

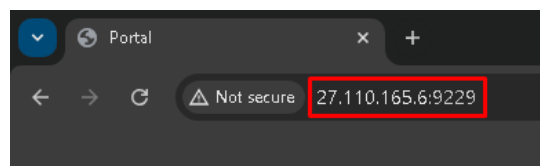
# USER MANUAL FOR OLMS

## HOW TO USE THE SYSTEM

1. Go to your browser



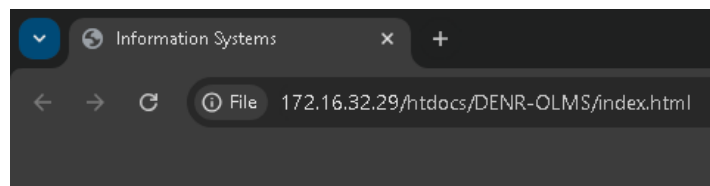
2. Input this URL <http://27.110.165.6:9229/> in your search box



3. Look for "DENR-OLMS", then click.



4. Look for 'OLMS Login', then click.



### Online Leave Management System

- [OLMS Login](#)
- [OLMS User Manual](#)

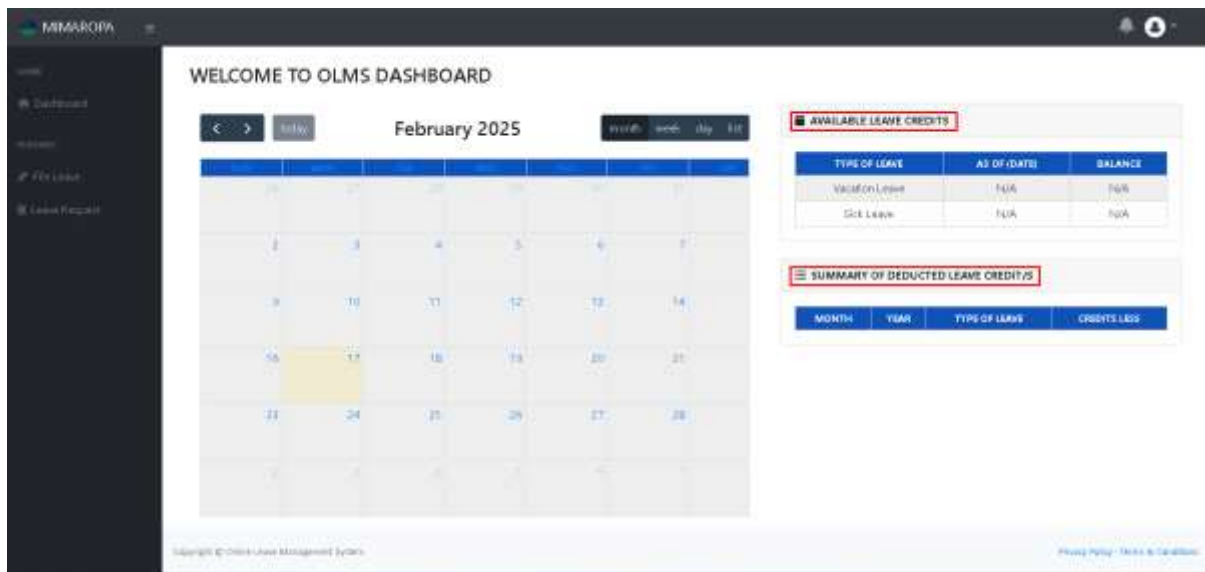
5. Input your OSEC/TIN and Password, then click 'Sign in'. Note if **first** time login use your **OSEC** or **TIN** as **password**.

A screenshot of the 'Online Leave Management System' login form. The form has a header with the system name and logo. Below the header, there are two input fields: 'TIN or OSEC Number' (containing 'Username or TIN Number') and 'Password' (containing 'Enter your Password'). A checkbox labeled 'Remember me' is present. A note states '\*First Login | Use OSEC or TIN for Password'. A blue 'Sign in' button is at the bottom, highlighted with a red rectangular box.

