TERMS OF REFERENCE

Improving the PNPs Administrative Efficiency through Information and Communications Technology: PNP Human Resource Management Information System (HRMIS)

Version 12.0
February 3, 2017

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### KEY TERMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ABC</td>
<td>Approved Budget Cost</td>
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<tr>
<td>COTS</td>
<td>Commercial-Off-The-Shelf</td>
</tr>
<tr>
<td>DICT</td>
<td>Department of Information and Communications Technology</td>
</tr>
<tr>
<td>DICTM</td>
<td>Directorate for Information and Communications Technology Management</td>
</tr>
<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
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<tr>
<td>HRMIS</td>
<td>Human Resource Management Information System</td>
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<tr>
<td>ITMS</td>
<td>Information Technology Management Service</td>
</tr>
<tr>
<td>KRA</td>
<td>Key Result Areas</td>
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<tr>
<td>LAN</td>
<td>Local Area Network</td>
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<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
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<tr>
<td>PLP</td>
<td>Principal Product Provider</td>
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<tr>
<td>PNP</td>
<td>Philippine National Police</td>
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<tr>
<td>PRP</td>
<td>Partner Product Provider</td>
</tr>
<tr>
<td>QCPD</td>
<td>Quezon City Police District</td>
</tr>
<tr>
<td>WAN</td>
<td>Wide Area Network</td>
</tr>
</tbody>
</table>
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1 INTRODUCTION

1.1 EXECUTIVE SUMMARY

The Philippine National Police (PNP) has included as part of its Key Result Areas (KRAs), the Human Resources Management and Development. To achieve this KRA, the PNP seeks to initiate policy reforms in human resource development and improve the human resources management systems including staffing, recruitment and selection, personnel administration, career development and promotion, police remuneration, police education and training, performance monitoring and evaluation, and police discipline.

In order to meet its vision of evolving into a highly capable, effective and credible police service in the next 14 years, the PNP recognizes the need to improve its Logistics Management, Payroll, Pension, Personnel Administration, and Personnel Clearance Systems to help the organization work efficiently and effectively.

To date, the PNP maintains 87 disparate information systems, 46 of which are used to support administrative units and offices nationwide. Likewise, it also maintains islands of disconnected local area networks within Camp Crame with combined annual internet subscription cost of more than Php6 million.

To address this, the Directorate for Information and Communications Technology Management (DICTM) through the Information Technology Management Service (ITMS) initiated the conceptualization of the PNP Human Resource Management Information System (PNP HRMIS). It will initially integrate the five (5) mission critical systems of the PNP namely: the Personnel Accounting Information System and the Personnel Clearance System of the Directorate for Personnel and Records Management, Salary System of the Finance Service, Logistics Information Management System of the Directorate for Logistics, and the Pension System of the Police Retirement Benefits Service. HRMIS project also includes provision of the establishment of a robust and reliable network connectivity within Camp Crame up to the Quezon City Police District (QCPD).

The PNP Campus Network shall interconnect the existing disparate local area networks of PNP units/offices within Camp Crame. It shall facilitate sharing of IT resources and applications, as well as integrate voice, data and video communication. It shall provide access to PNP databases, unified internet access and centralized network management to the entire PNP camp. It also has a provision to establish a network infrastructure within Camp Crame up to QCPD.

The PNP HRMIS shall incorporate the following features:

- Secured and Transparent Transactions, wherein there will be a single sign on and audit trail of every transaction;
- Connected Workflow and Organizational Processes, which ensures a single organizational process across the PNP organization;
- Executive Level of Reporting and Analysis, which gives single data source and single reporting environment nationwide, and generates reports and provide predictive analysis anytime, anywhere;
2 PROJECT OBJECTIVE

2.1 General Objective

The main objective of the HRMIS project is to develop an integrated system that aims to provide accurate, standard procedures and reports on human resource, which shall be used by the decision makers to come up with a sound strategy related to personnel administration, personnel clearance, payroll, logistics management, and pension. It includes the provision of a network infrastructure within Camp Crame up to the QCPD to ensure reliable and real-time delivery of information to the internal stakeholders of the PNP organization.

2.2 Specific Objectives

The project aims to provide the following:

Human Resource Management Information System (HRMIS)

- Executive level reports;
- Seamless and simplified organizational processes;
- Single access to information;
- Collaborative approach among units/offices;
- Improved organizational efficiency; and
- Fast and real-time information.
Campus Network with Connection up to QCPD

- Robust and reliable local area network infrastructure within Camp Crame up to the QCPD;
- Reduce work by putting up wireless base stations instead of laying cable infrastructure;
- Network Monitoring System (NMS) provided in the Network Operations Center to be established at ITMS;
- Using latest last mile technology or better, approved by DICT and also conforms with the NAPOLCOM specifications;
- Secured infrastructure using an enterprise grade firewall; and
- Reliable and resilient virtual private network for the Police Regional Office (PRO) connection.

Services

- Access to Camp Crame Free Wi-Fi;
- Centralized Internet Connection up to the QCPD;
- Virtual Private Network Connection to the PROs down to the District Offices, City Police Offices and Police Provincial Offices (PPOs);
- Network Sharing of all Existing Application and Resources; and
- Access to Integrated information system on personnel administration, personnel clearance, logistics, payroll, and pension.

3 SCOPE OF WORK

This project will be procured through a public bidding under the category of consulting services. It comprises several phases of development and implementation of the PNP HRMIS. It involves not only the provision of the software customization/development services, hardware and network with accessories but also ancillary services that are necessary to achieve the project’s objective.

It uses a three-pronged approach aimed at improving the hard, soft, and social infrastructure of the PNP organization consisting of five components, leading to the following output and outcome:

Component 1: Formulation of Policy and Training Manual
Component 2: Establishment of ICT Infrastructure
Component 3: Customization/Development of PNP HRMIS
Component 4: End-Users Training, Awareness and Change Management Program
Component 5: Efficient Project Management, Monitoring and Evaluation
3.1 General Works

1.1. Supply, install and implement Commercial Off-the-Shelf (COTS) Enterprise Resource Planning (ERP) Solution for Two Thousand Six Hundred (2,600) End-Users with Three Hundred Thousand (300,000) Self-Service Users for Active and Retired PNP personnel inclusive of one (1) Year Software Maintenance Support. The 2,600 User Licenses shall entitle PNP to the following modules and sub-modules of the Enterprise Resource Planning (ERP) Software:

1.1.1. Human Resources
- Personnel Management
- Recruitment
- Organization Structure
- Travel Management
- Time Management
- Talent Management
- Self-Service Management

1.1.2. Financial Accounting
- General Ledger
- Accounts Payable
- Accounts Receivable
- Asset Accounting
- Bank Accounting
- Cash & Liquidity Management
- Cash Journal Accounting
- Tax Accounting
- Accrual Accounting

1.1.3. Management Accounting
- Profit/Cost Center Accounting
- Internal Order Accounting
- Product Cost Accounting
- Customer and product profitability accounting
- Investment Management

1.1.4. Materials Management
- Procurement (Purchase Requisition, Purchase Order, Request For Quotation)
- Inventory & Warehouse Management
- Logistics Execution

1.1.5. Enterprise Asset Management
- Investment planning & design
- Procurement and construction
- Maintenance and operation
- Decommission and disposal
- Asset analytics and performance optimization
1.2. The customization of the Commercial-Off-The-Shelf (COTS) ERP Solution specifically for the PNP which consist of but not limited to the five functionalities: (a) Personnel Administration; (b) Personnel Clearance; (c) Logistics Management; (d) Payroll Management; (e) Retirement and Pension; and any associated sub-modules thereof as may be necessary: Detailed system requirements is hereto attached as Annex A.

- A proprietary system with superior Local Area Network (LAN) and Wide Area Network (WAN) performance, highly secured features/functionalities and uses Capability Maturity Model Integration (CMMI) methodology to ensure proper monitoring, evaluation and documentation in every phase of development; uses web-enabled workflow system available to the national headquarter offices down to the district offices, city police offices, and police provincial offices.

- Shall parallel run with the existing systems maximum of six (6) months prior its lock down.

1.3. Availability of a facility ready for the proof of concept for both software and network solution

1.4. Supply, delivery and installation of the required hardware, network infrastructure, including third party software, necessary to support the proposed HRMIS project. Detailed network requirements is hereto attached in Annex B.

1.5. Implement the COTS ERP Solution to address the following requirements of PNP:

1.5.1. Personnel Administration

- Online application for Uniformed personnel
- Online application for Non-uniformed personnel
- Employee master data administration
- Access to updated employee information for reporting and decision making
- Reports

1.5.2. Personnel Clearance

- Employee case records from date of filing up to its resolution
- Case investigator, summary hearing officer and its status
- Reports

1.5.3. Payroll

- Basic pay calculation
- Time wage type valuation
- Absence valuation
- Legal deductions (taxes, social security, loans, etc.)
- Benefits processing
- Factoring
- Reports

1.5.4. Logistics Management
1.5.5. Retirement and Pension
   - Pension and Retiree personal records
   - Computations on accumulated leave, lump-sum, gratuity, back earned pension and regular pension of retired personnel, survivors, transferees and beneficiaries
   - Reports

1.6. Provide the following Documentation Requirements:

   1.6.1. Project Management Documents
      - Project Plan
      - Project Progress Report
      - Project Meeting Minutes
      - Change Request Form
      - Problem / Issue Form

   1.6.2. Functional / Technical Documents
      - Business Requirements Document
      - Design Document
      - Test Plan, Test Scripts, Test Results, Defect Form and Summary Log
      - User Guide
      - Run Guide / Operations Guide
      - Post-Production Review

1.7. Consultant shall be prepared to present a 30-minute presentation of the solution strategy during the evaluation of technical proposal

1.8. Provide hand-holding during migration, cleansing of data and loading it into the HRMIS upon approval by the Directorate for Personnel and Records Management (DPRM)

1.9. Provide six (6) months Post-Implementation Support Services after Project Completion and Acceptance

1.10. Pass the penetration testing and vulnerability assessment conducted by the PNP or the Department of Information and Communications Technology

1.11. Other components not specified but may be necessary to the overall output of the project shall be applied by the Consultant

1.12. All equipment shall be brand new and internationally recognized. It shall be state-of-the-art technology available (not nearing end of life). Specifications shall meet the minimum standard set by the NAPOLCOM.
1.13. The performance of at least one (1) year warranty for the HRMIS project, DB service for at least one (1) year, at least three (3) years warranty for hardware and network equipment provided.

3.2 Specific Works

With respect to the above, the following specific works are expected:

1. Submission of the proposed HRMIS project management methodology for the duration of the project

Deliverable: HRMIS Project Management Documentation

2. Study and analysis with user consultations of PNP’s existing systems and its processes, its allied systems that consider screen designs, files and databases, software architecture and so forth. Existing PNP information system documentations are available for referential purposes.

Deliverables: The outputs of this work are:

   i. An Assessment Report of the existing information systems such as personnel administration, personnel clearance, logistics management, payroll, and pension in terms of functions and limitations;
   ii. The Systems Requirements Specifications (SRS) document that is to be approved by PNP’s Technical Working Group (TWG) for HRMIS before proceeding to the next phase of the project.

3. Formulation of a detailed architectural framework for the development of HRMIS and its associated systems including but not limited to their detailed application/database design, processes involved, program functions and specifications, test & quality assurance procedures, and so forth.

