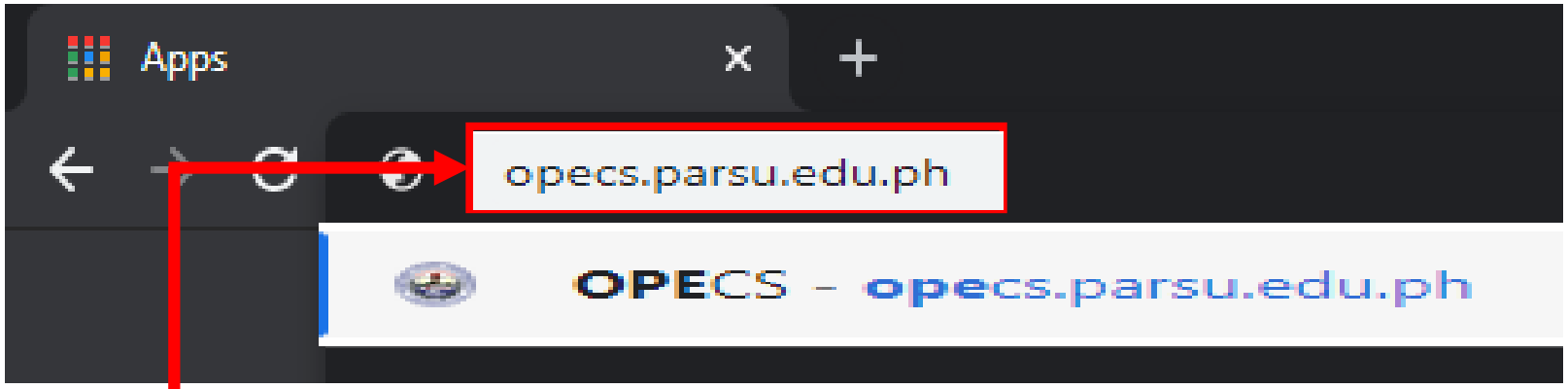
# OPECS MANUAL

MANUAL FOR CLEARANCE APPLICANTS

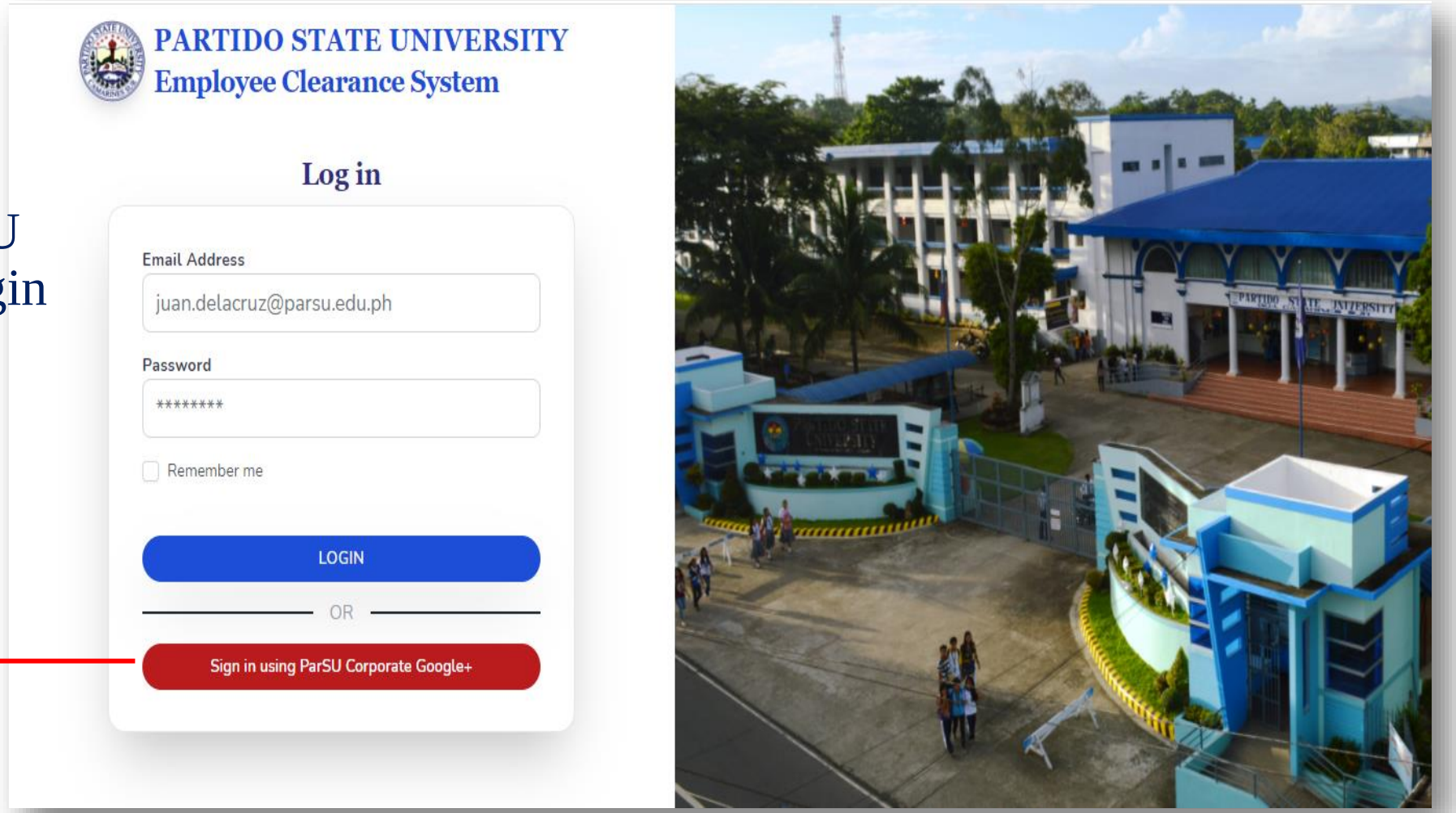
**PARTIDO STATE UNIVERSITY**
Goa, Caramoan, Lagonoy, San Jose, Salogon, Sagnay, Tinambac

