



REQUEST FOR QUOTATION

DATE: Dec. 5, 2022

PURCHASE REQUEST NO.: PPD FUND 2022-12-28

CANVASS NO. _____

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1		<p>1 Year Subscription of HR Manager Application (Software-as-a-Service)</p> <p>Technical Specifications: -Human Resources Manager Application (Software-as-a- Service) with 1 year subscription for 150 user licenses -Inclusion of managed cloud hosting that is governed and strictly follows the rules, regulations, policies, and laws of the Philippine Government which includes: -24/7 Data Center Services -High Availability Setup -Secured Setup -Regular Maintenance Services -Automated Backups -Accessible anytime and anywhere using modern browsers -Setup, configuration, and managing the Cloud Hosting -Ensured and scalable resource setup means guaranteed and adjusted hosting specifications based on usage -Cloud hosting platform must ensure performance of the HRIS procured and support tenant approved 3rd party auditing or inspection on-site -Web-based system that developed using a multi-layer approach with Model-View-Controller pattern. -System uses PHP and MySQL software -Responsive web-layout for mobile and workstation browser -The system shall be complaint with the forms and reports of the CSC</p> <p>System comes with the following modules: -Personnel Information -Time and attendance Management -Payroll -Leave Management -Recruitment and Appointment -Employee Self-Service -Inclusion of HR Manager-SMS Module for online recruitment -1 year software guarantee with software updates -Delivery and installation within 14 days -Inclusion of 1 unit of facial and fingerprint biometric device</p> <p>Other Requirements: -Project team must have qualifications and experience in implementing CSC Complaint Government Human Resource Information and Payroll System -Proposed software must be registered in the Intellectual Property Office of the Philippines -Proof of completion of at least one (1) CSC Complaint Government Human and Resource Information and Payroll at any government agency within two (2) years</p>		

PURPOSE:

To be utilized as a tool to ensure the effective, efficient, and accurate operationalization of the end-to-end HR processes of ATI following the requirements of the Civil Service Commission (CSC) and other mandated government agencies.

Pls. submit the following eligibility documents:

- ___ Mayor's/Business Permit
- ___ Income Tax Return
- ___ Notarized Omnibus Sworn Statement
- ___ PhilGEPS Registration Number/Red Membership
- ___ Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____

DELIVERY PERIOD: _____

WARRANTY PERIOD: _____

PRICE VALIDITY: _____

CANVASSED BY: _____

DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative



Republic of the Philippines
Department of Agriculture

AGRICULTURAL TRAINING INSTITUTE

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TERMS OF REFERENCE

DEVELOPMENT OF THE HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

I. Rationale

The Human Resources Management Office (HRMO) is one of the essential parts of the Institution. It handles the manpower of the organization from recruitment, hiring and laying-off employees, training and development, in charge of employees' compensation and benefits, and management of human resource information. The switching from the traditional way (manual counting, analyzing) to an innovative way using the invented technologies especially the Information System will lessen the hassle and obtain a high accuracy of calculating the data as primary data. It is also a help to all the stakeholders of the HRIS to have the transparency of their data or documents submitted and avoid human errors. It will also be accessible anywhere with internet. The employees of the Agricultural Training Institute will be technology-oriented in using the HRIS and ensure the effectivity, efficiency and accuracy of the operationalized end-to-end Human Resource (HR) process.

II. Project Objectives

Generally, the project aims to ensure the effective, efficient, and accurate operationalization of the end-to-end HR processes of the Institute following the requirements of the Civil Service Commission (CSC) and other mandated government agencies.

Specifically, it seeks to deliver an integrated and flexible information system that fully supports the functional and strategic requirements of the HRMO which include, but not limited to, the following:

1. Automation of the HR processes
2. Digitization of important documents, forms, reports, and other requirements
3. Provision of reports through dashboards, analytics, and report and document generation
4. Provision of a single comprehensive platform for all pertinent functionality, ensuring uniformity across the end-user access and prevent data redundancy
5. Provision of a web portal that can be accessed across all platforms with appropriate security controls allowing ATI users to transact with ATI through its HRMO.

III. Scope of Work and Deliverables

The scope of work of the solutions provider under this TOR shall include, but not limited to, the following major activities below:

1. Development of the Analysis and Design Document

- 1.1. The solutions provider shall offer a commercial off-the-shelf solution with the ability to successfully meet the functional and technical requirements in this TOR with minimal customization to the software.
- 1.2. The solutions provider shall assess the current HR processes of the Institute and perform process mapping to identify gaps between ATI requirements and the standard processes in the system of the commercial off-the-shelf solution
- 1.3. The solutions provider shall configure the of solutions software to the needs and processes of HRMO.
- 1.4. The solutions provider shall deliver the following documents as part of the analysis and design phase of the project:
 - 1.4.1. User Requirement Specifications (URS)
 - 1.4.2. Business Requirements Document



2. Development of the HRIS

2.1. The solutions provider must provide a complete HRIS that can deliver the system capabilities defined in this section. The solutions provider must deliver and provide 1-year subscription of HRIS or HR Manager for 150 user licenses. Moreover, the solutions provider should have a cloud hosting that is Philippine based Data Center. ATI's HRIS data must be stored and located in the Philippines and is governed and protected by Philippine rules, regulations, policies and laws.

