



DE LA SALLE-COLLEGE OF SAINT BENILDE

User Manual
Human Resources Database Web (HRDB Web) -
Personal Info Module
Version 1.0

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Preface and Acknowledgment

The Human Resources Database Web (HRDB Web) is a project of the People and Organization Development Office (PODO) in partnership with the Digital Technology Office (DTO).

The following contributed to the development of the Human Resources Database Web (HRDB Web):

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Document Version History

Date	Version	Description	Author
05/20/2021	1.0	This contains instructions on how to use the Personal Info Module of HRDB Web	MARA ANTAY



1 Introduction

1.1 Purpose

The Human Resources Database Web (HRDB Web) is created to automate the current manual process of People and Organizational Development Office (PODO). This serves as a tool for PODO to administer the records of every associate and generate real time reports needed for its operation. It includes Benefits, Grievance, Org Chart, Job Vacancies and Application, Resignation, Clearance, Training, etc. This system also aims to address the concern in a work from home environment as this is deployed in a Web environment.

1.2 Information System

The Human Resources Database Web (HRDB Web) is a Web-based application that runs in any up-to-date web and mobile browsers. It is connected to the HRDB. The Personal Info Module of the HRDB Web allows Admin and Associates to view and update their Personal Information. Some information updates are subject for approval by PODO-TMDU.

1.3 Programing Language

The Human Resources Database was programmed using C#. The database is MSSQL.

1.4 Project Owner

The Human Resources Database Web (HRDB Web) is owned by the People and Organization Development Office (PODO).

1.5 Admin and Users

The Admin of this system are selected associates from PODO. They are authorized to change the information.

The users are all associates who are in HRDB.



2 How to use the Human Resources Database (HRDB Web)

2.1 Login

Upon accessing the site, the screen prompts the input of username and password. Forgotten Benilde Infonet Account password can be managed through the “Forgot Benilde Infonet Account Password” link (see Fig. 1.0). An associate must be in HRDB in order for the system to accept the Login. If not, a message appears: “Username not found in the HR database.” (see Fig. 1.1).

The System is automatically signed out after 30 minutes of inactivity.

The screenshot shows the HRDB Web login page. At the top, there is a green header with the text "De La Salle College of Saint Benilde HRDB Web". Below the header, there is a login form with the prompt "Please enter your Benilde Infonet account." The form contains two input fields: "username" and "password". Below the input fields is a green "Login" button. At the bottom of the form is a link "Forgot Benilde Infonet Account Password?". To the right of the login form is a "Downloadable Files" section with three links: "FAQ - Online Bundy Clock", "User's Manual", and "Online Bundy Clock Video Tutorial".

Figure 1.0 Login Page

The screenshot shows the HRDB Web login page with an error message. The header and "Downloadable Files" section are the same as in Figure 1.0. The login form has the same prompt and input fields. However, the "username" field now contains the text "santogr". A green error message "Username not found in the HR database" is displayed above the "password" field. The "Login" button and "Forgot Benilde Infonet Account Password?" link are still present.

Figure 1.1 Login Page – the user is not in HRDB



2.2 Main Page

This Main Page welcomes the user. It also serves as confirmation that the account being accessed is correct (see Fig. 2.0).



Figure 2.0 Main Page

The upper right of the Main Page shows the current date and list of Menu which can be accessed based on the granted User Permission. In (Fig 2.1), it shows the Menu of the Associate and (Fig. 2.2) shows the Menu of the Admin [PODO-TMDU].



Figure 2.1 Menu – Associate

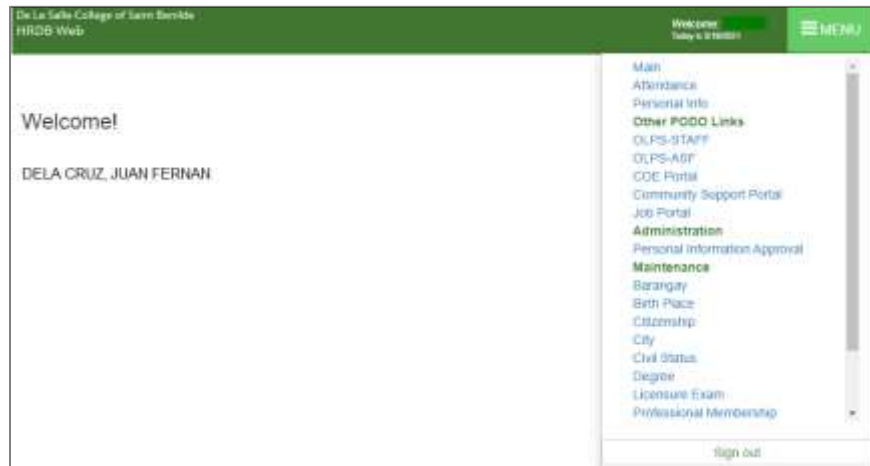


Figure 2.2 Menu – Admin

2.3 Personal Info

The Personal Info Page displays the current information of the user (see Fig. 3.0 to Fig. 3.0.1). To Update Personal Info, just click the Update Personal Info button.

Personal Info Page allows the user to add or update the following personal information:

- Personal Info
- Statutory Numbers
- Contact Info
- Family Background
- Educational Attainment
- Ongoing Education
- Work Experience
- Licensure Exam
- Professional Membership




De La Salle-College of Saint Benilde
HRDB Web

Welcome: [Name]
Today is 5/19/2021

MENU

Personal Info



Name : DELA CRUZ, JUAN FERNAN
ID Number : 200800000123
Classification : AS-REG
Department : DTO (DIGITAL TRANSFORMATION OFFICE)
Position : SYSTEMS DEVELOPER
Date Hired : 05-21-2008
CSB Infonet : DELACRUZJ
Birth Place (Country) : Foreign
Birth Place (City) : California
Date of Birth : 1979-10-13
Gender : M
Nickname : JUAN
Civil Status : Married
Citizenship : FILIPINO
Religion : BAPTIST

[Update Personal Info](#)

Statutory Numbers
SSS No. : 1234567891
TIN No. : 987654321
PAGIBIG No. : 121110987654
Philhealth No. : 456789101112345

[Update Statutory Numbers](#)

Contact Info
Region : NCR
Province : NCR, CITY OF MANILA, FIRST DISTRICT
City : MALATE
Barangay : Barangay 696
House/Unit/Fir.#, Bldg. : 10 Dona Leonila St.
Zip Code : 1700
Provincial Address : 244 BRGY. BATO
Province : AKLAN

[Update Contact Info](#) [Update City / Provincial Address](#)

Location	Contact No
E	test@benilde.edu.ph
F	DELA CRUZ, JUAN F.
M	09205161223
M	09205161224

Subscribe to ? Y
Bin Im

Figure 3.0 Personal Info Page (to be continue in Fig. 3.0.1)



Family Background

Relation	Name	Phone Number	Birthdate
CHILD	THOMAS DE LA CRUZ		May 3, 2021
FATHER	JUAN DE LA CRUZ		March 20, 1969
MOTHER	ROSA DE LA CRUZ		May 15, 1967
SPOUSE	ALYANA DE LA CRUZ		October 19, 1993

[Add Family Background](#) [Update Family Background](#)

Educational Attainment

Degree	Course	School	Year From	Year To
Masteral	Masters in International Business	DLSCSB	2020	2024
Bachelor	BS Computer Applications	DLSCSB	2010	2015
Bachelor	BS Information Systems	DLSU	2005	2010

[Add Educational Attainment](#) [Update Educational Attainment](#)

Ongoing Education

Degree	Course	School	Grant %	Target Date
Masteral	Masters in International Business	Benilde	70	05/03/2021

[Add Ongoing Education](#) [Update Ongoing Education](#)

Work Experience

Position	Company	Year From	Year To
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2005	2010
Quality Analyst	Benilde	05/2012	05/2021
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/02/2010	05/04/2020

[Add Work Experience](#) [Update Work Experience](#)

Licensure Exam

Exam Type	Title	Licensure Number	Date Passed
LicensureExam	Certification of Competency in Quality Assurance		04/11/2021

[Add Licensure Exam](#) [Update Licensure Exam](#)

Professional Membership

Type	Org	Membership Date
Member	Red Cross Philippines	04/11/2021

[Add Professional Membership](#) [Update Professional Membership](#)

Figure 3.0.1 Personal Info Page (continuation)



To access the Personal Info Page, click the Personal Info link under Menu (see Fig. 3.1).



Figure 3.1 Personal Info Link

2.3.1 Data Privacy Notice

After clicking the Personal Info link under Menu, it will direct to the Data Privacy Notice page. This must be acknowledged to continue to the Personal Info page (see Fig. 3.2)

Note: Data Privacy Notice is acknowledged once for every login.

