



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

MEMORANDUM CIRCULAR

No. 2020-151

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, PROVINCIAL DIRECTORS, FIELD OFFICERS, AND OTHERS CONCERNED

SUBJECT : SUPPLEMENTAL GUIDELINES FOR THE IMPLEMENTATION OF THE SUBAYBAYAN SYSTEM: *SUBAYBAYAN ANG PROYEKTONG BAYAN*

DATE : 04 NOV 2020

1. BACKGROUND

The sustained collaboration of the DILG and Local Government Units (LGUs) in the implementation of infrastructure projects, specifically Locally-funded Projects (LFPs), remains relevant in ensuring the quality and responsiveness of built infrastructures which is critical in setting the course of local development and improved service delivery consistent with the principles and responsibilities of the LGUs outlined in Sections 16 and 17 of Republic Act 7160 or the Local Government Code of 1991.

Fundamental to project implementation, the DILG has adopted both risk-based and results-based approaches in monitoring the status and progress of the projects. These principles embedded in the monitoring process allows the DILG to manage projects at risk before ending into critical state, assess LGU institutional capacities, and eventual evaluation of completed projects. Timely and accurate data, therefore, are of paramount consideration.

The DILG henceforth advances its monitoring and reporting machinery through the online platform *SubayBAYAN*. Since its inception in 2018, through DILG Memorandum Circular 2018-114 dated 20 July 2018, the system aided efficient and accurate data mining which fosters results-

oriented and sound management of infrastructure projects implemented by LGUs nationwide.

Amid the public health emergency, the system and reporting process is now redesigned to accommodate the full shift to virtual project inspection aligned with the guidelines in monitoring under the new normal provided in DILG MC 2020-098 dated 06 July 2020.

2. PURPOSE

This Circular is issued to provide supplemental guidelines in the use of the SubayBAYAN System for Local Government Units and all DILG personnel involved in the implementation of OPDS-administered Locally-funded Projects. It is also intended to fulfill the objectives of DILG Memorandum Circular 2020-098 dated 06 July 2020, entitled the *Guidance on the Conduct of On-site Monitoring under the New Normal*.

3. SCOPE/COVERAGE

This policy shall cover:

- 3.1. All Local Government Units implementing OPDS-administered Locally-funded Projects;
- 3.2. All DILG Regional and Field Offices (DILG-RO and FO), primarily involved in the implementation of OPDS-administered Locally-funded Projects;
- 3.3. All units under Office of Project Development Services including Project Management Offices (CMGP, AM-LAR, AM-DRROI, WSSPMO); and
- 3.4. OPDS-administered Locally-funded Projects from FY 2012 to 2020, and thereafter.

4. POLICY CONTENT AND GUIDELINES

4.1. New and Redefined Roles

- 4.1.1. LGU as encoders – the LGU's Local Engineering Office (LEO) or the designated LGU encoder shall be responsible in encoding and updating the project profile, project milestones, physical and financial status, and uploading of the required photos showing progress of the project.

- 4.1.1.1. For instances that the DILG Monitoring Teams coming from CO/RO/PO are unable to conduct physical monitoring, the LGU, through the Local Engineering Office, shall capture videos of the project, upload, and share the same in addition to the required geo-tagged photos. The LEO must coordinate with the DILG PO engineer prior to deployment for specific video recording requirements and instructions. Details on how to share the video through the SubayBAYAN is provided in section 4.2.1.

The set of videos and photos shall be the basis of the organized DILG virtual monitoring teams per DILG MC 2020-098 in the assessment of the project and in providing findings and recommendations through Aide Memoire.

- 4.1.2. DILG PO Focal Person for Provincial LGU implemented LFPs or C/MLGOO for City/Municipality implemented LFPs as validators – they shall ensure that all data encoded by the LGU are complete, accurate and updated based on contract documents, such as but not limited to Notice of Award (NOA), Notice to Proceed (NTP), Statement of Work Accomplished (SWA) and other requirements submitted by the LGU and photos captured during field visits of DILG Monitoring Teams.

4.2. Additional System Features and Adjustments

- 4.2.1. Video sharing/storage facility – allows encoders to share videos of project captured during on-site inspection as additional Means of Verification (MOV) to be used by DILG Engineers during virtual validation. Video files must be uploaded first in Google Drive or any other applicable third party online storage facilities. A shareable link to the video file must be copied to the SubayBAYAN system following the instructions below:

1. Log-in to subaybayan.dilg.gov.ph using user credentials.
2. Go to projects > view profile > add video links
3. Encode the link, description, and date of recording

- 4.2.2. Offline encoding facility – facilitates alternative procedure in encoding and updating of required datasets in the SubayBAYAN through the use of an offline Data Capture Form (DCF). The DCF shall be uploaded in the system upon

partial or full completion by the same user whenever internet connection permits. A filled-out offline DCF may also be forwarded to DILG PO/RO for assistance in uploading in case of total inaccessibility to the portal.

4.3. Process of Updating the Status of Cancelled Projects

4.3.1. LGUs with **cancelled** projects must follow the procedure below to update status of the project in the system:

1. Log-in to subaybayan.dilg.gov.ph using user credentials.
2. Go to projects > view profile > complete/update project profile
3. Encode cancelled amount out of national subsidy and the amount reverted to Bureau of Treasury (BTr).
4. Attach both the proof of cancellation and proof that fund was returned to BTr.
5. In case cancelled project will be continued using local funds, attach a **Notarized Affidavit of Undertaking** signed by the Local Chief Executive. Contents of the said document shall conform to the project's corresponding program guidelines. Encoders must continue on updating the physical accomplishment of these projects.

The encoded details are still subject for validation, approval, and vetting process.

4.4. Rectification of Erroneously Encoded Financial Data

4.4.1. All erroneously encoded financial data (obligation/disbursement/liquidation that exceed national subsidy) shall be deleted from the system. The Regional Office, through the designated Regional Approver, shall encode the correct financial data and subject to vetting of OPDS.

4.5. Designation of SubayBAYAN Focal Persons in the DILG Regional and Provincial Offices

4.5.1. With the expansion of roles and coverage of the SubayBAYAN implementation, there shall be designated

Focal Persons in every DILG Regional and Provincial Offices to oversee overall compliance of system users within their respective areas.

- 4.5.1.1. Focal Persons shall conduct orientation to new system users and coaching assistance for low-compliant LGUs based on DILG MC 2018-114 (Annex A), this Guidelines, SubayBAYAN User's Manual (Annex B), and related issuances.
- 4.5.1.2. Concerns of encoders pertaining to user access (login, change password, etc.) must be settled by Regional Focal Persons, in coordination with the Regional Information and Communication Technology Unit.
- 4.5.1.3. Other system concerns/errors/bugs shall be referred to the Super Administrator (ISTMS), through Project Monitoring and Evaluation Division of ODPS.


5. ANNEXES

- A. DILG MC 2018-114: Guidelines on the Implementation of the SubayBAYAN
- B. SubayBAYAN User's Manual

6. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

7. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary

8. FEEDBACK

Inquiries concerning this document should be directed/addressed to the Office of Project Development Services through pmed.opds@gmail.com.





Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT



DILG Memorandum Circular No: 2018-114

Date: July 20, 2018

TO : MUNICIPAL/CITY LOCAL GOVERNMENT OPERATIONS OFFICERS, CITY/PROVINCIAL DIRECTORS, REGIONAL DIRECTORS, OPDS AND ISTMS DIRECTORS AND STAFF, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF SUBAYBAYAN

I. Introduction

SubayBAYAN is the official platform of the Department in the monitoring and reporting of the progress of implementation of all Locally-Funded Projects (LFPs) administered by the Office of Project Development Services (OPDS). Short for "Subaybayan ang Proyektong Bayan", it is the enhanced version of the old Program and Project Monitoring System replaced by the Programs and Projects Management System (PPMS), developed by the Information Systems and Technology Management Services (ISTMS) of the Department.

SubayBAYAN is an online application system that monitors the progress of implementation of LFPs. It provides a *real time information* on the physical and financial status of subprojects; information on actual location of subprojects thru *map overlays* and *dashboard graphical presentations*; offers *feedback mechanism*, where stakeholders and beneficiaries can post comments on the subprojects being implemented and *like and share* information thru social media (Facebook); management to *change logs and audit trail* that keep track of all the changes and transactions in the system; and management of *Project-at-Risk* data that allows DILG users to view and manage subprojects at risk before ending into critical state.

SubayBAYAN is accessible online through the DILG website: **www.dilg.gov.ph**

II. Purpose

The purpose of this Guidelines is to provide clarity, define roles and responsibilities, and provide standards in the monitoring and reporting of the implementation of the OPDS LFPs. The establishment and implementation of the SubayBAYAN supports the OPDS enrolled process in the ISO 9001:2015, entitled Progress Monitoring and Reporting of Locally-Funded Projects (OPDS-PMED-32).

III. Users of the Guidelines and Coverage

This Guidelines shall be the reference of all DILG field officers and OPDS in tracking and reporting progress of implementation of all LFPs.

The SubayBAYAN application caters to all OPDS LFPs funded from FY 2012 to present. These are:

- a. BuB - FYs 2013 – 2016
- b. BUB LGSF - FY 2016
- c. BEA - FY 2014
- d. ADM - FY 2017
- e. AM – FY 2018 and onward
- f. KALSADA - FY 2016
- g. CMGP - FY 2017 and onward
- h. SLRF - FYs 2012, 2014 , 2015 , 2017 and onward
- i. SALINTUBIG - FY 2012 to present
- j. PAMANA - FYs 2012 to 2016
- k. RAY 1, 2 and 3 - (FYs 2013 to 2017)

IV. Definition of Terms and Acronyms

For purposes of this Guidelines, essential terminologies used are defined as follows:

- (a) *Administrator*, performs system management, analytics and generates reports from data.
- (b) *Backup*, the procedure of copying and archiving of data to be used for restoration in an event of data loss.
- (c) *Data Approver*, the entity responsible for data approval process.
- (d) *Data Encoder*, person responsible for data entry.
- (e) *Data Validator*, the entity responsible for data validation process.
- (f) *Field Engineers*, refers to all engineers in the Central and Field Offices who conduct site inspections and validations on the implementation of subprojects.
- (g) *Financial Status*, the statuses of obligation, disbursement and liquidation of the financial subsidy to the LGU.
- (h) *Raw Data*, are the reports posted in the SubayBAYAN but are not official.
- (i) *Super Administrator*, performs overall system management.
- (j) *Users*, refer to the employees of the DILG who were provided with distinct access and responsibility to manage the data in the SubayBAYAN; otherwise the access of an individual to the SubayBAYAN is termed as *public*.

Acronyms

ADM	- Assistance to Disadvantaged Municipalities
AM	- Assistance to Municipalities
CD	- City Director
CLGOO	- City Local Government Operations Officer
CMGP	- Conditional Matching Grant for Provinces
CO	- Central Office of the DILG

DBM	- Department of Budget and Management
DILG	- Department of the Interior and Local Government
GAA	- General Appropriations Act
HUC	- Highly Urbanized City
ICC	- Independent Component City
ISTMS	- Information Systems and Technology Management Service of the DILG
IT	- Information Technology
LFPs	- Locally-Funded Projects
LGU	- Local Government Units
MLGOO	- Municipal Local Government Operations Officer
NADAI	- Notice of Authority to Debit Account Issued
OPDS	- Office of Project Development Services
PD	- Provincial Director
PDMU	- Project Development and Management Unit
PMED	- Project Monitoring and Evaluation Division of the OPDS
PMO	- Project Management Office in the OPDS
PO	- Provincial Office of the DILG
PSGC	- Philippine Standard Geographical Code
RICTU	- Regional Information and Communication Technology Unit
RO	- Regional Office of the DILG
USLG	- the Undersecretary for Local Government

V. The Program/ Project Policies

The **OPDS**, thru the DILG Regional Offices, shall be responsible in the formulation of program/ project policies and data-capture forms, and the subsequent revision/ amendment/s that may arise from circumstances. The OPDS shall also be responsible in the dissemination of the said documents to all the DILG Field Offices and concerned parties.

The program/ project policies shall be the basis of the ISTMS in the design of the monitoring and reporting system.

VI. The Design and Management of the SubayBAYAN

The **ISTMS** is the Super Administrator of the SubayBAYAN; responsible in managing and ensuring that the System operates in accordance with the OPDS' program/ project policies, including the subsequent policy amendment/s, in addition to the standards of the USLG.

In line with this, the ISTMS shall:

1. be responsible in the establishment of the required IT infrastructure, sufficient data storage, updated software and the stable internet connection at the DILG CO,
2. ensure the ease of operation of the SubayBAYAN by its users, i.e., user-friendly,
3. be responsible in the establishment of backup files of all data enrolled in the system (*per QP-ISTMS-43: Backup and Restoration of DILG Database*),
4. be responsible in the security and management of information, as to data privacy, restrictions and exclusivity of access, and

5. ensure the operation of links between the SubayBAYAN and other websites like e-mails, Facebook, etc.

VII. Users and Creation of User Accounts

DILG employees are to be provided with specific access to be able to execute the appropriate task required in the SubayBAYAN. Granting of requests for access by the employees in the Field and Central Offices are vested in the RO and the ISTMS, respectively.

The **RO, thru its RICTU**, shall be responsible in validating the identity of Field Officers and shall be the authority in granting the request for access by the Data Encoders, Validators and Approvers. *The processes of creation of account and the granting of access by the RICTU are discussed under the Memorandum dated 07 August 2017 (Annex A).*

The requests for access by the OPDS and PMO Staff shall be granted by the **ISTMS**.

Users and access to the SubayBAYAN are classified as follows:

Super Administrator: ISTMS

Administrator: OPDS/PMO

Data Approver: RO

Data Validator: PO

Data Encoders: MLGOO, *on the physical status of LFPs and the financial reports of ADM subprojects implemented by a municipality;*

CLGOO, *on the physical status of LFPs implemented by a component city;*

Designated Focal Person in the DILG City Office, *on the physical status of LFPs implemented by an HUC or ICC;*

Designated Focal Person/s in the PO, *on the physical status of LFPs and the financial reports of CMGP subprojects implemented by a province;*
(On the discretion of the PD, a Team or a Unit may be created in the PO such that there shall be individuals who shall be responsible on the validating the report of C/MLGOO and the reporting of the physical and financial status of projects implemented in the province).

PDMU or the equivalent unit in ROs, *on the physical status of LFPs implemented by the DILG-RO;*

Regional Accountant, or its designated Financial Analyst in the PDMU (or the equivalent unit), *on all the financial reports of LFPs in the Region (except on AM/ ADM and CMGP subprojects).*

Viewer: Public, other individuals who want to access the SubayBAYAN but do not qualify as any of the above.

The ISTMS and OPDS shall keep a database of all the profiles of Users of the SubayBAYAN.

VIII. Enrollment of Subprojects in the SubayBAYAN, Profiling and the Reporting of the Status in Implementation

This section defines the specific steps and roles in the management of data for new subprojects to be enrolled in the SubayBAYAN (i.e., creation of account; progress reporting; and updating information of the enrolled subproject).

A. Enrollment/The Creation of Subproject Account

The **OPDS PMOs** shall be responsible in the creation of the *subproject account* in the SubayBAYAN. Within one month upon receipt of the subproject list from the DBM, the OPDS PMOs will encode in the SubayBAYAN the following informations:

1. Subproject Title,
2. Identification *per PSGC*, and
3. Approved Allocation *per GAA*.

B. Subproject Profiling

Within two weeks after the creation of the subproject account, **Data Encoders** will encode in the SubayBAYAN the following information:

1. Project Description, and
2. Project Location.

The **RO** must be able to approve the Subproject Profile not later than two weeks upon encoding by the Data Encoders. Once approved by the RO, the System will lock the information on the Subproject Profile.

C. Reporting of the Physical and Financial Statuses of Subprojects

Upon the implementation of the subproject, **Data Encoders** shall be responsible in the encoding of the subproject profile and the reporting of the physical and financial statuses of the subproject.

The **RO** shall approve all entries made by the Data Encoders in the SubayBAYAN.

D. Reporting of Progress Information

Information on the progress of implementation such as physical accomplishment in percent (%) based on the LGU Monthly Statement of Work Accomplished (SWA) and financial accomplishment or disbursements will be reported in the SubayBAYAN, every month using the application. (See also item X)

E. Updating of Erroneous Information Encoded

After data has been encoded, validated and approved in the SubayBAYAN, there may be discovered wrong entries due to human errors and the like. When these happen, any alteration must be done only after a written request

by the **Data Encoder** endorsed by the Regional Director is duly approved by the OPDS Subaybayan Focal Person.

Field Engineers are to convey to respective **ROs** the discrepancies in the information on the subproject noticed during field visits.

IX. Uploading of Images/Pictures

Data Encoders shall upload to the SubayBAYAN geo-tagged images/pictures/photographs of subprojects as follows:

A. For infrastructure subprojects:

1. before the project, i.e., *the site or the old structure or the source, for water system projects,*
2. the subproject billboard, *within 15 days upon the receipt of the Notice to Proceed (NTP),*
3. the Community Billboard,
4. within the 20 to 40 percent physical accomplishment,
5. within 50 to 70 percent physical accomplishment,
6. at 90 percent physical accomplishment,
7. at 100 percent physical accomplishment, *within five days upon the issuance of Certificate of Completion, and*
8. during the operation/ utilization of the facility (project).

B. For subprojects: acquisition of equipment or procurement of goods

1. during the delivery and acceptance, and
2. during the utilization of the goods or equipment.

