



PROPOSAL

April 2024

The HR Manager

Good day. This is to submit our application system proposal for your Human Resource Information System requirement. Kindly see details below.

1. Features

✓ 201 File

- Employee
 - Create Employee 201 File
 - Print Employee Datasheet
- Fingerprint Biometrics System
 - Log-in Log-out anywhere of the machine.
 - Distinctive and Intelligent Biometric System.
 - Display Employee Photo during fingerprint identification.
 - Supports regular time. Morning (AM) and Afternoon (PM)
 - Supports Shifting Schedule through user defined shifting time up to three shifts.
 - Scheduled and Constraint Based Biometrics System.
 - Automatically generate Daily Time Record based on employee schedule.
 - Compute employee late automatically.
 - Compute under-time automatically.
 - Unlimited Fingerprint template depending on hard disk space.
 - Currently used by LGU's, Ched and BIR in Iloilo province.

✓ Time and Attendance

- Print and View Daily time record directly from the machine.
- Print and View Currently Logged Employee.
- Summarize Employee Days work, Late, Undertime and Absences.
- Payroll Binding

✓ Leave Management

- Print and View Leave Credits
- Leave Credits Generation
- Print and View Leave Balance
- Leave Application and Approval of Leave by respective head of office.
 - MC6 Leave, Force Leave
 - Sick Leave & Vacation Leave
 - Solo Parent Leave, Compensatory Leave, Maternity Leave, Paternity Leave and Rehabilitation Leave.
- Leave Credits Payroll Binding

✓ Loan Management

- Create Loan
 - SSS Salary and Calamity Loan
 - HDMF Salary and Calamity Loan
 - Other Loan if any can be added.

- Print Loan Application
- Print and View Loan Ledger (per loan)
- Loan Binding to Payroll
- ✓ **Payroll Management**
 - Create Payroll
 - Basic Salary
 - Night Shift
 - Night Shift Overtime
 - Overtime
 - Allowances such as ECola and others
 - Leave Credits | Absences | Late | Undertime.
 - Gross Salary
 - Deductions
 - Premium such as SSS, HDMF and PhilHealth.
 - Can Generate loan deduction from Loan Module
 - Total Deductions
 - Net Pay
 - Print General payroll customizable to your specific format.
 - Print Pay slip
 - Summary of General Payroll
 - SSS Monthly Deduction Report
 - HDMF Monthly Deduction Report
 - PhilHealth Monthly Deduction Report
 - Loan Deduction Report
 - 13th Month Generation
 - Alpha list Generation

2. Contract Mode and Period: Monthly (5 years contract)

Software and Biometric Devices	PhP	-
Support		-
Total Monthly Charge	PhP	-

Inclusions:

- 2 units biometric devices, deployment, implementation and 1 onsite visit per month
- 5 additional reports per module
- 5 years warranty with system modification upon client request

If the above matter fits in with your requirement, the software contract will be provided for review. Just communicate with us for any clarifications. Thank you.

Sincerely,

(Sgd.) Marlon D. Magapan
 CTO, MDM Technologies
 General Trias City, Cavite
 Mobile No. 09171855686