

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 In

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- <u>About your Personal Portal</u>
- Your Leave History
- Applying for Leave
- <u>Managing Personal Account</u>
- <u>Forget your Password</u>
- Document Tracking

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.

	DMCI Homes Inc. EMPLOYEE SIGN IN	
	Employee Number:	Not yet registered? Sign Up Now
	Password:	Forgerfour Password Budwsing The Website
	Not yet registered Sign Up Now	security reasons, please log out and se your web browser after use.
Use of this site is governed by our Terms of use and Privacy Policy Copyright © 2010 DMCI Group of Companies All rights Reserved. Re	<u>Terms of use</u> and <u>Privacy Policy</u> production in whole or in part in any form without permission is prohibited.	

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 For	m	
Employee Number *	0018910	Validate
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	0018910 Juan Dela Cruz	Ð
Security Question When is your Birthday? * Answer :	08/24/1974 (mm/dd/yyyy)	Validate

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	0018910 🖒 Juan Dela Cruz
Security Question When is your Birthday? *	
Answer :	08/24/1374 (mm/ddc) 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	0018910
Security Question When is your Birthday? *	
Answer :	08/24/1974
	(mm/dd/yyyy)
Password *	(Max 20 alpha numeric character)
Confirm Password *	•••••
	Passwords entry are case sencitive. Please check your CAPS lock key.
Company Email Address 🎽	pbcatan@dmcihomes.com
Personal Mail	thatspersonal@yahoo.com

6. You can now click Submit button.



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



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

🖻 Inbox - Microsoft Outlook						
Eile Edit View Go Tool	s <u>A</u> ctions <u>H</u> elp					
🗄 🔂 New 🔹 📑 🎦 🔀 🖓 🥆 🙈 Reply 🖓 Reply to Alj 🙈 Forward 📑 Send/Receive 🔹 😰 Find 💯 🍅 💷 Type a						
🍯 🔄 SnagIt 📑 🛛 Window	- -					
Mail	Inbox					
Favorite Folders	! [] @ From	Subject				
inbox (111)	Date: Today					
All Mail Folders	DMCI Homes - HRD	EMail Verification				

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



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



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:	0018910
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.

l	DMCI Homes Inc.	EMPLOYEE SIGN IN				
	Employee Number:	0010910			Nict yet n	egjister
	Password				* E	ionpot) inpersid
		SIGN IN	Microso	ft Internet E	xplorer 🔀	it.
l				Invalid Passw	ord.	riveb
				ОК		

About your Personal Portal

Congratulations! and Welcome To your Personal Portal.

				myDMCI	HomesPortal
	Sunday, February 2	8, 2010		Welcome, Juan	/ly Account Help Log Out
номе	MY PER	SONAL INFO	MY APPRAISAL	SEARCH	P
Hi, Mr. Juan You have available Le Vacation Leave Sick Leave	eave Credits as foll Current Year 15.00 15.00	DW5 : 2009 Balance 7.00			
				Employee Number Name Position Department Project Location Leave Approving Supervisor	0018910 Juan Dela Cruz HRD ASSISTANT HRD Main Office Maria Lovely Valenzuela

Several things you need to know from your Portal.

1. Your Leave Credits

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- 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.



 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	
Mana Lovery 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)

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 □ Leave Date by Range	Erom	(yyyy) (mm/dd/yyyy)		(mm/dd/yyyy)
View Result Back	Home		10	

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

My Leave(s) History

Emj Nar	oloyee Number : ne :	0018910 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			
\Rightarrow	12/23/2009	SL	12/23/2009 - 12/23/2009	1.00	*Not Specified*	12/23/2009			
\Rightarrow	09/08/2009	SL	09/08/2009 - 09/08/2009	1.00	*Not Specified*	09/08/2009			
\Rightarrow	06/30/2009	SL	06/30/2009 - 06/30/2009	1.00	*Not Specified*	06/30/2009			
\Rightarrow	06/29/2009	VL	06/29/2009 - 06/29/2009	0.50	*Not Specified*	06/29/2009			
\Rightarrow	06/26/2009	VL	06/26/2009 - 06/26/2009	0.50	*Not Specified*	06/26/2009			
\Rightarrow	04/08/2009	VL	04/07/2009 - 04/08/2009	2.00	*Not Specified*	04/08/2009			
_	Back								

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).



