

# THE COMPANY PROFILE



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# WELCOME MESSAGE

On behalf of HRWeb PH, I'd like to extend a warm welcome.

Since our inception, we've built a reputation for excellence in the IT solutions industry. Our strength lies in three key pillars:

- **Our People:** Our team is the heart of HR Web. We've assembled a group of highly skilled and dedicated IT professionals who are passionate about staying ahead of the curve in a rapidly evolving field. Their combined expertise ensures we can deliver innovative and effective solutions for your unique needs.
- **Our Commitment to Excellence:** We are relentless in our pursuit of exceeding client expectations. We believe in fostering strong partnerships with our clients, taking the time to understand their specific goals and challenges. This allows us to tailor our solutions and provide ongoing support that ensures your business thrives in the digital age.
- **A Culture of Continuous Improvement:** The IT landscape is constantly changing, and we understand the importance of staying at the forefront. We cultivate a culture of continuous learning and development within our team. This ensures we can leverage the latest technologies and best practices to deliver the most effective solutions for your business.

At HRWeb PH, we are confident in our ability to be your trusted IT partner. We invite you to explore our website and discover how we can help your business achieve its full potential.



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## **ABOUT COMPANY**

Hrweb Inc. was established in 2008 in the Philippines by a consortium of IT experts and emerging entrepreneurs boasting over a decade of proficiency in system development, data networking, hardware management, and solutions. HRweb.ph is your complete web-based unified HRIS, Timekeeping and Payroll Solution that can be utilized within the company to help human resources admins, managers and employees improve their productivity giving them paperless day-to-day transactions, multidevice access and compatibility ready to comprehensive and online host via cloud. Our system has the capability to handle small to big enterprise size company from 50 to 500,000 employees.

Hrweb Inc, we take pride in assuming full responsibility for all our work requirements and services. Our commitment is to provide a value-for-money service, ensuring that our quotations are meticulously tailored to the specific workload requirements rather than relying on arbitrary estimations. You can trust in our dedication to excellence and precision in meeting your technological needs.





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# **MISSION & VISION**

## **Our Mission**

To empower businesses with cutting-edge and dependable IT solutions that fuel growth and efficiency. We are committed to ensuring that technology becomes a powerful enabler of success, helping our clients maximize its potential.

## **Our Vision**

To be the foremost provider of IT solutions in the Philippines and globally. We are dedicated to delivering exceptional service and support to our clients, continually innovating to remain at the forefront of the industry. We believe that strong partnerships are key to our success, and we collaborate closely with our clients to understand their specific needs, creating tailored solutions that deliver real results.

# COMPANY VALUES

**Customer Centricity:** We prioritize understanding and exceeding our clients' needs, fostering long-term partnerships built on trust and open communication.

**Innovation:** We champion continuous learning and exploration of cutting-edge technologies to deliver the most effective and future-proof solutions.

**Excellence:** We are dedicated to providing the highest quality service, holding ourselves accountable for exceeding expectations in every project.

**Integrity:** We conduct business with honesty, transparency, and ethical practices, building trust with our clients and within our team.

