Annex A Technical Specifications
Human Resource Information System (HRIS) Government Edition

	Statement of Compliance
I. Project Title: Procurement of an off-the-shelf ready-made Comprehensive Human Resource Information System for Government Agencies **II. Rationale** The Philippine Guarantee Corporation (PHILGUARANTEE) has 369 employees composed of 179 males and 190 females. At the heart of the organization is its people resources who have to be properly managed and nurtured. The Human Resource and Organizational Development Department (HRODD) has a vision to automate its processes and to digitize its records in order to facilitate the delivery of all employee benefits and look after their welfare. PHILGUARANTEE plans to implement an integrated and operationally sustainable information and communications technology (ICT) solution that is based on state-of-the-art technologies and aligned with international best practices and standards. With this, PHILGUARANTEE will be able to utilize the technology in order to transform personnel data into meaningful/useful information required for gender-responsive human resource administration. In order to automate and digitalize HR processes, and at the same time promote access with restriction of personnel records, there is a need to procure a Human Resource Information System (HRIS). Based on the survey conducted among 228 plantilla personnel, 98% of respondents consider real-time monitoring of benefits such as leave administration, and overtime as important. Further, an average of 96% believe that digital access to service records pay slip, loan payment and even daily attendance entries is very important. This HRIS project is one of the 8 applications identified during the 2021 corporate-wide consultations and the same has been included in the Information Systems Strategic Plan as approved by the Board on December 21, 2021. The ISSP 2023-2025 was approved by the DICT on March 14, 2023.	Bidder must state here either "comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered. Statement of "Comply" or "Not Comply" must be supported by evidence in a Bidders bid and cross-referenced to that evidence. Evidence Should be in the form of manufacturer's un-amended sales literature, unconditional statement of specification and compliance issued by the manufacturer samples, independent text data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the BID under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during BID evaluation, post qualification or the execution of the contract may be regarded as fraudulent and render the disqualification notice.
III. Project Objectives: Human Resource Information System (HRIS) aims to achieve the following business objectives: • Generate Sex Disaggregated Data (SDD) and provide gender-related data and reports • Timely generate reports and accurate data information needed for Human Resource Administration beneficial for both men and women regardless of gender preference • Eliminate the manual and predominantly paper-based system of keeping employee records • Adapt new technologies that cover safety measures • Automate the processing, transacting and reporting of major HR functions and information such as recruitment, employee record keeping, time and attendance monitoring, payroll processing, leave management, among others	

IV. Institutional Framework:

The proposed project is in accordance with the following government plan, program and policies:

- 2023 Approved Information System Strategic Plan (ISSP)
- ICT Modernization Plan
- Philippine Development Plan 2023-2027
- Medium Term Plan 2023-2027
- 8 Point Agenda of the National Government

V. Scope and Requirements:

The vendor must supply, deliver, install, configure, and implement a government edition HRIS, Cloud-based or On Premise, perform data migration of service record, leave credits, personal data sheet. provide the tools and software necessary for the system's implementation; prepare necessary documentation for the entire project and ensure that existing government rules and regulations are considered.

The HRIS should cover the following modules:

1. HIRING AND RECRUITMENT
2. PERSONNEL MANAGEMENT AND EMPLOYEE MONITORING
3. TIME ATTENDANCE MONITORING
4. LEAVE MONITORING
5. PAYROLL MODULE / EMPLOYEE COMPENSATION AND BENEFITS
6. TRAINING
7. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)
8. EMPLOYEE SELF-SERVICE
9. SUCCESSION PLANNING AND MANAGEMENT (SPM)

The vendor could also optionally provide, at no cost to PHILGUARANTEE, the following modules:

10. Employee Welfare
11. Medical/Clinic
12. Competency Based HR System

The cloud or on premise based HRIS must meet the technical specifications and budgetary requirements. Service Provider/Vendor should provide training to the technical working groups and users (HR and IT staff) on the technicalities and software processes.

