



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

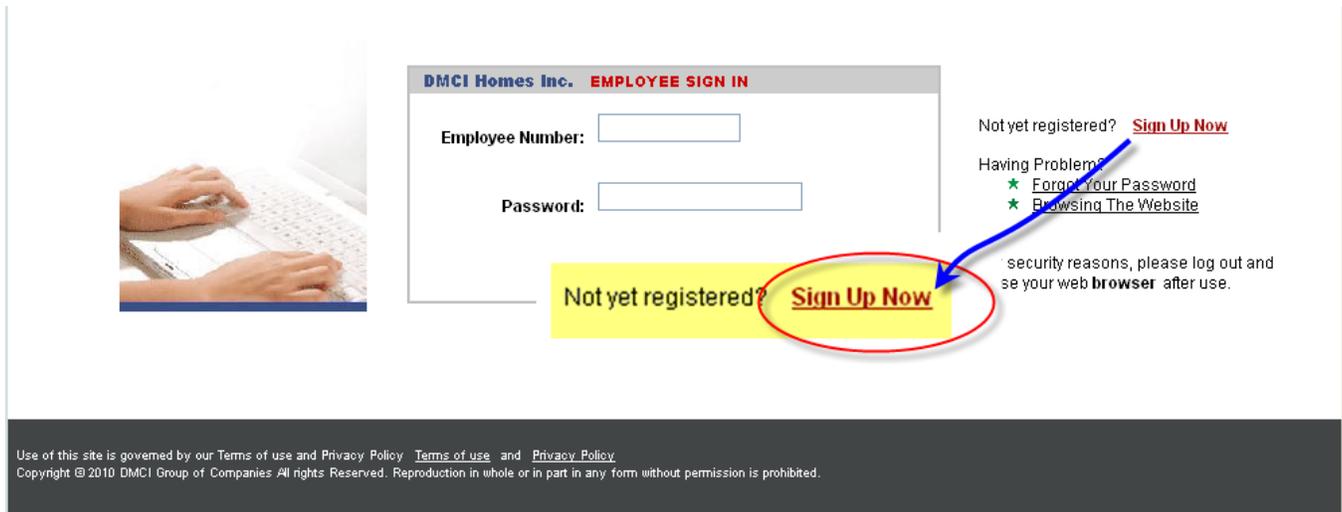
- [Signing Up](#)
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Signing Up

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.

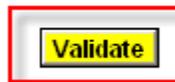


2. The system will ask for your Employee No. (you can refer from your ID card). This is to validate if you are a valid DMCI Homes employee. After entering the employee no. click the Validate button encircled below.

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).

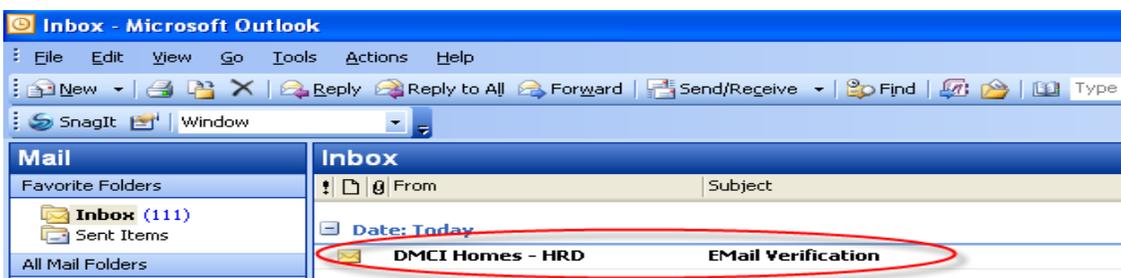


Congratulations! Your Account has been created in the database

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=6ed=jjbcegi-ceg&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).



