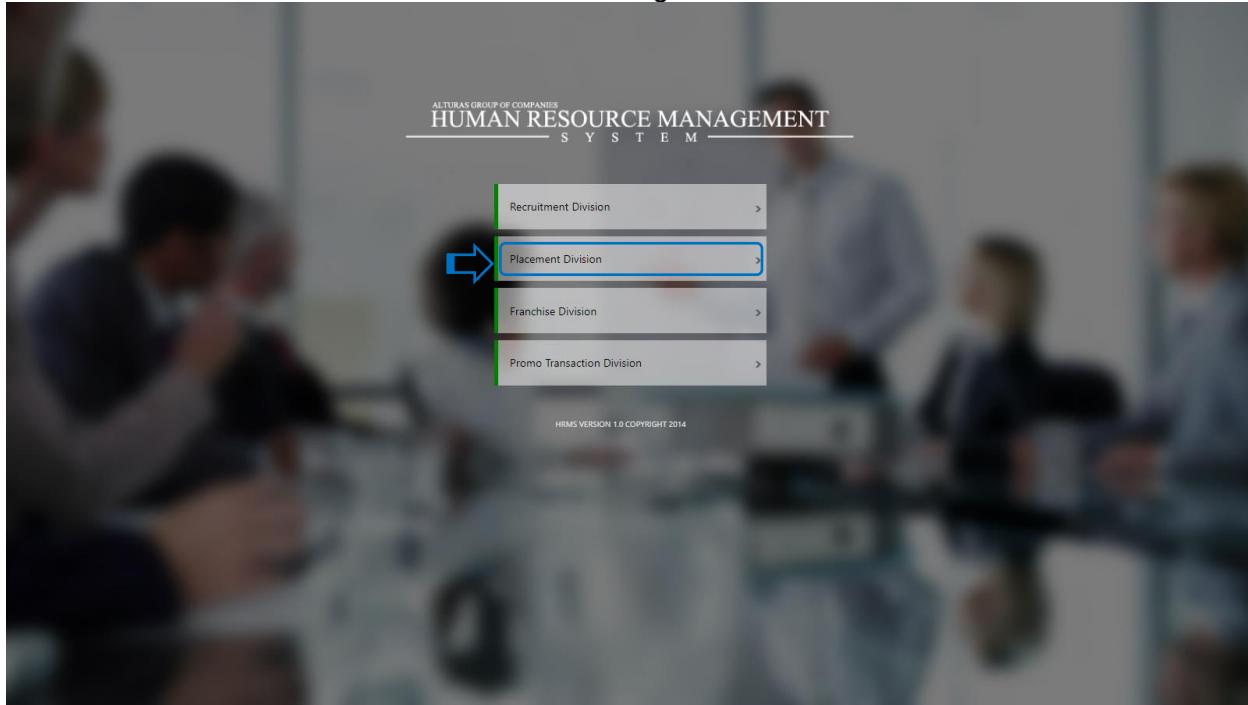


## PROMO MODULE USERGUIDE

### Step 1:

Log in to **Placement Module**.

Click Placement Division button to view Log in Form.



### Step 2:

Click **Promo** menu.

The screenshot displays the 'EMPLOYEE TYPE OF ALL ACTIVE EMPLOYEES' section. It includes two pie charts: one for 'AE' (Employee Type) and one for 'NESCO'. Below each chart is a table showing the count of different employee types. To the right is a 'DASHBOARD' panel with various metrics and a search bar, and at the bottom is an 'ANNOUNCEMENTS' panel.

EMPLOYEE TYPE	COUNT
Regular	6350
Contractual	204
OJT	78
Back-Up	2
Probationary	287
Partimer	1
Regular Partimer	7
Summer Job	13
TOTAL AE	6842

EMPLOYEE TYPE	COUNT
NESCO	2
NESCO-PTA	1
NESCO-PTP	13
NESCO Regular	2922
NESCO Contractual	1024
NESCO Regular Partimer	28
NESCO Probationary	153
NESCO-BACKUP	16
TOTAL NESCO	4159

**Step 3:**  
Display Promo Homepage/Dashboard.

Human Resource Management System [ Placement ]

Promo Module

Franchise H.R. Account Placement jhacky-admin

Dashboard Control panel

Number of Promo per Business Unit

Business Unit	Count
ASCI MAIN	237
ALTURAS TALIBON	109
ISLAND CITY MALL	417
PLAZA MARCELA	131
ABENSON ALTURAS	0
ABENSON ICM	0
CDC	0
BERAMA	0
ALTURAS TUBIGON	59
ALTA CITTA	38
FIXRITE PANGLAO	0

View Details ...

Dashboard

- New Promo (0)
- Birthday Today (6)
- Active Promo (782)
- End of Contract Today (14)
- Failed EPAS (0)
- Due Contracts Report

## BLACKLISTED

### View Employee (Sub Menu)

View list of blacklisted employees.

Allows editing. Click **Edit** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Blacklisted

Blacklisted Employees

Show 10 entries Search:

Emp.ID	Name	ReportedBy	BlacklistDate	Reason	Action
	venus		08/25/2017	FRAUD- personally admitted the falsification of the support/excused letter from the Agency by distorting the signatory of the approving officer of NESCO.	<a href="#">Edit</a>
00770-2017	Bernados, Jeson Arquita	Roxanne Reah Miculob	04/24/2017	Abandonment of Work-B - Inability to report to work in five consecutive days without notifying the Management since April 10, 2017 until present.	<a href="#">Edit</a>
	Caseres, Jovie	Yang	06/19/2013	Low EPAS 79.62% (06/19/2013) assigned as Bagger in Supermarket - COC check out	<a href="#">Edit</a>
00797-2017	Curay, Darvin Cagampang	06359-2013	07/06/2017	Abandonment of work	<a href="#">Edit</a>
00757-2017	Gonzaga, Renmir Busaya	cafiada, Ma. vibelle	06/16/2017	Abandonment of Work	<a href="#">Edit</a>
06168-2016	Abaa, Nikko Dayo	hrd - icm	05/09/2017	ABANDONMENT OF WORK since 2/5/17 w/o notifying the management up to present	<a href="#">Edit</a>
14696-2013	ABABON, NORMAN JR. GAN	Corporate HRD	03/16/2013	Abandonment of Work from March 16, 2013 until present	<a href="#">Edit</a>
09772-2015	Abacahin, Charmaine Cailing	AGOT, VENUS ZAMORA	03/17/2018	FRAUD- personally admitted the falsification of the support/excused letter from the Agency by distorting the signatory of the approving officer of NESCO.	<a href="#">Edit</a>
01764-2014	ABAD, JOSSUA ANTIA	yang	06/18/2014	ABANDONMENT OF WORK 6/18/14 - Inability to report to work for five consecutive days w/o notifying the management up to present - DISMISSAL	<a href="#">Edit</a>

**Click Update button to update edited entry.**

Human Resource Management System [ Placement ]

Promo Module

Blacklisted

Edit Blacklisted Employee

Employee  
00770-2017 \* Bernados, Jason Arquita

Reason \*  
Abandonment of Work-B - Inability to report to work in five consecutive days without notifying the Management since April 10, 2017 until present.

Date Blacklisted \*  
04/24/2017

Reported By \*  
Roxanne Reah Miculob

Birthday

Address

ABANDONMENT OF WORK since 2/5/17 w/o notifying the management up to present

ABANDONMENT OF WORK from March 16, 2013 until present

FRAUD: personally admitted the falsification of the support/excused letter from the Agency by distorting the signatory of the approving officer of NESCO.

ABANDONMENT OF WORK 6/18/14 - Inability to report to work for five consecutive days w/o notifying the management up to present - DISMISSAL

Update Close

## Add New Entry (Sub Menu)

Step 1: Click Browse to search employee.

Human Resource Management System [ Placement ]

Promo Module

Blacklisted

Add New Blacklist Entry

Employee \*  
 Click Browse

Reason \*

Date Blacklisted \*  
03/20/2018

Reported By \*

Birthday

Address

Submit Reset

**Step 2:** Input last name and first name then click **Search**.  
If found, click **Choose**.

Human Resource Management System [ Placement ]

Promo Module

Browse

Note:  
1. You are advised to search the lastname first to find out if the one being searched is blacklisted.  
2. If no results found, that indicates that the one being search is not an applicant nor an employee.

Search: curaza      jacquilyn     

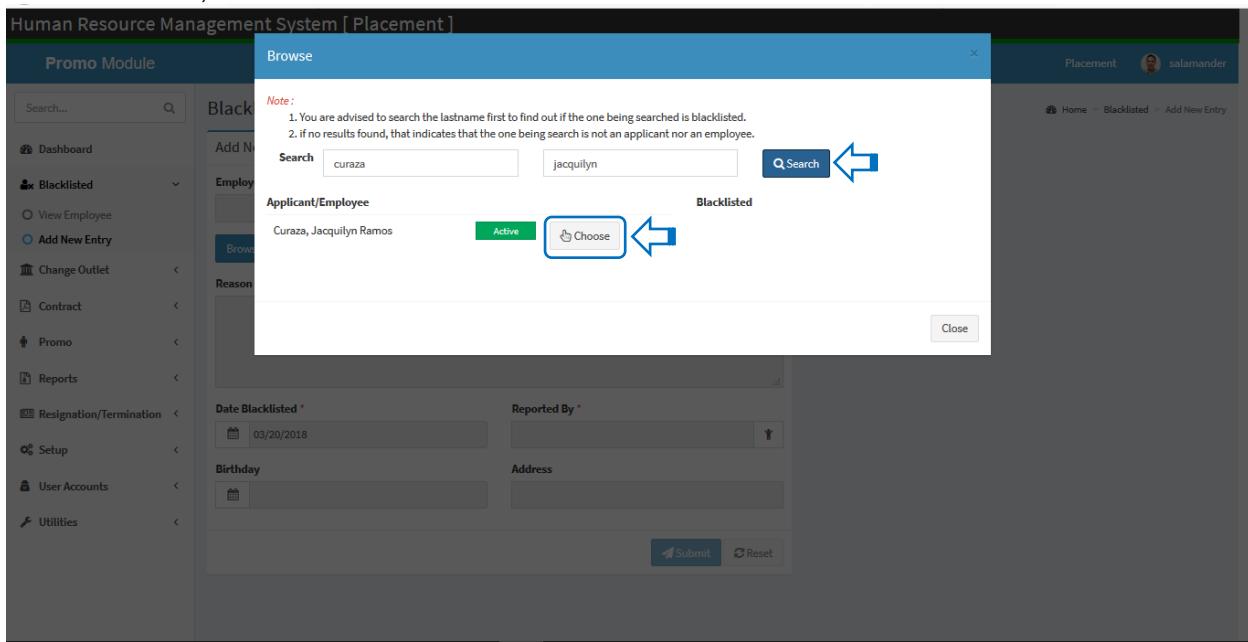
Applicant/Employee  
Curaza, Jacquilyn Ramos      Active     

Blacklisted

Date Blacklisted \*      Reported By \*

Birthday      Address

Close



If no result found, fill up the textbox to blacklist non-applicant or non-employee.  
Then click **Choose to blacklist**.

Human Resource Management System [ Placement ]

Promo Module

Browse

Note:  
1. You are advised to search the lastname first to find out if the one being searched is blacklisted.  
2. If no results found, that indicates that the one being search is not an applicant nor an employee.

Search: quizon      allan     

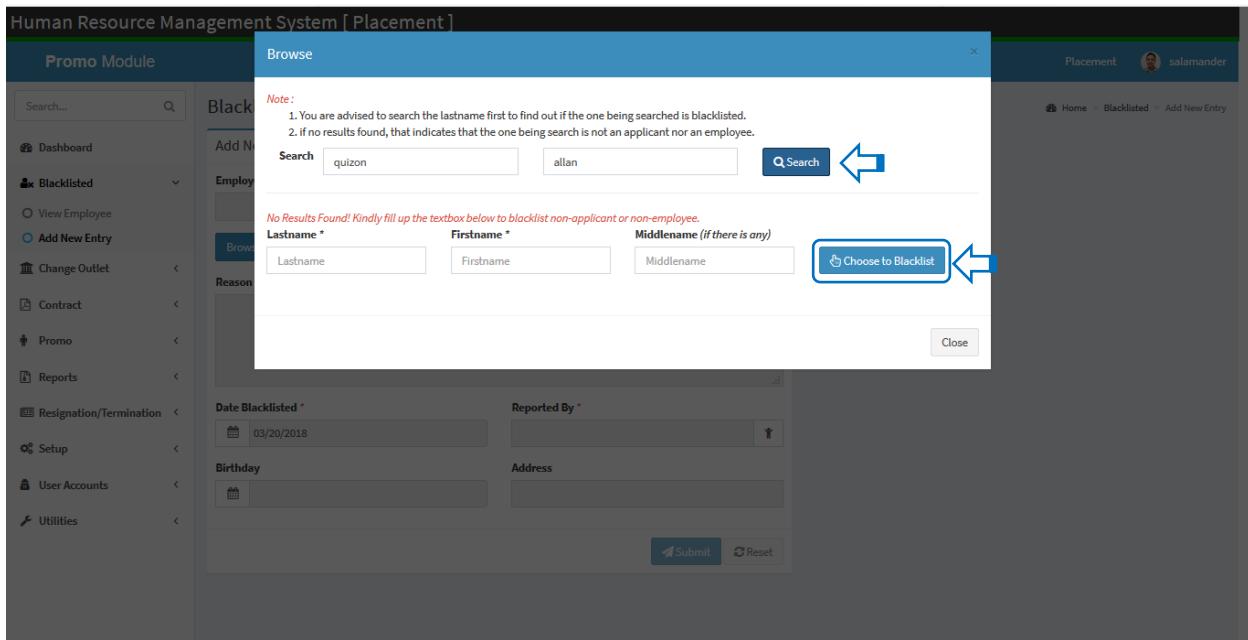
No Results Found! Kindly fill up the textbox below to blacklist non-applicant or non-employee.

Lastname \*      Firstname \*      MiddleName (if there is any)  
           

Date Blacklisted \*      Reported By \*

Birthday      Address

Close



**Step 3:** Supply all fields and click **Submit** to add.  
Else click **Reset** to delete all data inputted.

Human Resource Management System [ Placement ]

Promo Module

Blacklisted

Add New Blacklist Entry

Employee \*: 09117-2013 \* Curaza, Jeseca Ramos

Browse Click Browse

Reason \*:

Date Blacklisted \*: 11/17/2023 Reported By \*:

Birthday Address:

**Submit** **Reset**

## OUTLET

### Change Outlet History (Sub Menu)

View history list.

Human Resource Management System [ Placement ]

Promo Module

Change Outlet

Change Outlet History

Show 10 entries Search:

Emp.ID	Name	Effective	PreviousOutlet	PresentOutlet
01042-2015	Bulaso, John Barry M.	03/20/2018	Island City Mall	Alturas Talibon, Island City Mall
09297-2013	Quiao, Rolando B.	03/06/2018	Plaza Marcela	Island City Mall, Plaza Marcela
03036-2017	Abesia, Wilfredo Jr, A.	02/26/2018	Alturas Talibon	Asc: Main, Alturas Talibon
07636-2013	Abellanosa, Reynaldo Jr, R.	02/26/2018	Plaza Marcela	Asc: Main, Island City Mall, Plaza Marcela
53636-2013	Abella, Marjun B.	02/26/2018	Island City Mall	Asc: Main, Alturas Talibon, Island City Mall, Plaza Marcela, Alturas Tubigon
01034-2017	Abela, Stella Mariz B.	02/26/2018	Island City Mall	Island City Mall, Plaza Marcela
00791-2015	Abejaron, Emma O.	02/26/2018	Asc: Main	Asc: Main, Island City Mall, Plaza Marcela, Alturas Tubigon
05438-2016	Abais, Kerwin S.	02/26/2018	Alturas Talibon	Alturas Talibon, Island City Mall, Plaza Marcela
00777-2017	Arnejo, Jerome M.	02/26/2018	Plaza Marcela	Asc: Main, Plaza Marcela
00777-2017	Arnejo, Jerome M.	02/26/2018	Plaza Marcela	Asc: Main, Plaza Marcela

Emp.ID Name Effective PreviousOutlet PresentOutlet

Showing 1 to 10 of 112 entries

Previous 1 2 3 4 5 ... 12 Next

## Add Outlet (Sub Menu)

Step 1: Search promo/merchandiser.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Change Outlet

Add Outlet

Search...

Dashboard

Blacklisted

Change Outlet

Change Outlet History

Add Outlet

Remove Outlet

Transfer Outlet

Contract

Promo

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Search Promo

Home > Change Outlet > Add Outlet

Step 2: Select Store by clicking the checkbox and fill in required fields then click **Add Outlet**

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Change Outlet

Search...

Change Outlet History

Add Outlet

Remove Outlet

Transfer Outlet

Contract

Promo

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Search Promo

Add Outlet

Company : BINONDO

Business Unit : ALTAI, ICM

Department : FOXRITE

Promo Type : ROVING

Contract Type : Contractual

Position : Merchandiser

Startdate : 03/20/2018

EOCdate : 05/01/2018

CURRENT OUTLET

SELECT STORE :

	ASC: MAIN
<input checked="" type="checkbox"/>	ALTURAS TALIBON
<input checked="" type="checkbox"/>	ISLAND CITY MALL
<input checked="" type="checkbox"/>	PLAZA MARCELA
<input type="checkbox"/>	ABENSON ALTURAS
<input type="checkbox"/>	ABENSON ICM
<input type="checkbox"/>	CDC
<input type="checkbox"/>	BERAMA
<input type="checkbox"/>	ALTURASTUBIGON

\* Effective On

Remarks (optional)

Home > Change Outlet > Add Outlet

## Remove Outlet (Sub Menu)

### Step 1: Search promo/merchandiser.

Human Resource Management System [ Placement ]

Promo Module

Outlet

Remove Outlet Details

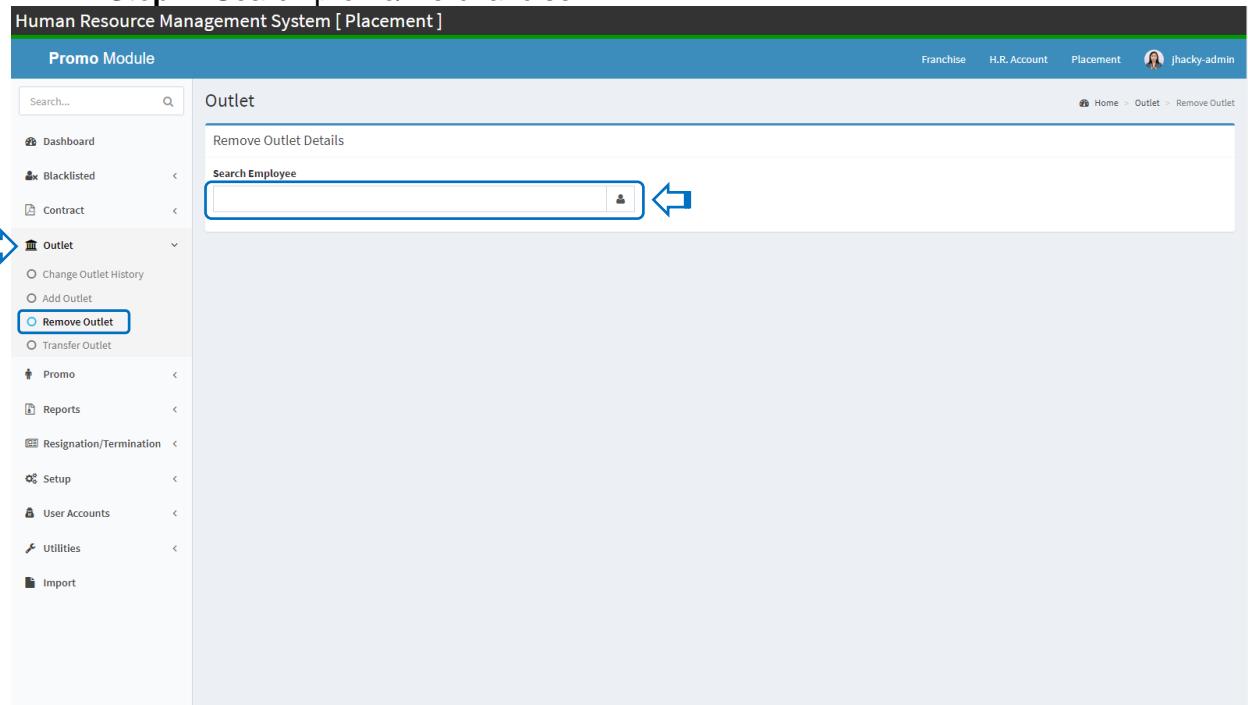
Search Employee

ASCM ALTAL ICM PMDS CDC ALTUB ALTA FRP ACTION

09532-2013 \* AGOT, NOEL BITOY

80.97 Yes Remove

Proceed To  
Proceed To Remove



Step 2: Select Store to remove by clicking the checkbox and click PROCEED TO to remove Store.