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.

Мy	y Leave(s) History								
Em Na	ployee Number : me :	0018910 Juan Dela Cruz							
	Date Filed	Nature of Leave	Inclusive Leave	No. of Days	Reason	Approved Date			
\Rightarrow	12/29/2009	SL Jm	12/28/2009 - 12/29/2009	2.00	*Not Specified*	12/29/2009			
\Rightarrow	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			
\Rightarrow	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			
\Rightarrow	06/26/2009	VL	06/26/2009 - 06/26/2009	0.50	*Not Specified*	06/26/2009			
\Rightarrow	04/08/2009	VL	04/07/2009 - 04/08/2009	2.00	*Not Specified*	04/08/2009			

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.

Application	Approval >>> HR Review
Leave Application Form	
Employee Number Employee Name Department Position Initial Hire Date Regularization Date Date Filed	0018910 Juan Dela Cruz HRD ASSISTANT 68/08/2008 08/08/2008 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	<u>o</u> <u>o</u>
Balance	22 15
Nature of Leave	Vacation Leave 🔽
Reason	*OTHERS*
Inclusive Dates	
From	3/1/2010 (mm/dd/yyyy)
То	3/1/2010 (mm/dd/yyyy)
No. of days	0 (-) Less Half Day
Return To Work	3/1/2010 (mm/dd/yyyy)
	Submit Back Recalculate No. of Days Cancel Leave

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

Γ	Vacation Leave 💌	
	Vacation Leave	I
	Sick Leave	ſ
	Paternity Leave	ł
		•

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

Nature of Leave	Sick Leave	
Reason	Flu Asthma Body Pain Colds Diarrhea Dizziness Fever Flu Head Ache Loose Vowel Movement MEDICAL APPOINTMENT* Migraine Tooth Ache *OTHERS*	
Nature of Leave	Vacation Leave	
Reason	Personal Matter 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	Sick Leave 🗸
Reason	*OTHERS*

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

Inclusive Dates	
From	02/26/2010 (mm/dd/yyyy)
То	02/26/2010 (mm/dd/yyyy)
No. of days	1 🗌 (-) Less Half Day
Return To Work	03/01/2010 (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	0.5	(I c-) 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 _Less Leave Applied For	VL: 22 SL: 15.00 0 1
Balance	22 14
Nature of Leave	Sick Leave 💌
Reason	Fever V
Inclusive Dates	
From	02/26/2010 (mm/dd/yyyy)
То	02/26/2010 (mm/dd/yyyy)
No. of days	1 (-) Less Half Day
Return To Work	03/01/2010 (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 Namber Employee Name Department Position Initial Hire Date Regularization Date Date Filed	0018910 Juan Dela Cruz HRD HRD ASSISTANT 05/08/2008 08/08/2008 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	$\frac{0}{1}$ $\frac{1}{1}$
Balarice	
Nature of Leave	Sick Leave
Reason	Fever
Inclusive Dates	
From	02/26/2010 (mm/dd/yyyy)
То	02/26/2010 (mm/dd/yyyy)
No. of days	1 🗌 (-) Less Half Day
Return To Work	03/01/2010 (mm/dd/yyyy)
	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 Le	ave Credits as follo	ows:				
	Vacation Leave Sick Leave	Current Year 15.00 15.00	2009 Balance 7.00				
					Personal Inform	nation	
	Your Leave Notifica	ation			Employee Numb	er 0018910	
	Date Filed	Nature of Leave	No. of Days	Status	Name	Juan Dela Cruz	
	03/01/2010	SL	1.00	For Approval	Position	HRD ASSISTANT	
					Department	HRD	
					Project Location	Main Office	
					Leave Approving S	Supervisor Maria Lovely Valenz	uela
		View	Apply For	Leave My I	ave History		

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

Y	Your Leave Notification								
		Date Filed	Nature of Leave	No. of Days	Status				
	2	03/01/2010	SL	1.00	For Approval				
1	٣)		·					
2		View	Apply For Leave	My Leave Hist	ory				

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.