All images should provide a clear (high definition) visual of the status being reported. Each photograph must not exceed 2.0 megabytes (MB) in size.

X. The Timeline and Process of Generation, Review, Validation, Approval, Vetting of Status Reports of LFPs and the Consolidation of Reports for Submission to Higher Management

The progress of accomplishment (physical and financial) as of the 25th of each month, per project, shall be reported to the SubayBAYAN, including the appropriate image or picture as required.

The generation, reporting, validation, approval and submission of physical and financial statuses of subprojects shall be performed following the schedule below:

25 th day of the Month or Last WD before the 25 th if it falls on a weekend or non-working day	First WD after the 25 th day		2nd WD after the 25 th day	3 rd WD after the 25 th day	End of the Month or last working day of the month
	5:00 PM	12:00 NN		5:00 PM	12:00 NN
Generation of Data: C/MLGOO reports on the status of LFPs implemented by the city and municipality	Review by the Cluster Head: Cluster Head reviews the reports by the C/MLGOO	Validation of Data: PO validate reports submitted by the Cluster Head Generation of Data: Focal Persons in the PO and the DILG City Office reports on the physical status of implemented LFPs	Approval of Data: RO approves reports Generation of Data: RO reports on the physical status of implemented LFPs, and the financial status of LFPs in the Region (except on AM/ ADM and CMGP subprojects)	Vetting of Data: PMO vets on the accuracy of data	Consolidated Report OPDS-PMED extracts reports, prepares analysis and submits to USLG consolidated monthly status reports of LFPs

The SubayBAYAN automatically generates statistical report after the cut-off time. Only data approved by the RO and vetted by the PMO will be captured by the System in the generation of monthly reports. Information encoded after the designated schedule will not be considered in the consolidated report, however they will be in the "raw data" until they are validated, approved and vetted at the appropriate levels.

The above process is system supported, i.e., validation, approval and vetting processes are executed in the SubayBAYAN. Data reported in the SubayBAYAN can be viewed at real time.

XI. Administration of the SubayBAYAN and the Management of Data

There shall be an **IT Staff in every PMO** who shall be responsible in the administration and management of data in the SubayBAYAN, and who shall serve the demand for information by its respective PMOs, the OPDS and the higher management in the Department. The **OPDS-PMED** shall be responsible in the consolidation of all the reports from PMOs, generate summaries and provide the higher management of the Department with the statistical report and analysis on the overall status of implementation of LFPs.

XII. Management of Comments Posted in the SubayBAYAN and Facebook Page

There shall also be an **IT Staff in every PMO** who shall manage and moderate the comments posted in the SubayBAYAN and in the SubayBAYAN-Facebook Page.

Data Encoders shall feedback to LGUs the comments posted in the SubayBAYAN relating to subprojects they are reporting.

XIII. Maintenance and Upgrading of the SubayBAYAN

To ensure operations of the System, it shall be the responsibility of the **ISTMS** to:

1. ensure the availability of IT staff to maintain the operations of the System as well as to assist the OPDS and its PMOs in case of a trouble in the operations of the SubayBAYAN,
2. keep the System updated with the trends in the information technology, and
3. upgrade the System at least once every year.

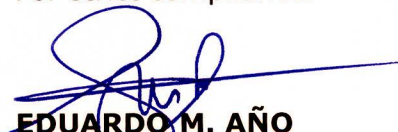
XIV. Repealing Clause

Memoranda on the implementation of the old Programs and Projects Monitoring System, the 1OPDS and all other previous issuances are hereby repealed.

XV. Effectivity

This **Memorandum Circular** shall take effect immediately.

For strict compliance.


EDUARDO M. AÑO
Officer-In-Charge



References:

- SubayBAYAN User's Manual
- DILG Circular No. 2017-16: Policy on Data Management
- Department Order No. 2017-624: Creation of Ad-Hoc Regional Information and Communication Technology Unit (RICTU) and its Functions
- Memorandum dated 07 August 2017 re: Creation of Account and Updating of Information and Photos on the Enhanced Program and Project Management System (PPMS)

"Matino, Mahusay, Maaasahan"

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
OFFICE OF THE UNDERSECRETARY FOR LOCAL GOVERNMENT

MEMORANDUM

TO : ALL DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND OTHER CONCERNED

SUBJECT : CREATION OF ACCOUNT AND UPDATING OF INFORMATION AND PHOTOS ON THE ENHANCED PROGRAM AND PROJECT MANAGEMENT SYSTEM (PPMS)

DATE : 07 August 2017

The Information System and Technology Management Services (ISTMS) of our Department has completed the enhanced Program and Project Management System (PPMS). Data from the old PPMS have been transferred to the new PPMS. Hence, we will no longer be using the old PPMS; and instead we will continue with the reporting and data management using the enhanced PPMS.

This Office will be issuing the Guidelines on the operation of the New PPMS very soon.

Our Department intends to launch the new System any time soon. We want to bring to the public the correct and precise information of our subprojects, particularly on the following:

- a. Name of the Project,
- b. Project description,
- c. Location,
- d. Allocation and Funding Year (of particular Program),
- e. Project Cost (including the LGU equity, if any),
- f. Date/s of actual start and end (if completed) of construction,
- g. Beneficiaries,
- h. Physical and Financial Statuses, and
- i. Progress Photos

Consistent with our requirement, photos to be available in the enhanced PPMS are supposedly the following: (1) before the project, (2) the subproject billboard, (3) during the 30 percent physical accomplishment, (4) during the 60 percent physical accomplishment, (5) during the 90 percent physical accomplishment, (6) during 100 percent physical accomplishment, and (7) during the operation/ utilization of the facility (project). Photos should provide a clear picture of the details/ progress of the subproject. To avoid the possible system failure due to data overload, the ISTMS requires that size of each photo to be uploaded in the System should not exceed 2.0 MB.

Relative to this, kindly visit the DILG Intranet thru the URL: <http://intranet.dilg.gov.ph>. Access the new PPMS, **create an account**, and check consistencies and facilitate completeness of data and photos, and update the System with an up-to-date information on the physical and financial statuses and recent photos of subprojects.

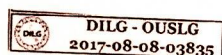
Attached is the *Instructional Guide* provided by the ISTMS on how to create a (new) account in the PPMS and the granting of access by the RICTU. The RICTU shall be the one who will address the concerns of field officers on the creation of new account. Should the RICTU needs assistance of the ISTMS on this matter, contact **Mr. Mark Anthony Espiritu** at (02) 441 9100 local 5507.

For any clarification on the data available in the new PPMS, please coordinate with either of the following OPDS-PMO IT Staff:

PMO IT Staff	Program/ Project	E-mail Address	Contact No.
Jhed Pamatmat	PAMANA	pamana.dilgfund@yahoo.com	(02) 929 6227
Jeremy Hernandez	KALSADA/ SLRF/ CMGP	kalsada.dilg@gmail.com slrf.dilg@yahoo.com	929 3844
John Oliver Torres	WSS PMO	dilgwsspmo@gmail.com	928 5854
Starin Vasquez	RAY/ ADM LAR	dilg.yolanda@gmail.com dilgco.localroads@gmail.com	929 9601
John Vincent Prado	BuB/ BEA/ ADM Others	dilg.opds.gppother@gmail.com	

For compliance.


AUSTERE A. PANADERO
 Undersecretary 



Enhanced PPPMS Access Guide for Regional Information and Communications Technology Unit (RICTU) and Field Officers

The enhanced PPMS is integrated with the DILG Intranet wherein the DILG Intranet serves as the centralized log-in to other DILG web applications. To access the Intranet, Log in via the following URL: <http://intranet.dilg.gov.ph>. Below are the instructions for the Regional Information and Communications Technology Unit (RICTU) and Field Officers on how to access the PPMS and to create and manage user accounts respectively.

Regional Information and Communications Technology Unit

User Management of the different web application systems can be done via the Intranet. To access the User Management module, under My Applications, select Intranet – User Management.

- To Create an Account:
 - a. Select **Create – User**
 - b. Fill out the form with the necessary information.
- To Confirm an Account:
 - a. Click on the button “Confirm” to confirm the user’s account.
- To Assign Roles and Permissions
 - a. Click on the button under the column “Has Role”, relative to the user.
 - b. On the Single Sign On tab, select “PPMS”.
 - c. Under the “Roles” table:
 - i. If the user is a City / Municipal Office, select **CityMunUser**
 - ii. If the user is from a Provincial Office, select **ProvincialUser**
 - d. Click on the button **Update** to save the changes made.
- To reset a user’s password:
 - a. View the User’s Account Details
 - b. Under the **Account Details**, you may nominate a new password by typing the new password on the space provided.
 - c. Click on the button **Update** to save the changes made.

Field Officers

- To create an account,
 - a. Access the Intranet. On the Log In screen, click on the link “Don't have an account? Sign up!”
 - b. Fill out the form with the necessary information.
 - c. Click on Signup to proceed.
 - d. A Confirmation Email will be sent to the email address provided. The Confirmation Email contains a link that will verify that the provided email address is valid and reachable. Click on the link to confirm the creation of the account.
 - e. Once the link has been clicked, a confirmation message will display informing the user that the account has been confirmed.
 - f. The user may now proceed to log in via the Intranet.
- To Request Access to the PPMS
 - a. The Regional Information and Communications Technology Unit (RICTU) has the authority in granting access to the system. Once the account has been created, inform the RICTU regarding the granting of access to the PPMS.
- To Update Project Details
 - a. Log in via the DILG Intranet. Under My Applications, select PPMS. On the menu on the left, select **My Projects**. Select on a project you wish to update.

As per Circular 2015-06 dated June 30, 2015 Policies and Guidelines in the Use of New Electronic GovMail enjoined department officials and employees to utilize the GovMail Facility. The DILG Intranet will only accept account registration supplied with a valid DILG GovMail account <name>@dilg.gov.ph.

TABLE OF CONTENTS

I.	GENERAL INFORMATION	3
A.	SYSTEM OVERVIEW	3
1.	SYSTEM FEATURES	3
B.	ACRONYMS AND ABBREVIATIONS	3
II.	GETTING STARTED	5
A.	USER ACCESS, ROLES AND PRIVILEGES	5
B.	LOG-IN/SIGN IN AND SIGN UP	5
1.	LOG-IN/SIGN IN	5
2.	SIGN UP	7
C.	RETRIEVE PASSWORD	8
III.	PUBLIC WEBSITE (FRONTEND)	10
IV.	USING THE SYSTEM	13
A.	ADMINISTRATOR LEVEL USER (PMO)	13
1.	SYSTEM MENU	13
2.	DASHBOARD	14
3.	CREATE PROJECT	15
4.	PROJECTS	17
5.	PROJECT PROFILE	18
6.	PROJECT AT RISK	19
7.	ACCOMPLISHMENTS APPROVAL	21
8.	STATISTICS	23
B.	REGIONAL LEVEL USER	26
1.	SYSTEM MENU	26
2.	DASHBOARD	26
3.	PROJECTS	27
4.	PROJECT PROFILE	28
5.	PROJECT PROFILE AND ACCOMPLISHMENTS APPROVAL	29
C.	PROVINCIAL LEVEL USER	34
1.	SYSTEM MENU	34
2.	DASHBOARD	34

3. PROJECTS	35
4. PROJECT PROFILE	36
5. ACCOMPLISHMENTS APPROVAL	37
D. CITY/MUNICIPAL LEVEL USER	40
1. SYSTEM MENU	40
2. DASHBOARD	40
3. PROJECTS	41
4. PROJECT PROFILE	42
5. PROJECT PROFILE AND ACCOMPLISHMENTS VALIDATION (Optional)	57
E. LGU USER (Optional)	57
1. SYSTEM MENU	57
2. DASHBOARD	58
3. PROJECTS	59
4. PROJECT PROFILE	60
V. SYSTEM SETTINGS	76
A. PROFILE SETTINGS	76
B. LOG-OUT	76

I. GENERAL INFORMATION

A. SYSTEM OVERVIEW

SubayBAYAN formerly Programs and Projects Management System is a web-based information system monitoring all the physical and financial accomplishments of each DILG -locally funded project administered by the Office of Project Development Services (OPDS) nationwide.

1. SYSTEM FEATURES

- ❖ **Project Profiling, Monitoring and Analysis.** A module that allows the user to create, view, update, and delete projects.
- ❖ **Physical and Financial Accomplishments Monitoring.** A module that monitors the physical and financial status of a project.
- ❖ **Geo-tagging and Map Integration.** The process of pointing the exact location of the OPDS- administered locally funded projects and overlaying them on the Philippine map.
- ❖ **Dashboard.** A reporting tool that quickly shows the general status of the projects at the national, regional, and provincial levels. The dashboard is also customizable as it can be used to show projects per year, program, and other filters.
- ❖ **Promoting Project using Facebook APIs.** The public can send feedback or comments on the project. The result helps improve governance in project implementation.
- ❖ **Project-at-Risk Monitoring.** A mechanism of measuring the risk level of OPDS- administered locally funded projects which sends notification via short messaging system (SMS) and email to the OPDS-Project Management Offices (PMOs), focal persons and executives
- ❖ **Single Sign On through DILG Intranet Website.** A security framework that permits a user to log in to various DILG web-based applications with only one set of credentials (e.g. username and password)

B. ACRONYMS AND ABBREVIATIONS

Department of the Interior and Local Government (DILG)

- It is the executive department of the Philippine government responsible for promoting peace and order, ensuring public safety and strengthening local government capability aimed towards the effective delivery of basic services to the citizenry.

Office of Project Development Services (OPDS)

- It is the umbrella unit that develops and oversees capital-investment locally-funded development projects covering various sectoral concerns that provide access to financing, capacity building support, and technical assistance on project development and management to local government units.

Provincial Local Government Operations Officer (PLGOO)

- He/she is the DILG staff at the provincial level who has the privilege to validate the accomplishments submitted by the City/Municipal Local Government Operations Officer (C/MLGOO).

City Local Government Operations Officer (CLGOO)

- He/she is the DILG staff at the city level who encodes additional project details, milestone, physical accomplishments and financial accomplishments of the OPDS-administered locally funded projects within his/her jurisdiction.

Municipal Local Government Operations Officer (MLGOO)

- He/she is the DILG staff at the municipal level who encodes additional project details, milestone, physical accomplishments and financial accomplishments of the OPDS-administered locally funded projects within his/her jurisdiction.

Local Government Unit (LGU)

- It is an administrative and political government unit subsidiary to the national government which could itself consist of sub-units.

Dashboard

- It is an easy to read, real-time user interface, showing graphical presentations of the current status and trends of the request or task.

II. GETTING STARTED

A. USER ACCESS, ROLES AND PRIVILEGES

The users of the application are as follows:

❖ **Super Administrator (ISTMS/PMED)**

Performs over-all system management. The PMED of OPDS generates monthly summaries and prepares analysis for Management.

❖ **Administrator (OPDS)**

Performs system management, analytics, and generates reports from data.

OPDS-PMOs are the encoders of basic details of projects (e.g. Philippine Standard Geographic Code (PSGC), Program, allocation, final approver (vetting) of milestones, physical accomplishments and financial accomplishments).

❖ **Approvers**

Regional level users are the approvers of project profile, milestones, physical accomplishments, and financial accomplishments for their region of assignment.

❖ **Validators**

Provincial level users validate the milestones, physical accomplishments, and financial accomplishments for their province of assignment.

❖ **Encoders**

City/Municipal level (C/MLGOO) users encode project details (e.g. Contractor/Administration details), project images, milestones, physical accomplishments, financial accomplishments, goods/materials, and changes in project implementation. If project details are encoded by the LGU user, the C/MLGOO user automatically becomes a validator of the encoded details.

❖ **Local Government Unit user**

Encoder of project details (e.g. Contractor/Administration details), project images, milestones, physical accomplishment, financial accomplishment, goods/materials, and changes in project implementation for his/her LGU of assignment.

B. LOG-IN/SIGN IN AND SIGN UP

1. LOG-IN/SIGN IN

To start using the application, the user should log-in first. Open the web browser, and type <http://intranet.dilg.gov.ph> at the address bar and the log-in page will be displayed (**Figure 1**). For LGU users, go to <http://subaybayan.dilg.gov.php> and click **Login** (**Figure 2**) located at the upper right corner of the page and the log-in page for LGU users will be displayed (**Figure 3**).

To log-in, enter a valid username and password and click on the [Sign in](#).

