

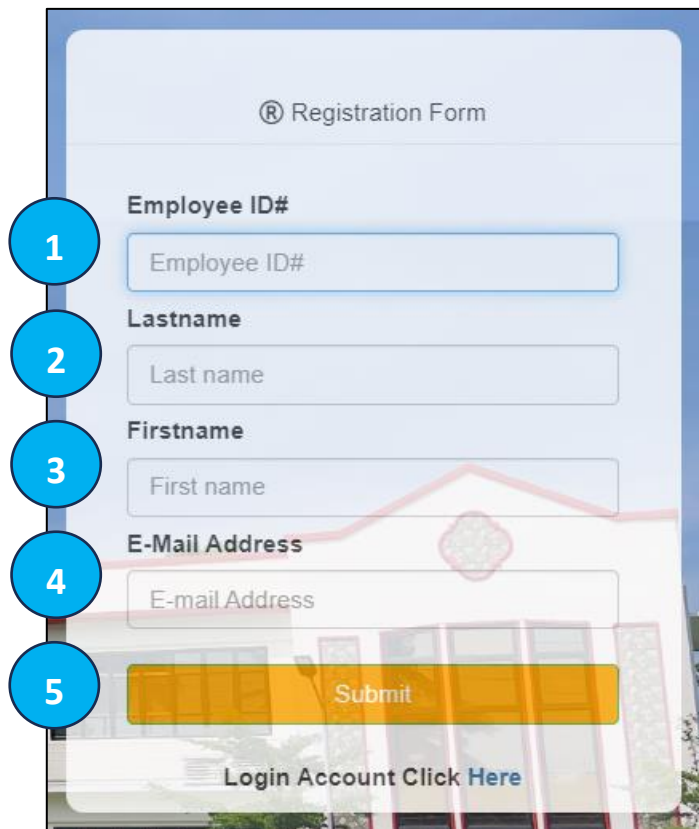


## HUMAN RESOURCE|

### Human Eco – friendly Resource Operating Electronic System (HEROES) User Guide

**HEROES – Human Eco-friendly Resource Operating Electronic System** is a software application that manages human resources and employee lifecycle processes. It collects personnel data using Personal Data Sheets (PDS), allows for data editing, and includes HR forms like leave applications and authority to travel. Users can register with their employee number, first and last name, and DepEd email, and access the system securely. **HEROES** streamlines HR processes, ensures compliance, and keeps employee data accessible.

#### 1. Registration Form



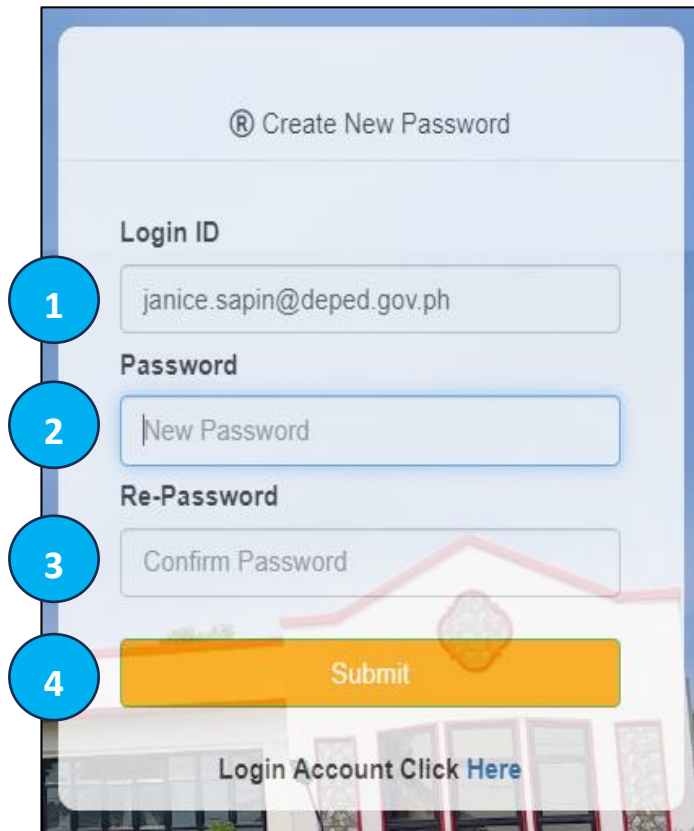
The screenshot shows the registration form interface. It includes the following fields and elements:

- 1. Employee ID# (text input field)
- 2. Lastname (text input field)
- 3. Firstname (text input field)
- 4. E-Mail Address (text input field)
- 5. Submit button (orange)
- Registration Form title and a registered trademark symbol (®)
- Login Account Click [Here](#) link at the bottom

#### Registration Form

1. Fill out the DepEd Employee ID
  2. Then the Last Name
  3. Followed by the First Name
  4. Lastly the E- mail Address
  5. Then click Submit.
- Once registration is complete a security code link is sent to the e-mail address
  - After clicking the link, you will be routed back to the home page and will be asked to create a new password.

## 2. Authentication Page



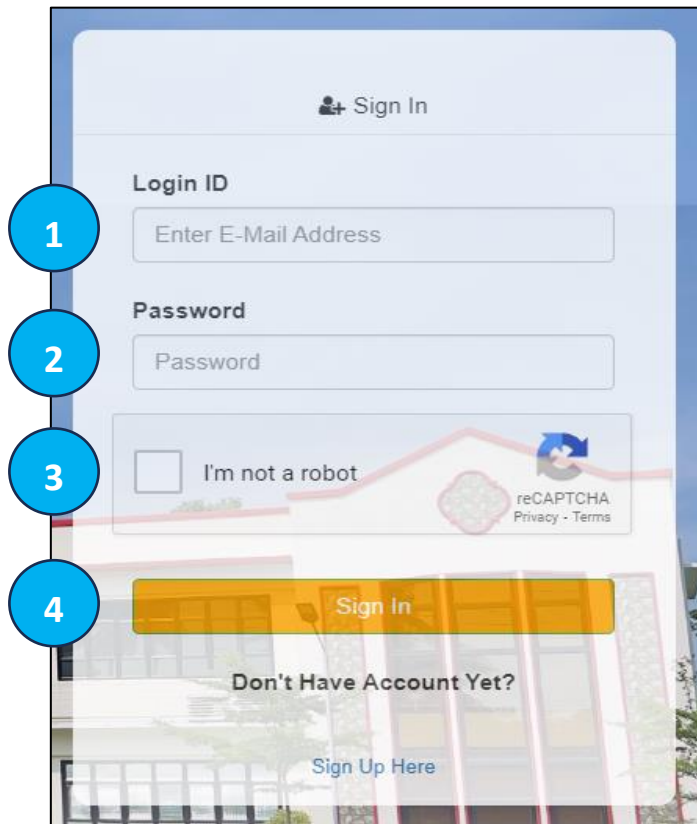
The screenshot shows a web form for creating a new password. At the top, there is a link labeled "Create New Password" with a registered trademark symbol. Below this, the form has four main sections: "Login ID", "Password", "Re-Password", and a "Submit" button. The "Login ID" field contains the email address "janice.sapin@deped.gov.ph". The "Password" field contains "New Password". The "Re-Password" field contains "Confirm Password". The "Submit" button is orange and located at the bottom of the form. A link "Login Account Click Here" is visible at the bottom of the page. Four blue circular callouts with white numbers 1, 2, 3, and 4 are positioned to the left of the form, pointing to the Login ID field, the Password field, the Re-Password field, and the Submit button, respectively.

### Authentication Page

1. Login ID is automatically filled out.
2. Create a new password.
3. Re – enter the password.
4. Then click Submit.

- After submission the login account will be successfully created.

### 3. Logging In



The screenshot shows a login form with the following elements:

- 1**: A blue circle next to the "Login ID" label, pointing to the "Enter E-Mail Address" input field.
- 2**: A blue circle next to the "Password" label, pointing to the "Password" input field.
- 3**: A blue circle next to the "I'm not a robot" checkbox, pointing to the checkbox.
- 4**: A blue circle next to the "Sign In" button, pointing to the button.

