



ANC+ Online Employee Requisition Form System (OERF)

HR Staff's Manual

REVISION HISTORY FOR OERF HR STAFF'S USER MANUAL

REV NO.	PAGE NOS.	REVISION DETAILS	AUTHORS	DATE REV.	IMPLEMENTATION DATE
1	ALL	Creation of the System	Jolo Maui Iglesia	6/8/23	8/1/23
2	6 & 11	Added Input box for remarks on changing status of the request Added Manual Inputting of date hired in the Completed Request Module	Jolo Maui Iglesia	7/19/23	8/1/23

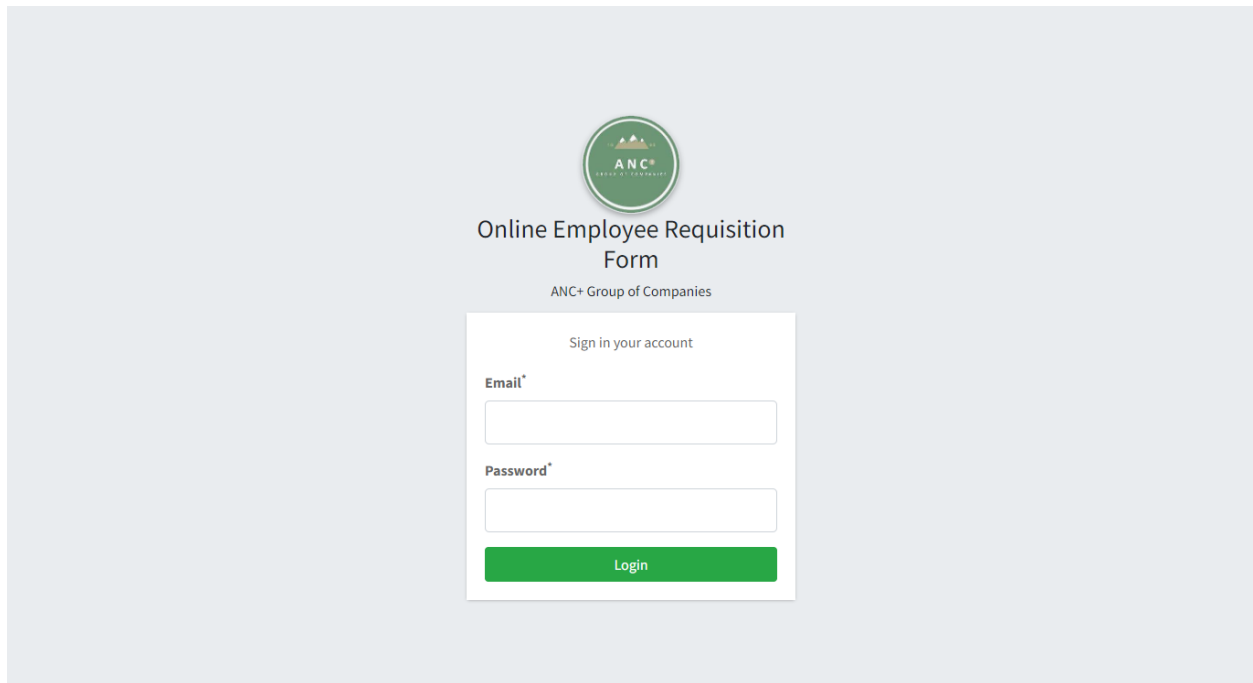
APPROVALS

Created by: Jolo Maui Iglesias	Verified by: Otake, Takeshi	Approved by: Michael De Leon
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LOGIN PAGE



