

# Guidelines in Filling up & Tracking System Data Definitions of HRIS Templates

No.	Data / Info	Description & Purpose	Data Source
<b>1.0 General</b>			
1.1	Region	Refers to the region, where the employee is currently working.	
1.2	Division	Refers to the schools division, where the employee is currently working	
1.3	School ID	Refers to a School ID recognized in EBEIS, where employee is currently working.	
1.4	Name of School / Office	School Name identified by School ID (refer to 1.3) in EBEIS and where employee is currently working.	
<b>2.0 Personal Profile</b> Employee personal background basic data			
2.1	Unique Item Number	Item number distinctly attached to a Permanent/Co-terminus/Temporary position as indicated in the PSI-POP and/or appointment	PSI-POP and/or appointment
2.2	Position Title per Plantilla	Position title as appearing in PSI-POP and/or appointment (generic, where applicable)	PSI-POP and/or appointment
2.3	Parenthetical Title	Position title based on PSiPOP prior to 2004 (Supply Officer, Mobile Teacher, Kinder Teacher) This is used as basis to determine the required QS, functions, duties and responsibilities.	PSiPOP prior to 2004; DBM Index of Occupational Positions
2.4	Date of Last Promotion	Actual date the employee was last promoted (MM-DD-YYYY)	Service Record /Appointment
2.5	Salary Grade	Salary Grade defines the authorized salary of a position (SG 1 to 31)	PSI-POP/ Appointment/NOSI/N OSA
2.6	Salary Step	There are eight (8) steps in a Salary Grade. A Step Increment is determined by years in service, eligibility, national awards/recognition received. This Salary Step is the basis for determining the actual basic salary of the employee (Step 1 to 8)	PSI-POP/ Appointment/NOSI/N OSA
2.7	Name	Employee's complete name (Last Name, First Name, Middle Name, Name extension) as it appears in their birth /baptismal certificate	Will appear in every worksheet
2.8	Date of birth	Employee date of birth as it appears in their birth /baptismal certificate (MM-DD-YYYY)	Birth Certificate/Baptismal Certificate
2.9	Place of birth	Employee place of birth as it appears in their birth /baptismal certificate (Town, Province or City)	Birth Certificate/Baptismal Certificate
2.10	Date of Original Appointment	First day in government service (MM-DD-YYYY). This data is recorded for purpose of computing employee benefits	Service Record/Appointment
2.11	Employment Status	<p>Each employee may either be any of the following</p> <ul style="list-style-type: none"> <li>↳ Permanent : a permanent appointment shall be issued to a person who has met all requirements of the position including the appropriate civil service eligibility prescribed</li> <li>↳ Temporary : issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed , except the appropriate eligibility.</li> <li>↳ Substitute: when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when he/she is on approved leave of absence, suspension, scholarship grant or secondment. A substitute appointment is issued only if the leave of absence of the incumbent is at least three (3) months except in the case of teachers.</li> <li>↳ Coterminus status : issued to a person whose entrance and continuity in the service is: <ul style="list-style-type: none"> <li>• Based on the trust and confidence of the appointing authority or head of unit;</li> <li>• Co-existent with the incumbent;</li> <li>• Limited by the duration of the project;</li> <li>• Co-existent with the appointee;</li> <li>• Appointments of personnel under the Foreign-Assisted</li> </ul> </li> </ul>	Service Record/Appointment/ Contracts