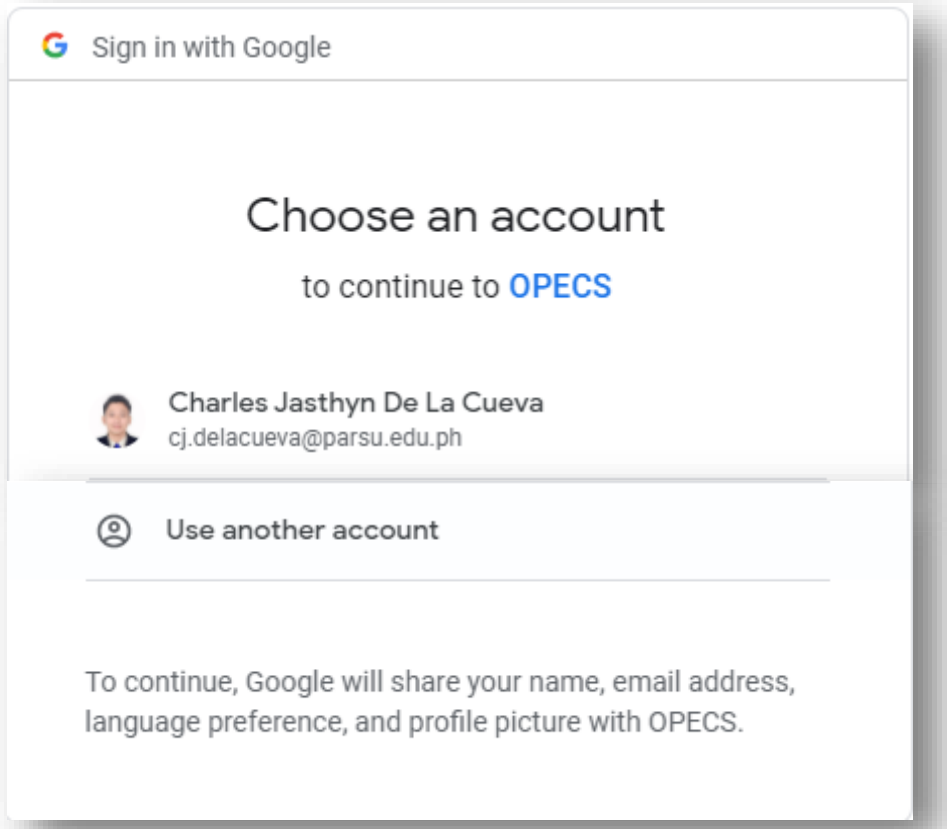



Open your browser and enter the URL ***http://opecs.parsu.edu.ph***

# http://opecs.parsu.edu.ph

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

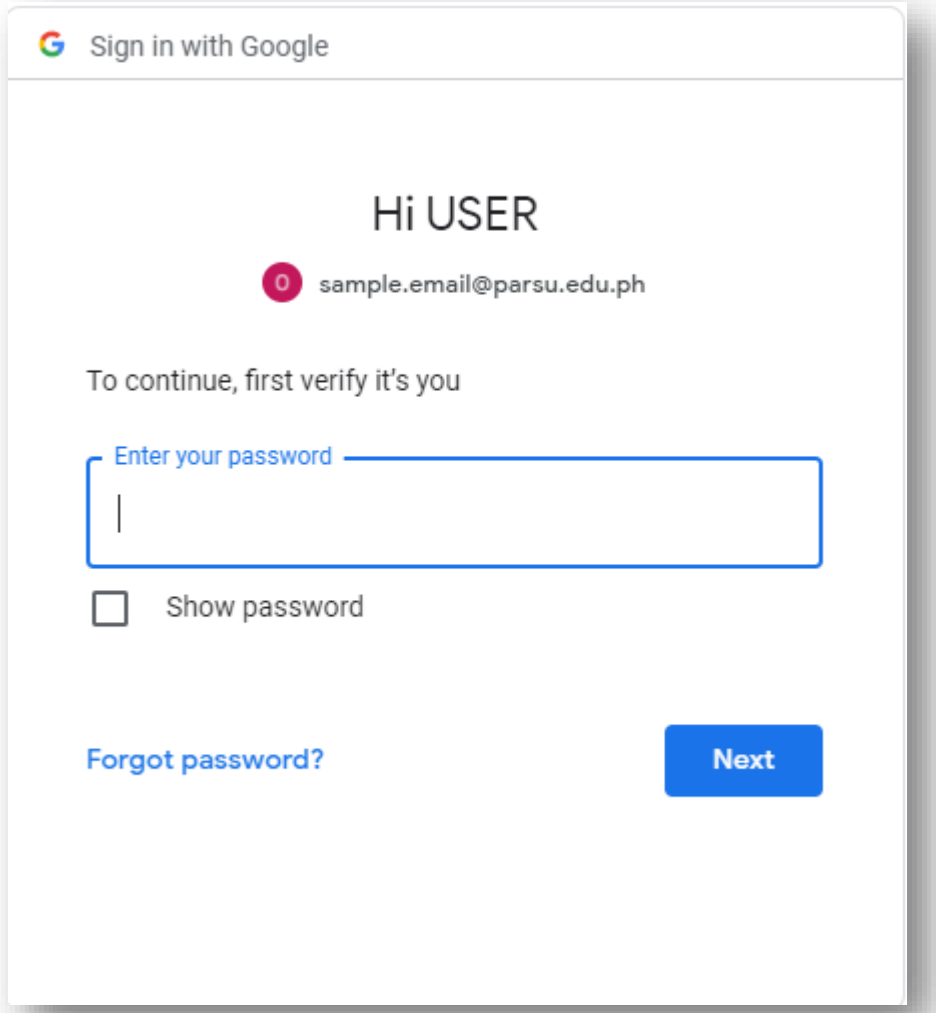




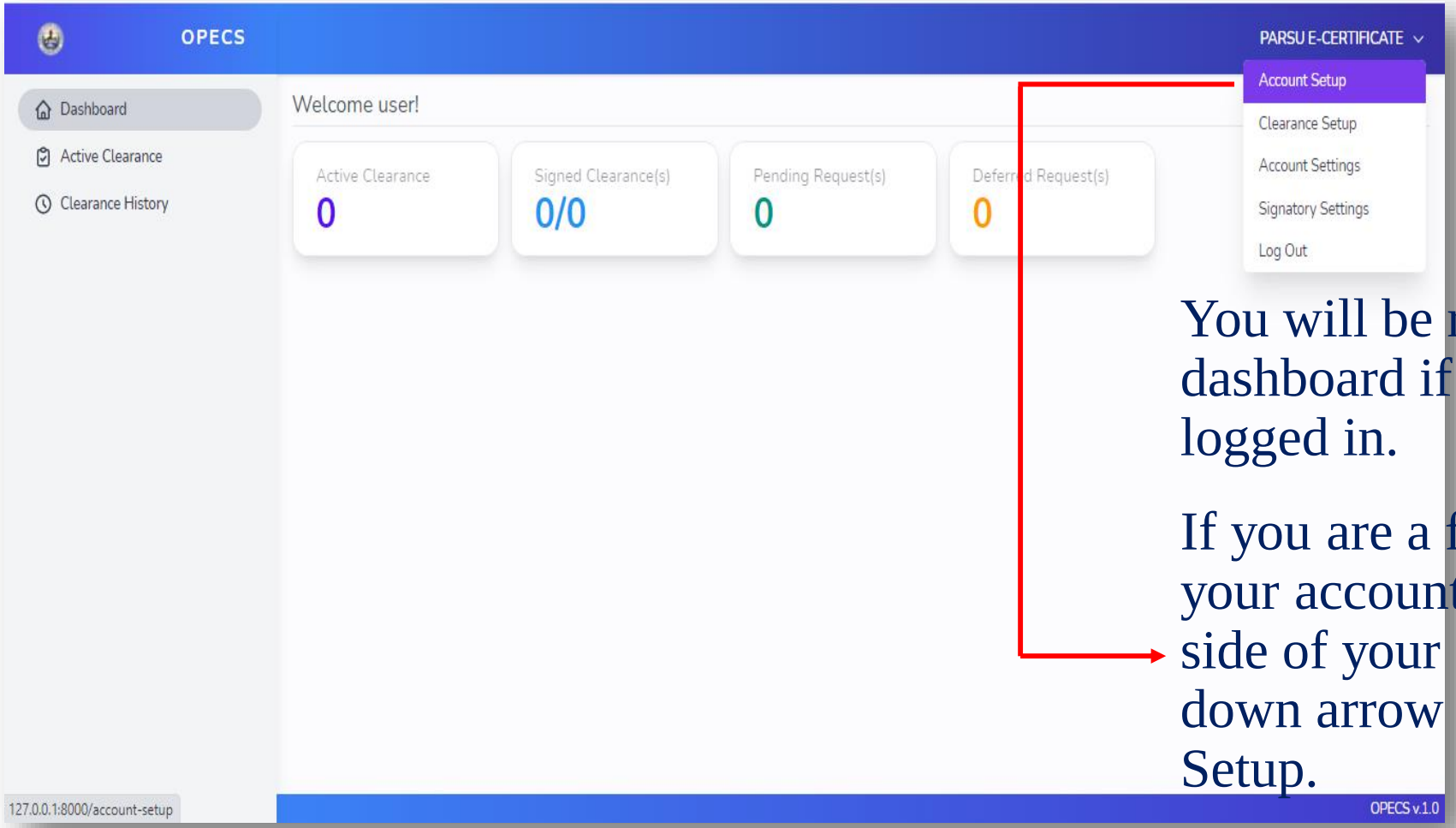