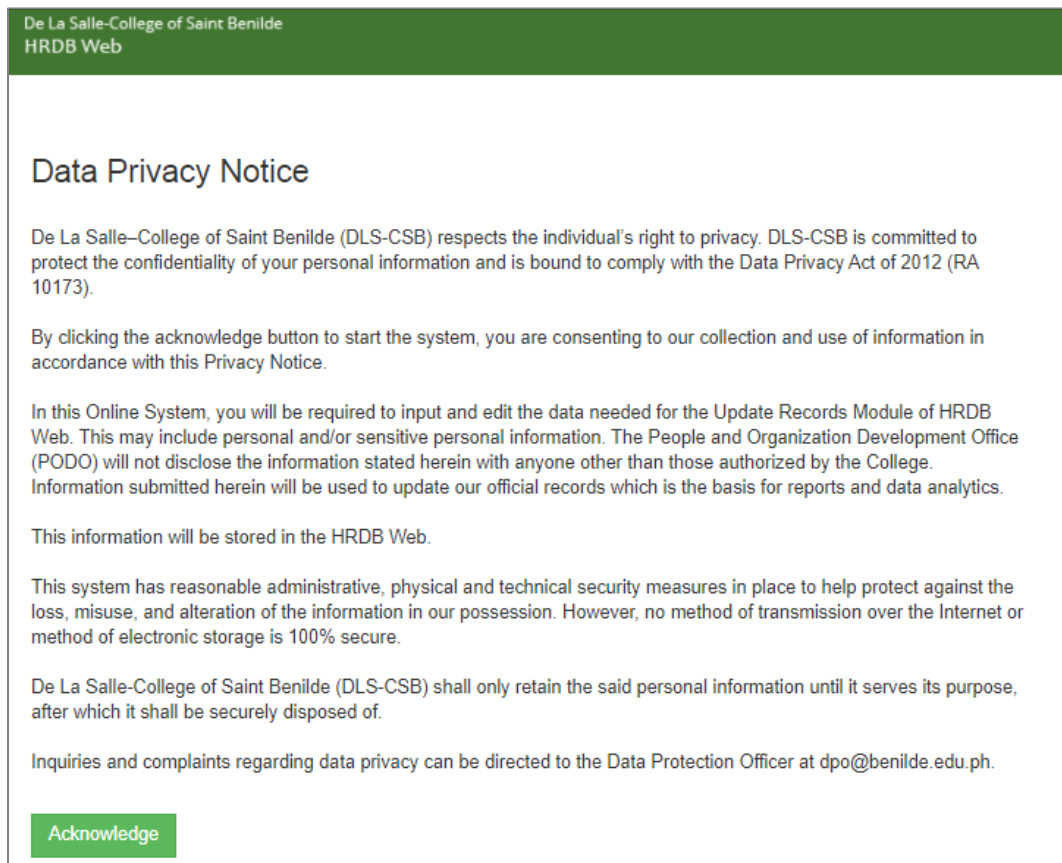


Figure 3.2 Data Privacy Notice



2.3.2 Personal Info Page

To Update Personal Info, just click the Update Personal Info button.

Note: Not all fields in the Personal Info are changeable (see Fig. 3.2). Changes in the Personal Info are subject for Approval by the Admin [PODO-TMDU] except for the Nickname and Religion.

De La Salle College of Saint Benilde
HRDB Web

Welcome: [Redacted]
Today is 9/1/2023

MENU

Personal Info

Name: DE LA CRUZ, JUAN
ID Number: 200803500904
Classification: AS-REG
Position: SYSTEMS DEVELOPER
Department: DTO (DIGITAL TRANSFORMATION OFFICE)
Date Hired: 05-21-2008

Nickname:

Religion:

Birth Place (Country):

Birth Place (City):

Date of Birth:

Gender:

Civil Status:

Citizenship:

Figure 3.2 Update Personal Info Page



2.3.3 Birth Place Country and Birth Place (City)

To Update the Birth Place (Country) and Birth Place (City):

- Select Birth Place (Country) and Birth Place (City) from the dropdown.
- Click the Save button to save the request for update in Birth Place (Country) and Birth Place (City). A confirmation dialog box will appear. Click Ok (see Fig. 3.3).

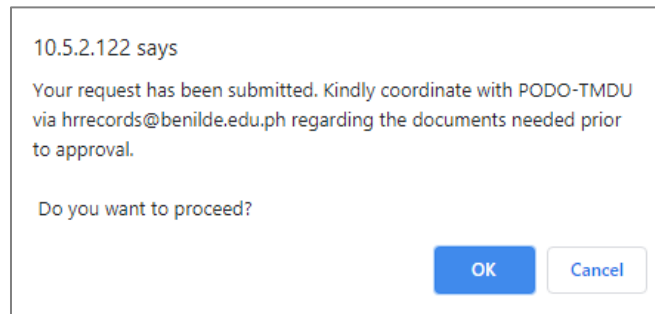


Figure 3.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 3.4).

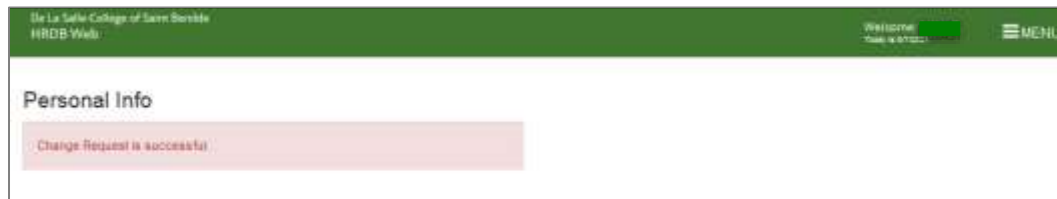


Figure 3.4 Personal Info - Change Request is successful

- Click Cancel button to go back to the Personal Info Page.



2.3.4 Date of Birth

To Update the Date of Birth:

- Select the Date of Birth field and a calendar will appear (see Fig. 3.5).

The screenshot shows the 'Personal Info' page for user DE LA CRUZ, JUANITO GOLEZ. The 'Date of Birth' field is selected, and a calendar for May 2021 is displayed. The calendar shows the date 05-21-2000. The 'Save' button is highlighted in green.

Figure 3.5 Update Personal Info - Date of Birth

- Choose birthdate from the calendar and click the Save button to save the request for update in Date of Birth. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.3.5 Gender

To Update the Gender:

- Select Gender from the dropdown.
- Click the Save button to save the request for update in Gender. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page

2.3.6 Nickname

Note: Updating the Nickname does not require approval from the Admin [PODO-TMDU]. Updated Nickname will display right away after the “Change request is successful” message prompts indicating that information update has been made.

To Update the Nickname:

- Input Nickname in the Nickname textbox.
Note: This textbox only accepts a maximum of 15 characters and it cannot be left blank.
- Click the Save button to save the update in Nickname. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.3.7 Civil Status

To Update the Civil Status:

- Select Civil Status from the dropdown.
- Click the Save button to save the request for update in Civil Status. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.3.8 Citizenship

To Update the Citizenship:

- Select Citizenship from the dropdown.
- Click the Save button to save the request for update in Citizenship. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.3.9 Religion

Note: Updating the Religion does not require approval from the Admin [PODO-TMDU]. Updated Religion will display right away after the “Change request is successful” message prompts indicating that information update has been made.

To Update the Religion:

- Select Religion from the dropdown.
- Click the Save button to save the update in Religion. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.4 Statutory Numbers

To Update Statutory Numbers, just click the Update Statutory Numbers button (see Fig. 4.0).

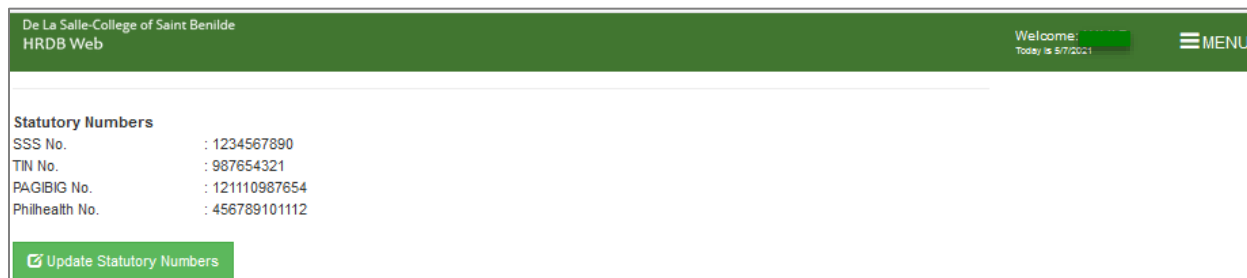


Figure 4.0 Update Statutory Numbers Button



Note: All fields in the Statutory Numbers are changeable (see Fig. 4.1). Changes in the Statutory Numbers are subject for Approval by the Admin [PODO-TMDU].

Figure 4.1 Update Statutory Numbers Page

2.4.1 SSS No.

To Update the SSS No.:

- Input SSS No. in the SSS No. textbox.
Note: This textbox only accepts a maximum of 50 numeric characters and it cannot be left blank.
- Click the Save button to save the request for update in SSS No. A confirmation dialog box will appear. Click Ok (see Fig. 4.2).

Figure 4.2 Confirmation dialog box



- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 4.3).

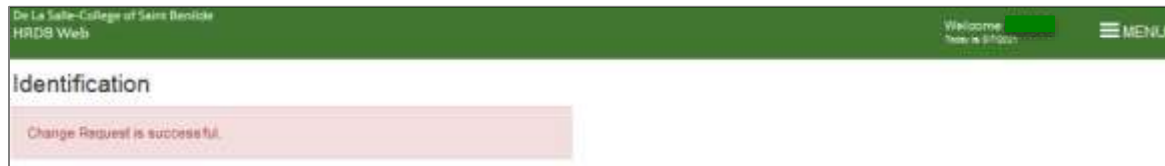


Figure 4.4 Statutory Numbers - Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.4.2 TIN

To Update the TIN:

- Input TIN in the TIN textbox.
Note: This textbox only accepts a maximum of 50 numeric characters and it cannot be left blank.
- Click the Save button to save the request for update in TIN. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.4.3 PAGIBIG No.

