

PERSONNEL INFORMATION PORTAL



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B.E-PDS

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Create User Account

Step 1:

The User must have an account in order to Login to the portal. To create an account, Click the Login button at the upper right of navigation bar.



A login form will appear, then click Create Account



Step 2:

Before filling-up the account information, the user must agree to the Terms and Conditions of the System. Click the I Agree And Want to Proceed button to proceed.



Step 3:

Choose your employment status (Regular Employee or Contract of Service)

🏶 Personnel Information Portal		
⊘ Terms and Conditions		O Verify Email
	Please choose your employment status • Regular Employee	

Step 4:

Fill up the information needed below and just type N/A if you have no name extension. Make sure to enter your correct and updated email address for account verification. Then click Register Account button once done.

🚓 Personnel Information Portal					🖙 > 🔹 🜲 Search for	Q 🕀 Logout
		Ø Fill Up Accou	int Information		O Verify Email	
		Please fill up your acco	ount information below	,		
Fi	rst Name	Middle Name	Last Name	Extension (e.g. Jr,Sr)		
2	First Name	Middle Name	Last Name	Extension		
Er	nail		Mobile Number			
Ε	Email		Mobile Number			
U	sername					
t	Jsername					
Pz	assword		Re-type Password			
8	Password		Re-type password			
				Cance	Register Account	

Step 5:

Enter the code that was sent to your email then click Validate my Account button.

🌸 Personnel Information Portal		🛫 > 🔹 🜲 Search for 🔍 🗘 Logout
⊘ Terms and Conditions	⊘ Fill Up User Details	⊘ Verify Email
Please ve	erify your account by entering the code sent to	vour email.
	, ,	
	Please type the code that was sent to your email here	
	★ Back to Home Page S Validate my Account	

Once verified, you can now login to the portal using your account. Go back to the Home Page to login.

🏨 Personnel Information Portal			🛫 > 🔹 📌 Se	arch for Q 🕞 Logout
⊘ Terms an	d Conditions	Ø Fill Up User Details	Ø Verif	y Email
		$oldsymbol{arsigma}$ Your account is now verified		
		Rack to Home Page		
		• Back to Home rage		

Login

On the Home page, click Login then enter your username and password then click SIGN IN.



Forgot Password

Step 1:

Just in case you forgot your password, you can see the "*Forgot your password*?" text below the SIGN IN button. Just click "click here" link button on the right side.



Step 2:

You can use your username or the email you registered to retrieve your password.

🊓 Personnel Information Portal
Please input your username or email that you registered to PIP to verify your account.
Please input your username or email here
X Back to Home Page
Copyright ® Your Website 2018

Once the username or email is verified, the system will automatically send your password on your email.

🏨 Personnel Informat	tion Portal
	$oldsymbol{\Theta}$ Your password is now sent to your registered email.
	Thank you!
	✓ Back to Home Page
	Copyright © Your Website 2018

Step 3:

Open your email. This is the message you will receive. You can now access your account. Go back to Home page to login

PIP - Password Retrieval Indox ×
PIP - Password Retrieval <winterberry18@gmail.com> to me ▼ Good dav!</winterberry18@gmail.com>
We are glad to tell you that your password is successfuly retrieved,
Your Password is : password123 Thank you
Reply Forward

PIP Dashboard

After you successfully login, your dashboard will appear. Below, you can see PIP Modules.

- Personnel Information	Portal		📾 > 🌲 🔺 Search for 🔍 👁 Logout
Hello JOHN PATRICKI	E PP Modules		Ba News Feed
n My Dashboard		<	P Start of Updating PIP PDS 2019-11-10 03200
My PIP Account >			
Quick Links >			13 0630.00
🛓 Downloadables >	E-PDS LEARNING & DEVELOPMENT TIME RECORD		Q. Events / Reminders
📞 Contact Us			P Na solutications
😪 Feedback	Long time record ocerd		
	0.0		View Events / Reminders
	05		Updated
	04	Lates This Month (in minutes)	
	02	AWOL This Month	
	0 - 02	LWOP This Month	
		Vacation Leave	
	-03	Sidk Leave	
	44		
	-12		
		> View Details List of your Logs	
	BE Equipments Assigned to You		
¢	Property Database Report		



Daily Time Record Board

Below is the DTR Board. Employees can check their DTR online through this system. DTR Board display the minutes of employee's late per month, AWOL, LWOP, Vacation Leave and Sick Leave. Employees can also view their Logs by clicking "View Details of your Logs" on the bottom right of the board.