Select your personal corporate email (ParSU Email) account to continue to OPECS.

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

Program Directors can use their personal corporate emails as signatory.

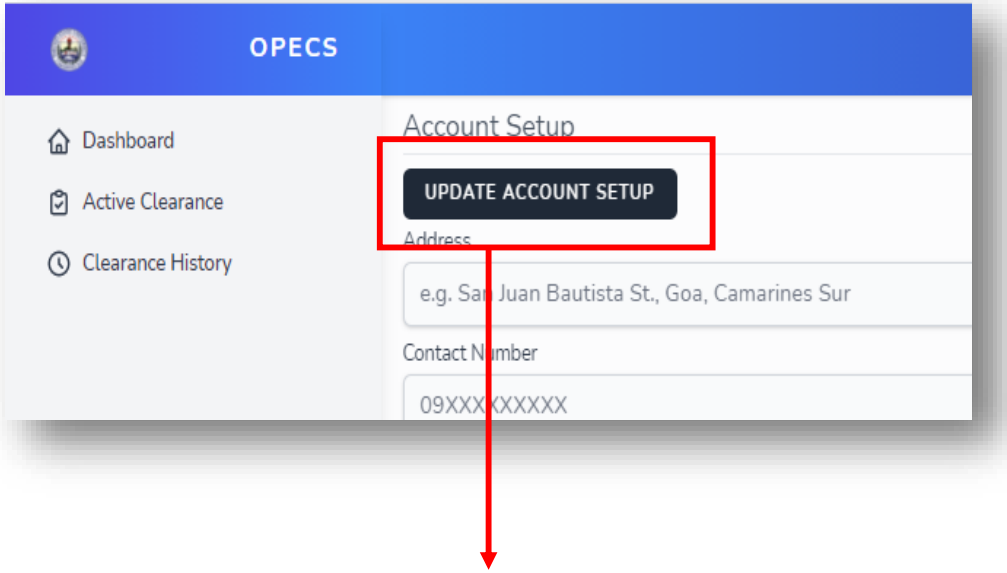



Enter your password if asked, then click next.