Online Employee Requisition Form

ANC+ Group of Companies

Sign in your account

Email*

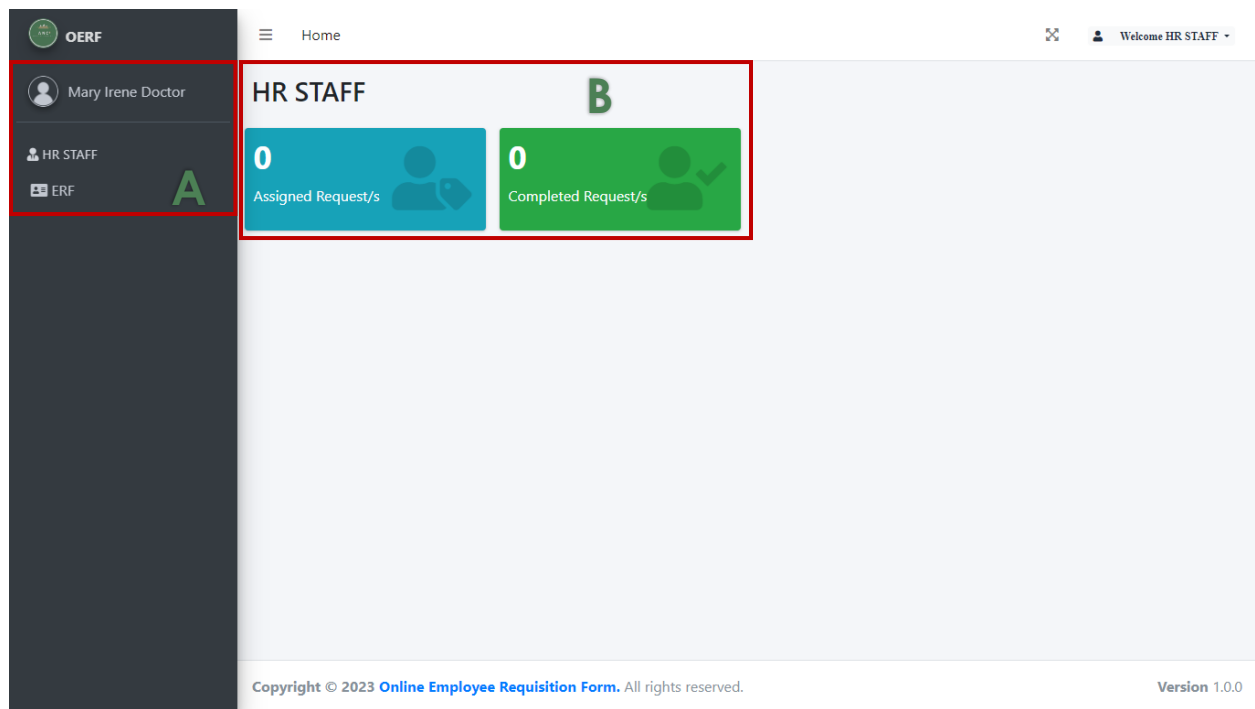
Password*

Login

This is the default login page when you visit the OERF System. To login, the User should provide their Username/Email and Password.

To access the Online Employee Requisition Form System, please visit <https://oerf.ancplus.com/> and log in using your account credentials.

DASHBOARD



- A. List of Modules the user is allowed to access.
- B. System Dashboard

ERF

OERF

Mary Irene Doctor

HR STAFF

ERF

Home

Welcome HR STAFF

Assigned Requests

Completed Request/s

Show 10 entries

Search:

ID	Date Requested	Position	Reason	Status	Action
ER-000001	06-05-2023	IT Specialist (System Development)	ADDITIONAL	Assigned	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 1.0.0

In the ERF Module, there is a submodule called "Completed Request/s" where the user can view all the requests that have been completed and resulted in a successful hire. This submodule provides a comprehensive list of all the requests that have reached the final stage of the recruitment process.

In addition to the Completed Request/s submodule, there is a separate table that displays all the requests that have been assigned to the user. This table specifically shows the requests that have been assigned to the user for processing or handling, allowing them to easily track and manage their assigned tasks.

Assigned Requests

Completed Request/s

Show 10 entries Search:

ID	Date Requested	Position	Reason	Status	Action
ER-000001	06-05-2023	IT Specialist (System Development)	ADDITIONAL	Assigned	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Certainly! If the user wants to view a specific request in detail, they can simply select the desired request from the list and click on the "View" button next to it. This action will redirect the user to a page displaying all the credentials and information associated with the selected request. This allows the user to have a comprehensive view of the request's details, such as the applicant's information, position, department, and other relevant data.