Human Resource Management System [ Placement ]

Promo Module

Outlet

Remove Outlet Details

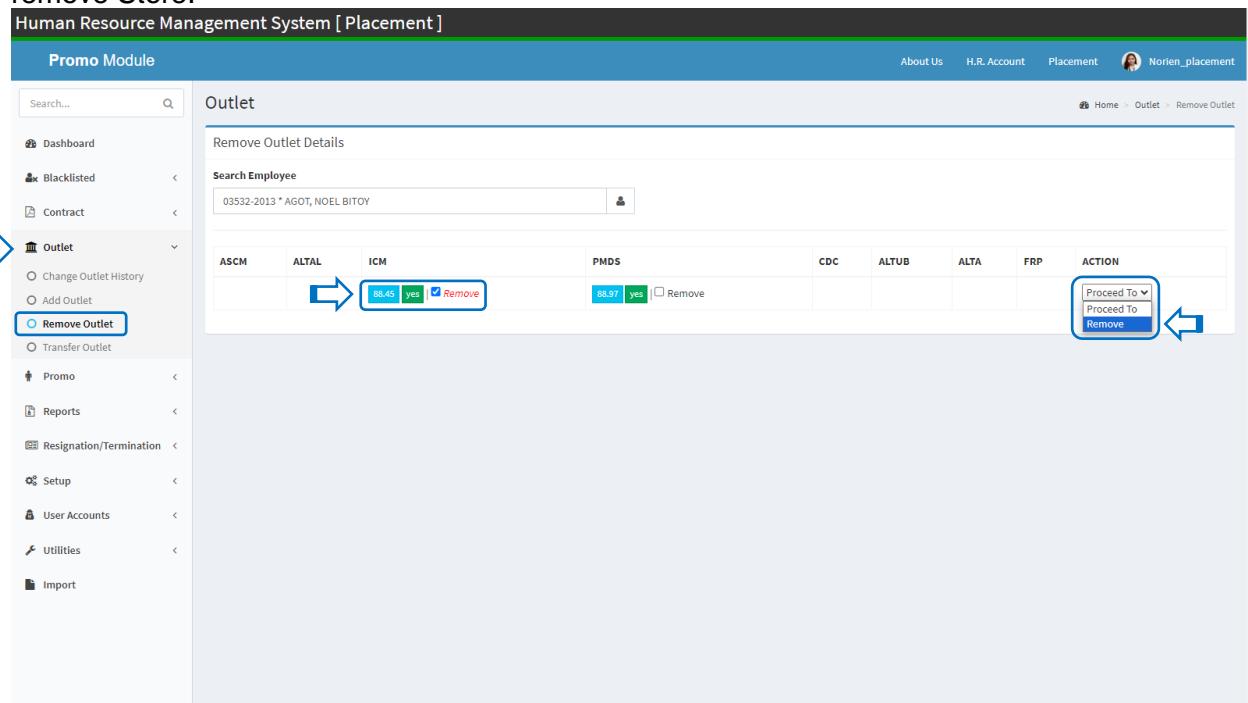
Search Employee

ASCM ALTAL ICM PMDS CDC ALTUB ALTA FRP ACTION

09532-2013 \* AGOT, NOEL BITOY

80.97 Yes Remove

Proceed To  
Proceed To Remove



## Transfer Outlet (Sub Menu)

### Step 1: Search promo/merchandiser.

Human Resource Management System [ Placement ]

Promo Module

Outlet

Transfer Outlet

Search Employee

Home Outlet Transfer Outlet

Franchise H.R. Account Placement jhacky-admin

The screenshot shows the 'Transfer Outlet' sub-menu within the 'Outlet' section of the 'Promo Module'. On the left is a sidebar with various options like Dashboard, Blacklisted, Contract, and Transfer Outlet. The 'Transfer Outlet' option is selected and highlighted with a blue box. A blue arrow points to the 'Search Employee' input field in the main content area, which contains the placeholder text '00764-2017 \* Ancog, Ronjames Caverte'.

### Step 2: Search Employee and click Proceed to Transfer Form (Secure EPAS And Clearance First before Transferring).

Human Resource Management System [ Placement ]

Promo Module

Outlet

Transfer Outlet

Search Employee

00764-2017 \* Ancog, Ronjames Caverte

Outlet(s)	Rate   Sign-Off	Clearance
BQ	99.09 yes	<a href="#">View Clearance</a>
BQ TUBIGON	99.09 yes	<a href="#">View Clearance</a>
BQ JAGNA	99.09 yes	<a href="#">View Clearance</a>
SHOPPERS	99.09 yes	<a href="#">View Clearance</a>

Home Outlet Transfer Outlet

Franchise H.R. Account Placement jhacky-admin

Proceed to Transfer Form

The screenshot shows the same 'Transfer Outlet' sub-menu as the previous one, but now the 'Proceed to Transfer Form' button at the bottom of the page is highlighted with a blue box and a blue arrow pointing to it. The table in the center shows clearance status for four outlets: BQ, BQ TUBIGON, BQ JAGNA, and SHOPPERS, all marked as 'yes'.

### Step 3: Click OK.

Human Resource Management System [ Placement ]

Promo Module

Franchise H.R. Account Placement jhacky-admin

Home Outlet Transfer Outlet

**Outlet**

Transfer Outlet

Search Employee: 00764-2017 \* Ancog, Ronjames Caverite

Outlet(s): BQ, BQ TUBIGON, BQ JAGNA, SHOPPERS

Rate | Sign-Off: 99.09 yes

Clearance: View Clearance

**Warning**: Proceed to Transfer Form?

OK Not now

### Step 4: Fill in required Fields and Click Transfer Outlet.

Dashboard

Blacklisted

Contract

Outlet

Change Outlet History

Add Outlet

Remove Outlet

Transfer Outlet

Promo

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Import

**PREVIOUS CONTRACT**

Agency: NESCO MULTIPURPOSE COOPERATIVE

Company: ACS MANUFACTURING CORPORATION

Promo Type: ROVING

Outlet(s): BQ, BQ TUBIGON, BQ JAGNA, SHOPPERS

**NEW CONTRACT**

Select Agency

Select Company

Select Promo Type

- ASC MAIN
- ALTURAS TALIBON
- ISLAND CITY MALL
- PLAZA MARCELA
- ABENSON ALTURAS
- ABENSON ICMI
- CDC
- BERAMA
- ALTURAS TUBIGON
- ALTA CITTA
- FIXRITE PANGALAO

Department: SUPERMART

Select Department

Vendor

Select Vendor

Product

Position: Promoder

Select Position

Employee Type: Promo-ESCO

Select Employee Type

Contract Type: Contractual

Select Contract Type

Cut-Off

Select Cut-Off

Startdate: 08/18/2023

mm/dd/yyyy

EOCdate: 08/31/2023

mm/dd/yyyy

**Transfer Outlet**

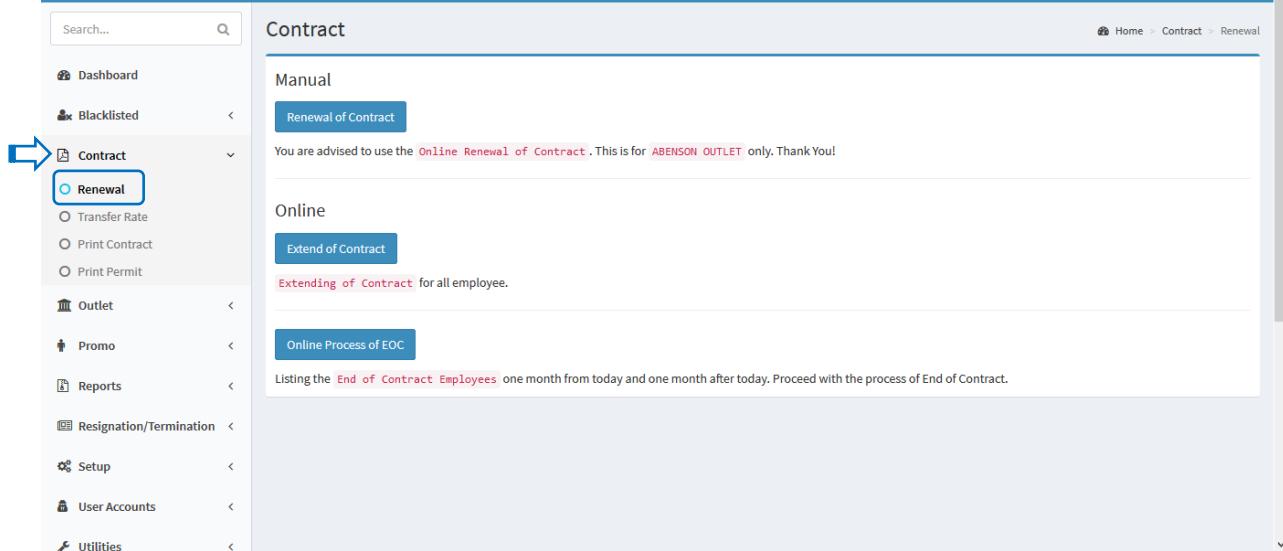
## **CONTRACT**

### **Renewal (Sub Menu)**

Human Resource Management System [ Placement ]

Promo Module

Placement salamander



Search...

- 
- 
- Contract
- Renewal
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

### Contract

Manual

You are advised to use the [Online Renewal of Contract](#). This is for **ABENSON OUTLET** only. Thank You!

Online

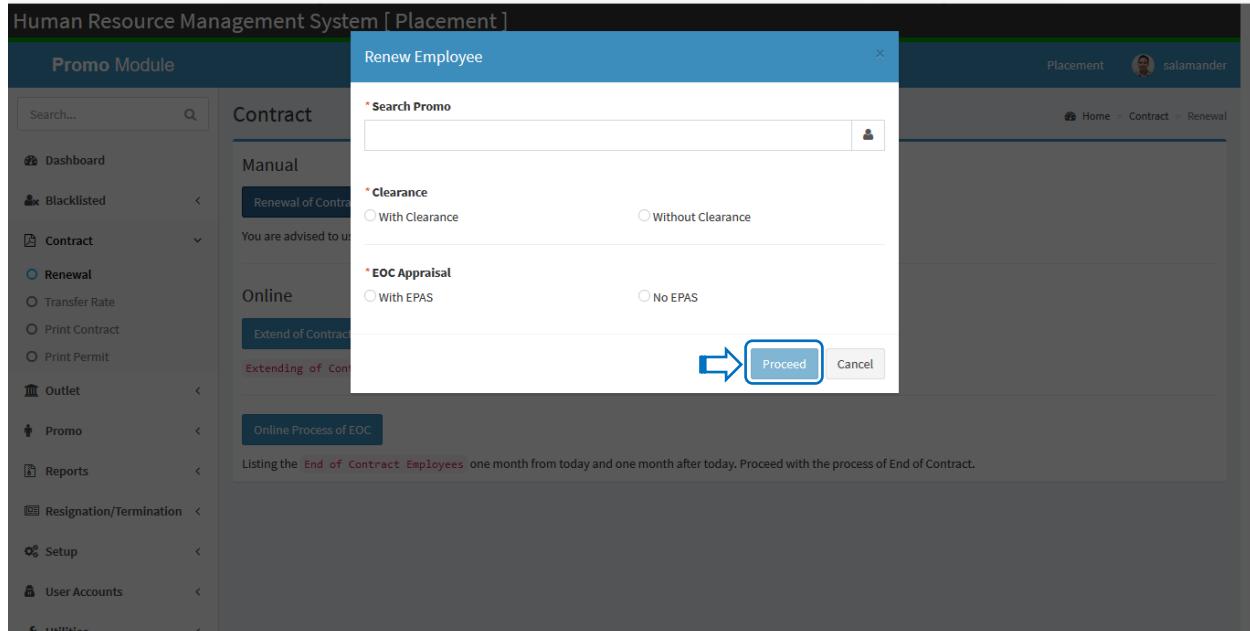
[Extending of Contract](#) for all employee.

Listing the [End of Contract Employees](#) one month from today and one month after today. Proceed with the process of End of Contract.

### **Manual**

Click **Renewal of Contract**.

Fill in all required fields then click **Proceed**.



Human Resource Management System [ Placement ]

Promo Module

Search...

- 
- 
- 
- Renewal
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

### Contract

**Renew Employee**

\*Search Promo

\*Clearance

With Clearance  Without Clearance

\*EOC Appraisal

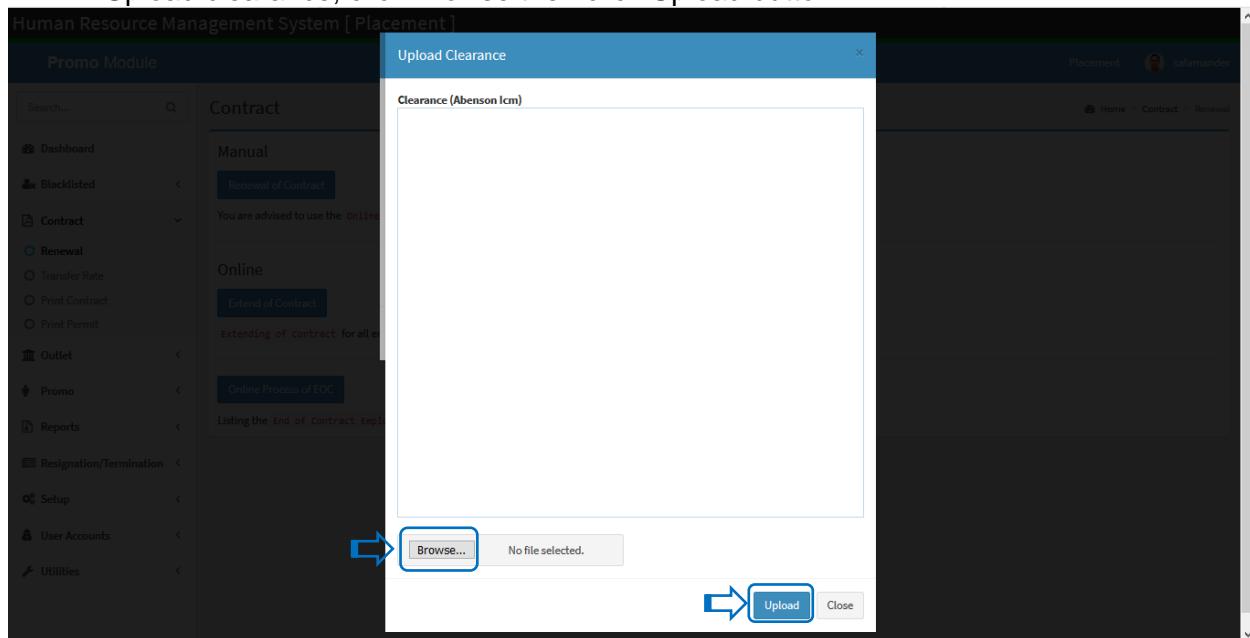
With EPAS  No EPAS

Online Process of EOC

Listing the [End of Contract Employees](#) one month from today and one month after today. Proceed with the process of End of Contract.

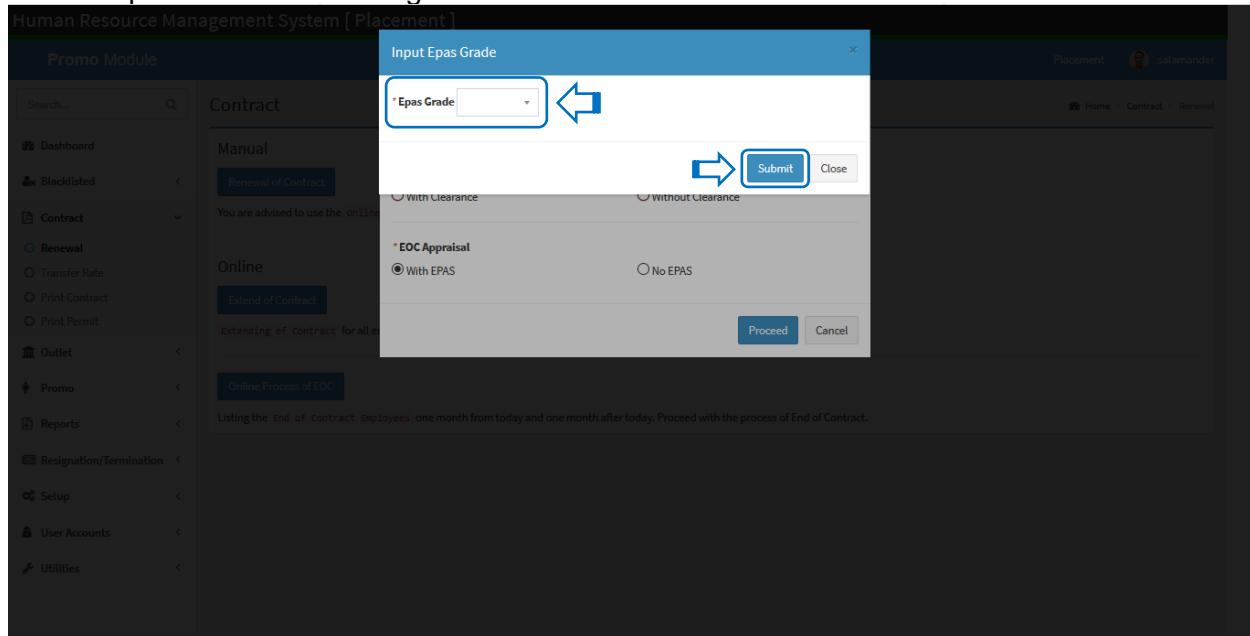
### **With Clearance**

Upload clearance, click Browse then click Upload button.



### **With EPAS**

Input and select EPAS grade then click **Submit**



To proceed, click **Edit** to edit contract details.  
Fill in all required fields.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

**Contract** 

Renewal of Contract  
[03393-2013] Adlaon, Reymund Cutin

Previous Contract Details		New Contract Details																				
Company	LG	LG																				
Promo Type	STATION	STATION																				
Business Unit	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON
Business Unit																						
<input type="radio"/> ASC: MAIN																						
<input type="radio"/> ALTURAS TALIBON																						
<input type="radio"/> ISLAND CITY MALL																						
<input type="radio"/> PLAZA MARCELA																						
<input type="radio"/> ABENSON ALTURAS																						
<input checked="" type="radio"/> ABENSON ICM																						
<input type="radio"/> CDC																						
<input type="radio"/> BERAMA																						
<input type="radio"/> ALTURAS TUBIGON																						
Business Unit																						
<input type="radio"/> ASC: MAIN																						
<input type="radio"/> ALTURAS TALIBON																						
<input type="radio"/> ISLAND CITY MALL																						
<input type="radio"/> PLAZA MARCELA																						
<input type="radio"/> ABENSON ALTURAS																						
<input checked="" type="radio"/> ABENSON ICM																						
<input type="radio"/> CDC																						
<input type="radio"/> BERAMA																						
<input type="radio"/> ALTURAS TUBIGON																						

Click **Submit** to generate contract.

Employee Type	Promo	Promo
Contract Type	Contractual	Contractual
<b>INCLUSIVE DATES OF CONTRACT</b>		
* Startdate	May 21, 2017	 mm/dd/yyyy
* EOCdate	Aug 20, 2017	 mm/dd/yyyy
No. of Month(s) to Work	2	
<b>INTRO</b> Allowed File : jpg, jpeg, png only		
<input type="text" value="ABENSON ICM"/>  No file selected.		
<b>SIGNED IN THE PRESENCE OF</b>		
Witness 1	FIRSTNAME LASTNAME	Witness 2
<b>COMMENTS/REMARKS</b>		
Comments	Remarks	
		

Copyright © 2018-2019 Hrms Promo. All rights reserved. Version 2.1.0

Click **Permit to Work** and **Contract of Employment** to generate.

