

SCREENSHOTS INSTRUCTION OF THE FOLLOWING:

- How to access my account in the website?
- How to view my Re-Entry Action Plan?
 - How to edit my Re-Entry Action Plan?
- How to view my Re-Entry Action Plan Progress Reports?
 - How to edit my REAP Progress report?
- How to add REAP Progress Report?




**How to access my
account in the website?**

STEP 1.

Go to the website address "*www.pahrodf.org.ph*".
Then click the login button and select the "Australia Awards Scholar" to login.

The screenshot shows the website's header with the URL `www.pahrodf.org.ph` in the browser address bar. The main navigation menu includes [Home](#), [Who We Are](#), [Opportunities](#), [Media](#), [Resource Center](#), and [Contact](#). A [Login](#) button is located in the top right corner. A dropdown menu is open from the Login button, listing the following options: ICSP Scholar, Australia Awards Scholar, Learning Service Provider, Australian Embassy Staff, HRODF Staff, Coffey Staff, PRMF RepresentativeStaff, Training Participant, and HR Contact of Partners Organisations. A red box highlights the URL, and another red box highlights the Login button. A red arrow points from the Login button to the Australia Awards Scholar option in the dropdown menu. A text box in the center of the page reads: "Step 1. To login your account, click the Login button and select the 'Australia Awards Scholar'."

www.pahrodf.org.ph

Australian Aid  **PAHRODF** Philippines Australia Human Resource and Organisational Development Facility

Home Who We Are Opportunities Media Resource Center Contact **Login**

» ICSP Scholar
» **Australia Awards Scholar**
» Learning Service Provider
» Australian Embassy Staff
» HRODF Staff
» Coffey Staff
» PRMF RepresentativeStaff
» Training Participant
» HR Contact of Partners Organisations

Step 1.
To login your account, click the Login button and select the "Australia Awards Scholar".

Contribute to
Explore P
for a better Philippines.
See how you can be one of our Learning Service Providers

STEP 2.

Use your email address to login. Your email address will serve as your login account in the website. Your password is "pahrodf". Then click the login button.

The screenshot shows a website's login page. At the top, there is a navigation bar with links for Home, Who We Are, Opportunities, Media, Resource Center, and Contact. A 'Login' button is located in the top right corner. Below the navigation bar, there is a 'Home >' breadcrumb. The main content area contains a login form with two input fields: 'E-mail' containing 'gfsapang@neda.gov.ph' and 'Password' containing '.....'. A 'Log in' button is positioned below the password field. Below the form, there is a link for 'Forgot your password?' with the text 'If you have forgotten your password, we can send you a new one.' and a link for 'New user?' with the text 'If you do not have an account here, head over to the registration form.'

Annotations on the screenshot include:

- A red box on the right side containing the text: "Step 2. Use your email address to login. This serves as your login account in the website." with a red arrow pointing to the email input field.
- A red box on the left side containing the text: "Your login password is pahrodf" with a red arrow pointing to the password input field.
- A red box at the bottom right containing the text: "Then click the login button." with a red arrow pointing to the 'Log in' button.

STEP 3.

Click your name to view your folder.

Scholarship will open in...

This tender will close in...
10 Day(s), 20 Hour(s), 36 Minute(s), 36 Second(s)

View Email Table View Faceted View Actions State: Internally published

Info Welcome! You are now logged in.

Collection of Names

Title
Sapang, Gina F.

Step 3.
Once login, you are directed to this page. Click your name to view your own folder.

Participants of
led by the
e Tracer
survey



How to view my Re-Entry Action Plan?

STEP 4.

To view your existing Re-Entry Action Plan, click the "View REAP" in the left side navigation menu.

The screenshot shows a user profile page. On the left is a navigation menu titled "AA Awardee Menu" with the following items: Profile (+), Blogs / My Journey (+), My REAP (-), View REAP (highlighted with a red box and arrow), View All REAP Progress, Add REAP Progress, Key Documents (+), and Photos. The main content area has a top bar with "View", "Email", "Table View", "Faceted View", "Export as Excel / CSV", "Actions", and "State: Externally visible". Below this are sections for "My Profile", "About Me", and "My Contact Info". The "About Me" section features a word cloud image and a form with fields for "SURNAME, FIRSTNAME", a text area with placeholder text "here write text here write rite text here", and a "Favorite quote" field with placeholder text "Favorite quote here favorite quote here favorite quote here favorite quote here". The "My Contact Info" section has fields for "Email:" and "Mobile:" with placeholder text "<<Put email here. Separate multiple emails with comma>>" and "<<Put mobile/s number/s here>>". A red callout box with a white background and red border contains the text: "Step 4. When you click the 'View REAP' button, you will be directed to your existing ReEntry Action Plan page."