Deliverables: The output of this work is

   i. The proposed Architectural Framework
   ii. The Systems Design Specifications (SDS) that is to be approved by PNP’s TWG for HRMIS prior to the performance of the next step.

4. Customization, cleansing and migration, and quality testing of HRMIS using COTS ERP Solution. The Capability Maturity Model Integration methodology shall be used for this project. Walkthrough of source codes/screens/files with the system owners and user acceptance tests are the main activities of this phase.

Deliverables: Outputs to be delivered are the following:

   i. ERP Engine, Modules and Functionalities,
   ii. Customized software for HRMIS,
   iii. Cleansed database,
   iv. Program documentations and,
v. Test results which become the basis of approval to proceed to the next phase of the project.

5. Creation of a new database to handle HRMIS information requirements, cleansing and migration of existing databases and standalone DB testing constitutes the activities for this phase.

Deliverables: Outputs are

i. Printed reports/documents showing snapshot contents of the database,
ii. Its conceptual, logical, physical design/schema, and
iii. Certified diagnostic tests showing its low/average/peak performance figures.
iv. Performance-tuned database according to the industry best practices and aligned with PNP-metrics.

6. Migration of HRMIS and its associated systems to hardware production systems provided by the vendor. Should hardware and its corresponding systems software not be able to meet the standards and specifications as required by the project, the vendor will be responsible for their upgrades and do not constitute as PNP’s responsibility.

Deliverables: Output is

i. The proof of the successful completion of the activity.
ii. The IT equipment, i.e. servers, storage, etc., that will host the completed system.

7. Conduct of integration tests for all the five functionalities (personnel administration, personnel clearance, logistics, payroll, retirement and pension), associated systems, files/databases, linkages, including existing IT systems, if necessary.

Deliverables:

i. The successful operation of all systems simultaneously becomes the output of this phase with a certification issued by the TWG as to its availability, efficiency, optimum performance and security according to the metrics to be set by PNP.

8. Training of PNP personnel, users and stakeholders in the concepts / usage / administration / maintenance of the HRMIS, which includes database administration, security administration, network and systems administration, basic hardware installation and troubleshooting, manual processes/procedures/policies.

Deliverables: Outputs are

i. Training syllabi and materials.
ii. Certificates issued to participants.
iii. Technical certification of at least one (1) for each technical expertise (DB, Security, Network, Hardware, Software development, Project Management)
iv. Course & Instructor evaluations made by the participants.

v. Job shadowing/versioning of documents/manuals (project management)

9. Hand-holding with PNP (in terms of manpower & services) with regard to its deployment for a period of at least three (3) months after HRMIS final system acceptance and deployment. This is to assure PNP that the system operates as expected.

Deliverables: The output of this phase is

i. A certification issued by PNP confirming its satisfactory acceptance of the HRMIS.

ii. A legal document guaranteeing hand-hold support to PNP for three (3) months the day after acceptance & deployment.

iii. Recovery disks for HRMIS reinstallation

4 PROJECT DURATION

The project’s duration shall not be more than twelve (12) months. Extending the project will subject the Consultant to penalties and surcharges (as stipulated in RA9184) unless the fault is attributable to the PNP. The Consultant is expected to follow the scheduled delivery strictly.

5 MANDATORY TECHNICAL REQUIREMENTS/QUALIFICATIONS

5.1. The Consultant should be in the business of software development for at least three (3) years with at least three (3) completed and accepted combined network and software projects that are similar in nature with the HRMIS project.

5.2. The Consultant, if necessary, shall partner with other companies in providing all the necessary products and services in the proposed solution. There will be three categories: Principal Product Provider (PLP), Partner Product Provider (PRP), and Original Equipment Manufacturer (OEM). Certification is required.

5.3. PLP shall act as the principal bidder and as the overall systems integrator while the PRP is a set of companies that supports the PLP’s terms, products, manpower and services. All partners shall be declared in their bid proposal.

5.4. PLP shall be a partner/distributor of the OEM of the devices which has been in the market of at least 3 years. Certification is required

5.5. PLP shall get a certification of support in terms of product, services and manpower from the OEM, dated and not expiring within the year of bid
submission and project duration. Certification is required from any of their local or global offices.

5.6. The PLP shall be in the business of software development or as system integrator for at least three (3) years with at least three (3) combined, completed and accepted software development projects that are similar in nature with the HRMIS project. Certification is required.

5.7. The PLP shall submit a certification authorized to sell and implement the proposed solution to be delivered.

5.8. The PLP shall ensure that all software components of the proposed solution shall be a Commercial Off-the-shelf Software (COTS) and at least three (3) years old in the market, starting from the Bid Submission Date indicated in the Bidding Document.

5.9. The PLP shall ensure that project uses a platform/software at least within the 2014 Leaders’ Quadrant according to studies by IDC, Gartner or Forrester for Enterprise Resource Planning (ERP) Solution.

5.10. The PLP shall be able to ensure that the project supports all relational DBMS engines, NoSQL and all major operating systems.

5.11. The PLP’s project solution shall support connectivity and access to data stored in relational DBMS engines and NoSQL.

5.12. The PLP’s solution shall be optimized to run an enterprise-grade system. This capability shall have been available in the market for at least three (3) years, starting from the Bid Submission Date.

5.13. The PLP’s solution shall support interfaces to common packaged applications via the standard application interfaces provided.

5.14. The PLP shall have a similar network infrastructure project working with the Philippine government that is running for more than a year.

6  APPROVED BUDGET

The approved budget for the project is Fifty-Six Million Pesos (Php56,000,000.00 inclusive of engineering and installation material and services, delivery, incidental expenses, VAT and other government taxes.

7  WARRANTIES/GUARANTEES

1. Software – at least 1 year license coverage, starts upon delivery and installation.
2. Network and Hardware Support – at least 3 years warranty in parts and labour upon acceptance, onsite 24x7x365

3. DB Services – at least 1 year license coverage, starts upon delivery and installation

4. Implementation Services – at least 1 year license coverage with 2,600 users and 300,000 self-service users access for active and retired PNP personnel

5. Technical Support – local 24x7x365 online/onsite support for at least 3 years

6. Onsite Support – within 2 hours from receipt of notice, spare parts ready if necessary

7. Supply of spare parts – availability of parts shall be within 24 hours

8. Provision of service units if repair will exceed 1 day

9. PLP shall provide a testing facility for functionality demonstration or staging purposes

10. Certifications by the PLP and OEM that all equipment to be supplied are new and unused. Certifications required from OEM/Manufacturer local office.

8 TRAINING

8.1 Stakeholder’s Training

The project supports the capacity building for top-level managers, trainers, developers, network/systems/database/security administrators, hardware maintenance and troubleshooting. Training for a minimum of 25 persons for the following category:

1. Top-Level Management – designed for the PNP Executives (Command Group, D-Staff, P-Staff, D, NSUs and RD, PROs). Expected output is the HRMIS Executive Manual.

2. Trainers – specifically for the trainers of the HRMIS to ensure the continuous training to end-users. Expected output is the Trainers Manual.

3. Developers (frontend/backend) - trainings designed for the programmers and system analysts aims to ensure continuity and smooth implementation of the operation. A development team will be created that will respond to the system related concerns of HRMIS especially the development of additional processes that were not covered by the initial customization. Expected outputs are Systems Manual or the Developers Training Manual and System Code.

4. Network/Systems/Database/Security Administrators - training designed for administrators of the HRMIS to ensure 24x7x365 monitoring of the services as well
as prompt response as needed. Expected output is network/systems/database/security administration manual.

5. End-users - trainings designed for the users of the system or the encoders. Expected output is end-users manual.

8.2 Special Technical Training for ITMS Personnel for technology transfer

Technical certification of at least one (1) for each technical expertise for Database, Security, Network, Hardware, Software Development, and Project Management

9 MANPOWER

The proposed project team shall be composed of experts and specialists as indicated in the table below. The roster shall include a minimum of 11 distinct physical persons. There shall be no overlapping of functions. In this respect, the persons’ names and functions shall be explicitly specified. However, the PLP has the option to add more personnel depending on his work strategy. The curriculum vitae shall be signed by the person.

They will closely collaborate and coordinate with the project management team of the PNP.

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>ROLE/QUALIFICATION</th>
<th>MIN. NO.</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>Point person for issues and concerns about the contract &amp; deliverables</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>With project management experiences of at least three (3) years. Project Management certification or training, and five (5) year experience is required.</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>Person responsible for the execution of the project</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>With project management experiences of at least three (3) years. Project Management certification or training, and five (5) year experience is required.</td>
<td></td>
</tr>
<tr>
<td>Business Analyst</td>
<td>Person in charge of analyzing the existing business processes and formulating solutions thereof.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>At least five (5) years of experience in architecting &amp; software development &amp; architecting.</td>
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<tr>
<td></td>
<td>With CS/IT Degree, OEM certified or equivalent</td>
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</tr>
<tr>
<td>Software Architect</td>
<td>Person in charge of HRMIS architecture &amp; structural design.</td>
<td>1</td>
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TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Count</th>
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<tbody>
<tr>
<td>Systems Analyst</td>
<td>Person in charge of HRMIS program specifications.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>At least three (3) years of experience in systems analysis &amp; design.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>With CS/IT Degree, OEM certified or equivalent.</td>
<td></td>
</tr>
<tr>
<td>Database Specialist</td>
<td>Person in charge of installing, administering, maintaining &amp; performance tuning RDBMS databases.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>At least three (3) years of experience in RDBMS databases.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>With CS/IT Degree, OEM certified or equivalent.</td>
<td></td>
</tr>
<tr>
<td>Programmers</td>
<td>Person in charge of customization of COTS HCM Software, interface programs, linkage programs development, coding &amp; testing.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>At least three (3) years of experience in software development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>With CS/IT Degree, OEM certified or equivalent.</td>
<td></td>
</tr>
<tr>
<td>Network Specialist</td>
<td>Person in charge of the establishment of the network infrastructure, vertical and horizontal cabling and any associated devices.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>At least three (3) years of experience in network set-up &amp; configuration, and performance tuning.</td>
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<tr>
<td></td>
<td>With certifications as appropriate from OEM.</td>
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<tr>
<td>TOTAL (minimum physical count)</td>
<td></td>
<td>11</td>
</tr>
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10 REQUIRED EQUIPMENT SPECIFICATIONS

<table>
<thead>
<tr>
<th>IT Equipment</th>
<th>Minimum Specifications</th>
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<tbody>
<tr>
<td>A. Wireless Devices</td>
<td></td>
</tr>
<tr>
<td>a.1 Point-to-Point Backhaul</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-710 (II-D)</td>
</tr>
<tr>
<td>(Base Station)</td>
<td></td>
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</tbody>
</table>
 TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