To Update the PAGIBIG No.:

- Input PAGIBIG No. in the PAGIBIG textbox.
Note: This textbox only accepts a maximum of 50 numeric characters and it cannot be left blank.
- Click the Save button to save the request for update in PAGIBIG No. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.4.4 Philhealth

To Update the Philhealth:

- Input Philhealth in the Philhealth textbox.
Note: This textbox only accepts a maximum of 50 numeric characters and it cannot be left blank.
- Click the Save button to save the request for update in Philhealth. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.5 Contact Info

Update Contact Info allows user to update, add, and remove contact info. To Update Contact Info, just click the Update Contact Info button or Update City/Provincial Address button (see Fig. 5.0).

Location/Contact No	
E	test@benilde.edu.ph
F	DE LA CRUZ, JUAN
M	09205161223
M	09205161224

Figure 5.0 Update Contact Info

Note: Updating the Contact Info does not require approval from the Admin [PODO-TMDU]. Updated Contact Info will display right away after the “Change request is successful” message prompts indicating that update has been made.



2.5.1 City Address/Provincial Address

To Update the City Address and Provincial Address:

- Click the Update City/Provincial Address button
- Select Region, Province, City, and Barangay from the dropdown.
- Input “House/Unit/Flr.#,Bldg. Name, Blk or Lot#”, Zip Code, and Provincial Address in the textboxes. Select Province from the dropdown.
- Click the Save button to save the update in Address. “Address updated” dialog box will appear indicating that update has been made. Click Ok (see Fig. 5.1).

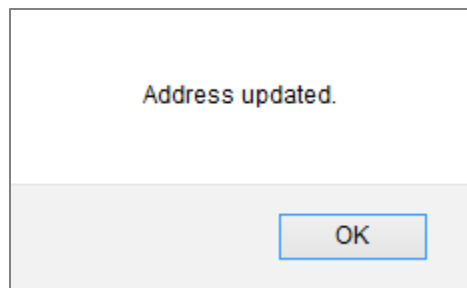


Figure 5.1 Address updated dialog box

- Click Cancel button to go back to the Personal Info Page.

2.5.2 Add Mobile

To Add the Mobile:

- Click the Update Contact Info button
- Choose Mobile from the Add Contact Info dropdown.
- Input Mobile in the Add Contact Info textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Add button with a blank Mobile will prompt “Please enter contact number” (see Fig. 5.2).

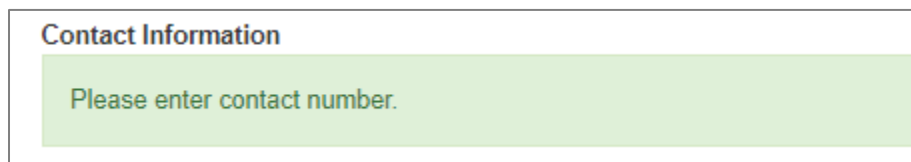


Figure 5.2 Please enter contact number



- Clicking Add button after having two Mobile numbers in the Contact Info Table will prompt “Error: You can only have 2 mobile numbers registered” (see Fig. 5.3).

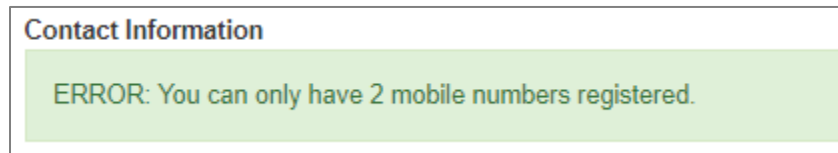


Figure 5.3 Error: You can only have 2 mobile numbers registered

- Click the Add button to save the update in Mobile.
- Record successfully added” message will prompt after clicking Add button (see Fig. 5.4).

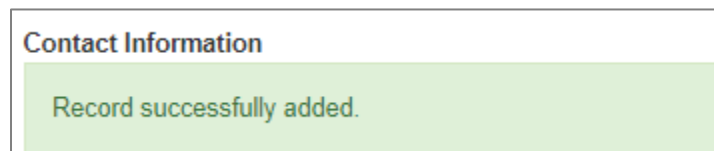


Figure 5.4 Record successfully added

- Click Back button to go back to the Personal Info Page.

2.5.3 Add Email

To Add the Email:

- Choose Email from the Add Contact Info dropdown.
 - Input Email in the Add Contact Info textbox.
- Note:
- This textbox only accepts a maximum of 50 characters.
 - Clicking Add button with a blank Email will prompt “Please enter Email”.
 - Clicking Add button after having one alternate email in the Contact Info Table will prompt “Error: You can only have 1 alternate email registered” (see Fig. 5.6).

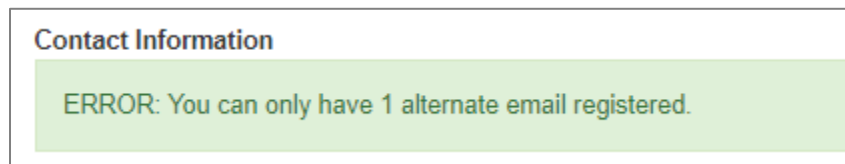


Figure 5.6 You can only have 1 alternate email registered

- Click the Add button to save the update in Email.
- Record successfully added” message will prompt after clicking Add button.
- Click Back button to go back to the Personal Info Page.

2.5.4 Remove Mobile and Email

To Remove the Mobile and Email:

- Click Remove beside the Contact Info that you wish to remove. A confirmation dialog box will appear. Click Confirm (see Fig. 5.7).

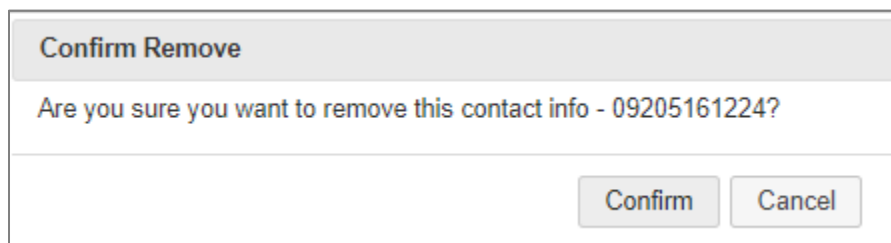


Figure 5.7 Confirmation dialog box

- A confirmation dialog box will appear indicating that information has been removed (see Fig. 5.8).

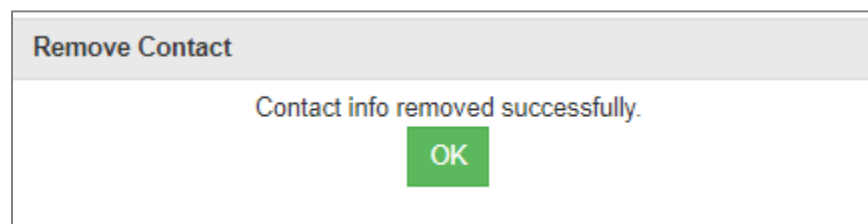


Figure 5.8 Contact info removed successfully

- Click Ok to go back to Update Contact Info Page.
- Click Back button to go back to the Personal Info Page.



2.5.5 Be In Subscription

To Update the Be In Subscription:

- Select Yes if you want to subscribe and Select No if you do not want to subscribe.
- Click the Save button to save the request for update in Be In Subscription.
- “Record successfully saved” message will appear after clicking Save button.
- Click Back button to go back to the Personal Info Page.

2.6 Family Background

To Update Family Background, just click the Update Family Background button (see Fig. 6.0).

Relation	Name	Phone Number	Birthdate
CHILD	THOMAS DE LA CRUZ		May 3, 2021
FATHER	JUAN DE LA CRUZ	09205161223	March 20, 1969
MOTHER	ROSA DE LA CRUZ	09774836293	May 15, 1967
SPOUSE	ALYANA DE LA CRUZ	09994647489	October 19, 1993

Figure 6.0 Update Family Background Button

Note: All fields in the Family Background are changeable (see Fig. 6.1). Changes in the Family Background are subject for Approval by the Admin [PODO-TMDU].



De La Salle College of Saint Benilde
HRDB Web

Welcome
Hello Admin

MENU

Family Background

Relation	Name	Phone Number	Birthdate
CHILD	THOMAS DE LA CRUZ		May 3, 2021
FATHER	JUAN DE LA CRUZ	99206101223	March 20, 1969
MOTHER	ROSAL DE LA CRUZ	99774836289	May 15, 1967
SPOUSE	ALYANA DE LA CRUZ	99994647489	October 19, 1993

Relation: FATHER

Name: _____

Phone number: _____

Birth Date: _____

Save Cancel

Figure 6.1 Update Family Background Page

2.6.1 Relation

To Update the Relation:

- Select the family member that you want to update from the Family Background Table. Selected family member will be displayed in the editable fields. (See Fig. 6.2).

De La Salle College of Saint Benilde
HRDB Web

Welcome
Hello Admin

MENU

Family Background

Relation	Name	Birthdate
CHILD	THOMAS DE LA CRUZ	March 19, 2010
FATHER	JUAN DE LA CRUZ	March 20, 1969
MOTHER	ROSAL DE LA CRUZ	May 15, 1967
SPOUSE	ALYANA DE LA CRUZ	October 19, 1993

Relation: CHILD

Name: THOMAS DE LA CRUZ

Birth Date: 3/19/2013 12:00:00 AM

Save Cancel

Figure 6.2 Selected family member



- Choose Relation from the Relation dropdown.
- Click the Save button to save the request for update in Relation. A confirmation dialog box will appear. Click Ok (see Fig. 6.3).