Statement of Compliance

VI. General Requirements for the System:

1. Cloud-based or On Premise HRIS applications/modules should be able to run through mostly used desktop or laptop web and mobile browsers such as Google Chrome, Microsoft Edge, Mozilla Firefox, etc.
2. The HRIS can input the PHILGUARANTEE General Information, Logo, name, address, hotline number, call center, trunk line, fax no, website, email address, rss link, zip/postal code, tax identification no., GSIS no., Pag-ibig no., Philhealth no., RDO code, Bank Account no., Mission and Vision Statements, among others.

3. The applications should use the latest version of JAVA EE Platform or NET Framework, unless otherwise stated.

4. The Cloud-based or On Premise HRIS should be using a multi-tiered layer approach with Model-View-Controller pattern.

5. The Cloud-based or On Premise HRIS should be able to connect to all major types of latest versions of relational databases systems such as Oracle, MySQL, Postgre, MSSql and DBF.

6. The Cloud-based or On Premise HRIS should be fully secured to run via the Internet.

7. The Cloud-based or on Premise HRIS must have a Secure Socket Layer (SSL).

8. The approval process should be identifiable by the authorized users thru the library table of authorized signatories related to employee attendance and benefits.

9. Cloud-based or On Premise HRIS should be compatible with existing systems and hardware/ equipment, such as but not limited to, biometrics, matrix printer, Photocopier, Windows 10 and 11 etc.

10. Cloud-based or On Premise HRIS should provide the user the facility to create templates and generate reports using the system. Report content, style and output format should be user-defined.

11. The Cloud-based or On Premise HRIS should easily implement changes, new policies without the need for system enhancement and modification. The system should be adaptable to business policy changes of COA and other Government Institutions.

12. The user or access levels of the users should be configurable down to the activities/actions that may be performed on a specific or given user.

13. The Cloud-based or On Premise HR system should provide a facility for the PHILGUARANTEE officials and employees to extract their own data or information from the database.

14. The Systems Administrator/s and users should have full access to all functions and features as authorized by the HRODD Head.

VII. System Functional Specifications:

System Functionality should be all table-driven technique.

ITEM		SOFTWARE SPECIFICATION		
1.	BUSINESS REQUIREMENTS (BR)	FUNCTIONAL REQUIREMENTS (FR)		Statement of Compliance
1.1	BR#1	**HIRING AND RECRUITMENT MODULE** Must be able to monitor and track all applicants and convert successful applicants to employees if hired, and bring in the details of their applications to the Employee Monitoring module.		
		FR#1	**Recruitment, Selection and Placement (RSP)** 1. Should have an on-line facility to handle the requisition process for the filling of vacant positions. Access is exclusive only to HR personnel. 2. Should have the functionality to allow access to vacant positions in the plantilla/organizational structure.	

			3. Should have the functionality to create publications based on specific job qualification requirements.	
			4. Should have the functionality to create history of publications for each vacant plantilla position, regular or casual, and outsourced positions.	
			5. Should have the facility for applicants to submit applications on-line.	
			6. Should have the facility to search for qualified applicants (both PHILGUARANTEE and non-PHILGUARANTEE personnel) based on specific job qualification standards and requirements.	
			7. Should have the facility to track the status of the applicants (Application submitted, for completion of requirements, Requirements completed, for interview, etc.).	
			8. Should have the facility for the requesting units to monitor the status of their requests for the filling up of a specific position (request submitted, for publication, posted, re-posted, publication deleted, canceled, completed, etc.).	
			9. Should have the functionality to create assessment factors in evaluating applicants.	
			10. Should have the facility to enter the percentage rating of applicants.	
			11. Should have the facility to track the submission of the documentary requirements (pre-employment).	
			12. Should have the functionality to convert hired applicants to employee status: a. Generate new employee numbers for new hires. b. Set-up of initial basic information about the employee such as but not limited to all personal information, education, job experience, training, eligibility, etc. including results of the assessments, documents submitted to the respective HR modules (Employee Monitoring, Training, etc.).	
			13. Should have the functionality to automatically create an entry to service record about the hiring of the new employee (original, transfer, re-employment).	
			14. Should have the functionality to provide alert as follows: a. To HR- request of units for filling up positions. b. Expiring publication c. To HR-Compensation/ Benefits to trigger inclusion in payroll/processing of first salary. Prerequisite is the completion of documentary requirements	