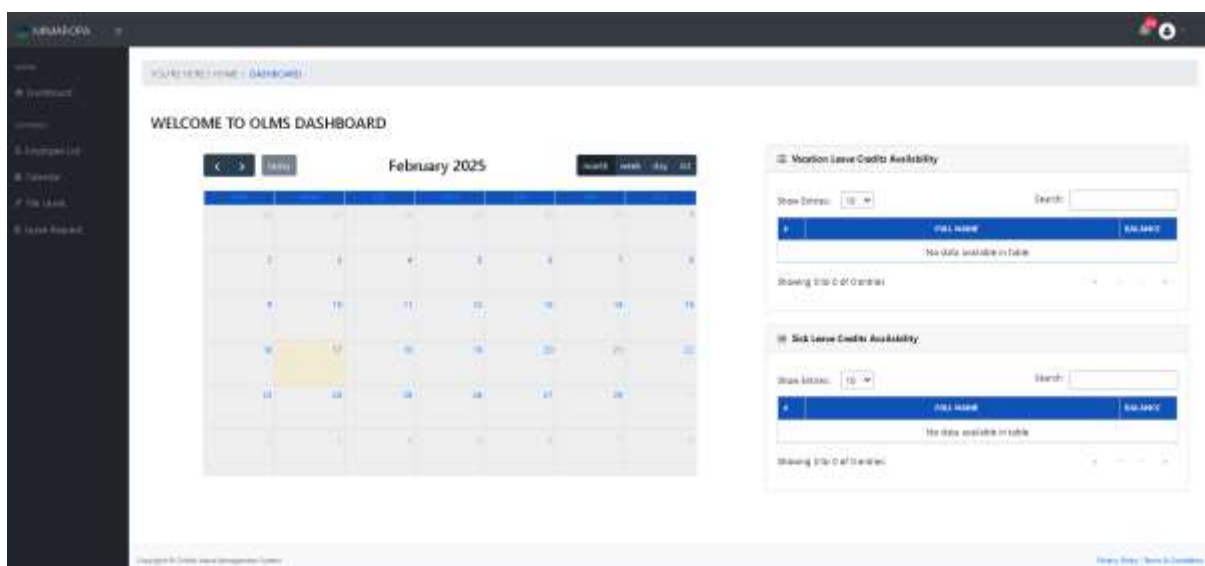
6. Once successfully login to your account, you will prompt to input and update your password, then click 'Confirm'.

A screenshot of the 'Welcome to OLMS' password update form. The form has a header with the title 'Welcome to OLMS'. Below the header, there is a message 'Please update your PASSWORD. Thank you!'. There are two input fields: 'Enter New Password' (containing 'Enter New Password') and 'Confirm Your Password' (containing 'Confirm your Password'). A checkbox labeled 'Show Password' is present. A blue 'Confirm' button is at the bottom right, highlighted with a red rectangular box.

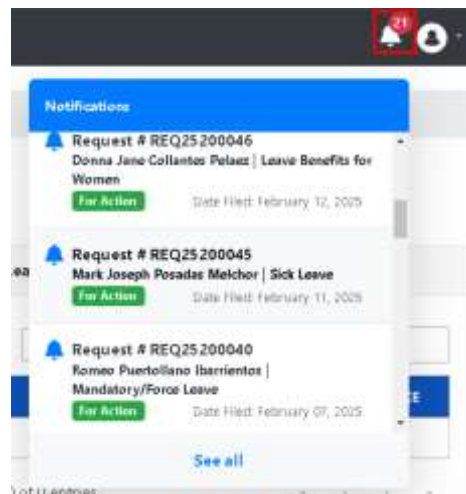
7. OLMS Dashboard allow employee to view and monitor their **LEAVE CREADITS** and **SUMMARY OF DEDUCTED CREDITS**.