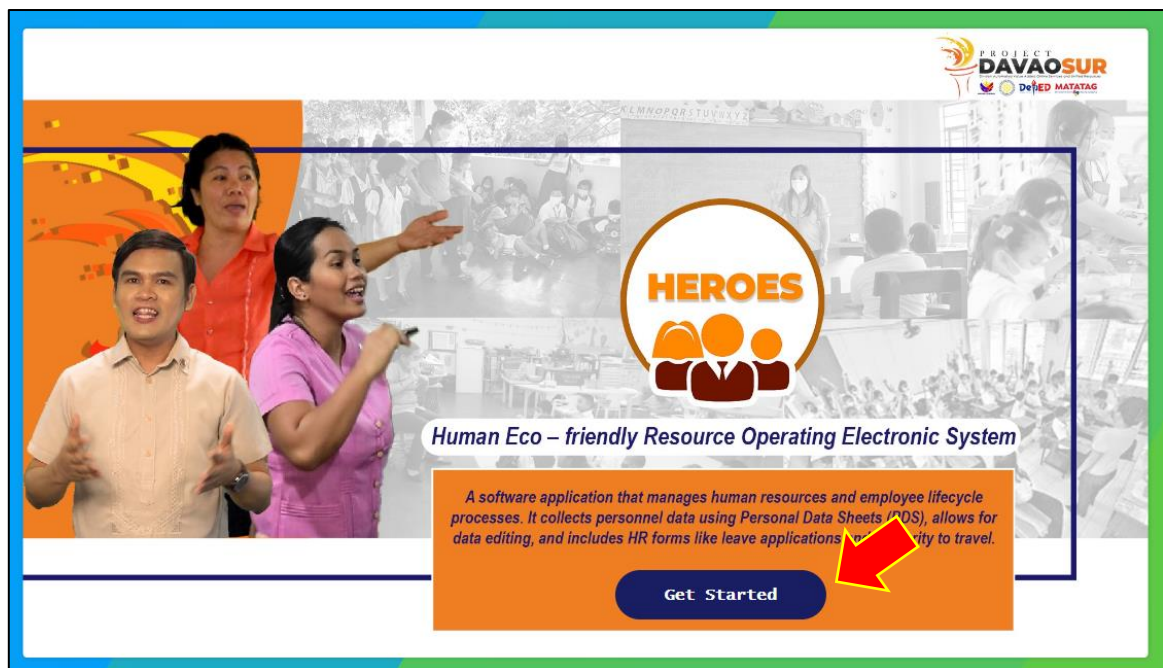
Below the "Sign In" button, there is a link that says "Don't Have Account Yet?" and another link below it that says "Sign Up Here".

#### Logging In

1. Enter email address
2. Then the password
3. Check the "I'm not a robot" checkbox
4. Click sign in

- After sign in the login account will be successfully created.

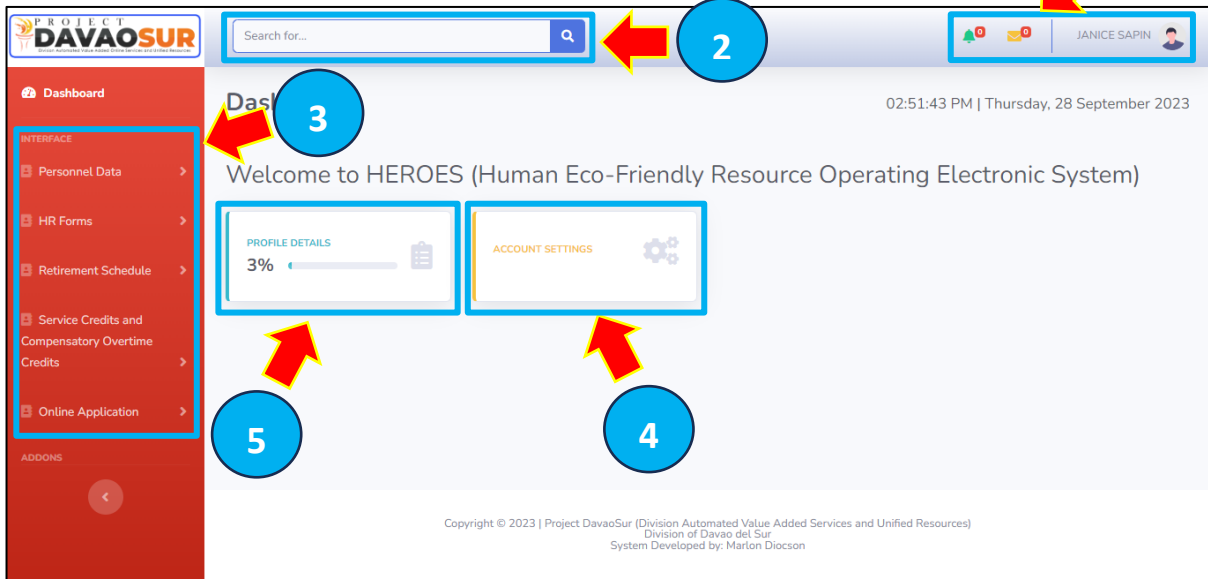
### 3. Landing Page



#### Landing Page

- Click the HEROES icon for Human Resource
- You will be routed to HEROES Landing Page
- Click get started.

## 4. Dashboard Page Overview



02:51:43 PM | Thursday, 28 September 2023

Welcome to HEROES (Human Eco-Friendly Resource Operating Electronic System)