2.2. The **general features of technical and functional requirements** of the system shall have the following:

2.2.1. The system shall be designed in such a way its modules/components can be easily and independently organized

2.2.2. The system must be maintainable and should easily adapt the requirements of ATI

2.2.3. The system should have built-in tools to enable seamless integration with existing productivity tools of ATI including Microsoft Office and possible future system enhancement/improvement.

2.2.4. The system must be accessible on all desktop and smartphone web browsers where users and administrators can interact and manage.

2.2.5. The system should be installed and managed through cloud hosting that is governed and strictly follows the rules, regulations, policies, and laws of the Philippine government which includes:

2.2.5.1. 24/7 Uptime

2.2.5.2. 24/7 Data Center Services

2.2.5.3. High Availability Setup

2.2.5.4. Secured Setup

2.2.5.5. Regular Maintenance Services

2.2.5.6. Automated Backups

2.2.5.7. Accessible anytime and anywhere using modern browsers

2.2.5.8. Setup, configuration, and managing the Cloud Hosting

2.2.5.9. Optimized configuration for ATI's HRIS

2.2.5.10. Ensured and scalable resource setup means guaranteed and adjusted hosting specifications based on usage

2.2.6. The system shall have an automatic back-up system

2.2.7. The system should have an auto-save feature that will temporarily hold/save the data/entries made by the users in case of unexpected event occurs such as power outage

2.2.8. The system shall allow client-customizable workflows, approval matrices, reports, and templates in compliance with the Institute's internal control requirements, quality management system standards, and government and regulatory requirements.

2.2.9. The system shall allow for the preparation and generation of comprehensive user-defined reports

2.2.10. The system shall provide audit trails for all transactions, processes, and user interactions

2.2.11. The system shall allow for the creation of user accounts with varying, client-defined, role-based user permissions

2.2.12. The system shall be able to import and export data from and to common document formats such as xlsx, csv, docx, and pdf.

2.2.13. The system shall allow uploading and archiving of all historical and current employee records using batch processing tools and methods



- 2.2.14. The system shall allow users to upload, search, retrieve, edit, view, download, and delete any records or files in accordance with the assigned user permission
- 2.2.15. The system shall be able to generate automatic control numbers for each transaction made
- 2.2.16. The system shall have a formula management feature
- 2.2.17. The system should include an HR Manager-SMS feature which can be used for the online recruitment application to automatically send SMS notifications to applicants.
- 2.2.18. The system should have multi-level security and encryption of all data stored
- 2.2.19. The system shall include a 1 unit of facial and fingerprint biometric device.
- 2.2.20. The system should have a main dashboard that will provide the following interface, whenever applicable:
- 2.2.20.1. Users
 - 2.2.20.1.1. Announcements/Issuances/other relevant notices, etc.
 - 2.2.20.1.2. Easy access to other modules
 - 2.2.20.2. HR Officers/Administrators
 - 2.2.20.2.1. Easy access to other modules
 - 2.2.20.2.2. Facility to post any announcements, issuances/relevant notices and other information/data that is existing within the system

2.3. The system shall have modules in accordance with the ATI HR processes. The **features of technical and functional requirements of these modules** shall have the following:

2.3.1. **Recruitment and Appointment Module**

2.3.1.1. Recruitment Tracking

- 2.3.1.1.1. Provides online announcement of vacancies (vacant position per operating unit, qualification of standards, deadline of submission of application)
- 2.3.1.1.2. Must enable to profile position and requirement including duties and responsibilities, as required
- 2.3.1.1.3. Provides online application for announced vacant position (Application Letter and Personal Data Sheet (PDS) and other attachments, if any)
- 2.3.1.1.4. Facility to automatically retrieve and display applicant's information upon entry of employee's ID
- 2.3.1.1.5. Input interview scheduling, applicant correspondence, and selection file maintenance and retention
- 2.3.1.1.6. Automatic e-mail notification to all candidate Next-in-Rank employees with a facility for employees to respond if interested to apply or not
- 2.3.1.1.7. Must be able to notify the applicant for schedule of examination and interview
- 2.3.1.1.8. Generates and sends regret letter to unqualified and not selected applicants via email notification
- 2.3.1.1.9. Must be able to manually input details of external applicants
- 2.3.1.1.10. Maintains database and must be able to generate the list of all qualified applicants, both internal and external.