<table>
<thead>
<tr>
<th>a.2 Point-to-Point Backhaul (CPE)</th>
<th>Minimum: Refer to NAPOLCOM Resolution 2009-710 (II-D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.3 Access Point</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-710 (II-A)</td>
</tr>
<tr>
<td><strong>B. Core/Distribution/Access Devices</strong></td>
<td></td>
</tr>
<tr>
<td>b.1 Router Switch</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-710 (II-I)</td>
</tr>
<tr>
<td>b.2 Firewall</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2012-256</td>
</tr>
<tr>
<td>b.3 Network Switch</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2013-320</td>
</tr>
<tr>
<td>b.4 LAN Cabling</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-699</td>
</tr>
<tr>
<td>b.5 42U Rack Cabinet</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-709 (Item 6)</td>
</tr>
<tr>
<td>b.6 UPS</td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-653</td>
</tr>
<tr>
<td><strong>C. Enterprise Server</strong></td>
<td>Minimum: Refer to NAPOLCOM Resolution 2016-648</td>
</tr>
<tr>
<td><strong>D. Standard Server</strong></td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-654</td>
</tr>
<tr>
<td><strong>D. LAN Cabling (Fiber Optic)</strong></td>
<td>Minimum: Refer to NAPOLCOM Resolution 2009-699</td>
</tr>
<tr>
<td><strong>E. Desktop Computer</strong></td>
<td>Minimum: Refer to NAPOLCOM Resolution 2015 - 055</td>
</tr>
<tr>
<td><strong>F. Laptop</strong></td>
<td>Refer to NAPOLCOM Resolution 2015 - 061</td>
</tr>
<tr>
<td><strong>G. VPN Router</strong></td>
<td>Refer to NAPOLCOM Resolution 2009 – 710 (II-S)</td>
</tr>
</tbody>
</table>

**11 REQUIRED FEATURES & FUNCTIONALITIES**

<table>
<thead>
<tr>
<th>FEATURES/FUNCTIONS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Secured and Transparent Transactions | Single Sign On (SSO) and maintains audit trail of the transaction history  
Security facilities to safeguard the system against illegal and unauthorized users. |
| Connected Workflow and Organizational Processes | Ensures a single and streamlined organizational processes across the organization |
| Executive Level of Reporting and Analysis | Gives single data source and single reporting environment nationwide, generates reports and provides predictive analysis anytime, anywhere |
### TERMS OF REFERENCE VERSION 12.0

PNP Human Resource Management Information System (HRMIS)

<table>
<thead>
<tr>
<th>Common Self-Service Access</th>
<th>There will be a unified common entry point only for authorized personnel to ensure confidentiality, integrity and availability.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A module that enables users and executives to select the services they require.</td>
</tr>
<tr>
<td></td>
<td>Screen forms that request important transaction information. They can be filled-up electronically. An option to print the prescribed form is also available.</td>
</tr>
<tr>
<td></td>
<td>Supports multimedia input formats: video, image, audio, text, etc.</td>
</tr>
<tr>
<td></td>
<td>A system to submit electronic forms along with the necessary scanned attachments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24x7x365 Real-Time and Fast Information available anytime, anywhere</th>
<th>Ensures availability of information anytime anywhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>User-Friendly Screen Designs</td>
<td>Interface that closely adheres to existing systems’ designs</td>
</tr>
<tr>
<td>Network management</td>
<td>Interface that closely monitors the network traffic within Camp Crame</td>
</tr>
</tbody>
</table>

#### 12 CONCEPTUAL DESIGN

![Conceptual Design Diagram](image-url)

This document is confidential. Written permission from the PNP Information Technology Management Service (ITMS) shall be secured to produce copies only for the purpose it is intended.
Reliable and resilient local area network connection will be established within Camp Crame up to the QCPD. The internet connection services will be provided within Camp Crame through the iGov project with a redundant internet service subscription. Units and offices within the camp will use the HRMIS using the local area network while other regional offices shall access the system through a secured virtual private network.

Main Distribution Facility (MDF) shall be at the ITMS. HRMIS servers will be housed at the ITMS headquarters office while there will be a backup MDF at the NHQ for redundancy. There will also be a Network Management/Operations Center to properly administer and manage network traffic.

All activities starting from the mobilization up to the demobilization shall be properly documented. Policies shall be revisited and formulated to ensure alignment with the policies and standards of the PNP relative to human resource management.

Full delivery of the project will be dependent on the compliance of PLP as highlighted in this Terms of Reference.

With the development of PNP HRMIS and establishment of the Campus Network, the PNP shall have an integrated Information System on personnel administration, personnel clearance, payroll, logistics, and retirement and pension into one centralized system.

The HRMIS is design to access personnel records in real-time across the organization. It enables fast and reliable exchange of information among the units and offices nationwide.

HRMIS monitors the progress of a personnel’s career in the organization, starting from recruitment up to retirement from the service.

It shall provide the users the capability to update personnel records in real time and will allow PROs to have timely access to the system thus eliminating delays and redundancy.

PNP Offices situated in Camp Crame shall have the capability to access the PNP HRMIS securely through a wired and wireless network while the Police Regional Offices down to the district offices, city police offices, and police provincial offices may access the system through a secured Virtual Private Network.
13 PROPOSED SCHEDULE OF ACTIVITIES

The HRMIS project shall be implemented with the following target dates per milestone. This shall also be the basis of the progress billing. The final dates shall be specified during the finalization of the Project Plan. It is important to note that any movement to the said schedule must be supported by a change request. Applicable charges may be billed to the PLP for changes to the schedule.

<table>
<thead>
<tr>
<th>MILESTONES</th>
<th># OF CALENDAR DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Preparation and Mobilization</td>
<td>30 calendar days upon receipt of notice to proceed</td>
</tr>
<tr>
<td>Delivery of Hardware/Network Equipment</td>
<td>60 calendar days upon receipt of notice to proceed</td>
</tr>
<tr>
<td>Establishment of ICT Infrastructure</td>
<td>120 calendar days upon receipt of notice to proceed</td>
</tr>
<tr>
<td>Migration and Development of HRMIS</td>
<td>240 calendar days upon receipt of notice to proceed</td>
</tr>
<tr>
<td>Training and Change Management</td>
<td>60 calendar days upon completion of development of HRMIS and establishment of ICT infrastructure</td>
</tr>
<tr>
<td>Project Closure and Acceptance</td>
<td>300 calendar days upon receipt of notice to proceed + 60 calendar days</td>
</tr>
</tbody>
</table>
The periods indicated in the above table aims to provide target dates only and does not illustrate the actual deployment of consulting services.

The PLP shall deploy the following consultants as described in their project role and competency. Their presence in the project location shall be managed and monitored by the project manager including the frequency. Remote administration and access at any point of the project may be performed and with permission of the project sponsor.

All of the PLP’s consultants shall be working in full time equivalent to the duration of the project.

14 PAYMENT SCHEME

Payment is progress billing. Progress payments are subject to 5% retention referred to as the “retention money” and shall be due for release upon final acceptance of the project.

The advance payment equivalent to 15% of the contract price in Philippine peso shall be made within 60 days after the effective date of the contract. The advance payment shall be made only upon the submission to and acceptance with the procuring entity of an irrevocable stand by letter of credit issued by an entity acceptable to the agency and of an amount equivalent to the advance payment.

<table>
<thead>
<tr>
<th>MILESTONES</th>
<th>ACCEPTANCE CRITERA</th>
<th>PERCENTAGE BILLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Preparation and Mobilization</td>
<td>Project Management Documentation Assessment Report System Requirements Specifications Project Charter Project Team and Training Manual</td>
<td>15%</td>
</tr>
<tr>
<td>Delivery of Hardware and Network Equipment</td>
<td>Hardware specifications conformity form Delivery Receipts</td>
<td>15%</td>
</tr>
<tr>
<td>Establishment of ICT Infrastructure</td>
<td>Network Connectivity Plan Test Evaluation Form</td>
<td>12%</td>
</tr>
<tr>
<td>Migration and Development of HRMIS</td>
<td>Data Migration Plan Systems Design Specifications Modules and Functionalities Customized Software</td>
<td>25%</td>
</tr>
</tbody>
</table>
### Training and Change Management

- Training and Change Management Plan
- Training syllabi and materials
- Course and Instructor evaluations made by the participants
- Job shadowing/versioning of documents/manuals

<table>
<thead>
<tr>
<th>Training and Change Management</th>
<th>15%</th>
</tr>
</thead>
</table>

### Project Closure and Acceptance

- Go Live Certificate
- Proof of successful completion
- Recovery disks
- Guarantee Certificate of Acceptance
- Full Documentation

<table>
<thead>
<tr>
<th>Project Closure and Acceptance</th>
<th>13%</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>95%</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>(Plus 5% Retention Money)</td>
<td></td>
</tr>
</tbody>
</table>

## 15 PNP OPTION

The PNP upon the recommendation of the TWG has the right to test, evaluate and accept all deliverables mentioned in the Terms of Reference.

Prospective PLP shall be a certified installer of the brand being offered and have the authority to sell, deploy, manage and provide support services for the proposed solutions issued by the OEM.

<table>
<thead>
<tr>
<th>Name of PLP</th>
<th>Signature over Printed Name of Representative</th>
<th>Date</th>
</tr>
</thead>
</table>
Annex A

System Requirements Specifications

1.1. PERSONNEL ADMINISTRATION

1.1.1. System shall be able to provide online application for applicants of non-uniformed and uniformed positions
1.1.2. System shall be able to provide/generate list of recruits.
1.1.3. System shall be able to allow validation of whether the applicant has an existing record in the PNP personnel database and if the applicant is eligible for hiring or not.
1.1.4. System shall be able to capture the health record of newly recruited PNP personnel (i.e. Neuro-Psychiatric, Medical/Physical, Dental Examinations and Drug Test, etc.)
1.1.5. System shall be able to generate / issue an Appointment Order based on the order of merit to formalize the hiring process, DBM Salary Budget Request, and Land Bank Payroll Account Creation Request.
1.1.6. System shall be able to generate a full listing of new personnel appointments according to at least the following:
   - User definable sort fields
   - Status of Appointment
     - Project-Based/Contractual
     - Temporary
     - Permanent
   - By uniformed and non-uniformed personnel
   - By entry date
   - By salary grade/rank
   - By office, unit
1.1.7. System shall be able to create, capture and maintain a comprehensive and complete profile of PNP personnel (uniformed and non-uniformed)
1.1.8. System shall be able to generate unique PNP Account Number and badge number for new PNP personnel hired
1.1.9. System shall be able to capture mode of entry of PNP Uniformed Personnel (e.g. PMA, PNPA, Lateral Entry, etc.)
1.1.10. System shall be able to maintain the following fields for PNP personnel personal details, such as but not limited to:
   - PNP ACCOUNT NUMBER (system assigned)
   - SURNAME, FIRST NAME, MIDDLE NAME, NAME EXTENSION (SUFFIX / QUALIFIER)
   - ALIAS / FORMER NAME (If any)
   - RANK / SALARY GRADE (Item No. ( for NUP)
   - SALARY STEP INCREMENT
   - BADGE NUMBER
   - BIRTHDATE
   - BIRTH PLACE
   - SEX/GENDER (cross-reference against salutation) - drop down list
   - CIVIL STATUS
   - CITIZENSHIP (Built)
TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

- HEIGHT
- WEIGHT
- BLOOD TYPE
- RELIGION – drop down list
- HAIR COLOR
- EYE COLOR
- ETHNIC GROUP
- IDENTIFYING MARKS
- GSIS #
- BUSINESS PARTNER NUMBERS
- PAG-IBIG #
- PHILHEALTH #
- SSS #
- RESIDENTIAL ADD (WITH ZIP CODE)
- PERMANENT ADD (WITH ZIP CODE)
- PROVINCIAL ADDRESS (WITH ZIP CODE)
- CONTACT # (LANDLINE/MOBILE PHONE)
- Official Personal EMAIL ADDRESS (PNP email)
- AGENCY EMPLOYEE NO.
- AGENCY EMPLOYER NO.
- PNP I.D. NO.
- TIN #
- FATHER’S SURNAME
- FATHER’S FIRST NAME
- FATHER’S MIDDLE NAME
- MOTHER’S FULL MAIDEN NAME
- EDUCATIONAL BACKGROUND
  o NAME OF SCHOOL
  o DEGREE COURSE
  o YEAR GRADUATED
  o INCLUSIVE DATES
  o VOCATIONAL
  o NAME OF SCHOOL
  o YEAR COMPLETED
  o INCLUSIVE DATES
  o SCHOLARSHIP
  o ACADEMIC HONORS
- ELIGIBILITY
  o NAME OF ELIGIBILITY
  o RATING
  o DATE OF EXAM
  o PLACE OF EXAM
  o LICENSE # (IF APPLICABLE)
- WORK EXPERIENCES
  o SALARY GRADE
  o STEP INCREMENT
  o BASE PAY
  o LONGETIVITY PAY

1.1.11. System shall be able to capture emergency contact information, such as but not limited to:
  - Next of kin (name)
1.1.12. System shall be able to provide / generate individual PNP Identification Card and Dependent according to required specifications.