Employee Type: **Promo**

Contract Type: **Employment**

**INCLUSIVE DATES OF CONTRACT**

\* Startdate: 04/01/2018

\* EOCdate: 04/30/2018

No. of Month(s) to Work: 0 day(s)

INTRO Allowed File : jpg, jpeg, png

\* ABENSON ICM: agot.JPG

Browse...

SIGNED IN THE PRESENCE OF

Witness 1: [Redacted]

Witness 2: [Redacted]

COMMENTS/REMARKS

Comments: [Redacted]

Remarks: [Redacted]

Close

Permit-To-Work      Contract of Employment

Submit

Copyright © 2018-2019 Hrms Promo. All rights reserved. Version 2.1.0

## Permit to Work

Fill in all required fields then click **Generate Permit**.

Employee Type: **Promo**

Contract Type: **Promo**

**INCLUSIVE DATES**

\* Startdate: 03393-2013 \* Adlaon, Reymund Cutin

\* EOCdate: [Redacted]

No. of Month(s) to Work: [Redacted]

INTRO Allowed File: [Redacted]

\* ABENSON ICM: [Redacted]

SIGNED IN THE PRESENCE OF

Witness 1: [Redacted]

COMMENTS/REMARKS

Comments: [Redacted]

Remarks: [Redacted]

Search Promo: 03393-2013 \* Adlaon, Reymund Cutin

\* Business Unit: --Select--

\* Duty Days: DAILY

\* Duty Schedule: --Select--

Special Schedule: --Select--

\* Day Off: --Select--

Generate Permit      Close

Submit

Copyright © 2018-2019 Hrms Promo. All rights reserved. Version 2.1.0

## View Permit to Work.

(Supervisor's Copy) PERMIT NO PUR3HV-040218

**NOTICE OF ASSIGNMENT**  
For Promodiser - Merchandiser  
Assigned at ABENSON ICM

NAME: Adlaon, Reymund Cutin STATUS: Contractual  
DESIGNATION: Promoter COMPANY/AGENCY: LG  
DEPT. ASSIGNED: Abenson  
INCLUSIVE DATES OF ASSIGNMENT: April 01, 2018 - April 30, 2018  
DUTY SCHEDULE: 09:00 PM-03:00 AM /DAILY DAY OFF: Monday

MARIA NORA A. PAHANG  
HRD MANAGER (AGC)

(201 Copy) PERMIT NO PUR3HV-040218

**NOTICE OF ASSIGNMENT**  
For Promodiser - Merchandiser

## Contract of Employment

Fill in all required fields then click Generate Contract.

Employee Type: Promo Promo

Contract: **Edit & Generate Contract**

INCLUSIONS:  
\* Witness(1)   
\* Witness(2)   
\* EOD:   
\* Contract Header:  -Select-

\* Please choose either to use Cedula (CTC No.) or SSS No.  
INTRO:  
\* ABE:  Cedula (CTC No.)  
 SSS No.

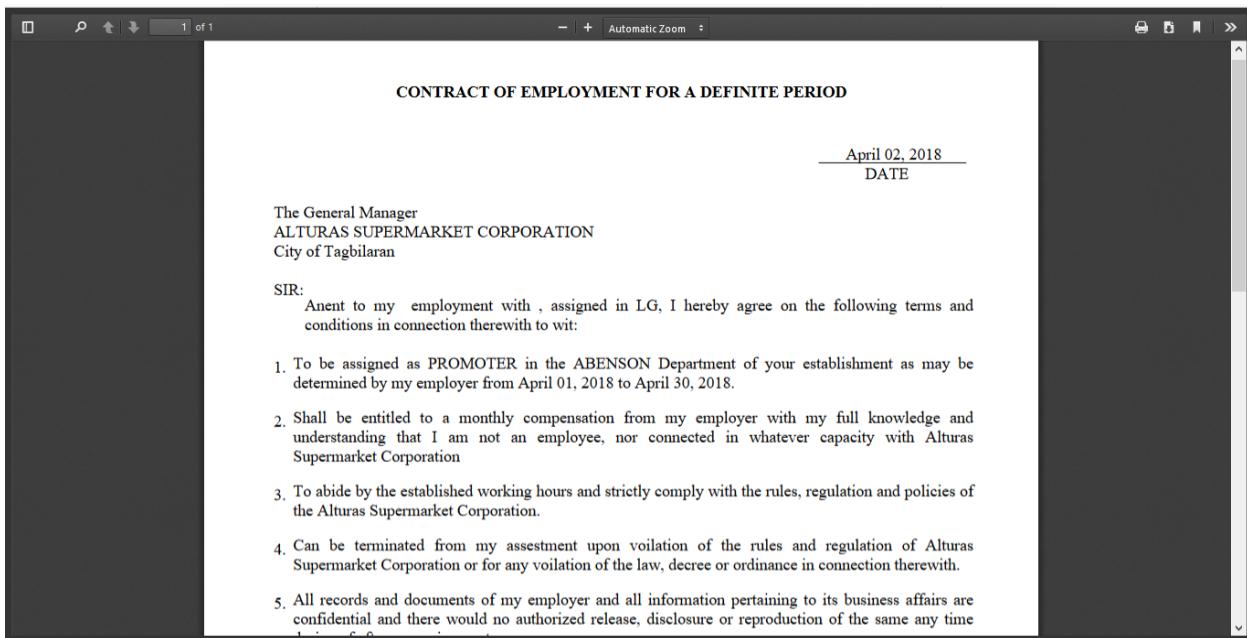
SIGNING:  
\* Date of Signing the Contract:  04/02/2018

Witness:   
Comments:

Generate Contract 

Copyright © 2018-2019 Hrms Promo. All rights reserved. Version 2.1.0

## View Contract.



## Online – Extend

Click Extend of Process button

Search promo/merchandiser to extend then click **Proceed**.

To proceed, click **Edit** to edit contract details.  
Fill in all required fields.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

**Contract** (Renewal) 

Renewal of Contract											
[03393-2013] Adlaon, Reymund Cutin											
Previous Contract Details											
Company	LG										
Promo Type	STATION										
Business Unit	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON
Business Unit											
<input type="radio"/> ASC: MAIN											
<input type="radio"/> ALTURAS TALIBON											
<input type="radio"/> ISLAND CITY MALL											
<input type="radio"/> PLAZA MARCELA											
<input type="radio"/> ABENSON ALTURAS											
<input checked="" type="radio"/> ABENSON ICM											
<input type="radio"/> CDC											
<input type="radio"/> BERAMA											
<input type="radio"/> ALTURAS TUBIGON											
New Contract Details											
Company	LG										
Promo Type	STATION										
Business Unit	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON
Business Unit											
<input type="radio"/> ASC: MAIN											
<input type="radio"/> ALTURAS TALIBON											
<input type="radio"/> ISLAND CITY MALL											
<input type="radio"/> PLAZA MARCELA											
<input type="radio"/> ABENSON ALTURAS											
<input checked="" type="radio"/> ABENSON ICM											
<input type="radio"/> CDC											
<input type="radio"/> BERAMA											
<input type="radio"/> ALTURAS TUBIGON											

Click **Submit** to generate contract.

Employee Type	Promo	Promo
Contract Type	Contractual	Contractual
<b>INCLUSIVE DATES OF CONTRACT</b>		
* Startdate	May, 21, 2017	<input type="text"/> mm/dd/yyyy
* EOCdate	Aug, 20, 2017	<input type="text"/> mm/dd/yyyy
No. of Month(s) to Work	2	
<b>INTRO</b> Allowed File : jpg, jpeg, png only		
* ABENSON ICM		<input type="button" value="Browse..."/> No file selected.
<b>SIGNED IN THE PRESENCE OF</b>		
<b>Witness 1</b>	<b>Witness 2</b>	
<input type="text"/> FIRSTNAME LASTNAME	<input type="text"/> FIRSTNAME LASTNAME	
<b>COMMENTS/REMARKS</b>		
Comments	Remarks	
<input type="button" value="Submit"/>		

Copyright © 2018-2019 Hrms Promo. All rights reserved. Version 2.1.0

Click **Permit to Work** and **Contract of Employment** to generate.

The screenshot shows a software application window titled "Promo". A modal dialog box is displayed in the center, titled "Employment", with the message: "Contract of Employment of Adlaon, Reymund Cutin was successfully added. Please Proceed on Printing of Contract and Permit-to-Work. Thank You!" Below the message are two buttons: "Permit-To-Work" and "Contract of Employment". At the bottom right of the modal is a "Close" button. The background of the application shows fields for "Employee Type", "Contract Type", "INCLUSIVE DATES OF CONTRACT", "Startdate" (04/01/2018), "EOCdate" (04/30/2018), "No. of Month(s) to Work" (0 day(s)), and "INTRO" (allowed file types: jpg, jpeg, png). There is also a file upload field with the file name "agot.JPG". The "SIGNED IN THE PRESENCE OF" section includes "Witness 1" and "Witness 2" fields. The "COMMENTS/REMARKS" section has "Comments" and "Remarks" fields. A "Submit" button is located at the bottom right of the main form. The footer of the application displays "Copyright © 2018-2019 Hrms Promo. All rights reserved." and "Version 2.1.0".

## Permit to Work

Fill in all required fields then click **Generate Permit**.

The screenshot shows a browser window with the URL "172.16.43.134/hrms/promo2/?p=processRenewal&&module=Contract&&em...". A modal dialog box titled "Print Permit" is open in the center. It contains fields for "Search Promo" (03393-2013 \* Adlaon, Reymund Cutin), "Business Unit" (dropdown menu, currently "Select..."), "Duty Days" (dropdown menu, currently "DAILY"), "Duty Schedule" (dropdown menu, currently "Select..."), "Special Schedule" (dropdown menu, currently "Select..."), and "Day Off" (dropdown menu, currently "Select..."). At the bottom right of the dialog is a blue button with a white arrow icon and the text "Generate Permit", which is highlighted with a red box and a blue arrow pointing to it. Other buttons include "Close" and "Submit" at the bottom right of the dialog. The background of the application shows fields for "Employee Type", "Contract Type", "INCLUSIVE DATES", "Startdate", "EOCdate", "No. of Month(s) to Work", "INTRO" (allowed file types: jpg, jpeg, png), "ABENSON ICM", "SIGNED IN THE PRESENCE OF", "Witness 1", "Comments", and "Remarks". The footer of the application displays "Copyright © 2018-2019 Hrms Promo. All rights reserved." and "Version 2.1.0".

## View Permit to Work.

(Supervisor's Copy)

NOTICE OF ASSIGNMENT  
For Promodiser - Merchandiser  
Assigned at ABENSON ICM

PERMIT NO.PUR3HV-040218

NAME: Adaon, Reymund Cutin STATUS: Contractual  
DESIGNATION: Promoter COMPANY/AGENCY: LG  
DEPT. ASSIGNED: Abenson  
INCLUSIVE DATES OF ASSIGNMENT: April 01, 2018 - April 30, 2018  
DUTY SCHEDULE: 09:00 PM-03:00 AM /DAILY DAY OFF: Monday

MARIA NORA A. PAHANG  
HRD MANAGER (AGC)

(201 Copy)

NOTICE OF ASSIGNMENT  
For Promodiser - Merchandiser

PERMIT NO PUR3HV-040218

## Contract of Employment

Fill in all required fields then click Generate Contract.

Employee Type: Promoto

Contract Edit & Generate Contract

INCLUDES:

\* Start Date: [Input field]

\* End Date: [Input field]

\* Contract Header: [Select dropdown] -Select-

\* Please choose either to use Cedula (CTC No.) or SSS No.

INTRODUCE:

\* ABENSON ICM

SIGNATURE:

\* Date of Signing the Contract: [Calendar icon] 04/02/2018

Comments: [Large text area]

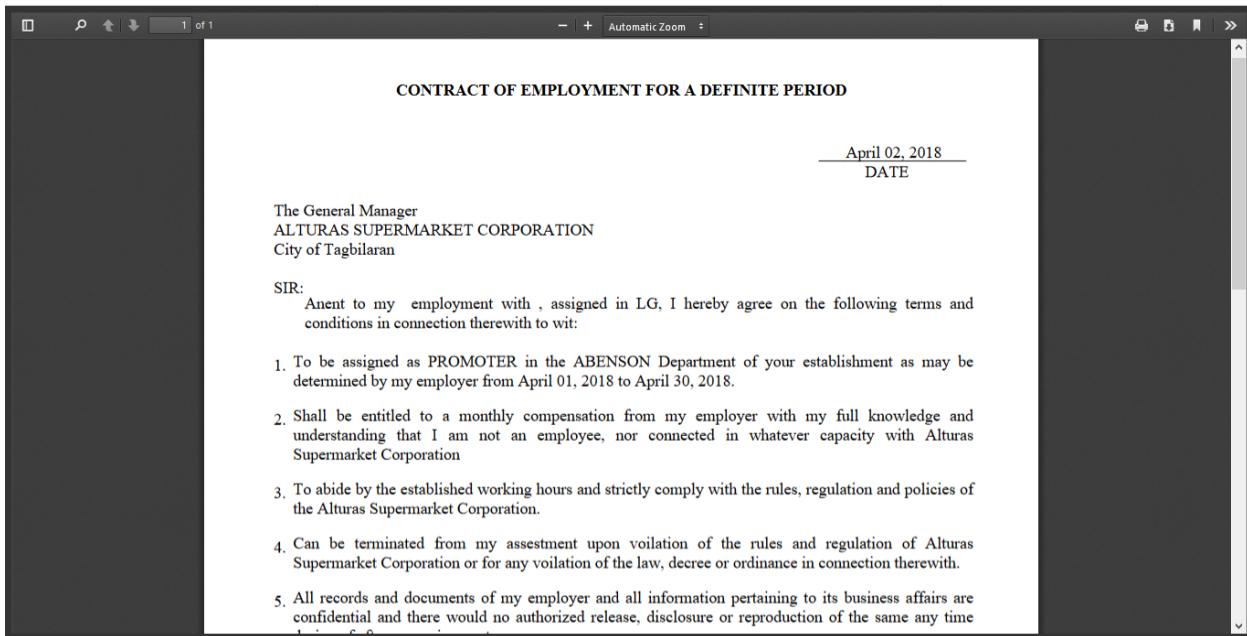
Remarks: [Text area]

Generate Contract

Copyright © 2018-2019 Hrms Promoto. All rights reserved.

Version 2.1.0

## View Contract.



## Online Process

### Click Online Process of EOC

View list of EOC promo/merchandisers.

Allow to generate report in Excel format. Click **Generate in Excel** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

End of Contract List

Filter All Business Unit All EOC Per Month Generate in Excel

Show 10 entries Search:

Name	Startdate	EOCdate	ASCM	ALTAL	ICM	PMDS	ALTUB	Action
Abella, Marjun Baba	02/26/2018	03/27/2018	none	none	none	none	none	Proceed To
Abellanosa, Reynaldo Jr, Rugay	02/26/2018	03/07/2018	none	none	none	none	none	Proceed To
Abesia, Wilfredo Jr, Alimonda	02/26/2018	04/22/2018						Proceed To
Abiar, Dona Jane Potane	11/20/2017	04/18/2018	none					Proceed To
Ablas, Mark Louie Boldo	11/19/2017	04/11/2018	none	none	none	none	none	Proceed To
Abo-abo, Ma. Cherelyn Ihalas	10/07/2017	03/07/2018						Proceed To
Abucay, Nida Cagay	11/14/2017	03/23/2018						Proceed To
Acibo, Joseph Hondanero	11/09/2017	04/02/2018	99.02	yes				Proceed To
Adlaon, Reymund Cutin	04/01/2018	04/30/2018						Proceed To
Agon, Jayson Bagayas	11/24/2017	04/17/2018						Proceed To

Showing 1 to 10 of 485 entries

Previous 1 2 3 4 5 ... 49 Next

## View Report (List of EOC Employees)

report-38 [Read-Only] - Excel

The screenshot shows an Excel spreadsheet titled "report-38 [Read-Only]". The title bar includes the file name, a warning icon, and user information. The ribbon menu is visible at the top. The main content is a table titled "END OF CONTRACT LIST" with the following columns:

No	Emp. ID	Name	Company	Business Unit	Department	Position	Startdate	EOCdate	Promo Type
4	117223-2013	Lopeccillo, Irene Tariga	QUICKSILVER PRODUCT	ASC: MAIN, ISLAND CITY MALL, PLAZA MARCELA	GROCERY	Promodiser	9/5/2017	3/3/2018	ROVING
5	205491-2013	Dumilig, Evita Ricalde	RRJ/MR. LEE	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/2/2017	3/2/2018	STATION
6	312808-2013	Echavari, Raymon John Solito	NKD	ISLAND CITY MALL	FIXRITE	Merchandiser	10/3/2017	3/2/2018	STATION
7	406941-2016	Salva, Jolliebel Pocot	CONCEPT CLOTHING CO., INC.	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/4/2017	3/4/2018	STATION
8	505843-2016	Alferez, Rosean Mae Geniblazo	GRENDDHA	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/7/2017	3/7/2018	STATION
9	629456-2013	Abo-abo, Ma. Cherylyn Ithalas	HANNAH & BIANCA	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/7/2017	3/7/2018	STATION
10	701617-2013	Potane, Beverly Taray	MY PHILIPPINES	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/6/2017	3/6/2018	STATION
11	800662-2016	Macuse, Charity Alforque	IN2IT	ASC: MAIN	HOME AND FASHION	Promodiser	10/2/2017	3/2/2018	STATION
12	901019-2016	Palma, Catherine Pagente	FUBU	ASC: MAIN	HOME AND FASHION	Promodiser	10/3/2017	3/3/2018	STATION
13	1004052-2017	Campaña, Jamaica Tabat	DICKIES - LADIES WEAR	ASC: MAIN	HOME AND FASHION	Promodiser	10/5/2017	3/5/2018	STATION
14	1104172-2013	Taganan, Nichol Alfred Abucayon	STERLING	ASC: MAIN, ALTURAS TALIBON, ISLAND CITY MALL, PLAZA MARCELA	SOD	Merchandiser	10/3/2017	3/3/2018	ROVING
15	1203214-2016	Ambalong, Joseph Macaldo	SKETCHERS	ISLAND CITY MALL	HOME AND FASHION	Merchandiser	10/3/2017	3/5/2018	STATION
16	1309814-2013	Ongcoy, Rutchel Magsigay	QUANTA PAPER	ASC: MAIN, ISLAND CITY MALL, PLAZA MARCELA	GROCERY	Promodiser	10/10/2017	3/9/2018	ROVING
17	1404155-2013	Daplin, Ava Padecio	SELECTA	ISLAND CITY MALL	GROCERY	Promodiser	10/5/2017	3/3/2018	STATION
18	1507682-2013	Palomares, Junrey Bulala	PITTER-PAT SHOES	ISLAND CITY MALL	HOME AND FASHION	Merchandiser	10/6/2017	3/3/2018	STATION
19	1605143-2013	Jandayan, Jason Saldivar	MANDAUVE FOAM	PLAZA MARCELA	HOME AND FASHION	Merchandiser	10/13/2017	3/13/2018	STATION
20	1707000-2015	Arcayan, Stephanie Bolatete	WATCHMAN	ISLAND CITY MALL	HOME AND FASHION	Promodiser	10/5/2017	3/5/2018	STATION
21	1806457-2016	Iñales, Jerry Jr. Bernal	LIQUATEK	ISLAND CITY MALL	FIXRITE	Merchandiser	10/11/2017	3/10/2018	STATION

To proceed, select renewal or resigned.

For Renewal.

Upload clearance by clicking **Browse** then click **Upload**.

Human Resource Management System [ Placement ]

The screenshot shows a web-based application interface for the Human Resource Management System. The left sidebar has a navigation menu with categories like Dashboard, Blacklisted, Contract, Outlet, Promo, Reports, Resignation/Termination, Setup, User Accounts, and Utilities. The main area is titled "Upload Clearance" and displays a table titled "Clearance (Island City Mall)" with a list of names. At the bottom of this table is a "Browse..." button. To the right of the table is a large "Upload" button with a right-pointing arrow icon. The background shows a grid of employee records with various status indicators and buttons like "Proceed To".