			(pre-employment), which the system will record status of submission. d. Has the capacity to receive attachments: diploma, picture, CV, transcript of records, training certificates, eligibility, etc. 15. See Annex-B for the relevant report(s) to be generated.	
1.2	BR#2		**PERSONNEL MANAGEMENT AND EMPLOYEE MONITORING** Must have a module that monitors employee movements from Recruitment to Retirement/Resignation/ Termination. Availability of All Employees Information. Integrated with the Leave and Attendance Monitoring modules.	
		FR#2	**Employee Monitoring** A. Should have the functionality to capture initial entries to the service record prior to tenure with PHILGUARANTEE, whether private or government employment. B. The system captures and manages the information of all employees such as the following: • Personal Data Information • Scanned 201 documents. • Employment Details (including job grade and step increment) • Service Record • Family Background • Educational Background • Civil Service Eligibility • Work Experience • Voluntary Work • Training Programs • Disciplinary Actions • Documents such as Eligibility/ Board/ bar rating Certificate, Diploma, Transcript of records, training/ seminar/ workshop Certificate/Proof, Marriage Certificate, Birth Certificate, Certificate of Employment, Service Record, Special Order, Office Order, Certificate of Actual Duties, NBI and Police clearance, Latest Performance Rating for Employed, Certificate of Good Moral Character, Valid IDs, Statement of Assets and Liabilities (SALN), Work Experience Sheet, Proof of eligibility/ Licenses/ Admission to Bar/ Daily Time Record. C. Should have the facility to generate the complete service record of the employee, which should include the initial employment history and all movements within PHILGUARANTEE, such as Appointment, Reassignment, Promotion,	

Transfer, Designation, Detail, Secondment and any changes in salary like step increment and other adjustments.

D. Should have the facility to display SDD as follows

- number of male and female employees (sex assigned at birth)

- gender orientation (optional)

- age distribution (mean, median, mode) and age brackets as follows: 20-29, 30-39, 40-49, 50-59, 60 and above

- number of position per level (clerical, professional, supervisory, middle management, senior management)

- number of employees per job grade

- solo parents, PWDs, ethnicity

- civil status

- number and sex of dependents

- residence location

E. Should have the functionality of setting the Organizational unit of all employees records to identify their corresponding assignment such as the following:

- Location
- Group
- Department/Office
- Division
- Cost Center

F. Should have the functionality to automatically compute of the following:

- Total years of service in PHILGUARANTEE
- Total government service
- Total service in the private sector
- Total years in current position
- Total years in current JL/JG
- Tentative retirement year
- Total years before mandatory retirement

- Total number of males/females

Results of the computation can be displayed in the master file and service records.

Probationary Monitoring

G. Should have the facility to monitor the status of probationary employees (1st month, 2nd month, 3rd month, 4th month, 5th month, 6th month).

H. Should have the functionality to compute the average of performance ratings (3rd and 6th month).

				I. Should have the functionality to compute the probationary period including any LWOP incurred* • Probationary period is extended as a result of LWOP/absence.	
			FR#3	**Other Personnel Movements** 1. Should have the functionality to update the plantilla position/s upon approval of the personnel movement. 2. Should have the facility to automatically create entry in the service record for all personnel movements. 3. Should have the functionality to create an entry to the service record of the incumbent or affected employee for any change of the item number of their position. 4. Should have the functionality to send notification to those employees (incumbents) affected with the change in item number. 5. Should have the functionality to process reassignment, transfer, placement and other personnel action when the target position is vacant. 6. Should have the facility to generate an office order for reassignment and other personnel actions. 7. Should have the facility to track the submission of the documentary requirements for each mode of separation (retirement, resignation, transfer to another government agency, death, or end of term). 8. Should have the functionality to identify the employees that should be excluded from the processing of payroll based on the effective date of separation or other milestone. 9. Should have the functionality to execute the following processes upon completion of documentary requirements for separation. • Change of employee status • Processing of earnings computation • Processing of last pay 10. Should have the functionality to automatically identify the list of employees who are eligible to a particular award. 11. Should have the facility to confer a particular award to an identified employee. 12. Should have the functionality to create and update the information in the master file of the employee thru the following means: • Transfer of applicable applicant information upon hiring. • Update by HRODD upon approval of appointment. • Update/change upon request by the employee.	