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		<p>Projects (FAP) shall be co-terminus with the project.</p> <ul style="list-style-type: none"> <li>↳ Contractual: issued to a person who shall undertake specific work or job for a limited period of time not to exceed one (1) year</li> <li>↳ Casual/Emergency: used only for essential and necessary services where there are not enough regular staff to meet the demands of the service. These are normally emergency laborers hired for a period not exceeding six (6) months.</li> </ul>	
2.12	Sex	Employee sex as it appears in their birth certificate (Male/Female)	Birth Certificate
2.13	Civil Status	Employee civil status (Single, Married, Widow/er, Legally Separated, Annulled)	
2.15	Height	Employee height in meters	
2.16	Weight	Employee weight in kilograms	
2.17	Blood Type	Employee blood type (A+ A-, B+, B-, AB+, AB-, O+, O-)	Medical
2.18	GSIS BP Number	Business Partner Number (10 digit number) used for GSIS transactions	
2.19	PAG-IBIG No.	PAG-IBIG membership number	
2.20	Philhealth No.	Philhealth membership number	
2.21	SSS No.	SSS membership number (if available)	
2.22	Permanent Address (House No, Street Name, Village/Subd); Region; Province/District/City; City/Municipality and Barangay) and Telephone number	Employee's permanent place of residence or home base regardless of where he or she is assigned.	
2.23	Residential Address (House No, Street Name, Village/Subd); Region; Province/District/City; City/Municipality and Barangay)) and Telephone number	This is an alternate address that may be different from the permanent address as it may refer to a place/location where the employee currently holds residence.	
2.24	Email address	Email address (preferably @deped.gov.ph)	
2.25	Cellphone number	Cellphone number (if any)	
2.26	TIN	Taxpayer's Identification Number issued by Bureau of Internal Revenue, would also serve as the unique identifier for every employee in the DepEd HR system	PDS/PSIPOP/TR
2.28	Reassigned From	Reassignment is the movement from one organizational unit to another in the same department or agency which does not involve a reduction in rank, status or salary. Reassigned from refers to the employee's mother unit where the plantilla item belongs.	
2.29	Dialect / Languages Spoken	For teaching personnel this data will support programs such as MTB-MLE	
<b>3.0 Family Background</b>			
3.1	Relationship	Identifies the relationship of the employee to his/her family members, such as: <ul style="list-style-type: none"> <li>↳ Spouse</li> <li>↳ Father</li> <li>↳ Mother</li> <li>↳ Child</li> </ul>	
3.3	Relative's Complete Name	Relative's complete name (Last Name, First Name, Middle Name, Name extension)	
3.4	Occupation	Relatives' occupation	
3.5	Employer/Business Name	Relatives' employer/Business Name	

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3.6	Business Address	Relatives' Business Address	
3.7	Telephone Number	Relatives' Telephone Number	
3.8	Child	Name of child with spouse/s (if applicable)	
		Date of birth of child (MM-DD-YYYY)	
<b>4.0 Educational Background</b>			
4.1	Level of Education	Levels of education that an employee completed or earned units from: ↳ Elementary ↳ Secondary ↳ Vocational / Trade Course ↳ College ↳ Masters ↳ Doctoral	TOR/Diploma/Certificate
4.2	Name of School	Identifies the name of school attended by the employee per Level	TOR/Diploma/Certificate
4.3	Inclusive Year : From and To	Identifies the year started and ended per Level	TOR/Diploma/Certificate
4.4	Course	Identifies the course/s taken by the employee from Vocational/Trade Courses onwards	TOR/Diploma/Certificate
4.5	Major / Minor	Area of specialization or focus of studies	
4.6	Honors Received	Identifies the distinctions received by the employee per Level, if applicable	
<b>5.0 Eligibilities</b>			
5.1	Eligibility	Qualifications required for appointment to positions in the career service.	Certificate of Eligibility
5.2	Rating	Numerical rating received as indicated in the certificate of eligibility or eligibilities of the employee	Certificate of Eligibility
5.3	Date of Exam / Conferment	Actual date of examination or conferment as indicated in the certificate of eligibility or eligibilities of the employee	Certificate of Eligibility
5.4	Place of Exam / Conferment	Actual place of examination or conferment as indicated in the certificate of eligibility or eligibilities of the employee	Certificate of Eligibility
5.5	License Number and Issue Date	Actual License Number and Issue Date, where applicable	Certificate of Eligibility
<b>6.0 Work Experiences in the Government Service</b>			
6.1	Inclusive Date From and To	Period (Month/Day/Year) the employee occupied the position and receiving the same salary	Service Record/Certificate of Employment
6.2	Position Title	Position Title as appearing in the PSIPOP occupied by the employee during the Inclusive Date indicated	Service Record/Certificate of Employment
6.3	Department / Agency / Office /	Name of Department/Agency/Office where employee was employed	Service

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		during the Inclusive Date indicated	Record/Certificate of Employment
6.4	Monthly Salary	Basic Monthly Salary received by the employee during the Inclusive Date indicated	Service Record/Certificate of Employment
6.5	Salary Grade & Step Increment	Corresponding Salary Grade and Step Increment of the Position occupied by the employee during the Inclusive Date indicated	Service Record/Certificate of Employment
6.6	Status Of Appointment	Status of Employment (i.e Permanent, Regular/ Permanent, Substitute, Casual, Temporary) of the employee during the Inclusive Date indicated	Service Record/Certificate of Employment
<b>7.0 Training and Scholarships for the past five (5) years</b>			
7.1	Title of Seminar	Name of seminar/conference/workshop and short courses attended as appearing in the Certificate of Participation	Certificates
7.2	Area of Training	Area of specialization targeted during the training/seminar	
7.3	Inclusive date From and To	Start and end date (Month/Day/Year) of the seminar attended	
7.4	No. of hours	Number of hours spent on seminar attended (note: a one day seminar is considered an 8 hour seminar)	
7.5	Conducted by	Agency and/or Accredited Private Service Provider who conducted the seminar	