Figure 1 DILG Intranet log-in page

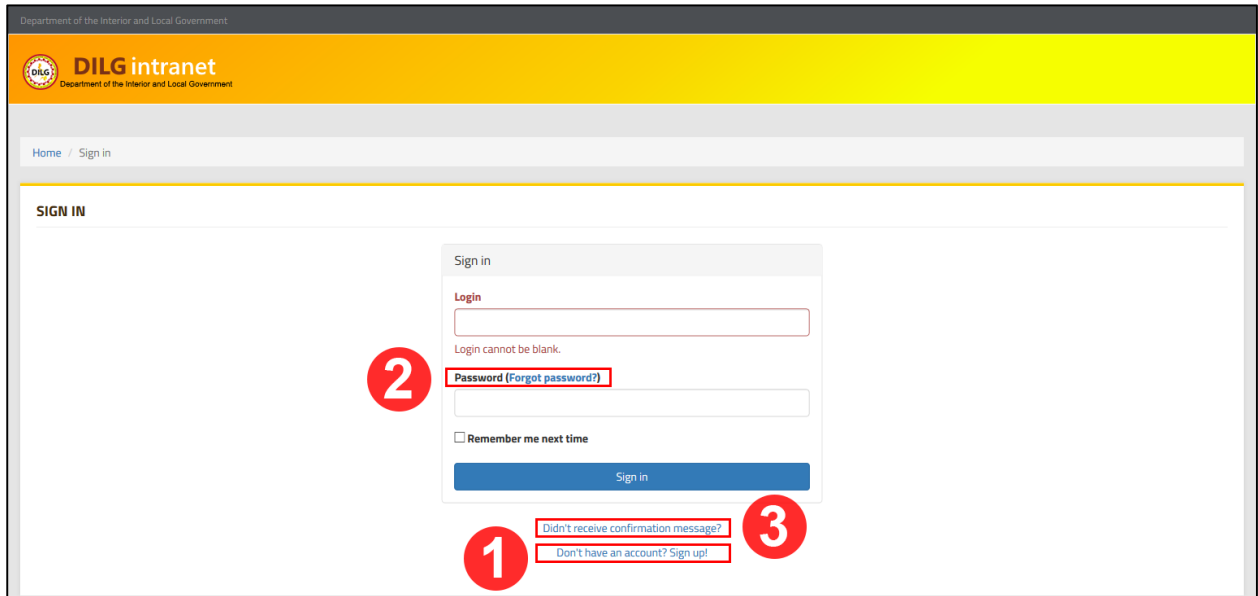


Figure 2 Subaybayan public website home page

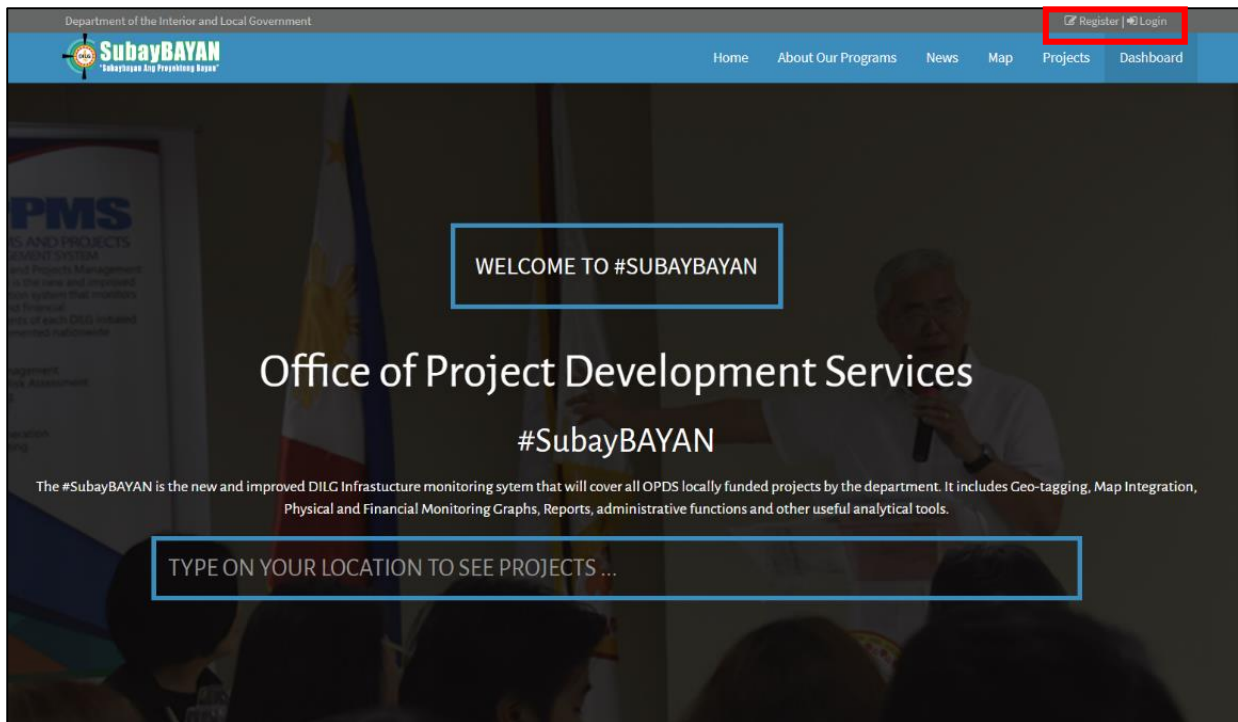
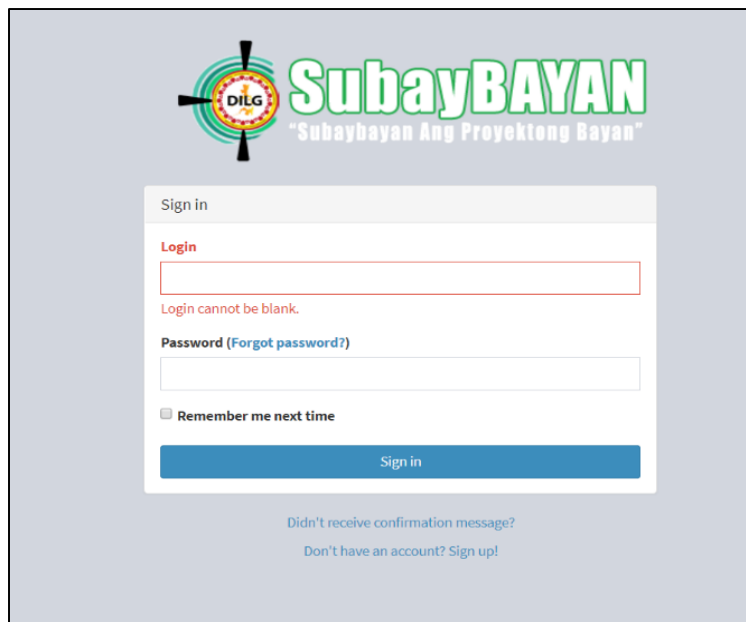
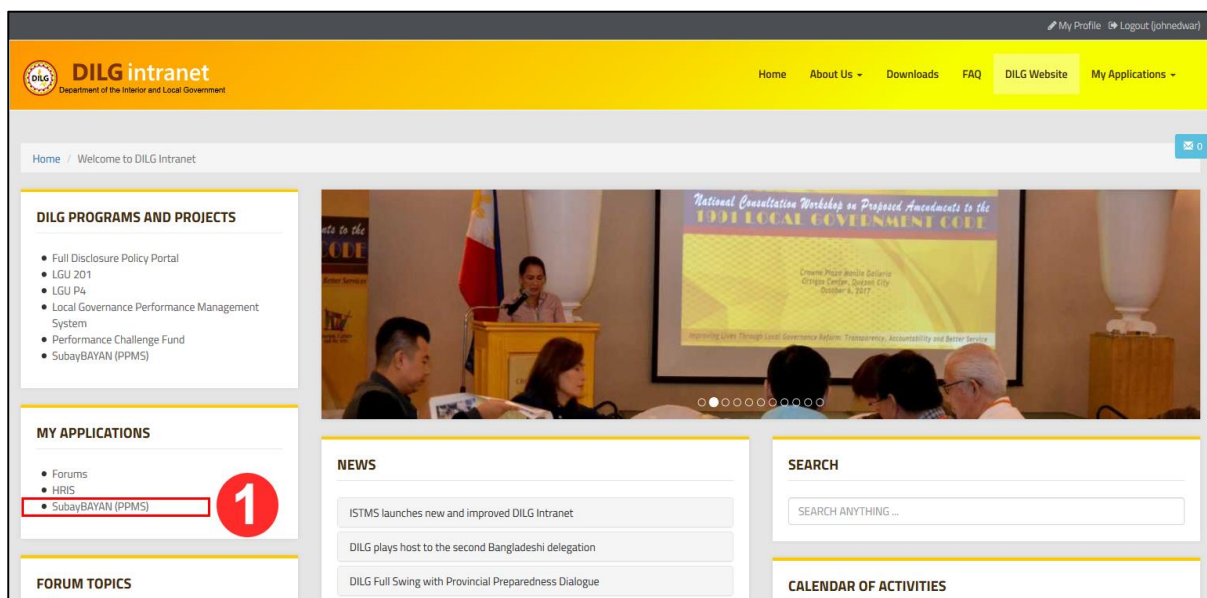


Figure 3 LGU user log-in page



After a successful log-in in the DILG Intranet, the homepage of the application will be displayed (Figure 4), on the upper left side corner are the applications being accessed. Click [SubayBAYAN](#) (PPMS) (Figure 4-1) and the page will be redirected to the SubayBAYAN application.

Figure 4 DILG Intranet home page



2. SIGN UP

To sign up and create an account, click [Don't have an account? Sign up!](#) (Figure 1-1) and the sign up page will be displayed (Figure 5). For LGU users click [Register](#) (Figure 2) to be directed to the LGU sign-up page (Figure 6).

In order to create a valid account, fill-in all the required information and click [Sign up](#) (Figure 5-1 or Figure 6-1) when done. When already registered click [Already registered? Sign in](#) (Figure 5-2) and sign in.

Figure 5 DILG Intranet sign-up page

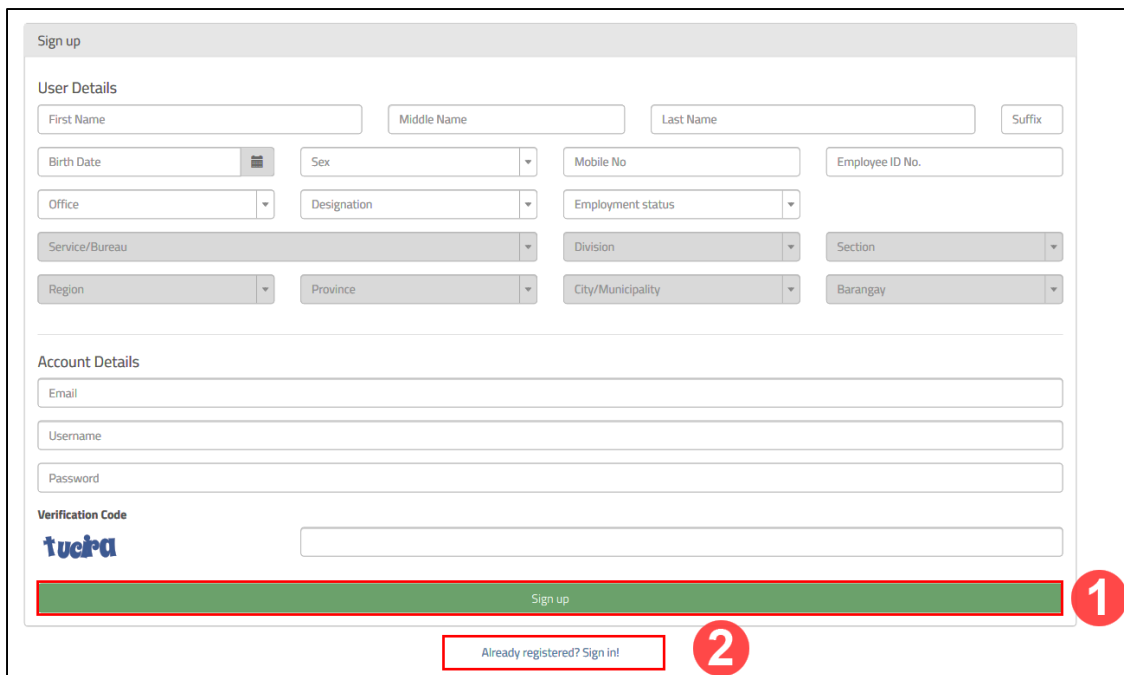
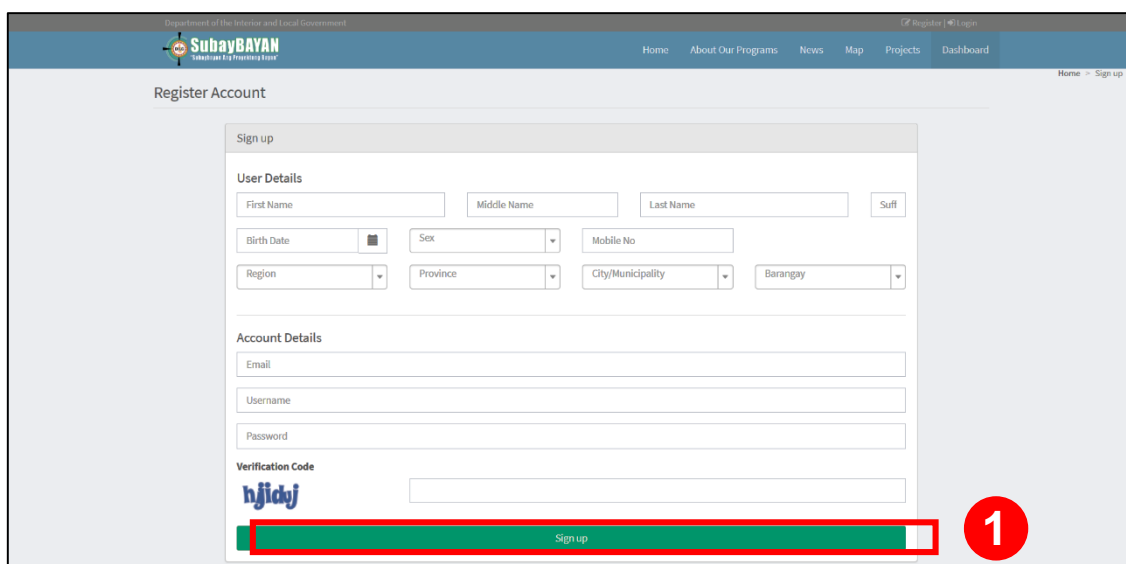


Figure 6 LGU user sign-up page



After signing-up, check the registered email address for a confirmation message and follow the instruction/link to activate the DILG Intranet account. Then inform and coordinate with the respective Regional Information Technology Officer for proper user assignment.

C. RETRIEVE PASSWORD

To retrieve a forgotten password, click on the [Forgot Password?](#) (Figure 1-2) and the recovery password page will be displayed. (Figure 7). Input the email address used during sign-up and click [Continue](#) (Figure 7) to proceed.


Figure 7 DILG Intranet password recovery

Recover your password

Email

Email cannot be blank.

Verify Code

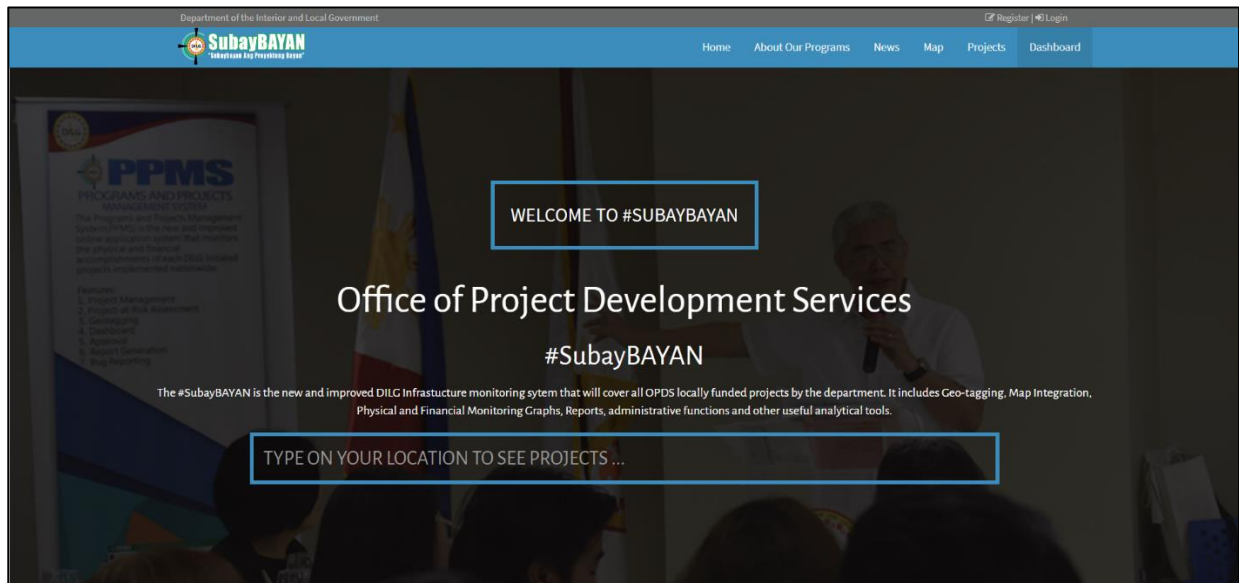


Continue

III. PUBLIC WEBSITE (FRONTEND)

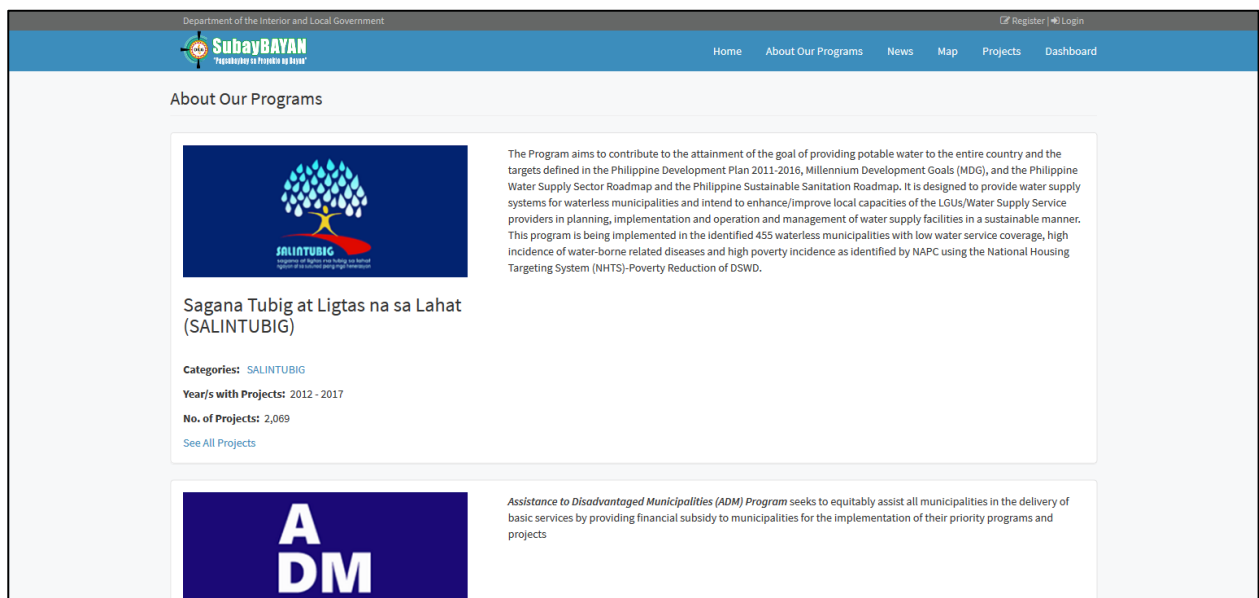
The frontend site of SubayBAYAN intended for public viewing has six (6) pages.

