

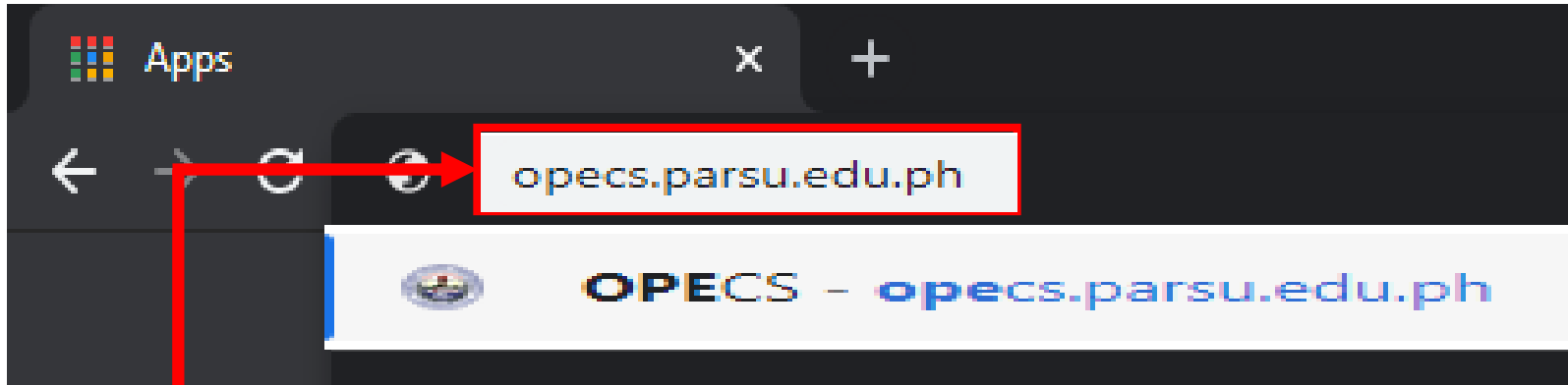
OPECS MANUAL

MANUAL FOR CLEARANCE APPLICANTS



PARTIDO STATE UNIVERSITY

Goa, Caramoan, Lagonoy, San Jose, Salogon, Sagnay, Tinambac

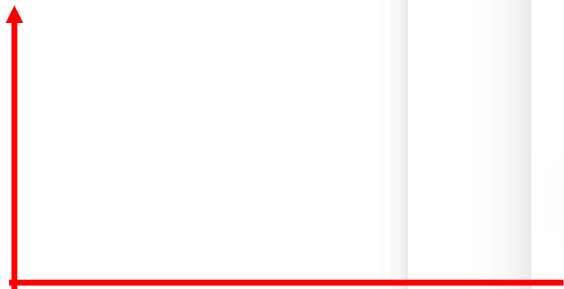


Open your browser and
enter the URL
<http://opecs.parsu.edu.ph>

<http://opecs.parsu.edu.ph>



Click Sign in using ParSU Corporate Google+ to login using your PARSU corporate email account.



