



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

September 26, 2022

DIVISION MEMORANDUM  
NO. 0616, s. 2022

**Human Resource Management System (HRMS) Housekeeping**

TO: *Public Schools District Supervisors/Acting PSDS  
Elementary/Secondary Schools Heads  
All Others Concerned*

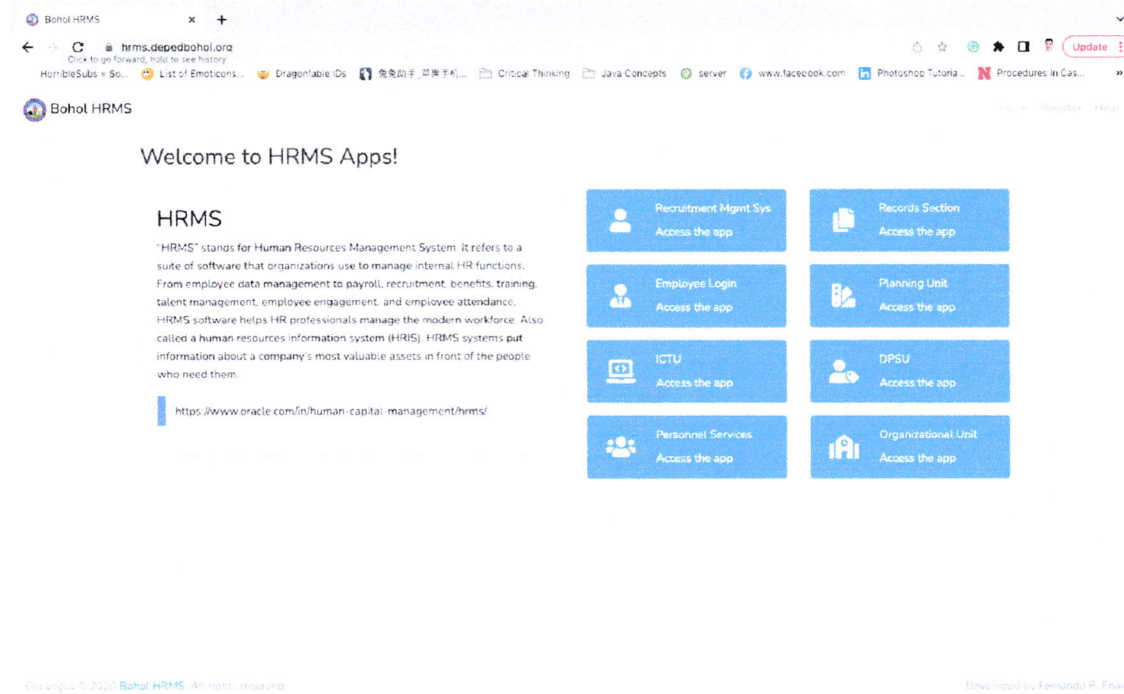
1. In lieu of the upcoming features to be deployed for HRMS such as online leave application, document tracking system, etc., this office announces the housekeeping period of the HRMS from September 26- October 31, 2022.
2. All school heads must make sure that the employees tab of their organizational unit in the HRMS platform are reflective of the current warm body-personnel. (See Enclosure 1)
3. Should there be personnel who are no longer working in the station, please follow the procedure below:
  - a. If personnel are already working in a different station, use the transfer feature.
  - b. If personnel have resigned or has retired, please use the removal request form. (See enclosure 1)
4. For your information, guidance, and compliance.

