**CONCEPT PROPOSAL**

Research Category

(Technical, Technological, HE, Social)

|  |  |
| --- | --- |
| **I. BASIC INFORMATION** | |
| 1. **Program/Project Title** | **Empowering Human Resource Management through the Development and Integration of Innovative Web Applications for Intelligent Information Handling** |
| 1. **Name and Address of Proponent/s** | ROSALINDA B. GUIYAB and IVY M. TARUN  Director, MIST AND Dean, CCSICT  ISU Cabagan |
| 1. Name and Signature of the Project Leader | ROSALINDA B. GUIYAB |
| 1. Name/s of the Study Leader/Project Staff | VINCE LLOYD Q. BALISI  MARIO T. UMAYAM  DOMINIC C. CABAUATAN |
| 1. Email Address | [rosalinda.b.guiyab@isu.edu.ph](mailto:rosalinda.b.guiyab@isu.edu.ph) |
| 1. Landline/Mobile Number | 09162814200 |
| **3. Cooperating/Collaborating Agency/ies** | Human Resource Office, ISU Cabagan |
| **4. R&D Station** | R&D Office, ISU Cabagan |
| **5. Project Duration** | 2 years |
| **6. Site of Implementation** |  |
| 1. Province | Isabela |
| 1. City/ Municipality | Cabagan |
| 1. Barangay(s) | Garita |
| 1. Geocode(s) | 3328 |
| **7. Estimated Budget** | 100,000.00 |
| 1. Total Budget Requested | 100,000.00 |
| 1. GAD Attributed Budget |  |
| **8. RDE Agenda to be Addressed** | ICT |
| **8. SDG to be Addressed** | GOAL 9: INDUSTRY, INNOVATION AND INFRASTRUCTURE |
| **9. Research Classification** | Basic  Applied  Development  Pilot Test  Technology Promotion |

|  |  |
| --- | --- |
| **II. TECHNICAL DESCRIPTION** | |
| 1. **Brief Statement of the Topic/Problem/ Rationale** | |
| The Isabela State University (ISU) is committed to providing top-notch service to its stakeholders by continually enhancing its day-to-day operations. One critical facet of ISU's operations is the Human Resource office, responsible for maintaining accurate records of its employees. Unfortunately, the HR office at ISU Cabagan currently relies on manual processing for various services, including employee profiling, timekeeping, leave applications, travel requests, and more. This manual approach is known to be less efficient, error-prone, and less secure compared to automated HR systems.  Accessing employee information from physical files proves to be a challenge, resulting in delays in responding to employee inquiries or fulfilling requests. Additionally, the reliance on physical documents poses risks of loss, damage, or unauthorized access, particularly when handling sensitive employee information. These manual processes are associated with delays and errors, ultimately hindering the efficient delivery of HR services.  In light of these challenges, it is imperative to address the concerns of the HR office. An initiative is proposed to develop an application that will significantly enhance the management of employee information. This endeavor aligns with ISU's dedication to providing the best service to its employees. This proposal outlines a comprehensive approach to empower Human Resource Management (HRM) through the development and integration of advanced web applications, specifically designed for intelligent information handling in HR service management and employee support. These applications are poised to revolutionize HR processes, heighten efficiency, and boost organizational productivity.  By harnessing cutting-edge technologies, this project aims to create an intuitive and seamless user experience for both HR professionals and ISU employees. This transformation will result in speedier processes, heightened data accuracy, improved accessibility, a transition to a paperless environment, and the provision of up-to-date reports with analytical insights. This innovative initiative will leverage technology to streamline processes, automate tasks, and fundamentally improve HR operations, ultimately fostering transparency and upholding good governance principles. | |
| 1. **General Objective** | The research project generally aims to provide a systematic way of tracking and managing user issues, inquiries, and requests. The application will prioritize issues based on their impact, urgency, and criticality to ensure that the most critical problems are addressed first. Along with asset management that will help the administrator to properly document the history of the repairs and requests |
| 1. **Specific Objectives** | Specifically, it aims to:   1. Develop web-based applications with report generators and analytics for the following:    * + Personal Data Sheet;      + Daily Time Record;      + Credit Earnings Management;      + Leave Application;      + Locator Application;      + Travel Order Application;      + Pay slip; and      + Individual Performance Commitment and Review Report; 2. Integrate the web applications developed 3. Determine the effectiveness of the integrated web applications as perceived by the system users and the level of satisfaction of users on the use of the integrated apps. |
| 1. **Scope and Limitations** | The development of the applications will be based on the processes of the Human Resource office guided by the Strategic Performance Management System Manual with the following features for each of applications:  PROFILING   1. Information Management 2. Service Records 3. Training and Development 4. Reporting and Analytics 5. Employee Access 6. Security 7. Integration (DTR, Leave Application, Locator, Travel Order, IPCR, and Payslip)   DTR   1. Employee Access 2. Attendance management 3. Schedules 4. Reporting and Analytics 5. Security (passcode, fingerprint) 6. Integration ( Leave Application, Locator, and Travel Order)   LEAVE APPLICATION   1. User 2. Leave Types 3. Leave Credit Balance 4. Intelligent Date Validation 5. Realtime Chat box 6. Documents Uploading 7. Application Submission 8. Approval Workflow 9. System and Email Notifications 10. Reports 11. Security 12. Data synchronization   LOCATOR   1. User 2. Locator Balance 3. Intelligent Date Validation 4. Application Submission 5. Approval Workflow 6. System and Email Notifications 7. Reports 8. Security 9. Data synchronization   TRAVEL ORDER   1. User 2. Intelligent Date Validation 3. Documents Uploading 4. Application Submission 5. Approval Workflow 6. System and Email Notifications 7. Reports 8. Security 9. Data synchronization   PAYSLIP   1. Importing Data 2. Reports 3. Security |