2.3.1.1.11. Must be able to search and generate various reports for vacancies applicant, per position/ per item no. and per operating unit where vacancy exists

2.3.1.1.12. Synchronize applicant's information to the Employee Records Management Module once an applicant is hired

2.3.1.2. Report and Document Generation

2.3.1.2.1. Facility to create, update, process, delete and print issuances of all types of action notices and appointments such as the following:

- 2.3.1.2.1.1. New Hire
- 2.3.1.2.1.2. Promotion
- 2.3.1.2.1.3. Transfer
- 2.3.1.2.1.4. Re-employment
- 2.3.1.2.1.5. Re-appointment
- 2.3.1.2.1.6. Renewal
- 2.3.1.2.1.7. Demotion
- 2.3.1.2.1.8. Reinstatement
- 2.3.1.2.1.9. Step Increment
- 2.3.1.2.1.10. Reassignment
- 2.3.1.2.1.11. Job Rotation
- 2.3.1.2.1.12. Change of Status
- 2.3.1.2.1.13. Secondment
- 2.3.1.2.1.14. Change in Item No.
- 2.3.1.2.1.15. Salary Adjustment
- 2.3.1.2.1.16. Details
- 2.3.1.2.1.17. Termination
- 2.3.1.2.1.18. Resignation
- 2.3.1.2.1.19. Retirement
- 2.3.1.2.1.20. Death
- 2.3.1.2.1.21. Others

2.3.1.2.2. Must be able to generate other required reports, as follows:

- 2.3.1.2.2.1. Service Record
- 2.3.1.2.2.2. Notice of Appointment
- 2.3.1.2.2.3. Notice of Vacancy
- 2.3.1.2.2.4. Personal Data Sheet (PDS)
- 2.3.1.2.2.5. Position Description Form
- 2.3.1.2.2.6. Certificate of Employment
- 2.3.1.2.2.7. Certificate of Employment and Compensation (COEC)
- 2.3.1.2.2.8. Employee Masterlist (must be able to filter for a specific period, by operating unit)
- 2.3.1.2.2.9. Salary Adjustment Memo (NOSI/ NOSA)
- 2.3.1.2.2.10. User-defined reports (personnel statistics, distribution of employees by age, gender, by position, by operating unit)
- 2.3.1.2.2.11. Notice of Meeting
- 2.3.1.2.2.12. Report on Appointment Issues (RAI)
- 2.3.1.2.2.13. Other User-Definable reports



- 2.3.1.2.2.14. CS Form No. 4 - Certification of Assumption to Duty,
- 2.3.1.2.2.15. CS Form No. 32 - Oath of Office
- 2.3.1.2.2.16. Transmittal of Documents for 201 File
- 2.3.1.2.2.17. BP 205: List of Retirees for Payment of Retirement Gratuity and Terminal Leave Benefits

2.3.2. Payroll, Deductions, and Remittances Module

2.3.2.1. Payroll Management

- 2.3.2.1.1. Must be able to compute the following: Regular Hours, Absences, Tardiness, Undertime, Overtime and Night differentials, if applicable, based on uploaded DTR
- 2.3.2.1.2. Must be able to compute and process and generate the following:
 - 2.3.2.1.2.1. Gross earnings, total deductions, and net payroll
 - 2.3.2.1.2.2. Salary adjustments (NOSI, NOSA, Overpayment, Underpayment, Promotion and other government salary increases)
 - 2.3.2.1.2.3. Leave monetization
- 2.3.2.1.3. System should be able to separately process allowances, gift bonuses, benefits, etc.
- 2.3.2.1.4. Facility for manual input and computation of salary earnings and deductions
- 2.3.2.1.5. Allows to create and define qualification criteria to process, including multiple calculations, and generate payrolls per operating unit as patterned to PSISOP and other summary payroll reports, which are as follows:
 - 2.3.2.1.5.1. General Payroll
 - 2.3.2.1.5.2. Mid-Year Payroll
 - 2.3.2.1.5.3. Year-End Bonus
 - 2.3.2.1.5.4. Performance Enhancement Incentive (PEI) Payroll
 - 2.3.2.1.5.5. Cash Gift Payroll
 - 2.3.2.1.5.6. Clothing Allowance Payroll
 - 2.3.2.1.5.7. Representation and Transportation Allowance (RATA) Payroll
 - 2.3.2.1.5.8. Cultural and Sports Allowance Payroll
 - 2.3.2.1.5.9. Collective Negotiation Agreement Bonus (CNA) Payroll
 - 2.3.2.1.5.10. Loyalty Payroll
 - 2.3.2.1.5.11. Monthly Withholding Tax Payroll Entry
 - 2.3.2.1.5.12. On-Hold Salary Adjustment Computation Payroll
 - 2.3.2.1.5.13. Overtime Pay Computation
 - 2.3.2.1.5.14. Monetization Payroll
 - 2.3.2.1.5.15. Must be able to tag per account code to classify as taxable or non-taxable income
 - 2.3.2.1.5.16. Must be able to define minimum take home pay amount
- 2.3.2.1.6.
- 2.3.2.1.7.