1.1.13. System shall maintain the following fields on the spouse and family details for PNP personnel. System shall be able to maintain multiple records for spouse and child information (not limited to 1 record)

- SPOUSE’S SURNAME, FIRSTNAME, MIDDLE NAME
- SPOUSE’S OCCUPATION
- SPOUSE’S EMPLOYER, OFFICE ADDRESS (If any)
- SPOUSE’S HOME ADDRESS/RESIDENTIAL/PERMANENT
- SPOUSE’S MOBILE NO. & CONTACT #
- NAME OF CHILD (WITH DATE OF BIRTH – system to auto calculate the age)
- GENDER OF CHILD/REN
- CONTACT NO/S OF CHILD/REN
- Checkbox for legitimate or adopted children
- Child education level
- Handicapped checkbox (e.g. mentally or physically incapacitated, etc.)
- Spouse SSS, HDMF, PhilHealth number and BIR TIN
- Number of registered children (system auto generate)

1.1.14. System shall be able to integrate with the PNP’s existing Document Management System (DMS)

1.1.15. System shall be able to attach scanned objects and multiple types of document to each PNP personnel profile, including but not limited to the following:

- PNP personnel’s photograph
- Biometrics
- Signature
- Other images (e.g. promotion orders, BIR ITR, SALN, passport ID, RCA order, attestation/KSS)

1.1.16. System shall be able to define employment type (permanent, temporary, etc.) in creating a new PNP personnel profile

1.1.17. Based on employment type, system shall be able to capture appropriate / relevant information based on employment type (e.g. all fields for permanent PNP personnel, selected fields for temporary staff, etc.)

1.1.18. System shall maintain at least the following fields for PNP personnel qualifications:

- List of academic qualification(s) and respective institutions
- List of mandatory, specialized, competency training(s), courses, seminars, etc.
- List of eligibilities, rating, date, license number, license date of release, SLL/rank
- List of awards, commendations, etc.
- Individual performance evaluation rating (PGS related documents/compliances)
- Annual physical examination results (uniformed and non-uniformed), annual physical fitness test result,
- F/As records of uniformed personnel
TERMS OF REFERENCE

VERSION 12.0

PNP Human Resource Management Information System (HRMIS)

- Years of work experience as of date joined (based on manually keyed in)
- Employment history (previous company(s), position(s) / experience)
- Professional membership(s) (if any)

1.1.19. System shall be able to maintain PNP personnel movement detail information fields as the following:
- Movement Type such as New Hiring, Appointment, Promotion, Designation, Retirement, Attrition, Dismissal, Assignment, Reassignment, Detail, Reinstatement, Insurance Coverages
- Movement start date
- Movement end date
- Reason for movement
- Salary Grade, Step increment, Longevity pay, Salary adjustment
- Employment Type (e.g. Permanent, Temporary, etc.)
- PNP personnel classification (Police Commissioned Officer, Police Non-commissioned Officer, Non-uniformed Personnel)
- New/Current Position
- New/Current PNP Office/Unit
- Indicator for active and retired PNP personnel
- Source of Commission
- Authority
- Case Monitoring Database of Personnel who were promoted (their status)

1.1.20. System shall be able to generate / issue Orders for Approved PNP personnel movement/transactions (uniformed and non-uniformed personnel)

1.1.21. System shall be able to generate personnel movement reports

1.1.22. System shall be able to provide Organizational Structure module for PNP personnel (uniformed and non-uniformed)

1.1.23. System shall be able to meet PNP’s process for Key Position Application (for Third Level Key Positions)

1.1.24. System shall be able to record a chronological history of PNP personnel's job history and career progression with details of any changes e.g. rank, salary grade, step increment, designation, salary, PNP office/unit assignment and reassignment, chain of command, etc.

1.1.25. System shall be able to maintain the PNP personnel leave records and be able to generate:
- Individual breakdown of leave credits
- Types or kinds of leave enjoyed
- Leave with pay/without pay
- List of personnel who went on a specified leave on a specific period

1.1.26. System shall hall be able to accommodate online application for personnel transaction, such as but not limited to:
- Application for Issuance of ID cards
- Application for Leave
- Application for Issuance of Service Record

1.1.27. System shall be able to generate personnel accounting report, such as but not limited to:
- Station List
- Territorial Strength
- Gender Profile
TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

- Senior Lineal List
- Gains and Losses

1.1.28. System shall be able to compute the length of service of PNP personnel in order to determine:
   - List of personnel who will receive RCA
   - List of personnel who will receive LP
   - List of personnel who will be allowed for optional retirement
   - List of personnel who will be issued Long Service Medals

1.1.29. System shall be able to include automatic implementation of Step Increment

1.1.30. System shall be able to search for PNP personnel record based on unique fields or any combination of fields, for example:
   - PNP Account Number, Badge Number, Item Nr, etc.
   - Full name or part of PNP personnel name
   - Office / Unit / Division, etc.
   - Salary grade, rank, Item Nr, etc.
   - Position, designation, etc.

1.1.31. System shall be able to maintain PNP personnel date specification such as the following but not limited to:
   - Date entered service / Date appointed
   - Date of promotion / demotion
   - Date retired (optional, compulsory, posthumous)
   - Date resigned
   - Date dismissed
   - Date reinstated

1.1.32. System shall be able to integrate with the ePGS system
   - Basic eLearning
   - Advance eLearning
   - Proctor’s Name
   - Date Taken
   - Place

1.1.33. System shall be able to generate KSS for appointment, employment, promotion

1.1.34. System shall be able to generate PNP PDS and CSC PDS

1.1.35. System shall be able to provide all relevant data for promotion process, including but not limited to the following:
   - PNP personnel profile data
   - Individual Performance Evaluation Rating/Individual Performance Commitment and Review (Final Rating only)
   - Personal development plan (specialization eligibility)
   - Evaluation, current and previous work experience
   - Training and academic achievements
   - Awards, commendations, etc.
   - Cases, disciplinary issues (Clearances)
   - Service Record
   - Medical / PFT

1.1.36. System shall be able to generate alerts for major milestones such as appointment, promotion, retirement, birthdays, etc. and produce a list of the staff meeting these criteria for Administrative action.
1.1.37. System shall be able to maintain the following payroll information field for PNP personnel and if applicable, the corresponding allottee(s):
- ATM account number
- Bank / branch (drop down list)
- Basic salary

1.1.38. System shall be able to generate an automatic alert, when fixed allowance expires, for HR action, if necessary

1.1.39. System shall be able to interface / integrate with other modules to provide additional PNP personnel information on demand:
- Full list of benefits and medical history
- List of training and development undergone by PNP personnel and competencies gained
- List of awards, commendations, etc.
- List of criminal and administrative cases, etc.
- List of accountabilities (i.e. firearms, communications equipment, vehicle, etc.)
- PNP personnel appraisal and corresponding career progression

1.1.40. System shall have the capability to record and generate reports of trainings/seminars conducted by other agencies.

1.1.41. System shall be able to generate general orders, letter orders, special orders such as but not limited to leave orders, appointment orders, promotion orders

1.1.42. System shall be able to capture all resignations, retirements, etc. and perform the appropriate calculations of benefits (i.e. leave credits, etc.) to be given to the PNP personnel based on the separation policies.

1.1.43. System shall be able to integrate with Payroll module in order to:
- Withhold payment of salary and other benefits depending on the conditions of resignation, attrition, etc.
- Withhold payment of salary and other benefits in case of issuance order of suspension, order of dismissal, confirmation of drop from rolls, etc.
- Withhold payment of salary and other benefits in the event the PNP personnel owes the agency money e.g. service bond not served, accountability not surrendered, etc.

1.1.44. System shall be able to maintain records of agency assets allocated to PNP personnel with information such as the following:
- Type of asset (e.g. firearms, vehicle, communications equipment, etc.)
- Issuance Date
- Place of Issuance
- Turned-in Date (if applicable)
- Expiration Date (if applicable)
- Serial number
- Asset value

1.1.45. System shall allow users to drill down on other information pertaining to PNP personnel from the PNP personnel’s master personal screen without the need to go back to the menu to launch the required screen

1.1.46. System shall be able to capture married PNP personnel who are both claiming the same additional exemptions
1.1.47. The system shall compute the annual tax due of all taxable PNP personnel in the last quarter (4th) of the year, an ideal period for Year-End Adjustment to arrive at zero-out or “tax due equals tax withheld” under substituted filing.

1.1.48. The system shall allow each PNP personnel to access their individual financial data through ‘online viewing of payslip’.

1.1.49. System shall be able to generate ad-hoc queries/views/reports as required for decision making (e.g. number of personnel with minimum Net Take Home Pay (NTHP))

1.1.50. System shall be able to configure what fields / information to be displayed in the drill-down feature from the PNP personnel’s master personal screen to other modules’ detailed information

1.1.51. System shall be able to maintain all PNP personnel historical data for reinstatement or other purposes

1.1.52. System shall be able to provide agency-wide reporting and analysis without the need to do consolidation exercise

1.1.53. System shall be able to carry out reporting based on:
   - Agency-wide
   - Office / Unit
   - Salary grade / Rank
   - Orders
   - Trainings
   - Administrative Cases
   - Criminal Cases
   - Combination of categories (e.g. Salary Grade / Rank and Division, Cases and Salary Grade / Rank)
   - Initial Seniority Lineal List / Time-in Grade (Line and Technical)
   - NUP Promotion List (agency wide / by unit)
   - User-defined customized classification for ad hoc reporting

1.1.54. System shall be able to view, print and generate/download related headcount statistics (e.g. total headcount), such as but not limited to:
   - Agency-wide
   - By Office / Unit
   - By Division
   - By Salary grade / Rank
   - By Case
   - As at year to date (YTD)/current month/current year/user selection period
   - By employment type

1.1.55. System shall be able to generate listing on PNP personnel who are going to retire (at least one year before retirement)

1.1.56. Upon PNP personnel leaving and retiring from the agency, system shall be able to generate a checklist to indicate what assets need to be reclaimed from PNP personnel. If PNP personnel are unable to return asset, system shall be able to indicate the (depreciated) value of the asset to be recovered from the PNP personnel's last salary or retirement benefits.