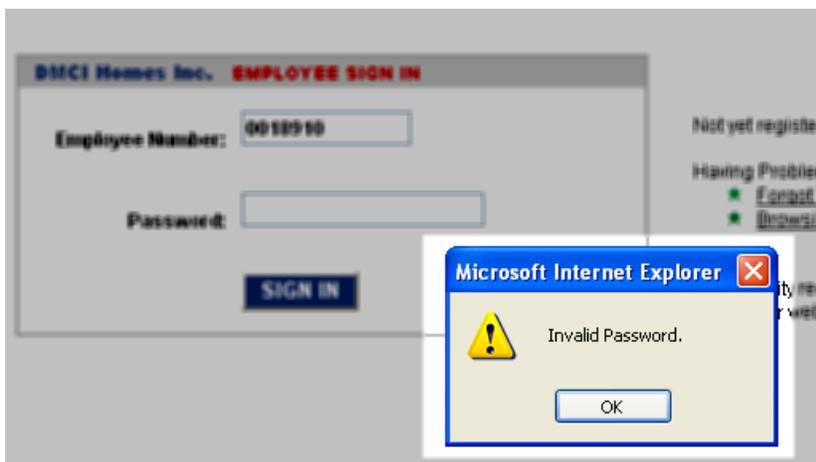
DMCI Homes Inc. **EMPLOYEE SIGN IN**

Employee Number:

Password:

SIGN IN

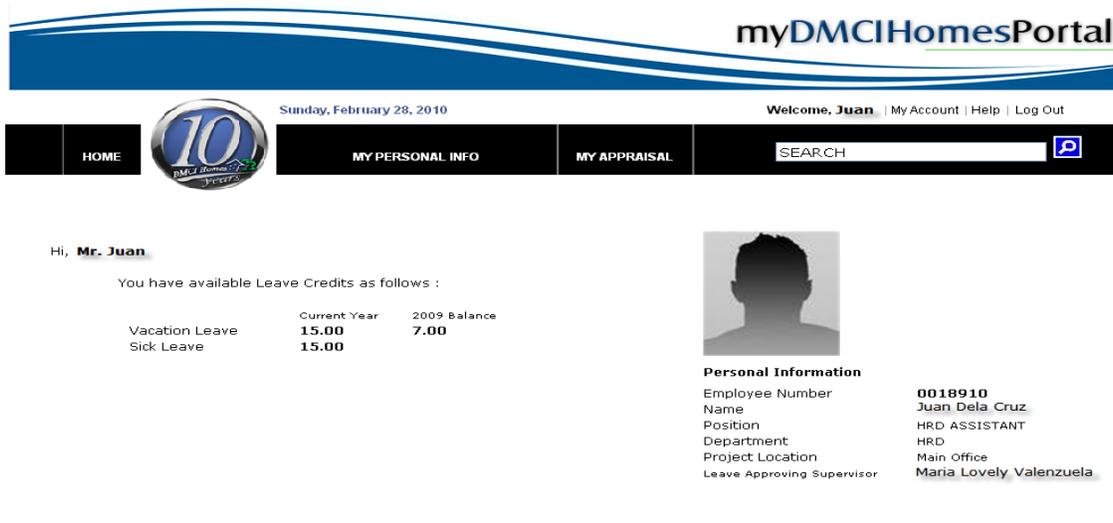
3. If by mistake you typed a wrong password a window will pop-up like in the figure below. Don't worry you can try signing in again.



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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.

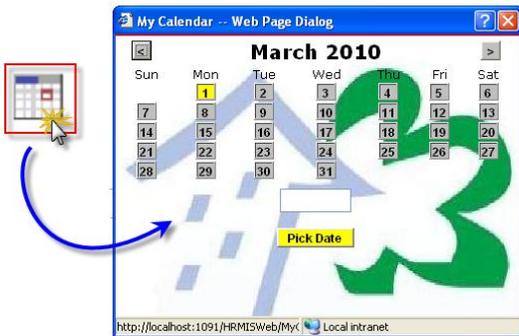
Inclusive Dates

From	<input type="text" value="02/26/2010"/>	<input type="button" value="Calendar"/>	(mm/dd/yyyy)
To	<input type="text" value="02/26/2010"/>	<input type="button" value="Calendar"/>	(mm/dd/yyyy)
No. of days	<input type="text" value="1"/>	<input type="checkbox"/> (-) Less Half Day	
Return To Work	<input type="text" value="03/01/2010"/>	<input type="button" value="Calendar"/>	(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	<input type="text" value="0.5"/>	<input checked="" type="checkbox"/> (-) Less Half Day
-------------	----------------------------------	-------------------------------------------------------