PROFILE DETAILS 3%

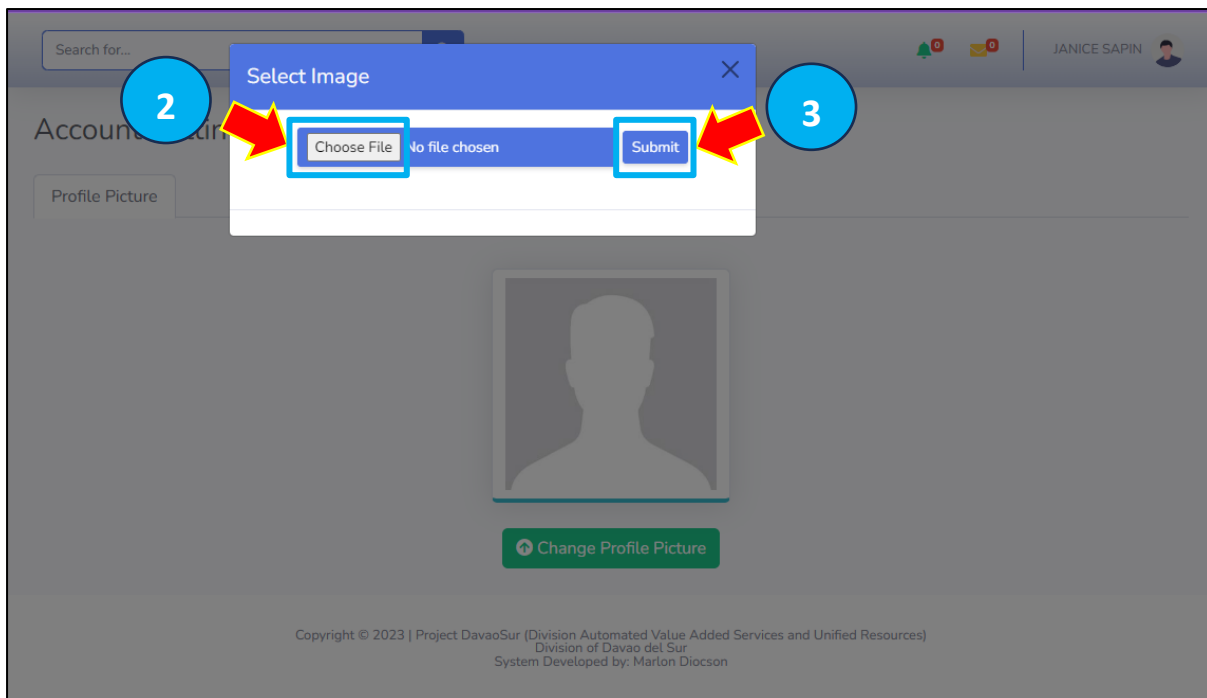
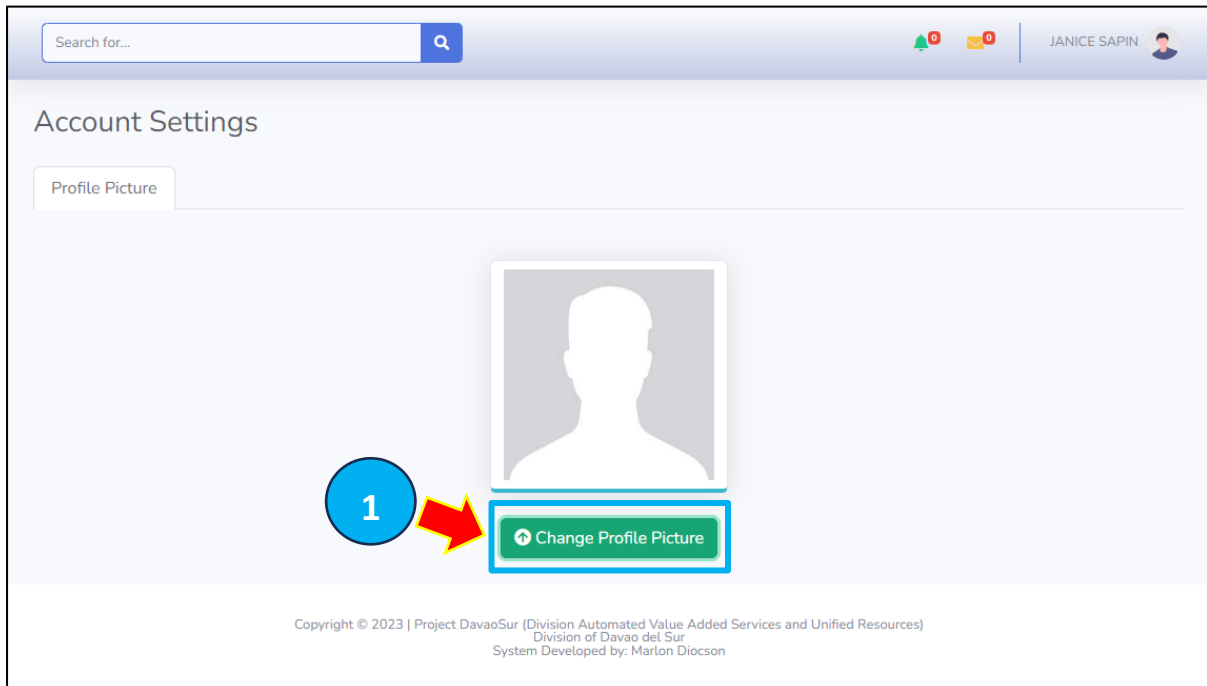
ACCOUNT SETTINGS

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Division of Davao del Sur  
System Developed by: Marlon Diocson

### DASHBOARD PAGE OVERVIEW

1. On the upper right of the dashboard, you can view the notification bell, e-mail, and the name that appears your profile.
2. Search bar on the upper left is where you can put keywords to search what you need under Human Resource.
3. The interface includes the Personnel Data, HR Forms, Retirement Schedule, Service Credits and Compensatory Overtime Credits and Online Application
4. The Account Settings is where you can update your profile picture.
5. Profile Details is where you can encode your personal information and it indicates the percentage of the information completed.

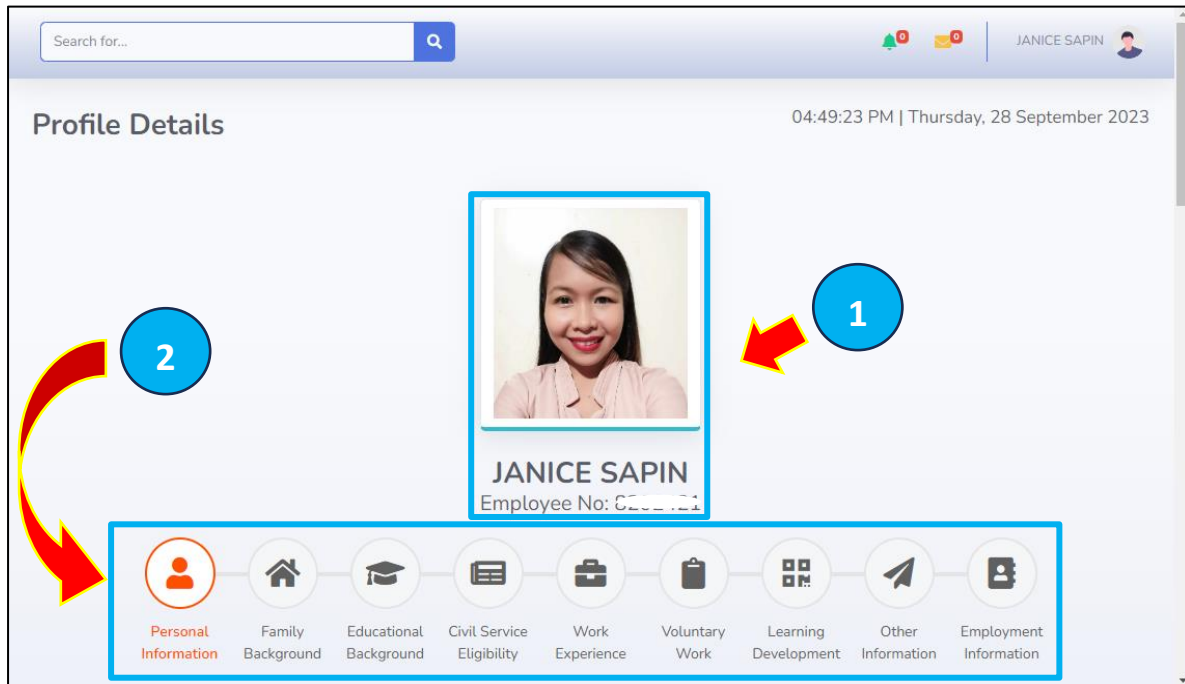
## 4.1 Account Settings



### ACCOUT SETTING

1. On the Account Setting – click change profile picture.
2. Click choose file to upload your photo.
3. Then click submit.

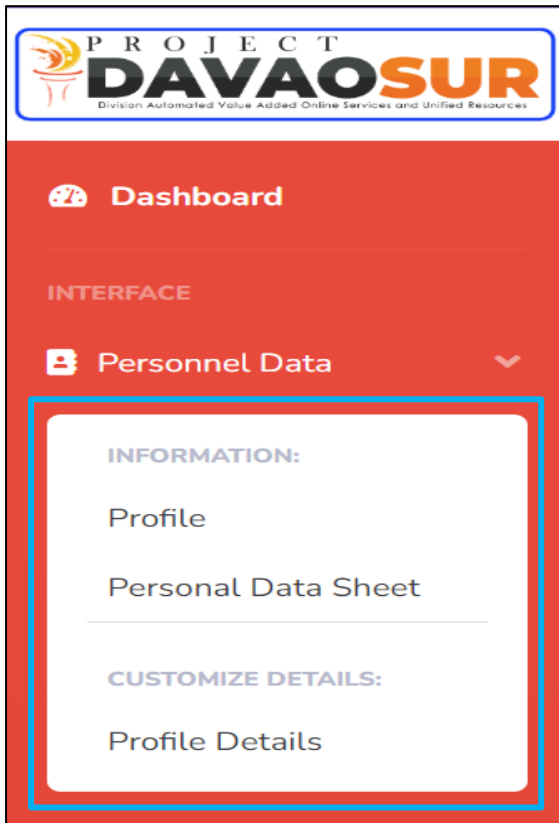
## 4.2 Profile Details



### PROFILE DETAILS

1. You can view your uploaded profile picture with your name and employee ID number.
2. Below the profile were the different icons related to your personnel data. Just click each icon fill out or edit any information as needed.