*gms 9/26/22*  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent *gd*

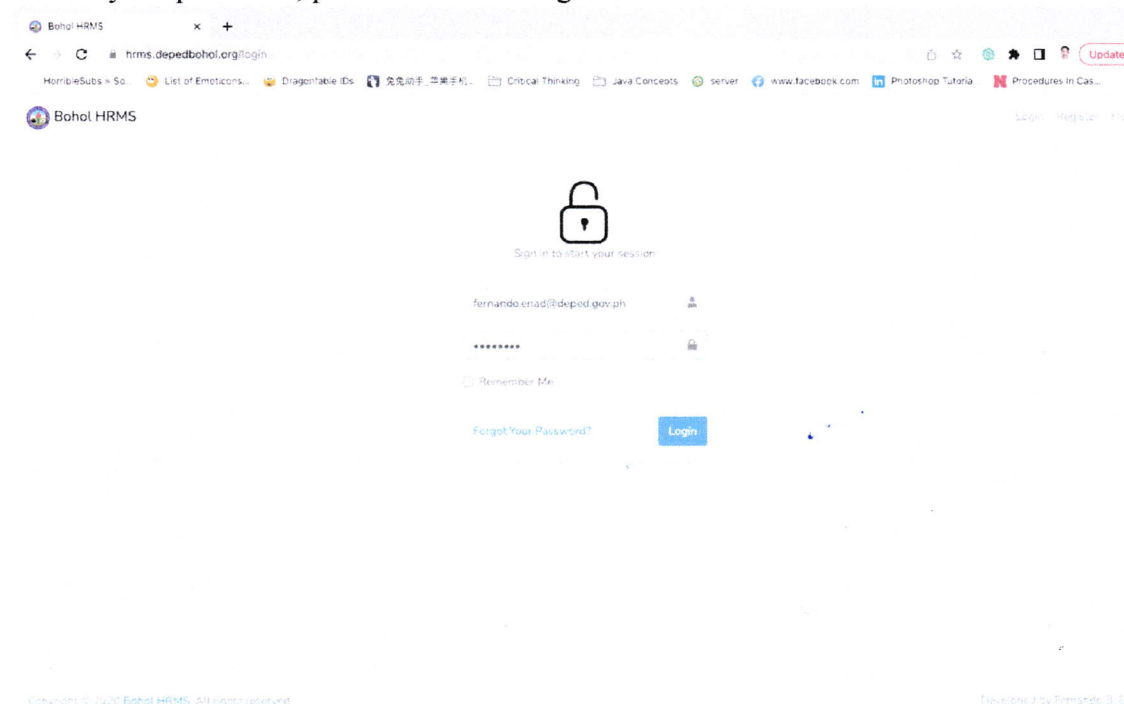
Enclosure 1 of DM No. 0415, s. 2022  
**HRMS Housekeeping Workflow**

**LOGGING ON TO THE PLATFORM**

1. Access <https://hrms.depedbohol.org> through a browser.



2. Using your registered email and your password, please sign-in. In the event you forgot your password, please use the “Forgot Your Password?” link.



### 3. Click Station/Unit

Welcome to HRMS-OU!

## HRMS OU

OU (Organizational Unit) is a feature of HRMS which allows users to access the unit level organization or the office level organization.

- Station / Unit - allows school heads / heads of units / provisioned users to access the unit level organization profile including but not limited to employee information, leave recommendations, etc...
- District / Office - allows district supervisors / heads of offices / provisioned users to access the office level organization profile including but not limited to employee information, leave recommendations, etc...

Bohol HRMS Home  
Back to Main

Station / Unit  
Access the app

District / Office  
Access the app

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4. You should be redirected to the dashboard of your assigned school. You may click the burger icon (☰) to check for other schools assigned to you.