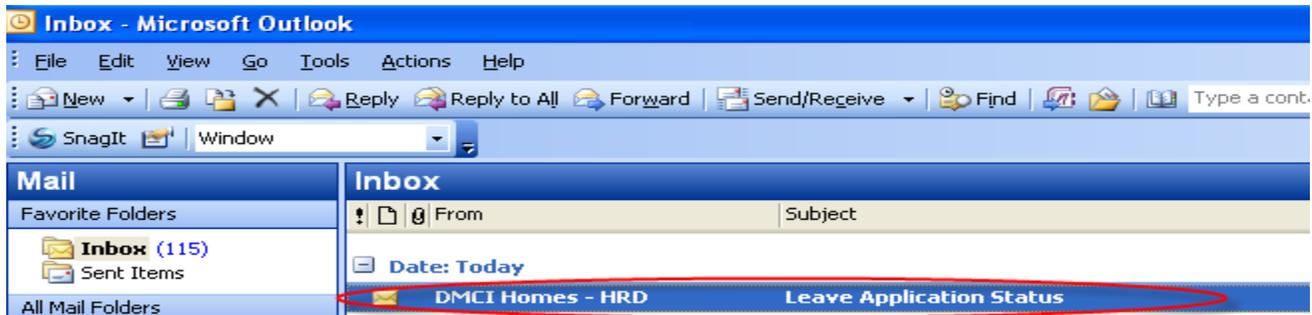
Another way of entering inclusive dates is by clicking on the calendar icon (see figure below).



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	<input type="text" value="02/26/2010"/>	<input type="button" value="Calendar"/> (mm/dd/yyyy)
To	<input type="text" value="02/26/2010"/>	<input type="button" value="Calendar"/> (mm/dd/yyyy)
No. of days	<input type="text" value="1"/>	<input type="checkbox"/> (-) Less Half Day
Return To Work	<input type="text" value="03/01/2010"/>	<input type="button" value="Calendar"/> (mm/dd/yyyy)

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.

pbcatan@dmcihomes.com

thatpersonal@yahoo.com

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**

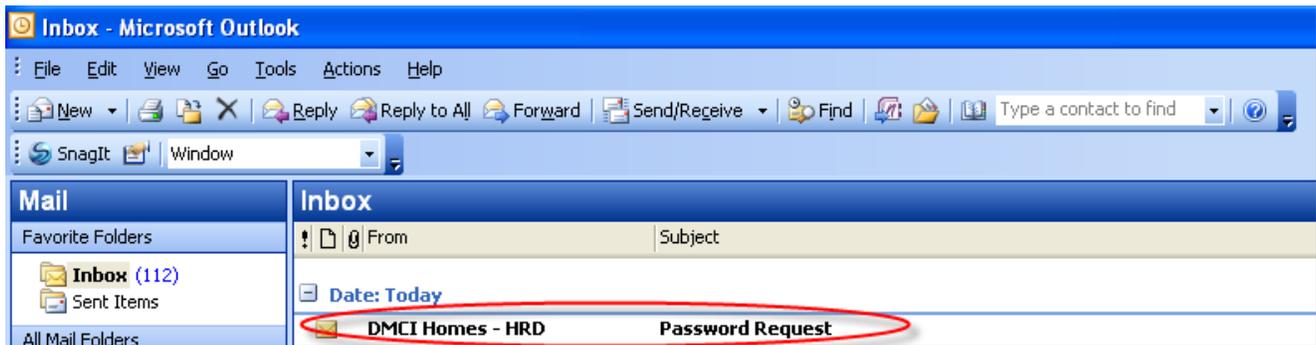
Security Question
When is your Birthday?