EMPLOYEE REQUISITION FORM

Change Status Approval History Back

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	1	IT Specialist (System Development)	06-30-2023

REQUESTING DEPARTMENT: Information and Technology

DEALER: SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

View Supporting Document/s

View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL: ☐ CONTRACTUAL

SALARY: BASIC

EMPLOYEE REQUISITION FORM

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	1	IT Specialist (System Development)	06-30-2023

REQUESTING DEPARTMENT: Information and Technology

DEALER: SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION
 ☒ **ADDITIONAL**
☐ REPLACEMENT
 ☐ TRANSFER

View Supporting Document/s

View PDF: ER-000001.recommendation_letter.pdf

ENTRY LEVEL: ☐ CONTRACTUAL

SALARY: ☐ BASIC

Upon clicking the "View" button, the user will be able to see all the credentials and information related to the request. Additionally, the user can access the approval history of the request by clicking the "Approval History" button. This provides a record of all the approvers who have reviewed and approved the request. Furthermore, if there are any supporting documents attached to the request, the user can easily view them by clicking the "View PDF" button. This allows the user to review any relevant attachments or supplementary materials associated with the request.

APPROVAL HISTORY

Approver Level 1

Approver Name	Date Approved	Status
Michael Z De Leon	06-06-2023	Approved

Approver Level 2

Approver Name	Date Approved	Remarks
Minnie A Bustamante	06-06-2023	Approved

Close

OERF

Mary Irene Doctor

HR STAFF

ERF

Home

Welcome HR STAFF

EMPLOYEE REQUISITION FORM

[Change Status](#)
[Approval History](#)
[Back](#)

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
06-05-2023	1	IT Specialist (System Development)	06-30-2023

REQUESTING DEPARTMENT

Information and Technology

DEALER

SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION
 ☒ ADDITIONAL
 ☐ REPLACEMENT
 ☐ TRANSFER

View Supporting Document/s

[View PDF](#)
[ER-000001.recommendation_letter.pdf](#)

ENTRY LEVEL

☐ CONTRACTUAL

SALARY

BASIC

OERF

Mary Irene Doctor

HR STAFF

ERF

Home

Welcome HR STAFF

EMPLOYEE REQUISITION FORM

[Change Status](#)
[Approval History](#)
[Back](#)

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
07-17-2023	1	IT Specialist (System Development)	07-31-2023

REQUESTING DEPARTMENT

Information and Technology

DEALER

SANF - Suzuki Auto Fairview

REASON FOR REQUEST

☐ NEW POSITION
 ☒ ADDITIONAL
 ☐ REPLACEMENT
 ☐ TRANSFER

View Supporting Document/s

[View PDF](#)
[ER-000001.recommendation_letter.pdf](#)

ENTRY LEVEL

☐ CONTRACTUAL

SALARY

BASIC

Request: ER-000001

Status

Assigned

Remarks

Enter Remarks...

Date & Time

Close

Change

If the user wishes to change the status of the request, they can do so by clicking the "Change Status" button. This will open a modal displaying the current status of the request. To change the status, the user can simply click on the dropdown button that contains the available status options. The available status options include:

1. Applicant Endorsed
2. For Final Interview
3. Sent LOR (Letter of Recommendation)
4. Scheduled for Orientation and Contract Signing
5. Assigned
6. Hired

Once the desired status is selected from the dropdown, the user may input his/her desired remarks or additional information regarding the change of status and after that the user can now save the changes to update the status and remarks of the request accordingly.

If the user selects the "Hired" status for a request, indicating that the recruiting process is complete, the request will be moved to the Completed Request module. This module is specifically designed to store and display requests that have reached the final stage and resulted in successful hires. It serves as a record of completed requests and allows for easy reference and retrieval of relevant information.


OERF


 Mary Irene Doctor

HR STAFF

ERF

REQUESTED BY

 Otake R Takeshi

RECOMMENDED BY

 Jolo Maue Iglesia

ASSIGNED TO Mary Irene Doctor	DATE ASSIGNED 06-07-2023
RECEIVED BY Marissa S Bisonaya	DATE RECEIVED 06-07-2023
APPROVED BY Ma. Luisa S. Flores	DATE APPROVED 06-07-2023
STATUS Assigned	

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 Version 1.0.0

Below the credentials of the request, the user will indeed see the current status of the request. Additionally, they will find information about the approval process, including the name of the approver who approved the request and the date it was approved. Furthermore, the user will see details about the HR Supervisor who received the request and the date it was received. Lastly, the assigned HR staff member and the date of assignment will also be displayed, providing transparency and accountability throughout the request handling process.