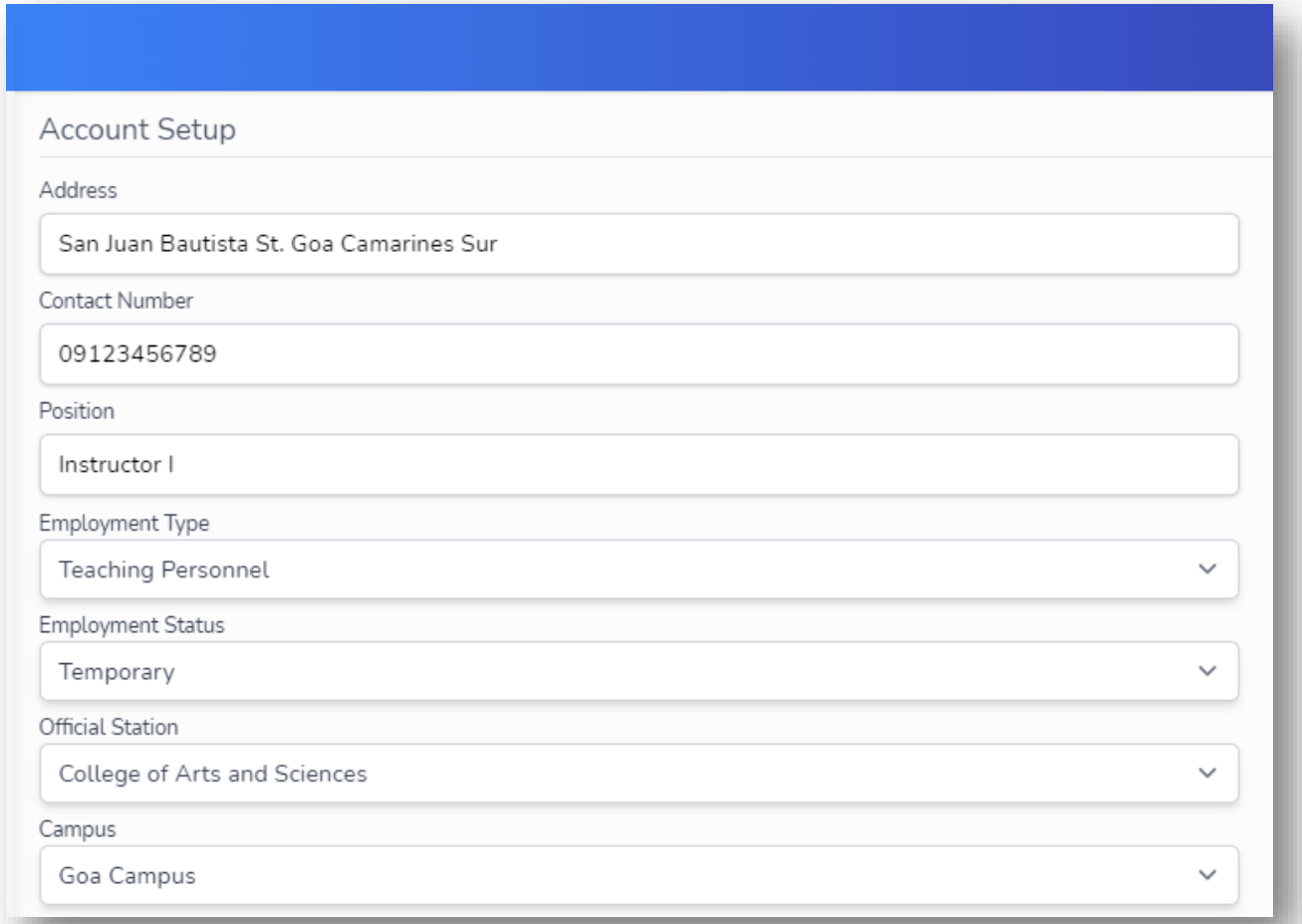

You will be redirected to the OPECS dashboard if you have successfully logged in.