## 5. Personnel Data



### PERSONNEL DATA

Personnel Data includes:

Information

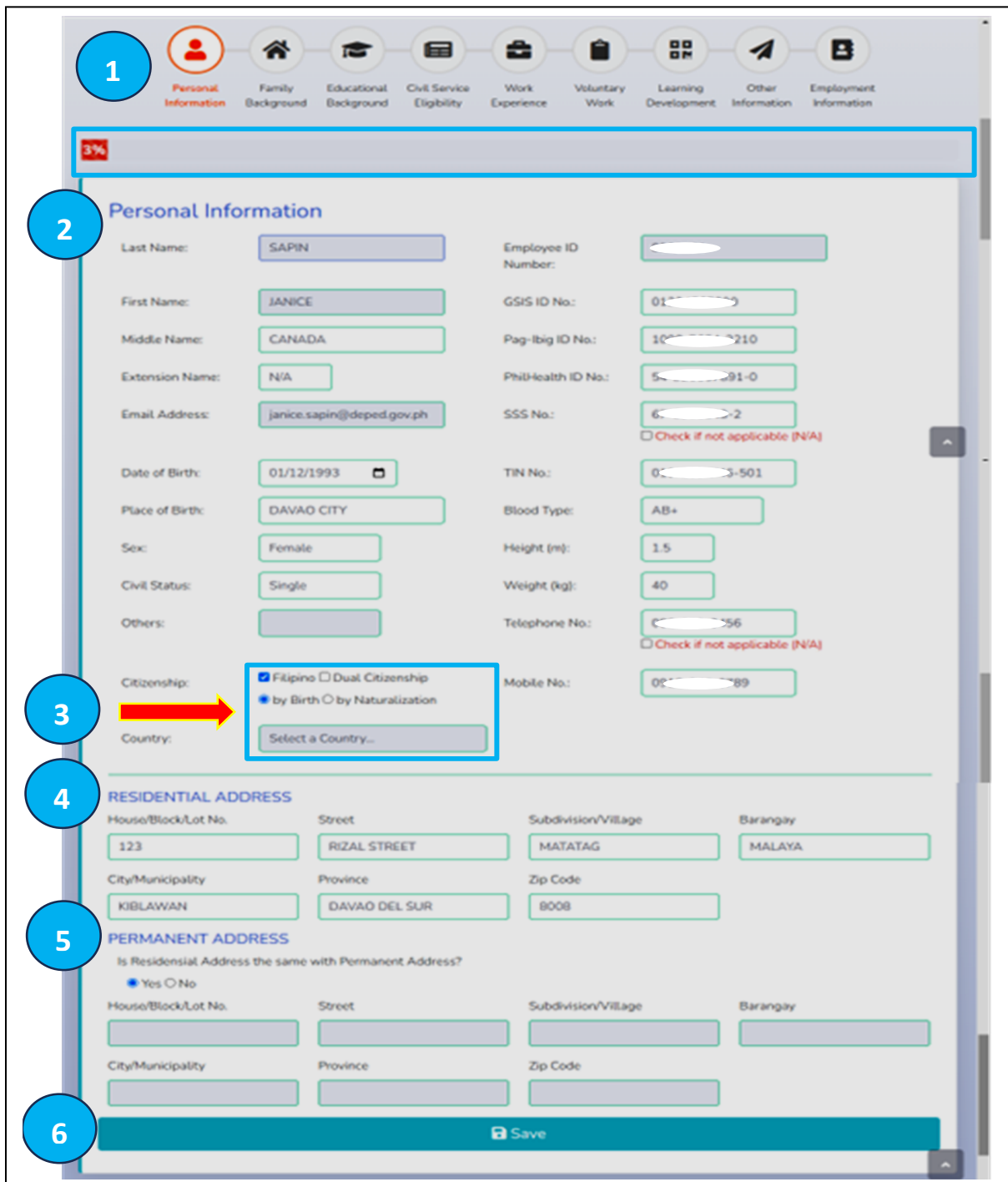
- Profile
- Personnel Data Sheet (PDS)

Customize Details

- Profile Details



## 5.1 Profile



**1** Personal Information

3%

**2** Personal Information

Last Name: SAPIN Employee ID Number: [Redacted]

First Name: JANICE GSIS ID No.: 01-[Redacted]

Middle Name: CANADA Pag-Ibig ID No.: 10-[Redacted]-210

Extension Name: N/A PhilHealth ID No.: 5-[Redacted]-91-0

Email Address: janice.sapin@deped.gov.ph SSS No.: 6-[Redacted]-2  
 Check if not applicable (N/A)

Date of Birth: 01/12/1993 TIN No.: 0-[Redacted]-3-501

Place of Birth: DAVAO CITY Blood Type: AB+

Sex: Female Height (m): 1.5

Civil Status: Single Weight (kg): 40

Others: [Redacted] Telephone No.: [Redacted]-56  
 Check if not applicable (N/A)

Citizenship:  Filipino  Dual Citizenship  
 by Birth  by Naturalization

Country: Select a Country... Mobile No.: 09-[Redacted]-89

**3**

**4** RESIDENTIAL ADDRESS

House/Block/Lot No. Street Subdivision/Village Barangay

123 RIZAL STREET MATATAG MALAYA

City/Municipality Province Zip Code

KIBLAWAN DAVAO DEL SUR 8008

**5** PERMANENT ADDRESS

Is Residential Address the same with Permanent Address?

Yes  No

House/Block/Lot No. Street Subdivision/Village Barangay

City/Municipality Province Zip Code

**6** Save

### PERSONAL INFORMATION

1. Fill out the Personal Information including the name, email address and important identifications.

- For the
2. Next the Residential Address
    1. Click YES if residential and permanent address is the same if not fill out the Permanent Address.
    2. Click SAVE.

### **PERSONAL INFORMATION**

1. Fill out the Personal Information including the name, email address and important identifications.

For the

2. Next the Residential Address

3. Click YES if residential and permanent address is the same if not fill out the Permanent Address.

4. Click SAVE.

## 5.1 Profile

**PROJECT DAVAO SUR**

**DIVISION OF DAVAO DEL SUR**  
DEPARTMENT OF EDUCATION

**JANICE SAPIN**

Employee Number: [Redacted] | Date of Birth: February 18, 1990 | Email Address: janice.sapin@deped.gov.ph  
Designation: [Redacted] | Contact Number: [Redacted]-34 | Years in Service: [Redacted] Years

**Personal Profile**

- Personal Information
- Family Background
- Educational Background
- Civil Service Eligibility
- Work Experience
- Voluntary Work
- Training Programs Attended
- More Details

**Active** (Status)  
**Female** (Gender)  
**Single** (Civil Status)  
**Filipino** (Citizenship)  
**Kiblawan, Davao Del Sur** (Place of Birth)  
**O+** (Blood Type)  
**1.45** (Height (m))  
**38** (Weight (kg))  
**2000-000054** (GSIS ID No.)  
**1234-567890** (Pag-IBig ID No.)  
**00-00000000** (SSS No.)  
**4100-0000** (TIN No.)  
**10-00-00002-6** (PhilHealth ID No.)

