

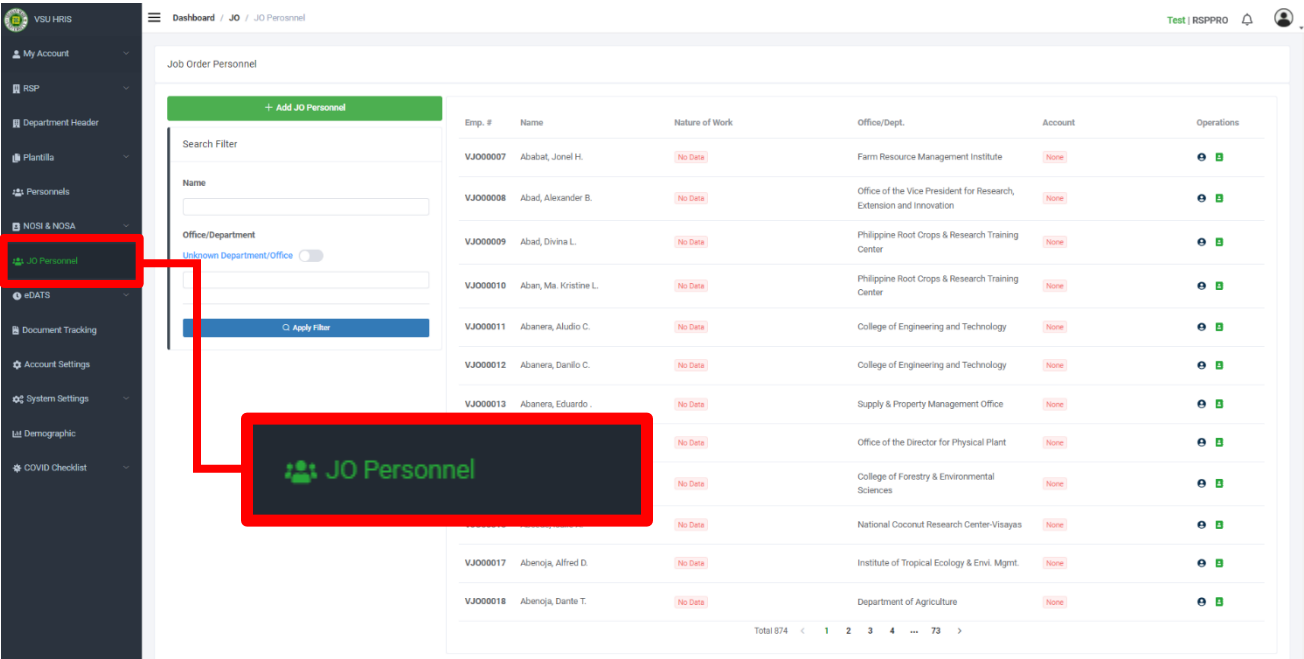
Job Order Personnel Management

User Guide

HR can use this function to keep track of job order employees' profiles and services. Only users with HR-related roles have access to this section.

A. Navigation

Look for JO Personnel in the Main navigation bar on the right-hand side of the screen for navigation, as illustrated in the example below.



B. Feature functions



I. Search filter and New

The HR user can filter the table's JO personnel by Name, Office, or Department, as well as list all personnel with no assigned office.

+ Add JO Personnel

Search Filter

Name

Office/Department

Unknown Department/Office ☐

Apply Filter

Click the green button

+ Add JO Personnel

 at the top of the search filter card to add new Job Order Personnel.

Adding New Personnel

Check for Applicant

Details

Done

Please check if the personnel to be added already exists in the applicants list. Please take note that using RSP Module will faster your work.

Search Applicant

Fullname	Sex	Email	Contact No.		Operation
			Telephone	Mobile	
MA LORIEMAE M. ABASOLA	Female	loriemae.abasola@vsu.edu.ph	N/A		<div>Add as Personnel</div>
Ma.Loriemae M. Abasola	Female	marialeesbasola@gmail.com	N/A		<div>Add as Personnel</div>
Julie Joy M. Abasolo	Female	jormabansag22@gmail.com	N/A		<div>Add as Personnel</div>
Mary Anne C. Abedejos	Female	anneabedejos@gmail.com			<div>Add as Personnel</div>
Edgar Joel F. Aboy	Male	edaboy2020@gmail.com			<div>Add as Personnel</div>
Ida Mae B. Abrenica	Female	abrenicaidamae1222@gmail.com			<div>Add as Personnel</div>

Total 610 < 1 2 3 4 ... 51 >

Add as New

When the pop-up panel appears, check to see if the person you want to add already exists in the system. If that's the case, simply click the "**Add as Personnel**" button

Add as Personnel

 next to the person's information.

After checking, if the person you want to add doesn't have existing profile in the system, click the "Add as New" button at the bottom right corner of the screen. Fill-up all needed information and click "Save" to add Job Order Personnel.

Adding New Personnel

Check for Applicant

Details

Done

Last name

0/50

First name

0/50

Middle name

0/50

Name Suffix

Select

Sex

Select

Civil Status

Select

Date of birth

Blood type

Select

Birth Place

0/50

Country

Select

Citizenship

Select

Height (M)

1

Weight (Kg)

1

Email

0/40

Telephone No.

0/15

Mobile No.

+63

0/15

VSU Unit/Office

Position

Select

Appointment Status

Select

Salary Rate

Start of Appointment/Service

Nature of appointment

























Select nature of work

Back to Search

Save

II. Personnel table

Employee numbers, names, nature of work, office or department, and account are all listed in the table for job order people. For managing their profile and service record, operations functions are also available.

Emp. #	Name	Nature of Work	Office/Dept.	Account	Operations
VJ000007	Ababat, Jonel H.	No Data	Farm Resource Management Institute	None	 
VJ000008	Abad, Alexander B.	No Data	Office of the Vice President for Research, Extension and Innovation	None	 
VJ000009	Abad, Divina L.	No Data	Philippine Root Crops & Research Training Center	None	 
VJ000010	Aban, Ma. Kristine L.	No Data	Philippine Root Crops & Research Training Center	None	 
VJ000011	Abanera, Aludio C.	No Data	College of Engineering and Technology	None	 
VJ000012	Abanera, Danilo C.	No Data	College of Engineering and Technology	None	 
VJ000013	Abanera, Eduardo .	No Data	Supply & Property Management Office	None	 
VJ000014	Abanera, Joel L.	No Data	Office of the Director for Physical Plant	None	 
VJ000015	Abanera, Arne C.	No Data	College of Forestry & Environmental Sciences	None	 
VJ000016	Abcede, Isalie A.	No Data	National Coconut Research Center-Visayas	None	 
VJ000017	Abenoja, Alfred D.	No Data	Institute of Tropical Ecology & Envi. Mgmt.	None	 
VJ000018	Abenoja, Dante T.	No Data	Department of Agriculture	None	 
Total 874 < 1 2 3 4 ... 73 >					