Completed Requests

OERF

Home

Welcome HR STAFF

Completed Request/s

Show 10 entries

Search:

ID	Date Requested	Position	Reason	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Once a request has completed its processing and has resulted in a successful hire, it will be moved to the Completed Requests submodule. In this submodule, the user can view and manage all the requests that have been successfully fulfilled and closed. It provides a comprehensive overview of the completed requests, allowing the user to track and review the hiring outcomes.

OERF

Home

Welcome HR STAFF

Completed Request

Show 10 entries

Search:

ID	Date Hired	Position	Reason	Status	Action
ER-000001		IT Specialist (Infrastructure)	ADDITIONAL	Hired	<button>View</button>

Showing 1 to 1 of 1 entries

Previous 1 Next

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OERF

Mary Irene Doctor

HR STAFF

ERF

Home

Welcome HR STAFF

Completed Request

Show 10 entries Search:

ID	Date Hired	Position	Reason	Status	Action
ER-000001		IT Specialist (Infrastructure)	ADDITIONAL	Hired	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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Version 1.0.0

To view all the credentials of a specific request in the Completed Requests submodule, simply choose the desired request and click the "View" button next to it. This action will redirect the user to a page where they can access and review all the credentials associated with that request.

OERF

Mary Irene Doctor

HR STAFF

ERF

Home

Welcome HR STAFF

EMPLOYEE REQUISITION FORM

Set Date Hired Remarks Approval History Back

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
07-17-2023	1	IT Specialist (Infrastructure)	07-31-2023

REQUESTING DEPARTMENT

Information and Technology

DEALER

KNFV - Kia North Fairview

REASON FOR REQUEST

☐ NEW POSITION
 ☒ ADDITIONAL
 ☐ REPLACEMENT
 ☐ TRANSFER

View Supporting Document/s

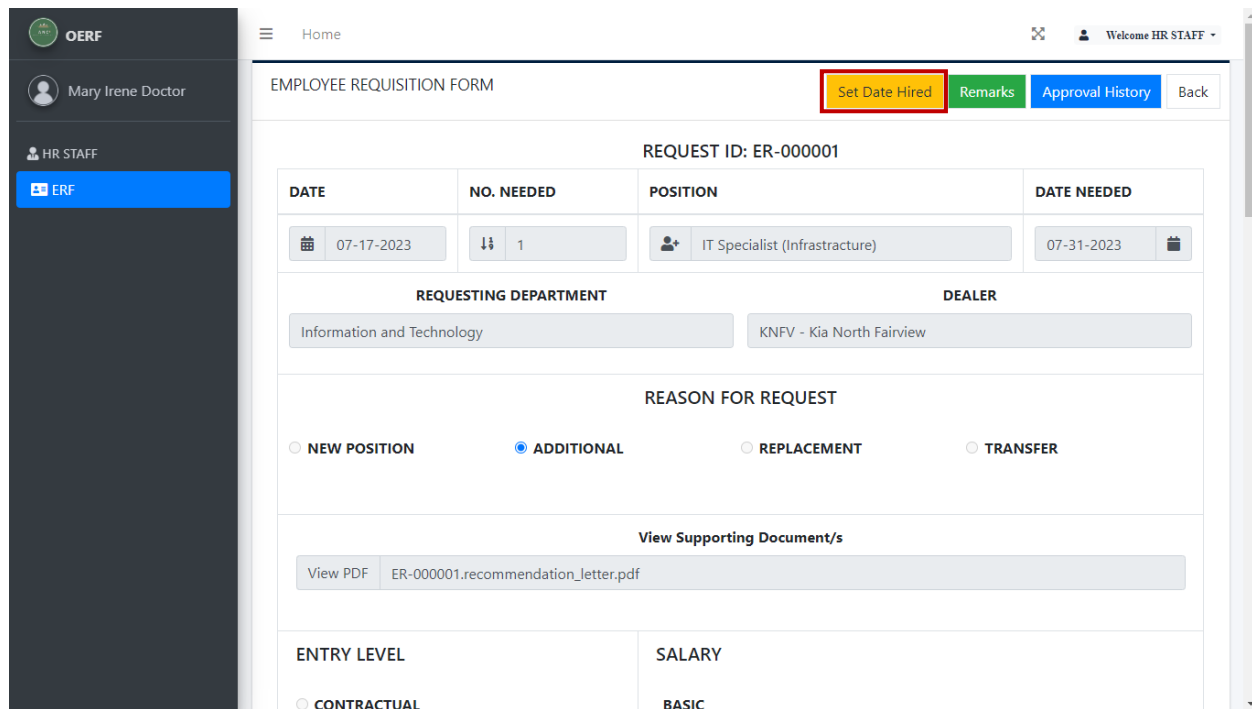
View PDF ER-000001.recommendation_letter.pdf