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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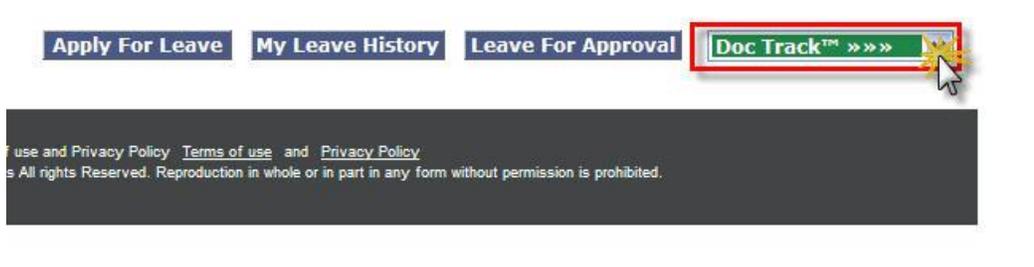
Document Tracking

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 whereabouts and statuses.

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

- [Receive a Document](#)
- [Document In Transit](#)
- [Locate a Document](#)

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



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 Criteria

Reference Number :
Note: Please include "-" from the above entry.

Employee Name :
Last Name First Name Middle Name

Document To *Receive* Result

Receive	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
<input type="button" value="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.

Search Criteria

Reference Number :
Note: Please include "-" from the above entry.

Employee Name :
Last Name First Name Middle Name

Document To *Receive* Result

Receive	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
<input type="button" value="Receive"/>	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Document Type: NPA
 Reference Number: 2010-0018-NPA-CD
 Description: JUAN DELA CRUZ CHANGE OF DESIGNATION
 Employee Name: **DELA CRUZ, JUAN**

In Transitted By:
 Date In Transit:

Remarks:

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 include "-" from the above entry.

Employee Name :
Last Name First Name Middle Name

Document To *Receive*

Message from webpage

You Successfully Received the document.
 Date & Time Reference: ("Feb 10, 2011 10:04:20AM").

Receive	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
<input type="button" value="Receive"/>	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Document Type: NPA
 Reference Number: 2010-0018-NPA-CD
 Description: JUAN DELA CRUZ CHANGE OF DESIGNATION
 Employee Name: **DELA CRUZ, JUAN**

In Transitted By:
 Date In Transit:

Remarks:

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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.

Search Criteria

Reference Number :
Note: Please include "-" from the above entry.

Employee Name :
Last Name First Name Middle Name

For *In Transit* Document Result

In Transit	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Document Type: NPA
 Reference Number: 2010-0018-NPA-CD
 Description: JUAN DELA CRUZ CHANGE OF DESIGNATION
 Employee Name: **DELA CRUZ, JUAN**
 Last Received By: Ms. HRD Manager
 Date Received: 2/10/2011 10:04:20 AM
Document will be FORWARDED To*
 Remarks:

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 Criteria

Reference Number :
Note: Please include "-" from the above entry.

Employee Name :
Last Name First Name Middle Name

For *In Transit* Document Result

In Transit	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Document Type: NPA
 Reference Number: 2010-0018-NPA-CD
 Description: JUAN DELA CRUZ CHANGE OF DESIGNATION
 Employee Name: **DELA CRUZ, JUAN**
 Last Received By: Ms. HRD Manager
 Date Received: 2/10/2011 10:04:20 AM
Document will be FORWARDED To*
 Remarks:

A confirmation box will be displayed showing the Date and Time reference it was in transited. Behind the scene the program will also send an **E-Mail** to the next Recipient telling that the document is already in transit and ready to be received from the system.

Search Criteria

Reference Number :
Note: Please include "-" from the above entry.

Employee Name :
Last Name

For *In Transit* Document Results

In Transit	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

Document Type: NPA
 Reference Number: 2010-0018-NPA-CD
 Description: JUAN DELA CRUZ CHANGE OF DESIGNATION
 Employee Name: **DELA CRUZ, JUAN**

Last Received By: Ms. HRD Manager
 Date Received: 2/10/2011 10:04:20 AM
Document will be FORWARDED To*

Remarks:

Message from webpage

In Transit Date & Time Reference: (*Feb 11 2011 10:04:56AM*)

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Locate a Document

This time you might ask questions like;
 “Where’s the Document?”
 “How many days it was staying from each recipient?”

Well, this topic will answer all those query.

But first you need to click the link encircled below (again located at the lower part of your Personal Portal screen).



And fill up the search criteria then click **Search** button. Nearest match will be displayed based on the Criteria provided. Once identified, you can now click **View History** button.