|  |  |  |
| --- | --- | --- |
| **III. EXPECTED OUTPUT, OUTCOMES, AND IMPACT** | | |
| **Output per Objective** | | **6Ps (Product, Publications, People and Services, Places and Partnerships, Patent/Intellectual Property, Policy)** |
| 1. Develop web-based applications with report generators and analytics for the following:    * + Personal Data Sheet;      + Daily Time Record;      + Credit Earnings Management;      + Leave Application;      + Locator Application;      + Travel Order Application;      + Pay slip; and      + Individual Performance Commitment and Review Report; 2. Integration of the web-applications 3. Determine the effectiveness of the integrated web applications as perceived by the system users and the level of satisfaction of users on the use of the web apps. | | Product and Publications |
| **Outcome** | **Integrated web applications for the HR office** transforming the HR operations that will result in speedier processes, heightened data accuracy, improved accessibility, a transition to a paperless environment, and the provision of up-to-date reports with analytical insights.  Employees can have access to HR services anytime and anywhere with any devices connected to the internet. | |
| **Impact** | This innovative initiative will **leverage technology to streamline processes,** automate tasks, and fundamentally improve HR operations, ultimately fostering transparency and upholding good governance principles. | |

|  |
| --- |
| **IV. CAPSULE CURRICULUM VITAE OF PROPONENTS** |
| *(see attached)* |

**ANNEX 1. GUIDELINES FOR THE PREPARATION OF R&D CONCEPT PROPOSAL FOR INSTITUTIONAL FUNDING**

Concept proposals must be prepared using the format given and in accordance with the following guidelines. Use Time New Romans 12, single space.

**I.** **BASIC INFORMATION**

|  |  |
| --- | --- |
| *Program/Project Title* | Brief but clear and eye-catching informative and distinctive name of the project that describes the main theme of the proposed study. Avoid using unnecessary words such as: effects, evaluation, study, experiment, trials, observations, results, test, factors, analysis, etc. as read in many titles. |
| *Name and Signature of the Project Leader* | This item consists of the name, designation of the principal researcher or implementer of the project. The proponent is usually the designated project leader and is the one in-charge to take the lead in project implementation. |
| *Name/s of the Study Leader/ Project Staff* | This item consists of the name, designation of the co-researcher or co-implementer of the project. |
| *Email Address* | Email address of the project leader |
| *Landline/Mobile Number* | (Area code) NNNN-NNNN/  09XX-XXX-XXXX |
| *Cooperating/Collaborating Agency* | In this item, the cooperating agency should be indicated. The cooperating agency/ies are agencies participating in the research or development work. |
| *R&D Station* | R&D station refers to the research station or cluster/campus or unit where the R&D activity will be conducted. |
| *Project Duration* | The project duration usually indicates the number of months or years the project shall be accomplished based on the timetable of planned activities. |
| *Site of Implementation* | Site of implementation refers to the specific location where the R&D activity will be conducted. |
| *Estimated Budget* | The estimated budget is an estimate of the financial requirements in carrying out the objectives of the research. It should be reasonable enough and consistent with the work plan. |
| *R&D Agenda to be Addressed* | Researchable area to be addressed by the project based on R&D Thrusts and Priorities as indicated in the R&D manual of operations. |
| *SDG to be Addressed* | Indicate which of the UNs-SDG will be addressed by the proposed project. |
| *Target Beneficiaries* | The target beneficiaries of the project should be specified. These are groups or individuals who will benefit from the conduct of the project. It should be defined in terms of how the expected outcomes, effects and impacts are being utilized. |
| *Research Classification* | Indicate the appropriate research classification of the proposed project whether basic, applied, development, pilot test, or technology promotion. |

**II. TECHNICAL DESCRIPTION**

|  |  |
| --- | --- |
| *Rationale* | Definition of research problem, scope and coverage, significance of the research project and the justification for its conduct. Include baseline data, statistical data, scientific findings, and among others. Briefly discuss the alignment of the project to the DA thrusts and priorities, its relevance, and merits. Provide a hypothesis or the answer/s to problems and the interventions/technologies to be made. |
| *General Objective* | The project objective state what the research project was expected to achieve and why it will be undertaken. Generally, its purpose is to address the problems/researchable areas and must be consistent with the title. |
| *Specific Objectives* | The specific objectives are crafted from the general objective to addressed the problem areas as stated in the significance of the project. The articulation of the objectives should use the SMART guide which means specific, measurable, attainable, realistic/relevant, and time-bound. |
| *Scope and Limitations* | This provides a framework for understanding the |
| **III.** **EXPECTED OUTPUT/OUTCOMES AND IMPACT** | |
| *Expected Output* | The expected output indicates the specific products, processes or services, information or technologies which the project is expected to produce. Provide output per objective following the 6Ps metrics. |
| *Outcome* | This pertains short to medium term impacts of the project’s successful completion on its targeted beneficiaries. |
| *Impact* | The long term effects of the project to its intended beneficiaries after its successful completion in terms of social, environmental, and economic impact. |