ENTRY LEVEL

☐ CONTRACTUAL

SALARY

BASIC



EMPLOYEE REQUISITION FORM

REQUEST ID: ER-000001

DATE	NO. NEEDED	POSITION	DATE NEEDED
07-17-2023	1	IT Specialist (Infrastructure)	07-31-2023

REQUESTING DEPARTMENT: Information and Technology

DEALER: KNFV - Kia North Fairview

REASON FOR REQUEST

☐ NEW POSITION ☒ ADDITIONAL ☐ REPLACEMENT ☐ TRANSFER

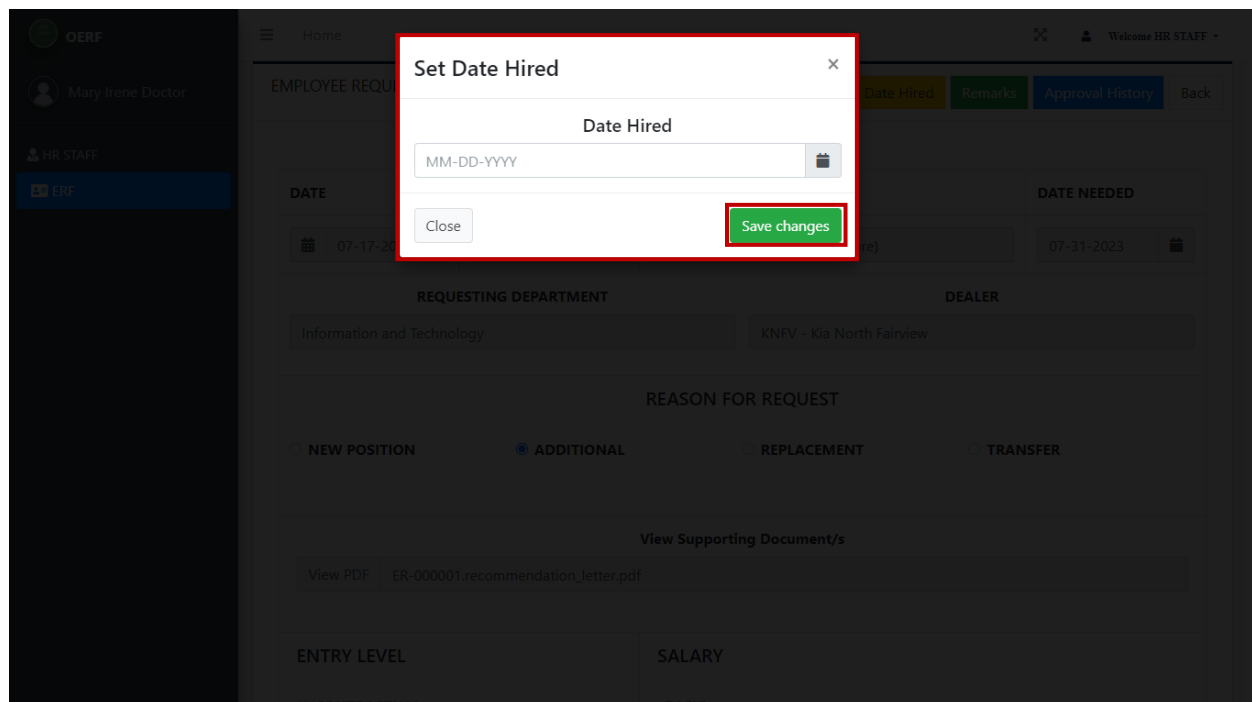
View Supporting Document/s

View PDF: ER-000001.recommendation_letter.pdf

ENTRY LEVEL: ☐ CONTRACTUAL

SALARY: BASIC

After being sent to the Completed Request module, the user can now set the Date Hired for the said request. The user may simply click the "Set Date Hired" button and pick the date when the request was hired.



