



Need Help with My DMCI Homes Portal?

You've come to the right place! We prepared the most common Article that will get you started.

Popular Support Articles

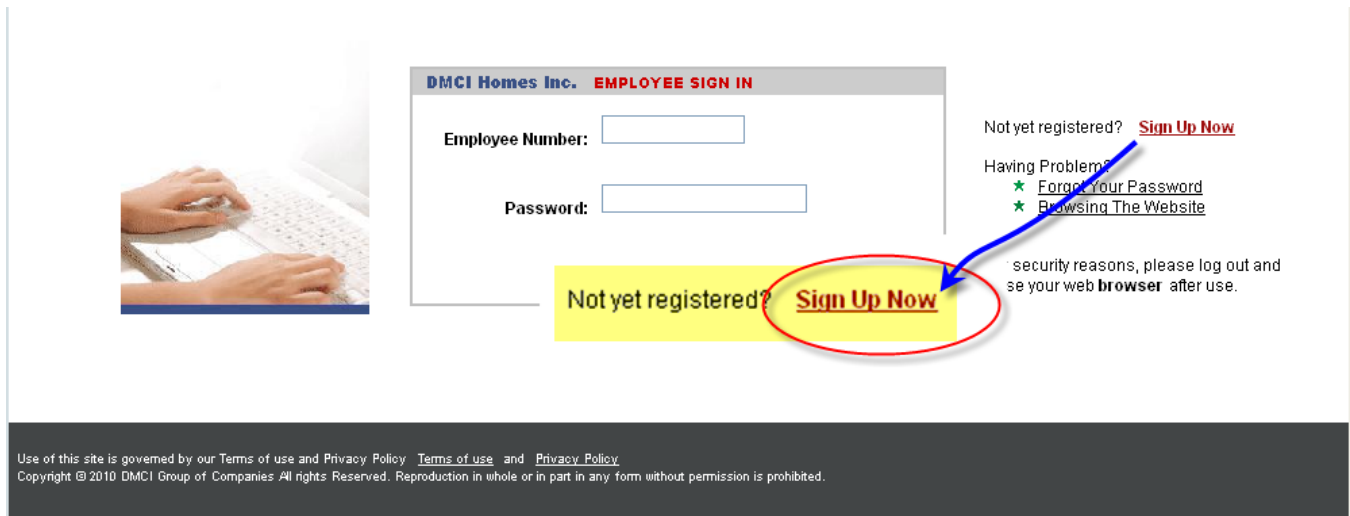
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Signing Up

Is your **First step** to gain access to the system.

1. To start signing up Open MyDMCIHomesPortal from your browser and click the link encircled below.



2. The system will ask for your Employee No. (you can refer from your ID card). This is to validate if you are a valid DMCI Homes employee. After entering the employee no. click the Validate button encircled below.

Account Registration Form

Employee Number *


Employee Name

A Thumbs up icon will display if employee no. entered is valid.



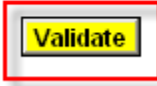
3. For security purposes the system will ask a personal question like; (When is your birthday?). Of course you know your birthday right? Now click validate button to confirm.

Account Registration Form

Employee Number * 

Employee Name **Juan Dela Cruz**


Security Question
When is your Birthday? *

Answer : 

(mm/dd/yyyy)


4. Once you entered the right information the system will ask for your Password. Password setting is key sensitive so be careful in typing your password. Password is also set in a maximum of 20 alpha numeric characters.

Account Registration Form

Employee Number * 

Employee Name **Juan Dela Cruz**

Security Question
When is your Birthday? *

Answer : 

(mm/dd/yyyy) key sensitive

Password * (Max 20 alpha numeric character)

Confirm Password *


Passwords entry are case sensitive. Please check your CAPS lock key.

Company Email Address *

Personal Mail


5. Now enter your Company Email address. Please be careful in entering your Company email because this will be verified in the next procedure. If you wish you can also enter your Personal E-Mail if you want to receive email notification on that account.

Account Registration Form

Employee Number * 

Employee Name **Juan Dela Cruz**

Security Question
When is your Birthday? *

Answer : 
(mm/dd/yyyy)

Password * (Max 20 alpha numeric character)

Confirm Password *

Passwords entry are case sensitive. Please check your CAPS lock key.

Company Email Address *

Personal Mail

6. You can now click Submit button.

Email Address *

Mail

7. Informations entered from the previous form are already saved. To check the validity of the company email you've entered a verification mail is forwarded on that account. Just wait for a few seconds then open your mail (Microsoft Outlook).

