

2. HRIS registration

Provincial Government employees are required to register in the Human Resource Information System (HRIS). This is a web-based application that stores the employee's personal information. It enables employees to apply for Justification, Leave of Absence, PTLOS, Pass Slips, and other information requests.

Office or Division:	Provincial Administrators Office – Information Technology			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Newly Hired Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ID number (Written)		Prov'l Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide ID number to IT-HRIS Help Desk	1.1. Receive/ Check Appointment and ID number	None	3 mins	<i>IT-HRIS Help Desk Personnel PADO-IT</i>
2. Provides related information	2.1. Ask information 2.2 Encodes information 2.2. Register to HRIS	None	5 mins	<i>Desk Personnel PADO-IT</i>
TOTAL:		None	8 minutes	