### PROFILE

Profile includes the summary of:

- Personal Information
- Family Background
- Educational Background
- Civil Service Eligibility
- Work Experience
- Voluntary Work
- Trainings Program Attended
- More Details

### 3.2 Personal Data Sheet

**Dashboard**

INTERFACE

**Personnel Data**

INFORMATION:

Profile

Personal Data Sheet

CUSTOMIZE DETAILS:

Profile Details

**HR Forms**

**Retirement Schedule**

**Service Credits and Compensatory Overtime Credits**

1

2

**PERSONAL DATA SHEET**

CS Form No. 212 Revised 2017

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/complaint cases against the person concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. CS ID No. (Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME SAPIN		NAME EXTENSION (LR, SR) N/A				
FIRST NAME LANCE						
MIDDLE NAME INDAC						
3. DATE OF BIRTH 02/18/1998	16. CITIZENSHIP Filipino <input checked="" type="checkbox"/> Dual Citizenship <input type="checkbox"/> By birth <input type="checkbox"/> By naturalization <input type="checkbox"/> Pls. indicate country: N/A					
4. PLACE OF BIRTH KIBLAWAN, DAVAO DEL SUR						
5. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female						
6. CIVIL STATUS <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others:	17. RESIDENTIAL ADDRESS House/Block/Lot No. N/A GENERAL LUNA STREET Street N/A POBLACION Barangay KIBLAWAN City/Municipality DAVAO DEL SUR Province Preveza					
7. HEIGHT (m) 1.45	ZIP CODE 8038					
8. WEIGHT (kg) 38	18. PERMANENT ADDRESS House/Block/Lot No. N/A GENERAL LUNA STREET Street N/A POBLACION Barangay KIBLAWAN City/Municipality DAVAO DEL SUR Province Preveza					
9. BLOOD TYPE "O+"	ZIP CODE 8038					
10. GSS ID NO. 2055423854	19. TELEPHONE NO. N/A					
11. PAG-BIG ID NO. 121972152790	20. MOBILE NO. 09174254234					
12. PHILHEALTH NO. 16-025483820-8	21. E-MAIL ADDRESS (if any) janeal.sapin@daवाद.gov.ph					
13. SS5 NO. 923229172						
14. TIN NO. 410508086						
15. AGENCY EMPLOYEE NO. 8032421						
22. SPOUSE'S SURNAME N/A	23. NAME OF CHILDREN (With last name and year)	DATE OF BIRTH (mm/dd/yyyy)				
FIRST NAME N/A						
MIDDLE NAME N/A						
OCCUPATION N/A						
EMPLOYER/BUSINESS NAME N/A						
BUSINESS ADDRESS N/A						
TELEPHONE NO. 0						
24. FATHER'S SURNAME SAPIN	NAME EXTENSION (LR, SR) N/A					
FIRST NAME BERNARDO						
MIDDLE NAME CÁLLADA						
25. MOTHER'S MAIDEN NAME SURNAME INDAC						
FIRST NAME ERLINDA						
MIDDLE NAME AGABON						
26. LEVEL	NAME OF SCHOOL (Province)	BASIC EDUCATION/DEGREE COURSE (Year-1 to 4)	STATUS OF ATTAINMENT (Pass/Fail)	YEAR GRADUATED (mm/dd/yyyy)	YEAR AWARDED (mm/dd/yyyy)	Year awarded (mm/dd/yyyy)
ELEMENTARY	KIBLAWAN CENTRAL ELEMENTARY SCHOOL	ELEMENTARY	PASS	2014	2014	2014
GRADUATE STUDIES	DAVAO DEL SUR STATE COLLEGE	DEGREE IN EDUCATION (M.A. IN CURRICULUM DEVELOPMENT)	PASS	2017	2017	2017
GRADUATE STUDIES	DAVAO DEL SUR STATE COLLEGE	DEGREE IN EDUCATION (M.A. IN CURRICULUM DEVELOPMENT)	PASS	2017	2017	2017

#### PERSONAL DATA SHEET (PDS)

- The Personal Data Sheet combines all the information provided on the profile details. This can be downloaded and printed for personal use.

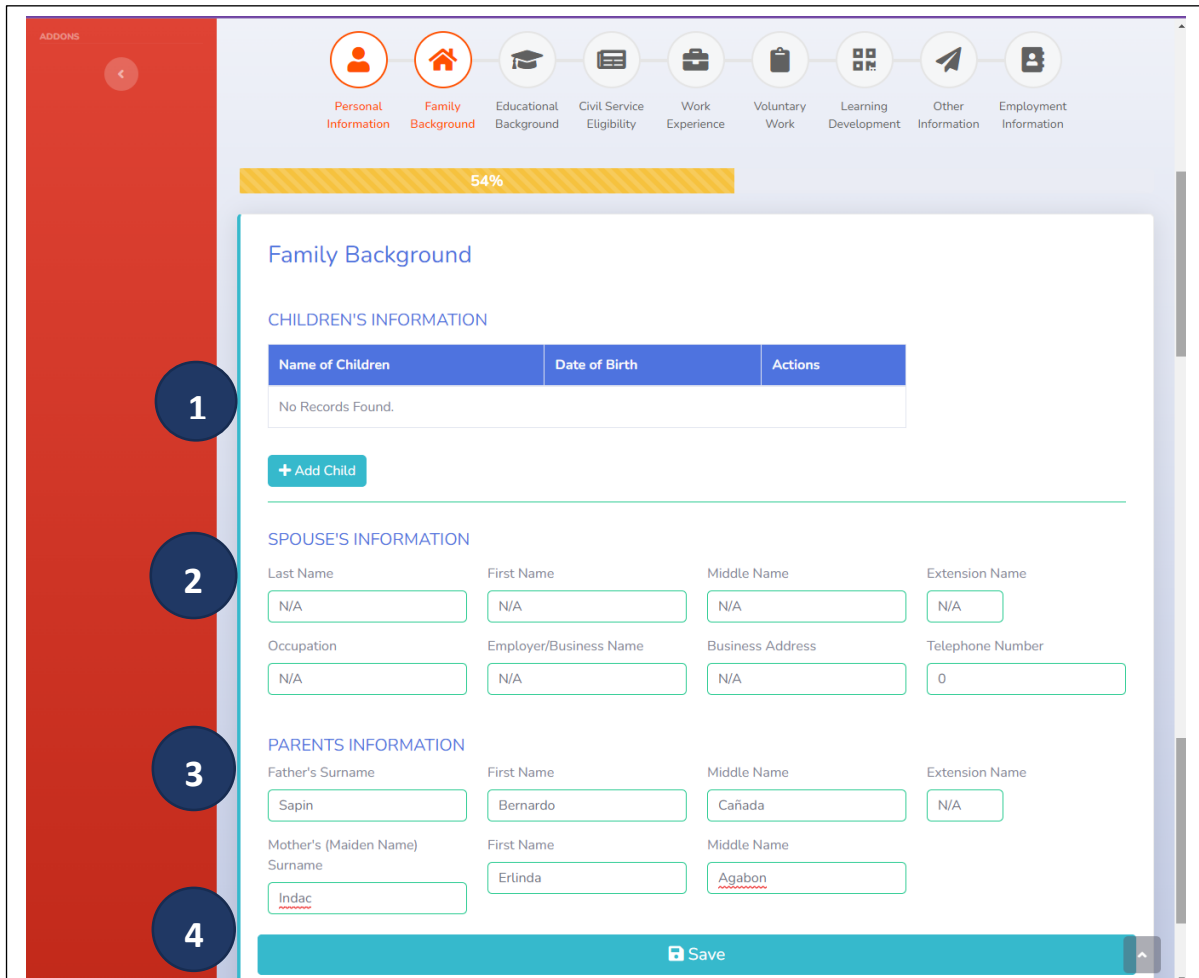
### 3.3 Profile Details

#### 3.3.1 Personal Information

#### PERSONAL INFORMATION

5. Fill out the Personal Information including the name, email address and important identifications.
6. Next the Residential Address
7. Click YES if residential and permanent address is the same if not fill out the Permanent Address.
8. Click SAVE.

### 3.3.2 Family Background



The screenshot shows a web interface for 'Family Background' with a progress bar at 54%. The form is divided into three sections: CHILDREN'S INFORMATION, SPOUSE'S INFORMATION, and PARENTS INFORMATION. A red sidebar on the left contains four numbered callouts (1, 2, 3, 4) pointing to the 'Add Child' button, the Spouse's Information fields, the Parents' Information fields, and the 'Save' button respectively.