Figure 8 SubayBAYAN home page



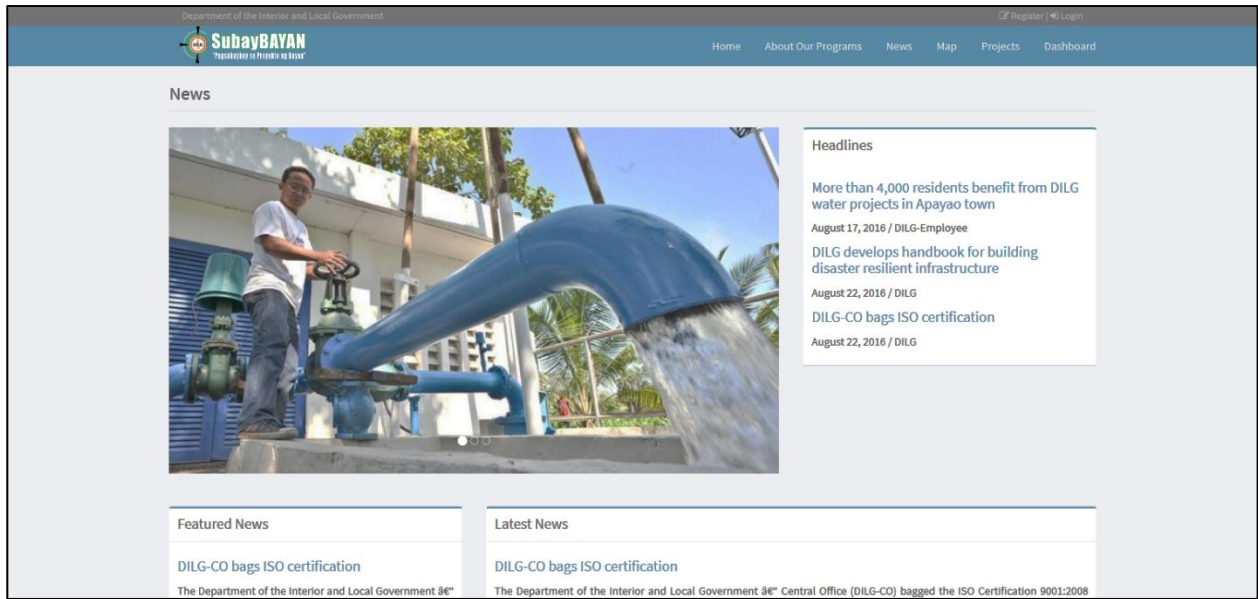
The home page (**Figure 8**) is the landing page of the SubayBAYAN website which is accessible using the link: <http://subaybayan.dilg.gov.ph/site>.

Figure 9 SubayBAYAN About Our Programs page



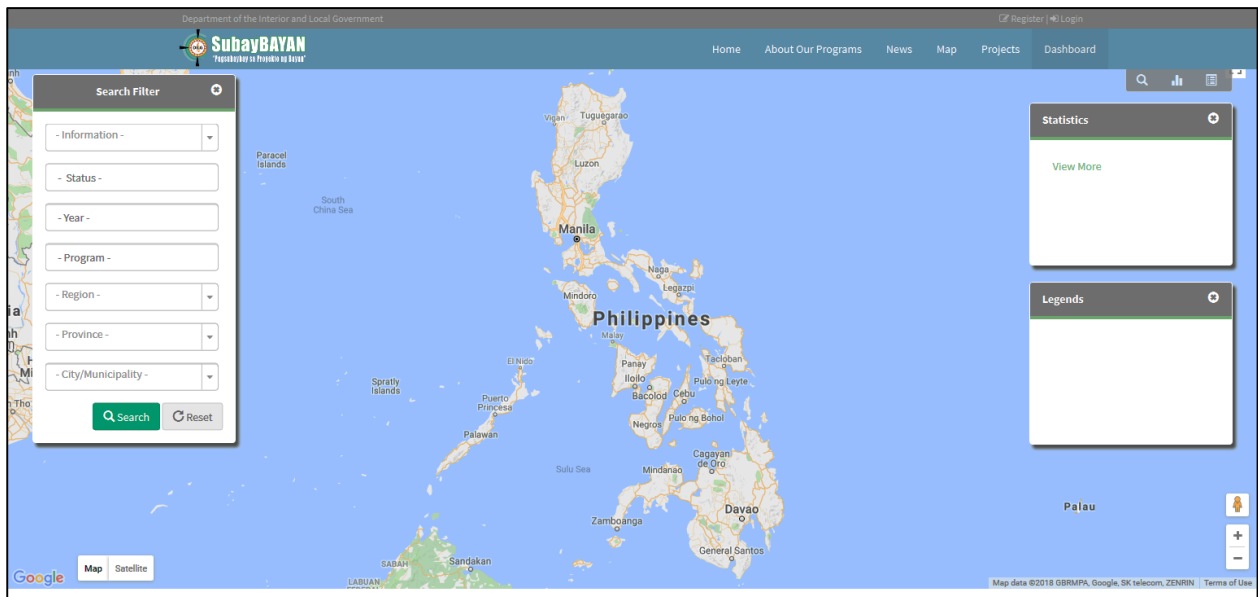
The *About Our Programs* page (**Figure 9**) introduces the different type of programs under SubayBAYAN.

Figure 10 SubayBAYAN News page



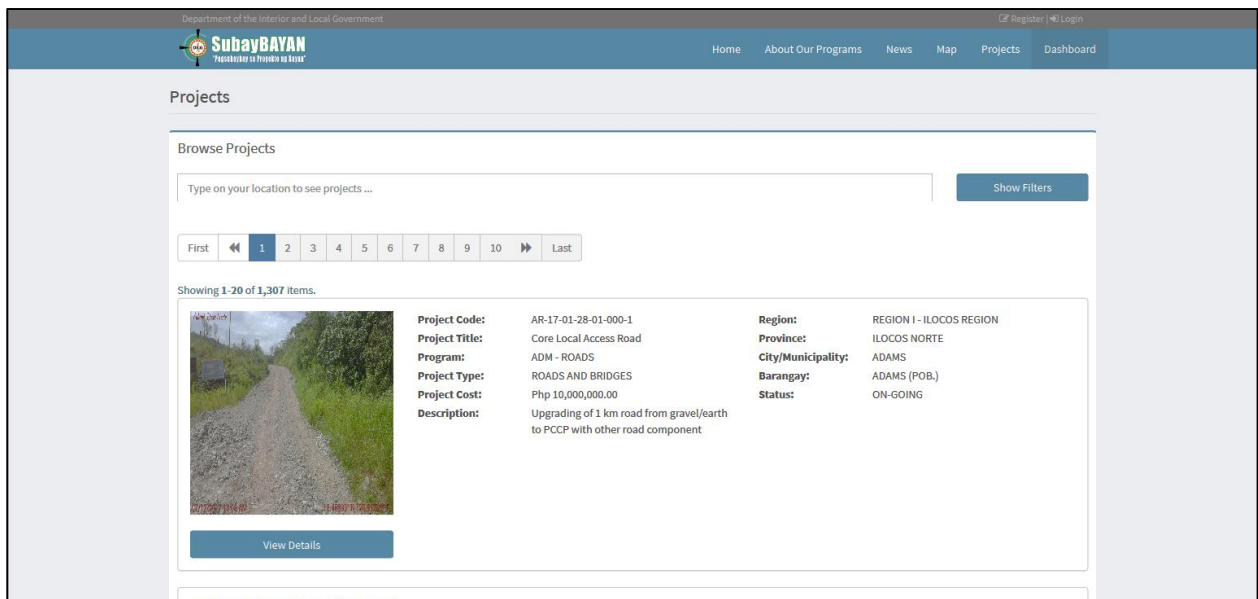
The News page (Figure 10) shows the headlines, features, and latest news regarding the Subaybayan projects

Figure 11 SubayBAYAN Interactive Map page



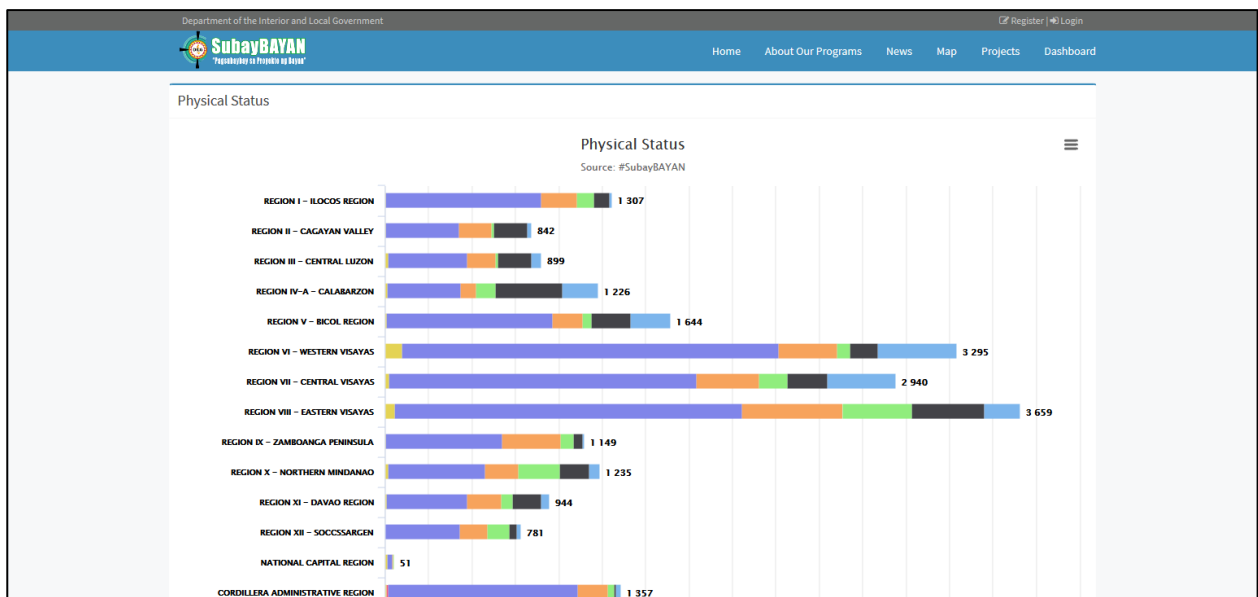
The Interactive Map Page (Figure 11) plots searched projects within the map of the Philippines, pointing to its exact location based on the encoded geographical information of the projects. Users can search, view statistics, zoom in and out, pan right, left, up and down in this interactive map.

Figure 12 SubayBAYAN Projects page



The *Projects* page (**Figure 12**) allows public users to search for any OPDS-administered locally funded projects in the SubayBAYAN and view its details once the project title is clicked.

Figure 13 SubayBAYAN Dashboard page

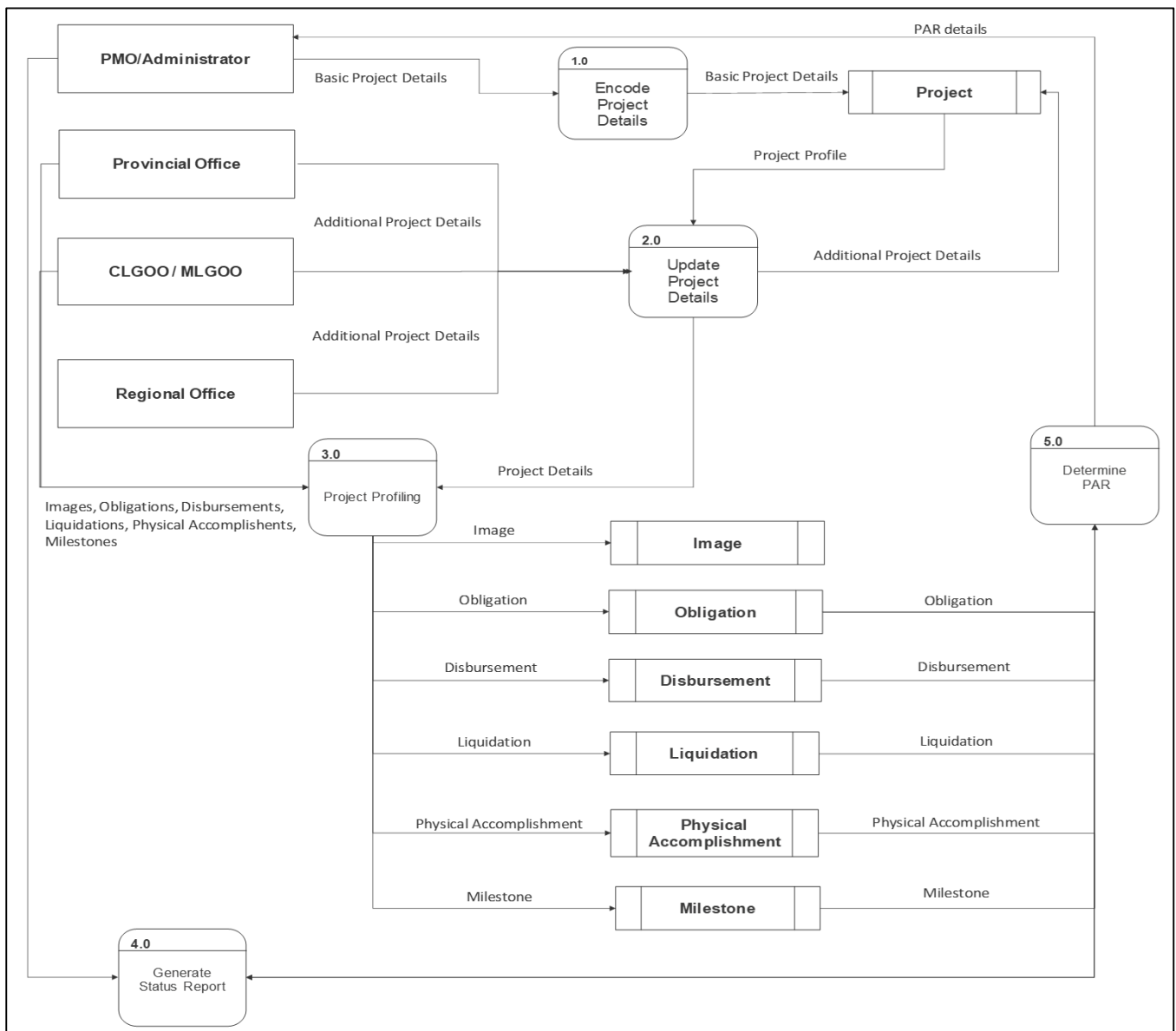


The *Dashboard* page (**Figure 13**) displays aggregate information of the OPDS-administered locally funded projects in graphical presentations.

IV. USING THE SYSTEM

The SubayBAYAN System captures data from the input of several users. Shown in **Figure 14** is the flow of data entered in SubayBAYAN. The basic project details entered by the Administrator are shown on the basic information panel. Additional details or project updates are then entered by other users to complete the details of the project using the actions panel. These updates can be seen in the basic information panel, implementation information panel, progress report panel, or project profile panel.

Figure 14 SubayBAYAN Process Flow

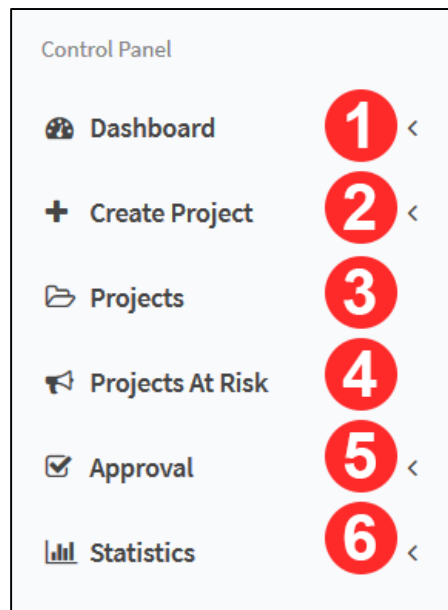


A. ADMINISTRATOR LEVEL USER (PMO)

1. SYSTEM MENU

The Administrator level access account has six (6) major menus that can be found at the menu bar located at the left side of the system as shown in **Figure 15**.