Inbox - Microsoft Outlook						
<u>File Edit View Go Tools Actions H</u> elp						
😭 New 🔹 🎒 🎦 🗙 🙈 Reply 🙈 Reply to All 🙈 Forward 📑 Send/Receive 🔹 🏠 Find 🜆 🙆 💷 Type a cont-						
i 🌀 SnagIt 📑 🛛 Window	🥪 SnagIt 🛃 Window 🔹 💂					
Mail	Inbox					
Favorite Folders	1 0 From	Subject				
inbox (115)	Date: Today					
All Mail Folders	DMLI Homes - HRD	Leave Application Status				

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

```
bear 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			

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	(Max 20 alpha numeric character) Passwords entry are case sensitive. Please check your CAPS lock key.
Company Email Address Personal Mail	pbcatan@dmcihomes.com thatspersonal@yahoo.com
Submit Back	

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".

	DMCI Homes Inc. EMPLOYEE SIGN IN	
	Employee Number:	Not yet registered? Sign Up Now
	Password:	Having Problem?
	Forgot Your Password	For security reasons, please log out and close your web browser after use.
Jse of this site is governed by our Terms of use and Privacy Policy Copyright © 2010 DMCI Group of Companies All rights Reserved. R	<u>Terms of use</u> and <u>Privacy Policy</u> production in whole or in part in any form without permission is prohibited.	

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 * Employee Name	0018910 Juan Dela Cruz	Ð	1
Security Question When is your Birthday? Answer :	08/24/1974	ß	2
3 Send Re	(mm/dd/yyyy) guest Back		

An email will be forwarded to your company email account.

🗿 Inbox - Microsoft Outlook							
Eile Edit View Go Tools Actions Help							
🗄 🛐 New 👻 🎒 🎽 🗙 🛛 😂	"Reply 🙈 Reply to All 🙈 Forward 📑 Send/Receive 👻 😜 Find 🕼 🖄 🔟 Type a contact to find 📃 💽 💂						
🗧 🌀 SnagIt 📑 🛛 Window	🗧 😓 SnagIt 🛃 Window 🔹 💂						
Mail	Inbox						
Favorite Folders	l 🖸 🕼 From Subject						
Sent Items							
All Mail Folders	DMCI Homes - HRD Password Request						

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.

Ħi Juan,	
You have requested that your password will be emailed to you.	
Employee Number: 0018910 Password:	
Thanks, HRMIS Administrator	

Document Tracking

For the purpose of easily locating where the document's, a Document Tracking module was introduced. Initially this will only handle Notice for Personnel Action and Employee Performance Appraisal document. Document Tracking will work like a public "Log Book". A central repository of the above documents whereabout and statuses.

This module is sub-divided into three (3) links;

- <u>Receive a Document</u>
- Document In Transit
- Locate a Document

Above links are located at the lower part of your Personal Portal screen.

Apply For Leave	My Leave History	Leave For Approval	Doc Track™ »»»	
f use and Privacy Policy <u>Terms of</u> s All rights Reserved. Reproduction	<u>use</u> and <u>Privacy Policy</u> in whole or in part in any form v	without permission is prohibited.		

Receive a Document

After a successful Registration of document which will be done by our HRD personnel. Routing of document commences.

Now you can start electronically receiving the document by clicking the link encircled below.

Apply FUL Leave	My Leave History	Leave For Approval	Doc Track [™] »»» ¥
		10	Doc Track [™] »»»
	Regi		Register a Document
use and Privacy Policy Terms o	fuse and Privary Policy		Receive a Document
use and Privacy Policy <u>lerms of use</u> and <u>Privacy Policy</u> All rights Reserved. Reproduction in whole or in part in any form without permission is prohibited.			Locate a Document