Set Date Hired

Date Hired

MM-DD-YYYY

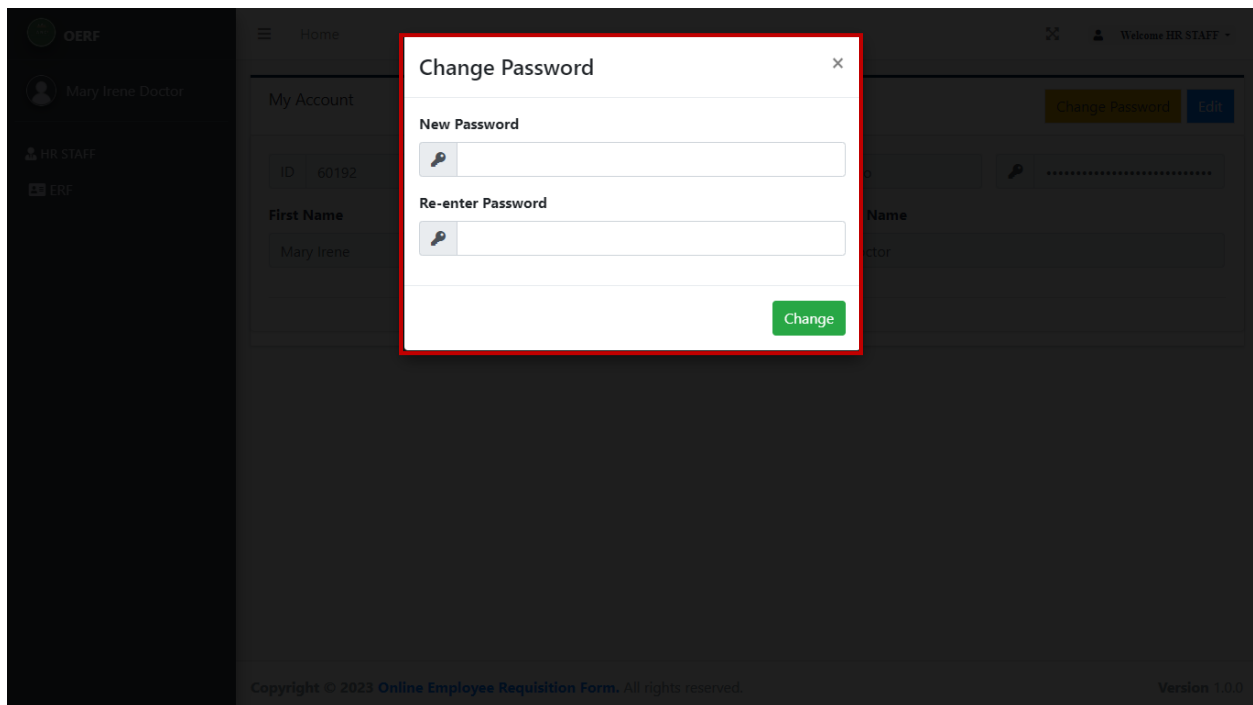
Close

Save changes

My Account

The screenshot displays the 'My Account' page of the Online Employee Requisition Form (OERF) system. On the left is a dark sidebar with the OERF logo and the user's name, Mary Irene Doctor. The main content area has a header with a 'Home' link and a 'Welcome HR STAFF' message. Below this, the 'My Account' section contains several input fields: ID (60192), User Type (HR STAFF), Email (mdoctor@ancgroup.co), and a masked password. The name fields are split into First Name (Mary Irene), Middle Initial (empty), and Last Name (Doctor). In the top right corner of the account section, there are two buttons: 'Change Password' (highlighted with a red box) and 'Edit' (highlighted with a blue box). At the bottom of the page, there is a copyright notice for 2023 and the version number 1.0.0.

In the My Account module, users can access their account credentials and make changes if needed. To change the password, the user can simply click on the "Change Password" button. This will allow them to input their desired new password and confirm it by re-entering it. Once the new password has been entered and confirmed, the user can click the "Change" button to finalize the password change.



If the user wishes to update their credentials, they can easily do so by clicking the "Edit" button. This will enable them to make necessary changes to their credentials. Once the editing of credentials is completed, the user can click the "Edit" button again to confirm the changes and update their credentials accordingly.