Bohol HRMS

Dashboard

Employees

PBB Report

Leave Applications

Applicants

User Management

## Station 501584

Home / 501584

**Abaca Integrated School Elem**  
Abaca  
Masina (Mabini)

School ID: 501584

Services: Elementary

Category: Medium

Type: Non-RJ

School Head: Thelma Felicio

Teaching: 17

Non-Teaching: 0

Total: 17

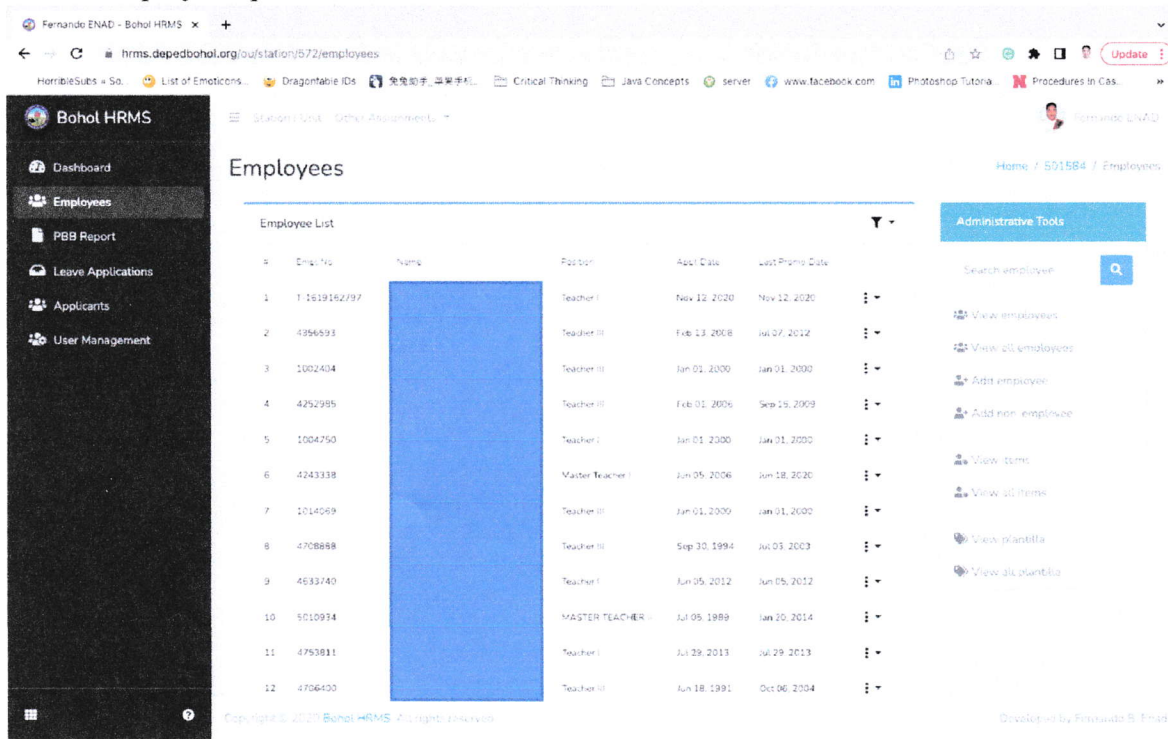
### Breakdown by Position

MASTER TEACHER II	1
Master Teacher I	1
Teacher II	3
Teacher I	2

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## ADDING EMPLOYEES (with existing HRMS-Employee accounts)

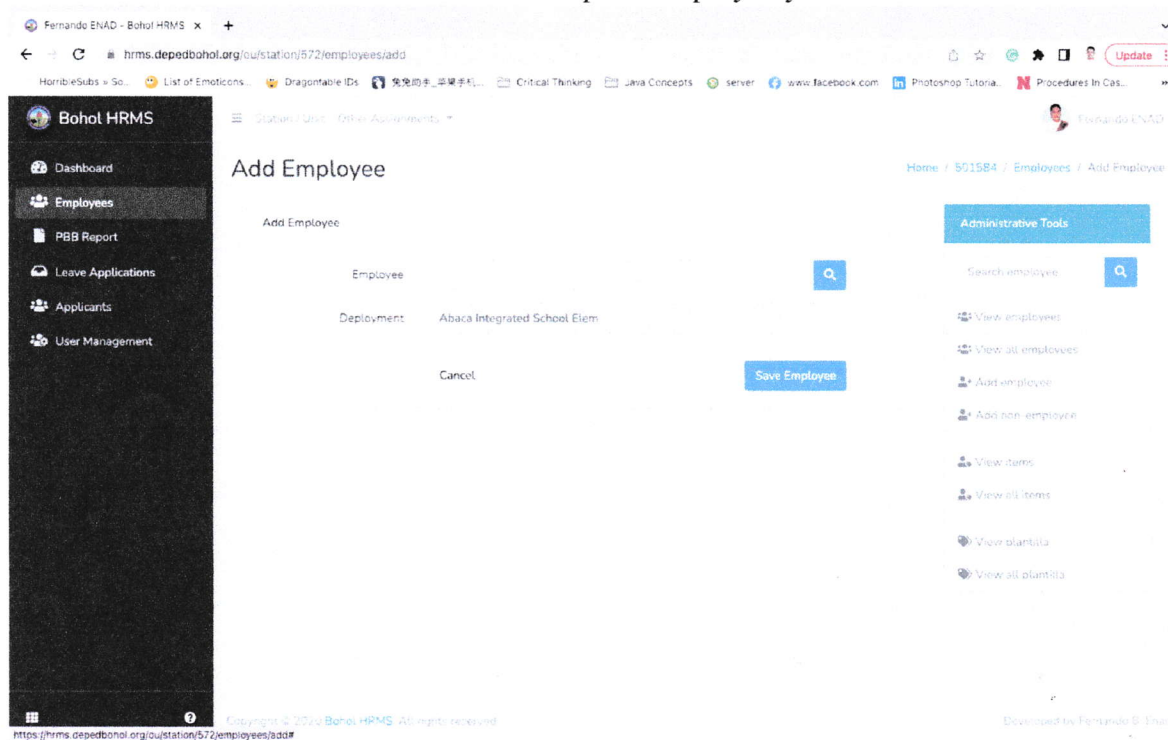
1. Click the Employees tab to display all employees of the school and further click the Add employee option.



