Personnel Management Information System (PMIS)

The computer-based Personnel Management Information system (PMIS) serves as data source of all basic information relating to the employees of the LGUs. It is a computer based processing of standard information on personnel matters. It serves as a data source of all basic information pertaining to the employees of the Local Government Units.

System Features:
- Automatic printing of CSC Form 212
- Serves as a personnel database of all employees of the LGUs;
- Interactive inquiry processing retrieval of information/records within
- security limits;
- Macro type inquiry data which includes masterlist of plantilla
- positions; and
- Eliminates the manipulation of records

Reports Generated :
- Personnel Data Sheet or Form 212
- Personnel Statistics Reports
- Personnel Strength
- Personnel Management of Personnel per Sex and Age Level
- Educational/Attainment Profile by Level
- Age Profile
- Status of Appointment Profile
- Length of Service as per Civil Status and Sex
- Personnel Listings
- Plantilla of Personnel
- Masterlist Report of Personnel
- Masterlist of Contractual Employees
- Personnel Directory
- Plantilla of Casual Appointment
- List of Personnel Separated from the Service
- Vacant Position
- Birthday Celebrants

- Service Record
- Personnel Performance for Career and Non-Career Positions
- Employees Leave Card
- Personnel Index Card

HARDWARE/SOFTWARE REQUIREMENTS:

LGUs who wish to avail the system **must** meet the following hardware and software requirements before software installation and/or technical assistance are extended:

Hardware Requirements (minimum configuration):
1. 1GHz Pentium IV Processor or higher
2. 526 MB of RAM or higher
3. 80 GB HD or greater
4. VGA Colored Monitor
5. One (1) 3.5 Floppy Disk Drive.
6. One (1) CD-ROM Drive
7. One (1) CD-Writer (for backup)
8. AVR-500W
9. Desk Jet Printer
10. Uninterrupted Power Supply (UPS)
11. Scanner

Software Requirements:
1. Windows XP (SP 2) Professional Edition
2. MS Office 2000 or higher (Professional Edition with MS Access)
3. Crystal Report 9.0
1. or higher
2. 526 MB of RAM or higher
3. 80 GB HD or greater
4. VGA Colored Monitor
5. One (1) 3.5 Floppy Disk Drive.
6. One (1) CD-ROM Drive
7. One (1) CD-Writer (for backup)
8. AVR-500W
9. Printer-any brand
10. Uninterrupted Power Supply (UPS)