1.1.57. System shall be able to generate certification as to pay and allowances, back pay, longevity pay, differentials, monthly pension etc. received to active PNP personnel and clearance to PNP retirees.

1.1.58. Upon PNP personnel retiring from service, system shall be able to retain all PNP personnel information, including attachment documents,
and simply reclassify the retiring PNP personnel from active to retired status.

1.1.59. Capability to provide SOPPB requirements for 3rd level promotion
1.1.60. Capability to generate projected vacancies
1.1.61. Capability to view vacancies
1.1.62. *Capability to accept online application*
1.1.63. Capability to generate list of applicants
1.1.64. Capability to view the seniority lineal list (by Rank)
1.1.65. Capability to generate Table of Organization Position
1.1.66. Capability to provide Key Position
1.1.67. Capability to generate Ad hoc reports
1.1.68. Capability to generate Qualified Officers such as but not limited to
   1.1.68.1. RDeables (Qualified for placement to Regional Director positions)
   1.1.68.2. PDeables (Qualified for placement to Provincial / City Director positions)
   1.1.68.3. By functional specialization
1.1.69. Capability to view and generate list of promotable for 3rd level position:
   1.1.69.1. List of candidates,
   1.1.69.2. Generate Profile/Credentials
      - Education
      - Trainings/Special Trainings
      - Awards and Recognitions
      - Eligibility/Functional Eligibility
      - Approved TO position from DPL
      - List of position held with inclusive dates
      - Cases (if any)
      - Time in Grade
      - Time in position
1.1.69.3. Board Interview result
1.1.70. Capability to view list of promotable PCINSP to PSUPT:
   1.1.70.1. List of qualified promotable
   1.1.70.2. Generate Profile/Credentials
      - Education
      - Trainings
      - Awards
      - Eligibility/Functional Eligibility
      - Approved TO position from DPL
      - List of position held with inclusive dates
      - Cases (if any)
      - Time in Grade
1.1.70.3. Board Interview result
1.1.71. Capability to monitor status of promotion from PO1 to PDGen***
1.1.72. Capability to generate list of personnel without eligibility
1.1.73. PER functionality
1.1.74. SOPPD
   1.1.74.1. System shall provide report on third level key positions;
   1.1.74.2. System shall be able to provide list of third level officers not occupying T.O. positions based on the current approved organizational structure;
1.1.74.3. System shall provide list of third level officers with no history of assignment, but not limited to PD/CD/COP of NCRPO;
1.1.74.4. System shall provide list of actual vacant T.O. positions for third level officers for ENTRY, EXCLUSIVE, EXCLUSIVE I, EXCLUSIVE II and so on; including those positions occupied by PSUPTs (and lower ranks) not qualified for promotion to PSSUPT; and Customizable summary report based on the criteria within the available data fields
1.1.74.5. Inclusion of the storage, security and ownership of the data to deter future problem that may arise where data becomes the property of the developer.
1.1.75. System shall be able to generate Individual Performance Card.
1.1.76. System shall be able to monitor and generate list of foreign travel of PNP personnel.
   - Inclusive Dates of Travel
   - Destination
   - Reason/Purpose
   - Authority
   - Verification from BID
1.1.77. RSD
1.1.77.1. System shall be able to generate the promotable personnel for the current year up to the next five (5) years for budget preparation and appropriation. This shall capture the following Qualification Standards (QS) of personnel qualified for promotion: (1) Time-in-Grade; (2) Education; (3) Mandatory Training; and (4) Eligibility;
1.1.77.2. System shall be able to generate the Seniority Lineal List (SLL) per rank as well the Training Lineal List (TLL) of all PNP personnel;
1.1.77.3. System shall include also the data or information on the insurance coverage/s of PNP personnel;
1.1.77.4. Firearms records of uniformed and non-uniformed personnel of the PNP;
1.1.77.5. Database of cases of personnel who were promoted and their current status/disposition for easy monitoring; and
1.1.77.6. Online viewing of payslips shall include details/information on the adjustments made on deductions on taxes, insurance coverage, loans etc.
1.1.78. System shall be able to generate Individual Scorecard with the following details:
   - Name
   - Rank
   - Position
   - Period Covered (From – To)
   - Main Activity
   - Sub-activities
   - Target
   - Accomplishments
   - Total Accomplishment
   - Cost
   - Remarks
1.1.79. MWD

1.1.79.1. System shall be able to generate list of awards and commendations given by NSUs and PROs on a monthly basis;

1.1.79.2. System shall have the capability to generate the status of application for confirmation of awards filed by personnel on a monthly basis;

1.1.79.3. System shall be able to generate list of personnel who applied for the confirmation of their awards on a monthly basis;

1.1.79.4. System shall be able to generate list of personnel who applied for conversion of their commendation to medals in a monthly basis;

1.1.79.5. System shall be able to generate list of personnel with housing on a quarterly basis;

1.1.79.6. System shall be able to generate list of personnel who avail scholarship program of the PNP on a quarterly basis; and

1.1.79.7. System shall be able to generate list of personnel who are Killed on Police Operations and Wounded in Police Operations with date of incident in a monthly basis.

1.2. PERSONNEL CLEARANCE

1.2.1. System shall be able to provide secured verification module to other law enforcement agencies and other disciplinary bodies

1.2.2. System shall be able to maintain case record information for each PNP personnel from the new, web-based PNP Personnel Clearance System of Discipline, Law and Order Division (DLOD), such as but not limited to:

- Disposition (Dismissal/Demotion/Suspension/Exoneration/Reprimand/Warning/Restricted)
- Implementing Orders
- Adjustment of Salary (Memorandum for deletion/adjustment)
- Docket Number
- Date Filed
- Nature of Offense
- Specific Offense
- Complainant
- Status (e.g. Pending, Resolved, etc.)
- Resolved (Exonerated, Convicted, Demoted, Dismissal of the Case (if complainant withdrew the case))
- Date Resolved

1.2.3. System shall generate reports related to cases of the personnel and other necessary reports

1.2.4. System shall include the Delinquency Reporting System.

- Infraction Committed
- No. of Demerit
TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

- Sanction (The PNP Attrition System)
- Non promotion for 10 years
- Lack of Mandatory Training
- Lack of Eligibility

1.3. RETIREMENT AND PENSION ADMINISTRATION
1.3.1. System shall be able to create, capture and maintain a comprehensive and complete profile of Pensioner and their beneficiaries.
1.3.2. System shall be able to generate unique Pensioner Account Number of new pensioner
1.3.3. System shall be able to maintain the following fields for Pensioner personal details, such as but not limited to:
   - PNP ACCOUNT NUMBER (In active service)
   - PENSION ACCOUNT NUMBER (system generated)
   - SURNAME, FIRST NAME, MIDDLE NAME, NAME EXTENSION (SUFFIX / QUALIFIER)
   - ALIAS / FORMER NAME (If any)
   - RANK / SALARY GRADE
   - BADGE NUMBER
   - BIRTHDATE
   - BIRTH PLACE
   - SEX/GENDER (cross-reference against salutation) - drop down list
   - CIVIL STATUS
   - CITIZENSHIP
   - HEIGHT
   - WEIGHT
   - BLOOD TYPE
   - RELIGION – drop down list
   - HAIR COLOR
   - EYE COLOR
   - IDENTIFYING MARKS
   - GSIS #
   - PAG-IBIG #
   - PHILHEALTH #
   - SSS #
   - HDMF NUMBER
   - RESIDENTIAL ADD (WITH ZIP CODE)
   - PERMANENT ADD (WITH ZIP CODE)
   - CONTACT # (LANDLINE/MOBILE PHONE)
   - EMAILADDRESS (company / corporate email)
   - AGENCY EMPLOYEE #
   - TIN #
   - FATHER’S SURNAME
   - FATHER’S FIRST NAME
   - FATHER’S MIDDLE NAME
   - MOTHER’S SURNAME
   - MOTHER’S FIRST NAME
   - MOTHER’S MIDDLE NAME
   - EDUCATIONAL BACKGROUND
     o NAME OF SCHOOL
TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

- DEGREE COURSE
- YEAR GRADUATED
- DATE OF ATTENDANCE
- SCHOLARSHIP / ACADEMIC HONORS

- ELIGIBILITY
  - NAME OF ELIGIBILITY
  - RATING
  - DATE OF EXAM
  - PLACE OF EXAM
  - LICENSE # (IF APPLICABLE)

- WORK EXPERIENCES
  - INCLUSIVE DATES
  - POSITION / TITLE
  - STATUS OF APPOINTMENT
  - NAME OF AGENCY/OFFICE/COMPANY

- SALUTATION (MR. / MS. / MRS., etc.) - drop down list
- Source of Commission
- Rank

1.3.4. System shall be able to capture emergency contact information:
  - Next of kin (name)
  - Relationship - drop down list
  - Contact number

1.3.5. System shall be able provide / generate individual Pensioner Identification Card and Dependent according to required specifications.

1.3.6. System shall maintain the following fields on the spouse and family details of Pensioner. System is able to maintain multiple records for spouse and child information (not limited to 1 record)
  - SPOUSE’S SURNAME, FIRSTNAME, MIDDLE NAME
  - SPOUSE’S OCCUPATION
  - SPOUSE’S EMPLOYER, OFFICE ADDRESS (If any)
  - SPOUSE’S CONTACT #
  - NAME OF CHILD (WITH DATE OF BIRTH – system to auto calculate the age)
  - Checkbox for legitimate or adopted children
  - Child education level
  - Handicapped checkbox
  - Spouse SSS, HDMF, PhilHealth number and BIR TIN
  - Number of registered children (system auto generate)

1.3.7. System shall be able to attach scanned objects and multiple types of document to each pensioner profile, including but not limited to the following:
  - Pensioner photograph
  - Signature
  - Certificate of No Marriage (CENOMAR), Pensioner Birth Certificate, Pensioner Beneficiary(ies) Birth Certificate
  - Other images (e.g. retirement orders, etc.)

1.3.8. System shall be able to define or identify pensioner classification (e.g. retiree, survivor, transferee, allottee, etc.) in creating a new Pensioner profile

1.3.9. System shall be able to identify mode of retirement (e.g. compulsory, optional, TPPD, posthumous, etc.)
1.3.10. System shall be able to maintain Pensioner date specification such as the following but not limited to:
- Date entered service
- Date appointed
- Date retired (optional, compulsory, posthumous)
- Date resigned
- Date dismissed / attrite
- Date reinstated
- Date of promotion / demotion

1.3.11. System shall be able to maintain the following pensioner’s payroll information field for pensioner and if applicable, the corresponding allottee:
- Pensioner ATM account number
- Bank / branch (drop down list)
- Monthly pension
- Initial Pension

1.3.12. System shall be able to search for pensioner record based on unique fields or any combination of fields, for example:
- Pensioner Account Number
- Full name or part of Pensioner Name

1.3.13. System shall be able to generate alerts for major milestones such as birthdays, Pensioner’s update, etc.

1.3.14. System shall be able to provide Pensioner’s Identification Card.

1.3.15. System shall be able to integrate with Payroll module in order to:
- Withhold payment of pension and other benefits depending on the conditions of additional claimant (beneficiary), non-pensioner's update, etc.