❑ How to edit your Re-Entry Action Plan?

- You can edit your REAP by clicking the edit button as shown in the image.



This is your existing Re-Entry Action Plan page. You can edit the contents of this page by clicking the "Edit".

Re-Entry Action Plan

The HRODF adopts the Re-entry Action Planning process of the PAHRDP, to ensure that all learning gained by the awardees from the Australia Awards(AA) are significantly applied to their respective Organisations. It is proactive process that facilitates discussions and agreements between the awardees and their supervisors on the focus and strategy of the REAP to ensure that the plan will be made part of the office/ unit work plan envisaged to contribute to the change agenda of the Organisation.

The Re-Entry Action Planning promotes commitment building from both the employees and the supervisors to address the identified development concern of their Organisations. This means that the development of the plan requires iterative consultation during its preparation.

Name of Organisation	NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY (NEDA)
Name of Awardee	GINA F. SAPANG
Degree Program Applied For/ Degree Program Granted	MASTER OF HUMAN RESOURCE MANAGEMENT

Situationer	
Describe the following: <ul style="list-style-type: none">• Current situation in terms of problems, challenges or opportunities in the ezternal environment/targeted sector.	



How to view my REAP Progress Reports?

STEP 5.

Click "View All REAP Progress" to view your existing REAP Progress reports.

The screenshot shows a user profile page. On the left is a navigation menu with the following items: Profile (+), Blogs / My Journey (+), My REAP (-), View REAP, View All REAP Progress (highlighted with a red box and a red arrow), Add REAP Progress, Key Documents (+), Photos, and Mobilisation. The main content area includes a 'My Profile' header, an 'About Me' section with a word cloud image and a text input field labeled 'SURNAME, FIRSTNAME', and a 'My Contact Info' section with a table for contact details.

Step 5.
Click this button, to view all your REAP Progress reports.

Email:	<<Put email here. Separate multiple emails with comma>>
Mobile:	<<Put mobile/s number/s here>>
Phone:	<<Put phone number/s here>>
Mailing Address:	<<put mailing address here>>
Facebook Account:	

❑ How to edit your existing REAP Progress report/s?

- You can edit your existing REAP Progress report/s by clicking the title of each report.

The screenshot shows a web interface for a 'Collection of REAP Progress Reports'. At the top, there are navigation tabs: 'By Year', 'Documents', 'Profiles', and 'Faceted Search'. Below these are view options: 'View', 'Email', 'Table View', 'Faceted View', and 'Export as Excel / CSV'. The main content area displays a table with two rows of reports. A red box highlights the table, and a red callout box points to the titles with the text 'You can edit each content, by clicking the title.' Another red callout box at the bottom points to the table with the text 'These are the existing REAP Progress reports.' The table has columns for Title, Creator, Date, and Description.

Title	Creator	Date	Description
Sapang, Gina F. - REAP Progress 2	gfsapang@hrodf.org.ph	2015 02:55 PM	completed. This means you have achieved more than 50% of your REAP objective/s
Sapang, Gina F. - REAP Progress 1	feli_sasa@hrodf.org.ph	Oct 15, 2014 05:11 PM	REAP has not been implemented/ discontinued (please answer #5 below)



How to add new REAP Progress Report/s?

STEP 6.

If you want to add new REAP Progress Report/s, click the "Add REAP Progress" in the navigation menu.

The screenshot shows a user profile interface. On the left is a navigation menu titled "AA Awardee Menu" with the following items: Profile, Blogs / My Journey, My REAP (with sub-items: View REAP, View All REAP Progress, and Add REAP Progress), Key Documents, and Photos. The "Add REAP Progress" item is highlighted with a red box, and a red arrow points to it from a text box that says "Step 6. Click this to add new REAP Progress report." The main content area on the right includes a "My Profile" section, an "About Me" section with a word cloud image and a text input field labeled "SURNAME, FIRSTNAME", and a "My Contact Info" section with fields for "Email:" and "Mobile:".

Please apply the following information and details of your REAP Progress report.

Note: Marked as red box is required in the field.

By Year Documents Profiles Faceted Search

Add AT HROD REAP Progress Report

This is the REAP Progress Report form, please input the following informations.

Default Categorization Dates

Program Year

This survey seeks to monitor the progress of the REAP that you developed as a result of your participation in the HR/OD intervention or scholarship. We are interested in gathering information about the status of your REAP and your experience in implementing it. Please answer all items as specific as possible. Thank you.

A. Basic Information

Progress No.

Family Name

Given Name

Contact Info

Mobile Number

Please indicate mobile number for HRODF use.