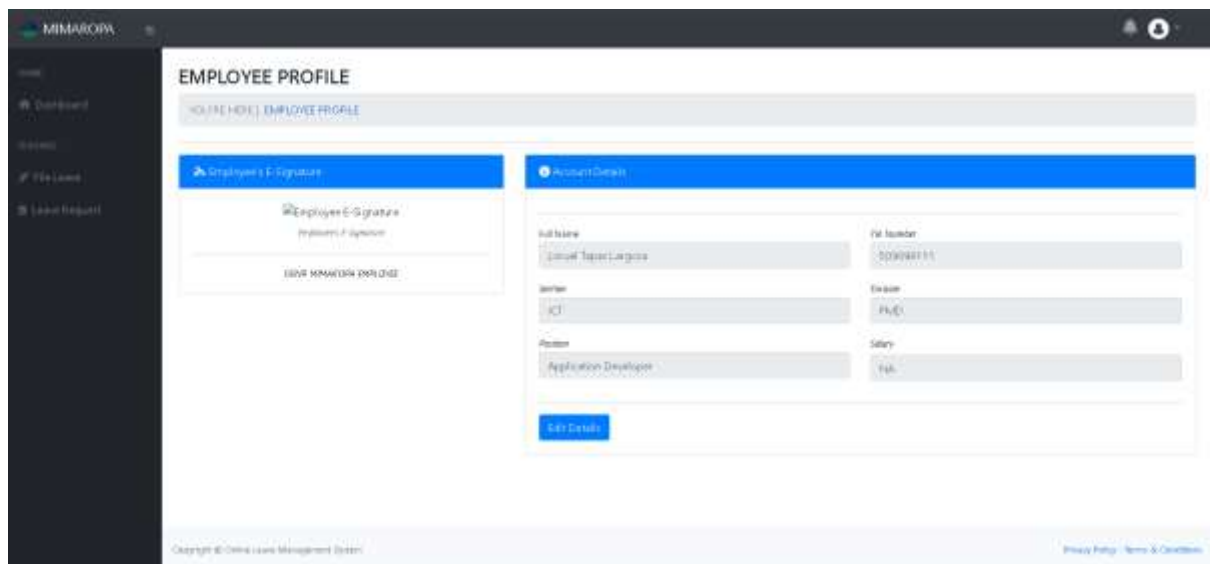
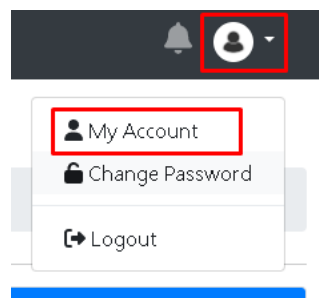
For Personnel/Administrator Account, the dashboard allows him/her to view employee with **LOW LEAVE CREDITS** for Vacation and Sick Leave.



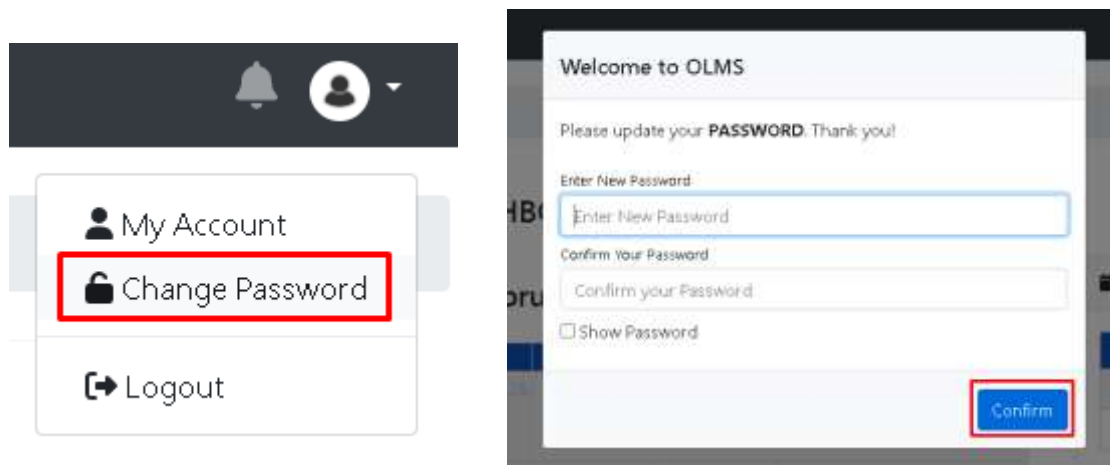
8. Click '**NOTIFICATION BELL**' view all status of request.