**Family Background**

54%

**CHILDREN'S INFORMATION**

Name of Children	Date of Birth	Actions
No Records Found.		

+ Add Child

**SPOUSE'S INFORMATION**

Last Name: N/A | First Name: N/A | Middle Name: N/A | Extension Name: N/A

Occupation: N/A | Employer/Business Name: N/A | Business Address: N/A | Telephone Number: 0

**PARENTS INFORMATION**

Father's Surname: Sapin | First Name: Bernardo | Middle Name: Cañada | Extension Name: N/A

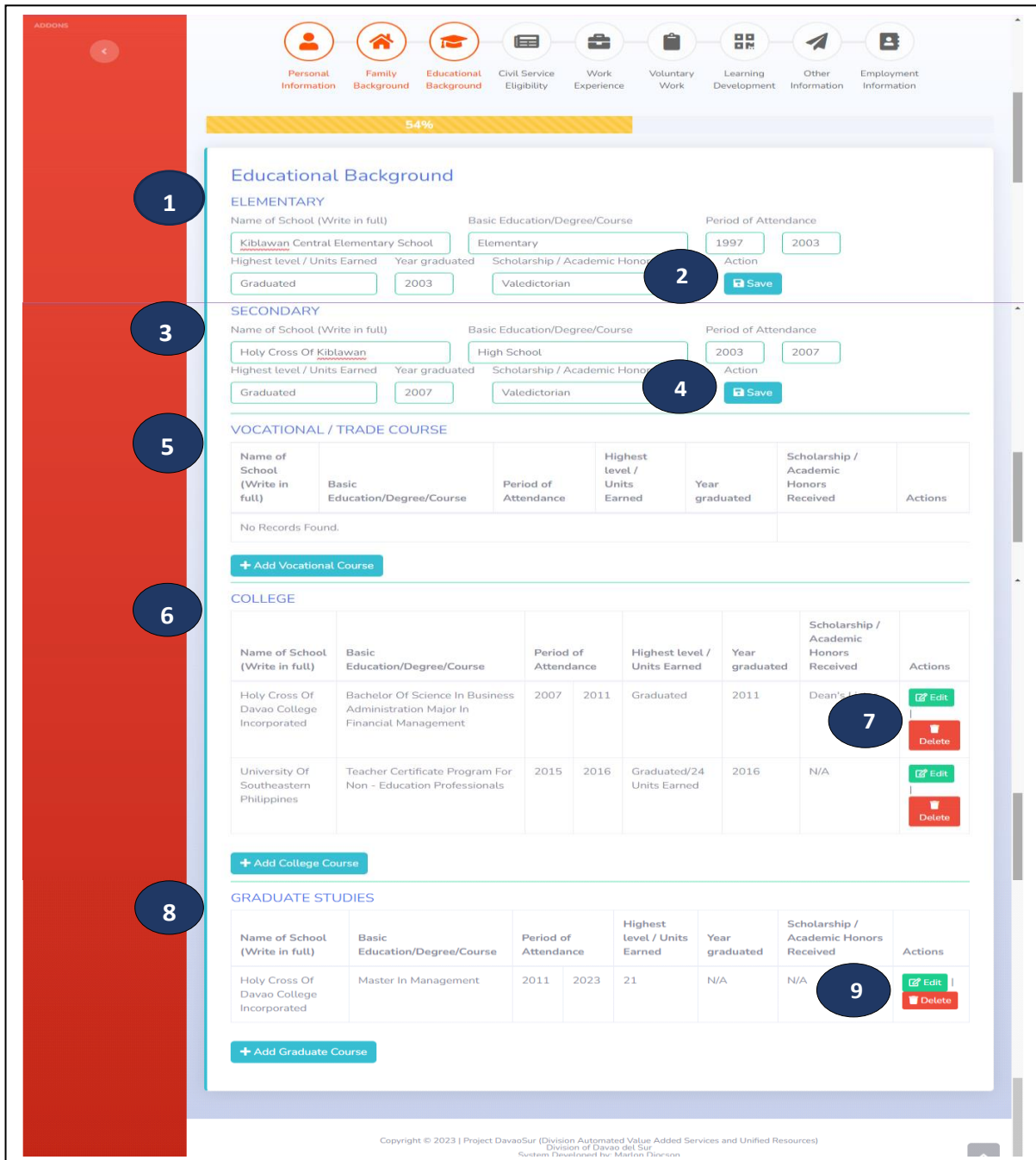
Mother's (Maiden Name) Surname: Indac | First Name: Ertinda | Middle Name: Agabon

Save

#### FAMILY BACKGROUND

1. For Children's Information click ADD CHILD if you have dependent/s.
2. Fill out the Spouse's Information including the name and occupation.
3. Next the fill out your Parents' Information.
4. Click SAVE.

### 3.3.3 Educational Background



**Educational Background**

**ELEMENTARY**

Name of School (Write in full):  Basic Education/Degree/Course:  Period of Attendance:

Highest level / Units Earned:  Year graduated:  Scholarship / Academic Honors:  Action:

**SECONDARY**

Name of School (Write in full):  Basic Education/Degree/Course:  Period of Attendance:

Highest level / Units Earned:  Year graduated:  Scholarship / Academic Honors:  Action:

**VOCATIONAL / TRADE COURSE**

Name of School (Write in full)	Basic Education/Degree/Course	Period of Attendance	Highest level / Units Earned	Year graduated	Scholarship / Academic Honors Received	Actions
No Records Found.						

**COLLEGE**

Name of School (Write in full)	Basic Education/Degree/Course	Period of Attendance	Highest level / Units Earned	Year graduated	Scholarship / Academic Honors Received	Actions
Holy Cross Of Davao College Incorporated	Bachelor Of Science In Business Administration Major In Financial Management	2007   2011	Graduated	2011	Dean's List	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
University Of Southeastern Philippines	Teacher Certificate Program For Non - Education Professionals	2015   2016	Graduated/24 Units Earned	2016	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**GRADUATE STUDIES**

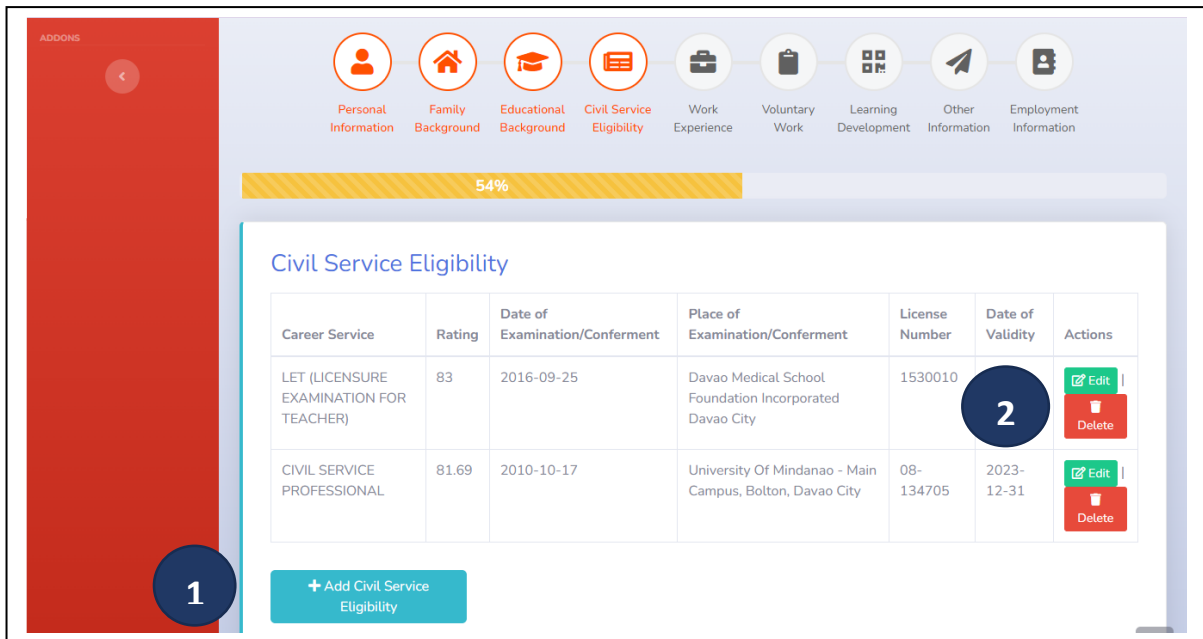
Name of School (Write in full)	Basic Education/Degree/Course	Period of Attendance	Highest level / Units Earned	Year graduated	Scholarship / Academic Honors Received	Actions
Holy Cross Of Davao College Incorporated	Master In Management	2011   2023	21	N/A	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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Division of Davao del Sur  
System Developer: Mr. Marlon Placido

#### EDUCATIONAL BACKGROUND

1. Fill out Elementary information.
2. Click Save
3. Fill out Secondary information.
4. Click SAVE.
5. Click ADD Vocational Course if applicable.
6. Click ADD College Course/s.
7. You may EDIT or DELETE the information.
8. Click ADD Graduate Course/s.
9. You may EDIT or DELETE the information.