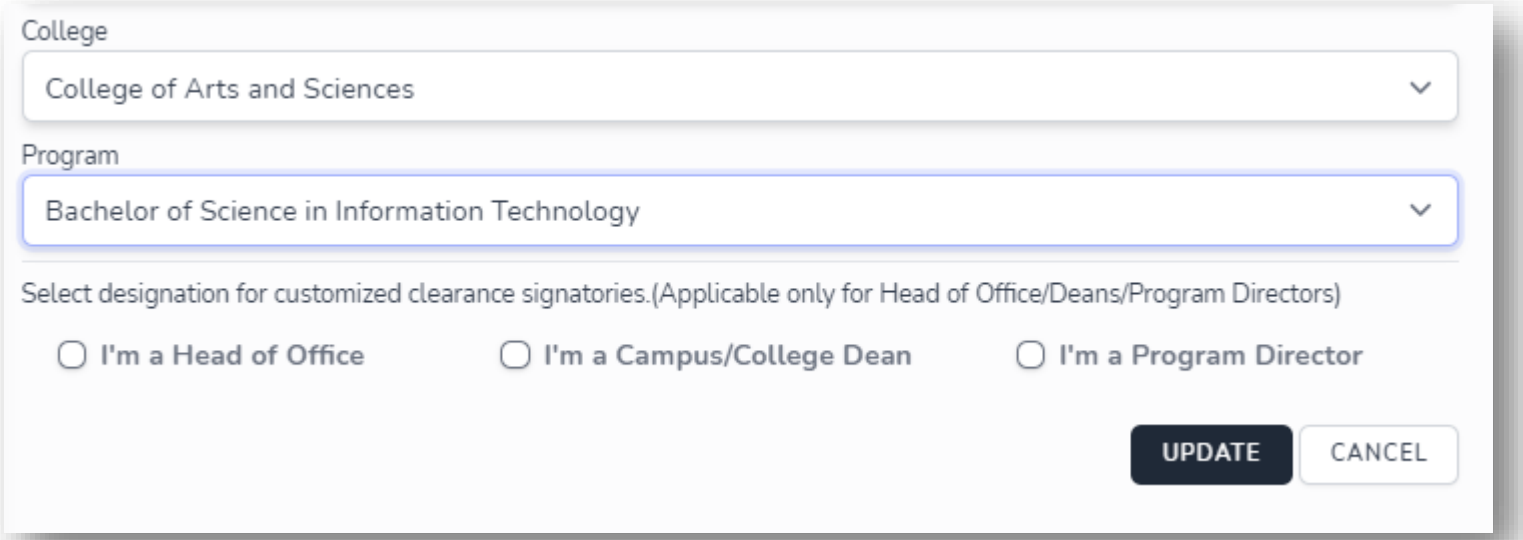
If you are a first time users, setup your account first. On the upper right side of your dashboard click the down arrow and select Account Setup.



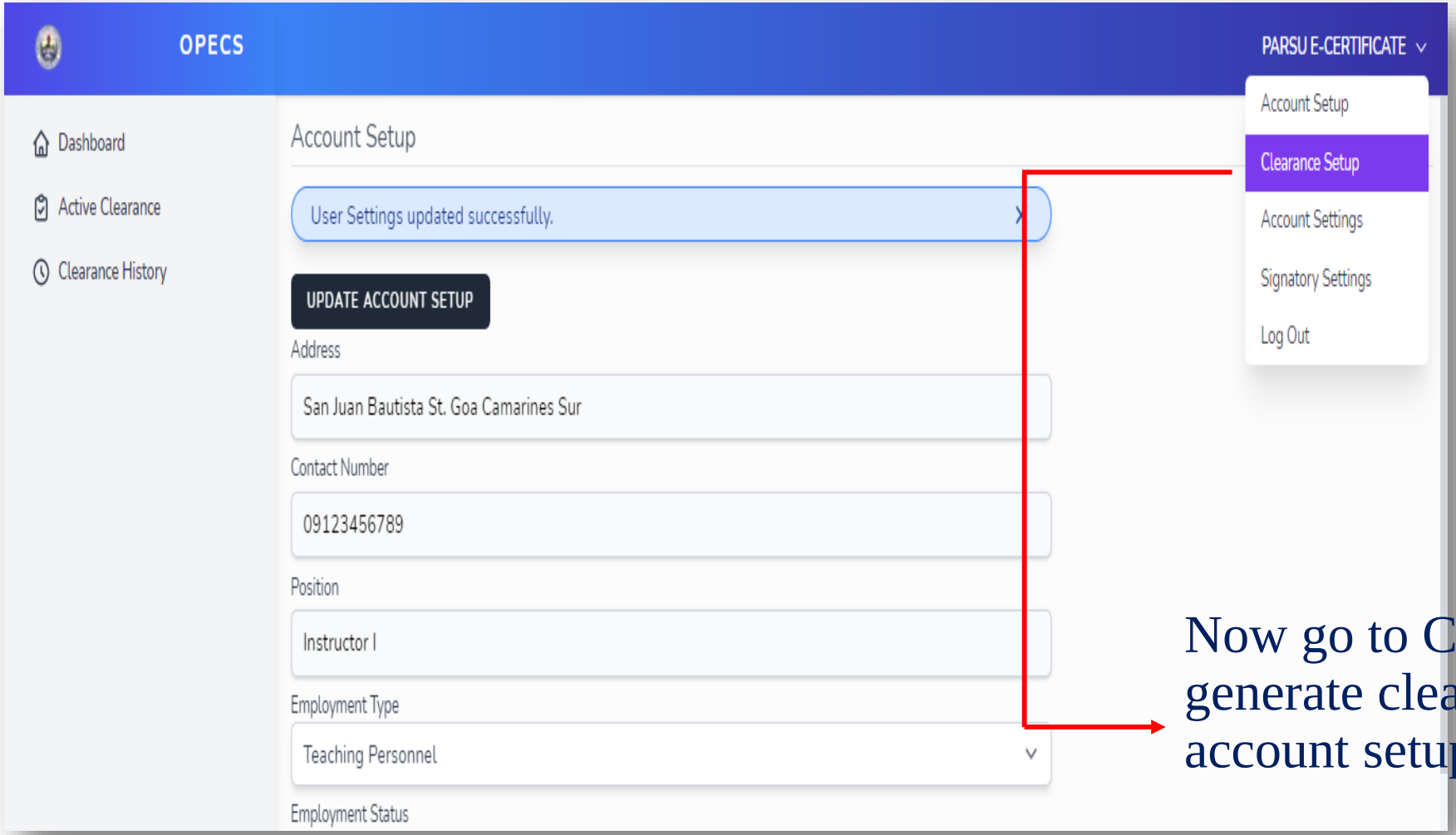

Click UPDATE ACCOUNT SETUP to enable editing of form.