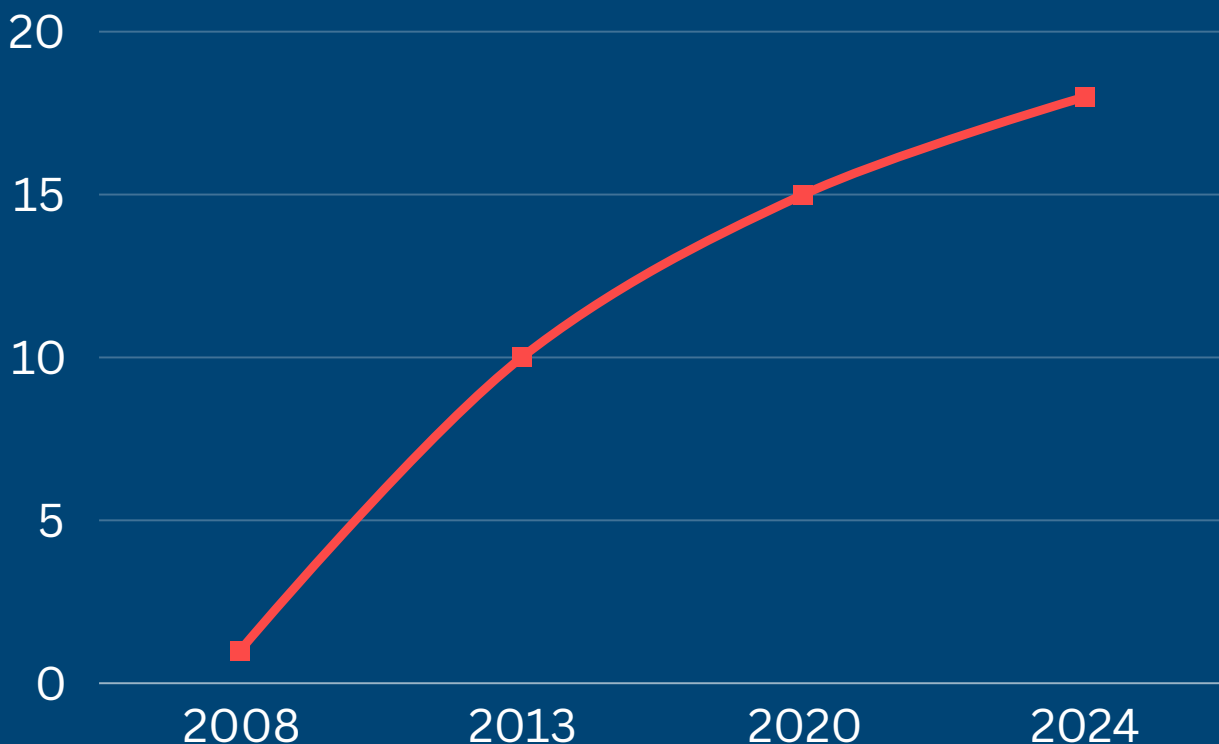
**Collaboration:** We foster a collaborative environment where open communication and teamwork drive creative solutions and knowledge sharing.

**Results-Oriented:** We are committed to achieving measurable results for our clients, focusing on solutions that drive real-world business impact.

# COMPANY GOALS

- **Growth and Leadership:** HRWeb PH can set a goal to achieve a specific market share or client base within a set timeframe. This could involve expanding its service offerings to cater to a wider range of IT needs or specializing in a particular niche where they can become the go-to experts.
- **Client Focus:** Weaving client satisfaction into the core goal is key. HRWeb PH can aim to achieve a high client retention rate by consistently exceeding expectations. This could involve implementing processes to measure client satisfaction and actively soliciting feedback to continually improve services.
- **Innovation and Expertise:** Staying ahead of the curve is crucial in the IT industry. A goal could be to dedicate resources to staying updated on the latest technologies and trends. This could involve establishing a culture of continuous learning for the team and offering cutting-edge solutions to clients that keep them ahead of the competition
- **Employee Engagement:** HRWeb.ph fosters employee engagement by providing seamless HR solutions that streamline communication, enhance collaboration, and empower employees with easy access to their records and performance insights.
- **Work Efficiently:** HRWeb.ph enhances workplace efficiency by automating HR processes, simplifying payroll, and providing real-time analytics, allowing businesses to focus on growth and productivity.

# BUSINESS GROWTH



Founded in 2008 as Sert Trading, the company began its journey. In 2013, a strategic shift led to a name change to Sert Technology, reflecting a growing focus on the tech sector. Continued growth and market evolution prompted another transformation in 2020, with the establishment of HRweb Inc., catering to the human resources technology space. Now, in 2024, the company embarks on its most ambitious chapter yet, rebranding as SG Pro IT Solutions and expanding its reach into the Singaporean market, poised to become a leading provider of innovative IT solutions.