### 3.3.4 Civil Service Eligibility



ADDONS

54%

#### Civil Service Eligibility

Career Service	Rating	Date of Examination/Conferment	Place of Examination/Conferment	License Number	Date of Validity	Actions
LET (LICENSURE EXAMINATION FOR TEACHER)	83	2016-09-25	Davao Medical School Foundation Incorporated Davao City	1530010	2	<a href="#">Edit</a>   <a href="#">Delete</a>
CIVIL SERVICE PROFESSIONAL	81.69	2010-10-17	University Of Mindanao - Main Campus, Bolton, Davao City	08-134705	2023-12-31	<a href="#">Edit</a>   <a href="#">Delete</a>

+ Add Civil Service Eligibility

#### CIVIL SERVICE ELIGIBILITY

5. Click ADD Civil Service Eligibility or Eligibilities.
6. You may EDIT or DELETE the information.



### 3.3.5 Work Experience

Inclusive Dates (From - To)		Position Title	Department/Agency/Office/Company	Monthly Salary	Step Increment	Status of Appointment	Gov't Service	Actions
2011-07-01	2011-09-30	Management Trainee - Loans Officer	Kiblawan Multi-purpose Cooperative	P4,000	0-0	CASUAL	no	<a href="#">Edit</a> <a href="#">Delete</a>
2013-02-04	2014-05-23	Customer Service /Account Associate	VXI Global Holdings B.V. Philippines	P16,000	9-1	REGULAR	no	<a href="#">Edit</a> <a href="#">Delete</a>
2014-06-16	2015-08-02	Customer Service Representative - IB Level 3 (Billing And Sales)	BEX Global Solutions Philippines Incorporated/Operations Department	P18,000	10-3	REGULAR	no	<a href="#">Edit</a> <a href="#">Delete</a>
2017-10-02	1017-12-29	Public School Board Teacher (PSB)	Department Of Education/ Division Of Davao Del Sur/Kimlawis National High School	P5,000	0-0	CONTRACTUAL	yes	<a href="#">Edit</a> <a href="#">Delete</a>
2018-07-30	PRESENT	Teacher I	Department Of Education/ Division Of Davao Del Sur/ Ihan National High School	P27,284	11-3	PERMANENT	yes	<a href="#">Edit</a> <a href="#">Delete</a>

#### WORK EXPERIENCE

1. Click ADD Work Experience/s.
2. You may EDIT or DELETE the information.

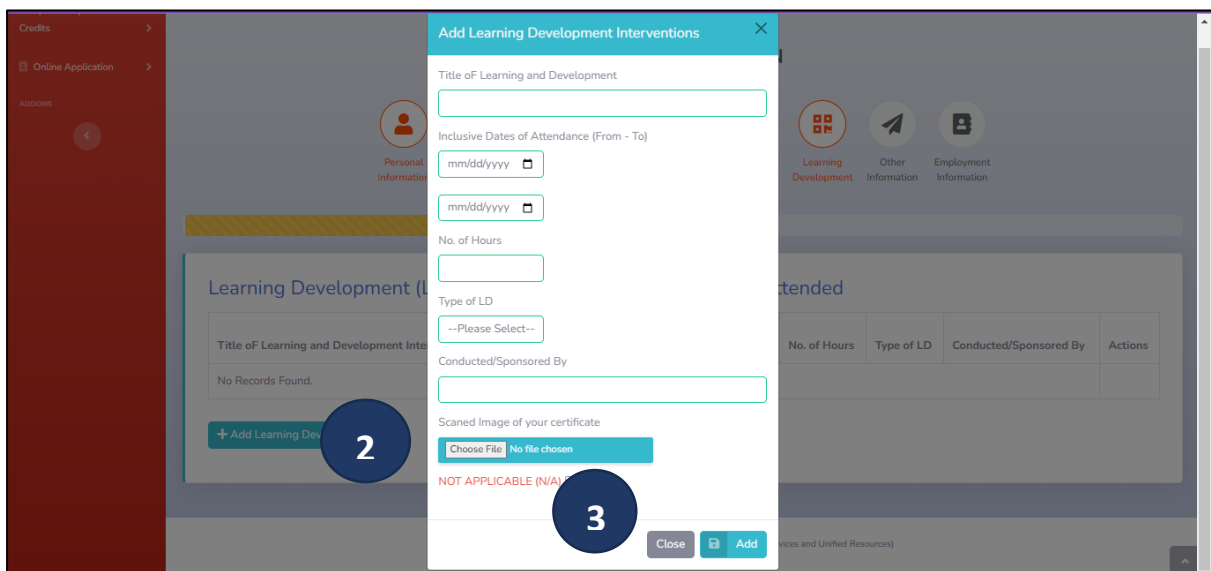
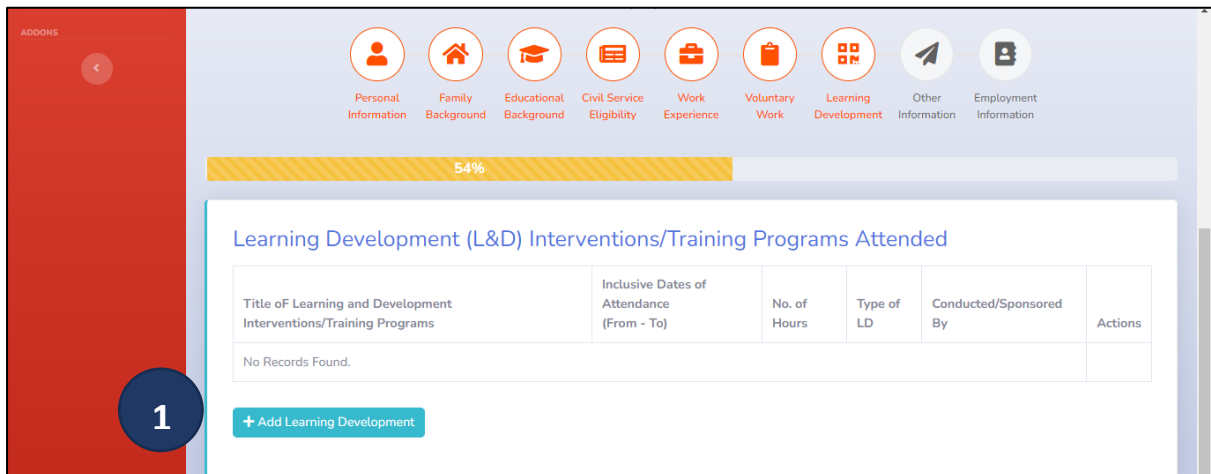
### 3.3.6 Voluntary Work Experience

Name of Organization	Address of Organization	Inclusive Dates (From - To)	No. of Hours	Position / Nature of Work	Actions
No Records Found.					

