

College Faculty Clearance How-to

ONLINE COLLEGE FACULTY CLEARANCE (COLLEGE SECRETARY)

May 2017

Issue 1.0

Introduction

College Faculty is required to accomplish clearance form every end of the semester/school year. If faculty has accountabilities, he/she should go to the concerned offices (such as Science Laboratory, College Library, Audio-Visual Center, Medical and Dental Clinic, Business Office, HRD) to settle them. Deans and office heads sign the form to clear them from any obligation to the school.

The College Faculty Clearance is designed to automate the manual process, thus, eliminates delays in signing clearance form.

User of this module, usually the dean's secretary, needs go online to view clearance status of the college faculty. Also, user is assigned to check and verify requirements submitted by the department. Login to myisis.ssc.edu.ph to open the My Clearance module and view clearance status of the faculty under their school. Also, the user is given access to ISIS Clearance Module to indicate where faculty with

The purpose of this document is to guide users on how to use the module.

USING THE PROGRAM

1. User of this online module needs to login to myisis.ssc.edu.ph. Enter username and password.
2. In menu box, click “Dept Clearance” link to display My Department page.

Information and Communication Technology Office

Welcome, RICHELDA!

MyISIS is SSC's enterprise web portal for Students, Faculty members and Staff. The following are some of the currently available services.

- Home
- My Leaves
- My SSC Email Acct
- My DTR
- Dept Clearance**
- Logout
- Online Service Desk
- How-To

Student	Faculty	Staff
Admission Status Check	MyDTR	MyDTR
HS Online Homeroom Evaluation	Online Grade Entry	MyLeaves
College Clearance		
College Online Registration		

3. My Department page displays school year and the department name and its department chair. Click on Department Name.

My Department

SY 2016 - 17, 2nd Sem

Name	Department Chair
Education	Dr. Richard Pulmones
A/S - Language & Literature	Ms. Bethel Ann C. Batallones
A/S - Filipino	Ms. Bethel Ann C. Batallones
A/S - History/Sociology	Ms. Faye Rafael
A/S - Mathematics	Ms. Bethel Ann C. Batallones
A/S - Mass Comm.	Mr. Charlton Jules P. Romero
A/S - Philosophy	Ms. Bethel Ann C. Batallones
A/S - Theology	Ms. Bethel Ann C. Batallones
A/S - Womyn's Studies	Ms. Bethel Ann C. Batallones
A/S - BS Interior Design	Mr. Joselito Kayaban
A/S - Fine Arts (PA)	Mr. Joselito Kayaban
A/S - Nutrition	Ms. Cynthia Gayya
A/S - Physical Education	Ms. Bethel Ann C. Batallones
A/S - Psychology	Dr. Ma. Victoria Trinidad
A/S - Science	Ms. Salvacion Dorado
A/S - BS Information Technology	Mr. Oliver Dizon

- The page displays list of faculty of the selected department. Department chair's name is highlighted. Click on pdf icon to view clearance form of selected faculty (see sample clearance form below). Click on department chair to view and update clearance requirements for the department.

Information and Communication Technology Office		
My Department		
SY 2016 - 17, 2nd Sem		
DEPARTMENT NAME: Education		
Name	STATUS	VIEW CLEARANCE FORM
1. ABERGOS, GERALD	UNCLEARED	PDF
2. ARUTA, JOHN JAMIR BENZON	UNCLEARED	PDF
3. BAUTISTA, MARY ANN	UNCLEARED	PDF
4. FORNIAS, VIRGINIA	UNCLEARED	PDF
5. GO, ROWENA	UNCLEARED	PDF
6. HERNANDEZ, ANA LIZA	UNCLEARED	PDF
7. LUNARIA, FROILYN	UNCLEARED	PDF
8. NEGADO, ODETTE	UNCLEARED	PDF
9. NGO, MAGDALEN OLIVET	UNCLEARED	PDF
10. PULMONES, RICHARD	UNCLEARED	PDF
11. SANTOS, REMBRANDT	UNCLEARED	PDF
12. VILLEGAS, ADELAIDA	UNCLEARED	PDF

SAMPLE CLEARANCE FORM (NO DOCUMENTS/REQUIREMENTS SUBMITTED)*St. Scholastica's College***SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE**2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017**Name:** VILLEGAS, ADELAIDA**Department:** Education**Status:** PT

Requirements to be cleared by the Department Chair	
Course Outline	not submitted
Seminar Attended	not submitted
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted
Requirement to be cleared by the Dean's Office	
Dean's Office	
Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	
HRD Office: Employment requirements	
TO PROCESS YOUR REQUIREMENTS, PLEASE INFORM HRD OFFICE. THANK YOU!	