			• Update due to personnel movements. 13. Should have the facility to track the status of the request for update of personal information (acknowledged, waiting for documents/ documents received, for approval/approved, for updating/updated, completed). 14. Should have the facility for authorized HRODD personnel to check the completeness of the submitted information for the following: • Personal Data Sheet (PDS). • Sworn Statement of Assets, Liabilities and Net Worth (SALN). • Any other Documents of the Employee. 15. Should have the facility to monitor the designations, reassignments and renewals. 16. Should have the functionality to allow employees to view the following thru employee Self Service: • service records (with option to select government and/or private service) • awards and recognition given. • own employee master file. • requests to update personal information including the corresponding status. • Personal Data Sheet (PDS). • Sworn Statement of Assets, Liabilities and Net Worth (SALN). 17. Should have the functionality of the following user-maintainable table: • Employment status • Job level • Tax status • Job grade table • RATA table • Designation table • Position Title table	
1.3	BR#3		**TIME ATTENDANCE MONITORING** Must have a facility to monitor all time and attendance data from the time capturing device/online attendance, validate time entries based on pre-set rules on time in and out and update entries when required or needed. The data should be computed for absences, tardiness and others and peso equivalents should be interfaced and integrated with the Payroll System.	
		FR#4	**Connection to the Biometric/Time Capturing Devices** 1. Should have the functionality to fully integrate the biometric/time capturing devices to the attendance module via API.	

		FR#5	**Attendance Time Entries**	
			2. Should have the facility to implement a 5 or 4-day workweek, flexi-time schedule and work from-home arrangement. 3. Should have the functionality to change the shift or day-off of an employee subject to the following rules: a. An employee can request to change shift at least once every six months b. Logs for the new shift should always start on the first day of the month c. Approval of the supervisor and head of the requesting employee. 4. Should have the functionality to automatically Identify the list of employees that are processed/not yet processed as of a given date. 5. Should have the functionality to process attendance under the following conditions: work schedule, early/late work, overtime (only approved), late, under-time, leave of absence, Compensatory Time Off (based on rules), Compensatory Overtime Credits availments, travel/study/training schedules, work suspension, gliding work schedule or grace period (can be set per employee). 6. Should have the functionality to automatically create entries for the man-hours lost (tardy and under time) on the corresponding ledgers. 7. See Annex-B for the reports to be generated. 8. Should have the functionality to schedule the processing of raw time entries as follows: a. Execute now b. Per frequency (hourly, daily, etc.) c. Per date and time Should have the functionality to automatically identify the valid in/out log.	
		FR#6	**Processing of Raw Time Entries (In/Out logs)** 9. Each of the following time entries (using the assigned shift of the employees): a. AM In b. AM Out (Lunch Out) c. PM in (Lunch in) d. PM Out	
		FR#7	**Correction of Missing Time, Day Entries** 10. Should have the functionality to allow correction of time entries.	