- 2.3.2.1.8. Facility to process employee's terminal pay
- 2.3.2.1.9. Must be able to export payroll (MS Excel format) as needed
- 2.3.2.1.10. Must be able to maintain database for employee compensation and benefits
- 2.3.2.1.11. Facility to archive previous closed payroll. Closed payroll shall be restricted for modification and cannot be reverted
- 2.3.2.2. Deductions and Remittances
 - 2.3.2.2.1. Must enable to add, define (loan types) and track employee loans (monthly amortization and number of payments), balances and deductions. Must be printable
 - 2.3.2.2.2. Must enable to define/update and maintain the 1st payment date and end date for loan deductions.
 - 2.3.2.2.3. Must enable to process Monthly tax based on projected and already earned compensation
 - 2.3.2.2.4. Must be able to customize the frequency of loan payments
 - 2.3.2.2.5. Must be able to automatically compute and generate reports relative to loan payments made
 - 2.3.2.2.6. Must be able to customize amortization amount and suspend payments of loans
 - 2.3.2.2.7. Must be able to manually update outstanding balance
 - 2.3.2.2.8. Facility to customize PAG-IBIG contribution (fixed or table based)
 - 2.3.2.2.9. Must be able to automatically computes based on the user maintainable tables for government contributions (i.e. PAGIBIG, Philhealth, GSIS, BIR, etc.)
 - 2.3.2.2.10. Must be able to process beginning and year-end tax adjustment for all employees
- 2.3.2.3. Report and Document Generation
 - 2.3.2.3.1. Reports must be saved and downloadable in excel/pdf format
 - 2.3.2.3.2. Can accommodate statistical queries (Wizard Type) via Reports Customization
 - 2.3.2.3.3. Facility for report customization and generation of the following reports:
 - 2.3.2.3.3.1. Payslip
 - 2.3.2.3.3.2. General Payroll Report
 - 2.3.2.3.3.3. Payroll Certification
 - 2.3.2.3.3.4. Monthly Variance Report
 - 2.3.2.3.3.5. Variance Report of Employees
 - 2.3.2.3.3.6. Remittance, Loan and Premium List, Summary of Payments List for GSIS, HDMF, and PHIV
 - 2.3.2.3.3.7. Alphabetical (Terminated)
 - 2.3.2.3.3.8. Alphabetical with/without Previous Employer
 - 2.3.2.3.3.9. BIR Form 2316
 - 2.3.2.3.3.10. Certificate of Remittance/ Loan Remittance

- 2.3.3.3.11. CNA Incentive Report
 - 2.3.2.3.3.12. Index Payments to Employees
 - 2.3.2.3.3.13. Loyalty Award
 - 2.3.2.3.3.14. Year End Bonus and Cash Gift Report
 - 2.3.2.3.3.15. List of Active Employees
 - 2.3.2.3.3.16. Others
- 2.3.3. Leave Management Module**
- 2.3.3.1. Provides online application for leave and must also allow late filing of Application for Leave
 - 2.3.3.2. Must be able to print Leave Application Form in CSC format
 - 2.3.3.3. Must be able to charge employee's absences, tardiness and undertime
 - 2.3.3.4. Must be able to define and manage leave types (Vacation Leave, Sick Leave, etc.) and customize each leave type, such as frequency, date of expiration (Mandatory Vacation Leave, Special Privilege Leave, Maternity Leave, Paternity Leave, Solo-Parent Leave, CTO, etc.), per employee
 - 2.3.3.5. Leave types should have account codes to facilitate matching of leave entries for accounting and reporting purposes
 - 2.3.3.6. Automatically generate Sick Leave and Vacation Leave every last working day of every month
 - 2.3.3.7. Ability to adjust leave balances for leave entitlement
 - 2.3.3.8. Must be able to monitor leave usage and automatically compute for employee leave credits in accordance to CSC ruling
 - 2.3.3.9. Must be able to convert leave balances (Terminal Leave, Monetization) to cash
 - 2.3.3.10. Must be able to maintain filed leave applications per month and per corresponding leave type
 - 2.3.3.11. Must be able convert overtime to Compensatory Time-Off (CTO)
 - 2.3.3.12. Must be able to generate templated letters (Memorandum for Habitual Tardiness, Undertime)
 - 2.3.3.13. The system should have a separate balance for CTO credits
 - 2.3.3.14. Automatically reflects and deduct Application for Leave charged to CTO from valid CTO balance.
 - 2.3.3.15. Must be able to view and generate a Comprehensive Leave Application Calendar (all employees filed/scheduled leave, what type of leave was applied and position that can be filtered per operating unit)
 - 2.3.3.16. Must maintain a detailed leave ledger/card per employee in CSC form
 - 2.3.3.17. Must be able to customize shifting schedule/flexi time
 - 2.3.3.18. Must be able to identify Holidays and Other Local Holidays
 - 2.3.3.19. Must be able to generate various reports filtered per employee, leave type, dates, per operating unit etc. and other reports as defined by the user
- 2.3.4. Time and Attendance Management Module**
- 2.3.4.1. Must enable HR Officers to set and define working hours (including flexi-time and other alternative working schedules i.e., Skeletal work force, Work-From-Home) set by the CSC and other mandatory agencies for each employee.