Document Locator

Reference Number :

Note: Please include "-" from the above entry.

Employee Name :

Last Name First Name Middle Name

Search Result

	Document Status	Document Type	Reference No	Date Registered	Employee Name	Document Description
<input type="button" value="View History"/>	Active	NPA	2010-0018-NPA-CD	2/16/2011 2:29:30 PM	DELA CRUZ, JUAN	JUAN DELA CRUZ CHANGE OF DESIGNATION

The Answer: “Tracking History”

Listing below contains the sequence on how the document is routed. Starting from when it was registered, what is the status and who's the “last touch” or the last person handled the document. Document status, when it is tagged as “Closed” it only tells that document is already on its last recipient / destination e.g. (already kept by the HR Personnel as part of your 201 file or already forwarded to Payroll if salary increase is necessary).

Document Information

Document Type :

Reference Number : 2010-0022-PA-AV

Description : APPRAISAL OF JUAN DELA CRUZ.

Employee Number : 0011517

Employee Name : **DELA CRUZ, JUAN**

Recommended By : Del Rosario, Mara
Aranas, Josephine

Date Registered : **2/10/2011 9:57:13 AM**

Document Status :

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Tracking History

Date & Time Received	Receivers Name	Received On Behalf Of	Department	Position	Remarks	In Transit Date	No. Of Days In Possession	Days Delay
2/10/2011 10:04:20 AM	Ms. HRD Manager		HRD	HRD MANAGER		2/11/2011 10:04:56 AM	1	0
2/11/2011 10:30:52 AM	Del Rosario, Mara		SALES - Support Services	ADMIN SUPPORT SUPERVISOR		2/16/2011 10:31:19 AM	3	0
2/16/2011 10:32:10 AM	Aranas, Josephine		BUSINESS DEVELOPMENT	DIRECTOR FOR BUSINESS DEVELOPMENT		2/28/2011 10:33:53 AM	8	3
2/28/2011 10:34:55 AM	Mr. HRD Assistant		HRD	HRD ASSISTANT		2/28/2011 10:35:43 AM	0	0
2/28/2011 10:36:17 AM	Ms. HR Officer		HRD	HR OFFICER		3/1/2011 10:36:51 AM	1	0
3/1/2011 10:37:39 AM	Ms. Sr. HRD Manager		HRD	SR. HRD MANAGER		3/2/2011 10:39:40 AM	1	0

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You might be interested in checking how many days the document stays per recipient and if it already exceeds from the tolerance number of days a document can stay per recipient (see figure below).

No of days in Possession (3) is the difference between **In Transit Date (2)** and **Date Received (1)**. while **Days Delay (4)** is the difference between **No of days in Possession** and **Tolerance days in Possession**. Please refer from Tolerance days in Possession table.

Tracking History

Date & Time Received	Receivers Name	Received On Behalf Of	Department	Position	Remarks	In Transit Date	No. Of Days In Possession	Days Delay
2/10/2011 10:04:20 AM	Ms. HRD Manager		HRD	HRD MANAGER		2/11/2011 10:04:56 AM	1	0
2/11/2011 10:30:52 AM	Del Rosario, Mara		SALES - Support Services	ADMIN SUPPORT SUPERVISOR		2/16/2011 10:31:19 AM	3	0
2/16/2011 10:32:10 AM	Aranas, Josephine		BUSINESS DEVELOPMENT	DIRECTOR FOR BUSINESS DEVELOPMENT		2/28/2011 10:33:53 AM	8	3
2/28/2011 10:34:55 AM	Mr. HRD Assistant		HRD	HRD ASSISTANT		2/28/2011 10:35:43 AM	0	4
2/28/2011 10:36:17 AM	Ms. HR Officer		HRD	HR OFFICER		3/1/2011 10:36:51 AM	1	0
3/1/2011 10:37:39 AM	Ms. Sr. HRD Manager		HRD	SR. HRD MANAGER		3/2/2011 10:39:40 AM	1	0

1
2
3

Tolerance days in Possession Table

Document Type	Recipient	Days allowed
NPA	HR Manager	3
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 Supervisor	2

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