A search window will be displayed asking for any reference of the document you are about to receive. In searching a document, you can do this by typing the Document Reference Number (see below image).

Search Criteria				
Reference Number :	2010-0018-NPA-CD Note: Please include *** from	the above entry.		
Employee Name :	Last Name	First Name	Middle Name	
	Search Home			
				_

Alternately, you can also encode employee's name then click Search button.

Search Criteria			
Reference Number :	Note: Please include "-" from the above er	itry.	
Employee Name ; •	DELA CRUZ Last Name	First Name	Middle Name

A result will be displayed which matches the criteria you provide. Now you can click **Receive** button after identifying which document to receive. Other information are also displayed to guide you in selecting the right document.

Search Criteri	a				
Reference Number :	Neter Of				
Employee Name :	DELA				
	Last Na	ne	First Name		Middle Name
	Sear	ch Home			
Document T	o *Receiv	e* Result			
Document S	tatus Document T	vpe Reference No	Date Registered	Employee Name	Document Description
Receive Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Optionally, you can encode any note from the Remarks entry. Then click **Receive Document** Button.

earch Criteri	a				
ference Number :					
	Note: P	lease include "-" from the above e	intry.		
ployee Name :	DELA	CRUZ			
	Last Na	ame	First Name		Middle Name
Document T	o *Recei	ve* Result	Participart	Employee Name	Document Description
eccive Active	NPA	2010-0018-NPA-CD 2/16/20	11 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATIO
Docume	ant Type	NBA			
Referen	ice Number	2010-0018-NPA-C	D		
Descript	tion	JUAN DELA CRUZ	CHANGE OF DE	SIGNATION	
Employe	ee Name	DELA CRUZ, JUA	IN		
In Trans	sitted By	122			
Date In	Transit				
		1			
Remark	s				~
		and the second se	and a second sec		
		Receive Docume	enti Cancel		

A confirmation box will be displayed showing the Date and Time reference the User electronically receives the document. Behind the scene, the program sends an E-Mail telling the Sender that the document is already received.

Search Criteria					
Reference Number :	Note: Please	factures "-" for a the			
Employee Name : Document To	DELA GRU Last Nar Searce	essage from webpag	29 You Successfully Receipte & Time Reference: (*Feb	ived the document. • 10. 2011 10:04:20AM*).	Tre
Receive Active	NPA	Reference No. 2010-0018-NPA-CD	Date Registered 2/16/2011 2:29:30 PM	Employee Name DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION
Document T Reference N Description Employee N In Transitte Date In Tra	ype lumber ame d By hsit	NPA 2010-0018 JUAN DELA DELA CRU	-NPA-CD CRUZ CHANGE OF D Z, JUAN	ESIGNATION	
Remarks					
		Receive E	ocument Cancel		

Document In Transit

After accomplishing all mandatory procedures from the document on hand (reviewing, signing etc.). Next step is to "In Transit" the document. In transiting a document only denotes that you're task is already finished from the said document and the document is about to be ported or forwarded to the next recipient.

To do this, click the link encircled below (located at the lower part of your Personal Portal screen).



Same thing, you need to fill up the entries from the Search Criteria. Once identified click **In Transit** button.

Search Criteria	1				
Reference Number :	Note: P	Please include "-" from the abov	e entry.		
Employee Name :	DELA	CRUZ			
	Last N	ame	First Name		Middle Name
For *In Tran	sit* Doc	rch Home cument Result Type Reference IIo D	ate Registered	Employee Name	Document Description