The screenshot shows the 'Employees' page in the Bohol HRMS system. The page features a sidebar with navigation options: Dashboard, Employees, PBB Report, Leave Applications, Applicants, and User Management. The main content area displays an 'Employee List' table with columns for Employee ID, Name, Position, Appl Date, and Last Prom Date. The table contains 12 rows of employee data. On the right side, there is an 'Administrative Tools' panel with a search bar and several action buttons: View employees, View all employees, Add employee, Add non-employee, View items, View all items, View plantilla, and View all plantilla.

Employee ID	Name	Position	Appl Date	Last Prom Date
1	1-1619162/197	Teacher I	Nov 12, 2020	Nov 12, 2020
2	4356693	Teacher III	Feb 13, 2008	Jul 07, 2012
3	1002404	Teacher III	Jan 01, 2000	Jan 01, 2000
4	4252995	Teacher III	Feb 01, 2006	Sep 16, 2009
5	1004750	Teacher I	Jan 01, 2000	Jan 01, 2000
6	4243338	Master Teacher I	Jun 05, 2006	Jun 18, 2020
7	1014069	Teacher III	Jan 01, 2000	Jan 01, 2000
8	4708688	Teacher III	Sep 30, 1994	Jul 03, 2003
9	4633740	Teacher I	Jun 05, 2012	Jun 05, 2012
10	5010934	MASTER TEACHER I	Jul 05, 1989	Jan 20, 2014
11	4753811	Teacher I	Jul 29, 2013	Jul 29, 2013
12	4706400	Teacher III	Jun 18, 1991	Oct 06, 2004

2. Click the Search icon button to lookup the employee you wish to add.



The screenshot shows the 'Add Employee' page in the Bohol HRMS system. The page features a sidebar with navigation options: Dashboard, Employees, PBB Report, Leave Applications, Applicants, and User Management. The main content area displays the 'Add Employee' form with a search bar, a 'Save Employee' button, and a 'Cancel' button. The form is currently empty, and the search bar is highlighted. On the right side, there is an 'Administrative Tools' panel with a search bar and several action buttons: View employees, View all employees, Add employee, Add non-employee, View items, View all items, View plantilla, and View all plantilla.

- Using the Search employee box, search for the employee's name using the following format: firstname lastname or lastname, firstname.

The screenshot shows the 'Add Employee' page in the Bohol HRMS system. A search box at the top right contains the text 'fernando enad'. Below the search box, a table lists employee records. The 'Employee Name' column for the first row is highlighted in blue, indicating a search result.

Employee No	Employee Name	Position	Station
6075115		Teacher I	Cabulan NHS (302821)
1000002			0
6081422		Teacher I	Asinan ES (119066)
4892375		Teacher I	Buenavista CES (118065)
16163251		Teacher II	Tulang NHS (302933)
4891863		Teacher I	Lapusan Norte PS (118077)
6074178		Teacher I	Nasipin ES (118337)
6076706		Teacher I	Buenavista CES (118065)
4362910		Teacher III	San Jose ES (118341)
4201850		Head Teacher III	Taytay ES (118343)
4252975		Teacher III	Combu ES (118073)
4134706		Teacher III	Ranigan EC (114339)

- Once the employee's name shows up on the results list, click the name.