# MEET OUR TEAM



**SERT GURO**  
CEO / PRESIDENT



**CLARENCE GURO**  
CFO / VICE PRESIDENT



**ANGELA TABANQUERO**  
SOFTWARE DEVELOPMENT MANAGER /  
DIRECTOR



**MAITA GALANG**  
FINANCIAL SOFTWARE HEAD  
DEVELOPER



**RAMON BUTIONG**  
RND



**JOY DUKA**  
SUPPORT  
SUPERVISOR



**ANGELIC VALENCIA**  
TSR- TEAM LEAD



**CATH DE CASTRO**  
FINANCE / HR



**JAS SANTOS**  
SALES LEAD

OUR

# SERVICE PACKAGES



## Subscriptions / SaaS

This option is for companies with at least 50 employees. Clients can choose to process their own payroll or have HRweb process it for them.



## Hybrid/On-premise

This option combines on-premise and cloud-based solutions. Software will be installed in the company's data center, while the HRweb cloud server will be used for timekeeping and attendance.



## Outsource Payroll

It automates the entire payroll process, from data collection and computation to pay slip generation and remittance to government agencies. This can help businesses of all sizes save time and resources, while ensuring that their employees are paid accurately and on time process their own payroll or have HRweb.ph process it for them.



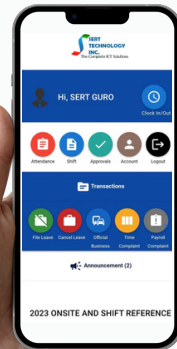
## Customization / Integration

It allows you to tailor the system to fit your company's specific policies and operations. This includes creating new reports, processes, or modules, as well as integrating data from your existing software or migrating it to HRweb.

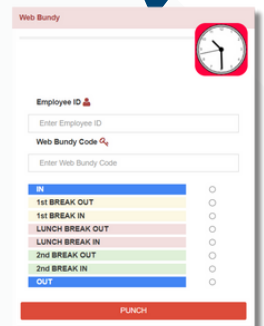
# SYSTEM PACKAGES

## STANDARD

DASHBOARD ADMINISTRATOR 201 EMPLOYEE TRANSACTION  
TIME PAYROLL REPORTS  
EMPLOYEE PORTAL



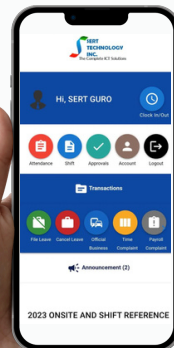
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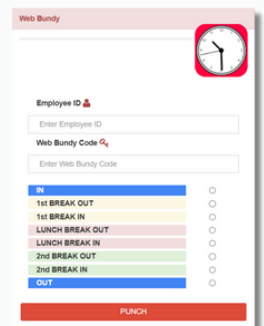
WEB BUNDY

## STANDARD + ADD ONS

DASHBOARD ADMINISTRATOR 201 EMPLOYEE TRANSACTION  
TIME PAYROLL REPORTS  
EMPLOYEE PORTAL  
+ YOUR CHOICE OF MODULES



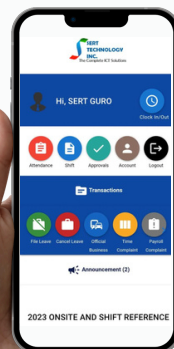
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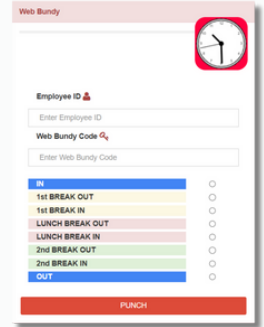
WEB BUNDY

## ENTERPRISE

DASHBOARD ADMINISTRATOR RECRUITMENT 201 EMPLOYEE  
HEALTH TRANSACTION TIME PAYROLL  
MEMO PMS REPORTS SMS  
EMPLOYEE PORTAL