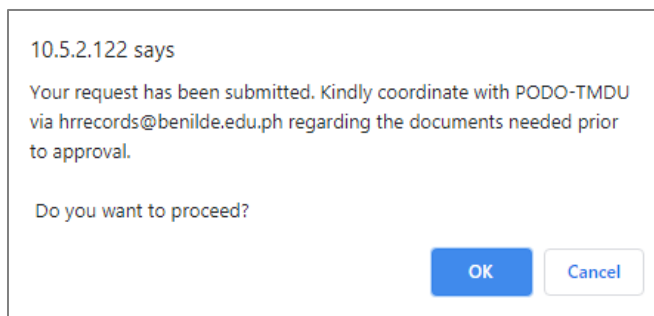


Figure 6.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 6.4).

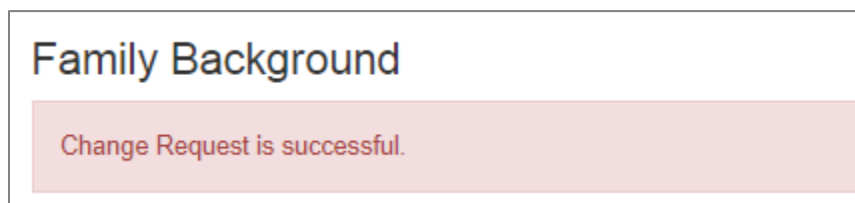


Figure 6.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.6.2 Name

To Update the Name:

- Select the family member that you want to update from the Family Background Table. Selected family member will be displayed in the editable fields.
- Input Name in the Name textbox.
Note:
 - This textbox only accepts a maximum of 50 characters.
 - Clicking Save button with a blank Name will prompt “Please fill out this field” (see Fig. 6.5).



De La Salle College of Saint Benilde
HRDB Web

Unauthenticated
View a profile

MEYLI

Family Background

Relation	Name	Birthdate
CHILD	THOMAS DE LA CRUZ	March 18, 2012
FATHER	JUAN DE LA CRUZ	March 22, 1968
MOTHER	ROSA DE LA CRUZ	May 15, 1967
SPOUSE	ALVARA DE LA CRUZ	October 16, 1993

Relation
FATHER

Name

Birth Date

Please fill out this field.

Save Cancel

Figure 6.5 Please fill out this field

- Click the Save button to save the request for update in Name. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.6.3 Birth Date

To Update the Birth Date:

- Select the family member that you want to update from the Family Background Table. Selected family member will be displayed in the editable fields.
- Enter Birth Date or choose from the calendar.
Note: Choosing Birth Date that is beyond the current date is not allowed.
- Click the Save button to save the request for update in Birth Date. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.6.4 Phone Number

To Update the Phone Number:

- Select the family member that you want to update from the Family Background Table. Selected family member will be displayed in the editable fields.
- Enter the Phone Number in the Phone Number textbox.
- Click the Save button to save the request for update in Phone Number. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.6.5 Add Family Background

To Add Family Background, just click the Add Family Background button (see Fig. 7.0)

The screenshot shows the HRDB Web interface. At the top, there is a green header with the text "De La Salle-College of Saint Benilde HRDB Web" on the left, "Welcome: [User Name] Today is 3/1/2021" on the right, and a "MENU" button. Below the header is a table titled "Family Background" with the following data:

Relation	Name	Phone Number	Birthdate
CHILD	THOMAS DE LA CRUZ		May 3, 2021
FATHER	JUAN DE LA CRUZ	09205161223	March 20, 1969
MOTHER	ROSA DE LA CRUZ	09774836289	May 15, 1967
SPOUSE	ALYANA DE LA CRUZ	09994647489	October 19, 1993

Below the table are two green buttons: "Add Family Background" and "Update Family Background".

Figure 7.0 Add Family Background Button

Note: Adding Family Background are subject for Approval by the Admin [PODO-TMDU] (see Fig. 7.1).



Figure 7.1 Add Family Background Page

To Add Family Background:

- Choose Relation from the Relation dropdown.
- Input Name in the Name textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Save button with a blank Name will prompt “Please fill out this field” (see Fig. 7.2).

Figure 7.2 Please fill out this field

- Enter Phone Number in the Phone Number textbox.



- Enter Birth Date or choose from the calendar.
Note: Choosing Birth Date that is beyond the current date is not allowed.
- Click the Save button to save the request for additional Family Background. A confirmation dialog box will appear. Click Ok (see Fig. 7.3).

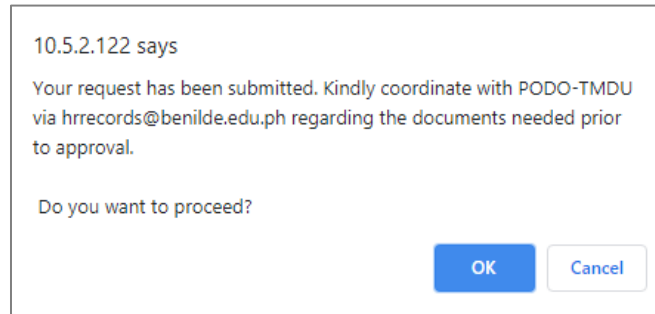


Figure 7.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 7.4).

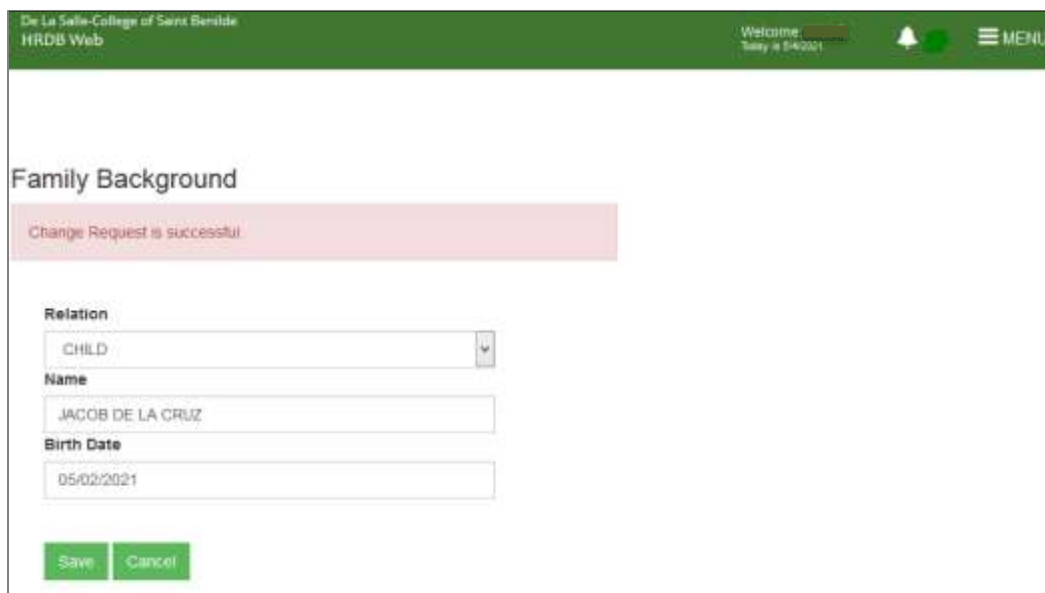


Figure 7.4 Change Request is successful

- Click Cancel button to go back to the Personal Info Page.



2.7 Educational Attainment

To Update Educational Attainment, just click the Update Educational Attainment button (see Fig. 8.0).

Degree	Course	School	Year From	Year To
Masteral	Masters in International Business	DLSCSB	2020	2024
Bachelor	BS Computer Applications	DLSCSB	2010	2015
Bachelor	BS Information Systems	DLSU	2005	2010

Figure 8.0 Update Educational Attainment Button

Note: All fields in the Educational Attainment are changeable (see Fig. 8.1). Changes in the Educational Attainment are subject for Approval by the Admin [PODO-TMDU].



De La Salle-College of Saint Benilde
HRDB Web

Welcome
Today is 5/20/2021

MENU

Educational Attainment

Degree	Course	School	School Year From	School Year To
COLLEGE	BS INFORMATION MANAGEMENT	UNIVERSITY OF NEGROS OCCIDENTAL - RECOLETOS		2007
ELEMENTARY		ERCS I		1998
HIGH SCHOOL		BCNHS		2002

Degree
BASIC EDUCATION

Course

School
Benilde

Year From

Year To

Save Cancel

Figure 8.1 Update Educational Attainment Page

2.7.1 Degree

To Update the Degree:

- Select the Educational Attainment that you want to update from the Educational Attainment Table. Selected Educational Attainment will be displayed in the editable fields. (See Fig. 8.2).



Degree
COLLEGE

Course
BS INFORMATION MANAGEMENT

School
DE LA SALLE UNIVERSITY

Year From
2004

Year To
2007

Save Cancel

Figure 8.2 Selected Educational Attainment

- Choose Degree from the Degree dropdown.
- Click the Save button to save the request for update in Degree. A confirmation dialog box will appear. Click Ok (see Fig. 8.3).

10.5.2.122 says

Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval.

Do you want to proceed?

OK Cancel

Figure 8.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 8.4).