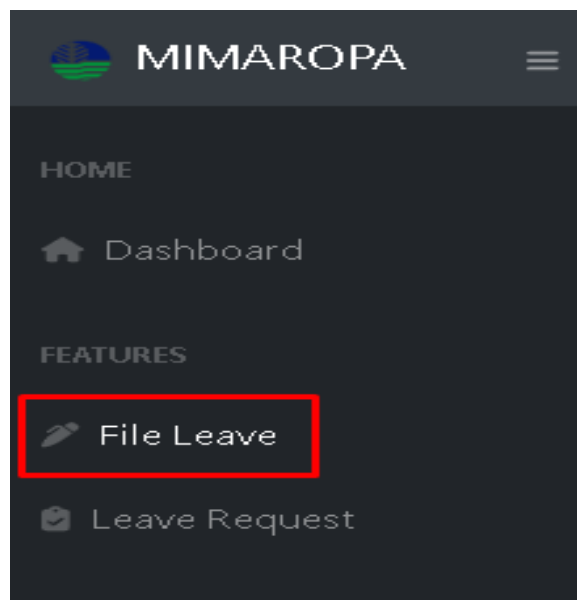
10. Click '**PROFILE ICON**' and '**MY ACCOUNT**' to modify account information.



11. click '**PROFILE ICON**' and '**CHANGE PASSWORD**' to change your account password.



12. Click '**FILE LEAVE**' to schedule and submit your application.



13. Select the **SIGNATORIES** and click '**CONFIRM**' to proceed to '**LEAVE FORM**'. Note clicking **URGENT REQUEST** allows employees to submit application without restriction but for approval of personnel section.

**Select Signatories**

Click **URGENT BUTTON** to submit application without restrictions and wait for **PERSONNEL APPROVAL**. Thank you.

☒ Urgent Request

Section Chief:  
Select Section Chief

Division Chief:  
Select Division Chief

ARD/RED:  
Select ARD | RED

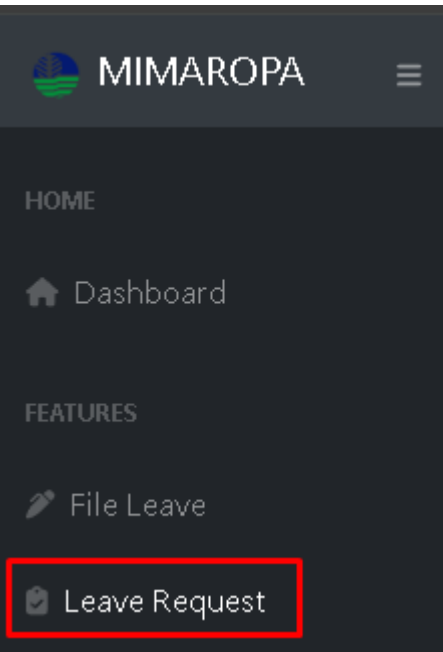
Confirm

14. Fill up the **LEAVE FORM** and click '**SUBMIT**'.



5.A TYPE OF LEAVE TO BE AVAILED OF	5.B DETAILS OF LEAVE
<input checked="" type="radio"/> Vacation Leave <input type="radio"/> Mandatory/Forced Leave <input type="radio"/> Sick Leave <input type="radio"/> Maternity Leave <input type="radio"/> Paternity Leave <input type="radio"/> Special Leave Privilege (SLP) <input type="radio"/> Solo Parent Leave <input type="radio"/> Study Leave <input type="radio"/> 10-Days VAWC Leave <input type="radio"/> Rehabilitation Privilege <input type="radio"/> Special Leave Benefits for Women <input type="radio"/> Special Emergency (Calamity) Leave <input type="radio"/> Adoption Leave <input type="radio"/> Other Purpose  Specify: _____	<p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input checked="" type="checkbox"/> Select Date for SLP: <input type="text"/> If Late File Enter Date of Returned  <input checked="" type="radio"/> Within Philippines na _____  <input type="radio"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input checked="" type="checkbox"/> Select Date of Returned: If Late File Enter Date of Returned  <input type="radio"/> In Hospital (Specify) _____  <input type="radio"/> Out Patient (Specify) _____</p> <p><i>In Case of Special Leave for Women:</i></p> <p>Specify illness: _____</p> <p><i>In Case of Study Leave:</i></p> <p><input type="radio"/> Completion of Master's Degree  <input type="radio"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input type="radio"/> Monetization of Leave Credits  <input type="radio"/> Terminal Leave</p> <p><i>In Case of Urgent Request</i></p> <p>Specify: _____</p>
5.C NUMBER OF WORKING DAYS APPLIED FOR	5.D COMMUTATION
Working Days: _____ Inclusive Date/s: _____ Select Date/s: _____ File Upload (Optional): _____ Attach File: <input type="button" value="Choose File"/> No file chosen	<input type="radio"/> Not Requested <input type="radio"/> Requested  _____ (Employee's Signature)