May 16, 2017 / 15:05

SAMPLE CLEARANCE FORM (WITH DOCUMENTS/REQUIREMENTS SUBMITTED)*St. Scholastica's College***SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE**2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017**Name:** ABERGOS, GERALD**Department:** Education**Status:** PT

Requirements to be cleared by the Department Chair	
Course Outline	not submitted
Seminar Attended	not submitted
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted
Requirement to be cleared by the Dean's Office	
Dean's Office	Online faculty info Sheet unclaimed salary sheet contract
Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	
HRD Office: Employment requirements	
Transcript of Records	submitted
Diploma	submitted
Birth Certificate	submitted
Baptismal Certificate	submitted
Marriage Certificate	submitted
Photocopy of PRC ID	submitted
TIN ID	submitted
Pag-ibig ID	submitted
SSS ID	submitted
Philhealth ID/MDR	submitted
BIR Form 2316	not submitted
NBI Clearance	not submitted
Certificate of Employment	submitted
Payroll: _____	
Benefit: _____	

May 16, 2017 / 14:05

Note: You may print the Clearance Form, but there is no need to submit this form to HRD/Business Office.

5. Clicking on Department chairs name displays clearance requirements for the department. To change the status, click on status and choose Submitted or NA, if not applicable. Click on update button to save changes.

Information and Communication Technology Office

My Department

PULMONES, RICHARD
SY 2016 - 17, 2nd Sem

REQUIREMENTS	Status	Date
1. Department Course Outline 1st & 2nd Semester	Not Submitted ▼	
2. Department Grading Sheets	Not Submitted ▼	
3. Department Record Books	Not Submitted ▼	
4. Department Copy of Final Exam Questionnaire	Not Submitted ▼	
5. Department Final Exam Papers	Not Submitted ▼	
6. Department Minutes of Meeting – 1st & 2nd Semester	Not Submitted ▼	
7. Annual Report	Not Submitted ▼	
8. TECO/TPPE	Not Submitted ▼	
9. Exit Interview (EDUC, IT, ND, FA, ID, PSYCH, PLOSC)	Not Submitted ▼	

Information and Communication Technology Office

My Department

PULMONES, RICHARD
SY 2016 - 17, 2nd Sem

REQUIREMENTS	Status	Date
1. Department Course Outline 1st & 2nd Semester	Submitted ▼	May 22 2017 10:36AM
2. Department Grading Sheets	Submitted ▼	May 22 2017 10:37AM
3. Department Record Books	Not Submitted ▼	
4. Department Copy of Final Exam Questionnaire	Not Submitted ▼	
5. Department Final Exam Papers	NA ▼	May 22 2017 10:37AM
6. Department Minutes of Meeting – 1st & 2nd Semester	Not Submitted ▼	
7. Annual Report	Not Submitted ▼	
8. TECO/TPPE	Not Submitted ▼	
9. Exit Interview (EDUC, IT, ND, FA, ID, PSYCH, PLOSC)	Not Submitted ▼	

The page displays date and time after clicking Update button.

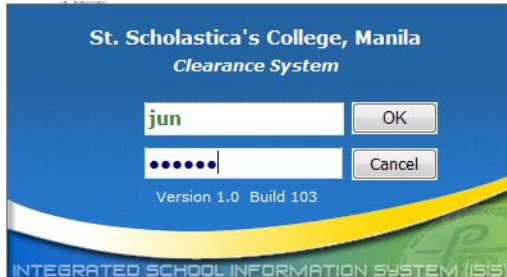
SAMPLE CLEARANCE FORM FOR DEPARTMENT HEAD*St. Scholastica's College***SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE***2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017***Name:** PULMONES, RICHARD**Department:** Education**Status:**

Requirements to be cleared by the Department Chair	
Course Outline	not submitted
Seminar Attended	not submitted
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted
Department Course Outline 1st & @nd Semester	submitted
Department Grading Sheets	submitted
Department Record Books	submitted
Department Copy of Final Exam Questionnaire	not submitted
Department Final Exam Papers	NA
Department Minutes of Meeting - 1st & 2nd Semester	not submitted
Annual Report	not submitted
TECO/TPPE	not submitted
Exit Interview (EDUC, IT, ND, FA, ID, PSYCH, PLOSC	not submitted
Requirement to be cleared by the Dean's Office	
Dean's Office	
Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	cleared
HRD Office: Employment requirements	
TO PROCESS YOUR REQUIREMENTS, PLEASE INFORM HRD OFFICE. THANK YOU!	


May 22, 2017 / 15:05

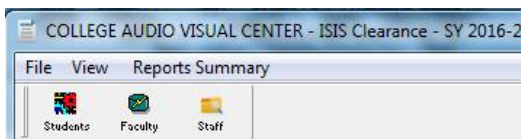
USING ISIS CLEARANCE MODULE

- Users of this module are given access rights to log in and use the module. The log-in interface expects the user to enter the username and the required password.