To proceed, click **Edit** to edit contract details.  
Fill in all required fields.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Renewal of Contract

[03393-2013] Adlaon, Reymund Cutin

Previous Contract Details		New Contract Details																				
Company	LG	LG																				
Promo Type	STATION	STATION																				
Business Unit	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON	<table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr><td><input type="radio"/> ASC: MAIN</td></tr> <tr><td><input type="radio"/> ALTURAS TALIBON</td></tr> <tr><td><input type="radio"/> ISLAND CITY MALL</td></tr> <tr><td><input type="radio"/> PLAZA MARCELA</td></tr> <tr><td><input type="radio"/> ABENSON ALTURAS</td></tr> <tr><td><input checked="" type="radio"/> ABENSON ICM</td></tr> <tr><td><input type="radio"/> CDC</td></tr> <tr><td><input type="radio"/> BERAMA</td></tr> <tr><td><input type="radio"/> ALTURAS TUBIGON</td></tr> </tbody> </table>	Business Unit	<input type="radio"/> ASC: MAIN	<input type="radio"/> ALTURAS TALIBON	<input type="radio"/> ISLAND CITY MALL	<input type="radio"/> PLAZA MARCELA	<input type="radio"/> ABENSON ALTURAS	<input checked="" type="radio"/> ABENSON ICM	<input type="radio"/> CDC	<input type="radio"/> BERAMA	<input type="radio"/> ALTURAS TUBIGON
Business Unit																						
<input type="radio"/> ASC: MAIN																						
<input type="radio"/> ALTURAS TALIBON																						
<input type="radio"/> ISLAND CITY MALL																						
<input type="radio"/> PLAZA MARCELA																						
<input type="radio"/> ABENSON ALTURAS																						
<input checked="" type="radio"/> ABENSON ICM																						
<input type="radio"/> CDC																						
<input type="radio"/> BERAMA																						
<input type="radio"/> ALTURAS TUBIGON																						
Business Unit																						
<input type="radio"/> ASC: MAIN																						
<input type="radio"/> ALTURAS TALIBON																						
<input type="radio"/> ISLAND CITY MALL																						
<input type="radio"/> PLAZA MARCELA																						
<input type="radio"/> ABENSON ALTURAS																						
<input checked="" type="radio"/> ABENSON ICM																						
<input type="radio"/> CDC																						
<input type="radio"/> BERAMA																						
<input type="radio"/> ALTURAS TUBIGON																						



Click **Submit** to generate contract.

Employee Type	Promo	Promo
Contract Type	Contractual	Contractual
<b>INCLUSIVE DATES OF CONTRACT</b>		
* Startdate	May, 21, 2017	<input type="text"/> mm/dd/yyyy
* EOCdate	Aug, 20, 2017	<input type="text"/> mm/dd/yyyy
No. of Month(s) to Work	2	
<b>INTRO</b> Allowed File : jpg, jpeg, png only		
<input type="text"/> ABENSON ICM <input type="button" value="Browse..."/> No file selected.		
<b>SIGNED IN THE PRESENCE OF</b>		
<b>Witness 1</b>	<b>Witness 2</b>	
<input type="text"/> FIRSTNAME LASTNAME	<input type="text"/> FIRSTNAME LASTNAME	
<b>COMMENTS/REMARKS</b>		
<b>Comments</b>	<b>Remarks</b>	
<input type="text"/>	<input type="text"/>	
		
Copyright © 2018-2019 Hrms Promo. All rights reserved.		Version 2.1.0

Click **Permit to Work** and **Contract of Employment** to generate.

The screenshot shows a modal window titled "Employment" with a blue header. Inside, a message states: "Contract of Employment of Adlaon, Reymund Cutin was successfully added. Please Proceed on Printing of Contract and Permit-to-Work. Thank You!" Below the message are two buttons: "Permit-To-Work" and "Contract of Employment". A "Close" button is located at the bottom right of the modal. The background of the page is a form for creating a contract of employment, which includes fields for Employee Type, Contract Type, Inclusive Dates of Contract, Startdate, EOCdate, No. of Month(s) to Work, INTRO (with file upload), SIGNED IN THE PRESENCE OF (Witness 1 and Witness 2), COMMENTS/REMARKS (Comments and Remarks), and a "Submit" button at the bottom right. At the very bottom of the page, there is copyright information: "Copyright © 2018-2019 Hrms Promo. All rights reserved." and "Version 2.1.0".

## Permit to Work

Fill in all required fields then click **Generate Permit**.

The screenshot shows a modal window titled "Print Permit" with a blue header. It contains several configuration fields: "Search Promo" (with a dropdown showing "03393-2013 \* Adlaon, Reymund Cutin"), "Business Unit" (dropdown: "Select..."), "Duty Days" (dropdown: "DAILY"), "Duty Schedule" (dropdown: "Select..."), "Special Schedule" (dropdown: "Select..."), and "Day Off" (dropdown: "Select..."). At the bottom right of the modal is a large blue button labeled "Generate Permit" with a small icon of a document. To the left of this button is a blue arrow pointing right. Other buttons include "Close" and "Submit" at the bottom right of the modal. The background of the page is a form for generating a permit, which includes fields for Employee Type, Contract Type, Inclusive Dates, Startdate, EOCdate, No. of Month(s) to Work, INTRO (with file upload), SIGNED IN THE PRESENCE OF (Witness 1 and Witness 2), COMMENTS/REMARKS (Comments and Remarks), and a "Submit" button at the bottom right. At the very bottom of the page, there is copyright information: "Copyright © 2018-2019 Hrms Promo. All rights reserved." and "Version 2.1.0".

## View Permit to Work.

(Supervisor's Copy) PERMIT NO PUR3HV-040218

**NOTICE OF ASSIGNMENT**  
For Promodiser - Merchandiser  
Assigned at ABENSON ICM

NAME: Adlaon, Reymund Cutin STATUS: Contractual  
DESIGNATION: Promoter COMPANY/AGENCY: LG  
DEPT. ASSIGNED: Abenson  
INCLUSIVE DATES OF ASSIGNMENT: April 01, 2018 - April 30, 2018  
DUTY SCHEDULE: 09:00 PM-03:00 AM /DAILY DAY OFF: Monday

MARIA NORA A. PAHANG  
HRD MANAGER (AGC)

(201 Copy) PERMIT NO PUR3HV-040218

**NOTICE OF ASSIGNMENT**  
For Promodiser - Merchandiser

## Contract of Employment

Fill in all required fields then click Generate Contract.

Employee Type: Promo Promo

Contract: **Edit & Generate Contract**

**INCLUDES:**

- \* Start Date:
- \* End Date:
- \* Contract Header:  -Select-
- \* Please choose either to use Cedula (CTC No.) or SSS No.
  - Cedula (CTC No.)
  - SSS No.

**INTRO:**

\* ABENSON ICM

**SIGN:**

\* Date of Signing the Contract:  04/02/2018

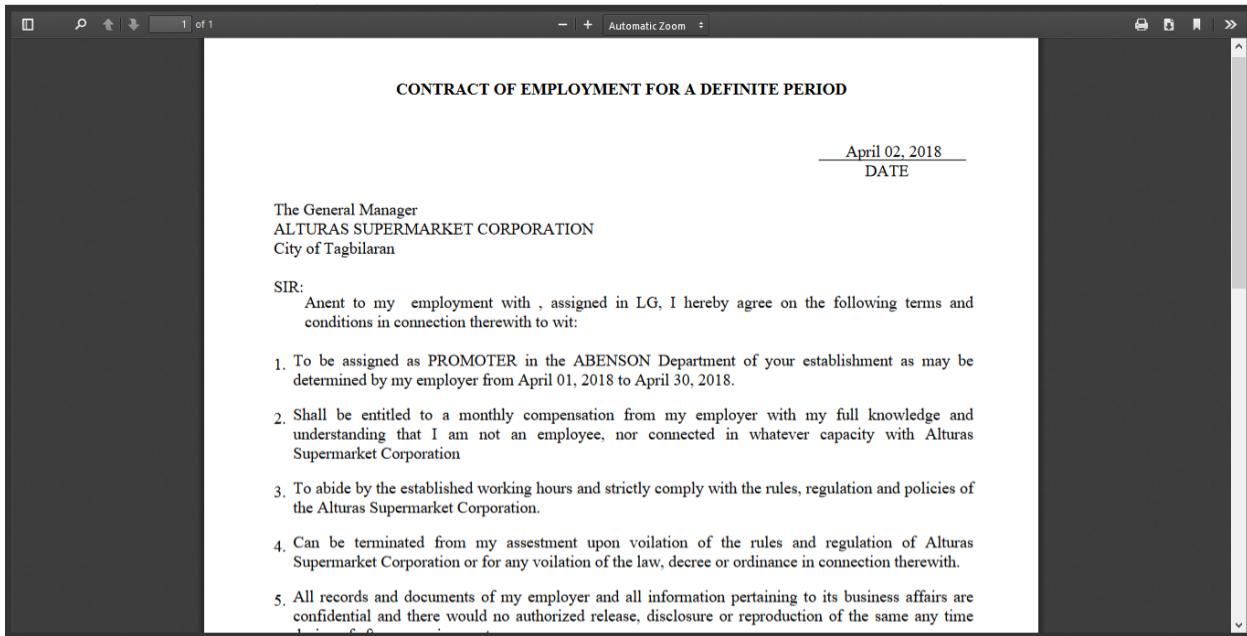
**Comments:**

**Remarks:**

**Buttons:**

Copyright © 2018-2019 Kima Provo. All rights reserved. Version 2.1.0

## View Contract.



**For Resigned.**

Fill in all required fields then click **Submit**.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Resignation/Termination

Add New Resignation/Termination Entry

Search Promo \*  
14172-2013 \* Acobo, Joseph Hondanero

Date \*  
04/02/2018

Remarks \*

Status \*  
--Select--

**Submit**

Home > Resignation/Termination > Add Resignation/Termination

Dashboard

Blacklisted

Contract

Outlet

Promo

Reports

Resignation/Termination

Add Resignation/Termination

Resignation/Termination List

Tag for Resignation

Setup

User Accounts

Utilities

**For Blacklist (for low EPAS only)**  
Fill in all required fields then click **Submit**.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Blacklisted

Add New Blacklist Entry

Employee \*  
10182-2013 \* AVERGONZADO, JASON LAGUVA

Browse Click Browse

Reason \*

Date Blacklisted \*  
04/02/2018

Reported By \*

Birthday  
Address

Submit Reset

## Transfer Rate (Sub Menu)

Step 1: Search promo/merchandiser.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Contract

Transfer Rate

Search Promo

## Step 2: Select rate from previous contract by clicking checkbox then click Transfer Rate

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Contract

Transfer Rate

Search Promo  
01042-2015 \* Bulaso, John Barry Mendañza

Previous Rate(s)					
	Store	Rate	Rater	Startdate	Eocdate
<input type="checkbox"/>	ICM	88.84	Adante, Girlyn P.	12/10/2017	05/01/2018
<input type="checkbox"/>	ICM	91	Estroga, Ranilo H.	02/08/2017	02/13/2017
<input type="checkbox"/>	ICM	87.65	Pacubat, Lorena S.	09/04/2016	09/07/2016
<input type="checkbox"/>	ICM	87.46	Pacubat, Lorena S.	03/08/2016	06/01/2016
<input type="checkbox"/>	ICM	89.68	Tancogo, Rosalino Jr, C.	03/06/2016	03/07/2016
<input type="checkbox"/>	ICM	89.1	Pacubat, Lorena S.	09/04/2015	12/01/2015
<input type="checkbox"/>	ICM	88.77	Pacubat, Lorena S.	06/05/2015	09/01/2015

Transfer Rate

## Print Contract (Sub Menu)

Step 1: Search promo/merchandiser.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Contract

Print Contract

Search Promo

## Step 2: Fill-in all required fields. Click Generate Contract.

Human Resource Management System [ Placement ]

Promo Module

Placement  salamander

**Contract**

Print Contract

Search Promo  
01042-2015 \* Bulaso, John Barry Mendañaga

Company : BINONDO  
Business Unit : ALTA, ICM  
Department : FIXRITE  
Promo Type : ROVING  
Contract Type : Contractual  
Position : Merchandiser  
Startdate : 03/20/2018  
EOCdate : 05/01/2018

Edit & Generate Contract

\* Witness(1)      \* Witness(2)

SAMPLE      SAMPLE  
sample      sample

PLAZA MARCELA ----- Corner Belderol & Pamaong Sts. Tagbilaran City

\* Please choose either to use Cedula (CTC No.) or SSS No.  
 Cedula (CTC No.)      CCI1234 56789012  
 SSS No.

\* Issued On      \* Issued At  
 01/01/1970      Ulbuhan, Calape, Bohol

\* Date of Signing the Contract  
 03/20/2018

**Generate Contract**




## View Contract.

CONTRACT OF EMPLOYMENT FOR A DEFINITE PERIOD

March 20, 2018  
DATE

The General Manager  
PLAZA MARCELA  
Corner Belderol & Pamaong Sts. Tagbilaran City

SIR:  
Agent to my employment with , assigned in BINONDO, I hereby agree on the following terms and conditions in connection therewith to wit:

1. To be assigned as Merchandiser in the FIXRITE Department of your establishment as may be determined by my employer from March 20, 2018 to May 01, 2018.
2. Shall be entitled to a monthly compensation from my employer with my full knowledge and understanding that I am not an employee, nor connected in whatever capacity with Plaza Marcela
3. To abide by the established working hours and strictly comply with the rules, regulation and policies of the Plaza Marcela.
4. Can be terminated from my assignment upon violation of the rules and regulation of Plaza Marcela or for any violation of the law, decree or ordinance in connection therewith.
5. All records and documents of my employer and all information pertaining to its business affairs are confidential and there would no authorized release, disclosure or reproduction of the same any time during of after my assignment.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 20th day of MARCH, 2018 at Tagbilaran City, Bohol, Philippines.

JOHN BARRY M. BULASO  
Employee

CTC No CCI1234 56789012  
issued on January 01, 1970  
at Ulbuhan, Calape, Bohol

## Print Permit (Sub Menu)

Allow printing of current and previous permit to work.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...



Dashboard



Blacklisted



Change Outlet



Contract



Renewal



Transfer Rate



Print Contract



Print Permit



Promo



Reports



Resignation/Termination



Setup



User Accounts



Utilities



Contract

Home > Contract > Print Permit

Generate Permit

Current Permit

Print Permit

Allows printing of permit of current contract.

Previous Permit

Print Permit

Allows printing of permit from previous contract.

### For Current Contract:

Step 1: Click Print Permit for current contract.

Step 2: Fill-in all required fields then click Generate Permit

Human Resource Management System [ Placement ]

Placement salamander

Promo Module

Search...



Dashboard



Blacklisted



Change Outlet



Contract



Renewal



Transfer Rate



Print Contract



Print Permit



Promo



Reports



Resignation/Termination



Setup



User Accounts



Utilities



Print Permit



Search Promo

01042-2015 \* Bulaso, John Barry Mendaña



Business Unit

ISLAND CITY MALL

Duty Days

TTH

Duty Schedule

2 = 07:00 AM-01:30 PM , 04:00 PM-05:30 PM

Special Schedule

--Select--

Day Off

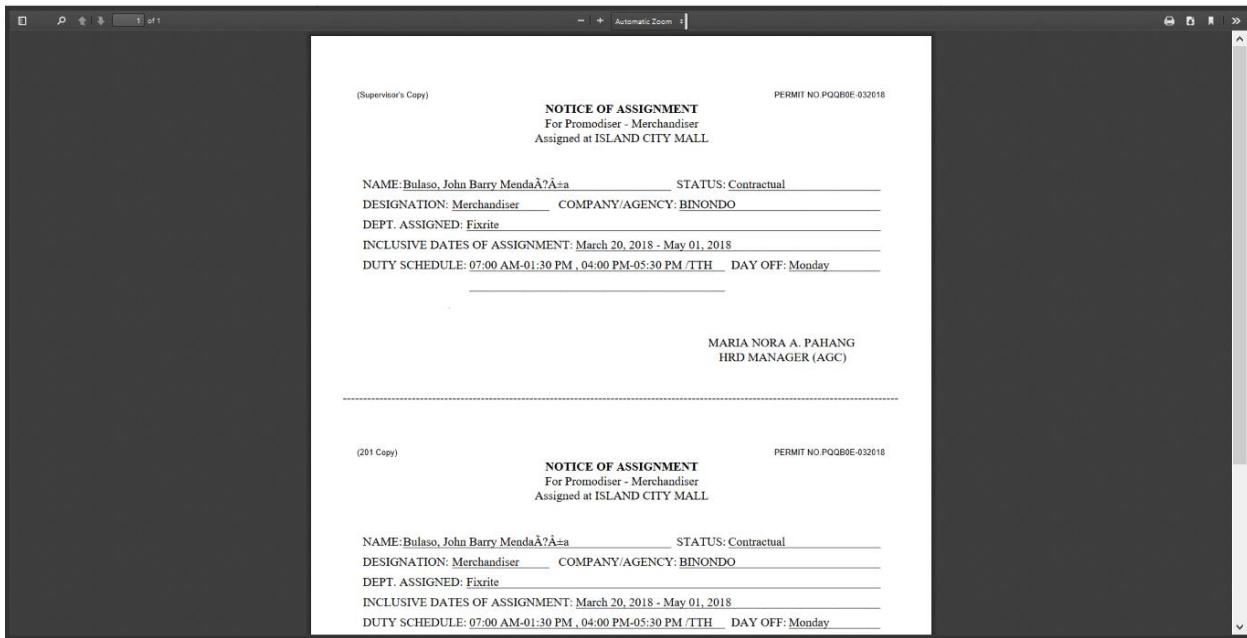
Monday



Generate Permit

Close

## View Permit to Work.



### For Previous Contract:

Step 1: Click Print Permit for previous contract.

Step 2: Search promo/merchandiser

Human Resource Management System [ Placement ]

Promo Module

Contract

Current Permit

Print Permit

Allows printing of permit of current contract.

Previous Permit

Print Permit

Allows printing of permit from previous contract.