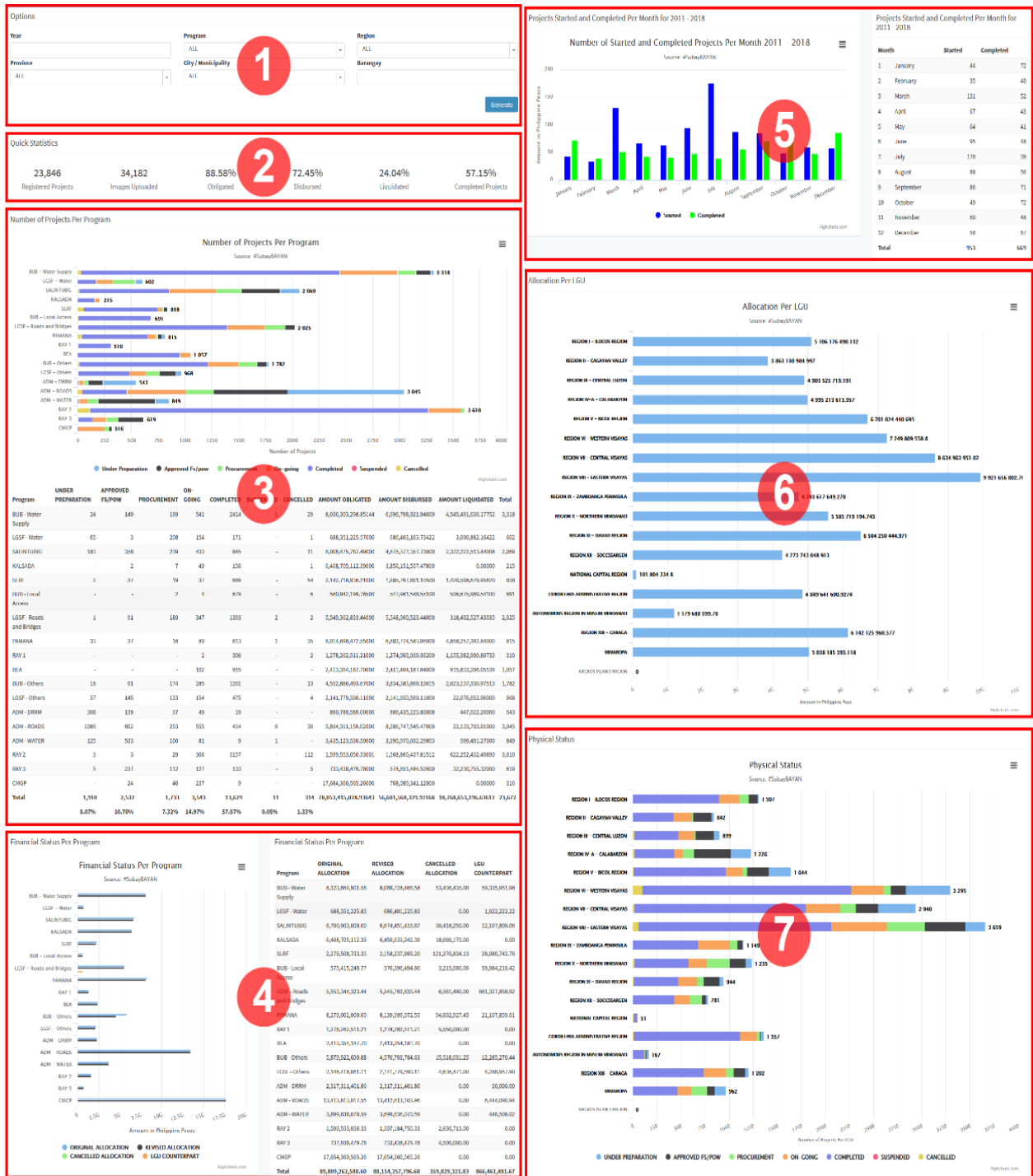
Figure 15 Menu bar of the SubayBAYAN



2. DASHBOARD

The Dashboard Menu (**Figure 15-1**) shows different reports of projects through graphical presentations (**Figure 16**). The Dashboard contains a combination of report generation filters (**Figure 16-1**), quick statistics (**Figure 16-2**), a stacked bar graph and a tabular presentation of the projects per program (**Figure 16-3**). It also contains a clustered bar graph and a tabular presentation of the financial status per program (**Figure 16-4**) and a clustered column chart and a tabular presentation of the projects started and completed per month (**Figure 16-5**). Likewise, a bar graph of the allocation per LGU (**Figure 16-6**) and a stacked bar graph of the physical status of projects per geographic location (**Figure 16-7**) is shown in the dashboard.

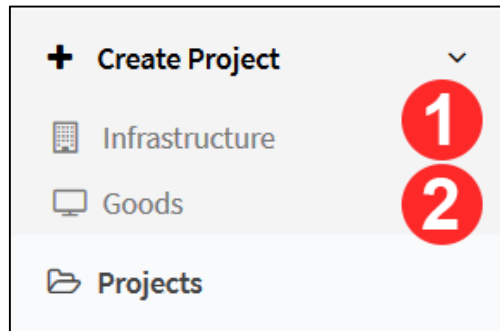
Figure 16 Dashboard of SubbayBAYAN



3. CREATE PROJECT

The Create Project menu (Figure 15-2) allows the user to input a new project in the system. To create a project, click the **Create Project** at the menu bar. A sub-menu (Figure 17) will appear with two types of project to choose from. The user can select the type of project that he/she wishes to create. The user will be directed to the Create Project as shown in Figure 18 and Figure 19.

Figure 17 Sub menu of create project



Fill-up all the required fields and then click **Save Project** (Figure 18 & Figure 19) to submit the form. The initial details of the created project will be displayed on the basic information panel of the project profile shown in **Figure 22-3**.

Figure 18 Create project: Infrastructure

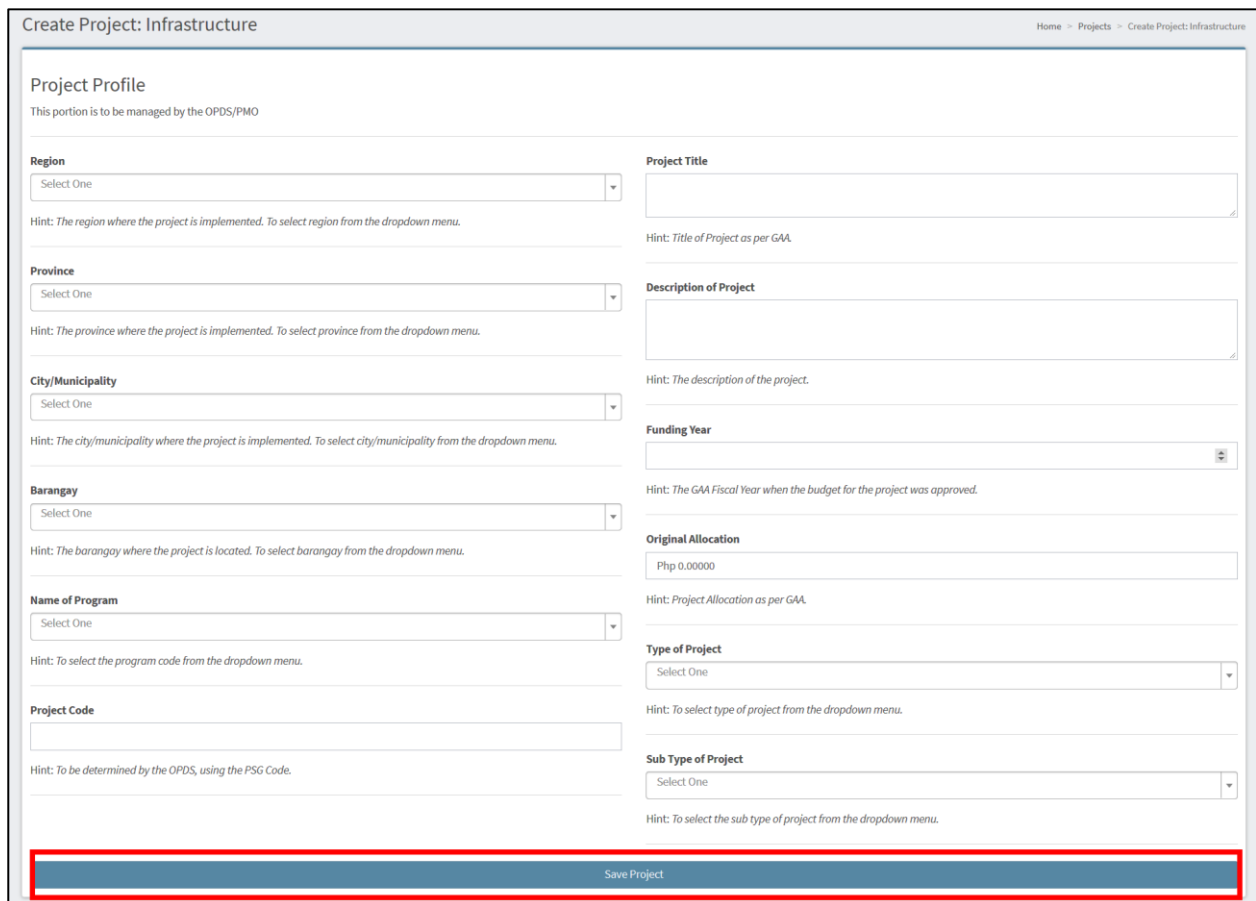
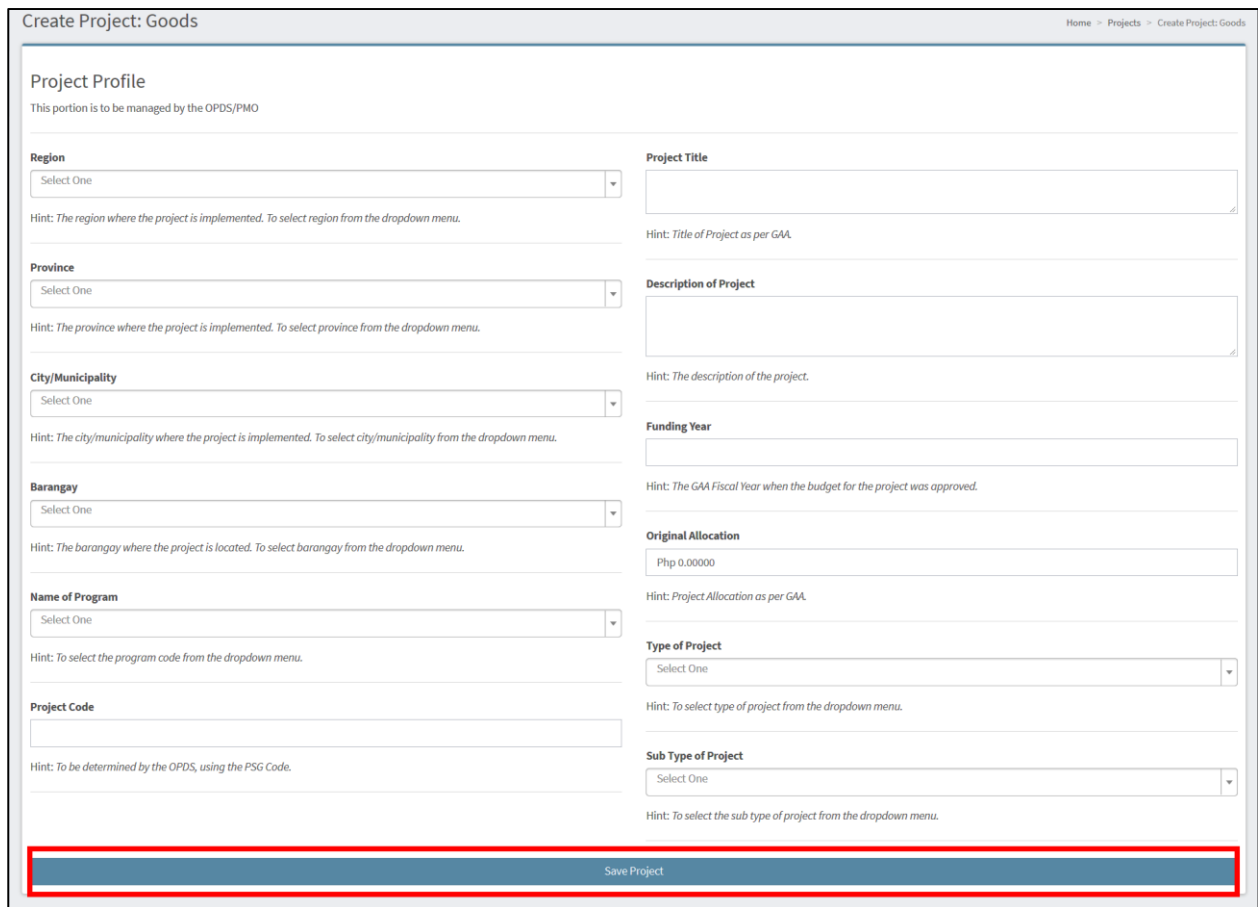


Figure 19 Create project: Goods



Home > Projects > Create Project: Goods

Create Project: Goods

Project Profile

This portion is to be managed by the OPDS/PMO

Region
Select One
Hint: The region where the project is implemented. To select region from the dropdown menu.

Province
Select One
Hint: The province where the project is implemented. To select province from the dropdown menu.

City/Municipality
Select One
Hint: The city/municipality where the project is implemented. To select city/municipality from the dropdown menu.

Barangay
Select One
Hint: The barangay where the project is located. To select barangay from the dropdown menu.

Name of Program
Select One
Hint: To select the program code from the dropdown menu.

Project Code
Hint: To be determined by the OPDS, using the PSG Code.

Project Title
Hint: Title of Project as per GAA.

Description of Project
Hint: The description of the project.

Funding Year
Hint: The GAA Fiscal Year when the budget for the project was approved.

Original Allocation
Php 0.00000
Hint: Project Allocation as per GAA.

Type of Project
Select One
Hint: To select type of project from the dropdown menu.

Sub Type of Project
Select One
Hint: To select the sub type of project from the dropdown menu.

Save Project

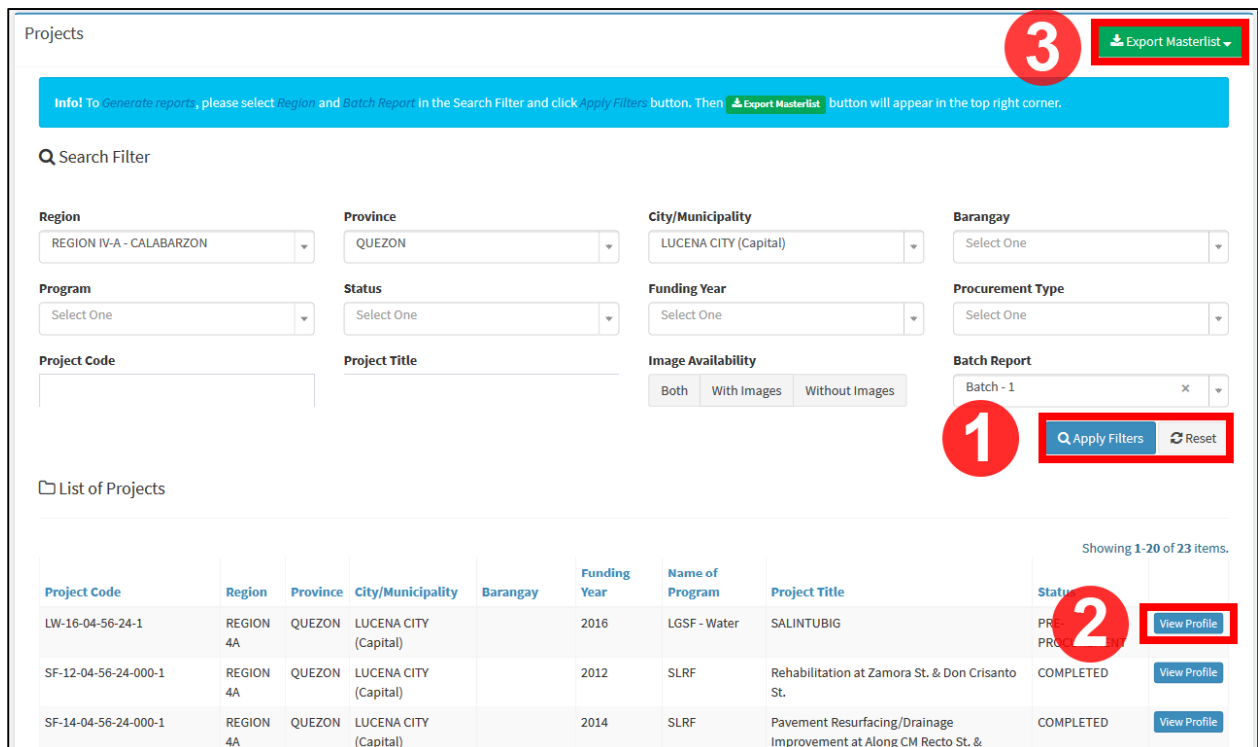
4. PROJECTS

The Projects menu (**Figure 15-3**) allows the user to see the list of all created projects. To view the list of projects, click **Projects** and the user will be directed to the projects page as shown in **Figure 20**.