🗠 Daily Time Record Board	
10	
0.8	
0.6	
0.4	Lates This Month (in minutes)
02	AWOL This Month
0	LWOP This Month
-02	Vertica Lawa
-0.4	VELENDI LEEVE
-0.6	Sick Leave
-0.8	
-10	
	> View Details List of your Logs

A table will appear displaying the date, In and Out for morning and afternoon, and remarks.



Property Data Base Report

report aims to provide specif	ic Property Database	data that is needed by the user.					
						Search:	
Property No	tê.	Document No	14 Property De	esciption	1	Date Acquired	
			No data available	in table			

Dashboard Menu

On the left side is the menu.

Hello JOHN PATRICK!	
🌮 My Dashboard	Click to return to your dashboard.
▲ My PIP Account >	For employees to manage their account.
Quick Links >	Quick access to other government websites.
ل ▲ Downloadables	Downloadable PDF files.
📞 Contact Us	Contacts
♀ Feedback	What you experience about the system.

My PIP Account

When you click the My PIP Account, 2 buttons will appear. Just click View PIP Profile button if you want to view/edit/update your PIP account and Change Password button if you want to change your password.



View/Edit/Update PIP Account

After filling or editing your profile. Click the Update Employment Details button to save changes in your profile.

Personnel Information	Portal		sa → 🔹 s	earch for Q 🕞 Logout
Hello JOHN PATRICK!	Lengloyment Profile			
🍘 My Dashboard				
🎍 My PIP Account 🛛 🗸		Employee Name:		
View PIP Profile		🖽 Position:		
Change Password				
Quick Links >		Office/Division: Region	Service	
🛓 Downloadables 🔷 🗧				
Contact Us	Last Update : date	Division	Local (Contact):	Email:
Q Feedback				
				Update Employment Details

Change Password

The system will require you to type your old password then type your desired new password and click Change Password button. Just in case you forgot your old password, just log out your account and you can use the "Forgot password" option on the login form.

4 Personnel Information	Portal		≥ >	4 >	Search for	٩	C+ Logout
Hello JOHN PATRICK!	My PIP Account / Change Password						
🍘 My Dashboard	III Change Password Form						
My PIP Account >	Change Password Form Please input your current password to verify your account.						
Quick Links	Old Password:						
🕹 Downloadables >							
📞 Contact Us	New Password:	Re-type New Password:					
😪 Feedback							
					G	ange Pa	ssword
	Updated yesterday at 11:59 PM						

This message will prompt when you successfully change your password.

Password Change Status	×
Password changed successfully	
	Close

Quick Links

Links to other government websites and services.



Downloadables

Downloadable Documents and PDFs.



Feedback

Click the Feedback button to link you to the PIP/E-PDS User Experience Survey Form and sumbit your feedback about the system.

🔉 Feedback

PIP/E-PDS User Experience Survey Form

Fill the following required feilds for the enhancement of the system.

			Sandard Standard	or culture		H.H.
Personnel Information Portal / ePDS User Experience Survey The areas of the best set user is a set of the set of the formation	Personne Experien * Required	el Infor ce Sur	matior vey	n Porta	l/ePD	S User
Information Portal and Electronic Personal Data Sheet. The result of this survey will be our reference in improving the Portal's features and functionalities.	Feedback on the	ecis				
* Required	Ease of use and u	isefulness of	PIP / ePDS *			
Email address *		Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Your email	The system is user-friendly	0	0	0	0	0
	It contains all the functionalities that I need	0	0	0	0	0
Personal Information	The system is easy to navigate	0	0	0	0	0
First Name *	The content is well-organized	0	0	0	0	0
Your answer	The system is easy to operate	0	0	0	0	0
Middle Initial	The menu items are descriptive and easy to understand	0	0	0	0	0
Your answer	I find the system to be useful in my job	0	0	0	0	0
Last Name * Your answer	Please enumerat ePDS * Your answer	e other func	tionalities that	t you like to b	e added in t	he PIP and
Office Name						
Your answer	Any suggestions	recommend	ations on hov	v we can imp	rove the PIP	and ePDS? *
Next Page 1 of 2	Back Subr	nit		_		Page 2 of

E-PDS

Updating PDS

Step1:

On your Dashboard, Click E-PDS icon.