Degree	Course	School	School Year From	School Year To
Bachelor	BS Computer Applications	DLSCSB	2010	2015
Bachelor	BS Information Systems	DLSU	2005	2010
Masteral	Masteral in International Business	DLSCSB	2020	2024

Change Request is successful

Degree:

Course:

School:

Year From:

Year To:

Figure 8.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.7.2 Course

To Update the Course:

- Select the Educational Attainment that you want to update from the Educational Attainment Table. Selected Educational Attainment will be displayed in the editable fields.
- Input Course in the Course textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Save button with a blank Course will prompt “Please fill out this field” (see Fig. 8.5).



Go to: Select a Member of Staff/Student
HRDB Web

HRDB Web

Educational Attainment

Degree	Course	School	School Year From	School Year To
Bachelor	BS Computer Applications	OLSCBS	2015	2016
Bachelor	BS Information Systems	OLSU	2008	2010
Master's	Master's in International Business	OLSCBS	2020	2024

Degree:

Course:

School:

School Year From:

School Year To:

Figure 8.5 Please fill out this field

- Click the Save button to save the request for update in Course. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.7.3 School

To Update the School:

- Select the Educational Attainment that you want to update from the Educational Attainment Table. Selected Educational Attainment will be displayed in the editable fields.
- Choose School from the School dropdown.
- Click the Save button to save the request for update in School. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.7.4 Year From and Year To

To Update the Year From and Year To:

- Select the Educational Attainment that you want to update from the Educational Attainment Table. Selected Educational Attainment will be displayed in the editable fields.
- Input Year From and Year To in the textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Save button with a blank Year From or Year To will lead to appearance of “Please fill out this field” text (see Fig. 8.6).

The screenshot shows the 'Educational Attainment' section of a web application. At the top, there is a table with the following data:

Degree	Course	School	School Year From	School Year To
Bachelor	BS Computer Applications	DUCOB	2010	2011
Bachelor	BS Information Systems	DGU	2005	2010
Master	Master in International Business	DUCOB	2008	2014

Below the table, there is a form for editing an entry. The fields are:

- Degree: Bachelor (dropdown)
- Course: BS Computer Applications (text)
- School: DUCOB (dropdown)
- Year From: (text input, highlighted with a red border and a tooltip that says "Please fill out this field.")
- Year To: (text input)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Figure 8.6 Please fill out this field

- Click the Save button to save the request for update in Course. A dialog box will appear to ask for confirmation with the information update.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.7.5 Add Educational Attainment

To Add Educational Attainment, just click the Add Educational Attainment button (see Fig. 9.0)

Degree	Course	School	Year From	Year To
Masteral	Masters in International Business	DLSCSB	2020	2024
Bachelor	BS Computer Applications	DLSCSB	2010	2015
Bachelor	BS Information Systems	DLSU	2005	2010

Figure 9.0 Add Educational Attainment Button

Note: Adding Educational Attainment are subject for Approval by the Admin [PODO-TMDU] (see Fig. 9.1).

Degree: Bachelor
Course:
School: Benilde
Year From:
Year To:

Save Cancel

Figure 9.1 Add Educational Attainment Page



To Add Educational Attainment:

- Choose Degree from the Degree dropdown.
- Input Course in the Course textbox.
- Enter Year From and Year To in Year From and Year To textboxes.

Note:

- Course, Year From, and Year To textboxes only accept a maximum of 50 characters.
- Clicking Save button with a blank Course or Year From and Year To will prompt “Please fill out this field” (see Fig. 9.2).

Figure 9.2 Please fill out this field

- Click the Save button to save the request for additional Educational Attainment. A confirmation dialog box will appear. Click Ok (see Fig. 9.3).

Figure 9.3 Confirmation dialog box



- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 9.4).

The screenshot shows the 'Educational Attainment' form in the HRDB Web system. A pink notification bar at the top of the form area displays the message 'Change Request is successful'. Below the message, the form fields are populated with the following information:

- Degree:** Masteral
- Course:** Masters in Business Administration
- School:** Benilde
- Year From:** 05/2011
- Year To:** 05/2021

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Figure 9.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.8 Ongoing Education

To Update Ongoing Education, just click the Update Ongoing Education button (see Fig. 10.0).

The screenshot shows the 'Ongoing Education' page in the HRDB Web system. At the top, there are two buttons: 'Add Educational Attainment' and 'Update Educational Attainment'. Below these buttons, there is a table with the following data:

Degree	Course	School	Grant %	Target Date
Masteral	Masters in International Business	Benilde	70	05/03/2021

At the bottom of the page, there are two buttons: 'Add Ongoing Education' and 'Update Ongoing Education'.

Figure 10.0 Update Ongoing Education Button



Note: All fields in the Ongoing Education are changeable (see Fig. 10.1). Changes in the Ongoing Education are subject for Approval by the Admin [PODO-TMDU].

The screenshot shows a web interface for 'Ongoing Education'. At the top, there is a header with 'HRDB Web' and 'UPOD'. Below the header, the title 'Ongoing Education' is displayed. A table with the following columns: Degree, Course, School, Grad. No., and Target Date. The table contains one row: Bachelor, Bachelors in International Business, Benilde, 75, and 06-01-2027. Below the table, there is a form with the following fields: Degree (dropdown menu), Exam No. (text input), Course (text input), School (dropdown menu), Grad. No. (text input), and Target Date (text input). At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Figure 10.1 Update Ongoing Education Page

2.8.1 Degree

To Update the Degree:

- Select the Ongoing Education that you want to update from the Ongoing Education Table. Selected Ongoing Education will be displayed in the editable fields. (See Fig. 10.2).



Degree	Course	School	Grant %	Target Date
Master's	Master's in International Business	Benilde	70	08/28/2021

Degree:

Course:

School:

Grant:

Target Date:

Figure 10.2 Selected Ongoing Education

- Choose Degree from the Degree dropdown.
- Click the Save button to save the request for update in Degree. A confirmation dialog box will appear. Click Ok (see Fig. 10.3).

10.5.2.122 says

Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval.

Do you want to proceed?

Figure 10.3 Confirmation dialog box

- Change request is successful” message will prompt indicating that information update has been made (see Fig. 10.4).



Degree	Course	School	Grade %	Target Date
Bachelor	Bachelor in International Business	BSMC	79	06/02/2021

Form fields:
Degree: [Dropdown]
Institution: [Dropdown]
Course: [Textbox]
School: [Dropdown]
Grade: [Textbox]
Target Date: [Textbox]

Buttons: [Save] [Cancel]

Figure 10.4 Change Request is successful

- Click Cancel button to go back to the Personal Info Page.

2.8.2 Course

To Update the Course:

- Select the Ongoing Education that you want to update from the Ongoing Education Table. Selected Ongoing Education will be displayed in the editable fields.
- Input Course in the Course textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Save button with a blank Course will prompt “Please fill out this field” (see Fig. 10.5).



Degree	Course	School	ID	Target Date
Master	Master in International Business	Savitri	IT	09/09/2017

Degree: [Dropdown]
Name: [Text]
Course: [Text]
School: [Dropdown] **Please fill out this field.**
ID: [Text]
Target Date: [Text]

[Save] [Cancel]

Figure 10.5 Please fill out this field

- Click the Save button to save the request for update in Course. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.8.3 School

To Update the School:

- Select the Ongoing Education that you want to update from the Ongoing Education Table. Selected Ongoing Education will be displayed in the editable fields.
- Choose School from the School dropdown.
- Click the Save button to save the request for update in School. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.8.4 Grant

To Update the Grant:

- Select the Ongoing Education that you want to update from the Ongoing Education Table. Selected Ongoing Education will be displayed in the editable fields.
- Input Grant in the Grant textbox.

Note:

- This textbox only accepts a maximum of 50 numeric characters.
- Clicking Save button with a blank Grant will prompt “Please fill out this field” (see Fig. 10.6).

The screenshot shows the 'Ongoing Education' update form. At the top, there is a table with the following data:

Degree	Course	School	Grant No.	Target Date
Bachelor	Major in International Business	Stellen	73	28/03/2021

Below the table, the form fields are populated with the selected data:

- Degree: Bachelor
- Course: Major in International Business
- School: Stellen
- Grant: 73
- Target Date: 28/03/2021

A validation error message is displayed below the Grant field: "Please fill out this field." The Save and Cancel buttons are visible at the bottom of the form.

Figure 10.6 Please fill out this field

- Click the Save button to save the request for update in Course. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.8.5 Target Date

To Update the Target Date:

- Select the Ongoing Education that you want to update from the Ongoing Education Table. Selected Ongoing Education will be displayed in the editable fields.
- Enter Birth Date or choose from the calendar.
- Click the Save button to save the request for update in Course. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.8.6 Add Ongoing Education

To Add Ongoing Education, just click the Add Ongoing Education button (see Fig. 11.0)



Figure 11.0 Add Ongoing Education Button

Note: Adding Ongoing Education are subject for Approval by the Admin [PODO-TMDU] (see Fig. 11.1).

The screenshot shows the HRDB Web interface with the 'Add Ongoing Education' form. The form is titled 'Ongoing Education' and contains the following fields:

- Degree: Bachelor (dropdown menu)
- Course: (text input field)
- School: (text input field)
- Section: (dropdown menu)
- Grant %: (text input field)
- Target Date: (text input field)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Figure 11.1 Add Ongoing Education Page



To Add Ongoing Education:

- Choose Degree from the Degree dropdown.
- Input Course in the Course textbox.
- Choose School from the School dropdown.
- Input Grant in the Grant textbox.