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

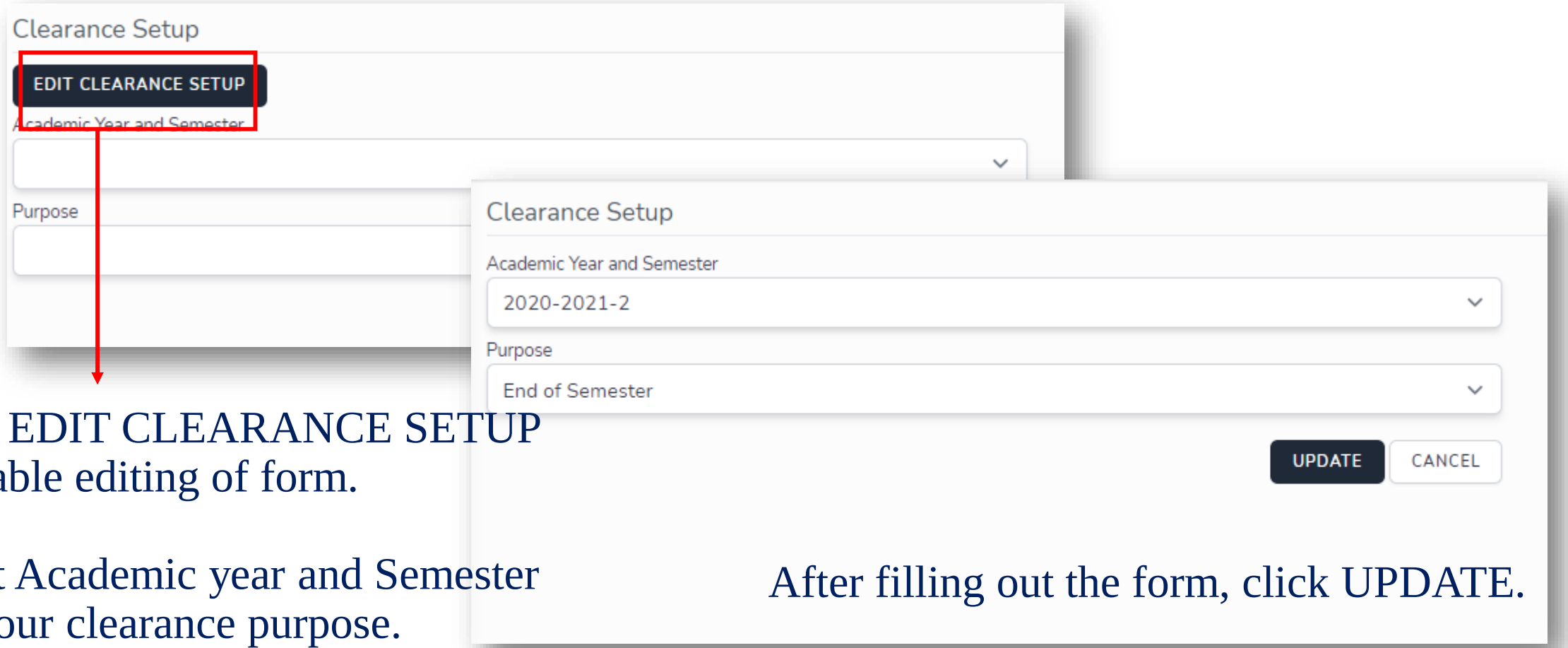





After filling out the form, click UPDATE.



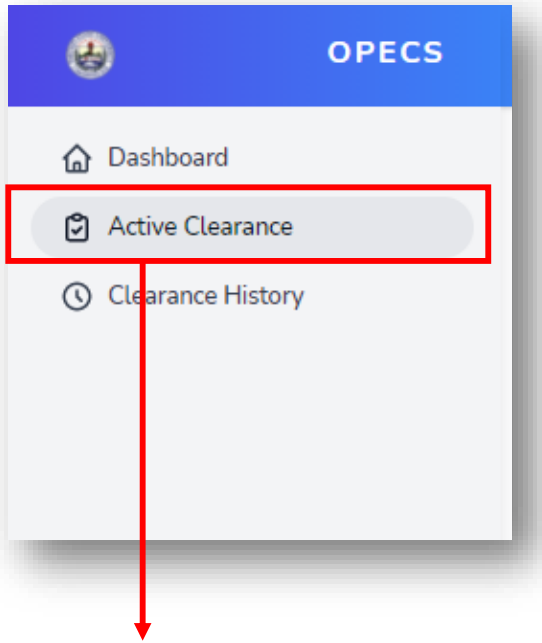

Now go to Clearance Setup to generate clearance based on your account setup.