PARTIDO STATE UNIVERSITY Employee Clearance System

Log in

Email Address

juan.delacruz@parsu.edu.ph

Password

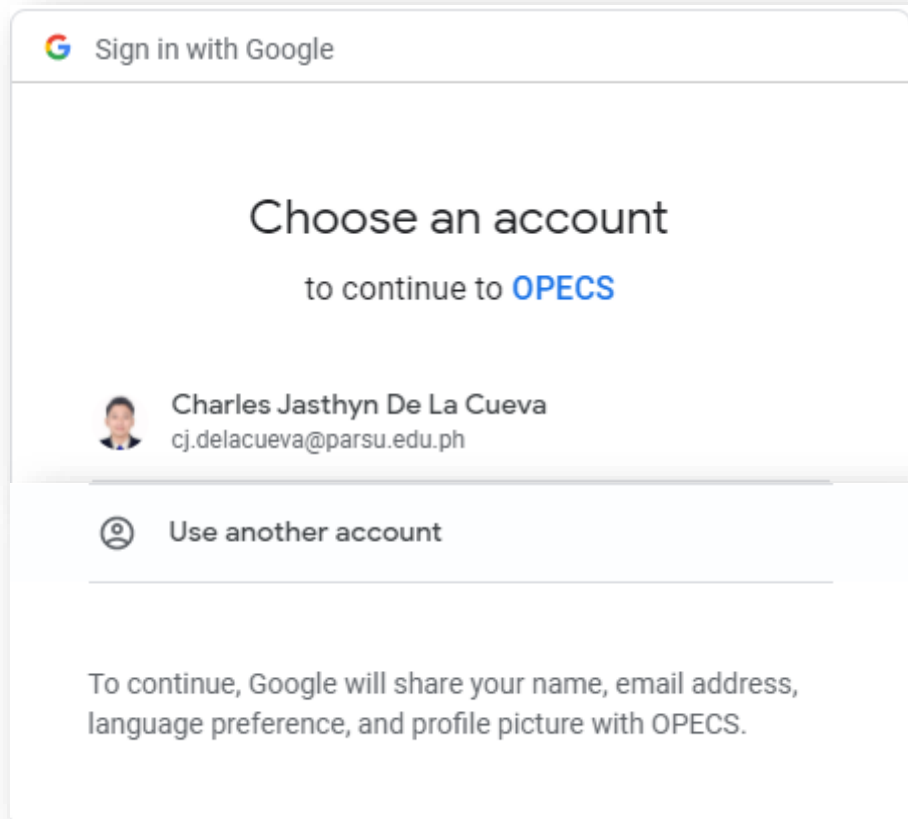
Remember me

LOGIN

OR

Sign in using ParSU Corporate Google+






Select your personal corporate email (ParSU Email) account to continue to OPECS.


If you are a signatory, login using your office corporate email account.

Program Directors can use their personal corporate emails as signatory.



 Sign in with Google

Hi USER

 sample.email@parsu.edu.ph

To continue, first verify it's you

Enter your password

Show password

[Forgot password?](#)

Enter your password if asked, then click next.



The screenshot displays the OPECS dashboard interface. At the top left, there is a logo and the text "OPECS". Below this, a navigation menu includes "Dashboard", "Active Clearance", and "Clearance History". The main content area features a "Welcome user!" message and four summary cards: "Active Clearance" (0), "Signed Clearance(s)" (0/0), "Pending Request(s)" (0), and "Deferred Request(s)" (0). In the top right corner, a dropdown menu labeled "PARSU E-CERTIFICATE" is open, showing options: "Account Setup", "Clearance Setup", "Account Settings", "Signatory Settings", and "Log Out". A red arrow points from the "Account Setup" option in the dropdown menu to the explanatory text on the right.

You will be redirected to the OPECS dashboard if you have successfully logged in.

If you are a first time users, setup your account first. On the upper right side of your dashboard click the down arrow and select Account Setup.



OPECS

Account Setup

UPDATE ACCOUNT SETUP

Address
e.g. San Juan Bautista St., Goa, Camarines Sur

Contact Number
09XXXXXXX

Click **UPDATE ACCOUNT SETUP** to enable editing of form.

Make sure to fill out the form with the correct data.

Account Setup

Address
San Juan Bautista St. Goa Camarines Sur

Contact Number
09123456789

Position
Instructor I

Employment Type
Teaching Personnel

Employment Status
Temporary

Official Station
College of Arts and Sciences

Campus
Goa Campus



College
College of Arts and Sciences

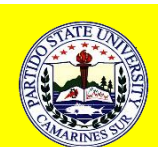
Program
Bachelor of Science in Information Technology

Select designation for customized clearance signatories. (Applicable only for Head of Office/Deans/Program Directors)

I'm a Head of Office I'm a Campus/College Dean I'm a Program Director

UPDATE CANCEL

After filling out the form, click UPDATE.



OPECS

PARSU E-CERTIFICATE ▾

Account Setup

User Settings updated successfully.

UPDATE ACCOUNT SETUP

Address

San Juan Bautista St. Goa Camarines Sur

Contact Number

09123456789

Position

Instructor I

Employment Type

Teaching Personnel ▾

Employment Status

Account Setup

Clearance Setup

Account Settings

Signatory Settings

Log Out

Now go to Clearance Setup to generate clearance based on your account setup.



Clearance Setup

EDIT CLEARANCE SETUP

Academic Year and Semester

Purpose

Click **EDIT CLEARANCE SETUP** to enable editing of form.

Select Academic year and Semester and your clearance purpose.