- 2.3.4.2. Must have a facility that will show and generate a list for printing, of employees who are:
 - 2.3.4.2.1. Late
 - 2.3.4.2.2. Overtime
 - 2.3.4.2.3. On leave (must show what type of leave was applied)
 - 2.3.4.2.4. Absent
 - 2.3.4.2.5. On official/personal business
 - 2.3.4.2.6. No Initial Time In, Lunch Break Time In/ Out and Final Out
- 2.3.4.3. Must enable entries from a biometric device or any applicable device, text file, spreadsheet or manual input (for Official and Personal Business, and/or as approved by the Head of the Agency, etc.
- 2.3.4.4. Must have a facility to define, maintain, update and generate national and local holiday
- 2.3.4.5. Must enable viewing, updating and printing of time-logs imported from a device.
- 2.3.4.6. Must automate computation and of the following:
 - 2.3.4.6.1. Regular Hours
 - 2.3.4.6.2. Absences
 - 2.3.4.6.3. Tardiness
 - 2.3.4.6.4. Overtime
 - 2.3.4.6.5. Overtime
 - 2.3.4.6.6. Deductions due to absences, tardiness and undertime
 - 2.3.4.6.7. Others
- 2.3.4.7. Must automate computation and conversion of overtime for officials and employees with approved Overtime Schedule:
 - 2.3.4.7.1. Compensatory Overtime Credits (COC) for Job Orders
 - 2.3.4.7.2. Compensatory Time-Off for permanent/regular employees
- 2.3.4.8. Must automate the accumulated leave balance from previous year then reflect to leave details of the succeeding year
- 2.3.4.9. Must reflect the monetized leave automatically once processed
- 2.3.4.10. Must be able to maintain and generate summary of total earned Vacation Leave and Sick Leave per employee per year.
- 2.3.4.11. Facility to define or tag employees who were allowed for Overtime
- 2.3.4.12. Facility for manual input of Employees whom are in Official Business (OB), attending Local/Foreign Seminars (online, on-site), conferences, etc., Travel Order, etc.
- 2.3.4.13. Filtering options for Employees with Overtime, Travel Order, and Official Business (OB), etc.
- 2.3.4.14. Processing of DTR for separated employees will not be allowed by the system to avoid recomputation of payroll
- 2.3.4.15. Facility for the HR Officers to be notified and to send notification to employees on violation of policy on tardiness and undertime (10 or more tardiness and/or undertime for the month)
- 2.3.4.16. Facility to monitor forced leave of employees (availed and not availed, including tagging of exception)
- 2.3.4.17. Must generate various time and attendance related reports, as follows:
 - 2.3.4.17.1. Daily Time Record (save as PDF and be printed)



- 2.3.4.17.2. Valid and/or Forfeited CTO Report
- 2.3.4.17.3. Certificate of Valid and/or forfeited Compensatory Time Off (CTO) per employee
- 2.3.4.17.4. Approved/ Disapproved Leave Application
- 2.3.4.17.5. Late filed Application for Leave
- 2.3.4.17.6. List of employees with prolonged leaves
- 2.3.4.17.7. Monetization Claims
- 2.3.4.17.8. Custom Timekeeping Report
- 2.3.4.17.9. Daily Time Correction Form
- 2.3.4.17.10. Leave without pay
- 2.3.4.17.11. List of AWOL Employees
- 2.3.4.17.12. OB Report
- 2.3.4.17.13. Perfect Attendance (No absences, No lates, No Undertime, without OB)
- 2.3.4.17.14. Sick Leave Profile
- 2.3.4.17.15. Tardiness and Undertime Report
- 2.3.4.17.16. Vacation Leave Profile
- 2.3.4.17.17. Templated Memorandum for Tardiness and Undertime