In Transit Active	NPA	2010-0018-NPA-CD 2/16	2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Some important informations are displayed like it was "Last Received By" and "Date Received". Above all the most important and mandatory entry you need to fill up is to whom the document will be forwarded to.

nce Number :	Note: Please inclu	de "-" from the above entry.		
vee Name :	DELA CRUZ			
	Last Name	First Nam	8	Middle Name
XT T T T T				
In Trans	sit Documen	t Result		
Document Stat	NPA 2010	t Result Interence No Date Registered 0018-NPA-CD 2/16/2011 2:29:30 PM	Employee Name DELA CRUZ, JUAN	Document Description
Document Stat	NPA 2010	t Result Terence No Date Redistored 0018-NPA-CD 2/16/2011 2:29:30 PM	Employee Name DELA CRUZ, JUAN	Document Description JUAN DELA CRUZ CHANGE OF DESIGNA
Document Stat	US Document Ivoe R NPA 2010	Immune Date Registered 0018-NPA-CD 2/16/2011 2:29:30 PM NPA	Employee Name DELA CRUZ, JUAN	JUCUIMENT Description JUAN DELA CRUZ CHANGE OF DESIGNA
Active	In the second se	Image: Construction Date: Registered 0018-NPA-CD 2/16/2011 2:29:30 PM NPA 2010-0018-NPA-CD	Employee Jame DELA CRUZ, JUAN	JUGUININE Description JUAN DELA CRUZ CHANGE OF DESIGNA
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Document States Active Document Reference Description Employee f	In the second se	NPA 2010-0018-NPA-CD JUAN DELA CRUZ CHANG DELA CRUZ, JUAN	Employee Name DELA CRUZ, JUAN	JACUMENT DESERVATION
Decument Sm Document Sm Active Document Reference Description Employee 1 Last Receive	In the second se	TRESUIT TOTOLOGIO 10018-NPA-CD 2/16/2011 2:29:30 PM NPA 2010-0018-NPA-CD JUAN DELA CRUZ CHANG DELA CRUZ CHANG DELA CRUZ, JUAN Ms. HRD Manager	Employee Nome DELA CRUZ, JUAN	Document Description JUAN DELA CRUZ CHANGE OF DESIGNA
Societa State Societa	Sit* Document NPA 2010 Fype Number Name red By ved	NPA 2010-0018-NPA-CD JUAN DELA CRUZ CHANG DELA CRUZ, JUAN MS, HRD Manager 2/10/2011 10:04:20 AP	Employee Mama DELA CRUZ, JUAN E OF DESIGNATION	JUAN DELA CRUZ CHANGE OF DESIGNA
* In Trans Occument Store Active Document Description Employee I Last Recei Document	It * Document NPA 2010 Type Number Name ed By yed will be FORWARDED	NPA 2010-0018-NPA-CD JUAN DELA CRUZ, JUAN DELA CRUZ, JUAN MS, HRD Manager 2/10/2011 10:04:20 AN	Employee Name DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNA

A pre-initialized selection of recipients are already established for you to choose from. Remarks entry is a non-mandatory entry though you are free to encode any note you wish to. Now you can click **Document In Transit** button.

Search Criteri	а				
eference Number :					
mployee Name :	DEL4	A CRUZ	ve entry.		
	Last N	lame	First Name		Middle Name
For *In Tra	nsit* Doc	cument Result			
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ument Type :	Appraisal	~						
erence Number :	2010-0022-PA-A	AV						
scription :	APPRAISAL OF	JUAN DELA CRU	z.					
nployee Number :	0011517							
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2/10/2011 10:04:20 AM	Ms. HRD Manager	HRD	HRD MANAGER		2/11/2011 10:04:56 1 AM		0
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2/28/2011 10:34:55 AM	Mr. HRD Assistant	HRD	HRD ASSISTANT		2/28/2011 10:35:43 0 AM		04
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NPA	Sr. HR Manager	2
NPA	Department Head	2
NPA	Immediate Supervisor	2
NPA	President	15
NPA	Chairman	15
NPA	HR Staff	1
NPA	Employee	1
Appraisal	Sr. HR Manager	1
Appraisal	Immediate Supervisor	10
Appraisal	Department Head	5
Appraisal	HR Staff	2
Appraisal	Compensation Benefit	2
	Supervisor	

Tolerance days in Possession Table