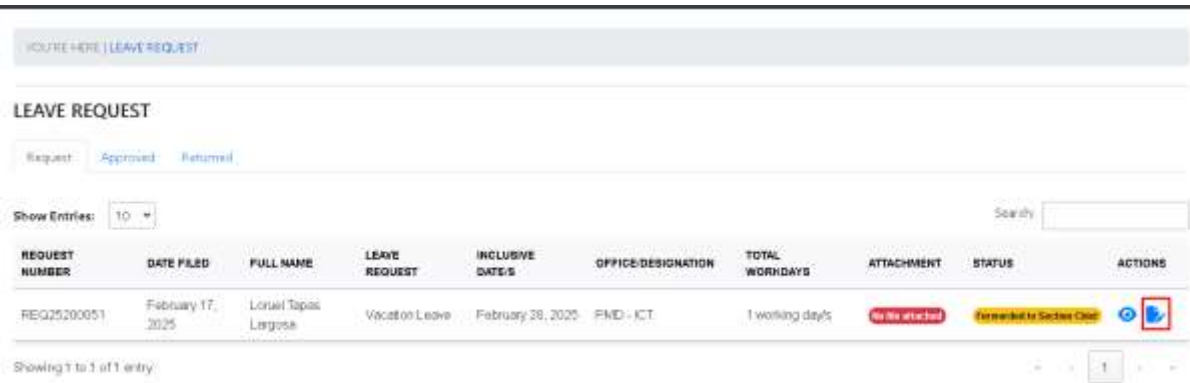
15. Click **‘LEAVE REQUEST’** to view employee request or status of your request.



16. Click **‘EYE-ICON’** to view the details of employee or your request.



17. Click **‘EDIT-ICON’** allow you to modify or edit your request before signed by **DIVISION CHIEF**.



18. Check '**APPROVED TAB**' or '**RETURNED TAB**' if the request is approved or returned.

LEAVE REQUEST

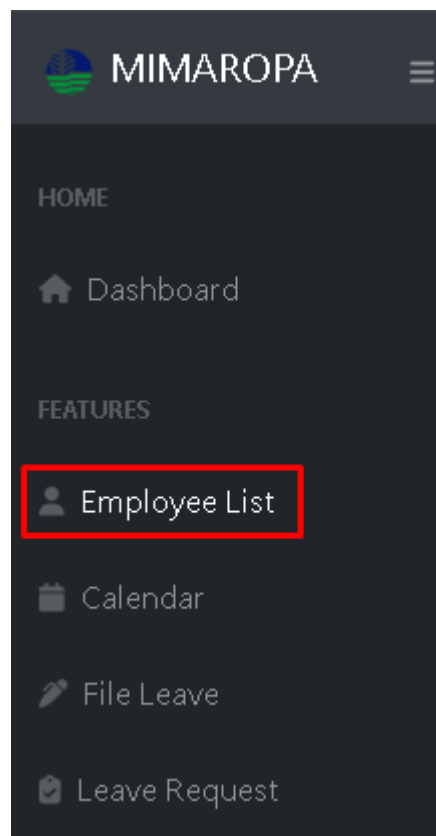
Request **Approved** Returned

Show Entries: 10 Search:

REQUEST NUMBER	DATE FILED	FULL NAME	LEAVE REQUEST	INCLUSIVE DATES	OFFICE DESIGNATION	TOTAL WORKDAYS	ATTACHMENT	STATUS	ACTIONS
REQ25200051	February 17, 2025	Louel Tapas Langua	Vacation Leave	February 28, 2025	PMD - ICT	1 working day/s	<a href="#">No file attached</a>	<a href="#">Forwarded to Section Chief</a>	<a href="#">View</a> <a href="#">Print</a>

Showing 1 to 1 of 1 entry

19. For '**PERSONNEL OR ADMIN**', click '**EMPLOYEE LIST**' to view previous request of specific employee.













20. Click '**FILTER ICON**' to sort employee records and click '**EYE ICON**' to view all his/her '**LEAVE REQUEST**'.

YOU'RE HERE | [EMPLOYEE LIST](#)

### EMPLOYEE LEAVE RECORD/S

Show Entries: 10 Search:

#	FULL NAME	TIN	OFFICE	POSITION	VIEW
1	Michelle	85	AD-ORED		
2	Judy Ann Lope Banawa	607386771	AD-ORED		
3	Personnel Initial Account	00	AD-Personnel	Administrative Officer II	
4	Angel Nica Banawa Capacio	OSEC-DENRB-ADAS1-89	AD-ORED		
5	LEH	145	AD-ORED		
6	Lissa Cagales Balarhaga	OSEC-DENRB-ADOPS-183-2004	AD-Personnel	Administrative Officer II (HRMO II)	
7	Robert Torres Pardo	451849127	AD-ORED		
8	Philip Edison Gabinete Casuncid	OSEC-DENRB-ADAS1-98-2014	AD-ORED	ADAS1	
9	Ian Steven Resdon Jordan	312-576-900-000	AD-ORED		
10	Jessie Dugue Cantariva	190	AD-ORED		

Showing 1 to 10 of 115 entries

1 2 3 4 5 ... 12

21. To sort employee records, select either **DIVISION** or **SECTION**, or both at the same time.

Filter Employee List

Filter the table by selecting either **DIVISION** or **SECTION**, or both at the same time. Thank you.

Select Division

Please select option

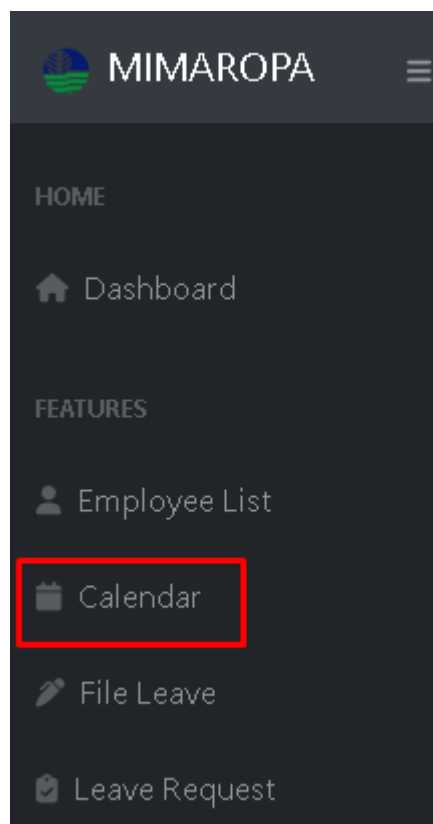
Select Section

Please select option

Reset

Confirm


22. Click on '**CALENDAR**' to add holidays and prevent them from being selected when filling out the '**LEAVE APPLICATION**'.





















23. Click '**ADD ICON**' to add '**HOLIDAYS**'.

YOU'RE HERE | [CALENDAR MANAGEMENT](#)

### CALENDAR MANAGEMENT

Show Entries: 10  Search:

#	DATE	DESCRIPTION	ACTIONS
1	February 13	Paratague Day	 
2	December 30	Rosal Day	 
3	December 25	Christmas Day	 
4	November 30	Bonifacio Day	 
5	August 25	National Heroes Day	 
6	June 07	Eid al-Adha (Tentative)	 
7	June 12	Independence Day	 
8	May 01	Labor Day	 
9	April 01	Eid al-Fitr (Tentative)	 

24. Click '+' to add more rows and input **HOLIDAY**, then '**SUBMIT**'.

Add Holiday

#	DATE	DESCRIPTION	ACTION
1	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<div><div>+</div></div>

Submit

25. Click '**PEN**' or '**TRASH**' icon to edit or remove the holiday.

YOU'RE HERE | CALENDAR MANAGEMENT

CALENDAR MANAGEMENT

Show Entries: 10

Search:

#	DATE	DESCRIPTION	ACTIONS
1	February 13	Panaguel Day	<div><div></div><div></div></div>
2	December 30	Rizal Day	<div><div></div><div></div></div>
3	December 25	Christmas Day	<div><div></div><div></div></div>
4	November 30	Eodifacio Day	<div><div></div><div></div></div>
5	August 25	National Heroes Day	<div><div></div><div></div></div>
6	June 07	Eid al-Adha (Tentative)	<div><div></div><div></div></div>
7	June 12	Independence Day	<div><div></div><div></div></div>
8	May 01	Labor Day	<div><div></div><div></div></div>
9	April 01	Eid al-Fitr (Tentative)	<div><div></div><div></div></div>