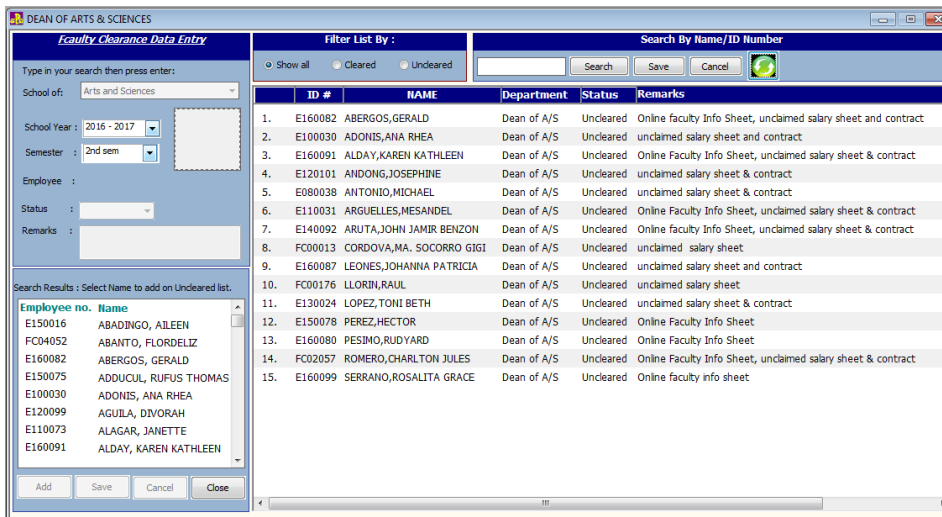


Click OK button to display the menu.

- On menu, go to File then click Faculty or click  icon to open Faculty Clearance window.



- The ISIS Faculty Clearance Window



4. Data entry for faculty clearance
 - a. Select faculty name
 - b. Click Add button
 - c. Add remarks
 - d. Click Save button
 - e. Displays clearance status of the faculty

DEAN OF ARTS & SCIENCES

Faculty Clearance Data Entry

Type in your search then press enter:

School of: Arts and Sciences

School Year: 2016 - 2017

Semester: 2nd sem

Employee: ADONIS, ANA RHEA

Status: Uncleared

Remarks: unclaimed salary sheet

Filter List By: Show all Cleared Uncleared

Search By Name/ID Number

ID #	NAME	Department	Status	Remarks
1. E160082	ABERGOS,GERALD	Dean of A/S	Uncleared	Online faculty Info Sheet, unclaimed salary sheet and contract
2. E100030	ADONIS,ANA RHEA	Dean of A/S	Uncleared	unclaimed salary sheet and contract
3. E160091	ALDAY,KAREN KATHLEEN	Dean of A/S	Uncleared	Online Faculty Info Sheet, unclaimed salary sheet & contract
4. E120101	ANDONG,JOSEPHINE	Dean of A/S	Uncleared	unclaimed salary sheet & contract
5. E080038	ANTONIO,MICHAEL	Dean of A/S	Uncleared	unclaimed salary sheet & contract
6. E110031	ARGUELLES,MESANDEL	Dean of A/S	Uncleared	Online Faculty Info Sheet, unclaimed salary sheet & contract
7. E140092	ARUTA,JOHN JAMIR BENZON	Dean of A/S	Uncleared	Online faculty Info Sheet, unclaimed salary sheet & contract
8. FC00013	CORDOVA,MA. SOCORRO GIGI	Dean of A/S	Uncleared	unclaimed salary sheet
9. E160087	LEONES,JOHANNA PATRICIA	Dean of A/S	Uncleared	unclaimed salary sheet and contract
10. FC00176	LLORIN,RAUL	Dean of A/S	Uncleared	unclaimed salary sheet
11. E130024	LOPEZ,TONI BETH	Dean of A/S	Uncleared	unclaimed salary sheet & contract
12. E150078	PEREZ,HECTOR	Dean of A/S	Uncleared	Online Faculty Info Sheet
13. E160080	PESIMO,RUDYARD	Dean of A/S	Uncleared	Online Faculty Info Sheet
14. FC02057	ROMERO,CHARLTON JULES	Dean of A/S	Uncleared	Online Faculty Info Sheet, unclaimed salary sheet & contract
15. E160099	SERRANO,ROSALITA GRACE	Dean of A/S	Uncleared	Online faculty info sheet

Search Results : Select Name to add on Uncleared list.

Employee no.	Name
E150016	ABADINGO, AILEEN
FC04052	ABANTO, FLODELIZ
E160082	ABERGOS, GERALD
E150075	ADDUCUL, RUPERTO MAS
E100030	ADONIS, ANA RHEA
E120099	AGUILA, DIVA
E110073	ALAGAR, JANET
E160091	ALDAY, KAREN KATHLEEN

Save Cancel Close