JAPAN INTERNATIONAL COOPERATION AGENCY PHILIPPINES

JICA

MINDANAO

ACTIVITY: Enhancement of the Human Resource Information System (HRIS)
COMPONENT: Human Resource Development
PROJECT: Comprehensive Capacity Development Program for ARMM (CCDP-A)

Background:

The ARMM Human Resource Information System (HRIS) was one of the component outputs of the ARMM Human Capacity Development Project (ARMM HCDP) completed in March 2013. Project activities focused on capability building for human resources personnel to support the establishment, management and operation of the customized ARMM HRIS which was intended as an enabling mechanism for more efficient human resource management by the regional government.

The ARMM HRIS is a centralized personnel information database system implemented at the Office of the Regional Governor (ORG) for over-all monitoring of the human resources of the entire regional government, and at twenty-one (21) departments, agencies and offices of the ARMM, for department level HR management.

In light of the transition from the ARMM regional government to the new Bangsamoro government by 2016, the ARMM HRIS can be utilized to support the activities of the ORG related to the inventory and presentation of the current human resources of the regional government as potential assets of the new government. The system itself also has the potential to become: 1) an important resource that will enable the new Bangsamoro government to identify eligible and skilled personnel who can be utilized to continue governance and service delivery to the region, during and after the transition process; and 2) an enabling mechanism for the efficient human resource management by the new Bangsamoro government.

Project Duration:

May – December 2014

ACTIVITIES:

As a preparatory activity, *HRIS Systems and Database Integrity Diagnosis and Review* was conducted from May to June 2014. It included the following activities;

a) Initial HRIS systems diagnosis to identify system bugs, specifically in its main features, reports generation and database

b) Review of the 21 existing department/office/agency databases to identify departments affected with bugs related to duplicate entries

c) Analysis of HRIS systems readiness for additional report and other features identified by the ARMM and recommend strategies or program of work for implementation

Based on the result of the review, the following enhancements on the HRIS is being implemented *:*

1) **Data Enhancement** – Intensive checking of encoded data is being conducted by the 21 offices which resulted to removal of duplicate records, encoding of missing information and addition of new employees' record. Locally funded organizations will also be included in the database. The accurate and complete set of employee records will be the basis in the computation of gratuity benefits before the transition to Bangsamoro Government.

2) **Software Enhancement** – New profile reports will be added in order to utilize the encoded data in routine human resources operations. Based on the needs identified by the management, more classification/ references will be added so that HR officers can conduct efficient data search for report purposes.

3) **Process Enhancement** – A Record Update Guide (RUG) will be developed which will serve as the reference material in the conduct of regular Intensive Record Check. Aside from the RUG, an Operation Manual for the new database features will be prepared as reference of the HR Officers. Before the completion of the project, a Training of Trainors (ToT) will be conducted to ensure that HR Officers will have the skills to train/ retrain the staff who will be involved in HRIS,