2.3.5. **Employees Records Management Module**

- 2.3.5.1. Organizational Management
 - 2.3.5.1.1. Upload, view, update and print the ATI organizational chart respectively
 - 2.3.5.1.2. Must be able to create, read, update, delete, maintain and generate list of plantilla/non plantilla positions and their corresponding job summary, description and duties and responsibilities per operating unit
 - 2.3.5.1.3. Must be able to create, read, update, delete, maintain and generate list of filled and unfilled vacant positions per operating units based on the following:
 - 2.3.5.1.3.1. current plantilla of positions
 - 2.3.5.1.3.2. retiring employees
 - 2.3.5.1.3.3. length of service
 - 2.3.5.1.3.4. other causes of separation
 - 2.3.5.1.4. Facilitates provision of information on:
 - 2.3.5.1.4.1. Hierarchical/reporting relationships of units (up to team level)
 - 2.3.5.1.4.2. Changes in organization as a result of reorganization e.g., names of units, hierarchy (historical information/background)
- 2.3.5.2. Employee Records Maintenance
 - 2.3.5.2.1. Must be able to auto-generate employee numbers
 - 2.3.5.2.2. Facility to add, update, delete and all information/data indicated under CSC Form No. 212, Personal Data Sheet (PDS) for each employee and be printed as the same form
 - 2.3.5.2.3. Must be able to maintain, update and generate employee records which are as follows:
 - 2.3.5.2.3.1. Employee Status (Regular, Coterminous-with-the-Officer (CTO)),



- Coterminous-with-the-Incumbent (CTI), Contractual, etc.)
- 2.3.5.2.3.2. Career Movement
- 2.3.5.2.3.3. Recognition, special awards, appreciation etc.
- 2.3.5.2.3.4. Complaints and administrative case history, sanctions and status
- 2.3.5.2.4. Performs employee tracking from job application, hiring, promotion, and suspension to separation
- 2.3.5.2.5. Includes electronic photos of employees
- 2.3.5.2.6. Includes library of electronic official signature and initials of officials and employees
- 2.3.5.2.7. Provides option to print all types of certificates, employee records and other documents (template-based)
- 2.3.5.2.8. Provides facility for online self-service
- 2.3.5.2.9. Provides facility for online verification of all employee benefits, accountabilities and loans
- 2.3.5.2.10. Maintains employee disciplinary records such as administrative cases, status and sanctions
- 2.3.5.2.11. Facility to add, view and update and delete PDF copies of important records (i.e., Birth Certificate, Diploma, Transcript of Records, etc.)

2.3.5.3. Position Tracking

- 2.3.5.3.1. Provides historical information of positions (audit trailing of plantilla history) held by every employee, from initial hiring until his/her retirement.
- 2.3.5.3.2. Maintains and automates historical lists of all changes to the manpower plantilla (i.e., changes of name/ title, rationalization program, manpower complement)

2.3.5.4. Employee Temporary Reassignment Tracking

- 2.3.5.4.1. Facility to track the timeline of temporary re-assignments. Data should include the name, position from where/what assignment to where/what new assignment and the reason/basis for such reassignment. Timeline is also a must information – a month before expiry, the system should give “signal” to the authorized user to be able to make appropriate action

2.3.5.5. Records of Retires/Separated Employees

- 2.3.5.5.1. Maintains records of the following:
 - 2.3.5.5.1.1. re-hired employees
 - 2.3.5.5.1.2. resigned employees
 - 2.3.5.5.1.3. retired employees
 - 2.3.5.5.1.4. dismissed/terminated employees
 - 2.3.5.5.1.5. employees who were dropped from the rolls
 - 2.3.5.5.1.6. employees whose term had expired
 - 2.3.5.5.1.7. employees with other modes of separation
- 2.3.5.5.2. Provides different kinds of reports on separation

2.3.5.6. Document Management

- 2.3.5.6.1. Must have the facility to define Document Approvers
- 2.3.5.6.2. Must be able to generate required reports as follows:
 - 2.3.5.6.2.1. Service Record
 - 2.3.5.6.2.2. Notice of Vacancy
 - 2.3.5.6.2.3. Personal Data Sheet (PDS)
 - 2.3.5.6.2.4. Position Description Form
 - 2.3.5.6.2.5. Certificate of Employment
 - 2.3.5.6.2.6. Certificate of Employment and Compensation (COEC)
 - 2.3.5.6.2.7. Employee Master list (must be able to filter for a specific period, by operating unit)
 - 2.3.5.6.2.8. Salary Adjustment Memo (NOSI/ NOSA)
 - 2.3.5.6.2.9. User-defined reports (personnel statistics, distribution of employees by age, gender, by position, by operating unit)
 - 2.3.5.6.2.10. Notice of Meeting
 - 2.3.5.6.2.11. Report on Appointment Issues (RAI)
 - 2.3.5.6.2.12. Other User-Definable reports
 - 2.3.5.6.2.13. BP 205: List of Retirees for Payment of Retirement Gratuity and Terminal Leave Benefits

