

How to Update your Personal Information

Your personal information may be edited or updated with following steps:

1. Select **My Info** from Menu.
2. **Personal Details** will be the default screen.
3. To edit your profile, click **Edit** button to enable editing of fields.

Leave Time Performance **My Info** My Payslip

Karen Joy Cuntapay
Calado

Personal Details

Full Name * First Name Middle Name * Last Name
Karen Joy Cuntapay Calado

Employee Id 0003 Other Id

Driver's License Number License Expiry Date yyyy-mm-dd

Date of Birth yyyy-mm-dd Gender Male Female
Marital Status -- Select --

Nationality -- Select --

* Required field

Height(m) Weight(kg)

Blood Type GSIS ID No.

PAG-IBIG No. PHILHEALTH No.

SSS No. TIN

Agency Employee No.

Community Tax Certificate No. Issued At

Issued On -0001-11-30

Edit

Attachments

Add

4. Click **Save** button to save changes.

Karen Joy Cuntapay Calado

Personal Details

Full Name: * First Name: Karen Joy, Middle Name: Cuntapay, * Last Name: Calado

Employee Id: 0003, Other Id: []

Driver's License Number: [], License Expiry Date: yyyy-mm-dd

Date of Birth: yyyy-mm-dd, Gender: Male Female, Marital Status: -- Select --

Nationality: -- Select --

* Required field

Height(m): [], Weight(kg): [], Blood Type: []

GSIS ID No.: [], PAG-IBIG No.: [], PHILHEALTH No.: []

SSS No.: [], TIN: [], Agency Employee No.: []

Community Tax Certificate No.: [], Issued At: [], Issued On: -0001-11-30

Save 4

Contact Details

1. Go to **Contact Details**.
2. Click **Edit** button.
3. Fill up or revise the fields.
4. Click **Save** button to update changes.

Karen Joy Cuntapay Calado

Contact Details

Address Street 1: []

Zip/Postal Code: []

Address Street 2: []

Zip/Postal Code: []

City: []

State/Province: []

Country: -- Select --

Home Telephone: []

Mobile: []

Work Telephone: []

Work Email: []

Other Email: []

Contact Details 1

Edit 2

Family Background

1. To add members of the family, go to **Family Background**.
2. Click **Add** button. Fill up or revise the fields.

Karen Joy Cuntapay Calado

Assigned Family Background

Add **Delete**

Name	Relationship	Contact No.	Occupation	Employer
No Records Found				

Attachments

Add

Personal Details

Contact Details

Family Background

Dependents

Job

Salary

Qualifications

References

Report-to

3. Click **Save** button to update changes.
4. Click **Cancel** to disregard changes.

Karen Joy Cuntapay Calado

Add Family Background

First Name *

Middle Name *

Last Name *

Relationship * -- Select --

Home Telephone

Mobile

Occupation *

Employer *

Employer Address *

Work Telephone

3 **4**

Save **Cancel**

Personal Details

Contact Details

Family Background

Dependents

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Salary

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Report-to

5. To edit, click the family member's **Name**.

Karen Joy Cuntapay Calado

Assigned Family Background

[Add](#) [Delete](#)

<input type="checkbox"/>	Name	Relationship	Contact No.	Occupation	Employer
<input type="checkbox"/>	Idelina	Mother	/ 09358877161	Factory Worker	Super Umbrella Inc. /

Attachments

[Add](#)

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Family Background

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Report-to

6. To delete, select the family member you want to delete.

7. Click the **Delete** button.

Karen Joy Cuntapay Calado

Assigned Family Background

[Add](#) [Delete](#)

<input type="checkbox"/>	Name	Relationship	Contact No.	Occupation	Employer
<input checked="" type="checkbox"/>	Idelina	Mother	/ 09358877161	Factory Worker	Super Umbrella Inc. /

Attachments

[Add](#)

Personal Details

Contact Details

Family Background

Dependents

Job

Salary

Qualifications

References

Report-to

Salary and Job are done by the Human Resource (HR) staff. These fields are disabled and cannot be edited:

The screenshot shows a user profile for Karen Joy Cuntapay Calado. On the left is a navigation menu with the following items: Personal Details, Contact Details, Family Background, Dependents, Job (highlighted), Salary, Qualifications, References, and Report-to. The main content area is titled 'Job' and contains the following fields:

Job Title	-- Select --
Job Specification	Not Defined
Employment Status	-- Select --
Job Category	-- Select --
Joined Date	yyyy-mm-dd
Sub Unit	-- Select --
Location	-- Select --
Employment Contract	
Start Date	yyyy-mm-dd
End Date	yyyy-mm-dd
Contract Details	Not Defined

Below the 'Job' section is an 'Attachments' section with the text 'No Records Found'.

The same process holds for updating information on **Dependents**, **Qualifications** (includes Work Experience, Education, Skills, Eligibility and Training Programs / Voluntary Work), and **References**.