1.3.16. System shall allow users to drill down on other information pertaining to Pensioner from the Pensioner master personal screen without the need to go back to the menu to launch the required screen

1.3.17. System shall be able to configure what fields / information to be displayed in the drill-down feature from the Pensioner’s master personal screen to other modules’ detailed information

1.3.18. System shall be able to maintain all PNP/INP retired personnel historical data for reinstatement or other purposes

1.3.19. System shall be able to generate listing of PNP/INP pensioner (retiree, survivor, transferee)

1.3.20. System shall be able to provide reporting and analysis without the need to do consolidation exercise

1.3.21. System shall be able to carry out reporting based on:
- Pensioner Classification
- User-defined customized classification for ad hoc reporting

1.3.22. System shall be able to view/generate the following:
- Monthly master list of Pensioners
- full listing of activation and deletion of pensioner
- Pensioner’s history of pension
- List of disqualified pensioners

1.3.23. System shall be able to view, print and generate/download related headcount statistics (e.g. total headcount)
- By Retirement Mode
- By Pensioner’s Classification
- By Type of Claim (e.g. CAL or Lump Sum)
TERMS OF REFERENCE VERSION 12.0
PNP Human Resource Management Information System (HRMIS)

- By Rank Distribution
- By Region
- By Month/Year

1.3.24. System shall be able to generate projection of retirees according to the specified Calendar Year and computation of fund requirements for retirement benefits (Terminal Leave and Retirement Gratuity).

1.3.25. System shall be able to access monitoring of requirements for retirement claims and benefits viewable by the concerned units/offices (e.g. DC clearance, DL clearance, etc.)

1.3.26. System shall be able to enrol pensioners via live capturing of photos, biometrics, signature, etc.

1.3.27. System shall be able to compute individual retirement benefits, pension, etc. and generate printable reports according to its format (e.g. voucher, etc.).

1.3.28. System shall be able to maintain tracing of folder claims with aging in days/months/year and automatically update the status of claims of individual retirees/claimants through Short Messaging System.

1.3.29. System shall be able to generate Pension Master File according to the required format of Land Bank of the Philippines, fifteen (15) days prior to the crediting of pension.

1.3.30. System shall be able to accommodate adjustments of pension rate in effect of any changes of new salary schedule and signatories through manual entry into the File Maintenance.

1.3.31. System shall be able to record/capture the dates of the annual update of pensioners through biometric using kiosk.

1.3.32. System shall be able to maintain archive of pensioners, monthly pension transaction and its digitized records.

1.3.33. System shall be able to adopt the pension automatic deduction, if any.

1.3.34. System shall be able to compute individual retiree claims for commutation of Accrued Leave, Lump Sum and Gratuity.

1.3.35. System shall be able to generate individual computation sheet and Disbursement Voucher for each claim.

1.3.36. System shall be able to generate listing of claims budgetary requirements and endorsement letter by individual or by batch for DC as their basis of funding request to DBM.

1.4. PAYROLL (PNP Active Personnel and Pensioner)

1.4.1. System shall be able to process the payroll upon the approval of the PNP Finance Service, PRBS, DPRM and DC.

1.4.2. System shall be able to handle at least the following:
- Monthly payroll processing
- Monthly pension processing
- Mid-year / Year-end Bonus processing
- Anniversary Bonus Processing
- Retroactive / back pay processing
- Pension Differential/Back Earned
- Payroll reporting
- Pension reporting
- Audit trails
- Pension Adjustments
1.4.3. System shall be able to maintain all types of payments i.e. as per payroll pay-outs/credit. Users are able to create/define unlimited types of:

- Collateral Allowances (e.g. initial clothing, NUP clothing, replacement clothing, etc.)
- Deductions (e.g. tax, standard and non-standard deductions, etc.)
- Overtime payments (if applicable)
- Specialist pay, combat pay, etc.
- Representation and Transportation Allowance (RATA)
- Bonus payments (e.g. 13th month pay, performance-based bonus, anniversary bonus — every 5 years, other bonuses, loyalty etc.)

1.4.4. System shall be able to calculate dependent child age based on date of birth for qualifying the staff for tax deduction / additional exemption/age of emancipation.

1.4.5. System shall be able to monitor any amount due to agency after resignation/termination and is able to manage the payment records.

1.4.6. System shall maintain PNP personnel salary/Pensioner’s pension history, which includes the following information:

- Amount of changes
- Reason for change of salary (if any)
- Effective Date
- End Date
- Authority data

1.4.7. System shall be able to carry out monthly-rated basic salary and pension computation.

1.4.8. System shall be able to automatically compute the following for each PNP personnel and pensioner for each pay period:

- Fixed and variable allowances
- Fixed, statutory and variable deductions (e.g. GSIS, HDMF, PhilHealth deductions, FLI Loan Deductions, etc.)

1.4.9. System shall be able to prepare payroll and bank transfer statements.

1.4.10. System shall allow users (individual PNP personnel) to review the following pay period and year-to-date pay check information:

- Gross pay
- Net pay
- Taxes
- Deductions
- Total compensation package
- Deduction Number of Remaining Installment (NRI)

1.4.11. System shall be able to pro-rate salary and allowance payment based on PNP personnel hire or resignation date.

1.4.12. System shall be able to compute on a pro-rated basis for the month based on user definable cut-off periods due to new personnel and basic salary adjustments.

1.4.13. System shall be able to perform cost allocation of each personnel’s payroll elements and be included in the GL posting interfacing automatically.

1.4.14. System shall be able to provide self-service online payroll of both active and retired personnel.

1.4.15. System shall be able to maintain GL posting account code structure separately from HR required organizational coding like Office/Unit Code, Division, Region, Province, and/or Section.
1.4.16. System shall be able to support user-managed policies / rules with effective dates without the need for vendor application modification. These policies / rules include the following:
  - Pro-rated salary formula
  - Increment formula
  - Bonus formula
  - Bonus taxation formula
  - Overtime formula
  - Overtime Rate
  - Meal Allowance
  - Allowance rate
  - Deduction Rate
  - Unpaid Leave formula
  - Prolonged illness leave formula

1.4.17. History of all payroll transactions shall be available on-line for a predetermined number of years

1.4.18. System shall be able to withhold salary for PNP personnel under suspension, including:
  - Suspension with pro-rated pay
  - Suspension without pay

1.4.19. System shall be able to do salary differential computation of salary, allowances and deductions with no limit to the duration of months/years backdated to.

1.4.20. System is able to do salary differential computation of basic pay, allowance and deductions due to back dated basic salary increment, with no limit to the duration of months the back pay period can be extended to.

1.4.21. System shall be able to filter payroll pay-out entries to provide various views including:
  - All entries - full listing
  - Allowance entries only
  - Deduction entries only
  - Allowance and Deduction entries only

1.4.22. The system shall be able to define master data for benefits by salary grade /rank, unit and other definable criteria

1.4.23. The system shall be able to define master data for pension by salary grade /rank, length of services, number of long pay, additional benefits as mandated by law (i.e. medal of valour, etc.) and other definable criteria

1.4.24. The system shall be able to block benefits that was not assigned according to the salary grade / rank or any other definable field

1.4.25. The system shall be able to support recurring allowances (i.e.: special allowance every 5 or 3years base on rank / salary grade)

1.4.26. System shall be able to create and maintain the following:
  - Salary adjustment reason code
  - Salary scale by company and grade code

1.4.27. System shall be able to automatically calculate the following when salary/pension increase data is entered by user:
  - New monthly salary
  - New annual salary
  - New monthly pension
  - Other, user-defined categories
1.4.28. System shall be able to calculate increment, and percentage amount increases for all PNP personnel and pensioner.

1.4.29. System shall be able to establish maximum values for salary increase based on the following:
   - Functional unit
   - Grade level/salary reference guide
   - Position
   - Department
   - Years of service

1.4.30. System shall be able to issue a warning/report when salary increase exceeds the established maximum.

1.4.31. System shall be able to grant a salary, allowances and etc. increase retroactively.

1.4.32. System shall allow multiple Bonus pay-outs in a year.

1.4.33. System shall be able to simulate payment of bonus with computation of income tax.

1.4.34. System shall have the option to pay bonus together with or separate from salary while maintaining the correct income tax calculations for the whole month.

1.4.35. System shall be able to print payslip for bonus separately from the monthly salary payslip.

1.4.36. System shall be able to create and maintain unlimited allowances and deductions with associated attributes such as:
   - Effective date
   - Rate (fixed/variable)
   - Taxable

1.4.37. System shall be able to provide for user defined coded tables to maintain an unlimited number of allowances and deductions with facilities to add, edit and delete information in the allowance / deduction table without violating data dependencies.

1.4.38. System shall be able to provide for user defined coded tables with facility to add, edit and delete information without violating data dependencies for the following:
   - Allowances
   - Deductions
   - Unit
   - Training

1.4.39. System shall be able to set up all types of allowances and deductions based on salary grade/rank, office/unit, region or individual basis.

1.4.40. System shall have control to ensure pension, salary and allowances are only paid to the eligible PNP personnel and pensioner.

1.4.41. System shall be able to have the facility to define the maximum amount of allowances to be paid to PNP personnel based on PNP personnel category.

1.4.42. System shall be able to preset a schedule of deduction for each personnel for each type of deduction where schedule can be staggered, amount can be variable and pay-out number can also be different.

1.4.43. System shall be able to assign incentives to PNP personnel with an effective date and specific amount.

1.4.44. System shall be able to carry out automatic deduction for external entities (e.g. co-op, union). It shall be possible to pass data to the
external entity via external storage media or electronic transmission of a flat file.

1.4.45. System shall be able to have options of doing Allowance, Deduction and/or Overtime entries on daily and summary basis

1.4.46. System shall compute overtime based on the actual basic salary in effect at the time the overtime hours were clocked, i.e. calculate based on November 2015 basic and pay-out in March 2016

1.4.47. System shall be able to provide on-line inquiry and report facilities to list all allowances / deductions for PNP personnel and pensioners

1.4.48. System shall be able support a tax annualization capability. BIR deductions at the last payroll period shall be zero or close to zero to avoid inconvenience to the employee.

1.4.49. System shall be able to generate the following payroll-related documents and reports such as the following but not limited to:
   ▪ Salary distribution reports and analysis
   ▪ Headcount report by department and division
   ▪ PNP personnel cost by full-time equivalent (FTE)
   ▪ Monthly payroll summary by category, grade, etc.
   ▪ Bank credit listing
   ▪ Monthly payout proof listing
   ▪ Detailed analysis of earnings and/or deductions
   ▪ Overtime report

1.4.50. During the processing of payroll, system shall be able to block access to certain screens and functions, which may affect the payroll job. Other areas of the system shall remain accessible to users

1.4.51. System shall be able to capture and maintain audit trails for all critical changes of payroll transactions

1.4.52. System shall able to provide strict security control features, edit and validation rules for all input, update and deletion transactions

1.4.53. System shall support 13th month pay payroll runs and other off-cycle runs (e.g. bonus).

1.4.54. System shall support minimum wage payroll processing as required by R.A. 9504 (i.e. tax exemptions for minimum wage earners)

1.4.55. System shall support generation of reports as required by Philippine government agencies (i.e. BIR, SSS, GSIS, HDMF, PhilHealth).

1.4.56. System shall be able to provide the loanable amount of a particular PNP personnel or pensioner.

1.4.57. System shall be able to provide FLIs with online approval or rejection if the personnel/pensioners eligible for a new loan deduction, renewal or restructuring based on policy.