2.3.6. **Employee Self-Service Module**

- 2.3.6.1. User Registration and Authentication
 - 2.3.6.1.1. Must enable users to register using their corporate emails (may also use other emails, if applicable). Registration shall be verified first by the user thru their email and will be approved by the HR Officer
 - 2.3.6.1.2. Must require email in user registration, which will later be used in forgot password and user verification options
- 2.3.6.2. Employee Self-Service Management
 - 2.3.6.2.1. Provides facilities for searching, filter and uploading/downloading of images and relevant documents
 - 2.3.6.2.2. Access to employee's own information.
 - 2.3.6.2.3. User authentication required
 - 2.3.6.2.4. Provides facility to print employee's own information (PDS/personal documents).
 - 2.3.6.2.5. Sets restriction for viewing/printing confidential information.
 - 2.3.6.2.6. Online viewing/printing of employee payslip, loan account and amortization, etc.
 - 2.3.6.2.7. Online viewing/printing of employee's DTR, leave credit balance/unused, Forced Vacation Leave/Unused, Special Leave Privileges, Attendance Rating, and Valid and Forfeited CTO.



- 2.3.6.2.8. Online inquiry and monitoring of service commitment/ obligation of employees who availed of the study leave.
 - 2.3.6.2.9. Online announcement of training and development programs, scholarship/s, study grant/s on a monthly basis, or as the need arises.
 - 2.3.6.2.10. Online application for attendance to training and development programs, scholarships and study grants.
 - 2.3.6.2.11. Online viewing of all training programs (local and foreign) attended by each employee, to include Grade/Ratings obtained from the training, and/or result/s of comprehensive exam, to include applicable Scholarship Service Contract)
 - 2.3.6.2.12. Facility for the employees to be notified/reminded with habitual tardiness and undertime (when tardiness and/or undertime reached 5 for the month)
 - 2.3.6.2.13. Must allow Online Filing and to view status of the following documents with a facility to attach other documents if applicable:
 - 2.3.6.2.13.1. Application for Leave with create, update, delete/ cancel and print features:
 - 2.3.6.2.13.1.1. Vacation
 - 2.3.6.2.13.1.2. Sick
 - 2.3.6.2.13.1.3. Monetization
 - 2.3.6.2.13.1.4. Leave to be charged to COC (employees should a valid COC balance)
 - 2.3.6.2.13.1.5. All other leaves as defined by the CSC and CESB
 - ~~2.3.6.2.13.2. Request for Travel Orders~~
 - 2.3.6.2.13.3. Copy of valid and/or forfeited COC balance
 - 2.3.6.2.13.4. Time-Out Slip
 - 2.3.6.2.13.5. DTR Correction
 - 2.3.6.2.13.6. Application for Promotion
 - 2.3.6.2.14. Facility to sync/ plot, view and check the status of the requested Application for Leave to calendar
 - 2.3.6.2.15. Facility to notify employee and approvers of requests either For Approval, Approved, Disapproved
 - 2.3.6.2.16. Notification for employees who have not logged in/out
- 2.3.6.3. Online Announcement
- 2.3.6.3.1. Provides information with regards to vacancies, absorption, promotion, memorandum order, office order, training/courses offered, and membership in various committees or organizations within ATI.



3. Other Requirements

- 3.1. The system shall be compliant with the forms and reports of the CSC.
- 3.2. The Web-based system shall use a multi-tiered layer approach with Model-View-Controller (MVC) pattern.
- 3.3. Delivery and Installation shall be within 14 days upon the approval of the Solutions Design Document.
- 3.4. Inclusion of one (1) free unit of facial and fingerprint biometrics device.
- 3.5. The Project team must have qualifications and experience in implementing CSC Compliant Government Human Resource Information and Payroll System.
- 3.6. Software to be used must be registered in the Philippines Intellectual Property Office.
- 3.7. Proof of completion of at least one (1) CSC Compliant Government Human Resource Information and Payroll System at any government agency within two (2) years

4. Deployment and User Technical Support

- 4.1. The HRIS will be deployed to a Philippine-based Data Center through cloud hosting.
- 4.2. The system shall use PHP and MySQL software.
- 4.3. The user technical support shall include all activities related to resolving the bugs/defects reported by application users.
- 4.4. The solutions provider shall provide helpdesk support for the resolution of technical queries from the end-users.
- 4.5. The solutions provider shall serve as the technical expert for at least one (1) year after the system roll-out, shall provide technical assistance for future troubleshooting, and 1-year software guarantee with software updates.
- 4.6. The solutions provider shall provide a comprehensive report detailing the accomplishments along the project framework and processes employed in the development of the system. This also includes the transfer of the system through an installation disk or any means appropriate for its full transfer including a separate manual for the PME system.
- 4.7. The solutions provider shall lead the orientation and technical guidance sessions for the implementing agencies of the information system.