Print Permit

Search Promo

Placement salamander

**Step 3:** View list of contract date. Click **Print Permit** of your chosen contract.

Human Resource Management System [ Placement ]

Promo Module

Contract

Print Permit

Search Promo  
01042-2015 \* Bulaso, John Barry Mendañaga

Previous Permit

Startdate	EOCdate	Action
Dec. 10, 2017	May. 01, 2018	<b>Print Permit</b>
Jul. 02, 2017	Jul. 11, 2017	<b>Print Permit</b>
Feb. 16, 2017	Jul. 01, 2017	<b>Print Permit</b>
Feb. 08, 2017	Feb. 13, 2017	<b>Print Permit</b>
Feb. 02, 2017	Feb. 07, 2017	<b>Print Permit</b>
Sep. 15, 2016	Feb. 01, 2017	<b>Print Permit</b>

Close

**Step 4:** Fill-in all required fields then click **Generate Permit**

Human Resource Management System [ Placement ]

Promo Module

Contract

Print Permit

\* Search Promo  
01042-2015 \* Bulaso, John Barry Mendañaga

\* Business Unit  
ISLAND CITY MALL

\* Duty Days  
TTH

\* Duty Schedule  
2 = 07:00 AM-01:30 PM, 04:00 PM-05:30 PM

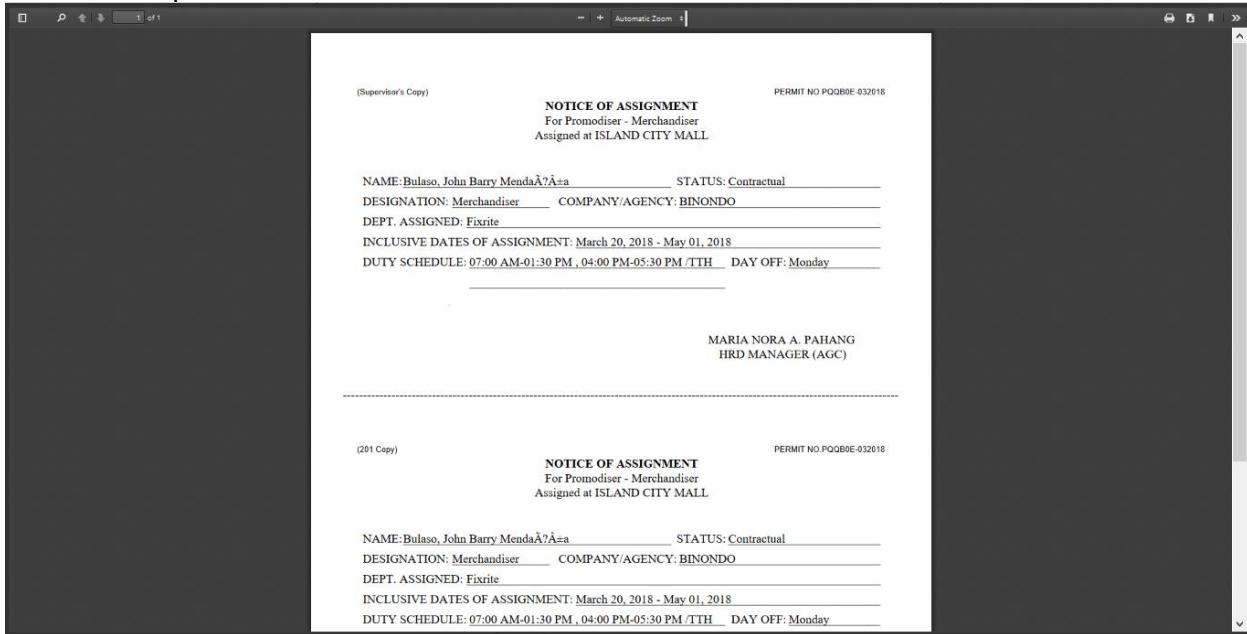
Special Schedule  
--Select--

\* Day Off  
Monday

Generate Permit

Close

## View previous Permit to Work.



## PROMO

### Masterfile (Sub Menu)

View employee list (promo/merchandiser)

Human Resource Management System [ Placement ]

Name	Company	Store	Department	Position	PromoType	Status
Arnejo, Jerome Mantiza	NESTEA	ASCM, PMDS	GROCERY	Merchandiser	ROVING	Active
Balagan, Manilyn Dapar	GET LAUD	ICM, PMDS	HOME AND FASHION	Promodiser	ROVING	Active
Abacahan, Charmaine Cailing	PADDOCKS	PMDS	HOME AND FASHION	Promodiser	STATION	End of Contract
Abad, Marjun Torreon	GIBI SHOES	ASCM	HOME AND FASHION	Merchandiser	STATION	Resigned
Abadejos, Rey Romulo Tumanda	REBISCO	ASCM	GROCERY	Merchandiser	STATION	End of Contract
Abais, Kerwin Sere	VIRGINIA FOODS	ALTAL, ICM, PMDS	FRESH MARKET	Merchandiser	ROVING	Active
Aballar, Nilo Jr, Batingal	JJ F&V	ICM	FRESH MARKET	Merchandiser	STATION	Active
Abanto, James Jovenelle Salva	RUSTY LOPEZ	ICM	HOME AND FASHION	Merchandiser	STATION	blacklisted
Abaao, Darryll Supangan	SWIFT	ASCM	GROCERY	Merchandiser	STATION	End of Contract
Abaao, Juliet Bohol	CHOITHRAM	ASCM, ICM, PMDS	HOME AND FASHION	Promodiser	ROVING	blacklisted

Allow Filtering for specific viewing. Click **Show Filter** button.

**Human Resource Management System [ Placement ]**

**Promo Module**

**Promo**

**Filter Promo**

**Store**: --Select--

**Department**: --Select--

**Name**: Armejo, Jerome Mantiza

**Promo Type**: --Select--

**Company**: --Select--

**Filter**

Position	PromoType	Status
Merchandiser	ROVING	Active
Promodiser	ROVING	Active
Promodiser	STATION	End of Contract
Merchandiser	STATION	Resigned
Merchandiser	STATION	End of Contract
Merchandiser	ROVING	Active
Merchandiser	STATION	Active
Merchandiser	STATION	blacklisted
Merchandiser	STATION	End of Contract
Promodiser	ROVING	blacklisted

## Search Promo (Sub Menu)

Search promo/merchandiser

**Human Resource Management System [ Placement ]**

**Promo Module**

**Promo**

**Search Promo**

**Placement** **salamander**

**Home > Promo > Search Promo**

**Search...**

**Dashboard**

**Blacklisted**

**Change Outlet**

**Contract**

**Promo**

- Masterfile**
- Search Promo** (highlighted with a blue box and arrow)
- Search Applicant**
- Tag to Recruitment**

**Reports**

**Resignation/Termination**

**Setup**

**User Accounts**

**Utilities**

Click employee name to view employee's profile and other details.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Change Outlet

Contract

**Promo**

Masterfile

**Search Promo**

Search Applicant

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Promo

Search Promo

BULASO, J

[1] 01042-2015 Bulaso, John Barry MendaÑa Active

Company: BINONDO Business Unit: ALTAL, ICM Department: FIXRITE Promo Type: ROVING

Position: Merchandiser Civil Status: Single Birthdate: June 08, 1987 Home Address: Ulubjan, Calape, Bohol

Remarks: Added Outlet - ALTURAS TALIBON

Showing 1 to 1 of 1 entries

Previous 1 Next



View employee's profile

You can select what category or information to view. Click the dropdown list button.  
Allows editing by clicking **Edit** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Contract

Outlet

**Promo**

Masterfile

Search Promo

Search Applicant

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Bulaso, John Barry

Merchandiser

Change Photo View Full Profile

01042-2015  
30 years old

ALTURAS TALIBON  
ISLAND CITY MALL

FIXRITE  
Promo(Contractual)  
01/01/1970 - 01/01/1970

Active

Basic Information

Family Background

Contact & Address Information

Educational Background

Eligibility/ Seminary/ Trainings

Character References

Skills and Competencies

EOC Appraisal

Application History

Contract History

Employment History

Job Transfer History

Blacklist History

Benefits

201 Documents

Peer-Subordinate-Supervisor

Remarks

User Account

Middle Name: Mendaña

Suffix:

Citizenship: Filipino

Civil Status: Single

Blood Type:

Height in centimeter: 170cm / 5'7



Allows uploading of documents

- For **Eligibility/Seminars/Trainings**

Click Add to add information.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Contract

Outlet

**Promo**

Masterfile

Search Promo

Search Applicant

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

  
● **Bulaso, John Barry**  
Merchandiser  
 Change Photo  View Full Profile  
  
01042-2015  
30 years old  
  
ALTURAS TALIBON  
ISLAND CITY MALL  
  
FIXRITE  
Promo(Contractual)  
01/01/1970 - 01/01/1970  
  
 Active

Eligibility/Seminars/Trainings

Eligibility / Seminar / Training Information  Add

Name	Date	Location	Certificate	Action
Seminar 4 na neh	March 06, 2018	Corporate IT	<input type="button"/> edit	<input type="button"/> view
Seminar Without Certificate	March 25, 2018	sa puso mu	<input type="button"/> edit	<input type="button"/> view
Last Testing	March 31, 2018	Location Sample	<input type="button"/> view	<input type="button"/> edit
Seminar 3	March 06, 2018	Corporate IT	<input type="button"/> view	<input type="button"/> edit

## ADD

Supply required fields then click **Browse** to upload file and click **Submit** afterwards.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Contract

Outlet

**Promo**

Masterfile

Search Promo

Search Applicant

Tag to Recruitment

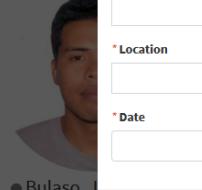
Reports

Resignation/Termination

Setup

User Accounts

Utilities

  
● **Bulaso, J**  
Mercha  
  
01042-2015  
30 years old  
  
ALTURAS TALIBON  
ISLAND CITY MALL  
  
FIXRITE  
Promo(Contractual)  
01/01/1970 - 01/01/1970  
  
 Active

Eligibility / Seminars / Trainings Information

Eligibility / Seminar / Training Information  Add

**Name**

**Location**

**Date**  **Certificate**  Browse... No file selected.

Submit  Close

Name	Date	Location	Certificate	Action
Seminar 4 na neh	March 06, 2018	Corporate IT	<input type="button"/> edit	<input type="button"/> view
Seminar Without Certificate	March 25, 2018	sa puso mu	<input type="button"/> edit	<input type="button"/> view
Last Testing	March 31, 2018	Location Sample	<input type="button"/> view	<input type="button"/> edit
Seminar 3	March 06, 2018	Corporate IT	<input type="button"/> view	<input type="button"/> edit

## EDIT

Click Edit button to update added files. Click Submit to update.

Human Resource Management System [ Placement ]

Promo Module

Eligibility / Seminars / Trainings Information

Name: Last Testing

Location: Location Sample

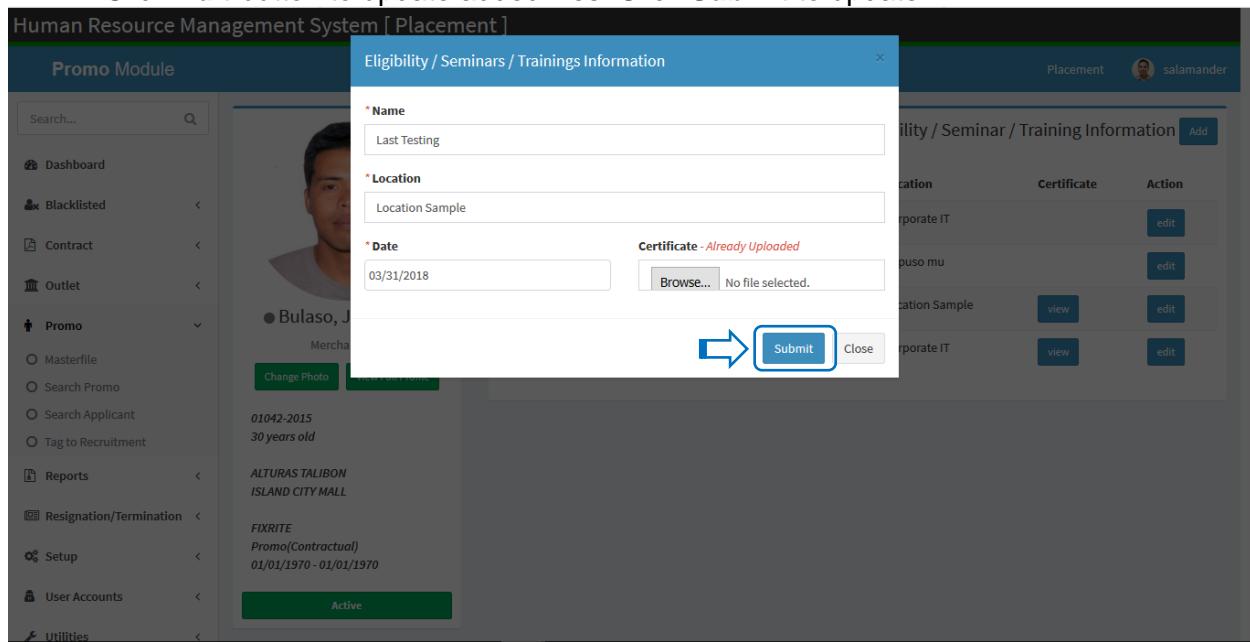
Date: 03/31/2018

Certificate - Already Uploaded

Browse... No file selected.

Submit

Active



## VIEW

Click View to view uploaded file.

Human Resource Management System [ Placement ]

Promo Module

Eligibility / Seminars / Trainings Information

January 22, 2018

**Miss Maria Nora Pahang**  
HRD, Manager  
Alturas Group of Companies  
Tagbilaran City

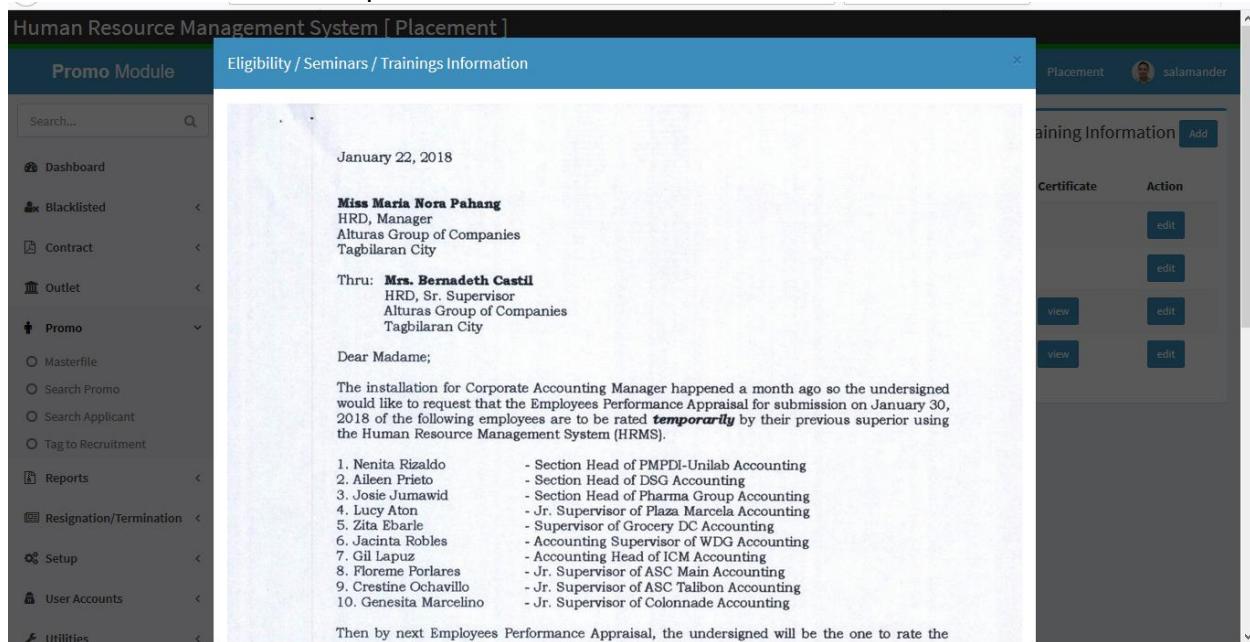
Thru: **Mrs. Bernadeth Castillo**  
HRD, Sr. Supervisor  
Alturas Group of Companies  
Tagbilaran City

Dear Madame;

The installation for Corporate Accounting Manager happened a month ago so the undersigned would like to request that the Employees Performance Appraisal for submission on January 30, 2018 of the following employees are to be rated **temporarily** by their previous superior using the Human Resource Management System (HRMS).

1. Nenita Rizaldo	- Section Head of PMPDI-Unilab Accounting
2. Aileen Prieto	- Section Head of DSG Accounting
3. Josie Jumawid	- Section Head of Pharma Group Accounting
4. Lucy Aton	- Jr. Supervisor of Plaza Marcella Accounting
5. Zita Ebarle	- Supervisor of Grocery DC Accounting
6. Jacinta Robles	- Accounting Supervisor of WDG Accounting
7. Gil Lapuz	- Accounting Head of ICM Accounting
8. Floreme Porlares	- Jr. Supervisor of ASC Main Accounting
9. Crestine Ochavillo	- Jr. Supervisor of ASC Talibon Accounting
10. Genesita Marcelino	- Jr. Supervisor of Colonnade Accounting

Then by next Employees Performance Appraisal, the undersigned will be the one to rate the



- For Contract History  
Click upload icon to upload documents.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Contract

Outlet

Promo

- Masterfile
- Search Promo
- Search Applicant
- Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

Bulaso, John Barry  
Merchandiser

Change Photo View Full Profile

01042-2015  
30 years old

ALTURAS TALIBON  
ISLAND CITY MALL

FIXRITE  
Promo(Contractual)  
01/01/1970 - 01/01/1970

Active

Contract History

Contract History

Note: There should ONLY BE ONE CURRENT CONTRACT and that should be the latest contract of the employee.  
When adding PREVIOUS CONTRACT, status should not be active.

**CURRENT CONTRACT**

No	Position	Company	BusinessUnit	Department	Status	Startdate	EOCdate	Action
1.	Merchandiser	BINONDO	ALTAL, ICM	FIXRITE	Active	01/01/1970	01/01/1970	

**PREVIOUS CONTRACT**

No	Position	Company	BusinessUnit	Department	Status	Startdate	EOCdate	Action
1.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	12/10/2017	05/01/2018	
2.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	07/02/2017	07/11/2017	
3.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	02/16/2017	07/01/2017	
4.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	02/08/2017	02/13/2017	
5.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	02/02/2017	02/07/2017	
6.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	09/15/2016	02/01/2017	
7.	Merchandiser	BINONDO	ICM	FIXRITE	End of Contract	09/04/2016	09/07/2016	

## UPLOAD

Click **Browse** to add files to be uploaded then click **Upload** button to upload all files added.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Clearance (Island City Mall) No file selected.

Contract (Island City Mall) No file selected.

EOC Appraisal (Island City Mall) No file selected.

Clearance (Island City Mall) No file selected.

Contract (Island City Mall) No file selected.

EOC Appraisal (Island City Mall) No file selected.

- For 201 Files  
Click Upload to select folder and file to be uploaded.

Human Resource Management System [ Placement ]

Promo Module

## UPLOAD

Select 201 file to upload by clicking the dropdown list.  
Browse a file then click Upload.

Human Resource Management System [ Placement ]

Promo Module

## Search Applicant (Sub Menu)

Input last name and first name to search.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Change Outlet

Contract

**Promo**

Masterfile

Search Promo

**Search Applicant**

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

**Promo**

Note: Lastname is required.

**Search Applicant**

LASTNAME FIRSTNAME

A blue arrow points from the 'Search Applicant' link in the left sidebar to the 'Search Applicant' section in the main content area.

Click employee name to view applicants' profile, status and other details.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Change Outlet

Contract

**Promo**

Masterfile

Search Promo

**Search Applicant**

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

**Promo**

Note: Lastname is required.

**Search Applicant**

TORREON

[1] 43079-2013 Torreon, Abel Baretnan  
Civil Status: Single Birthdate: October 28, 1984 Home Address: San Jose Getafe Bohol

[2] 01858-2017 Torreon, Aimee Amistoso  
Civil Status: Single Birthdate: February 28, 1996 Home Address: Calatrava, Carmen, Bohol

[3] 44579-2013 Torreon, Allan Fuentes  
Civil Status: Single Birthdate: February 21, 1982 Home Address: Zamora Talibon Bohol

[4] 05212-2015 Torreon, Almanita Saldo  
Civil Status: Single Birthdate: June 27, 1990 Home Address: San Agustin, Talibon, Bohol

[5] 23747-2013 Torreon, Amabel Autor  
Civil Status: Single Birthdate: February 09, 1991 Home Address: BAY-ANG, UBAY, BOHOL

[6] 02040-2016 Torreon, Analie Gongoh

A blue arrow points from the 'Search Applicant' link in the left sidebar to the 'Search Applicant' section in the main content area.

## Tag to Recruitment (Sub Menu)

Step 1: Input applicant name

Step 2: Select another recruitment process and position then click Tag Now button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Change Outlet

Contract

Promo

Masterfile

Search Promo

Search Applicant

Tag to Recruitment

Reports

Resignation/Termination

Setup

User Accounts

Utilities

**Promo**

Tag to Recruitment

\* Search Applicant  
42872-2013 \* Bulaso, Glecy Mendaña

Status  
for training

\* Recruitment Process  
-- Select --

\* Position  
--Select--

Tag Now!

Home > Promo > Tag to Recruitment

## REPORTS

### Termination of Contract (Sub Menu)

Fill-in all required fields.

HRMS TimeKeeping Login HRMS

172.16.43.134/hrms/promo2/index.php?p=terminationReport&&module=Reports

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Search...

Dashboard

Blacklisted

Change Outlet

Contract

Promo

Termination of Contract

Promo Statistics Report

Username Report

Query By Example

Promo Status Report

Annual Promo Status Report

Resignation/Termination

Setup

**Reports**

Termination of Contract

Business Unit  
All Business Unit

Department  
--Select--

Company  
--Select--

\* Month  
--Select--

Generate in Excel Generate in PDF Generate List Generate List for Company

Home > Reports > Termination of Contract

To generate in excel format, click **Generate in Excel**.

View list in excel.

The screenshot shows a Microsoft Excel spreadsheet titled "report-38 [Read-Only] - Excel". The table has a header row "END OF CONTRACT LIST for January 2018" and contains 13 data rows. The columns are labeled A through K. The data includes employee numbers, names, companies, business units, departments, positions, start and end dates, company duration, and promotion type. The last row shows a total for the department.