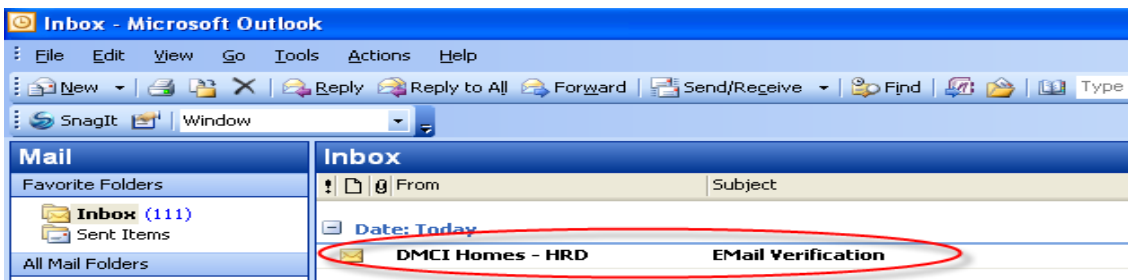


Congratulations! Your Account has been created in the database

A verification email has been sent to your company email account. You need to complete the verification process by clicking the link on the verification email.

CLOSE

8. From your Inbox you can find a new email with a subject "Email Verification". Please open the mail.



9. To complete the process click the link highlighted below.

Hi **Juan**,

Thanks for verifying your email address.

To complete the process, click the link below:

<http://192.168.203.77/HRMIS/SignUpValidate.aspx?i=Ced=jjbcegi-cegi&i=0018910>

If you are unable to click on the link above copy and paste it into your browsers address bar.

Thanks,
HRMIS Administrator

10. The link will direct you to your DMCI Homes Portal. Very easy isn't it.

Welcome to My DMCI Homes Portal

Thank you for completing the email address verification process.

You can now start using the system by clicking the button below.

Go to MyDMCI Homes Login

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Signing In

After accomplishing all the procedures from the **SIGN UP** process (above). You can now start Signing in.

1. Enter you Employee Number
2. Then enter your Password (note: password is key sensitive so be careful in typing).



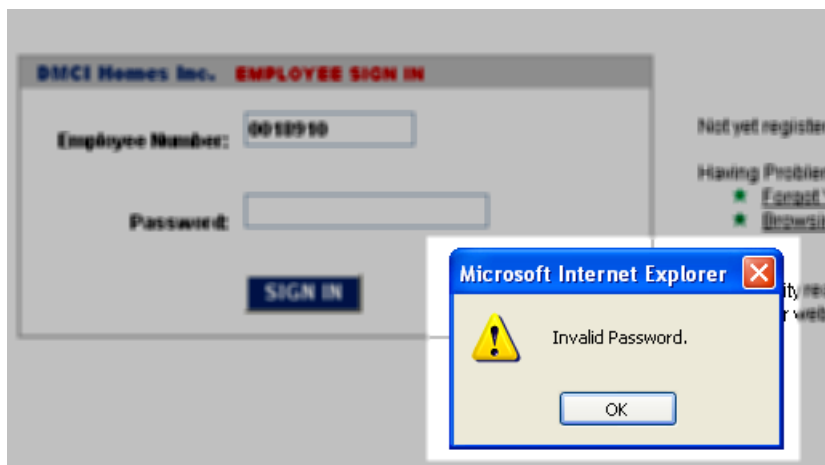
DMCI Homes Inc. **EMPLOYEE SIGN IN**

Employee Number:

Password:

SIGN IN

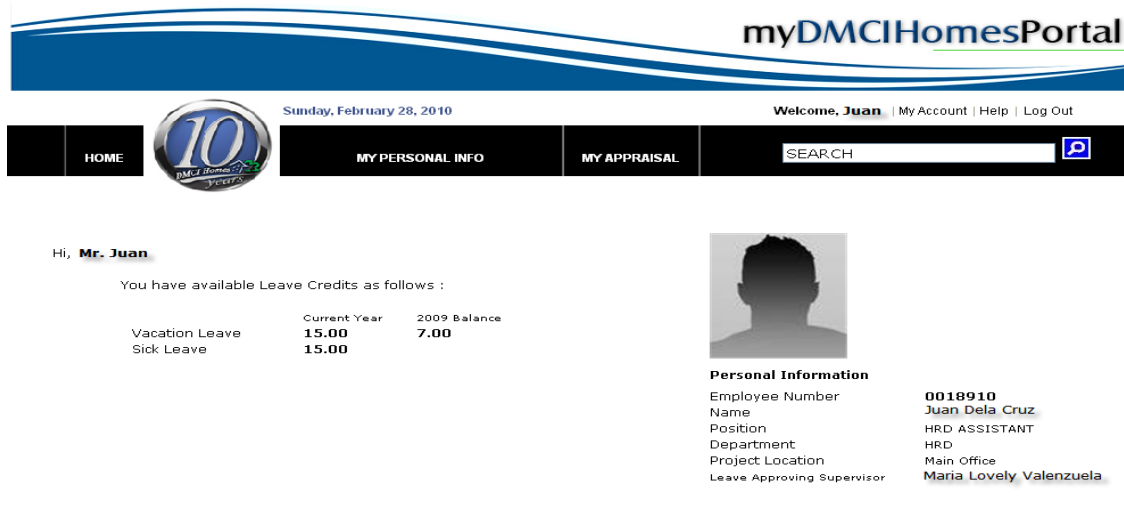
3. If by mistake you typed a wrong password a window will pop-up like in the figure below. Don't worry you can try signing in again.



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About your Personal Portal

Congratulations! and Welcome To your Personal Portal.



myDMCIHomesPortal

Sunday, February 28, 2010

Welcome, **Juan** | My Account | Help | Log Out

HOME MY PERSONAL INFO MY APPRAISAL SEARCH

Hi, **Mr. Juan**

You have available Leave Credits as follows :

	Current Year	2009 Balance
Vacation Leave	15.00	7.00
Sick Leave	15.00	

Personal Information

Employee Number	0018910
Name	Juan Dela Cruz
Position	HRD ASSISTANT
Department	HRD
Project Location	Main Office
Leave Approving Supervisor	Maria Lovely Valenzuela

Several things you need to know from your Portal.

1. Your Leave Credits

- If you are already a regular employee with more than 1 year of continuous service you have a complete Leave credits of 15 days Vacation Leave and 15 days Sick Leave.

	Current Year	2009 Balance
Vacation Leave	15.00	7.00
Sick Leave	15.00	

- If you have a Vacation Leave balance from the previous year this can still be availed up to the first quarter (April) of the succeeding year.

	Current Year	2009 Balance
Vacation Leave	15.00	7.00
Sick Leave	15.00	

2. Your Personal Information

- Make sure that all information published is up to date. Like your **Project Location** And your **Leave Approving Supervisor**. Any update on this should be included on your Personal Information Portal. Contact the Human Resources Department to do the necessary changes.



Personal Information

Employee Number
Name
Position
Department
Project Location

Leave Approving Supervisor

0018910
Juan Dela Cruz
HRD ASSISTANT
HRD
Main Office
Maria Lovely Valenzuela

Note:

- If the Leave approving supervisor is not yet registered from the system a caption will display the message below.
- The program will only allow you to apply for leave once your approving supervisor is already registered.

Leave Approving Supervisor

Maria Lovely Valenzuela (Not yet registered)

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Checking your Leave History

Now you can start viewing your Leave History/Ledger by clicking the button below (located at the lower part of your Personal Portal screen).



Then it will direct you to a form that will ask on “How you want it to be filtered”. Click View Result button to see the result. By default it will display all your previous leave applications.

My Leave(s) History » Selection Criteria

All
 Leave Date by Year (yyyy)
 Leave Date by Range (mm/dd/yyyy) (mm/dd/yyyy)
From To



Your Leave History will be displayed. Please click the Back button to go back to previous screen.

My Leave(s) History

Employee Number : 0018910
 Name : **Juan Dela Cruz**

	Date Filed	Nature of Leave	Inclusive Leave	No. of Days	Reason	Approved Date
➤	12/29/2009	SL	12/28/2009 - 12/29/2009	2.00	*Not Specified*	12/29/2009
➤	12/23/2009	SL	12/23/2009 - 12/23/2009	1.00	*Not Specified*	12/23/2009
➤	09/08/2009	SL	09/08/2009 - 09/08/2009	1.00	*Not Specified*	09/08/2009
➤	06/30/2009	SL	06/30/2009 - 06/30/2009	1.00	*Not Specified*	06/30/2009
➤	06/29/2009	VL	06/29/2009 - 06/29/2009	0.50	*Not Specified*	06/29/2009
➤	06/26/2009	VL	06/26/2009 - 06/26/2009	0.50	*Not Specified*	06/26/2009
➤	04/08/2009	VL	04/07/2009 - 04/08/2009	2.00	*Not Specified*	04/08/2009



Entry Format

To avoid data integrity problems the system provides a format on how data should be entered. Figure 1 a “(yyyy)” format is displayed to indicate how the “Year” should be typed which is in a four number format e.g. (2009, 2010).