1.4.58. System shall add the new approved loan deductions in the Locked-in Salary Deductions List (LSDL) prioritized on a first-come first-serve basis based on the date and time when the loan was granted and all documentations were uploaded to the system in the prescribed file format. The order of priority shall be used as tiebreaker.

1.4.59. System shall reject addition of new loan deductions in the Locked-in Salary Deductions List (LSDL), if the personnel/pensioner is not eligible based on policy.

1.4.60. System shall not effect loan deductions not included in the Locked-in Salary Deductions List (LSDL) for each PNP personnel or pensioner.
1.4.61. System shall provide an Exception Report, which contains a list of loan deductions submitted or forwarded by FLIs that were not effected by the system.

1.4.62. System shall enable deletion of loan deductions from the Locked-in Salary Deductions List (LSDL) upon payment clearance by FLIs in the system and the upload of all documentations of payment clearance.

1.4.63. Capability to manage all types of disbursement for PS Benefits

1.4.63.1. Salary

1.4.63.1.1. Individual Claims

Inquiry mode

View and generate list of personnel with claims (with period covered)

1.4.63.1.2. General Claims through ATM

1.4.63.1.3. Etc…

1.4.63.2. Allowances and other forms of compensation

1.4.63.2.1. RATA

1.4.63.2.2. Clothing/Uniform

1.4.63.2.3. Subsistence, Laundry and Quarter allowances

1.4.63.2.4. HDP

1.4.63.2.5. LP

1.4.63.2.6. RCA

1.4.63.2.7. RHE

1.4.63.2.8. Etc…

1.4.63.3. Retirement Benefits

1.4.63.3.1. Pension

1.4.63.3.2. Back-earned pension

1.4.63.3.3. Lump Sum

1.4.63.3.4. Terminal Leave Benefits

1.4.64. Capability to check double claim

1.4.65. Capability to monitor status of claims

1.4.66. Capability to monitor money accountability

1.5. LOGISTICS MANAGEMENT

1.5.1. Inventory Management – Receipt

1.5.1.1. Capability to enter initial entry of inventory data

1.5.1.2. Capability to enter new received items (purchased/donated/loaned/others)

1.5.1.3. Delivery / Purchase Details

Date Acquired/Date Delivered

Source (Procured by PNP, Donated, Loaned, others)

Delivery Voucher (DV) Number

Purchase Order (PO) Number

Suppliers Name

Summary of Equipment Details

1.5.1.4. Capability to receive advanced deliveries/partial deliveries

1.5.1.5. Capability to receive delivery as complete/ final
1.5.1.6. Capability to receive delivery as partial/full and tag for Inspection and Acceptance Committee (pending inspection and acceptance of items)
1.5.1.7. Capability to receive donated and loaned items
1.5.1.8. Capability to receive non-valuated materials
1.5.1.9. Capability to change delivery status to accepted
1.5.1.10. Capability to automatically or manually generate Property Code Numbers
1.5.1.11. Capability to receive items to quality inspection
1.5.1.12. Capability to receive items for final acceptance of items
1.5.1.13. Capability to capture information from RFID for receipt items and stock out clearing, and the tracking and monitoring of shipment to PNP Offices Nationwide.
1.5.1.14. Capability to manage stocks by quantity
1.5.1.15. Capability to manage stocks by value
1.5.1.16. Capability to create material document to reflect delivery receipt/document information
1.5.1.17. Capability to create accounting document/entries and post entries to Accounting real-time/online upon receipt of goods
1.5.1.18. Capability to check the shelf life when entering goods receipt
1.5.1.19. Capability to receive items to block stocks
1.5.1.20. Capability to create accounting document/entries and post entries to Accounting real-time/online upon acceptance of goods
1.5.1.21. Updates stock balances upon final acceptance of delivered items
1.5.1.22. Capability to receive or revert/delete delivery details for cancelled delivery/denied acceptance (failure to pass testing and evaluation)
1.5.1.23. Capability to process returns
1.5.1.24. Easy to track delivery and other information online

1.5.2. Inventory Management - Issuance
1.5.2.1. Capability to create requisition for issuance of items
1.5.2.2. Capability to identify issuance by type (ARE/IRP/Disposal/others)
1.5.2.3. Capability to approve and authorize the issuance of Supply Directive (SD) to individual/Supply Accountable Officer (SAO)/others.
1.5.2.4. Capability to issue/reissue/transfer stocks with reference to a supply directive
1.5.2.5. Capability to issue/reissue/transfer Acknowledgement Receipt of Equipment (ARE) for Individual / Invoice Receipt of Property (IRP) for Stock Transfer to SAO only with reference
1.5.2.6. Capability for secondary/tertiary level issuance/reissuance/transfer from Accountable Officers to individual (Secondary) or to Supply Officers to Individual (Tertiary)
1.5.2.7. Capability to generate ARE/IRP for Stock Transfer
1.5.2.8. Capability to issue for repair or for disposal (Beyond Economic Repair (BER))
1.5.2.9. Capability to issue stocks for sampling
1.5.2.10. Updates stock balance upon issuance
1.5.2.11. Capability to automate functions to determine storage location and batch during issuance
1.5.2.12. Capability to reverse issuance - generates document to reflect reversal; reverses accounting postings; updates stock balances;
1.5.2.13. Capability to monitor issuance/withdrawal of material from warehouse
1.5.2.14. Capability to monitor return of material to warehouse
1.5.2.15. Capability to generate reports such as:
   1.5.2..15..1. List of all approved supply directives, issuances (SD/ARE/IRP/others.)
   1.5.2..15..2. List of pending/disapproved requisitions
   1.5.2..15..3. Capability to generate reports by equipment.
   1.5.2..15..4. Capability to generate reports by unit classification
                  (headquarters/PRO/PPO/CPO/District/Batallion/MPS/CPS/PS/Company/Platoon).
   1.5.2..15..5. Capability to generate reports on firearms by Caliber/Make/Kind/Source/Status
1.4.2.16 Capability to generate equipment issuance history.

1.5.3. Inventory Management - Returns
1.5.3.1. Capability to return of unaccepted delivered items to supplier and revert delivery details and update stocks (delete delivery /update stock balance/others.) stock details
1.5.3.2. Capability to receive returned/turn-in items delivery from warehouse or consumption
1.5.3.3. Capability to issue Turn-In Slip (release of accountability to end-user)
1.5.3.4. Capability to return delivery from goods receipt from issuance
1.5.3.5. Capability to identify return as serviceable, unserviceable or BER

1.5.4. Inventory Management –Lost/Damaged(From Operation or reported incidents)
1.5.4.1. Capability to create and maintain information of Lost/Damaged items
1.5.4.2. Capability to update status of Lost/Damaged
1.5.4.3. Capability to include BOS (Board of Survey) resolution details
   ▪ Stock Information
   ▪ Incident Details
   ▪ Resolution Details
1.5.4.4. Generate inventory report of all lost/damaged items
1.5.4.5. Generate report of resolved and unresolved lost/damaged items
1.5.5. Inventory Management – Accountability Clearance
1.5.5.1. Capability to issue Accountability Clearances
1.5.5.2. Generate to report of Personnel with accountability
1.5.5.3. Generate report of resolved and unresolved lost/damaged items

1.5.6. Inventory Management - Physical Inventory
1.5.6.1. Inventory Control. Helps reduce excess inventory by efficiently and accurately managing inventory at an unlimited number of sites on a real-time basis.
1.5.6.2. Supports periodic inventory
1.5.6.3. Supports continuous inventory
1.5.6.4. Supports cycle counting
1.5.6.5. Supports inventory sampling
1.5.6.6. Capability to generate and print physical inventory document
1.5.6.7. Capability to change physical inventory document
1.5.6.8. Capability to enter physical inventory count
1.5.6.9. Capability to initiate a recount
1.5.6.10. Capability to post inventory differences (book value and actual count)
1.5.6.11. Capability to assign value tolerances for the posting of inventory differences at the physical inventory document and document item
1.5.6.12. Ability to freeze book inventory balance (but still be able to carry out goods movement)

1.5.7. Inventory Management - Reservation Management
1.5.7.1. Capability to manually create stock reservations (for withdrawal at a later date, etc.)
1.5.7.2. Capability to automatically stock reservations (from within a capital works project, plant maintenance job, etc.)
1.5.7.3. Capability to do check availability of stocks during reservation either manually or automatically
1.5.7.4. Able to provide the following details in the reservation:
   - Reservation number
   - Date of reservation
   - Requestors name and details
   - Stock location
   - Material part number
   - Material description
   - Quantity required
   - Batch information
   - Date required
1.5.7.5. Able to change reservation either manually or automatically from another functional area within the system
1.5.7.6. Able to display a reservation from within another functional area (e.g., plant maintenance, project management, etc.)
1.5.7.7. Able to delete a reservation for items no longer required
1.5.7.8. The system shall be capable of deleting a reservation automatically if demand from another functional area is changed. e.g. capital works project is cancelled all reservations shall be deleted or cancelled
1.5.7.9. Able to produce reports/ views/ displays outstanding reservations yet to be picked

1.5.8. Inventory Management – Preventive Management and Renewal of Licenses
   1.5.8.1. Capability to monitor and manage materiel preventive management
   1.5.8.2. Capability to monitor and manage Renewal of Licenses e.g. vehicle, software (anti-virus, others), insurance and others
   1.5.8.3. Capability to generate report
     - Schedule of Fleet Preventive Maintenance
     - List of Preventive Maintenance
     - List of equipment with Licenses
     - List of Equipment with expired Licenses

1.5.9. Inventory Management - Stock Transfer
   1.5.9.1. Capability to transfer stocks from storage location to other storage location
   1.5.9.2. Capability to transfer stocks from warehouse to warehouse
   1.5.9.3. Capability to do transfer posting from material number to material number (transfer posting is defined as a change in stock type, batch number or material number, not necessarily connected to a physical movement)
   1.5.9.4. Capability to do transfer posting from stock type to another stock type
   1.5.9.5. Capability to do transfer posting from batch number to another batch number
   1.5.9.6. Capability to monitor stock in-transit

1.5.10. Material Master
   1.5.10.1. Supports centralized management/ maintenance of material master
   1.5.10.2. Able to assign material storage location
   1.5.10.3. Able to generate material numbers automatically or manually
   1.5.10.4. Able to capture alphanumeric material numbers
   1.5.10.5. Able to generate depreciation value and material life span
   1.5.10.6. Able to upload material information from or download to a spread-sheet without the need for complex programming
   1.5.10.7. Able to store material details in a single database
   1.5.10.8. Able to generate equipment to personnel ratio
   1.5.10.9. Able to generate Equipment to accessories to consumable ratio
   1.5.10.10. Able to generate equipment consumption (e.g. ammo, petroleum etc.) requirement
   1.5.10.11. Able to store sufficient business data in the material record to enable core business transactions to be completed.
     The details shall include:
     - Philippine Stock Number
     - Unit of measure
     - Unit of purchase
     - Unit of issue
     - Conversion factors
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- MRP data (planning parameters)
- Valuation information
- Storage data
- Material history
- Accounting details
- Stock-take information

1.5.10.12. The ability to block to use of materials details until approved by an authorized person
1.5.10.13. Able to reject a material for use and send the request back to the originator with reasons
1.5.10.14. Able to change materials details and resubmit for approval electronically
1.5.10.15. Able to archive a material record which is no longer active or required
1.5.10.16. Able to produce reports of material records with full details of the data
1.5.10.17. Able to search for materials using material numbers, descriptions, wild card entries, partial descriptions, etc.
1.5.10.18. Able to display material records by authorized users
1.5.10.19. Material record information shall be available from other functional areas of the system
1.5.10.20. Able to restrict the ability to view certain information within a material record e.g. sales value or weighted moving average price, etc.
1.5.10.21. Able to maintain a material master data list based upon the equipment nomenclature (transportation/firearms/communication/investigative equipment type of material e.g. electrical, mechanical, spares, etc.