To search for a project, fill-up the appropriate fields in the search filter and then click **Apply Filters** (**Figure 20-1**). To clear-out the filters, click **Reset**.

To view the complete profile of a project, click the **View Profile** (**Figure 20-2**). After clicking the button, the user will be directed to the project profile page (**Figure 22**).

Figure 20 Project page of SubayBAYAN



Projects

3 [Export Masterlist](#)

Info! To Generate reports, please select Region and Batch Report in the Search Filter and click Apply Filters button. Then [Export Masterlist](#) button will appear in the top right corner.

Search Filter

Region: REGION IV-A - CALABARZON Province: QUEZON City/Municipality: LUCENA CITY (Capital) Barangay: Select One

Program: Select One Status: Select One Funding Year: Select One Procurement Type: Select One

Project Code: Project Title: Image Availability: Both With Images Without Images Batch Report: Batch - 1

1 [Apply Filters](#) [Reset](#)

List of Projects

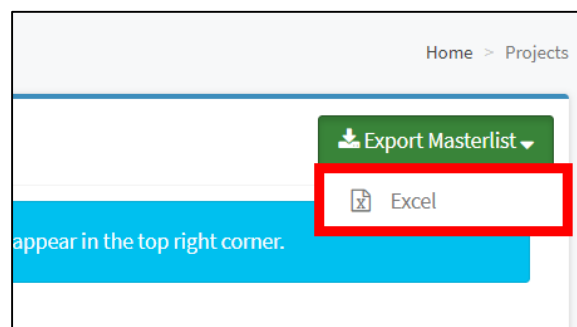
Showing 1-20 of 23 items.

Project Code	Region	Province	City/Municipality	Barangay	Funding Year	Name of Program	Project Title	Status
LW-16-04-56-24-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2016	LGSF - Water	SALINTUBIG	PRO...
SF-12-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2012	SLRF	Rehabilitation at Zamora St. & Don Crisanto St.	COMPLETED
SF-14-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2014	SLRF	Pavement Resurfacing/Drainage Improvement at Along CM Recto St. &	COMPLETED

2 [View Profile](#)

To generate reports, select the region and the batch report to be filtered for the report then click [Apply Filters](#) (Figure 20-1). The [Export Masterlist](#) button (Figure 20-3) will appear. Click this button and click [Excel](#) (Figure 21) to download the report in an Excel file.

Figure 21 Export masterlist to excel



Home > Projects

[Export Masterlist](#)

[Excel](#)

appear in the top right corner.

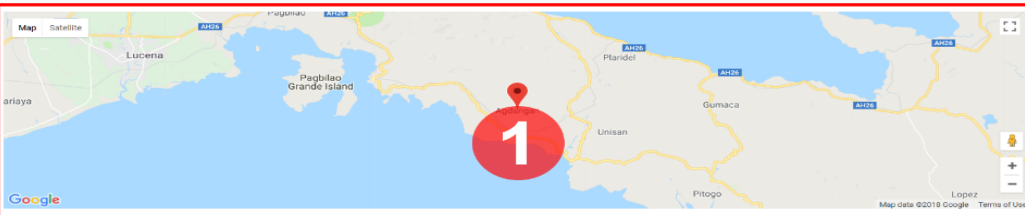
5. PROJECT PROFILE

The Project Profile page (Figure 22) allows the user to see the complete profile of the project. It is composed of the map overlay panel (Figure 22-1), images panel (Figure 22-2), basic information panel (Figure 22-3), implementation information panel (Figure 22-4), progress report panel (Figure 22-5), actions panel (Figure 22-6), and the project status panel (Figure 22-7)

Figure 22 Project profile page of SubayBAYAN

AR-17-04-56-01-000-1 | Infrastructure Home - Projects - AR-17-04-56-01-000-1

[← Back to Project List](#)



1

REGION 4A : CORE LOCAL ACCESS ROAD
AGDANGAN, QUEZON

418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component

PROJECT IMAGES

Total Images Uploaded: 0 Image/s

▲ No Images uploaded.

2

I. PROJECT PROFILE

Region	REGION IVA - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR-17-04-56-01-000-1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	Php 3,000,000.00000
Type of Project	ROADS AND BRIDGES
Sub Type of Project	ACCESS ROAD
Exact Location	Sitio Tampas, Brgy. Kanlurang Calutan
Beneficiaries	0
Status	DED PREPARATION
Remarks	

3

ACTIONS AVAILABLE

Legend: ■ If data is available ■ Required to fill-up forms ■ Optional forms

- [Map Your Project](#)
- [Complete Project Profile](#)
- [Add Action/Action Details](#)
- [Add Milestones](#)
- [Add Obligation](#)
- [Add Disbursement](#)
- [Add Liquidation](#)
- [Add Good/Material Procured](#)
- [Add Changes in Implementation](#)

6

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.00000
Revised Allocation	Php 3,000,000.00000
LGU Equity/Counterpart	Php 0.00000
Total Project Cost	Php 3,000,000.00000
Implementing Unit	0
Mode of Implementation	

4

III. PROGRESS REPORTS

A. CHANGES IN IMPLEMENTATION

▲ No changes in implementation found.

B. MILESTONES

Milestone	Start Date	Finish Date	Approval Status	Remarks
No results found.				

C. PHYSICAL ACCOMPLISHMENT

▲ Project status must be "ONGOING" to enable physical accomplishments encoding. Encode milestones first.

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS Amounts Obligated, as per reflected in the Statement of Commitment and Obligation (SAOB)

▲ No Results found.

DISBURSEMENTS Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)

▲ No Results found.

LIQUIDATIONS Amounts Liquidated, as per reflected in the Statement of Liquidation (SDL)

▲ No Results found.

5

PROJECT STATUS

PHYSICAL

DED PREPARATION

RISK

NO RISKS

ENCODING

PROJECT PROFILE

REMARKS:

7

CONTENT	No. of Content	Validated	Approved
	0	0.00%	0.00%
Validated		Submitted	For Revision
	0.00%	0.00%	0.00%

6. PROJECT AT RISK

The Project at Risk Menu allows the user to view the list of projects with identified risks. To view the list, click **Project at Risk** at the menu bar (Figure 15-4) to be directed to the Project at Risk page. The list includes details of risk event, risk trigger, and risk level of the project as shown in Figure 23. To see more information about the risk cause, click **view**. The user will be directed to

the Risk Information page where a more detailed risk cause is noted as well as remarks related to the risk (Figure 24).

Figure 23 Project at risk page

#	Project Code	Risk Event	Risk Trigger	Risk Level	Risk Cause	
1	BA-14-07-12-02-000-18	Delay in issuance of Notice to Proceed (NTP) to contractor	Issuance of NTP to contractor delayed by 15 days from date of Issuance of Notice of Award (NOA)	Medium		View
2	OT-13-05-41-01-000-01	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View
3	OT-13-13-75-01-000-01	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View
4	OT-14-03-54-10-000-01	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View
5	SA-12-03-69-05-1	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View
6	SA-12-04-34-20-1	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View
7	LA-14-01-33-05-03	Delay in completion of the whole project	Project completion delayed by 15 days based on approved POW	High		View

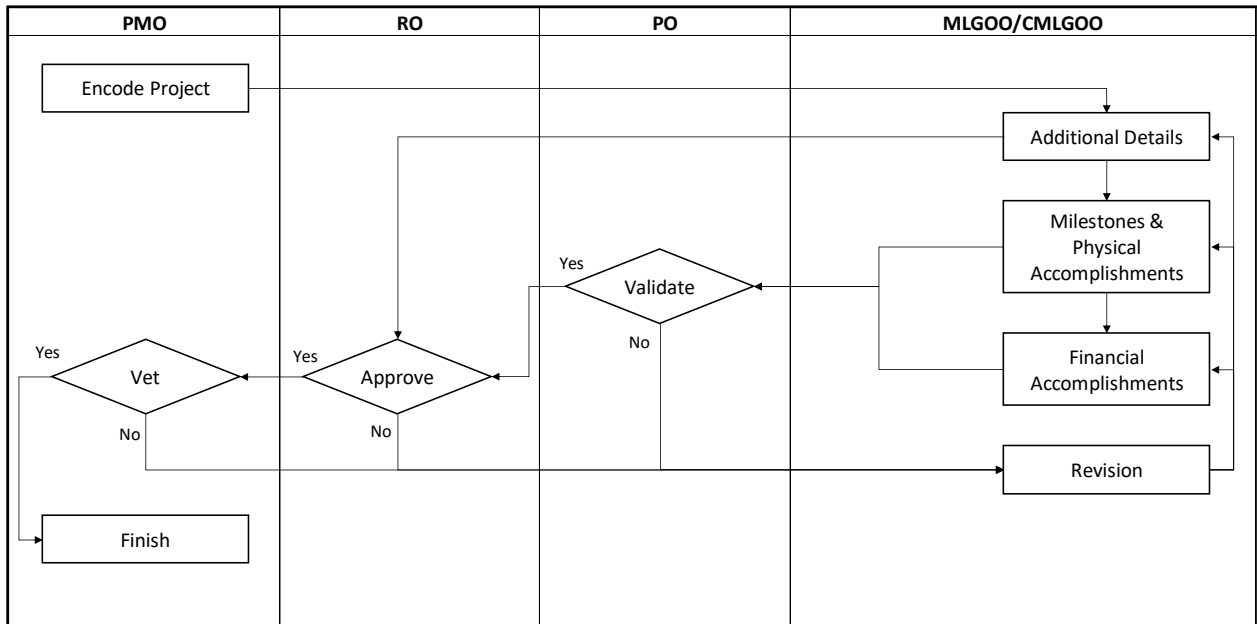
Figure 24 Risk Information

Risk Information		
Click Project Code link to update risk		
Project Code	BA-14-07-12-02-000-18	
Risk Event	Delay in issuance of Notice to Proceed (NTP) to contractor	
Risk Level	Medium	
Risk Cause		
Risk Output	30	
Response Done	No	
Causes		
Showing 1-2 of 2 items.		
#	Cause	Remarks
1	Delayed issuance of bid documents by LGU due to incompleteness or other reasons (please cite other reasons)	additional delay, ervin
2	Delayed conduct of bid evaluation (including report submission) by LGU	ok

7. ACCOMPLISHMENTS APPROVAL

Data entered into the SubayBAYAN are checked at different levels in order to maintain good data quality. This data quality check is illustrated in **Figure 25**. Initial details are first encoded by the Administrator then additional data are added by the C/MLGOO. These additional data are then validated by the Provincial User, approved by the Regional User, and vetted by the Administrator.

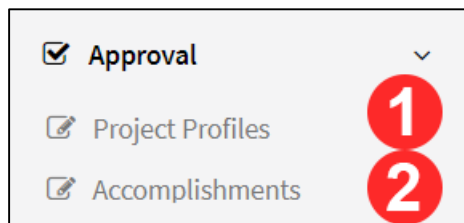
Figure 25 SubayBAYAN Data Flow Checks



a. PROJECT ACCOMPLISHMENTS APPROVAL

The Approval menu shown in **Figure 15-5** allows the Administrator to vet accomplishment details related to the project submitted by the C/MLGOO users, provided that these accomplishment details were already approved by the Regional user.

Figure 26 Approval sub-menu



To navigate to the Approval for Project Content and Accomplishments page, click Accomplishments (**Figure 26-2**) to direct the user to the Approval for Project Content and Accomplishments page (**Figure 27**).

Figure 27 Approval project content and accomplishments page

Approval For Project Content and Accomplishments

Q Search Filter

Region: REGION I - ILOCOS REGION | Province: LA UNION | City/Municipality: CITY OF SAN FERNANDO (Capital) | Barangay: Select One

Program: Select One | Physical Status: Select One | Funding Year: Select One | Procurement Type: Select One

Project Code: | Project Title: **4** View projects that need my action **1**

My Dashboard

No. of Projects	No. of Projects That Needs Your Action	No. of Data With Available Status		
10,319	11	380	2	
Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating
9.74%	7.63%	8.42%	72.11%	2.11%
No. of Vetted Data	No. of Approved Data	No. of Validated Data	No. of Submitted Data	No. of Data with Revision
37	29	32	274	8

List of Projects

Project Code	Region	Province	City/Municipality	Barangay	Name of Program	Funding Year	Project Title	Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating	3 <input type="button" value="View Data For Approval"/>
PW-16-01-33-14-1	REGION I	LA UNION	CITY OF SAN FERNANDO (Capital)		BUB - Water Supply	2016	PROVISION OF POTABLE WATER SUPPLY- BRGY. PACPACO AND BARAOAS	0.00%	0.00%	0.00%	0.00%		

Showing 1-1 of 1 item.

To filter project accomplishments submitted for approval, use the Search Filter and click View projects that need my action (Figure 27-4) then click Apply Filters (Figure 27-1). To clear-out the filters, click Reset.

The Approval for Project Content and Accomplishments page includes a dashboard (Figure 27-2) to give the user a brief summary of the encoded project data submitted, validated, approved, vetted, and for revision.

To view Accomplishments for vetting, click View Data for Approval (Figure 27-3). Review the milestones entered by the user as shown in Figure 28. Select Vetted radio button for the milestones to be vetted then click Take Action to save.

Figure 28 Vetting of accomplishments

MILESTONES					
Milestone	Start Date	Finish Date	Current Status	Action	Remarks
FS/PP PREPARATION	2018-06-04	2018-06-08	For Revision @ 2018-06-20 09:47:51		
REVIEW AND APPROVAL	2018-06-11	2018-06-15	Approved @ 2018-06-20 09:47:51	<input checked="" type="radio"/> Vetted <input type="radio"/> For Revision	
MOA SIGNED	2018-06-19		Validated @ 2018-06-26 10:36:13		
DED PREPARATION	2018-06-18		Approved @ 2018-06-20 09:47:51	<input type="radio"/> Vetted <input type="radio"/> For Revision	
DED APPROVED		2018-06-22	Validated @ 2018-06-20 09:42:57		
ITB POSTED	2018-06-22	2018-06-22	Approved @ 2018-06-20 09:47:51	<input type="radio"/> Vetted <input type="radio"/> For Revision	

NOTE

Project Accomplishments not yet approved nor validated by the Regional and Provincial User, respectively, will not show the **Vetted** or **For Revision** radio buttons for the Administrator's action. These project accomplishments are labelled as *Submitted*. Moreover, returned project accomplishments for revision that are not yet updated will not show the **Vetted** or **For Revision** radio buttons as well.

8. STATISTICS

The Statistics Menu (**Figure 15-6**) allows the Administrator to view relevant figures in monitoring the performance of SubayBAYAN and the projects included in it. The reports are aggregated by province except for the status report page. The user may also choose to filter the reports by year, program, physical status, and procurement type.

The Data Updates page presents statistics of encoded progress report data of projects. The column reports shows summaries of encoded obligations, disbursements, liquidations, physical accomplishments, and milestones (**Figure 29**).

Figure 29 Data Updates page

Province	Number of Projects	No. of Projects With			
		Obligations	%	Disbursements	%
NCR	52	46	88.46	46	88.46
NCR, SECOND DISTRICT	14	12	85.71	12	85.71
NCR, THIRD DISTRICT	8	8	100.00	8	100.00
NCR, FOURTH DISTRICT	21	18	85.71	18	85.71
NCR, FIRST DISTRICT	9	8	88.89	8	88.89
REGION 1	1317	1267	96.20	1252	95.06
ILOCOS SUR	271	268	98.89	268	98.89
PANGASINAN	516	490	94.96	488	94.57
ILOCOS NORTE	247	234	94.74	228	92.31
LA UNION	283	275	97.17	268	94.70
REGION 2	843	754	89.44	735	87.19
NUEVA VIZCAYA	224	218	97.32	214	95.54
BATANES	59	33	55.93	30	50.85
ISABELA	240	203	84.58	199	82.92
QUIRINO	52	49	94.23	45	86.54

The Project Description and Location page presents statistics of projects with encoded exact location and description (Figure 30).

Figure 30 Project description and exact location page

Province	Number of Projects	No. of Projects With			
		Exact Location	%	Description	%
NCR	52	27	51.92	32	61.54
NCR, FIRST DISTRICT	9	5	55.56	5	55.56
NCR, SECOND DISTRICT	14	9	64.29	10	71.43
NCR, THIRD DISTRICT	8	6	75.00	4	50.00
NCR, FOURTH DISTRICT	21	7	33.33	13	61.90
REGION 1	1317	1038	78.82	994	75.47
ILOCOS NORTE	247	193	78.14	171	69.23
LA UNION	283	223	78.80	194	68.55
ILOCOS SUR	271	187	69.00	223	82.29
PANGASINAN	516	435	84.30	406	78.68
REGION 2	843	529	62.75	636	75.44
CAGAYAN	268	171	63.81	202	75.37
NUEVA VIZCAYA	224	137	61.16	174	77.68

The Image Statistics page presents statistics of projects with uploaded images for users to monitor (Figure 31). Moreover, the Image Stats per Type page presents statistics of the uploaded image by type such as *Billboard*, *Before*, *20-40%*, *50-70%*, *41-80%*, *90%*, *100%*, and *During Operation* (Figure 32).