My Leave(s) History » Selection Criteria

All
 Leave Date by Year (yyyy) **1**
 Leave Date by Range (mm/dd/yyyy) (mm/dd/yyyy) **2**
 From To

While in figure 2 “(mm/dd/yyyy)” format is provided this means that you can only enter the date in a numerical format such as; (01/01/2010, 12/25/2010).

Where: mm = month (01 is “January”)
 dd = day no. (01)
 yyyy = year (2010)

Note: Don’t forget to include in between “/” slash character in figure 2 format.

In the Leave History Table below, you will see the columns with an underscore (see table below). This means that the columns are sortable. By clicking on one of the columns, you will find it sorted initially in an ascending order. With another click it will be sorted in a descending order. Try experimenting and you’ll find it useful.

My Leave(s) History

Employee Number : 0018910
 Name : Juan Dela Cruz

<u>Date Filed</u>	<u>Nature of Leave</u>	<u>Inclusive Leave</u>	<u>No. of Days</u>	<u>Reason</u>	<u>Approved Date</u>
12/29/2009	SL	12/28/2009 - 12/29/2009	2.00	*Not Specified*	12/29/2009
12/23/2009	SL	12/23/2009 - 12/23/2009	1.00	*Not Specified*	12/23/2009
09/08/2009	SL	09/08/2009 - 09/08/2009	1.00	*Not Specified*	09/08/2009
06/30/2009	SL	06/30/2009 - 06/30/2009	1.00	*Not Specified*	06/30/2009
06/29/2009	VL	06/29/2009 - 06/29/2009	0.50	*Not Specified*	06/29/2009
06/26/2009	VL	06/26/2009 - 06/26/2009	0.50	*Not Specified*	06/26/2009
04/08/2009	VL	04/07/2009 - 04/08/2009	2.00	*Not Specified*	04/08/2009

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Applying for Leave

Applying for Leave is one of the main core of this user's Guide. Let's get started by clicking **Apply For Leave** button below (located at the lower part of your Personal Portal screen).



On top of the leave application screen is the road map describing in which process you are in. Followed by your Employment Information and the Date Filed. **Date Filed** is system generated and not editable.

Leave Credits Available, in this example VL appears to be greater than the maximum of 15 days. From the complete 15 VL, an additional 7 days is added as part of his balance from the previous year. Though if this previous year's balance is not consumed up to April (First quarter) it will be forfeited or initialized to zero.

Leave Credits Available **VL: 22** **SL: 15.00** Note: VL Credit includes previous year VL balance (if applicable).

Nature of Leave, below are the available types of leave that you can choose from. For ladies leave applicant, Maternity Leave is available.

Nature of Leave

- Vacation Leave
- Vacation Leave
- Sick Leave
- Paternity Leave

Leave **Reason** selection, varies on which type of leave selected (see figures below).

Nature of Leave

Reason

- Asthma
- Body Pain
- Colds
- Diarrhea
- Dizziness
- Fever
- Flu
- Head Ache
- Loose Vowel Movement
- MEDICAL APPOINTMENT*
- Migraine
- Tooth Ache
- *OTHERS*

Nature of Leave

Reason

- Attend School Activity
- EMERGENCY*
- Family Reunion
- Personal Matter
- Vacation
- *OTHERS*

You can select **Others** for those that are not indicated on the menu and then typed the explanation for the leave.

Nature of Leave

Reason

Inclusive Dates, indicates the starting and ending date of the leave.

Inclusive Dates

From (mm/dd/yyyy)

To (mm/dd/yyyy)

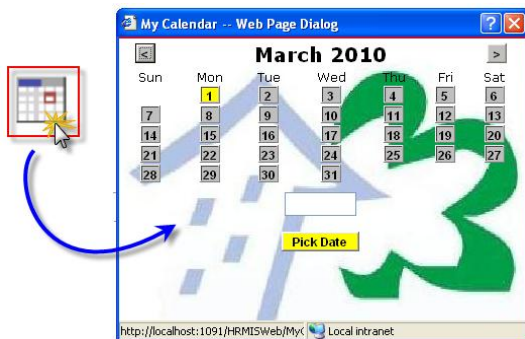
No. of days (-) Less Half Day

Return To Work (mm/dd/yyyy)

While **No. of days** is automatically calculated, based on your Leave Start date and End date. Tick off the Half day button for half day leaves.