GEOSERT



WEB BUNDY

# SYSTEM FEATURES

## PAYROLL MODULE

- Configurable Government (SSS, Philhealth, Pagibig Tax)
- Configurable Overtime Rates
- Ready & Configurable Automatic Allowances/Income Formulas (o.g. meal allowance)
- Unlimited Other Income Option
- Unlimited Other Deduction Option
- Loans Monitoring/Ledger
- Can Process Piece Rate. Hourly Rate.
- Daily Rate, Monthly Rate & Fixed Salary  
Can Process Weekly, Bi-weekly, SemiMonthly & Monthly Pay Type
- Automatic Priority Deduction
- Automatic Early Cutoff Adjustment
- Automatic Late Approved Leave Adjustment
- Automatic Retro Computation
- Configurable Payroll Formulas
- Configurable Pay slip Themes
- Bank File Generation of Payroll
- Can Process Regular Payroll
- Can Process 13th Month Pay
- Can Process Last Pay
- Can Process Leave Conversion to Cash
- Can Process Bonus
- Can Process Retirement

## DTR MODULE

- Realtime Attendance
- With an Optional Web Bundy
- Configurable Timekeeping Policy
- Fixed, Controlled / Full Flexi, Shifting.
- Compress Schedule
- Automatic DTR Computation (Late, Under time, Overbreak, Overtime etc)
- Can Process Weekly, Bi-weekly.
- Semi Monthly & Monthly Pay type
- Customizable/Configurable Themes
- Offsetting/Incentive Leave

## MEMO MODULE

- Online Issuance an Approval of Memos
- Company Policy Management Unlimited and Configurable Memo
- Format
- Email Notification



# SYSTEM FEATURES

## RECRUITMENT MODULE

- Connect URL (Recruitment) To Your Website
- Filter Applicants Thru Qualifying Questionnaires
- Set Questionnaires / Multiple Choices / Essays
- Set Target Dates of Employment Completion Per Position
- Monitor Applicant Application
- Statuses
- Post Unlimited Positions
- Browse Applicants
- Monitor Applicant Requirements
- Email Notification
- Set / Manage Qualifying Questions
- Web Chat Applicants
- Web Test Message Applicants
- Applicants Portal

## PERFORMANCE APPRAISAL

- Configurable Parts of Appraisal Forms • Appraisal Forms Format can be general, by division, by department, by section, by subsection, by position or even individually
- Unlimited Appraisal Approvers
- Unlimited Appraisal Evaluator
- Email Notification

## TRANSACTION (FORM APPLICATION) MODULE

- Online Filing and Approval of Forms
- Filing of Leave
- Filing of Overtime
- Filing of Official Business
- Filing of Change Schedule
- Filing of Change of Rest Day
- Filing of Loan Application
- Filing of Payroll Complaints
- Filing of Undertime
- Filing of Cancellation of Leave
- Filing of Timekeeping Concern
- Unlimited and Configurable Additional Forms for Employee Application
- Email Notification
- Unlimited and Configurable Additional Forms for Employee Application

## 201 MODULES

- Manage Employee 201
- Unlimited User-defined Additional 201 Fields
- Review/Approve Employee 201
- Update Request
- Contract Monitoring/History
- Movement Monitoring/History
- Online Upload/Attach Employee Documents/Files
- Employee Portal

# SYSTEM FEATURES

## REPORTS GENERATION

- Configure Report Fields
- Report Generation
- Audit Trail Reports
- Employee 201 Reports
- Leave Reports
- Certificate of Employments
- Recruitment Module Reports
- Transaction (Form Applications)
- Module Reports
- Memos Module Reports
- Performance Appraisal/PMS Reports
- DTR Module Reports
- Payroll Module Reports
- Payroll Module Reports
- Government Contribution Certificates
- (Pagibig. SSS, Philhealth)
- Register Reports
- BIR Alphalist
- 2316 Form
- 1601-CF Forms
- 1604-CF Form
- R-1A Form
- R-3 Form
- RF-1 Form
- Government Remittances Reports
- Leave Calendar

## ANALYTICS / GRAPH REPORTS

- Employee 201 Graphical Reports
- Recruitment Module Graphical Reports
- Transaction Module Graphical Reports
- Performance Appraisal / PMS Graphical Reports
- Memos Module Graphical Reports
- DTR Module Graphical Reports
- Payroll Module Graphical Reports

## TRAINING MODULE

- Monitor No. of Hours Rendered
- Configure Required Employment Duration
- Automatic Deduction to Last Pay
- Alerts and Notifications of Ongoing / Incoming Training
- Post Training / Seminar Invitations
- Training Calendar