Clearance Setup

Academic Year and Semester

2020-2021-2

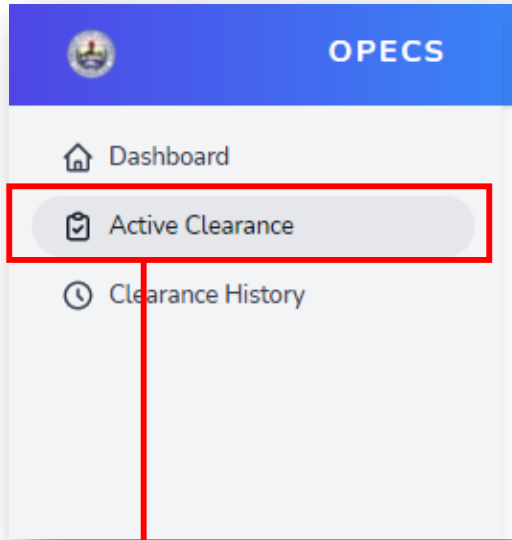
Purpose

End of Semester

UPDATE CANCEL

After filling out the form, click **UPDATE**.





Now click **Active Clearance** on sidebar then start requesting for clearance by clicking **REQUEST CLEARANCE** button.

PARSU E-CERTIFICATE ▾

Active Clearance

PENDING REQUEST

DESIGNATION	SIGNATORIES	
Initial for Supply Office	J [Redacted]	REQUEST CLEARANCE
Supply Officer	M [Redacted]	
Librarian	A [Redacted]	REQUEST CLEARANCE
Cashier	T [Redacted]	REQUEST CLEARANCE
Program Director	K [Redacted]	REQUEST CLEARANCE
College Dean	J [Redacted]	
Registrar Records Officer	R [Redacted]	REQUEST CLEARANCE
Registrar	J [Redacted]	
President Faculty Association	P [Redacted] ON	REQUEST CLEARANCE
HRMO	C [Redacted]	
Accountant	P [Redacted]	
Vice President for Academic Affairs	E [Redacted]	
SUC President III	R [Redacted]	

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Click on the specific Office/Officer such as “Supply Officer” to view the requirements imposed by that signatory and deficiency, if any.

You can also upload files/documentary requirements here if allowed by the signatory.

DESIGNATION
Initial for Supply Office
Supply Officer
Librarian
Cashier
Program Director
College Dean
Registrar Records Officer
Registrar
President Faculty Association
HRMO
Accountant
Vice President for Academic Affairs
SUC President III

Clearance Requirement(s)

Active Clearance > Clearance Details

Signatory: J. [redacted] T - Initial for Supply Office

REQUIREMENT(S)	EMPLOYMENT TYPE	EMPLOYMENT STATUS	PURPOSE	UPLOAD
Please submit your grades.				UPLOAD

Uploaded Requirement(s)

Deficiencies

DEFICIENCY	NOTE	UPLOAD
Uploaded Deficiency		

The user should have requested clearance before uploading requirement(s).

Active Clearance

DESIGNATION

Initial for Supply Office

SIGNATORIES

J [REDACTED] IT

DEFERRED REQUEST

Clearance Requirement(s)

Active Clearance > Clearance Details

REQUEST REVIEW

Signatory: J [REDACTED] - Initial for Supply Office

REQUIREMENT(S)

EMPLOYMENT

Please submit your grades.

Uploaded Requirement(s)

If the signatory deferred your clearance, make sure to comply with all the requirement(s) imposed by the concerned office. After completing/submitting all the requirements, click on the Office/Officer pertaining to the signatory then click the **REQUEST REVIEW** button. After that, wait for the signatory approval.



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PSU-F-HRM-17

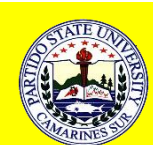
SUBMIT CLEARANCE

DESIGNATION	SIGNATORIES	
Initial for Supply Office	J [REDACTED]	SIGNED CLEARANCE
Supply Officer	M [REDACTED]	SIGNED CLEARANCE
Librarian	A [REDACTED]	SIGNED CLEARANCE
Cashier	T [REDACTED]	SIGNED CLEARANCE
Program Director	K [REDACTED]	SIGNED CLEARANCE
College Dean	J [REDACTED]	SIGNED CLEARANCE
Registrar Records Officer	RE [REDACTED] R	SIGNED CLEARANCE
Registrar	J [REDACTED]	SIGNED CLEARANCE
President Faculty Association	PRES [REDACTED] ION	SIGNED CLEARANCE
HRMO	C [REDACTED]	SIGNED CLEARANCE
Accountant	PE [REDACTED]	SIGNED CLEARANCE
Vice President for Academic Affairs	E [REDACTED]	SIGNED CLEARANCE
SUC President III	R [REDACTED]	SIGNED CLEARANCE

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After having secured the clearance from all offices, you can click the **PSU-F-HRM-17** or **CS FORM No. 7** to view generated clearance form.

Then click the **SUBMIT CLEARANCE** button.



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