No. of days (-) Less Half Day

Another way of entering inclusive dates is by clicking on the calendar icon (see figure below).



The system also provides you a **Projection** tool (located at the middle part of the screen) this will be your available balance, once the leave is served/approved by your *Leave Approving Supervisor*.

Leave Credits Available **VL: 22** **SL: 15.00**

Less Leave Applied For **0** **1**

Balance **22** **14**

Nature of Leave Sick Leave

Reason Fever

Inclusive Dates

From (mm/dd/yyyy)

To (mm/dd/yyyy)

No. of days (-) Less Half Day

Return To Work (mm/dd/yyyy)

Since all mandatory entries are already provided you can now click **Submit** button to complete your leave application.

Leave Application Form

Employee Number: **0018910**
 Employee Name: **Juan Dela Cruz**
 Department: **HRD**
 Position: **HRD ASSISTANT**
 Initial Hire Date: **05/08/2008**
 Regularization Date: **08/08/2008**
 Date Filed: **03/01/2010**

Leave Credits Available: **VL: 22** **SL: 15.00** *Note: VL Credit includes previous year VL balance (if applicable).*
 Less Leave Applied For Balance: **0** **1**
 Balance: **22** **14**

Nature of Leave: Sick Leave
 Reason: Fever
 Inclusive Dates: From 02/26/2010 To 02/26/2010
 No. of days: **1** (-) Less Half Day
 Return To Work: 03/01/2010

Submit **Back** **Recalculate No. of Days** **Cancel Leave**

After clicking submit button it will redirect you to your Main Portal. A grid is also displayed showing you the status (For Approval) of your leave application.

Hi, **Mr. Juan**

You have available Leave Credits as follows :

	Current Year	2009 Balance
Vacation Leave	15.00	7.00
Sick Leave	15.00	



Personal Information

Employee Number: **0018910**
 Name: **Juan Dela Cruz**
 Position: **HRD ASSISTANT**
 Department: **HRD**
 Project Location: **Main Office**
 Leave Approving Supervisor: **Maria Lovely Valenzuela**

Your Leave Notification

	Date Filed	Nature of Leave	No. of Days	Status
	03/01/2010	SL	1.00	For Approval

View **Apply For Leave** **My Leave History**

Again if you want to view your leave application detail. First **(1)** select the record of your leave application by clicking arrow icon from the grid. Next **(2)** click the **View** button (this will redirect you to the leave application form showing your leave detail).

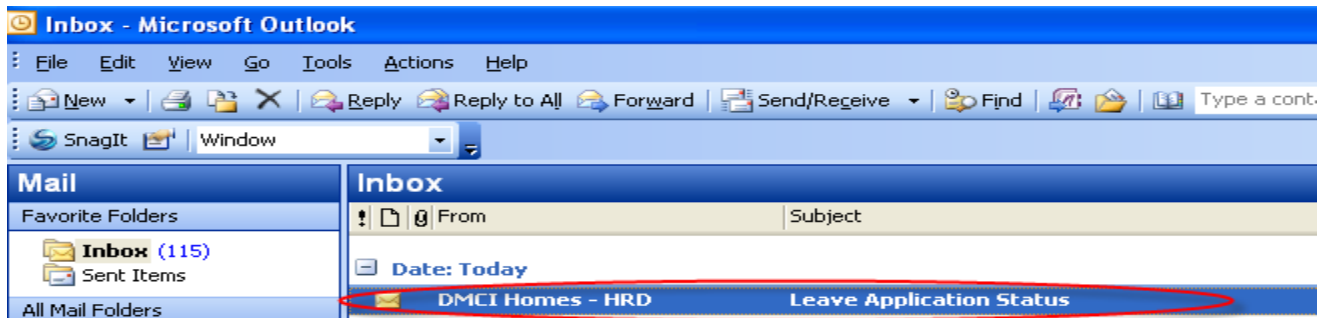
Your Leave Notification

	Date Filed	Nature of Leave	No. of Days	Status
	03/01/2010	SL	1.00	For Approval

1

2 **View** **Apply For Leave** **My Leave History**

Upon submission of your leave application, this is transmitted to your approving supervisor through an email notification. You will be notified by an email notification on the action taken by your approving supervisor on your leave application.



Now please open the mail, there you have it fortuitously your leave application is **approved**.