Personnel Information	Portal		📾 > 🌲 > Search for 😋 (# Logout
Hello JOHN PATRICKI	NP Rocket		Bo News Feed
a My Dashboard			P Start of Updating PIP PDS 2010-11-13 063000
My PIP Account >			
Quick Links			Updated 2019-11-18 08:30:50
🛓 Downloadables >	E-PDS TIME RECORD		Q. Events / Reminders
Contact Us	in Daily Time Record Board		
🕞 Feedback	u		Vev Events / Rentinders
	08		Updated
	84	Lates This Month (in minutes)	
	02	AWOL This Month	
	-02	UNOP This Month	
	-04	Vacation Leave	
	-05	200,0020	
	-13		
		> View Details List of your Logs	
	Equipments Ausigned to You		
¢	Property Database Report		

Step2:

Once your inside E-PDS, you will notice that your sidebar menu will change. Then you can see a blank form of PDS, since there is no data input yet. On the left side of the page, Click the My PDS button.

🏨 Personnel Information	Portal						, , , , , , , , , , , , , , , , , , ,	♣ → Search for
Hello JOHN PATRICK!	Reports / My PDS							
A My Dashboard	PDS Preview							
My PDs		CS Form No. 212 Revised 2017						
				PERSO	NAL DAT	A SHEET		
Contact US		WARNING: Any misinterpretation	n made in the Person	al Data Sheet and the Work Experie	nce Sheet shall cause th	e filing of administrative/crin	ninal case/s against the person co	ncerned.
I Training Survey		READ THE ATTACHED GUIDE TO	FILLING OUT THE PE	RSONAL DATA SHEET (PDS) BEFORE	ACCOMPLISHING THE	PDS FORM.		
an manning survey		Print legibly. Tick appropriate boxes and	use seperate sheet if neces	ssary. Indicate N/A if not applicable DO NOT a	ABBREVIATE		1. CS ID No.	
		L PERSONAL INFORMATION						
		2. SURNAME						NAME EXTENSION UR. SRI
		HIST NAME						
		2 DATE OF BIRTH (mm stddaus)				16 CITIZENISHID	Elliping Dual Cit	izanshin
		4. PLACE OF BIRTH				ID. CITIZENSHIP	by bit	th by naturalization
		5. SEX	Male	Eemale		If holder of dual citizenship please indicate the details	PLEASE INDICATE COUNTRY:	
		6. CIVIL STATUS	Single	Married		17. RESIDENTIAL ADDRESS		
			Widowed	Separated			HOUSE/BLOCINEDT NO.	STREET
		7 HEIGHT (m)	- Other/s:				SUBDIVISION/VILLAGE	BARANGAY
		8. WEIGHT (kg)				ZIP CODE	CITY/MUNICIPALITY	PROVINCE
		9. BLOOD TYPE				16. PERMANENT ADDRESS	HOUSE IN OCCUPATING	CT0557
		10. GSIS ID NO.					SUBDIVISION/VILLAGE	BARANSAY
		11. PAG-IBIG ID NO.					CITY/MUNICIPALITY	PROVINCE
		12. PHILHEALTH NO.				ZIP CODE		
		13. SSS NO.				19. TELEPHONE NO.		
		14. TIN NO.				20. MOBILE NO.		
		15. AGENCY EMPLOYEE NO.				21. EMAIL ADDRESS (if any)		
		II. FAMILY BACKGROUND						
<		22. SPOUSE'S SURNAME				23. NAME of CHILDREN (Write	te full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
		F10.07 11110			NAME EXTENSION (IR: SR)			

Two buttons will appear, View updated PDS and Update PDS. Click the Update PDS button.