## SMS MODULE

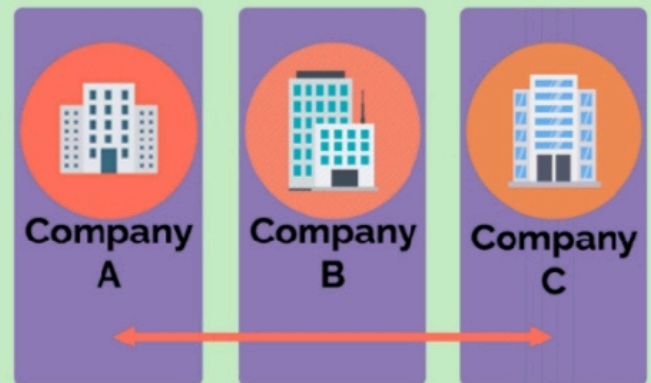
- Send Text Message to Employees / Applicants
- SMS Notification of Application Status / for Approval
- Mobile Application Time / Attendance

# OTHER FEATURES

## Multi Branches



## Multi Company



## Multi User



# OUR PRODUCT





# OUR MODULES



201/HRIS



Employee ESS



Transaction Module



DTR Module



Web & Mobile App



Payroll Module



Bio Sync



Timekeeping Reports



Payroll Reports



Analytics & Graph



Recruitment



Disciplinary Action  
Memos



Performance  
Management



Learning &  
Development



Benefits  
Administration



Government  
Reports



Poll & Survey



Health & Safety  
Check



Artificial Intelligence



24/7 Support

# OUR MODULES

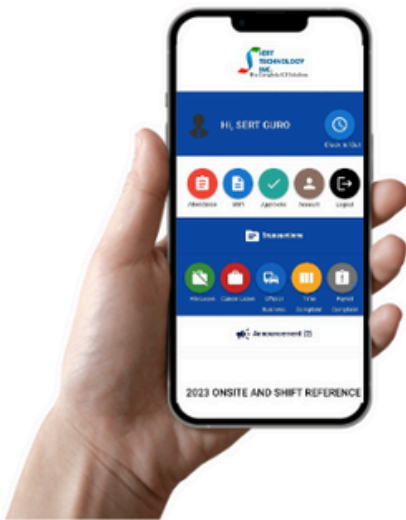
## MODULES

BASIC STANDARD ENTERPRISE

HRIS (Leave, Documents, etc)	✓	✓	✓
Timekeeping	✓	✓	✓
Payroll	✓	✓	✓
Employee/Admin Portal (ESS)		✓	✓
Reports (Dynamic Reports )		✓	✓
Geo-Sert Mobile App (Andriod/IOS)		✓	✓
Memos (IR, DA)			✓
Performance Appraisal (PMS)			✓
Training Monitoring			✓
SMS Module (Sim/API)			✓
Basic Analytics			✓
Canteen POS for Employee			✓
Bio Sync (Auto Biometric Sync)			✓
Health Check / Tracing			✓
MyxFinancials Integration			✓

# OUR PARTNERS

**GeoSert.com**  
HR app on the go !



**EASTERN**  
COMMUNICATIONS

euodoó  
technologies

**OTBS Inc.**  
Off The Box Solutions Inc.

**SYNLINK**  
BUSINESS SOLUTIONS

# OUR CLIENTS





# CONNECT YOUR BUSINESS WITH US!

**MAKATI:** U217 Cityland Makati Executive Tower 1, Dela Rosa St. Makati City

**CAVITE:** SertTech Bldg. B2 L1 Birmingham Plains, Brgy. Bacao 1, Gen. Trias Cavite 4107 Philippines

**DAVAO:** JP Laurel Avenue 4th Floor, Topaz Tower Centre, Damosa IT Park, Lanang, Davao City

**CEBU:** 11th Floor AppleOne Equicom Tower, Mindanao Avenue corner Biliran Road, Cebu Business Park, Cebu City Philippines 6000

## **SINGAPORE**

**SMART:** 0999.991.2466 / 0949.990.5800  
0920.908.8911 / 0949.884.7855

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