The screenshot shows the 'Add Employee' page in the Bohol HRMS system. The search box at the top right now contains 'fernando enad'. The table below shows a single search result for 'ENAD, Fernando Bohol'.

Employee No	Employee Name	Position	Station
4693806	ENAD, Fernando Bohol	Teacher II	San Agustin NHS (302867)

- Once the name shows up on the Employee field, click the Save Employee button to finally add the employee on the school's roster.

Bohol HRMS

Dashboard  
Employees  
PBB Report  
Leave Applications  
Applicants  
User Management

## Add Employee

Station: Unit: Other Assignments:

Add Employee

Employee: Fernando Enad

Deployment: Abara Integrated School Elem

Cancel

Save Employee

Administrative Tools

Search employee

- View employees
- View all employees
- Add employee
- Add non-employee
- View items
- View all items
- View plantilla
- View all plantilla

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Bohol HRMS

Dashboard  
Employees  
PBB Report  
Leave Applications  
Applicants  
User Management

Station: Unit: Other Assignments:

2	4650041		Teacher III	Nov 23, 2012	Aug 01, 2018	
3	6083010		Teacher I	Aug 15, 2011	Sep 28, 2018	
4	6068277		Teacher II	Aug 24, 2015	Aug 07, 2017	
5	4200378		Master Teacher I	Dec 15, 2004	Jun 26, 2016	
6	6086664		Admin Asst II	Jan 30, 2020	Jan 30, 2020	
7	6068271		Teacher II	Aug 05, 2015	Jul 03, 2017	
8	T-1627280032		Teacher I	Jan 01, 2000	Jan 01, 2000	
9	4693806	Enad, Fernando Bonas	Teacher II	Jun 03, 2013	Jul 14, 2016	
10	1960889		Master Teacher I	Jul 26, 1996	Jun 29, 2018	
11	1200248		Teacher III	Jun 14, 2002	Oct 03, 2014	
12	6086672		Teacher I	Dec 13, 2019	Dec 13, 2019	
13	6083009		Teacher I	Aug 10, 2018	Aug 10, 2018	
14	6082047		Teacher I	Aug 22, 2018	Aug 22, 2018	
15	6074094		Admin Asst II	Jun 01, 2017	Jun 01, 2017	