1.5.11. Real Estate Property Management
1.5.11.1. Real Estate Property Inventory Management
  1.5.11..1..1. Capability to enter initial entry of real estate property inventory data
  1.5.11..1..2. Capability to enter new property (purchased/donated/leased/others)
  1.5.11..1..3. Able to generate property book numbers automatically or manually
  1.5.11..1..4. System shall maintain real estate property details, which includes the following information:
    - Mode of Acquisition (Purchased/Donated/Loaned/Leased/others)
    - Date of acquisition
    - Source of Lot (PNP/LGU/Private/others)
    - Source of Funds (Govt Appropriation Act (GAA)/Trust Receipt/LGU/others)
    - Title Details
      - Location (Address/Grid Coordinates)
      - Size
      - Assessed Value
      - Market Value
      - Tax Declaration
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- Zonal Value
- Zonal Classification (Safe Zone/Hazard Zone/No Dwelling Zone/No Build Zone/Storm Surge/others)
- Number of lots

1.5.11.2. Capability to monitor and update titling status
1.5.11.3. Capability to generate/estimate titling expenses
1.5.11.4. Capability to generate reports of all Real Estate Properties
   - List of properties by Region/Province
   - List of properties by status (titled/for titling/others)
   - List of properties by Mode of Acquisition
   - Recapitulation by Region and by lot

1.5.12. Building and Infrastructure Management
1.5.12.1. Building and Infrastructure Management
1.5.12.2. Capability to enter initial entry existing building and infrastructure inventory data
1.5.12.3. Capability to enter new building and infrastructure (newly constructed/donated/leased/rented)
1.5.12.4. Capability to generate property book numbers automatically or manually
1.5.12.5. Capability to maintain building and infrastructure details, which includes the following information:
   - Structure Number
   - Lot Number (Real Estate Property Details Link)
   - Occupying Unit/Office
   - Location (Address/Grid Coordinates)
   - Ownership (PNP/LGU/Private/others)
   - Unit Classification (Headquarters/PRO/PPO/CPO/CPS/MPS/Numbered Police Station/PCP/Compac/Support Unit/others.)
   - Structure Classification (Standard/Not-Standard/Attached to LGU/Separated)
   - Design Type (HQ/PRO/PPO/CPS/MPS_A/MPS_B/MPS_C/MPS_BC/Support Unit/others)
   - Kind of structure (Concrete/Semi-Concrete/Wood/Pre-Fab)
   - No. of Floors
   - Total Floor Area
1.5.12.6. Capability to maintain building and infrastructure insurance details, which includes the following information:
   - Insurance Company Details (Name/Address/others)
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1.5.12.7. Capability to maintain construction details, which includes the following information:
- Contractor Details (Name/Address/others)
- Project Cost
- Source of Funds (GAA/TR/LGU/MOOE/others)
- Total Floor area
- PNP Released Funds
- Counterpart Funds Released
- Total Funds Released
- Date Constructed (Start)
- Date Completed (Finished)
- Date Turn-Over
- Date Inaugurated
- Date Accepted

1.5.12.8. Capability to maintain repair details, which includes the following information:
- Contractor Details (Name/Address/Etc.)
- Project Cost
- Source of Funds (TR/ MOOE/ LGU/ Etc.)
- Released Funds
- Repair Details
- Date of Repair

1.5.12.9. Capability to maintain building an infrastructure insurance details, which includes the following information:
- Insurance Company Details (Name/Address/others)
- Source of Funds (GAA/TR/LGU/ MOOE/others)
- Premium Cost
- Amount Insured
- Date Insured
- Date of Expiration
- Insurance Coverage/Type of Insurance

1.5.12.10. Capability to maintain monthly fix expenditures details, which includes the following information:
- Monthly electricity/water/communication (telephone/mobile/internet) consumption
- Provider/Supplier (details)
- Amount Due
Date of Payment

1.5.12.11. Capability to automatically compute for the priority listing for construction of building/infrastructure (e.g., Police Station) based on the following criteria (parameters):
   - Date of construction
   - Availability of Titled Lot (Real Estate Property)
   - Lot Size (Consideration of minimum required lot size)
   - Classification of Location

1.5.12.12. Capability to generate reports such as:
   - List of Building and Infrastructure by
     - Unit Classification (HQ/PRO/PPO/CPO/CPS/MPS/Etc.)
     - By Structure Classification
     - By Design Type
     - By Priority
   - Recapitulation by Region by unit classification by structure classification
Annex B

Network Requirements Specifications

Campus Network Deliverables and Components

1.5.13. Shall deliver network solution through the following features

- Reliable and resilient network and integrate all offices on a single network;
- Reduce work by putting up wireless base stations instead of laying cable infrastructure;
- Centralized Internet Connection up to the QCPD;
- Network Sharing of all Existing Application and Resources through wireless network;
- Network Monitoring System (NMS) provided on the Network Operations Center to be established at ITMS;
- Enterprise grade firewall; and
- Reliable and resilient virtual private network.

1.5.14. Network Installation, Setup and Testing

- Submit design and plan for the structured cabling and wireless connectivity to include pertinent documentation of cabling system and mounting structures.
- Designate and submit a contact person responsible for the design, plan and implementation of the structured cabling
- Supply, install, setup, label and test all patch panel, switches and other wired and wireless network devices/accessories at the ITMS and remote sites as indicated in the network diagram of this document.
- Supply, install, setup, label and test all cables from the central patch panel and switches to the remote sites patch panel and switches to include all nodes and wireless devices.
- Supply, install and setup of roughing-ins materials such as but not limited to the aluminium split tube, conduits, mouldings and other materials necessary for a more reliable network cabling.
- Do minor carpentry works and restoration of affected areas for the proper installation of roughing-ins materials for the network cabling.
- Test connectivity, continuity, bandwidth and other necessary requirements to fully satisfy efficient network system.
- Structured cabling that requires installations of wireless devices and/or cables running from different buildings within Camp Crame shall comply
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with internal policy for the installation of cables in electrical/communications posts.

- Structured cabling shall comply with Local Government Codes as needed, and industry standards.
- The supplier/contractor shall secure all the necessary permits if required.
- Submit after network cabling records and documentations.
- The supplier shall issue certification that the structured cabling and wireless connectivity has 100% passed the tests, compliances and standards, and working successfully. If any component does not satisfy the required tests, compliances and standards, the supplier shall make appropriate actions to solve the problem.
### 1.5.15. Deliverables

<table>
<thead>
<tr>
<th>Base Station</th>
<th>Antenna for Base Station</th>
<th>Core Devices</th>
<th>Distribution Switch</th>
<th>Antenna for Nodes</th>
<th>Access Point</th>
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1.5.16. Shall deliver network solution through the following features

- Reliable and resilient network and integrate all offices on a single network;
- Reduce work by putting up wireless base stations instead of laying cable infrastructure;
- Centralized Internet Connection up to the QCPD;
- Network Sharing of all Existing Application and Resources through wireless network;
- Network Monitoring System (NMS) provided on the Network Operations Center to be established at ITMS;
- Enterprise grade firewall; and
- Reliable and resilient virtual private network.

1.5.17. Network Installation, Setup and Testing

- Submit design and plan for the structured cabling and wireless connectivity to include pertinent documentation of cabling system and mounting structures.
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- Do minor carpentry works and restoration of affected areas for the proper installation of roughing-ins materials for the network cabling.
- Test connectivity, continuity, bandwidth and other necessary requirements to fully satisfy efficient network system.
- Structured cabling that requires installations of wireless devices and/or cables running from different buildings within Camp Crame shall comply with internal policy for the installation of cables in electrical/communications posts.
- Structured cabling shall comply with Local Government Codes as needed, and industry standards.
- The supplier/contractor shall secure all the necessary permits if required.
- Submit after network cabling records and documentations.
- The supplier shall issue certification that the structured cabling and wireless connectivity has 100% passed the tests, compliances and standards, and working successfully. If any component does not satisfy the required tests, compliances and standards, the supplier shall make appropriate actions to solve the problem.
1.5.18. Delivery of Network Components

- All network requirements shall be delivered on scheduled delivery date and at the project site.
- Network components upon delivery shall be complete and comply with the specifications indicated in this document and shall include software drivers, manuals and other needed accessories.

1.5.19. Permits

- As necessary, the supplier shall provide all the necessary permits for the network requirements.

1.5.20. Network Components Operations and Technical Support

- Availability and System Operation. The network components shall be fully operational and available 24/7 for at least 99.99% in any time within the covered period of project life except for scheduled downtime for maintenance.
- Warranty Period. All network components shall be covered by at least three (3) years for servers and onsite support on parts and services for one year upon acceptance. There shall be adequate support on parts and technical services to provide maintenance during the duration of the warranty coverage.
- Response Time

  The supplier is expected to attend to any problem call received within the following standards:

  Service Time. Mondays to Fridays, 8:00 am to 5:00 pm on technical support, and in case of emergency, during Saturdays, Sundays and Holidays

  On-site Response Time. Within two (2) working hours; same day for emergency cases and eight (8) working hours for normal cases.

- Service Unit

  If technical network devices repair cannot be accomplished within 24 working hours, a service unit with same or compatible specifications shall be provided by the Supplier within 1 day.

- Replacement Parts

  Parts replacement of network components shall be of the same brand, of the same or higher specification.

1.5.21. Network Components Documentation Requirements
All network components shall be well documented. The documentation shall include but not limited to the following:

1.5.21.1. Network Infrastructure Layout (wired and wireless), Diagram, network cabling records and documentations;
1.5.21.2. Detailed layout and labels of connected nodes, network devices and accessories;
1.5.21.3. Administration/management manuals for switches;
1.5.21.4. Network devices setup, configuration and operations manuals; and
1.5.21.5. User’s manuals.

1.5.22. Network Components Schedule

- Planning, Survey and Design
- Procurement and Delivery of Equipment
- Installation of Core Devices
  1.5.22.1. Provision of Internet Redundancy
  1.5.22.2. Router, Firewall, and Core Switches
  1.5.22.3. Servers, Applications and Services
- Installation of Wireless Devices
  1.5.22.1. Access Controller, Authentication Software and Hotspot.
  1.5.22.2. Base Stations to connect the PNP Offices within Camp Crame to QCPD with redundant power supply.
  1.5.22.3. CPEs or remote module; Access Switches and Access Points.

- Installation and set-up of Local Area Network at the Server site and 19 offices
- Installation of VPN at the server site and remote offices down to District offices, city police offices, PPOs.
- Conduct of training
- Testing
- Turnover and Acceptance

The network components shall be completed within four (4) months from the receipt of purchase order. The Supplier shall provide dates of implementation as follows:

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<th>Activity</th>
<th>Schedule</th>
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