IV. Deliverables

The expected deliverables for the project include, but not limited to, the following:

1. **Detailed Project Plan.** This document provides complete project implementation plan which includes:
 - 1.1. Inception Report
 - 1.2. Project Plan/ Business Requirements Document
 - 1.3. User Requirements Specifications (URS)
 - 1.4. Risk Management Plan
 - 1.5. Project Responsibility Assignment Matrix
 - 1.6. Project Gantt Chart and Schedules
 - 1.7. Documentation of gaps
 - 1.8. Technical Design Document
 - 1.9. Functional Design Document
 - 1.10. Solution Design Document
2. **Accomplishment Report and Information System Manual.** A comprehensive report detailing the accomplishments along the project framework and processes employed in the development of the system. This also includes the transfer of the system through an installation disk or any means appropriate for its full transfer including the following manuals and documentation:



- 2.1. Technical Support and Software Manual (e.g., workflow diagram, details on technical support and software requirements, details on technical support and software security mechanism)
- 2.2. Database Manual (e.g., database structure/application process flowchart, dependency flowchart)
- 2.3. Operation Manual (e.g., workflow diagram, details on computer operation requirements, details on computer operation security mechanism)
- 2.4. User Manual (e.g., system procedure, systems menus, systems screens, systems report, systems function keys, systems error message and handling)
- 2.5. System Administration Manual
3. **A complete and working HRIS**, including the provision of a biometrics equipment, with the following modules:
 - 3.1. Recruitment and Appointment;
 - 3.2. Payroll, Deduction, and Remittances;
 - 3.3. Leave Management;
 - 3.4. Time and Attendance Management;
 - 3.5. Employee Records Management; and
 - 3.6. Employee Self-Service.

V. Key Staff/Personnel

1. Project Manager

- 1.1. Responsible for leading, developing, motivating and managing a team of programmers while collaborating with the representatives of the Procuring Entity.

2. Programmer

- 2.1. Responsible for implementing visual elements that users see and interact within a web application.
- 2.2. Responsible for creating and maintaining technology at the back end of a website (the server, database, and application), and responsible for server-side application logic and integration of the outputs of the front-end developer.
- 2.3. Responsible for the quality of software development and deployment, involved in performing automated and manual tests to ensure the software created by developers is fit for purpose, mitigate risks, and prevent software issues.

VI. Project Duration

The actual conduct of the project will be upon the receipt of the Notice to Proceed. The project will initially run for six (6) weeks. Thus, activities to be detailed in the proposal should be apportioned coherent with this timeline. To account for preparatory activities and meetings, a proposed schedule of activities for the development of information system is shown in the Gantt Chart below to serve as reference.

Activity	Week					
	1	2	3	4	5	6
Inception Meeting						
Project Initiation, Analysis, and Development of Solutions Design Document						
Development/Delivery of the HRIS						
User Acceptance and Deployment/Installation						
User Training						



Republic of the Philippines
Department of Agriculture

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VII. Grant Amount and Payment Scheme

The approved budget for the contract for the development on information system is **Nine Hundred and Twenty Thousand Pesos (Php 920,000.00)**, inclusive of applicable government taxes. The contract is a fixed price contract and any extension of contract time shall not involve any additional cost to ATI. The total amount of the contract will be paid in four (4) tranches as such:

1. First Payment (15%)

The first payment tranche, which corresponds to 15% of the grant, is given after the signing of contract and within seven (7) days after the Effective Date.

2. Second Payment (30%)

The second tranche, which corresponds to 30% of the grant, is given after the submission and approval of the detailed project plan including the solutions design document.

3. Third Payment (35%)

The third tranche, which corresponds to 35% of the grant, is given after the submission and approval the beta version of the information system or development/delivery of the HRIS.

4. Fourth Payment (20%)

The fourth and last tranche, which corresponds to 20% of the grant, is given after the submission and approval of the Final Report and acceptance and deployment or installation of the system. Specifically, three (3) hard copies and one (1) soft copy of the Final Report and Information System Manual shall be submitted to the HRMO during the closing meeting.

VIII. Ownership Rights

Any report, forms, materials, graphic, pictures, software, or data system prepared by the external proponent shall belong to and remain as property of ATI. The systems developer shall turn over all materials used, outputs, and source code produced during the development of the information system through any means appropriate for its full transfer before the approval of the Final Report.

Prepared by:

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Chief, Policy and Planning Division

Approved by:

REMELYN R. RECOTER, MNSA, CESO III
JOIC, Director IV