			11. Should have the facility to correct and approve missing entries or errors in log entries by HR staff only. 12. Should have the facility to automatically assign the appropriate missing entries (except AM entries) when employees report for work during work suspension.	
		FR#8	**Overtime (OT)** 13. COS rules are different: allow setup of different OT compensation for different groups, please see the OT details by CSC in Annex B. 14. Should have the functionality to process OT applications subject to the following conditions: a. OT application is filed within the set deadline. (CTO - approved by Group Head or Cash - approved by PCEO) b. Unit of the employee is allowed to render OT services. c. Total OT pay of the employee as of date of application does not exceed 50 percent of annual basic salary* • in excess of the 50 percent should be remunerated through CTO. 15. Should have the functionality to compute OT CTO during weekdays (1:1), weekends (1:1.5) and holidays (1:1.5) and OT pay 16. Should have the facility to monitor status of the request for payroll processing. 17. Should have the functionality to send the following notifications: a. To employees who failed to submit the OT accomplishments on-line. 18. See Annex-B for the reports to be generated.	

		FR#9	**Compensatory Time-Off (CTO)**	
			19. Should have the functionality to allow CTO application subject to the following conditions: a. CTOs should be automatically earned when O.T. pay exceeds 50 percent of the Annual basic salary. b. CTO application filed within the set deadline. c. With sufficient CTO balance as of date of application. d. Minimum availment should be 4 hours 20. Should have the functionality to forfeit CTO earned/balance when not availed within the set validity period. 21. Should have the functionality to automatically create and update CTO ledger with the following information: a. OT services rendered as earning b. Incurred CTO as deduction c. CTO balance 22. Should have the functionality to generate view for the following: a. Available CTO per employee. b. Certificate of COC Earned c. CTO ledger per employee/unit/group/sector /with positive balances. d. List of employees with CTO scheduled for forfeiture.	
		FR#10	**Availment of CTO** 23. Should have the functionality to re-schedule, shorten or cancel the CTO, subject to approval of the department/ group head. 24. Should have the functionality to monitor the availment of CTO within the prescribed period. 25. Should have the functionality to automatically create and update the COC ledger with the following information: a. OT incurred during travel assignments as Earnings b. Incurred CTO as deduction c. COC Balance d. Manual adjustment of COC for cases when some rules cannot be built into the system 26. Should have the functionality to re-compute balances upon creation of entry and no manual re-computation/entry nor manual update Should be allowed. 27. Should have the functionality to forfeit COC earned/balance within the set validity period. 28. Should have the functionality to allow restoration of forfeited COC subject to approval of the President and CEO.	

		29. Should have the functionality to generate views of the ledger per employee//unit /with positive balances/with COC scheduled for forfeiture.		
1.4	**BR#4**	**LEAVE MONITORING** System must be able to monitor all leave types such as Sick Leave, Vacation Leave, Paternity Leave, Maternity Leave, Solo Parent Leave, Special Privilege, Mandatory/Forced Leave, Study Leave, Magna Carta for Women Leave, Special Emergency Leave (Calamity), Rehabilitation Leave, VAWC Leave, Adoption Leave and others more conveniently. It shall allow automatic generation of Sick leave & Vacation leave earnings per month & monetization of leave balances any time of the year (limited to once a year). Also, shall easily monitor the employees' leave application status assuring that no applications will be left unattended.		
		FR#11	**Leave Availment** 1. Should have the facility to create a leave type template by defining rules/formula in the following components: a. Deadline of submission b. Documentary requirements for application/upon return c. Entitlement d. Transfer tag d.1. Maximum days d.2. Allows Balance transfer e. Availment e.1. Minimum e.2. Continuous (tag) f. Applicable Leave Ledger g. Leave credits computation g.1. Maximum days g.2. Unit (e.g. per month, year) g.3. SL/VL Deductible h. Forfeiture of unused leave i. Exemption of unused leave j. Monetization 2. Should have the functionality to approve the application for leave by their respective supervisor/ head, before the leave application is forwarded to the HRODD. 3. Should have the facility to set schedule/deadline in the processing of the following: a. Leave conversion b. Submission of FVL schedule 4. The Leave Management module should contain the file maintenance table such as Leave Setup, Leave Type Table, CSC Monthly VL and SL Credits Earned Table, CSC Daily VL and SL Credits Earned Table, and CSC Monthly without Vacation Leave Credit Left. This table will be the basis for every leave application and generation of leave credit per employee.	