Administrative Tools

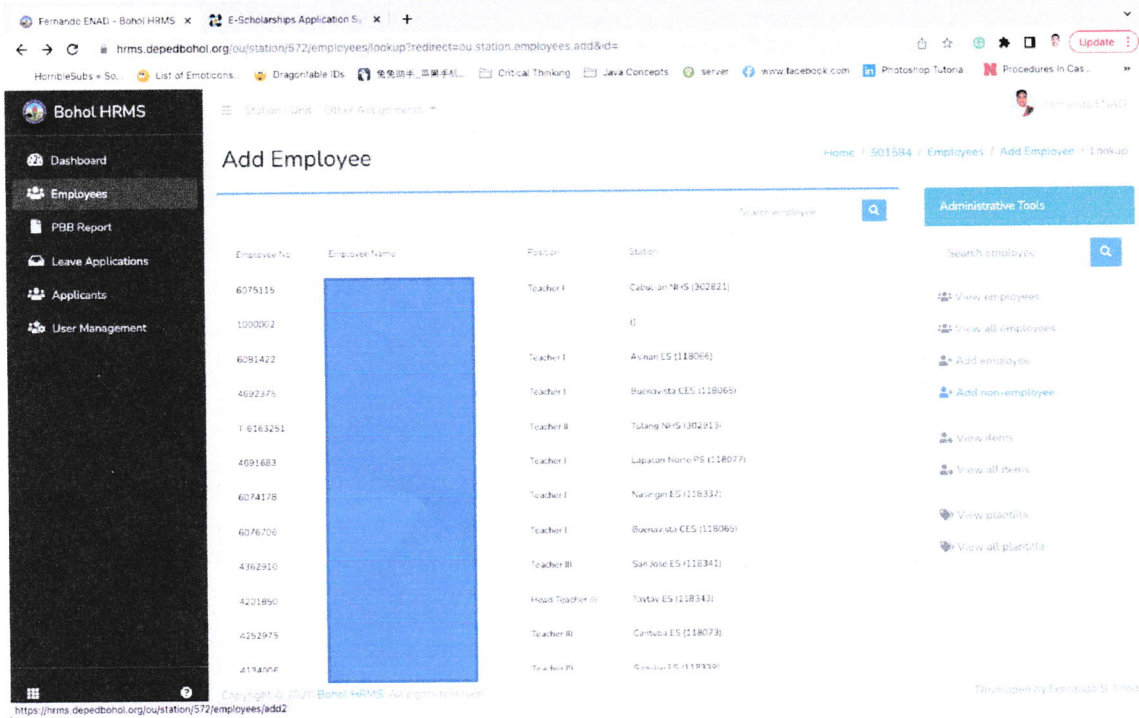
Search employee

- View employees
- View all employees
- Add employee
- Add non-employee
- View items
- View all items
- View plantilla
- View all plantilla

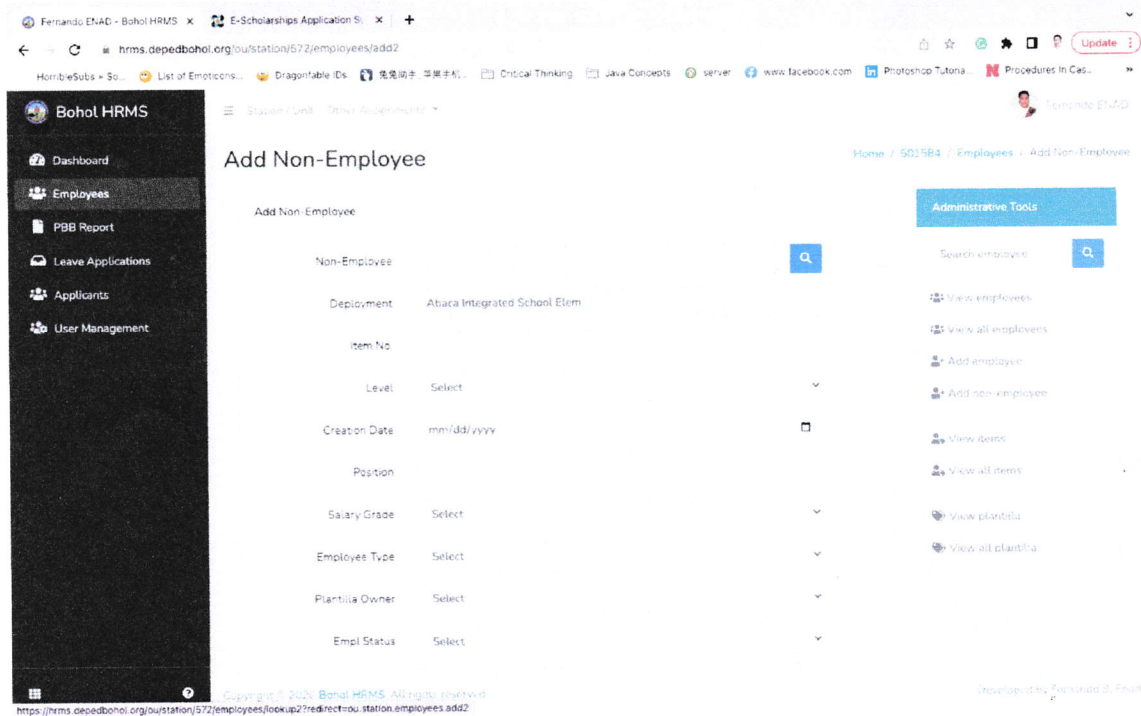
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# ADDING NON-EMPLOYEES (with existing HRMS-Applicant accounts)

1. Click the Employees tab to display all employees of the school and further click the Add non-employee option.



2. Click the Search icon button to lookup the person you wish to add as an employee.



- Using the Search person box, search for the person's name using the following format: **firstname lastname or lastname, firstname.**

The screenshot shows the 'Request to Add Employee' page in the Bohol HRMS system. The search bar contains the name 'fernando'. The results table lists several employees with their details. The 'Person Name' column is highlighted in blue, indicating the search results.