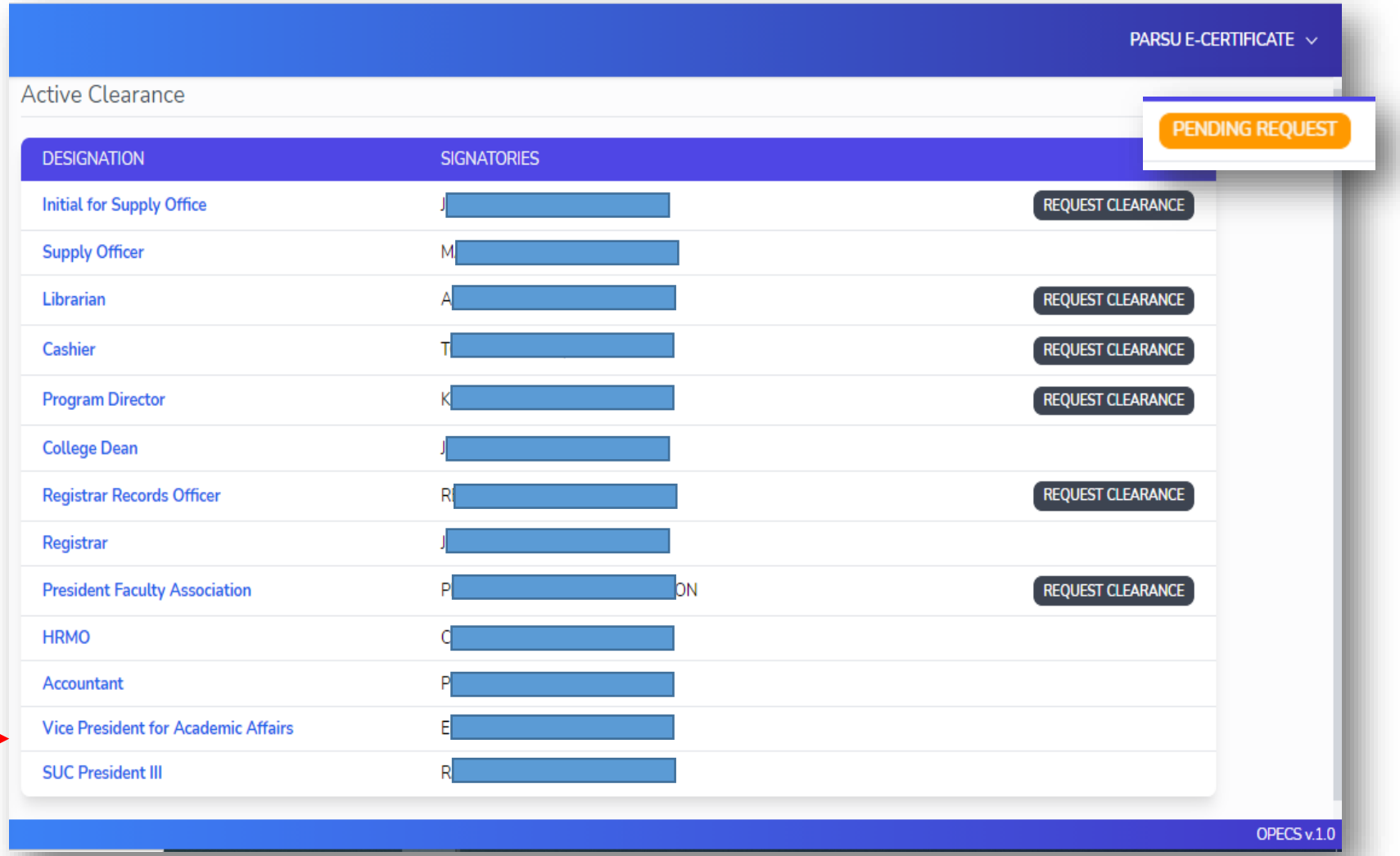

Click EDIT CLEARANCE SETUP to enable editing of form.

Select Academic year and Semester and your clearance purpose.

After filling out the form, click UPDATE.