END OF CONTRACT LIST for January 2018											
NO	EMP.ID	NAME	COMPANY	BUSINESS UNIT	DEPARTMENT	POSITION	STARTDATE	EODATE	COMPANY DURATION	PROMO TYPE	
4	1 2015	Adlaon, Rosemarie Tagaro	CROWN SUPPLY	Asc: Main, Island City Mall, Plaza Marcela	SOD	Promodiser	8/27/2017	1/24/2018	8/26/2017	ROVING	
5	2 05350	Boldo, Edithor Belano	PETROL	Island City Mall	HOME AND FASHION	Merchandiser	11/11/2017	1/5/2018		STATION	
6	3 01033-	Ebale, Angelica Curit	MACBETH- INNER	Island City Mall	HOME AND FASHION	Promodiser	11/4/2017	1/20/2018	10/30/2017	STATION	
7	4 08770-	Gutierrez, Rhea Sieras	BNY UNLTD-MW	Island City Mall	HOME AND FASHION	Promodiser	1/5/2018	1/15/2018		STATION	
8	5 03791-	Lusen, Jesus Estillore	TRENDWAY	Island City Mall	HOME AND FASHION	Merchandiser	9/8/2017	1/30/2018		STATION	
9	6 01619-	Paurnia, Queenelyn Surigao	FUBU	Island City Mall	HOME AND FASHION	Promodiser	11/4/2017	1/15/2018		STATION	
10	7 04055-	Pedador, Alfredo Alcantara	ELUNA F/V	Island City Mall	FRESH MARKET	Merchandiser Seasonal	12/23/2017	1/10/2018		STATION	
11	8 03961-	Rañises, Zenny Luz Daguplo	NEW BARBIZON - MONALISA	Island City Mall	HOME AND FASHION	Promodiser	8/7/2017	1/7/2018		STATION	
12	9 04451-	Turtoga, Janet Arango	BOBSON	Island City Mall	HOME AND FASHION	Promodiser	10/26/2017	1/20/2018		STATION	
13	10 2013	Villarin, Arielito Baldiza	CROWN SUPPLY	Asc: Main, Alturas Talibon, Island City Mall, Plaza Marcela	GROCERY	Merchandiser	8/27/2017	1/22/2018	8/26/2017	ROVING	
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

To generate in pdf format, click **Generate in PDF**.

View Termination of Contract.

The screenshot shows a PDF document with two pages of termination notices. Both notices are titled "NOTICE OF TERMINATION" and mention the employee's name, department, and assignment location. The notices state that the assignment will expire on Friday, January 05, 2018. The second notice is dated March 20, 2018. The signatures of the HRD Manager, Ms. Maria Nora A. PAHANG, are present at the bottom of both notices.

**NOTICE OF TERMINATION**  
For Promodiser - Merchandiser  
Assigned at Island City Mall

Date: March 20, 2018

TO : Boldo, Edithor  
COMPANY/AGENCY: HOME AND FASHION-PETROL

Please be reminded that according to the Introductory Letter we received from your company/agency, your assignment on this establishment will expire on Friday January 05, 2018.

In connection with this you are advised to yield all company properties under your care and seek clearance before you leave the company premises of Island City Mall at the close of business hours on such day.

Thank you and good luck!

MS. MARIA NORA A. PAHANG  
HRD MANAGER

**NOTICE OF TERMINATION**  
For Promodiser - Merchandiser  
Assigned at Island City Mall

Date: March 20, 2018

TO : Rañises, Zenny Luz

To generate list, click **Generate List**.  
View list of employees. Click checkbox of selected employee to generate termination of contract.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Reports

List of End Contract for January 2018

Emp.ID	Name	Company	BusinessUnit	Department	Position	Startdate	EODate	PromoType
<input type="checkbox"/>	04922-2015 Adlaon, Rosemarie Tagaro	CROWN SUPPLY	ASCM, ICM, PMDS	SOD	Promodiser	08/27/2017	01/24/2018	ROVING
<input type="checkbox"/>	05350-2017 Boldo, Edthor Belano	PETROL	ICM	HOME AND FASHION	Merchandiser	11/11/2017	01/05/2018	STATION
<input type="checkbox"/>	01033-2013 Ebale, Angelica Curit	MACBETH- INNER	ICM	HOME AND FASHION	Promodiser	11/04/2017	01/20/2018	STATION
<input type="checkbox"/>	08770-2013 Gutierrez, Rhea Sieras	BNY UNLTD-MW	ICM	HOME AND FASHION	Promodiser	01/05/2018	01/15/2018	STATION
<input type="checkbox"/>	03791-2017 Lusan, Jesus Estillore	TRENDWAY	ICM	HOME AND FASHION	Merchandiser	09/08/2017	01/30/2018	STATION
<input type="checkbox"/>	01619-2017 Paurnia, Queenielyn Surigao	FUBU	ICM	HOME AND FASHION	Promodiser	11/04/2017	01/15/2018	STATION

Generate Termination of Contract

### View Termination of Contract.

NOTICE OF TERMINATION  
For Promodiser - Merchandiser  
Assigned at Island City Mall

Date: March 20, 2018

TO : Adlaon, Rosemarie  
COMPANY/AGENCY: SOD-CROWN SUPPLY

Please be reminded that according to the Introductory Letter we received from your company/agency, your assignment on this establishment will expire on Wednesday January 24, 2018.

In connection with this you are advised to yield all company properties under your care and seek clearance before you leave the company premises of Island City Mall at the close of business hours on such day

Thank you and good luck!

MS. MARIA NORA A. PAHANG  
HRD MANAGER

To generate list for company, click **Generate List for Company**. (Separate report for Promo/Merchandisers Company)  
 View list of employees. Click checkbox of selected employee to generate termination of contract.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Reports

List of End Contract for January 2018

<input type="checkbox"/>	Emp.ID	Name	Company	BusinessUnit	Department	Position	Startdate	EOCdate	PromoType
<input checked="" type="checkbox"/>	04922-2015	Adlaon, Rosemarie Tagaro	CROWN SUPPLY	ASCM, ICM, PMDS	SOD	Promodiser	08/27/2017	01/24/2018	ROVING
<input type="checkbox"/>	05350-2017	Boldo, Edthor Belano	PETROL	ICM	HOME AND FASHION	Merchandiser	11/11/2017	01/05/2018	STATION
<input type="checkbox"/>	01033-2013	Ebale, Angelica Curit	MACBETH- INNER	ICM	HOME AND FASHION	Promodiser	11/04/2017	01/20/2018	STATION
<input type="checkbox"/>	08770-2013	Gutierrez, Rhea Sieras	BNY UNLTD-MW	ICM	HOME AND FASHION	Promodiser	01/05/2018	01/15/2018	STATION
<input type="checkbox"/>	03791-2017	Lusan, Jesus Estilore	TRENDWAY	ICM	HOME AND FASHION	Merchandiser	09/08/2017	01/30/2018	STATION
<input type="checkbox"/>	01619-2017	Paurnia, Queenelyn Surigao	FUBU	ICM	HOME AND FASHION	Promodiser	11/04/2017	01/15/2018	STATION
<input type="checkbox"/>	04922-2015	Adlaon, Rosemarie Tagaro	CROWN SUPPLY	ASCM, ICM, PMDS	FRESH MARKET	Merchandiser	10/20/2017	01/16/2018	STATION

Generate Termination of Contract for Company

### View Termination of Contract.

1 of 1

March 20, 2018

CROWN SUPPLY

ATTENTION: PERSONNEL DEPARTMENT

Dear Sir/Ma'am:

Please be reminded that based on your Intro Letter, the termination of contract of the promodiser handling your product, will take effect on the date stated below:

NAME	PRODUCT	OUTLET	EOC
Adlaon, Rosemarie T.	CROWN SUPPLY	Ascm, Icm, Pmds	01/24/18

In view of the above, if you find his / her performance commendable for renewal, we would like to request your good office to send us an Introductory Letter. Otherwise, please endorse a possible applicant as replacement.

Kindly fax your Introductory Letter in this number (038) 501-9245 or you may email at corporatehrd@alturasbohol.com.

Thank you!

Very respectfully yours,

ALTURAS SUPERMARKET CORPORATION

## Promo Statistics Report (Sub Menu)

Fill in all required fields.

Click **Generate in Excel** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Reports

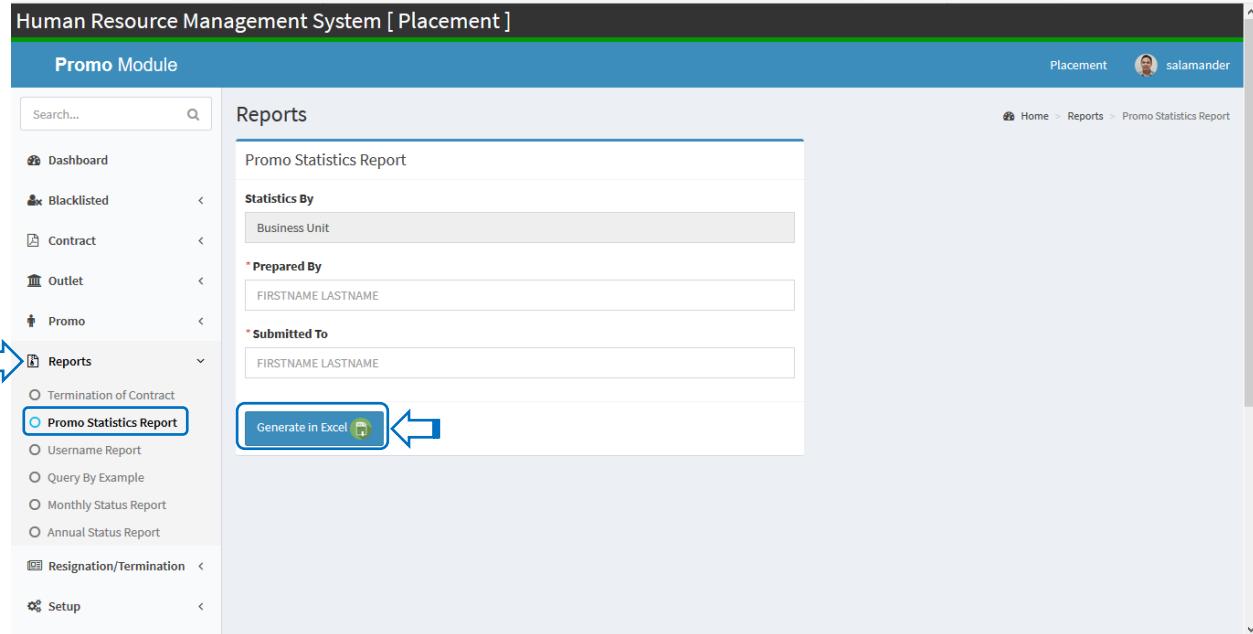
Promo Statistics Report

Statistics By  
Business Unit

\*Prepared By  
FIRSTNAME LASTNAME

\*Submitted To  
FIRSTNAME LASTNAME

Generate in Excel



View Report.

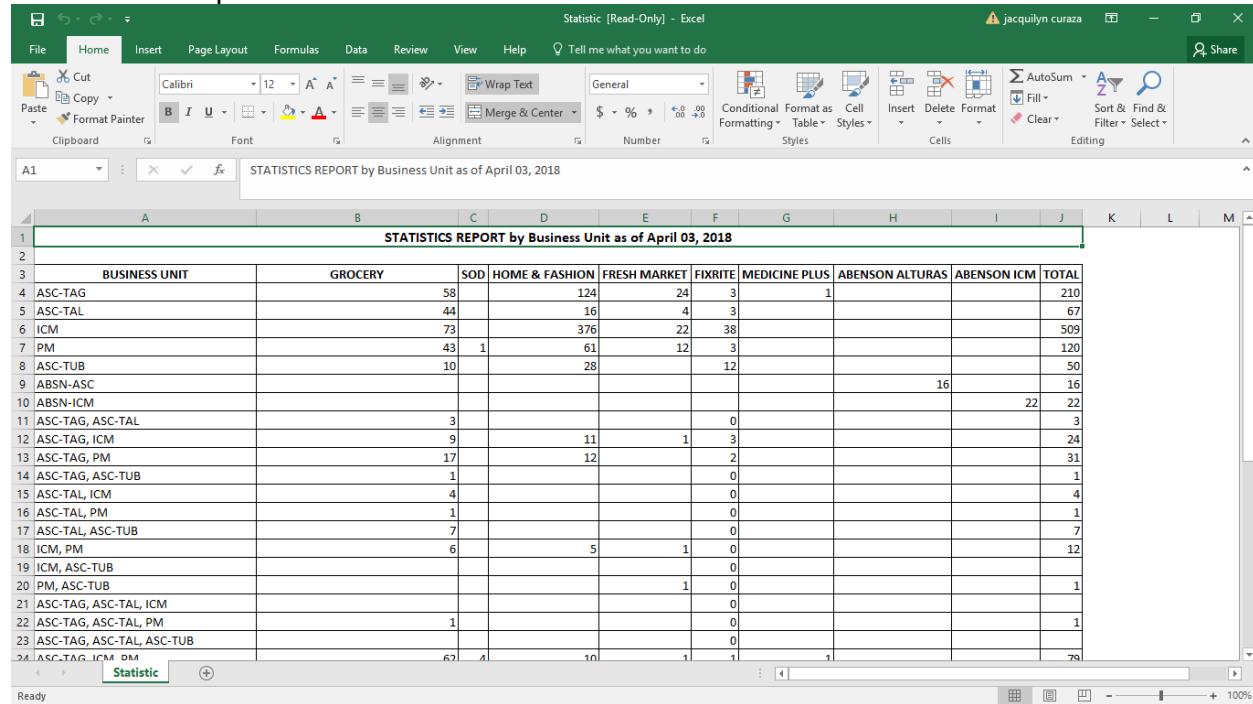
Statistic [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Help

STATISTICS REPORT by Business Unit as of April 03, 2018

BUSINESS UNIT	GROCERY	SOD	HOME & FASHION	FRESH MARKET	FIXRITE	MEDICINE PLUS	ABENSON ALTURAS	ABENSON ICM	TOTAL
ASC-TAG		58		24	3	1			210
ASC-TAL		44		4	3				67
ICM		73		22	38				509
PM		43	1	61	12	3			120
ASC-TUB		10		28		12			50
ABSN-ASC							16		16
ABSN-ICM								22	22
ASC-TAG, ASC-TAL		3			0				3
ASC-TAG, ICM		9		11	1	3			24
ASC-TAG, PM		17		12	2				31
ASC-TAG, ASC-TUB		1			0				1
ASC-TAL, ICM		4			0				4
ASC-TAL, PM		1			0				1
ASC-TAL, ASC-TUB		7			0				7
ICM, PM		6		5	1	0			12
ICM, ASC-TUB					1	0			1
PM, ASC-TUB					0				
ASC-TAG, ASC-TAL, ICM					1	0			1
ASC-TAG, ASC-TAL, PM			1			0			1
ASC-TAG, ASC-TAL, ASC-TUB					0				
ASC-TAG, ICM, PM		62	4	10	1	1	1		79

Statistic



## Username Report (Sub Menu)

Fill in all required fields.

Click **Generate in Excel** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Reports

Username Report

**Business Unit**  
All Business Unit

**Department**  
--Select--

**Company**  
--Select--

**Promo Type**  
--Select--

**Generate in Excel**

View Report.

Employee Usernames

NO	EMP.ID	NAME	COMPANY	BUSINESS UNIT	DEPARTMENT	POSITION	PROMO TYPE
4	102807-2014	Alvarez, Peter Antipas	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION
5	201216-2017	Beranio, Christopher Acabal	VIRGINIA FOODS	Asc: Main	FRESH MARKET	Merchandiser	STATION
6	300692-2017	Calinahan, Felix Remerata	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
7	408899-2013	Calipes, Edil Rebaya	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION
8	514190-2013	Campañer, Kin Mark Romaguira	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
9	604654-2017	Dado, Maria Teresa Cadelina	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION
10	715108-2013	Damos, Roger Ortega	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
11	812895-2013	Dano, Harold Sajol	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
12	901787-2013	Dolotillas, Mirabel Butal	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Promodiser	STATION
13	1003708-2017	Gabutero, Ernie Avelino	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION
14	1108499-2013	Garcia, Jovelyn Barug	JJ F&V	Asc: Main	FRESH MARKET	Promodiser	STATION
15	1252872-2013	Hubahib, Geraldo Aranaydo	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION
16	1318109-2013	Israel, Reshela	NCV DRIED FISH	Asc: Main	FRESH MARKET	Promodiser	STATION
17	1405860-2016	Jimenez, Edmon Tuyogon	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION
18	1507397-2013	Justol, Jeffrey Miano	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
19	1603642-2016	Lagaret, Ejane Bete	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION
20	1700761-2016	Lampa, Michelle Rico	JJ F&V	Asc: Main	FRESH MARKET	Promodiser	STATION
21	1806118-2016	Llano, Christopher Narit	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION
22	1905479-2017	Migriflo, Sheen Fernaly Tambis	VIRGINIA FOODS	Asc: Main	FRESH MARKET	Promodiser	STATION
23	2025107-2013	Mijos, Antonet Pugoso	NCV DRIED FISH	Asc: Main	FRESH MARKET	Promodiser	STATION
24	2110072-2013	Nieto, Angelina Tolon	CCD / FOODSPHERE	Asc: Main	FRESH MARKET	Promodiser	STATION

## Query by Example (Sub Menu)

Fill in all required fields. This is to generate the report of your choice.

Please read Notes indicated in the report.

Click **Submit** to generate report.

## View Report.

	Emp No.	FirstName	MiddleName	LastName	Company	Business Unit	Department	Position	Promo Type	Contract Type	Duration from Company
9	04073-2013	ANGELINE	TOLOP	NISTAL	CDO / FOODSPHERE	Asc: Main	FRESH MARKET	Promodiser	STATION	Contractual	11/17/2017
10	25107-2013	Antonet	Pugoso	Mijos	NCV DRIED FISH	Asc: Main	FRESH MARKET	Promodiser	STATION	Contractual	11/7/2017
11	12949-2013	ANTONIO	TIMBANG	SARMIENTO	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	8/31/2017
12	01216-2017	Christopher	Acabal	Beranio	VIRGINIA FOODS	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	8/4/2017
13	06118-2016	Cristopher	Narit	Llano	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	9/6/2017
14	08899-2013	EDIL	REBAYLA	CALIPES	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	9/13/2017
15	05860-2016	Edmon	Tuyogon	Jimenez	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	9/4/2017
16	03642-2016	Ejane	Bete	Lagaret	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	Contractual	11/3/2017
17	03708-2017	Ernie	Avelino	Gabuter	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	
18	00692-2017	Felix	Remerata	Calinahan	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	9/1/2017
19	52872-2013	Geraldo	Aranaydo	Hubahib	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	8/8/2017
20	12895-2013	Harold	Sajol	Dano	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	8/31/2017
21	07397-2013	Jeffrey	Miano	Justol	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	9/25/2017
22	08893-2013	JOSEPH	MASIBAY	PILONGO	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	10/6/2017
23	08499-2013	Jovelyn	Barug	Garcia	JJ F&V	Asc: Main	FRESH MARKET	Promodiser	STATION	Contractual	
24	14190-2013	Kin Mark	Romaguira	Campaner	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	Contractual	8/31/2017

## Monthly Status Report (Sub Menu)

Fill in all required fields.

Click **Generate in Excel** button.

Human Resource Management System [ Placement ]

Promo Module

Placement salamander

Reports

Monthly Status Report

**Business Unit**: All Business Unit

**Department**: --Select--

**Company**: --Select--

**Current Status**: --Select--

**Date as of**: mm/dd/yyyy

**Generate in Excel**

View Report.