Dear Juan,

This is to inform you that your Sick Leave filed last 03/01/2010 is already **Approved**.

Please find supervisor's comment below;
"Take Care."

To view your leave details, follow or click the link below:
<http://192.168.203.77/HRMIS/MyLogin.aspx>

Thanks,
HRMIS Administrator

And if you moved back from your Personal Portal.

Your Leave Notification

	Date Filed	Nature of Leave	No. of Days	Status
➔	03/01/2010	SL	1.00	Approved

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Managing Personal Account

The system also provided you a facility to manage your personal account like; (changing your password, changing your e-mail address). To do this Just click the link located at the top of the screen (similar to figure below).



The link will redirect you to the form below. You can now start changing it, but if you change your mind on not allowing the changes to take effect just click **Back** button and it will resolve the issue.

My Account Form

Password

Confirm Password

Company Email Address

Personal Mail

(Max 20 alpha numeric character)

Passwords entry are case sensitive. Please check your CAPS lock key.

Submit

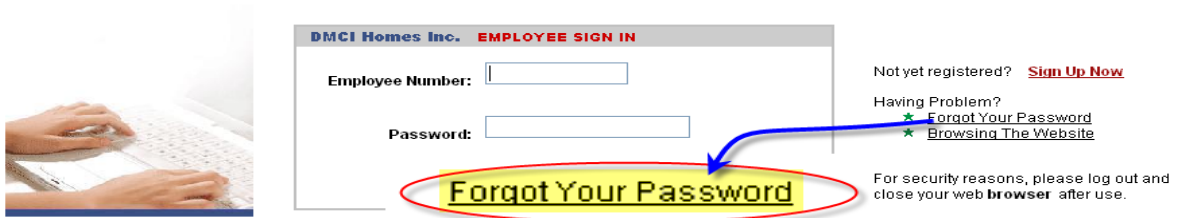
Back

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Forget your Password

For password security don't share don't share passwords.

But if that happens, Forgetting your password is not an problem. You can do this by going back to the Sign in screen and click the link "Forgot Your Password".



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The link will forward you to the form similar to below figure. If you can recall the form is very similar to the Sign up form. First (1) you need to enter your employee no. Second (2) your birthday. Then lastly, (3) click **Send Request** button to facilitate your "what is my password" request.

Password Requisition Form

Employee Number * **1**

Employee Name **Juan Dela Cruz**

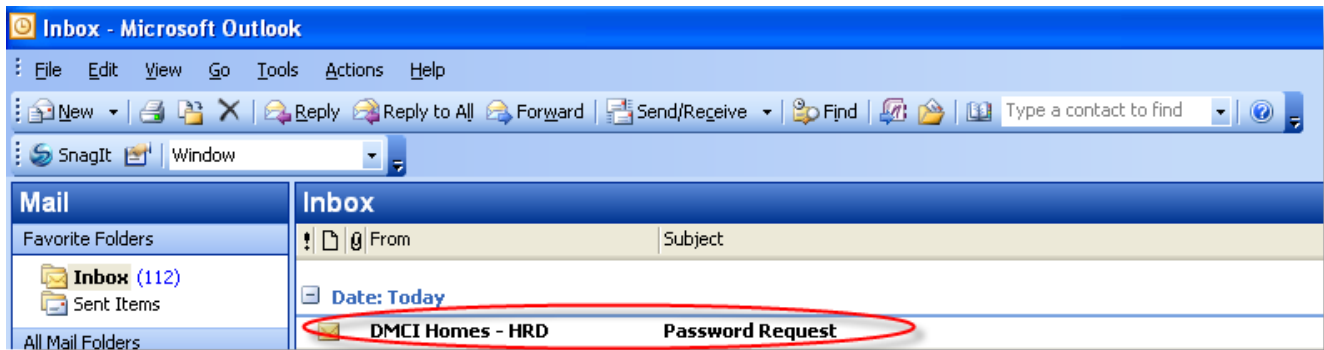
Security Question
When is your Birthday?

Answer : **2**
(mm/dd/yyyy)

3

An email will be forwarded to your *company email account*.

From your Inbox you can find a new mail with a subject of Password Request.



The email contains your employee number and password. For confidentiality and security reason I put a block on the password value. After recalling your password you can now sign in from the system.

```
Hi Juan,  
  
You have requested that your password will be emailed to you.  
  
Employee Number: 0018910  
Password: [REDACTED]  
  
Thanks,  
HRMIS Administrator
```

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