Person No.	Person Name	Sex	Address	Contact No.
38008		Female		09504394316
37773		Female		09306265402
37419		Female		09542339706
33422		Female	Poblacion Pitogo, Pres. Carlos P. Garcia Bohol	09567165614
33329		Female	Poblacion Pitogo, Pres. Carlos P. Garcia Bohol	09053062428
37838		Female	Pitogo, Pres. C. P. Garcia, Bohol	09066062000
32275		Female		09504641627
33206		Male		09518710998
38858		Female		09293538901
38857		Female		09507433562
35480		Female	San Jose, Pres. Carlos P. Garcia, Bohol	09484376533
37341		Female		09447907866A

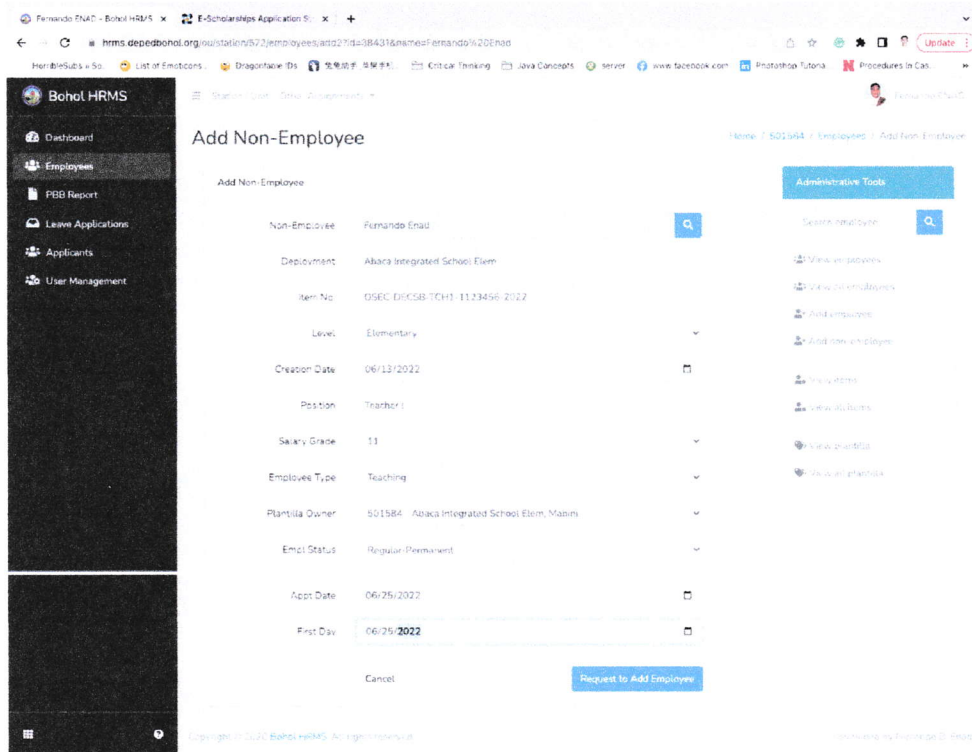
- Once the person's name shows up on the results list, click the name.

The screenshot shows the 'Request to Add Employee' page in the Bohol HRMS system. The search bar contains the name 'fernando enad'. The results table lists one employee, 'ENAD, Fernando Enad', whose name is highlighted in blue, indicating the search results.

Person No.	Person Name	Sex	Address	Contact No.
28431	ENAD, Fernando Enad	Male		09178316628