Figure 31 Image Statistics page

Province	Number of Projects	Number of Projects w/ Images	%
NCR	52	2	3.85
NCR, FIRST DISTRICT	9	0	0.00
NCR, SECOND DISTRICT	14	2	14.29
NCR, THIRD DISTRICT	8	0	0.00
NCR, FOURTH DISTRICT	21	0	0.00
REGION 1	1317	478	36.29
ILOCOS SUR	271	34	12.55
PANGASINAN	516	188	36.43
ILOCOS NORTE	247	123	49.80
LA UNION	283	133	47.00
REGION 2	843	112	13.29
CAGAYAN	268	18	6.72
NUEVA VIZCAYA	224	40	17.86
BATANES	59	16	27.12

Figure 32 Image Stats per type page

Province	Number of Projects	No. of Projects With															
		Billboard	%	Before	%	20-40%	%	41-80%	%	90%	%	During	%	Completed	%		
NCR	52	1	1.92	1	1.92	0	0.00	1	1.92	0	0.00	0	0.00	0	0.00	3	5.77
NCR, SECOND DISTRICT	14	0	0.00	1	7.14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2	14.29
NCR, THIRD DISTRICT	8	1	12.50	0	0.00	0	0.00	1	12.50	0	0.00	0	0.00	1	12.50	0	0.00
NCR, FIRST DISTRICT	9	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
NCR, FOURTH DISTRICT	21	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
REGION 1	1317	2	0.15	309	23.46	0	0.00	0	0.00	155	11.77	0	0.00	235	17.84		
LA UNION	283	0	0.00	78	27.56	0	0.00	0	0.00	30	10.60	0	0.00	55	19.43		
ILOCOS SUR	271	0	0.00	23	8.49	0	0.00	0	0.00	15	5.54	0	0.00	10	3.69		
ILOCOS NORTE	247	2	0.81	86	34.82	0	0.00	0	0.00	27	10.93	0	0.00	50	20.24		
PANGASINAN	516	0	0.00	122	23.64	0	0.00	0	0.00	83	16.09	0	0.00	120	23.26		
REGION 2	843	4	0.47	72	8.54	1	0.12	2	0.24	18	2.14	3	0.36	46	5.46		
ISABELA	240	0	0.00	15	6.25	0	0.00	0	0.00	6	2.50	0	0.00	15	6.25		
CAGAYAN	268	0	0.00	12	4.48	0	0.00	0	0.00	3	1.12	0	0.00	8	2.99		
QUIRINO	52	4	7.69	3	5.77	1	1.92	2	3.85	0	0.00	3	5.77	3	5.77		
BATANES	59	0	0.00	12	20.34	0	0.00	0	0.00	2	3.39	0	0.00	6	10.17		

The Status Report page presents the aggregate number of projects with its current milestone such as Under Preparation, Approved Feasibility Study (FS)/ Program of Work (POW) or Detailed Engineering Design (DED) preparation, Procurement, On-going, and Completed. The report also shows the total amount obligated, disbursed, and liquidated. These are all aggregated per region (Figure 33).

Figure 33 Status report page

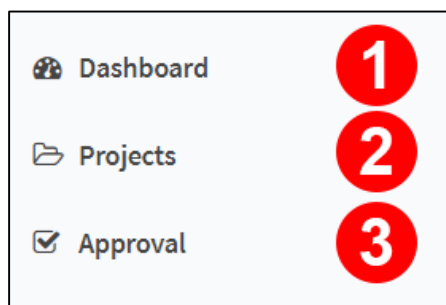
Regions	No. of Projects	Under Preparation	Approved FS / POW or DED Prep.	Procurement	On-going	Completed	Amount Obligated	Amount Disbursed	Amount Liquidated
NATIONAL CAPITAL REGION	52	1	0	2	5	30	50,180,270.82000	46,197,673.35500	35,110,809.72500
REGION I - ILOCOS REGION	1317	22	89	102	207	892	4,846,292,769.15200	4,038,248,897.15945	1,042,792,584.40657
REGION II - CAGAYAN VALLEY	843	24	190	16	187	421	3,467,576,077.99700	2,474,952,707.96900	520,083,177.29500
REGION III - CENTRAL LUZON	901	59	190	13	164	455	3,887,698,988.50100	2,514,019,145.61800	661,772,756.68000
REGION IV-A - CALABARZON	1265	235	383	115	93	423	3,945,179,177.44066	2,922,981,998.45723	9,000,000,000,000,001,459,617,792.00000
MIMAROPA	967	110	82	166	144	460	4,504,287,553.11800	2,614,118,525.37203	952,487,975.86220
REGION V - BICOL REGION	1644	228	227	52	174	955	5,662,653,844.73500	4,006,778,929.68500	1,856,766,681.68560
REGION VI - WESTERN VISAYAS	3351	458	157	75	340	2166	5,742,606,469.87001	3,886,251,899.58401	1,294,859,824.02959
REGION VII - CENTRAL VISAYAS	2991	392	232	182	357	1774	7,968,393,263.86999	6,443,986,836.89300	1,822,727,267.65400
REGION VIII - EASTERN VISAYAS	3708	206	419	397	580	2000	9,115,124,365.84700	6,641,809,446.17314	2,124,867,713.79687
REGION IX - ZAMBOANGA PENINSULA	1164	13	51	74	337	668	4,426,100,388.82800	3,058,383,917.61800	1,213,971,834.47833
REGION X - NORTHERN MINDANAO	1235	66	177	240	197	535	4,990,826,880.74300	2,945,518,966.55867	841,410,714.83666
REGION XI - DAVAO REGION	944	44	164	67	197	461	4,699,850,078.30100	2,312,764,159.57800	968,160,667.91000

B. REGIONAL LEVEL USER

1. SYSTEM MENU

Regional level access account has three (3) major menus that can be found at the menu bar located at the left side of the system as shown in **Figure 34**.

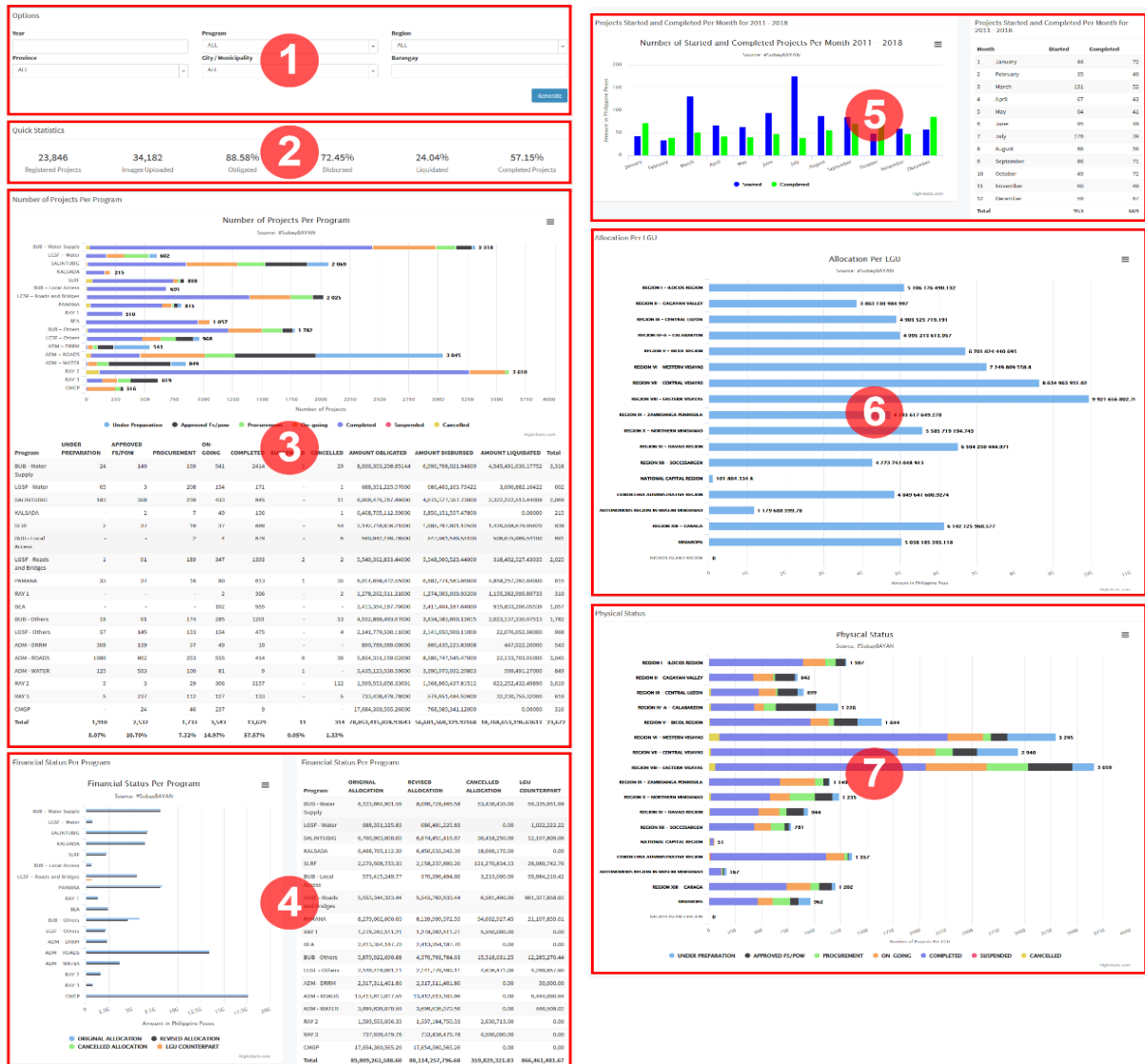
Figure 34 Menu bar of the SubayBAYAN



2. DASHBOARD

The Dashboard Menu is included in the menu bar as shown in **Figure 34-1**. The Dashboard shows different reports of projects through graphical presentations (**Figure 35**). It contains a combination of report generation filters (**Figure 35-1**), quick statistics (**Figure 35-2**), a stacked bar graph and a tabular presentation of the projects per program (**Figure 35-3**), a clustered bar graph and a tabular presentation of the financial status per program (**Figure 35-4**). It also includes a clustered column chart and a tabular presentation of the projects started and completed per month (**Figure 35-5**), a bar graph of the allocation per LGU (**Figure 35-6**), and a stacked bar graph of the physical status of projects per geographic location (**Figure 35-7**).

Figure 35 Dashboard of SubayBAYAN



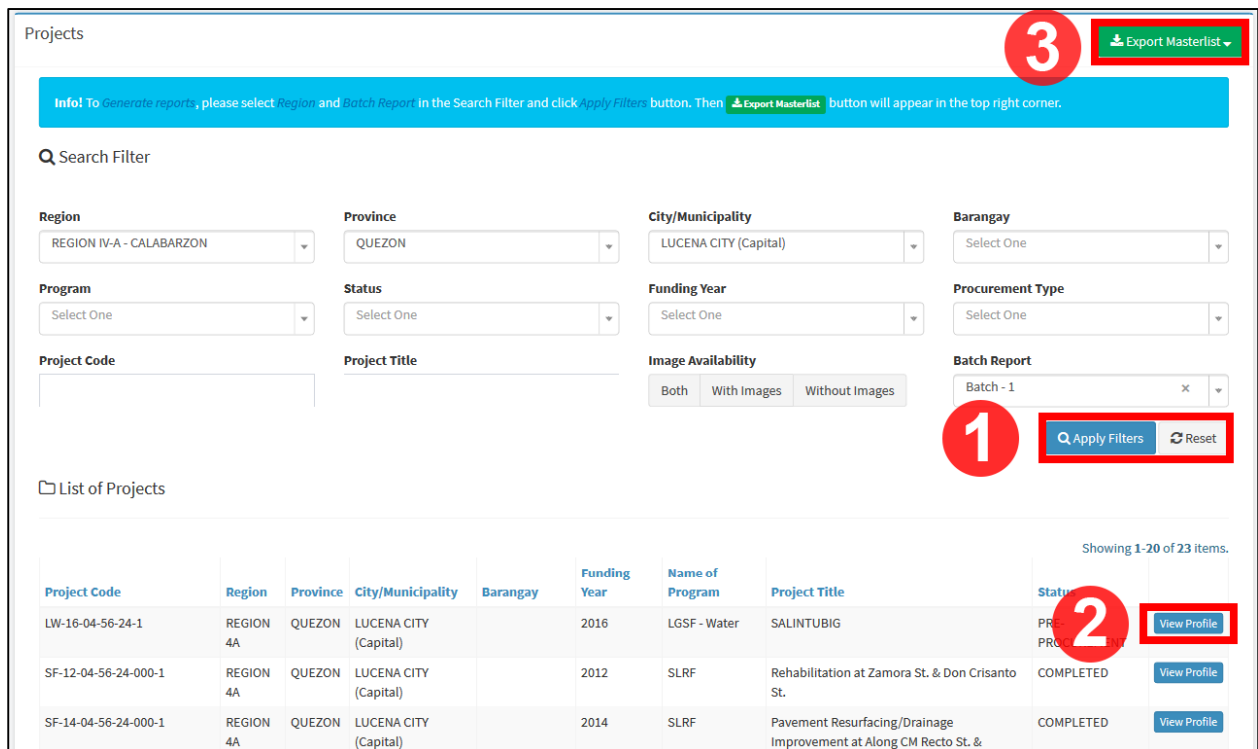
3. PROJECTS

The Projects menu (Figure 34-2) allows the user to see the list of all created projects in the Region. To view the list of projects, click **Projects** and the user will be directed to the projects page as shown in Figure 36.

To search for a project, fill-up the appropriate fields in the search filter and then click **Apply Filters** (Figure 36-1). To clear-out the filters, click **Reset**.

To view the complete profile of a project, click **View Profile** (Figure 36-2). After clicking the button, the user will be directed to the project profile page (Figure 38).

Figure 36 Project page of SubayBAYAN



Projects

Info! To Generate reports, please select Region and Batch Report in the Search Filter and click Apply Filters button. Then **Export Masterlist** button will appear in the top right corner.

Search Filter

Region: REGION IV-A - CALABARZON
 Province: QUEZON
 City/Municipality: LUCENA CITY (Capital)
 Barangay: Select One
 Program: Select One
 Status: Select One
 Funding Year: Select One
 Procurement Type: Select One
 Project Code:
 Project Title:
 Image Availability: Both With Images Without Images
 Batch Report: Batch - 1

1 Apply Filters Reset

2 View Profile

3 Export Masterlist

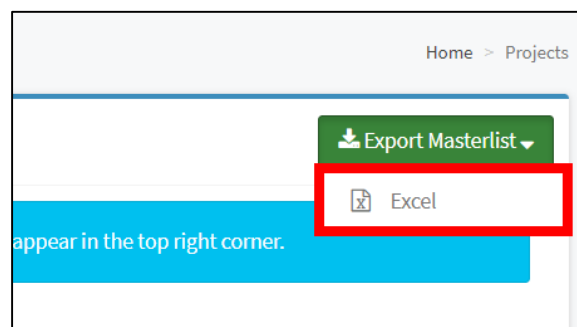
List of Projects

Showing 1-20 of 23 items.

Project Code	Region	Province	City/Municipality	Barangay	Funding Year	Name of Program	Project Title	Status
LW-16-04-56-24-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2016	LGSF - Water	SALINTUBIG	PRO...
SF-12-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2012	SLRF	Rehabilitation at Zamora St. & Don Crisanto St.	COMPLETED
SF-14-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2014	SLRF	Pavement Resurfacing/Drainage Improvement at Along CM Recto St. &	COMPLETED

To generate reports, select the region and the batch report to be filtered for the report then click **Apply Filters** (Figure 36-1). The **Export Masterlist** button (Figure 36-3) will appear. Click this button and click **Excel** (Figure 37) to download the report in an Excel file.

Figure 37 Export masterlist to excel



Home > Projects

Export Masterlist

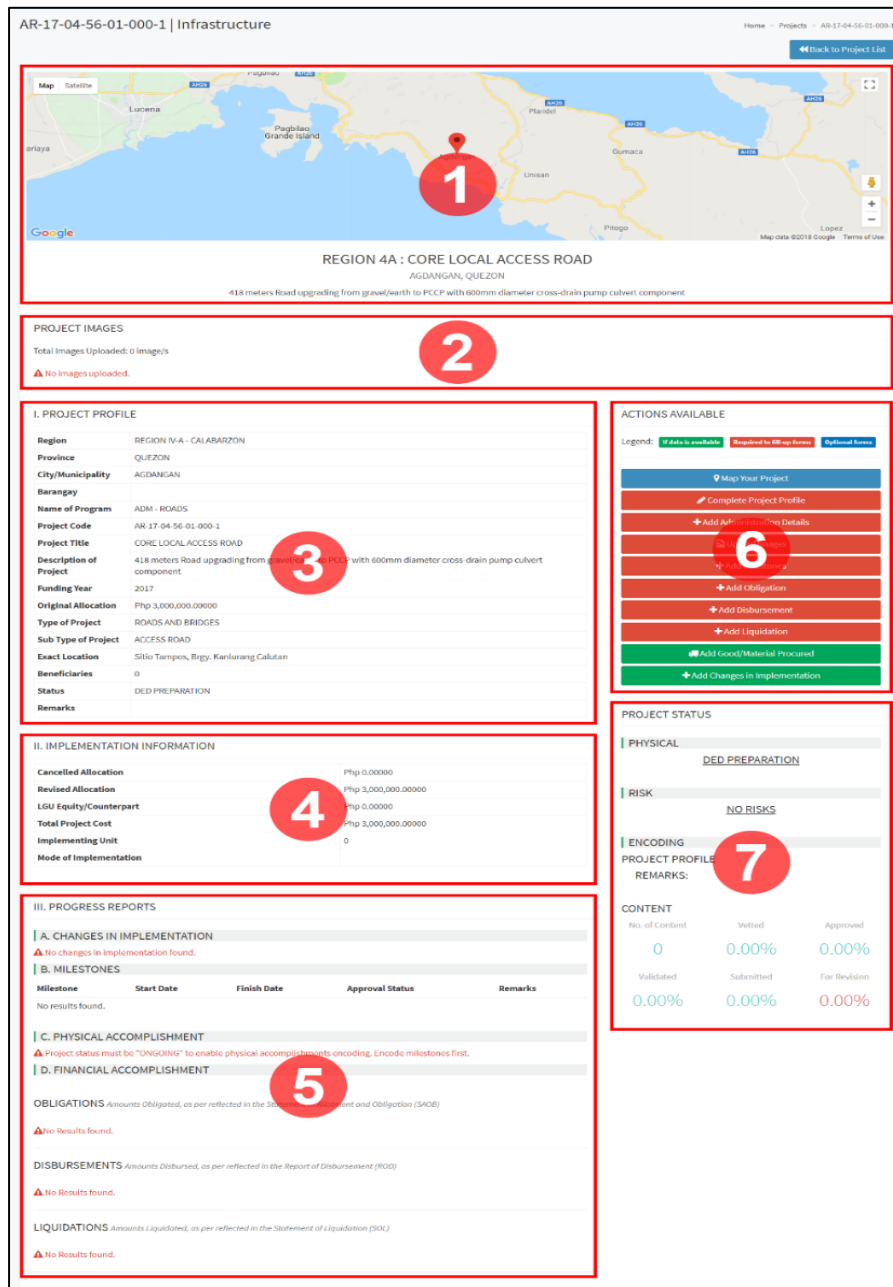
Excel

appear in the top right corner.

