New Scholarship Application

* Sector
* For Foreign Scholarship, the dropdown list should be SO/AA. To remove Heads of

To Add a “FOLLOW UP” button to every submissions so that requestor can trigger the Action Officer and also shows how many times the requestor follow up his request. But later agreed that requestor is only allowed to follow up twice a day.

We requested that requestor can follow up through phone or email but according to HRDD they are very busy to accommodate/ entertain follow ups through phone or email.

HRDD to provide GEDSI dropdown list for Status field such as 1.single 2.married 3.widowed, etc.

Listed below are specific status for the Requestor’s dashboard and All Action Officer’s Dashboard. These are based on the title of the email trigger template for every category. The specific status will appear in the Status Column of the Requestor everytime an action officers updates the status of a request. Further, the History column in the Requestors page records all content of the Status column.

|  |  |  |  |
| --- | --- | --- | --- |
|  | REQUESTOR'S DASHBOARD | ALL ACTION OFFICER'S DASHBOARD |  |
| **CATEGORY** | **STATUS** | **STATUS** | Remarks: |
| **TRAVEL AUTHORITY REQUEST** | Submitted | New |  |
|  | For Assessment | In Progress | Once taken by HRD Action Officer |
|  | PASSED EVALUATION BUT NO COPIES OF ORIGINAL DOCUMENTS YET | PASSED EVALUATION BUT NO COPIES OF ORIGINAL DOCUMENTS YET |  |
|  | LACK DOCUMENTARY REQUIREMENT/ATTACHMENT | LACK DOCUMENTARY REQUIREMENT/ATTACHMENT |  |
|  | TA SIGNED | TA SIGNED |  |
|  | CANCELLED | CANCELLED |  |
|  |  |  |  |
| **TRAVEL ORDER REQUEST** | Submitted | New |  |
|  | For Evaluation | In Progress | Once taken by HRD Action Officer |
|  | Passed Evaluation Process | Passed Evaluation Process |  |
|  | Failed Evaluation Process | Failed Evaluation Process |  |
|  | LACK DOCUMENTARY REQUIREMENT/ATTACHMENT | LACK DOCUMENTARY REQUIREMENT/ATTACHMENT |  |
|  | UNABLE TO PROCEED WITH THE APPLICATION DUE TO PENDING SUBMISSION | UNABLE TO PROCEED WITH THE APPLICATION DUE TO PENDING SUBMISSION |  |
|  | TO SIGNED | TO SIGNED |  |
|  |  |  |  |
|  |  |  |  |
| **FOREIGN/ LOCAL SCHOLARSHIP** | CANCELLED | CANCELLED |  |
|  | Evaluation Passed | Evaluation Passed |  |
|  | SCHOLARSHIP ACCEPTANCE | SCHOLARSHIP ACCEPTANCE |  |
|  | RELEASE FROM HRDD | RELEASE FROM HRDD |  |
|  | Submitted | New |  |

However, the HRDD commented not to be specific on the status and just label as “Pending” if request is In Progress. Ms. Arelene commented that there are underlying factors or cases where some travel request can not be set now or allowed. Pagdating sa pagreason sila na lng daw bahala. Instead, Options should be: 1)Submitted, 2)Pending, 3)Completed or 4)Cancelled

Further, Ms. Arlene commented that for now, the History page that shows the activity trail will just show 1)Submitted, 2)Pending, 3)Completed or 4)Cancelled.

In the Attendee details fields of Travel Request applications, the HRDD plans to add new field options for the Disability fields or plans to change the title field for the Disability options. To be submitted soon.

In the list of attachment, to atleast require the Request for TA as initial requirement. And option button “remove” if requestor want to change the attached requirement.

The HRDD proposed a separate dashboard for the Head of Action Officers as super user with the following functions: 1) to assign request or applications to action officer, 2)also has the ability to take action on travel request/ application 2)to oversee all task assigned to action officers 3) The Total Request Received icon will only appear to the Head of Action Officers Dashboard

Further, on the Action Officer’s dashboard, only his/her specific activities appears in the Reports icon like his 1)Total Request Received 2) Total Request Cancelled, etc.

Request for Non-Training Travel Order with the following details:

1. categories (Meeting, Site Inspection, Occular Visit, Others:\_\_\_\_\_\_\_\_\_\_\_\_\_ );
2. Attachment for Requirements

-Invitation or Program for Meeting or Site Inspection

1. To enter Projected Expenses
2. To Print a Local Travel Order template