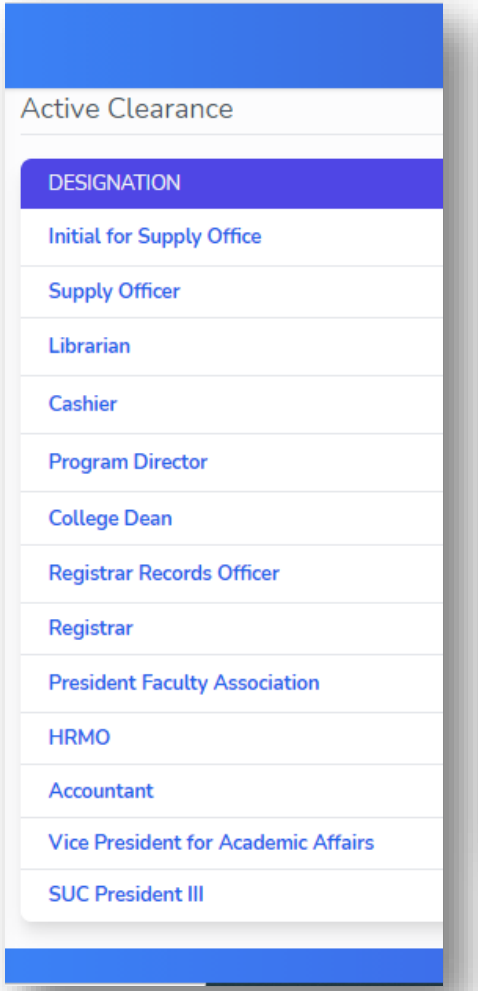


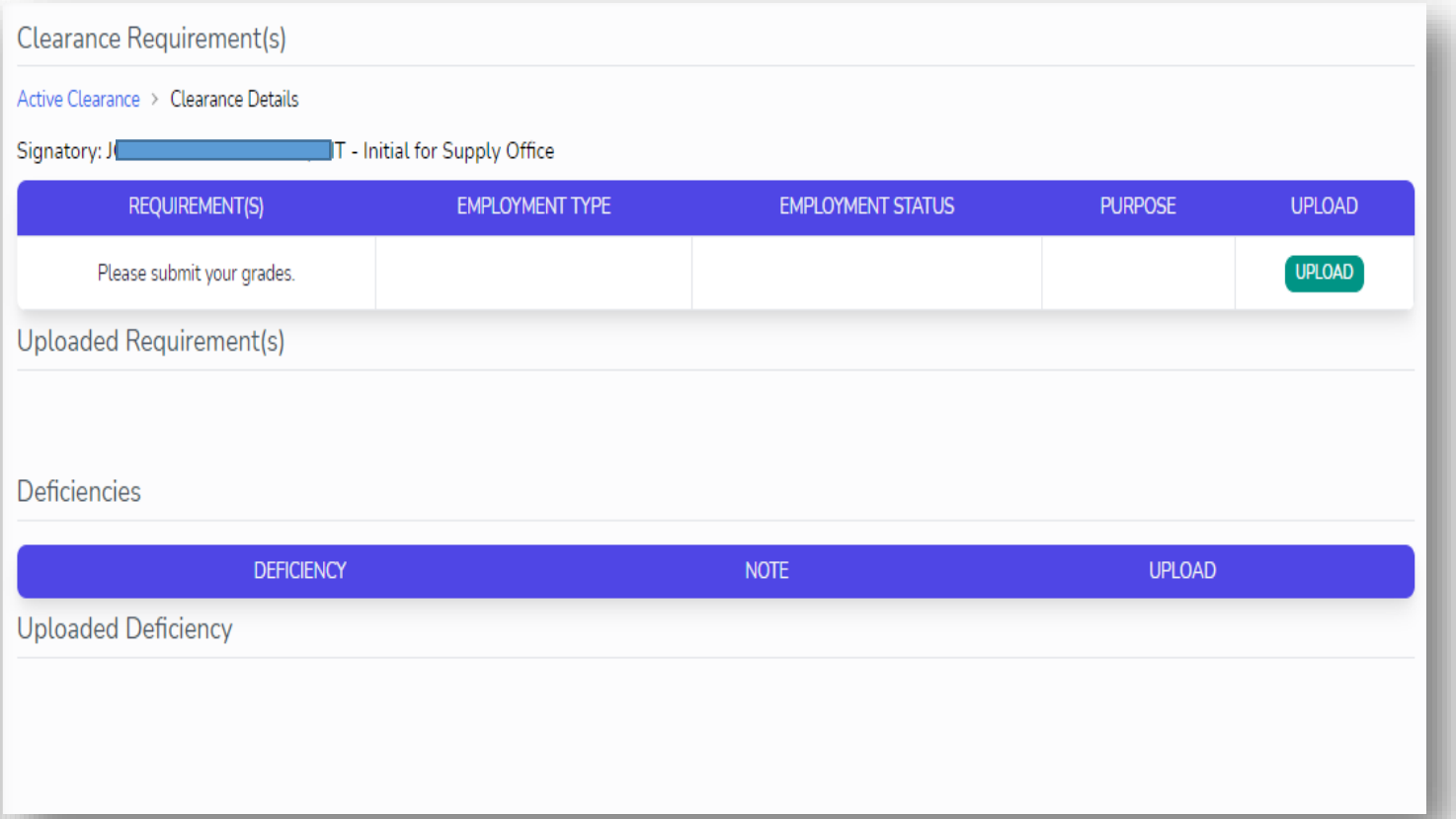

Now click Active Clearance on sidebar then start requesting for clearance by clicking REQUEST CLEARANCE button.



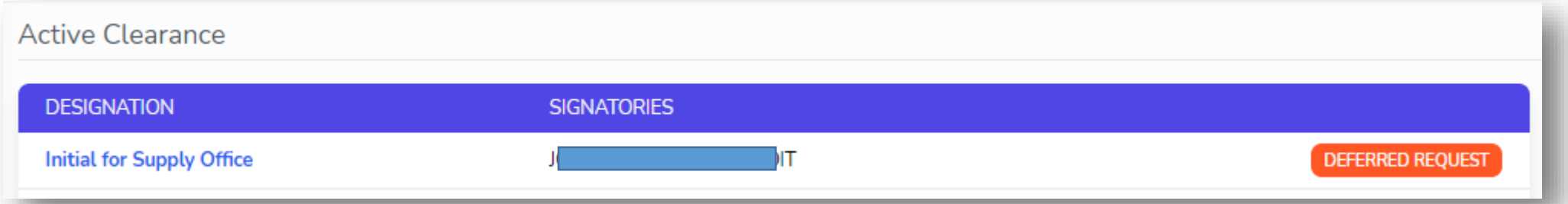
Click on the specific Office/Officer such as “Supply Officer” to view the requirements imposed by that signatory and deficiency, if any.

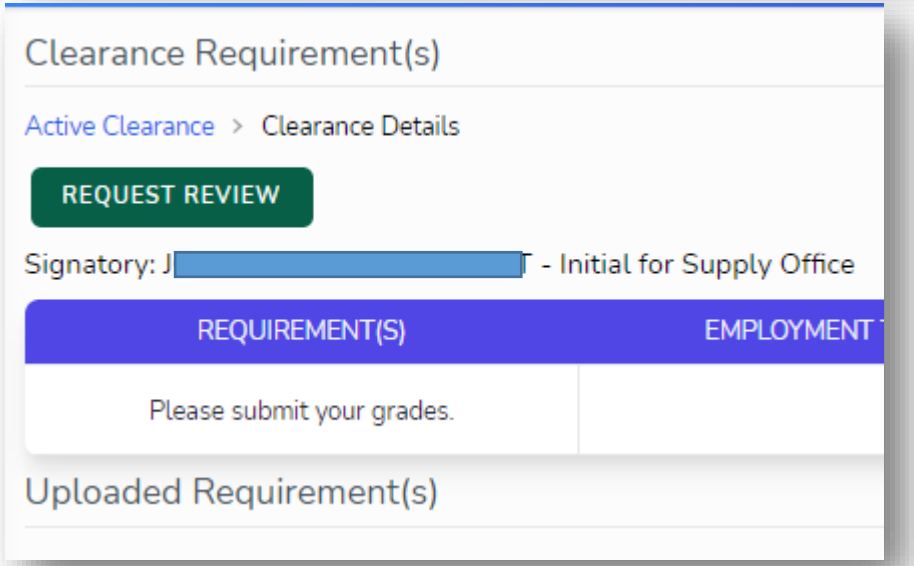
You can also upload files/documentary requirements here if allowed by the signatory.




The user should have requested clearance before uploading 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.

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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