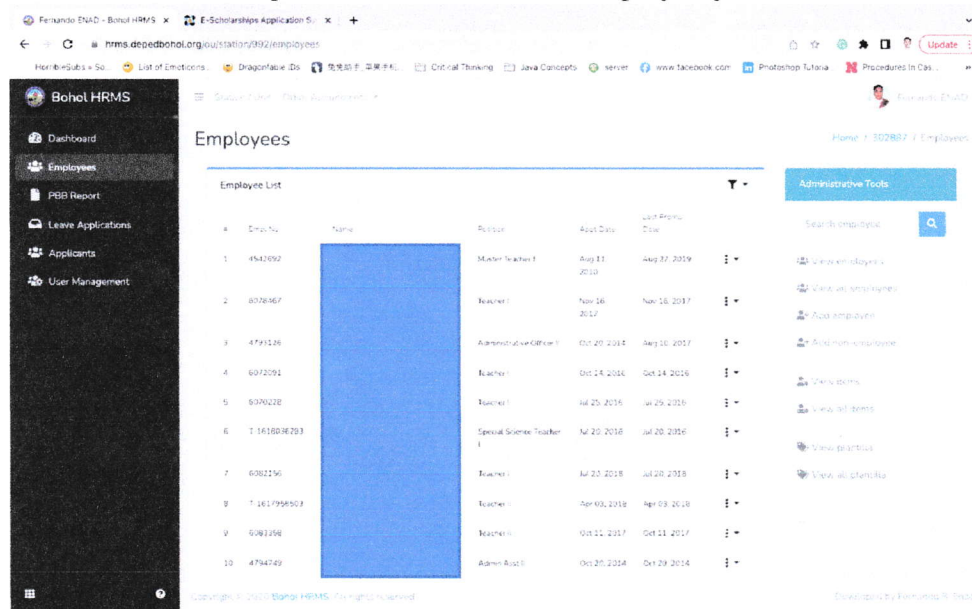


- Once the name shows up on the Non-employee field, you may fill out the other information required (for the creation date use the appointment date). Once done, click the Request to Add Employee button to finally add the person on the school's employee roster.



## MOVING/TRANSFERRING EMPLOYEES

- Click the ellipses icon relative of the employee you wish to move/transfer.



## 2. Select the Move/Transfer option.

The screenshot shows the 'Employees' page in the Bohol HRMS system. A table lists 10 employees. The 8th employee, 'Teacher II' with ID 'T-1017968503', has a dropdown menu open showing options: 'View', 'Modify', and 'Move / Transfer'. The 'Move / Transfer' option is highlighted in blue. The left sidebar contains navigation links: Dashboard, Employees, PBB Report, Leave Applications, Applicants, and User Management. The right sidebar contains 'Administrative Tools' with a search bar and various view options.

#	Empl No.	Name	Position	Appt Date	Last Promt Date	
1	4542692		Master Teacher I	Aug 11, 2010	Aug 27, 2019	
2	6078467		Teacher I	Nov 16, 2017	Nov 16, 2017	
3	4793126		Administrative Officer II	Oct 26, 2014	Aug 10, 2017	
4	6072091		Teacher I	Oct 14, 2016	Oct 14, 2016	
5	6070228		Teacher	Jul 25, 2016	Jul 25, 2016	
6	T-1618036293		Special Science Teacher I	Jul 20, 2016	Jul 20, 2016	
7	6092156		Teacher I	Jul 20, 2018		View Modify
8	T-1017968503		Teacher II	Apr 03, 2018		Move / Transfer
9	6083358		Teacher II	Oct 11, 2017	Oct 11, 2017	
10	4794749		Admin Asst II	Oct 20, 2014	Oct 20, 2014	

## 3. Select the school to where the employee is to be transferred/moved/deployed. This shall remove the employee from the current school and the same will already show up on the new school the employee was transferred/moved/deployed to. Please be prudent with using this feature.

The screenshot shows the 'Move/Transfer Employee' page in the Bohol HRMS system. The 'Deployment' dropdown menu is set to '302887 - San Agustin NHS, Sagbayan'. The 'Update Deployment' button is highlighted in blue. The left sidebar contains navigation links: Dashboard, Employees, PBB Report, Leave Applications, Applicants, and User Management. The right sidebar contains 'Administrative Tools' with a search bar and various view options.

Move/Transfer Employee

Deployment: 302887 - San Agustin NHS, Sagbayan

Cancel Update Deployment

Special Science Teacher I  
San Agustin NHS, 302887

Empl No: T-1618036293

Hire Date: July 20, 2016

Years in Service: 6

Status: Active

**REMOVING EMPLOYEES**

Use the online form accessible at <https://tinyurl.com/hrmsremovalform>.

**REQUESTING ACCESS DUE TO ERROR 401 PROMPTS**

Use the online form accessible at <https://tinyurl.com/hrmsrequestaccessform>.

**FOR ANY OTHER CONCERNS**

Join the telegram group chat accessible at <https://tinyurl.com/sdoboholhrmshelpdesk>.