Note:

- Course textbox only accepts a maximum of 50 characters
- Grant textbox only accepts a maximum of 50 numeric characters.
- Clicking Save button with a blank Course or Grant will prompt “Please fill out this field” (see Fig. 11.2).

Degree	Course	School	Grant No.	Target Date
Masteral	Master in International Business	Benilde	ITB	05-05-2027

Degree:

Course:

School:

Grant No.:

Target Date:

Figure 11.2 Please fill out this field

- Click the Save button to save the request for additional Ongoing Education. A confirmation dialog box will appear. Click Ok (see Fig. 11.3).

10.5.2.122 says

Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval.

Do you want to proceed?

Figure 11.3 Confirmation dialog box



- Change request is successful” message will prompt indicating that information update has been made (see Fig. 11.4).

The screenshot shows the 'Ongoing Education' form in the HRDB Web application. A pink banner at the top of the form area displays the message 'Change Request is successful'. Below this, the form contains several input fields: 'Degree' (dropdown menu with 'Bachelor' selected), 'Course' (text input with 'BS Marketing'), 'School' (dropdown menu with 'Benilde' selected), 'Grant %' (text input with '33'), and 'Target Date' (text input with '09/09/2021'). At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Figure 11.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.9 Work Experience

To Update Work Experience, just click the Update Work Experience button (see Fig. 12.0).

The screenshot displays the 'Work Experience' section of the HRDB Web application. It features a table with the following data:

Position	Company	Year From	Year To
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2005	2018
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/02/2018	05/04/2020

Below the table are two buttons: 'Add Work Experience' and 'Update Work Experience'.

Figure 12.0 Update Work Experience Button



Note: All fields in the Work Experience are changeable (see Fig. 12.1). Changes in the Work Experience are subject for Approval by the Admin [PODO-TMDU].

Position	Company	Year From	Year To
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/02/2016	05/04/2019
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2009	2010

Position	<input type="text"/>
Company	<input type="text"/>
Year From	<input type="text"/>
Year To	<input type="text"/>

Figure 12.1 Update Work Experience Page

2.9.1 Position

To Update the Position:

- Select the Work Experience that you want to update from the Work Experience Table. Selected Work Experience will be displayed in the editable fields. (See Fig. 12.2).



Position	Company	Year From	Year To
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/03/2018	05/04/2018
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2015	2018

Position: BUSINESS ANALYST

Company: DE LA SALLE-COLLEGE OF SAINT BENILDE

Year From: 05/03/2018

Year To: 05/04/2018

Save Cancel

Figure 12.2 Selected Work Experience

- Input Position in the Position textbox.
Note:
 - This textbox only accepts a maximum of 50 characters.
 - Clicking Save button with a blank Position will prompt “Please fill out this field” (see Fig. 12.3).

Position	Company	Year From	Year To
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/03/2018	05/04/2018
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2015	2018

Position:

Please fill out this field. DE LA SALLE-COLLEGE OF SAINT BENILDE

Year From: 05/03/2018

Year To: 05/04/2018

Save Cancel

Figure 12.3 Please fill out this field



- Click the Save button to save the request for update in Position. A confirmation dialog box will appear. Click Ok (see Fig. 12.4).

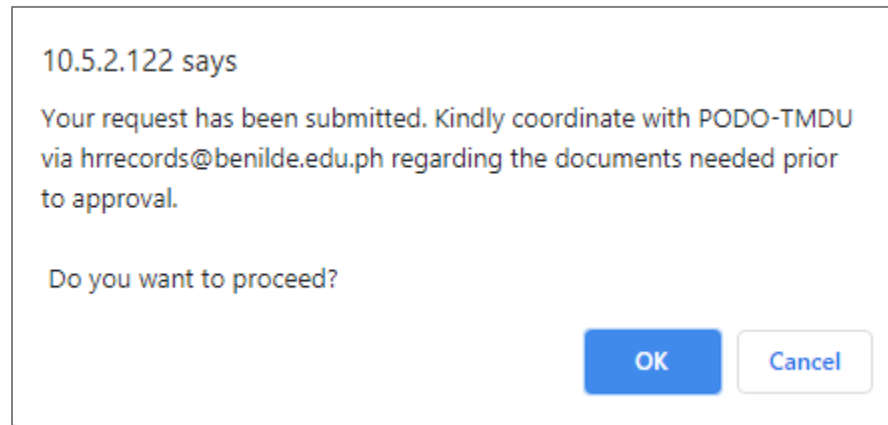


Figure 12.4 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 12.5).

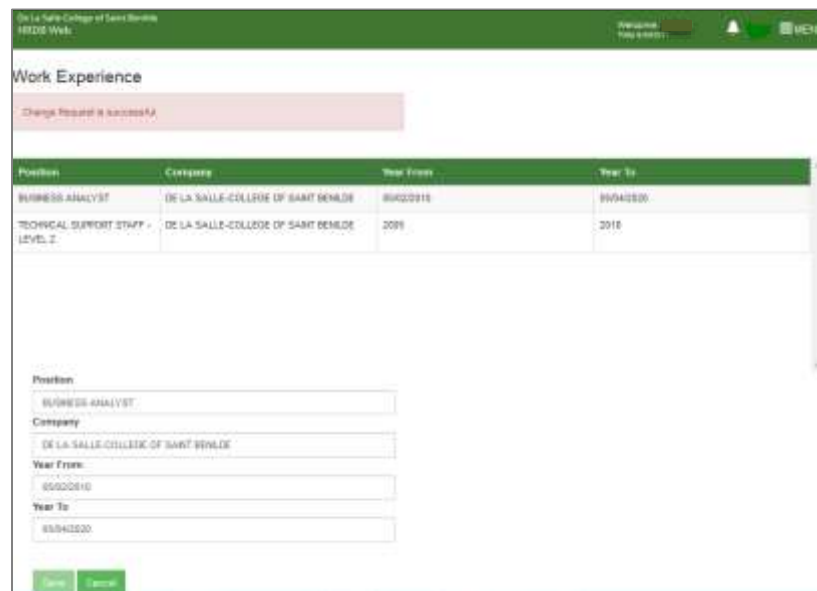


Figure 12.5 Confirmation dialog box

- Click Cancel button to go back to the Personal Info Page.



2.9.2 Company

To Update the Company:

- Select the Work Experience that you want to update from the Work Experience Table. Selected Work Experience will be displayed in the editable fields.
- Input Company in the Position textbox.

Note:

- This textbox only accepts a maximum of 50 characters.
- Clicking Save button with a blank Company will prompt “Please fill out this field” (see Fig. 12.6).

Position	Company	Year From	Year To
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	25/02/2010	25/04/2010
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2006	2010

Position	BUSINESS ANALYST
Company	
Year From	
Year To	25/04/2010

Please fill out this field.

Save Cancel

Figure 12.6 Please fill out this field

- Click the Save button to save the request for update in Company. A confirmation dialog box will appear. Click Ok
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.9.3 From and Year To

To Update the Year From and Year To:

- Select the Work Experience that you want to update from the Work Experience Table. Selected Work Experience will be displayed in the editable fields.
- Input Year From and Year To in the textbox.
Note:
 - This textbox only accepts a maximum of 50 characters.
 - Clicking Save button with a blank Year From or Year To will prompt “Please fill out this field”.
- Click the Save button to save the request for update in Course. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.9.4 Add Work Experience

To Add Work Experience, just click the Add Work Experience button (see Fig. 13.0)

The screenshot displays the HRDB Web interface for De La Salle College of Saint Benilde. At the top, there is a green header with the college name and a 'MENU' button. Below the header, there is a table with columns: Degree, Course, School, Grant %, and Target Date. The table contains one row: Masters, Masters in International Business, Benilde, 70, and 05/03/2021. Below this table are two green buttons: 'Add Ongoing Education' and 'Update Ongoing Education'. Underneath, there is a 'Work Experience' section with a table. The table has columns: Position, Company, Year From, and Year To. It contains two rows: 'TECHNICAL SUPPORT STAFF - LEVEL 2' at 'DE LA SALLE-COLLEGE OF SAINT BENILDE' from 2005 to 2010, and 'BUSINESS ANALYST' at 'DE LA SALLE-COLLEGE OF SAINT BENILDE' from 05/02/2010 to 05/04/2020. At the bottom of this section are two green buttons: 'Add Work Experience' and 'Update Work Experience'.

Figure 13.0 Add Work Experience Button



Note: Adding Work Experience are subject for Approval by the Admin [PODO-TMDU] (see Fig. 13.1).

Position	Company	Year From	Year To
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	2000/02/16	2004/02/28
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2008	2010

Position

Company

Year From

Year To

Figure 13.1 Add Work Experience Page

To Add Work Experience:

- Input Position in the Position textbox.
- Input Company in the Company textbox.
- Input Year From and Year To in the Year From and Year To textboxes.

Note:

- Position, Company, Year To, and Year From textboxes only accept a maximum of 50 characters
- Clicking Save button with a blank Position, Company, Year From or Year To will lead to appearance of “Please fill out this field” text (see Fig. 13.2).



De La Salle College of Saint Benilde
HRDB Web

Welcome
New 4/14/2021

MENU

Work Experience

Position

*required

Please fill out this field. F SANTI BENILDE

Year From

05/2012

Year To

05/2021

Save Cancel

Figure 13.2 Please fill out this field

- Click the Save button to save the request for additional Work Experience. A dialog box will appear to ask for confirmation with the information update (see Fig. 13.3).