#### VOLUNTARY WORK EXPERIENCE

1. Click ADD Voluntary Work/s.
2. You may EDIT or DELETE the information.


### 3.3.7 Learning Development/ Intervention/ Training Programs Attended





#### LEARNING DEVELOPMENT INTERVENTIONS


1. Click ADD Learning Development
2. Choose file and upload corresponding certificate.
3. Click Add and Close.


### 3.3.8 Other Information























54%

### Other Informations

Special Skills and Hobbies

No Records Found.

+ Add Special Skills

Non-Academic Distinctions / Recognition (Write in full)

No Records Found.

+ Add Non-Academic Distinctions

Membership in Association/Organization (Write in full)

No Records Found.

+ Add Membership in Association

Are you related by consanguinity or affinity to the appointing immediate supervision over you in the Office, Bureau or Department?

a. within the third degree?  Yes  No If YES, give details:

b. within the fourth degree (for Local Government Unit - Career Employees)?  Yes  No If YES, give details:

a. Have you ever been found guilty of any administrative offense?  Yes  No If YES, give details:

b. Have you been criminally charged before any court?  Yes  No If YES, give details:

Date Filed:

Status of Case/s:

Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  Yes  No If YES, give details:

Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  Yes  No If YES, give details:

a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  Yes  No If YES, give details:

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  Yes  No If YES, give details:

Have you acquired the status of an immigrant or permanent resident of another country?  Yes  No If YES, give details (country):

Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  Yes  No If YES, give details:

b. Are you a person with disability?  Yes  No If YES, please specify ID No:

c. Are you a solo parent?  Yes  No If YES, please specify ID No:

REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)

NAME	ADDRESS	TELEPHONE NUMBER
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:  ID/License/Passport No.:  Date/Place of Issuance:

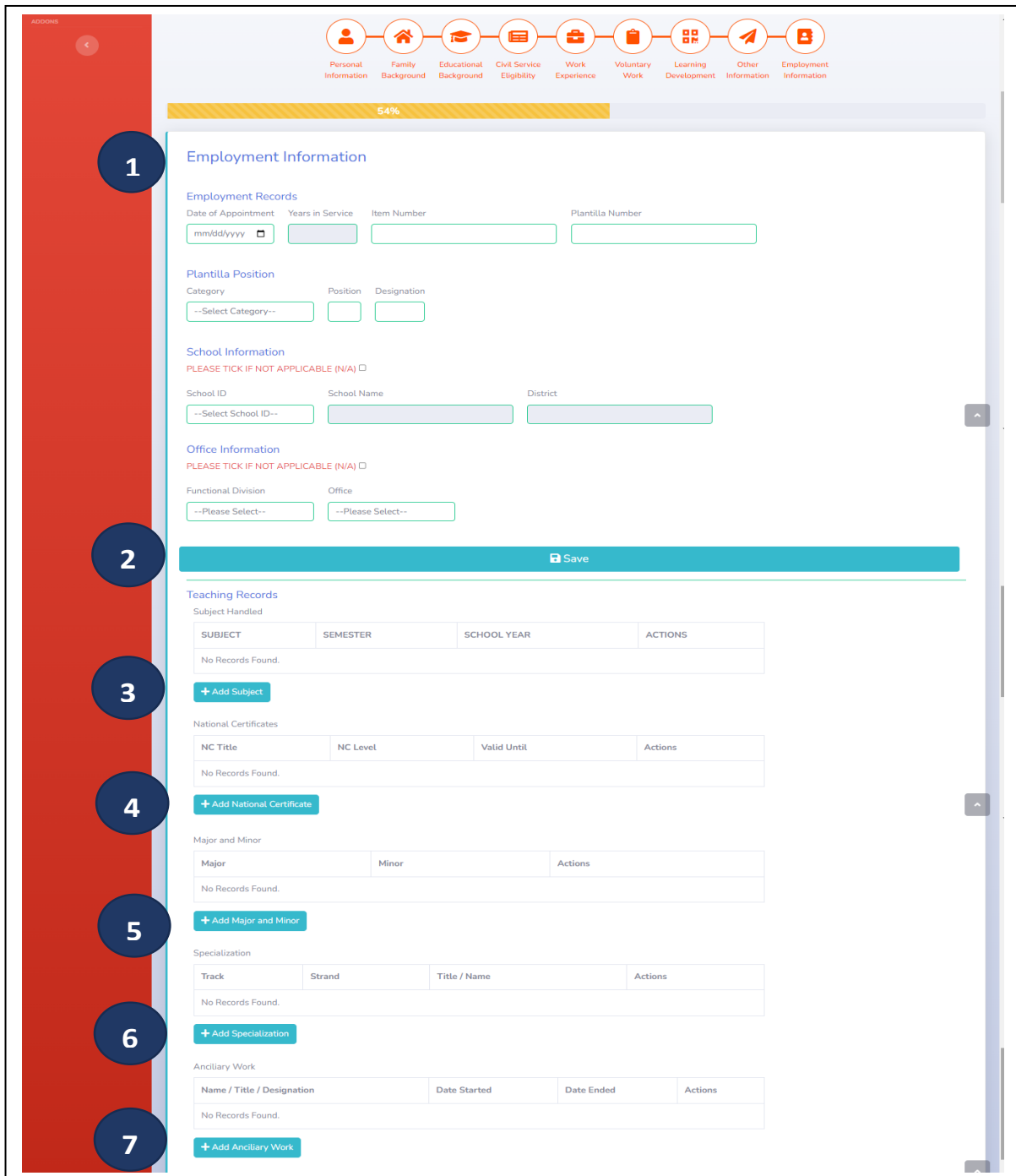
Save

1
2
3
4
5
6
7

### OTHER INFORMATION

1. Add Special Skills.
2. Add your Non – Academic distinction/s.
3. Add your Membership in Associations.
4. Fill out other information needed.
5. Fill out your References.
6. Fill out your Government Issued Identification
7. Click SAVE

### 3.3.9 Employment Information



The screenshot shows a web application interface for 'Employment Information'. At the top, there is a navigation bar with icons for Personal Information, Family Background, Educational Background, Civil Service Eligibility, Work Experience, Voluntary Work, Learning Development, Other Information, and Employment Information. Below this is a progress indicator showing 54%. The main form is titled 'Employment Information' and contains several sections:

- Employment Records:** Includes fields for Date of Appointment (mm/dd/yyyy), Years in Service, Item Number, and Plantilla Number.
- Plantilla Position:** Includes dropdown menus for Category, Position, and Designation.
- School Information:** Includes a checkbox for 'PLEASE TICK IF NOT APPLICABLE (N/A)', and fields for School ID, School Name, and District.
- Office Information:** Includes a checkbox for 'PLEASE TICK IF NOT APPLICABLE (N/A)', and dropdown menus for Functional Division and Office.
- Teaching Records:** A table with columns for SUBJECT, SEMESTER, SCHOOL YEAR, and ACTIONS. It currently shows 'No Records Found.' and has an '+ Add Subject' button.
- National Certificates:** A table with columns for NC Title, NC Level, Valid Until, and Actions. It currently shows 'No Records Found.' and has an '+ Add National Certificate' button.
- Major and Minor:** A table with columns for Major, Minor, and Actions. It currently shows 'No Records Found.' and has an '+ Add Major and Minor' button.
- Specialization:** A table with columns for Track, Strand, Title / Name, and Actions. It currently shows 'No Records Found.' and has an '+ Add Specialization' button.
- Ancillary Work:** A table with columns for Name / Title / Designation, Date Started, Date Ended, and Actions. It currently shows 'No Records Found.' and has an '+ Add Ancillary Work' button.

Numbered callouts (1-7) are placed on the left side of the form to indicate the sequence of steps for data entry.

#### EMPLOYMENT INFORMATION

1. Fill out Employment Information including Employment Records and Plantilla Position. Also include School Information and Other Information. If not applicable just tick the box.
2. Click SAVE.
3. For Teaching Records click ADD subject/s.
4. Add National Certificate if available.
5. Add Major and Minor Subject/s handled.
6. Add Specialization (for Senior High School)
7. Add Ancillary Work.