**A**. Statement of the Problem

The Human Resource Management System will addresses the Automation of the Performance of the Employees as regard to what is monitored on them. Their performance would be according to the qualities of what they’re working on. On the present situation, the performance of the employees were poorly evaluated and monitored before, during and after every period of their jobs. Although HR departments would evaluate them, it is a very ideal thing for them to accomplish every evaluation of employees regularly to update their performance and their quality of work.

Another thing is many companies on our days have conflict on giving their employees rightful bonuses on the hard works they produce for the welfare of the company, so the system would like to make a possible solution to this by the evaluation of the automation of the performance ratings of the employees,their bonuses would depend on their performance rate as what would be stated according to what would be their ratings in their automated performance rating in the system. This would be the basis of their salary bonuses whenever an employee have a high rating performance, he/ she could get bonuses on certain occasions as given by higher authorities of the company

In line with this, their automated performance rating could also be used if an employee is subject for a promotion. This would certainly based their nomination from what the HR Department would post about their performance. The higher the rating of the performance, the higher possibility that certain employee would be enlist first for a promotion that, of course, would be from the higher management of the company. Also, this part of the

1. Training
2. Performance of employees
3. Bonuses depends on employees performance rate
4. Promotion of employee
5. Seminars
6. Eligibility
7. Leave
8. Attendance
9. Office of the employees
10. Salary Grade

User and Management Reports

1. List of Trainee
2. List of Employee
3. List of Promoted Employee
4. Personal Data Sheet
5. Performance Evaluation Sheet
6. Contract of Service
7. Job Orders
8. Certifications
9. Leave Credits Report

**B. Background and Objectives of the Project**

As we go further gathering all the information and conducting interviews, we came to understand the fact that in the near future user/client will tend to request what changes would they want to happen. City of Personnel Officers (CPO) also known as Human Resource was quite remained to apply old tradition way of system. Even though they had existing system with them they still endeared into the system what they learned and from this we assure that this system could benefit enough for them to cater all of their transaction regarding to Employee.

**C. Significance and Scope of the Project**

Human Resource Management System is a system based module under Human Resource Department. It is a system basically perform the automate evaluation process and management of all Employees Daily performance. It used to monitor the performance of a certain Employee if he/she was doing his/her job in order and in a proper way. This also serves as a basis of information for the department to conclude if that certain Employee was eligible enough to grant *Bonuses* or to be *promoted.*

The Scope of this system was listed below:

1. Employees Performance Appraisal
2. Caters the Salary bonuses of Employee
3. Hold the Promotion of a certain Employee
4. List of Seminar conducted by the Department

**D. Documentation of Existence and Seriousness of the Problem**

There are no current systems that is applied in the Quezon City Hall they were using manual process such as paper works for training and performance of the employees, so the researchers wants to develop the Human Resource Management System to make their work easy.

Modern society is characterized by an increasing need for specialized institutions in various fields of activity for the performance of their day-to-day functions as well as research and consultancy work. These institutions require speedy access to qualitative published information. Exposure, the methods of storage and dissemination of information are changing fast, so no library can store all published information and can provide efficient services with its old manual operations.

This is the era of computerization, but still tradition manual working system exists in Quezon City Hall especially in assessing the employees for their training and performance, . In the series of development of training and performance system is acclimatized to computer environment in daily routine as well as information storage and retrieval. Automation to a greater extent can reduce pressure of assessment for the training and performance workload. It also shelters from work stress and fatigue. It not only offers efficient services and opens a new era in bibliographical control but provides access to required database in the local government unit such as Quezon City Hall.

**Process Model of Existing System Contributing to the Problem**

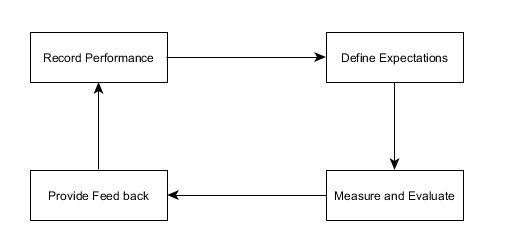


Figure 1.1 Process Model of Existing Appraisal System

**E. Review of Existing Alternatives**

A time-consuming process most of the forms are incredibly long and time-consuming. As a result, some managers routinely recycle “last year’s” evaluations. If HR is required to sit in on the sessions, the amount of wasted time increases significantly. That’s why employees must go overtime to finish their paper works. Explain to employees how the organization invests time and effort in professional development. Performance evaluations are not intended to be punitive rather, the purpose of evaluating job performance is to uncover strengths, identify weaknesses and work on striking a balance between the two. In an article published in "Public Personnel Management," contributor Gary Roberts cautions managers to remember the intent of performance evaluation is to provide helpful feedback. Train your supervisors and managers on how to conduct performance appraisals that instill pride in individual accomplishments and contributions to the company.

Employers that provide regular feedback generally get high approval marks from their employees. Workers feel good about managers who are genuinely appreciative of employee efforts, even if it's just an informal "thanks for your hard work." With supervisors and managers who understand the importance of feedback, you can maintain a work force that is motivated to achieve high job performance. Providing feedback on just an annual basis tends to focus mainly on the most recent accomplishments. Unless there is a method for tracking performance throughout the year, only a portion of an employee's accomplishments are evaluated during the appraisal.

High anxiety because the process is so subjective and no benchmark performance numbers are set in advance, uncertainty can cause many employees high levels of anxiety weeks before the process. Managers may also be anxious because of the uncertainty related to an employee’s reaction. I know one employee who sincerely thought she was going to be fired prior to her assessment but ended up being the highest rated employee on the team. Employees should have an accurate idea of their assessment long before any meeting is scheduled.

Often managers artificially rate individual employees to save money or to keep employees from becoming visible for promotion. Some selfishly give a score just below that required for a pay increase, while others give scores just above the point where they would be required to take disciplinary action. So that employees react in this matter.

Appraising employees to boost their motivation in their work is a best practice to inspire them. That’s why they must have an automated system to rate their employees base on their attendance, work hours and accomplishments.