10.5.2.122 says

Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval.

Do you want to proceed?

OK Cancel

Figure 13.3 Confirmation dialog box

- “Change request is successful” text will appear on the top part after confirmation of the information update (see Fig. 13.4).



De La Salle College of Saint Benilde
HRDB Web

Welcome
July 9, 2021

MENU

Work Experience

Change Request is successful

Position: DATA ANALYST

Company: DE LA SALLE-COLLEGE OF SAINT BENILDE

Year From: 05/01/20

Year To: 05/02/21

Save Cancel

Figure 13.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.10 Licensure Exam

To Update Licensure Exam, just click the Update Licensure Exam button (see Fig. 14.0).

De La Salle College of Saint Benilde
HRDB Web

Welcome
July 9, 2021

MENU

Work Experience

Position	Company	Year From	Year To
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2005	2010
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/02/2010	05/04/2020

Add Work Experience Update Work Experience

Licensure Exam

Exam Type	Title	Date Passed
LicensureExam	Certification of Competency in Quality Assurance	04/11/2021

Add Licensure Exam Update Licensure Exam

Figure 14.0 Update Licensure Exam Button



Note: All fields in the Work Experience are changeable (see Fig. 14.1). Changes in the Work Experience are subject for Approval by the Admin [PODO-TMDU].

Exam Type	Exam Title	Date Passed
LicensureExam	Certification of Competency in Quality Assurance	04/11/2021

Exam Type: Architecture Board
Title: _____
Date Passed: _____

Save Cancel

Figure 14.1 Update Licensure Exam Page

2.10.1 Exam Type

To Update the Exam Type:

- Select the Licensure Exam that you want to update from the Licensure Exam Table. Selected Licensure Exam will be displayed in the editable fields. (See Fig. 14.2).



The screenshot shows the HRDB Web interface. At the top, there is a header with the text "On the State College of Benilde" and "HRDB Web". Below the header is a table with the following columns: "Exam Type", "Exam Title", and "Date Passed". The table contains one row with the following data: "LicensureExam", "Certification of Competency in Quality Assurance", and "04/11/2021". Below the table is a form with the following fields: "Exam Type" (a dropdown menu with "LicensureExam" selected), "Title" (a text input field with "Certification of Competency in Quality Assurance" entered), and "Date Passed" (a date input field with "04/11/2021" entered). At the bottom of the form are two buttons: "Save" and "Cancel".

Figure 14.2 Selected Licensure Exam

- Choose Exam Type from the Exam Type dropdown.
- Click the Save button to save the request for update in Exam Type. A confirmation dialog box will appear. Click Ok (see Fig. 14.3).

The screenshot shows a confirmation dialog box with the following text: "10.5.2.122 says", "Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval.", and "Do you want to proceed?". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Figure 14.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 14.4).



Exam Type	Exam Title	Date Passed
LicensureExam	Certification of Competency in Quality Assurance	04/11/2021

Exam Type: LicensureExam
Title: Certification of Competency in Quality Assurance
Date Passed: 04/11/2021

Figure 14.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.10.2 Title

To Update the Title:

- Select the Licensure Exam that you want to update from the Licensure Exam Table. Selected Licensure Exam will be displayed in the editable fields. (See Fig.
- Input Title in the Title textbox.

Note:

- This textbox only accepts a maximum of 50 characters
- Clicking Save button with a blank Title will prompt “Please fill out this field” (see Fig. 14.5).



Exam Type	Exam Title	Date Passed
LicensureExam	Certification of Competency in Quality Assurance	04/11/2021

Exam Type
LicensureExam

Title
[Empty text field]

Date Passed
[Empty calendar field]

Please fill out this field.

Save Cancel

Figure 14.5 Please fill out this field

- Click the Save button to save the request for update in Title. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.10.3 Date Passed

To Update the Date Passed:

- Select the Licensure Exam that you want to update from the Licensure Exam Table. Selected Licensure Exam will be displayed in the editable fields.
- Enter Date Passed or choose from the calendar.
- Click the Save button to save the request for update in Title. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.10.4 Add Licensure Exam

To Add Licensure Exam, just click the Add Licensure Exam button (see Fig. 15.0)

The screenshot shows the HRDB Web interface for De La Salle College of Saint Benilde. It features a green header with the college name and a 'MENU' button. Below the header, there are two sections: 'Work Experience' and 'Licensure Exam'. The 'Work Experience' section contains a table with columns for Position, Company, Year From, and Year To. Below this table are two buttons: 'Add Work Experience' and 'Update Work Experience'. The 'Licensure Exam' section contains a table with columns for Exam Type, Title, and Date Passed. Below this table are two buttons: 'Add Licensure Exam' and 'Update Licensure Exam'.

Position	Company	Year From	Year To
TECHNICAL SUPPORT STAFF - LEVEL 2	DE LA SALLE-COLLEGE OF SAINT BENILDE	2005	2010
BUSINESS ANALYST	DE LA SALLE-COLLEGE OF SAINT BENILDE	05/02/2010	05/04/2020

Exam Type	Title	Date Passed
LicensureExam	Certification of Competency in Quality Assurance	04/11/2021

Figure 15.0 Add Licensure Exam Button

Note: Adding Licensure Exam are subject for Approval by the Admin [PODO-TMDU] (see Fig. 15.1).

The screenshot shows the 'Add Licensure Exam' page in the HRDB Web interface. It features a green header with the college name and a 'MENU' button. Below the header, there is a form titled 'Licensure Exam'. The form has three input fields: 'Exam Type' (a dropdown menu with 'Architecture Board' selected), 'Title', and 'Date Passed'. Below the form are two buttons: 'Save' and 'Cancel'.

Figure 15.1 Add Licensure Exam Page



To Add Licensure Exam:

- Choose Exam Type from the Exam Type dropdown.
- Input Title in the Title textbox.

Note:

- This textbox only accepts a maximum of 50 characters
- Clicking Save button with a blank Title will prompt “Please fill out this field” (see Fig. 15.2).

The screenshot shows a web form titled "Licensure Exam" on the HRDB Web interface. The form includes a dropdown menu for "Exam Type" with "LicensureExam" selected. Below it is a "Title" text input field. A red error message box is positioned below the Title field, containing the text "Please fill out this field." At the bottom of the form are two buttons: "Save" and "Cancel".

Figure 15.2 Please fill out this field

- Enter Date Passed or choose from the calendar.
- Click the Save button to save the request for additional Licensure Exam. A confirmation dialog box will appear. Click Ok (see Fig. 15.3).

The screenshot shows a confirmation dialog box with the following text: "10.5.2.122 says Your request has been submitted. Kindly coordinate with PODO-TMDU via hrrecords@benilde.edu.ph regarding the documents needed prior to approval. Do you want to proceed?". At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 15.3 Confirmation dialog box



- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 15.4).

The screenshot shows the HRDB Web interface. At the top, it says "De La Salle College of Saint Benilde HRDB Web" and "Welcome, [Name] Today is 03/04/2021". The main content area is titled "Licensure Exam" and displays a pink message box that says "Change Request is successful". Below this, there is a form with the following fields: "Exam Type" (value: LicensureExam), "Title" (value: Certification of Competency in Business Analysis), and "Date Passed" (value: 05/04/2021). At the bottom of the form are "Save" and "Cancel" buttons.

Figure 15.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.

2.11 Professional Membership

To Update Professional Membership, just click the Update Professional Membership button (see Fig. 16.0).

The screenshot shows the HRDB Web interface. At the top, it says "De La Salle College of Saint Benilde HRDB Web" and "Welcome, [Name] Today is 03/04/2021". The main content area is titled "Professional Membership" and contains a table with the following data:

Type	Org	Membership Date
Member	Red Cross Philippines	04/11/2021

Below the table are two buttons: "Add Professional Membership" and "Update Professional Membership".

Figure 16.0 Update Professional Membership Button



Note: All fields in the Professional Membership are changeable (see Fig. 16.1). Changes in the Professional Membership are subject for Approval by the Admin [PODO-TMDU].

Type	Org	Membership Date
Member	Red Cross Philippines	04/11/2021

Type
Professional Membership Type Code

Org

Membership Date

Save Cancel

Figure 16.1 Update Professional Membership Page

2.11.1 Type

To Update the Type:

- Select the Professional Membership that you want to update from the Professional Membership Table. Selected Professional Membership will be displayed in the editable fields. (See Fig. 16.2).

Type	Org	Membership Date
Member	Red Cross Philippines	04/11/2021

Type
Member

Org
Red Cross Philippines

Membership Date
04/11/2021

Save Cancel

Figure 16.2 Selected Professional Membership



- Choose Type from the Type dropdown.
- Click the Save button to save the request for update in Type. A confirmation dialog box will appear. Click Ok (see Fig. 16.3).

