-10-15

**Fecha de Retorno:** 2025-10-15

**Total días de permiso / vacaciones:** 6

4. Se revisó la metodología a usar y el formato de Historias de Usuario.

#### ASPECTOS ESPECIFICOS TRATADOS

En la gestión documental de permisos se mostró la funcionalidad de firmado electrónico con FirmaEC que se adoptará, alineado al esquema ya utilizado en el sistema de viáticos. En particular, se empleará el servicio local de FirmaEC Descentralizado del CONGOPE. Si bien existe un avance previo en esta implementación, será necesario realizar trabajos adicionales de mejora para robustecer y optimizar la solución actual.

Asimismo, se dejó constancia del funcionamiento del servicio de FirmaEC del MINTEL y del servidor local de FirmaEC del CONGOPE, además de tomar en cuenta la implementación para una operación en modo contingente. Con ese fin, se implementó inicialmente una gestión manual configurable: los documentos se firman electrónicamente fuera del sistema y, para mantener la trazabilidad y continuidad del trámite, se cargan luego al sistema. Esta alternativa queda prevista como mecanismo de contingencia, junto con otras opciones complementarias que puedan considerarse.

Finalmente, se revisó el memorando de vacaciones y, de manera general, también la planificación de vacaciones, constatándose que aún no cuentan con una implementación completa ni con opciones de firmado habilitadas. En consecuencia, será

necesario validar las implementaciones existentes y levantar nuevos requerimientos para completar el alcance previsto.

#### ACUERDOS ALCANZADOS

- A. Se necesita tener claridad en los flujos que maneja el área, los mismos que serán automatizados con el sistema. Responsable: Administrativo
- B. Conceder acceso a Cristina Pucha a los documentos históricos (correos, levantamiento de requerimientos en borrador y demás información recopilada en 2022) para su revisión.
- C. Presentar el informe por parte de la Dirección Administrativa el jueves, 6 de noviembre de 2025. Responsable: Administrativo
- D. Compartir el formato de historias de usuario. Responsable: Tecnología
- E. Revisar y validar las funcionalidades actualmente implementadas. Responsable: Administrativo.

#### ASISTENTES

**America Cristina Pucha Proano**  
Analista Administrativa

**Renan Guerrero**  
Analista Informático

**Norma Arcos**  
Especialista de Desarrollo, Despliegue e  
Implementación de Aplicaciones