Monthly [Read-Only] - Excel

jacquilyn curaza

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

A1 Monthly Status Report as of April 01, 2018

Monthly Status Report as of April 01, 2018											
NO	EMP.ID	NAME	COMPANY	BUSINESS UNIT	DEPARTMENT	POSITION	PROMO TYPE	STARTDATE	EOCDATE	CURRENT STATUS	
4	102807-2014	Alvarez, Peter Antipas	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	10/28/2017	3/28/2018	Active	
5	201216-2017	Beranio, Christopher Acabal	VIRGINIA FOODS	Asc: Main	FRESH MARKET	Merchandiser	STATION	1/7/2018	6/3/2018	Active	
6	300692-2017	Calinahan, Felix Remerata	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	2/9/2018	5/8/2018	Active	
7	408899-2013	Calipes, Edil Rebaya	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	2/8/2018	5/20/2018	Active	
8	514190-2013	Campagner, Kin Mark Romaguira	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	2/4/2018	5/5/2018	Active	
9	604654-2017	Dado, Maria Teresa Cadelilña	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	9/27/2017	2/25/2018	Active	
10	715108-2013	Damos, Roger Ortega	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/8/2017	4/8/2018	Active	
11	812895-2013	Dano, Harold Sajol	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	1/17/2018	5/11/2018	Active	
12	901787-2013	Dolotallas, Mirabel Butal	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	2/9/2018	6/10/2018	Active	
13	1003708-2017	Gabutero, Ernie Avelino	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/8/2017	3/30/2018	Active	
14	1108499-2013	Garcia, Jovelyn Barug	JJ F&V	Asc: Main	FRESH MARKET	Promodiser	STATION	1/18/2018	4/20/2018	Active	
15	1203352-2016	Gerigdig, Niño Brian Perote	SLERS	Asc: Main, Island City Mall	FRESH MARKET	Merchandiser	ROVING	2/15/2018	7/5/2018	Active	
16	1352872-2013	Hubahib, Geraldo Aranaydo	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/19/2017	3/20/2018	Active	
17	1418109-2013	Israel, Reshela	NCV DRIED FISH	Asc: Main	FRESH MARKET	Promodiser	STATION	1/3/2018	1/15/2018	Active	
18	1505860-2016	Jimenez, Edmon Tuyogon	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	1/13/2018	4/11/2018	Active	
19	1607397-2013	Justol, Jeffrey Miano	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	9/26/2017	2/25/2018	Active	
20	1703642-2016	Lagaret, Ejane Bete	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	11/4/2017	2/20/2018	Active	
21	1800761-2016	Lampa, Michelle Rico	JJ F&V	Asc: Main	FRESH MARKET	Promodiser	STATION	1/22/2018	3/18/2018	Active	
22	1906118-2016	Llano, Christopher Narit	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	2/21/2018	6/20/2018	Active	
23	2005479-2017	Migriflo, Sheen Fernaly Tambis	VIRGINIA FOODS	Asc: Main	FRESH MARKET	Promodiser	STATION	1/22/2018	5/22/2018	Active	
24	21125107-2013	Minico, Antonet Pugoso	NCV DRIED FISH	Asc: Main	FRESH MARKET	Promodiser	STATION	2/1/2018	7/28/2018	Active	

## Annual Promo Status Report (Sub Menu)

Fill in all required fields.

Click **Generate in Excel** button.

Human Resource Management System [ Placement ]

Promo Module

Reports

Annual Status Report

Business Unit  
All Business Unit

Department  
--Select--

Company  
--Select--

\* Current Status  
--Select--

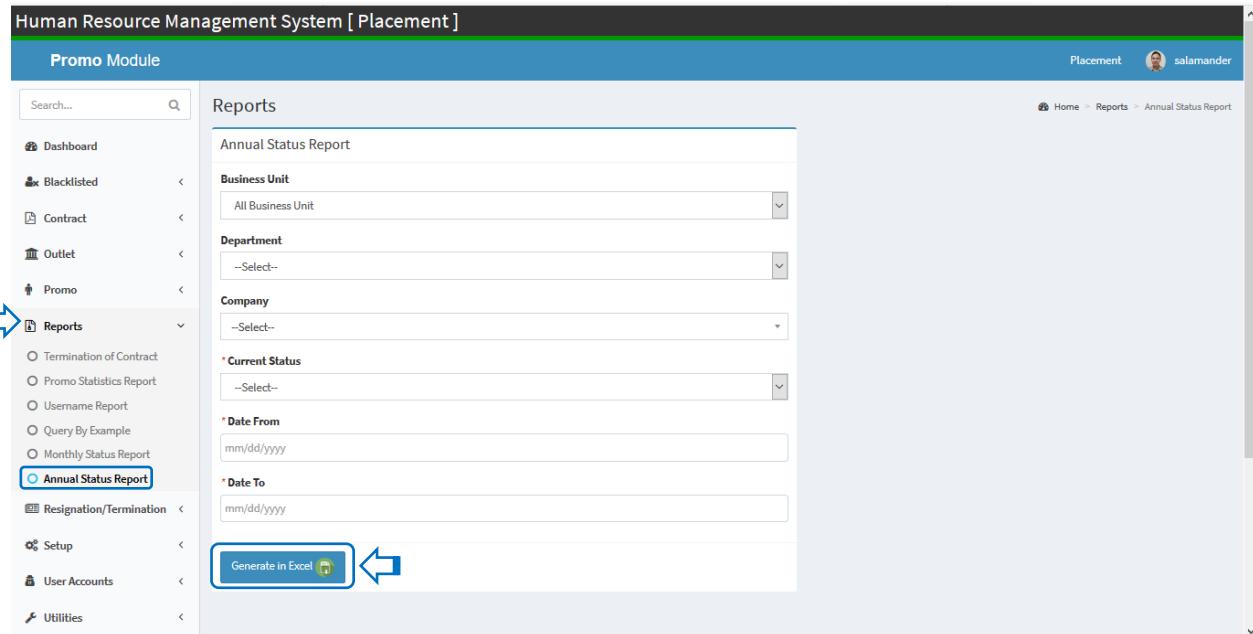
\* Date From  
mm/dd/yyyy

\* Date To  
mm/dd/yyyy

Generate in Excel 

Placement Home Reports Annual Status Report

Dashboard Blacklisted Contract Outlet Promo Reports Termination of Contract Promo Statistics Report Username Report Query By Example Monthly Status Report Annual Status Report Resignation/Termination Setup User Accounts Utilities



View Report.

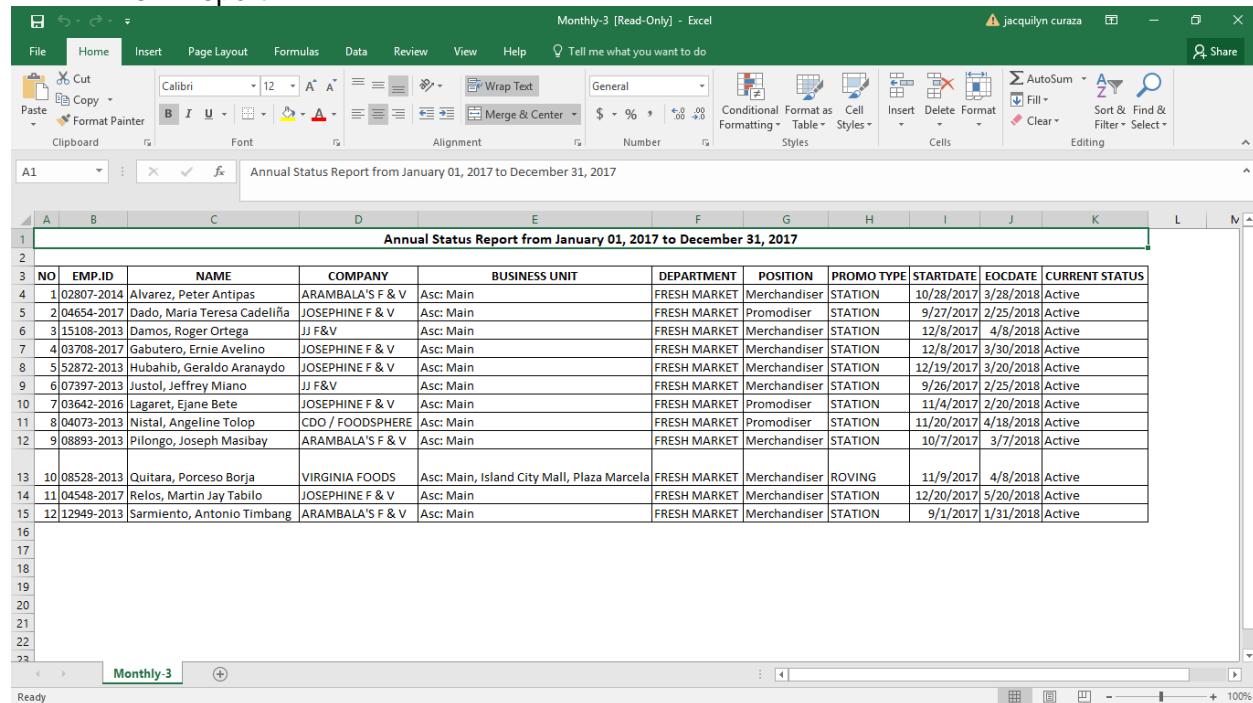
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do jacquelyn curaza Share

Font Alignment Number Styles Cells

A1 Annual Status Report from January 01, 2017 to December 31, 2017

Annual Status Report from January 01, 2017 to December 31, 2017											
NO	EMP.ID	NAME	COMPANY	BUSINESS UNIT	DEPARTMENT	POSITION	PROMO TYPE	STARTDATE	EOCDATE	CURRENT STATUS	
1	102807-2014	Alvarez, Peter Antipas	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	10/28/2017	3/28/2018	Active	
2	204654-2017	Dado, Maria Teresa Cadeliña	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	9/27/2017	2/25/2018	Active	
3	315108-2013	Damos, Roger Ortega	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/6/2017	4/8/2018	Active	
4	403708-2017	Gabutero, Ernie Avelino	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/8/2017	3/30/2018	Active	
5	552872-2013	Hubahib, Geraldo Aranaydo	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/19/2017	3/20/2018	Active	
6	607397-2013	Justol, Jeffrey Miano	JJ F&V	Asc: Main	FRESH MARKET	Merchandiser	STATION	9/26/2017	2/25/2018	Active	
7	703642-2016	Lagaret, Ejane Bete	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Promodiser	STATION	11/4/2017	2/20/2018	Active	
8	804073-2013	Nistal, Angeline Tolop	CDO / FOODSPHERE	Asc: Main	FRESH MARKET	Promodiser	STATION	11/20/2017	4/18/2018	Active	
9	908893-2013	Pilongo, Joseph Masibay	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	10/7/2017	3/7/2018	Active	
10	100852-2013	Quitara, Porceso Borja	VIRGINIA FOODS	Asc: Main, Island City Mall, Plaza Marcela	FRESH MARKET	Merchandiser	ROVING	11/9/2017	4/8/2018	Active	
11	1104548-2017	Relos, Martin Jay Tabilo	JOSEPHINE F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	12/20/2017	5/20/2018	Active	
12	122949-2013	Sarmiento, Antonio Timbang	ARAMBALA'S F & V	Asc: Main	FRESH MARKET	Merchandiser	STATION	9/1/2017	1/31/2018	Active	
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											

Monthly-3 Ready 100%



## **RESIGNATION/TERMINATION**

### **Add Resignation/Termination (Sub Menu)**

Fill-in all required fields. Select whether employee is for End of Contract or Resigned

Human Resource Management System [ Placement ]

Promo Module

Resignation/Termination

Add New Resignation/Termination Entry

Search Promo \*

Date \*

03/20/2018

Remarks \*

Status \*

--Select--

Submit

Home > Resignation/Termination > Add Resignation/Termination

Placement salamander



The screenshot shows the 'Resignation/Termination' page within the 'Promo Module'. The left sidebar has a tree view with 'Resignation/Termination' expanded, and 'Add Resignation/Termination' is highlighted with a blue border. The main form contains fields for 'Search Promo', 'Date', 'Remarks', and 'Status'. A 'Submit' button is at the bottom. The URL in the browser bar is 'Home > Resignation/Termination > Add Resignation/Termination'.

For End of Contract (EOC)

Upload clearance from designated stores. Click **Browse** button then click **Submit**.

Human Resource Management System [ Placement ]

Promo Module

Resignation/Termination

Add New Resignation/Termination Entry

Search Promo \*

01042-2015 \* Bulaso, John Barry Mendañza

Date \*

03/20/2018

Remarks \*

sample

Status \*

End of Contract

Clearance (Alturas Talibon) \*

4.jpg

Clearance (Island City Mall) \*

4.jpg

Submit

Home > Resignation/Termination > Add Resignation/Termination

Placement salamander



This screenshot shows the same 'Resignation/Termination' page as above, but with two file attachments listed under the 'Clearance' sections. The first attachment is '4.jpg' for Alturas Talibon, and the second is '4.jpg' for Island City Mall. A blue box highlights this section, and a blue arrow points to the 'Add Resignation/Termination' link in the sidebar.

**For Resigned**  
Upload clearance and resignation. Click **Browse** then click **Submit**.

Human Resource Management System [ Placement ]

Promo Module

Resignation/Termination

Add New Resignation/Termination Entry

Search Promo \*  
01042-2015 \* Bulaso, John Barry Mendañasa

Date \*  
03/20/2018

Remarks \*  
sample

Status \*  
Resigned

Clearance (Alturas Talibon) \*  
Browse... No file selected.

Clearance (Island City Mall) \*  
Browse... No file selected.

Resignation Letter \*  
Browse... No file selected.

Submit

## Resignation and Termination List (Sub Menu)

View list of employees added in resignation/termination list.

Promo Module

Resignation/Termination

Resignation/Termination List

Show 10 entries Search:

Name	Effectivity	AddedBy	DateUpdated	Remarks	Letter
Wabe, Norgie Antipolo	07/11/2016	Sagayno, Gerry S.	07/11/2016	With clearance	
Wabe, Norgie Antipolo	10/02/2016	Dahiroc, Mia P.	10/05/2016	Early End	
Yana, Edisa Moralena	07/15/2016	Sagayno, Gerry S.	07/15/2016	With clearance`	
Yanong, Gwen Leslie Jabines	01/26/2017	Doyugan, Jeramel B.	01/26/2017	EOC	
Yecyec, Toribio Madronero	08/04/2015	Buscano, Joseph T.	08/04/2015	No Clearance Epas 85.27%	
Yucot, Jovany Arong	03/13/2014	Aguilar, Janeth V.	03/18/2015	-w/ clearance 3-3-14 -No Epas	
Yucot, Jovany Arong	01/06/2017	Barbarona, Irish May C.	02/21/2017	no clearance	
Zamoras, Wilson Donoga	09/10/2015	Niluag, Noel J.	09/15/2015	Cleared with EPAS	
Zapatos, Joy Porol	12/08/2015	Gamayon, Florante C.	03/09/2016	with clearance / no grade	

Name Effectivity AddedBy DateUpdated Remarks Letter

Showing 1,031 to 1,039 of 1,039 entries

Previous 1 ... 100 101 102 103 104 Next

**Click View to view uploaded resignation letter or any other supporting documents.**

Human Resource Management System [ Placement ]

Promo Module

Resignation Letter

Wilson D. Zamoras  
Taloto Dist. Tagbilaran City  
Bohol, 6300  
Pelias Street

The Manager  
Alturas Group  
Of Companies  
Dao Dist. Tagbilaran City

Dear Sir/ Madam:

I would like to inform you that I am resigning from my position as merchandiser, effective September 10, 2015.

Thank you for the support and opportunities that you have provided me. During the last ten months, I have enjoyed tenure in your company.

Please let me know. I would be glad to help however I can.

Respectfully yours,

View

Letter

Search:

100 101 102 103 104 Next

## Tag for Resignation (Sub Menu)

Input supervisor's name.

Human Resource Management System [ Placement ]

Promo Module

Resignation/Termination

Tag for Resignation

Supervisor

Legend

-Pending -Done

Home Resignation/Termination > Tag for Resignation

Placement salamander

Search...

Dashboard Blacklisted Change Outlet Contract Promo Reports Setup User Accounts Utilities

Resignation/Termination Add Resignation/Termination Resignation/Termination List Tag for Resignation

← →

View list of his/her subordinates.  
Click Tag icon to tag employee for resignation or termination EPAS. To un-tag, click again the icon.

**Human Resource Management System [ Placement ]**

**Promo Module**

**Resignation/Termination**

**Tag for Resignation**

**Supervisor**: 50652-2013 \* Cuaco, Liza Ladera

**Legend**: Pending (blue square), Done (green square)

**SUBORDINATES**

Emp.ID	Name	EmpType	Position	Action
03934-2017	Ablas, Mark Louie Boldo	Promo	Merchandiser	
03532-2013	Agot, Noel Bitoy	Promo	Merchandiser	
04324-2017	Alberio, Jessie Cuamag	Promo	Merchandiser	
05527-2015	Alejandria, Dave Michael Dulanas	Promo	Merchandiser	
05905-2016	Alidon, Joren Tenajeros	Promo	Merchandiser	
04278-2017	Alpanta, Jonbert Alicaben	Promo	Merchandiser	
03967-2016	Ancog, Rosalina Cempron	Promo	Promoter	
03166-2017	Ando, Felix Jr, Jostol	Promo	Merchandiser	
25292-2013	Andrade, Jomar Balane	Promo	Merchandiser	
00564-2014	Arbole, Harold Luspoc	Promo-NESCO	Merchandiser	

Showing 1 to 10 of 197 entries

## SETUP

### Setup Subordinates (Sub Menu)

Input supervisor's name to view list of subordinates.

**Human Resource Management System [ Placement ]**

**Promo Module**

**Setup**

**Subordinates Setup**

**Supervisor**:

To add subordinates, click Add Subordinate.

**Human Resource Management System [ Placement ]**

Promo Module

Placement salamander

Search...

- Dashboard
- Blacklisted
- Change Outlet
- Contract
- Promo
- Reports
- Resignation/Termination
- Setup
- Setup Subordinate**
- Add Company
- User Accounts
- Utilities

## Setup

### Subordinates Setup

**Supervisor**

50652-2013 \* Cuaco, Liza Ladera

Company	:	Alturas Supermarket Corporation
Business Unit	:	Island City Mall
Department	:	Supermarket
Section	:	Selling Area
Position	:	Sr Supervisor
Position Level	:	8
Employee Type	:	Regular

**SUBORDINATES**

Show 10 entries Search:

<input type="checkbox"/>	Emp.ID	Name	Position	Status
<input type="checkbox"/>	05681-2017	Abellanosa, Ma. Schinina Cavalida	Promodiser	End of contract
<input type="checkbox"/>	03934-2017	Ablas, Mark Louie Boldo	Merchandiser	Active
<input type="checkbox"/>	06590-2015	Abo-abo, Sherlyn Ihalas	Promodiser	End of contract
<input type="checkbox"/>	00996-2017	Acera, Restituta Rangas	Promodiser	End of contract
<input type="checkbox"/>	14172-2013	Acibo, Joseph Hondanero	Merchandiser	Active
<input type="checkbox"/>	18753-2013	Aclon, Anabel Marimon	Promodiser	End of contract
<input type="checkbox"/>	04922-2015	Adlaon, Rosemarie Tagaro	Promodiser	Active
<input type="checkbox"/>	07047-2016	Adorable, Irene Quino	Promodiser	End of contract
<input type="checkbox"/>	03532-2013	Agot, Noel Bitoy	Merchandiser	Active

**Add Subordinates**  **Remove**

Select BU and department to view list of tagged employees.  
Click the checkbox of selected employee to add then click **Submit**.

**Human Resource Management System [ Placement ]**

Promo M

Search...

- Dashboard
- Blacklisted
- Change Outlet
- Contract
- Promo
- Reports
- Resignation/Termination
- Setup
- Setup Subordinate**
- Add Company
- User Accounts
- Utilities

**Select Subordinate(s)**

**Business Unit**  
ISLAND CITY MALL

**Department**  
GROCERY

Search:

<input type="checkbox"/>	Emp.ID	Name	Position	Status
<input type="checkbox"/>	00707-2013	Abejaron, Ma. Constance Amarilla	Promodiser	End of Contract
<input type="checkbox"/>	07636-2013	Abellanosa, Reynaldo Jr, Rugay	Merchandiser	Active
<input type="checkbox"/>	29464-2013	Abo-abo, Lyca Diabone	Promodiser seasonal	End of Contract
<input type="checkbox"/>	01034-2015	Acilo, Dalajier Galaura	Merchandiser	End of Contract
<input type="checkbox"/>	02201-2016	Acyo, Zarnel Nuyan	Merchandiser	End of Contract
<input type="checkbox"/>	07434-2015	Agapay, Joyce Belle Dejarme	Promodiser	End of Contract
<input type="checkbox"/>	08972-2015	Alampayan, William Lapay	Merchandiser	End of Contract
<input type="checkbox"/>	07693-2013	Albuladura, Argelyn Deloso	Promodiser	End of Contract
<input type="checkbox"/>	06561-2016	Alerta, Ross Arapoc	Merchandiser	End of Contract

**Submit**  Close

To remove subordinates, click the checkbox of selected employee then click **Remove** button.