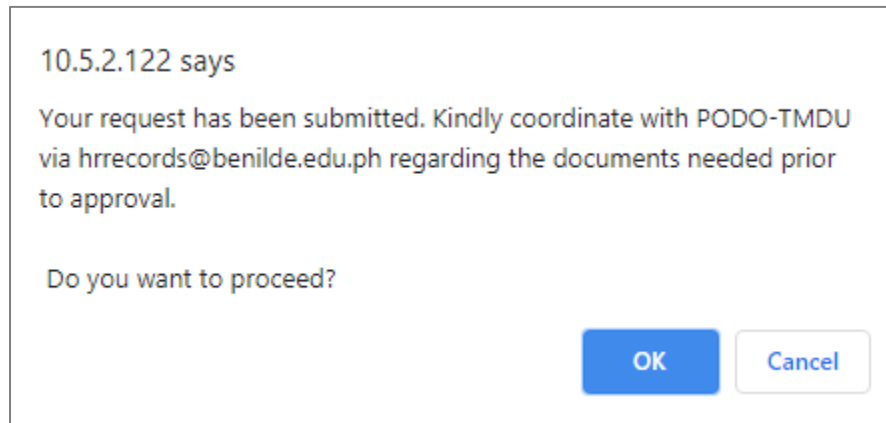


Figure 16.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 16.4).

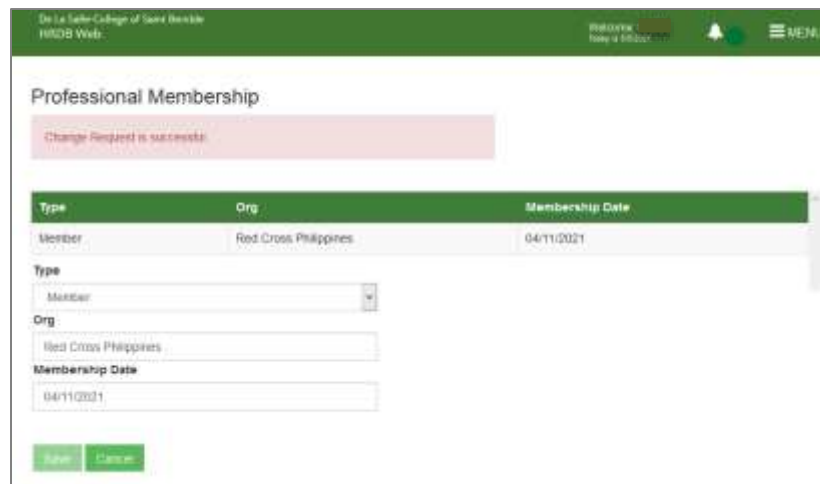


Figure 16.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.



2.11.2 Org

To Update the Org:

- Select the Professional Membership that you want to update from the Professional Membership Table. Selected Professional Membership will be displayed in the editable fields.
- Input Org in the Org textbox.

Note:

- This textbox only accepts a maximum of 50 characters
- Clicking Save button with a blank Org will prompt “Please fill out this field” (see Fig. 16.5).

De La Salle College of Saint Benilde
HRDB Web

Professional Membership

Type	Org	Membership Date
Member	Red Cross Philippines	04/11/2021

Type
Member

Org

Attachment Photo
Please fill out this field.

Save Cancel

Figure 16.5 Please fill out this field

- Click the Save button to save the request for update in Org. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.



2.11.3 Membership Date

To Update the Membership Date:

- Select the Professional Membership that you want to update from the Professional Membership Table. Selected Professional Membership will be displayed in the editable fields.
- Enter Membership Date or choose from the calendar
- Click the Save button to save the request for update in Membership Date. A confirmation dialog box will appear. Click Ok.
- “Change request is successful” message will prompt indicating that information update has been made.
- Click Cancel button to go back to the Personal Info Page.

2.11.4 Add Professional Membership

To Add Professional Membership, just click the Add Professional Membership button (see Fig. 17.0)

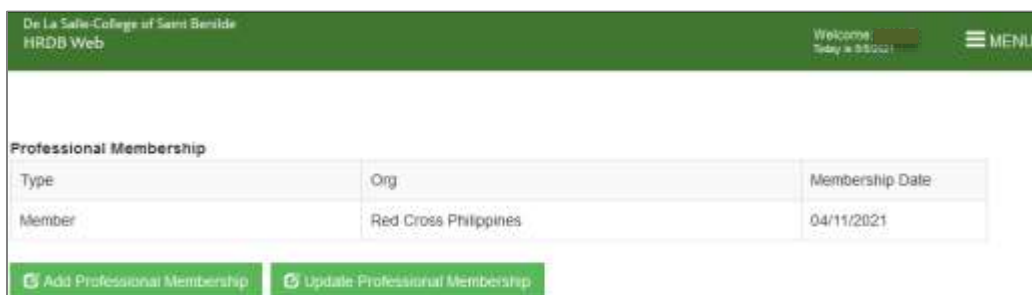


Figure 17.0 Add Professional Membership Button

Note: Adding Professional Membership are subject for Approval by the Admin [PODO-TMDU] (see Fig. 17.1).



Figure 17.1 Add Professional Membership Page

To Add Professional Membership:

- Choose Type from the Type dropdown.
- Input Org in the Org textbox.

Note:

- This textbox only accepts a maximum of 50 characters
- Clicking Save button with a blank Org will prompt “Please fill out this field” (see Fig. 17.2).

Figure 17.2 Please fill out this field



- Enter Membership Date or choose from the calendar.
- Click the Save button to save the request for additional Professional Membership. A confirmation dialog box will appear. Click Ok (see Fig. 17.3).

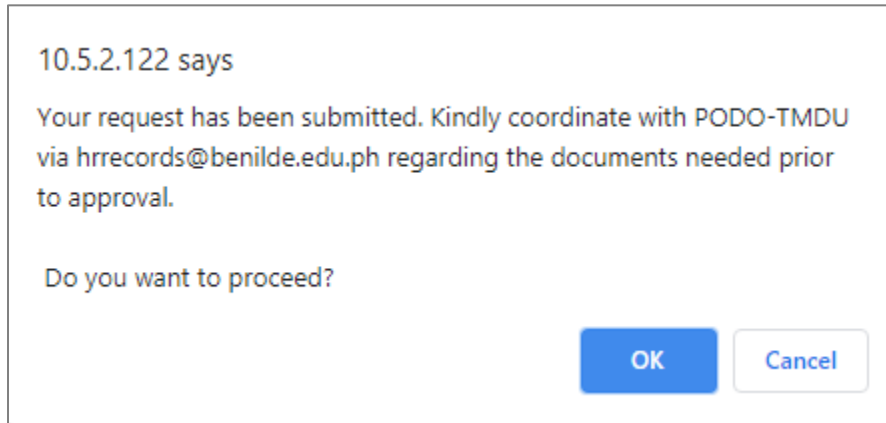


Figure 17.3 Confirmation dialog box

- “Change request is successful” message will prompt indicating that information update has been made (see Fig. 17.4).

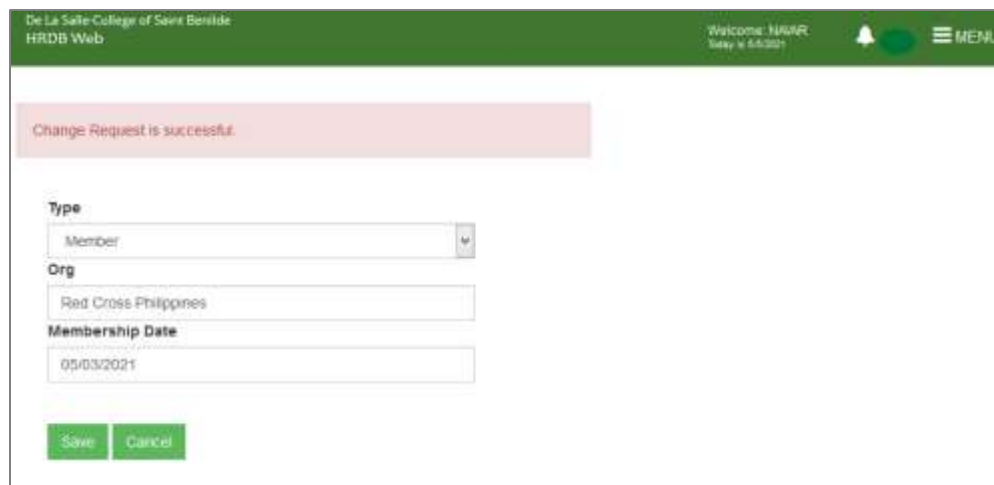


Figure 17.4 Change request is successful

- Click Cancel button to go back to the Personal Info Page.



2.12 Notification

The Notification is located at the upper right of the Navigation bar. Its purpose is to display through the Notification bell if the information change request has been approved/disapprove (see Fig. 18.0). Clicking the Notification bell will show the list of Approved/Disapprove requests including the date and time the approval/disapproval was made (see Fig. 18.1).



Figure 18.0 Notification bell



Figure 18.1 List of Approved/Disapproved request

Note: Clicking a link of For Approval Information Update in the notification will direct to the details of Approved/Disapproved Information Update (see Fig. 18.2).



De La Salle-College of Saint Benilde
HRDB Web

Family Background

Relation: SISTER
Name: THOMAS DE LA CRUZ
PhoneNumber: 09774836289
Birthdate: 2021-05-03
Remarks:ok

[Back](#)

Figure 18.2 Information Update Approval Page

Prepared by: Sgd. Mara Antay	Approved by: Sgd. John Cedrick Bugarin	Noted by: Sgd. Randy Tandoc
Name: Mara Antay Position: Jr. Business Analyst, DTO Bootcamp	Name: John Cedrick Bugarin Position: Project Manager, DTO	Name: Randy Tandoc Position: Director, DTO
Date: May 20, 2021	Date: May 20, 2021	Date: May 20, 2021