Step3:

Then fill up the information needed

🌸 Personnel Information P	Portal				≅ > ≜ >	Search for Q	🕞 Logout		
Hello JOHN PATRICK!	My PDS / Update PDS - Personnal Info								
🏟 My Dashboard	III Personal Data Sheet Form								
▲ My PDS >	I. Personal Data								
📞 Contact Us	Surname	First Name	ec anun caose one ming er aonimizataore / cimina	Middle Name	Name Extensio	on (JR, SR)			
I Training Survey	ENTER SURNAME HERE	ENTER FIRST	IAME HERE	ENTER MIDDLE NAME HERE	ENTER NAM	IE EXTENSION HERE			
	Date of Birth	Place of Birth		Sex	Civil Status				
	Enter Birth Date Here	ENTER PLACE OF BIRTH HERE		Male Female	Single Married Wi	fidowed Separated Others			
	Height (m)	Weight (kg)	Blood Type	Citizenship	If Holder of Dual Citizenship	Please Indicate Country			
	Enter Height Here	Enter Weight Here	ENTER BLOOD TYPE HERE	Filipino Dual Citizenship	By Birth By Naturalization	n Select Country Here			
	Telephone Number		Mobile Number	Number		Email Address			
	Enter Telephone Number Here		Enter Mobile Number Here		Enter Email Address Here				
	Residential Address								
	Province		Municipality		Barangay				
	Select Province Here		Please Select a Province	•	Please Select a Municipality		*		
	House/Block/Lot #	Street	Subdivision/Village		ZIP Code				
	ENTER HOUSE/BLOCK/LOT NUMBER H	ENTER STREET HERE	ENTER SUBDIVISION/VILLAGE HERE		Enter ZIP Code Here				
	Permanent Address	e as Residential Address							
	Province		Municipality		Barangay				
	Select Province Here		Please Select a Province	,	Please Select a Municipality		•		
	House/Block/Lot #	Street	Subdivision/Village		ZIP Code				
<	ENTER HOUSE/BLOCK/LOT NUMBER H	ENTER STREET HERE	ENTER SUBDIVISION/VILLAGE HERE		Enter ZIP Code Here				

Once done, just click the Proceed to Next Page button on the bottom right of the page.

Personnel Information F	Portal			$aaa \rightarrow aaa \rightarrow$ Search for	Q @ Logout
	Enter leiephone Number Here		Enter Mobile Rumber Here	Enter Email Address Here	_
Helio JOHN PATRICK!	Desidential & dalassa				
B My Dashboard	Province		Municipality	Barangay	
	Select Province Here	•	Please Select a Province	Please Select a Municipality	
My PDS >	House/Block/Lot #	Street	Subdivision/Village	ZIP Code	
Contact Ur	ENTER HOUSE/BLOCK/LOT NUMBER H	ENTER STREET HERE	ENTER SUBDIVISION/VILLAGE HERE	Enter ZIP Code Here	
• contact os	Permanent Address	e as Residential Address			
Training Survey	Province		Municipality	Barangay	
	Select Province Here	•	Please Select a Province	Please Select a Municipality	
	House/Block/Lot #	Street	Subdivision/Village	ZIP Code	
	ENTER HOUSE/BLOCK/LOT NUMBER H	ENTER STREET HERE	ENTER SUBDIVISION/VILLAGE HERE	Enter ZIP Code Here	
	Confidential Details Please fill up the following details for the com	panies use, information entered bellow will no	be shared on any part of the system and will only be used by the personnel staff together wit	th your persmission.	
	GSIS ID Number		Pag-ibig ID Number	Philhealth Number	
	Enter GSIS ID Number Here		Enter Pagibig ID Number Here	Enter Philhealth Number Here	
	SSS Number		TIN Number	Agency Employee Number	
	Enter SSS Number Here		Enter TIN Number Here	Enter Agency Employee Number Here	
				+ Save to Drai	oceed to Next Page >
	Updated				
					_
<			Copyright © Your Website 2018		· · · ·

Step 4:

After filling up all the details, click on the round profile icon to upload your picture. Then click Save your PDS button

Personal Data Sheet Form		
IX. Upload Picture Yel en mon eleviryourel	Speciate Profile Picture Click on the image State the view of image to upload	
		Save your PDS
Undetext sector/ar at 1142-294		

Viewing PDS

After saving, the system will automatically view your updated PDS. You can switch between pages by clicking on the numbers at the bottom center of the page.