**Human Resource Management System [ Placement ]**

**Promo Module**

**Setup**

**Subordinates Setup**

**Supervisor**

50652-2013 * Cuaco, Liza Ladera	
Company :	Alturas Supermarket Corporation
Business Unit :	Island City Mall
Department :	Supermarket
Section :	Selling Area
Position :	Sr Supervisor
Position Level :	8
Employee Type :	Regular

**SUBORDINATES**

Emp.ID	Name	Position	Status
<input checked="" type="checkbox"/> 05681-2017	Abellanosa, Ma. Schinina Cavalida	Promodiser	<span style="background-color: orange; color: white;">End of contract</span>
<input type="checkbox"/> 03934-2017	Ablas, Mark Louie Boldo	Merchandiser	<span style="background-color: green; color: white;">Active</span>
<input type="checkbox"/> 06590-2015	Abo-abo, Sherlyn Ihlas	Promodiser	<span style="background-color: orange; color: white;">End of contract</span>
<input type="checkbox"/> 00996-2017	Acera, Restituta Rangas	Promodiser	<span style="background-color: orange; color: white;">End of contract</span>
<input type="checkbox"/> 14172-2013	Acibo, Joseph Hondanero	Merchandiser	<span style="background-color: green; color: white;">Active</span>
<input type="checkbox"/> 18753-2013	Aclon, Anabel Marimon	Promodiser	<span style="background-color: orange; color: white;">End of contract</span>
<input type="checkbox"/> 04922-2015	Adlaon, Rosemarie Tagaro	Promodiser	<span style="background-color: green; color: white;">Active</span>
<input type="checkbox"/> 07047-2016	Adorable, Irene Quino	Promodiser	<span style="background-color: orange; color: white;">End of contract</span>
<input type="checkbox"/> 03532-2013	Agot, Noel Bitoy	Merchandiser	<span style="background-color: green; color: white;">Active</span>

**Add Subordinates** **Remove**

## Add Company (Sub Menu)

Input company name then click **Submit**.

**Human Resource Management System [ Placement ]**

**Promo Module**

**Setup**

**Add Company**

**Company**

**Submit**

## **USER ACCOUNTS**

### **Add New User (Sub Menu) (for promo/merchandiser only)**

Fill-in all required fields.

Click **Set Default Password** then click **Submit** to add.

Human Resource Management System [ Placement ]

Promo Module

User Accounts

Add New User Account

Employee \*

User Type  Employee

Username \*  jhacky-admin

set default password Default password: Hrms2014

Password  \*\*\*\*\*

Placement Home > User Accounts > Add New User

Search...

Dashboard

Blacklisted

Change Outlet

Contract

Promo

Reports

Resignation/Termination

Setup

User Accounts

Add New User

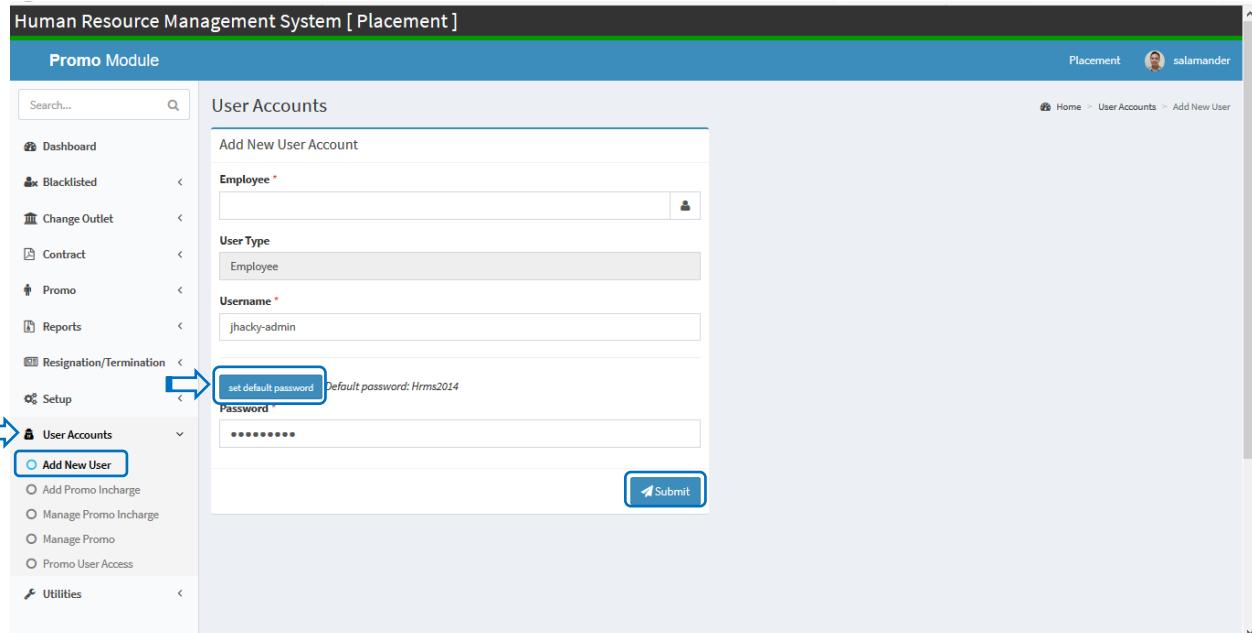
Add Promo Incharge

Manage Promo Incharge

Manage Promo

Promo User Access

Utilities



### **Add Promo In-charge (Sub Menu) (for HR staff and Encoders only)**

Fill-in all required fields.

Click **Submit** to add.

Human Resource Management System [ Placement ]

Promo Module

User Accounts

Add Promo Incharge Account

HR Staff \*

User Type \*

Placement Home > User Accounts > Add Promo Incharge

Search...

Dashboard

Blacklisted

Change Outlet

Contract

Promo

Reports

Resignation/Termination

Setup

User Accounts

Add New User

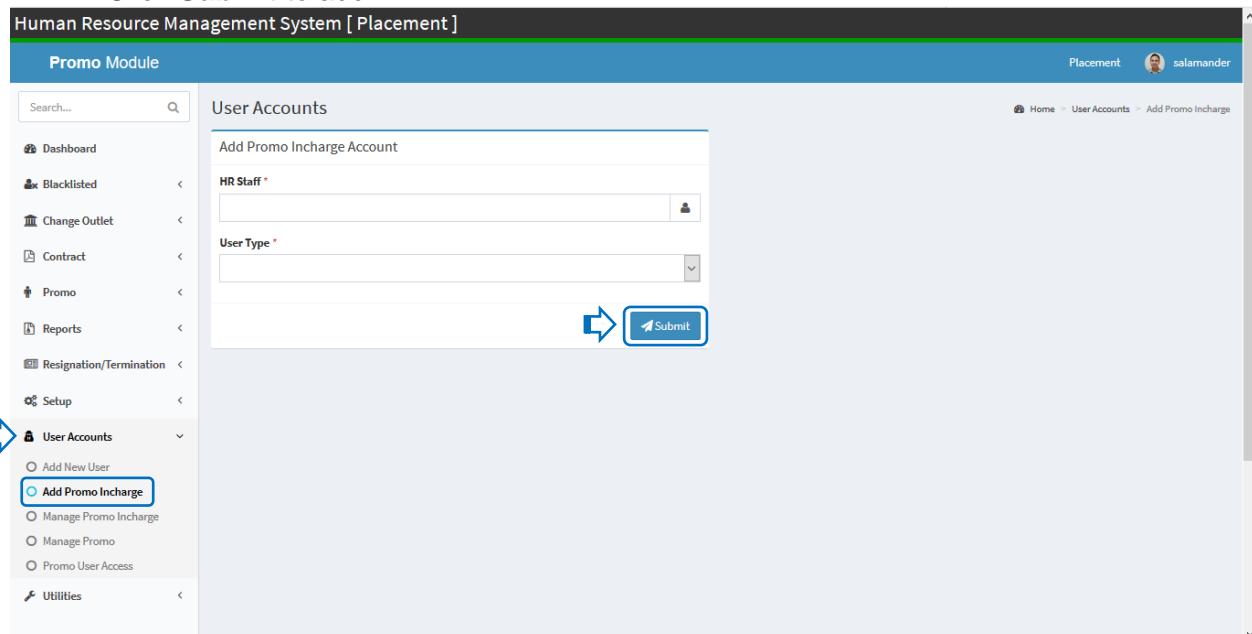
Add Promo Incharge

Manage Promo Incharge

Manage Promo

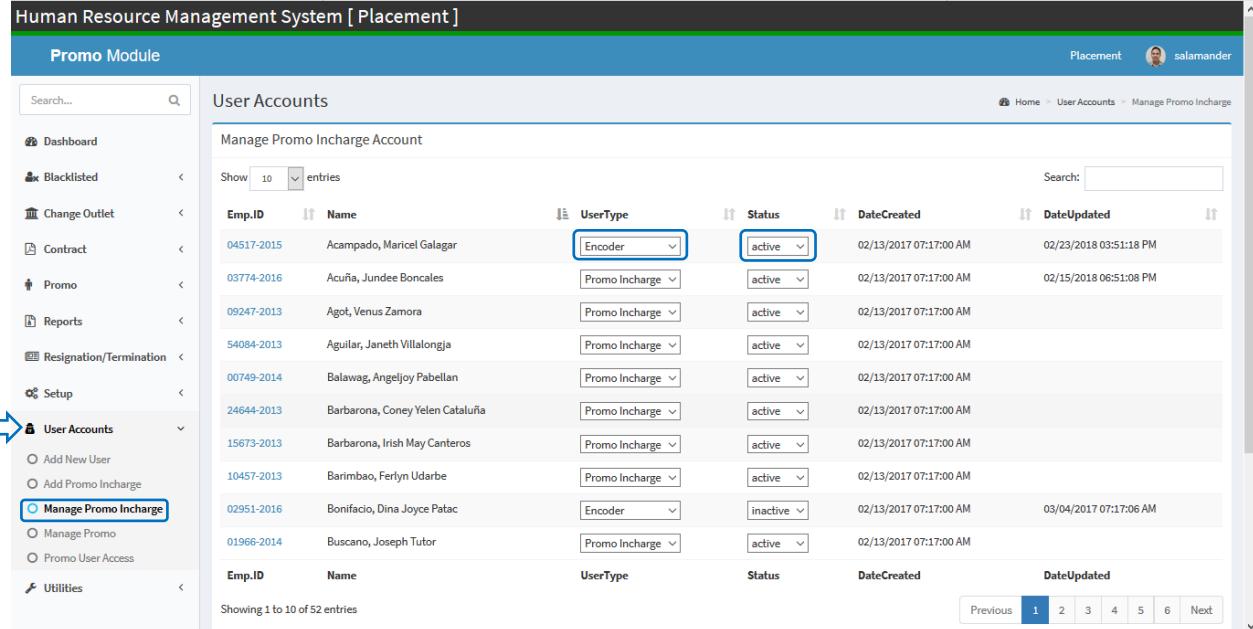
Promo User Access

Utilities



## Manage Promo In-charge (Sub Menu)

View list of Promo In-charge Account.  
Able to change user type and status.



Human Resource Management System [ Placement ]

Promo Module

User Accounts

Manage Promo Incharge Account

Emp.ID	Name	UserType	Status	DateCreated	DateUpdated
04517-2015	Acampado, Maricel Galagar	Encoder	active	02/13/2017 07:17:00 AM	02/23/2018 03:51:18 PM
03774-2016	Acuña, Jundee Boncales	Promo Incharge	active	02/13/2017 07:17:00 AM	02/15/2018 06:51:08 PM
09247-2013	Agot, Venus Zamora	Promo Incharge	active	02/13/2017 07:17:00 AM	
54084-2013	Aguilar, Janeth Villalongja	Promo Incharge	active	02/13/2017 07:17:00 AM	
00749-2014	Balawag, Angeljoy Pabellan	Promo Incharge	active	02/13/2017 07:17:00 AM	
24644-2013	Barbarona, Coney Yelen Cataluña	Promo Incharge	active	02/13/2017 07:17:00 AM	
15673-2013	Barbarona, Irish May Canteros	Promo Incharge	active	02/13/2017 07:17:00 AM	
10457-2013	Barimba, Ferlyn Udarbe	Promo Incharge	active	02/13/2017 07:17:00 AM	
02951-2016	Bonifacio, Dina Joyce Patac	Encoder	inactive	02/13/2017 07:17:00 AM	03/04/2017 07:17:06 AM
01966-2014	Buscano, Joseph Tutor	Promo Incharge	active	02/13/2017 07:17:00 AM	

Emp.ID Name UserType Status DateCreated DateUpdated

Showing 1 to 10 of 52 entries

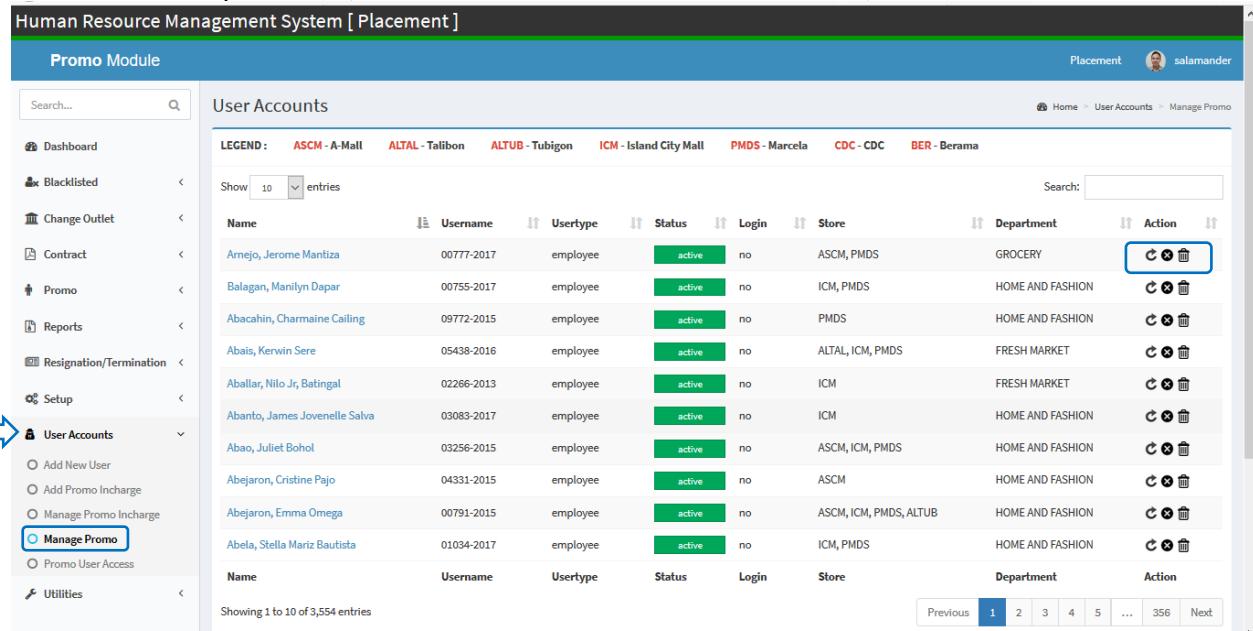
Search:

Placement Home User Accounts Manage Promo Incharge

Previous 1 2 3 4 5 6 Next

## Manage Promo (Sub Menu)

View list of promo/merchandiser account.  
To reset password, deactivate account and delete account, click icons in Action column.



Human Resource Management System [ Placement ]

Promo Module

User Accounts

LEGEND : ASCM - A-Mall ALTAL - Talibon ALTUB - Tubigon ICM - Island City Mall PMDS - Marcela CDC - CDC BER - Berama

Name	Username	Usertype	Status	Login	Store	Department	Action
Arnejo, Jerome Mantiza	00777-2017	employee	active	no	ASCM, PMDS	GROCERY	
Balagan, Manilyn Dapar	00755-2017	employee	active	no	ICM, PMDS	HOME AND FASHION	
Abacahin, Charmaine Cailing	09772-2015	employee	active	no	PMDS	HOME AND FASHION	
Abais, Kerwin Sere	05438-2016	employee	active	no	ALTAL, ICM, PMDS	FRESH MARKET	
Aballar, Nilo Jr. Batingal	02266-2013	employee	active	no	ICM	FRESH MARKET	
Abanto, James Jovenelle Salva	03083-2017	employee	active	no	ICM	HOME AND FASHION	
Abao, Juliet Bohol	03256-2015	employee	active	no	ASCM, ICM, PMDS	HOME AND FASHION	
Abejaron, Cristine Pajo	04331-2015	employee	active	no	ASCM	HOME AND FASHION	
Abejaron, Emma Omega	00791-2015	employee	active	no	ASCM, ICM, PMDS, ALTUB	HOME AND FASHION	
Abela, Stella Mariz Bautista	01034-2017	employee	active	no	ICM, PMDS	HOME AND FASHION	

Name Username Usertype Status Login Store Department Action

Showing 1 to 10 of 3,554 entries

Search:

Placement Home User Accounts Manage Promo

Previous 1 2 3 4 5 ... 356 Next

## Promo User Access (Sub Menu)

View Promo-HR Access Roles per Module.

Human Resource Management System [ Placement ]

Promo Module

User Accounts

HR-Promo Access Roles

Module	Title	Admin	Promolncharge	Encoder
Blacklisted	View Employee	yes	yes	yes
Blacklisted	Add New Entry	yes	yes	no
Change Outlet	Change Outlet History	yes	yes	no
Change Outlet	Add Outlet	yes	yes	no
Change Outlet	Remove Outlet	yes	yes	no
Change Outlet	Transfer Outlet	yes	yes	no
Contract	Print Permit	yes	yes	no
Contract	Print Contract	yes	yes	no
Contract	Transfer Rate	yes	yes	no
Contract	Renewal	yes	yes	yes

Showing 1 to 10 of 32 entries

Search:

Placement  salamander

Home > User Accounts > Promo User Access

Search... 

Module Title Admin Promolncharge Encoder

Show 10 entries

Previous 1 2 3 4 Next

## UTILITIES

### Logs (Admin) (Sub Menu)

View logs for promo module users.

Human Resource Management System [ Placement ]

Promo Module

Utilities

Filter: Today

Filter LOGS Today, Nov 17, 2023

LogNo	Activity	Date	Time	User	Username
No data available in table					

LogNo Activity Date Time User Username

Showing 0 to 0 of 0 entries

Search:

Franchise H.R. Account Placement  jhacky-admin

Home > Utilities > Logs (Admin)

Search... 

LogNo Activity Date Time User Username

Show 10 entries

Previous Next

Dashboard Blacklisted Contract Change Outlet Promo Reports Resignation/Termination Setup User Accounts Utilities Logs Import

Logs (Admin)

## Logs (Sub Menu)

View logs for entire HRMS modules.

The screenshot shows the 'Human Resource Management System [Placement]' interface. On the left, there is a sidebar titled 'Promo Module' with a search bar. Below the search bar is a list of modules: Dashboard, Blacklisted, Change Outlet, Contract, Promo, Reports, Resignation/Termination, Setup, User Accounts, Utilities, Logs (Admin), and Logs. The 'Logs' item under 'Utilities' is highlighted with a blue border and has a blue arrow pointing to it from the left. The main content area is titled 'Utilities' and 'Logs'. It displays a table of log entries with columns: LogNo, Activity, Date, Time, User, and Username. The table shows 10 entries from March 20, 2018, at various times, all performed by user '06359-2013' and associated with 'salamander'. A search bar and a pagination control (Showing 1 to 10 of 2,491 entries) are also present.

Thank You!

For further question/s, please contact the following IP Phone numbers:

1819 - GC

1844 - HRMS, Timekeeping, CMS

1821 - EBM, GO

1847 - FARMS, ATP

1822 - TMS, BR, Institutional, CWO, Leasing/PMS