4. PROJECT PROFILE

The Project Profile page (Figure 38) allows the user to see the complete profile of the project. It is composed of the map overlay panel (Figure 38-1), images panel (Figure 38-2), basic information panel (Figure 38-3), implementation information panel (Figure 38-4), progress report panel (Figure 38-5), actions panel (Figure 38-6), and the project status panel (Figure 38-7).

Figure 38 Project profile page of SubayBAYAN



AR-17-04-56-01-000-1 | Infrastructure

Map Satellite

REGION 4A : CORE LOCAL ACCESS ROAD
AGDANGAN, QUEZON
418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component

PROJECT IMAGES
Total Images Uploaded: 0 image/s
No images uploaded.

I. PROJECT PROFILE

Region	REGION N-A - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR-17-04-56-01-000-1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	Php 3,000,000.00000
Type of Project	ROADS AND BRIDGES
Sub Type of Project	ACCESS ROAD
Exact Location	Silo-Tampoon, Brgy. Kanlurang Calutan
Beneficiaries	0
Status	DED PREPARATION
Remark	

ACTIONS AVAILABLE

Legend: Data is available Required to fill up forms Optional forms

- Map Your Project
- Complete Project Profile
- Add Job Order Details
- Add Obligation
- Add Disbursement
- Add Liquidation
- Add Cost/Material Procured
- Add Changes in Implementation

PROJECT STATUS

PHYSICAL: DED PREPARATION

RISK: NO RISKS

ENCODING PROJECT PROFILE REMARKS:

CONTENT	No. of Content	Validated	Approved
	0	0.00%	0.00%
	Validated	Submitted	For Revision
	0.00%	0.00%	0.00%

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.00000
Revised Allocation	Php 3,000,000.00000
LGU Equity/Counterpart	Php 0.00000
Total Project Cost	Php 3,000,000.00000
Implementing Unit	0
Mode of Implementation	

III. PROGRESS REPORTS

A. CHANGES IN IMPLEMENTATION
No changes in implementation found.

B. MILESTONES

Milestone	Start Date	Finish Date	Approval Status	Remarks
No results found.				

C. PHYSICAL ACCOMPLISHMENT
Project status must be "ONGOING" to enable physical accomplishments encoding. Encode milestones first.

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS: Amounts Obligated, as per reflected in the Statement of Commitment and Obligation (SCOB)
No Results found.

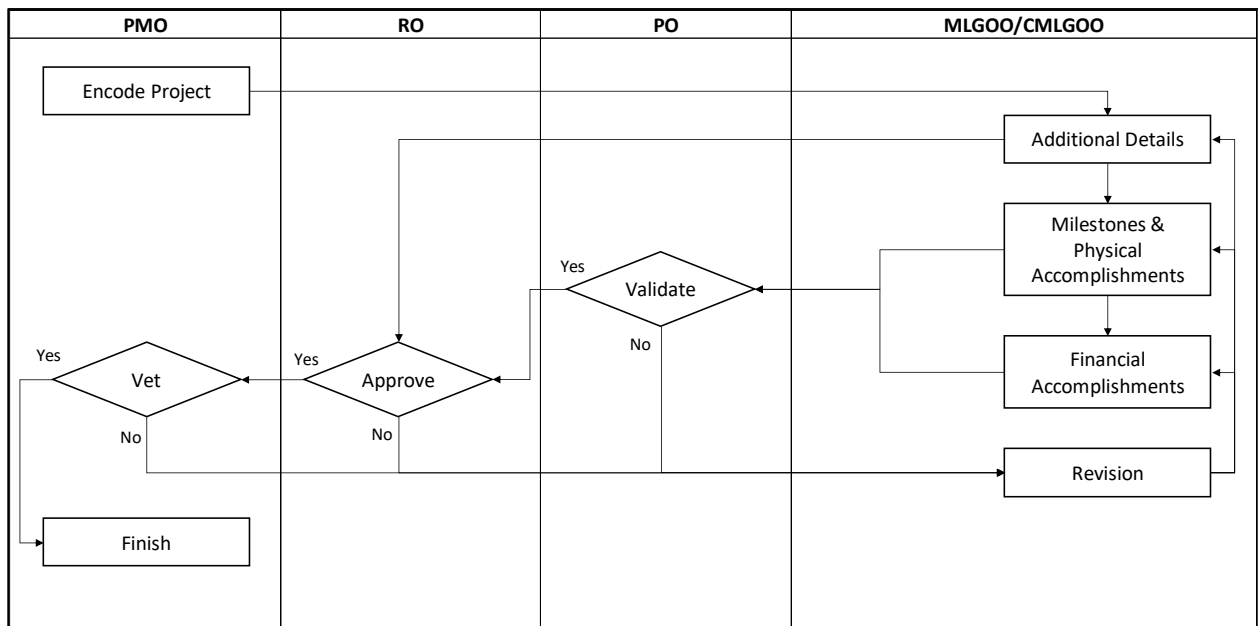
DISBURSEMENTS: Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)
No Results found.

LIQUIDATIONS: Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)
No Results found.

5. PROJECT PROFILE AND ACCOMPLISHMENTS APPROVAL

Data entered into the SubayBAYAN are checked at different levels in order to maintain good data quality. This data quality check is illustrated in **Figure 39**. Initial details are first encoded by the Administrator then additional data are added by the MLGOO. These additional data are then validated by the Provincial User, approved by the Regional User, and vetted by the Administrator.

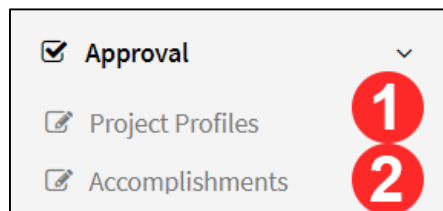
Figure 39 SubayBAYAN Data Flow Checks



a. PROJECT PROFILE APPROVAL

The Approval menu (**Figure 34-3**) allows the Regional user to approve additional details of the project submitted by the C/MLGOO users.

Figure 40 Sub-menu of approval



To navigate to the Approve Project Profile page, click **Project Profiles** (**Figure 40-1**) to direct the user to the Approve Project Profile page.

To filter project profiles submitted for approval, use the Search Filter (**Figure 41**) and select *Submitted* from the Approval Status filter then click **Apply Filters** (**Figure 41-1**). To clear-out the filters, click **Reset**. The user may also check for projects sent back *for revision, open for editing*, and already *approved* using the Approval Status filter.

The project profile approval page includes a dashboard (**Figure 41-2**) to give the user a brief summary of the projects such as the approval rating of the user, number of projects that needs approval, number of projects that needs encoding and revision, and the number of approved profiles.

Figure 41 Project profile approval page

Approve Project Profile

Q Search Filter

Region: REGION I - ILOCOS REGION | Province: LA UNION | City/Municipality: CITY OF SAN FERNANDO (Capital) | Barangay: Select One

Program: Select One | Physical Status: Select One | Funding Year: Select One | Procurement Type: Select One

Project Code: | Project Title: | Approval Status: Select One

1 [Apply Filters](#) [Reset](#)

My Dashboard

No. of Projects	Approval Rating	Needs Approval	Needs Encoding	Approved Profiles	With Revision
10,319	0.06%	20	10,293	6	3

2

List of Projects

Project Code	Name of Program	Region	Province	City/Municipality	Barangay	Funding Year	Project Title	Approval Status
PW-16-01-33-14-1	BUB - Water Supply	REGION 1	LA UNION	CITY OF SAN FERNANDO (Capital)		2016	PROVISION OF POTABLE WATER SUPPLY- BRGY. PACPACO AND BARAOAS	Needs Approval

3 [View Data For Approval](#)

Showing 1-1 of 1 item.

To view the Project Profile for approval, click [View Data for Approval](#) as shown in **Figure 41-3**.

To approve the project profile, click [Approved](#) (**Figure 42-4**) radio button then click [Take Action](#) (**Figure 42-5**) to save.

The Approval for Project Profile Page also contains a submission history of the project where updates in the project profile are logged as shown in **Figure 42-3**.

Figure 42 Project Profile Approval Page

1 Back to Project Profiles

2 View Complete Details

APPROVAL FOR PROJECT PROFILE

I. PROJECT PROFILE

Region	REGION IV-A - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR-17-04-56-01-000-1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	3,000,000.00000
Type of Project	ROADS AND BRIDGES
Sub Type of Project	ACCESS ROAD
Exact Location	Sitio Tampos, Brgy. Kanlurang Calutan
Beneficiaries	0
Status	COMPLETED
Remarks	

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.00000
Revised Allocation	Php 3,000,000.00000
LGU Equity/Counterpart	Php 0.00000
Total Project Cost	Php 3,000,000.00000
Implementing Unit	DILG RO
Mode of Implementation	Admin

III. SUBMISSION HISTORY

Status	Datetime	Remarks
Submitted	2018-06-22 13:33:54	3
Submitted	2018-06-22 13:36:06	

TAKE ACTION

Remarks

4

Approved
 For Revision

5 Take Action

To view the complete details of the project for approval, click View Complete Details (**Figure 42-2**). Click Back to Project Profiles (**Figure 42-1**) to return in approve project profile page.

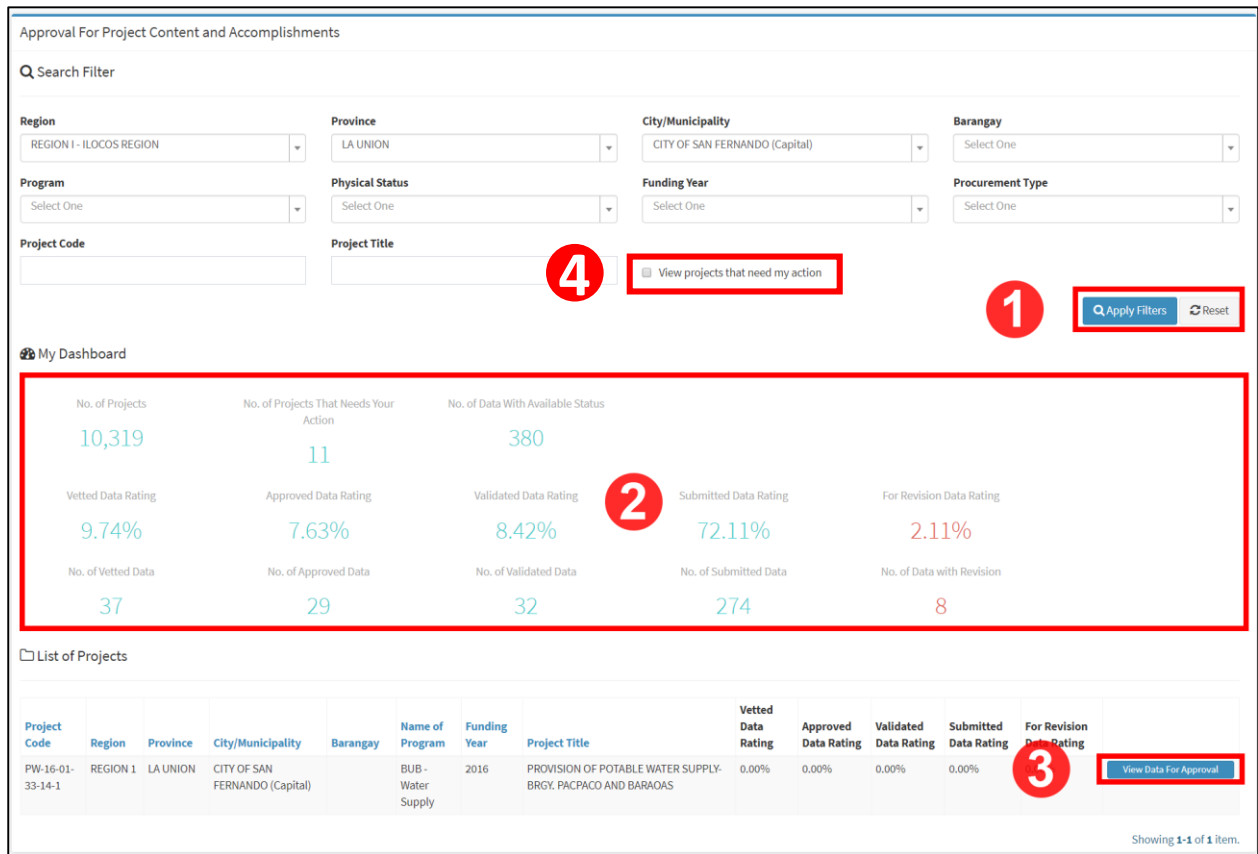
To reopen an approved project, select Open for Editing and click Take Action (**Figure 42-5**) to reopen the project for editing.

b. PROJECT ACCOMPLISHMENTS APPROVAL

The Approval menu shown in **Figure 34-3** also allows the Regional user to approve accomplishment details related to the project submitted by the C/MLGOO users, provided that these accomplishment details were already validated by the Provincial user.

To navigate to the Approval for Project Content and Accomplishments page, click [Accomplishments](#) (Figure 40-2). This will direct the user to the Approval for Project Content and Accomplishments page (Figure 43).

Figure 43 Approval project content and accomplishments page



Approval For Project Content and Accomplishments

Q Search Filter

Region: REGION I - ILOCOS REGION | Province: LA UNION | City/Municipality: CITY OF SAN FERNANDO (Capital) | Barangay: Select One

Program: Select One | Physical Status: Select One | Funding Year: Select One | Procurement Type: Select One

Project Code: | Project Title: View projects that need my action

1

My Dashboard

No. of Projects	No. of Projects That Needs Your Action	No. of Data With Available Status		
10,319	11	380		
Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating
9.74%	7.63%	8.42%	72.11%	2.11%
No. of Vetted Data	No. of Approved Data	No. of Validated Data	No. of Submitted Data	No. of Data with Revision
37	29	32	274	8

List of Projects

Project Code	Region	Province	City/Municipality	Barangay	Name of Program	Funding Year	Project Title	Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating
PW-16-01-33-14-1	REGION I	LA UNION	CITY OF SAN FERNANDO (Capital)		BUB - Water Supply	2016	PROVISION OF POTABLE WATER SUPPLY- BRGY. PACPACO AND BARAOAS	0.00%	0.00%	0.00%	0.00%	0.00%

3

Showing 1-1 of 1 item.

To filter project accomplishments submitted for approval, use the Search Filter and click [View projects that need my action](#) (Figure 43-4) then click [Apply Filters](#) (Figure 43-1). To clear-out the filters, click Reset.

The Approval for Project Content and Accomplishments page includes a dashboard (Figure 43-2) to give the user a brief summary of the encoded project data submitted, validated, approved, vetted, and for revision.

To view Accomplishments for approval, click [View Data for Approval](#) as shown in Figure 43-3. Review the milestones entered by the user as shown in Figure 44. Select [Approved](#) radio button for the milestones to be approved then click [Take Action](#) to save.

Figure 44 Approval of accomplishments

MILESTONES					
Milestone	Start Date	Finish Date	Current Status	Action	Remarks
FS/PP PREPARATION	2018-06-04	2018-06-08	For Revision @ 2018-06-20 09:47:51		
REVIEW AND APPROVAL	2018-06-11	2018-06-15	Approved @ 2018-06-20 09:47:51	<input type="radio"/> Vetted <input type="radio"/> For Revision	
MOA SIGNED	2018-06-19		Validated @ 2018-06-26 10:36:13		
DED PREPARATION	2018-06-18		Approved @ 2018-06-20 09:47:51	<input type="radio"/> Vetted <input type="radio"/> For Revision	
DED APPROVED		2018-06-22	Validated @ 2018-06-20 09:42:57		
ITB POSTED	2018-06-22	2018-06-22	Approved @ 2018-06-20 09:47:51	<input type="radio"/> Vetted <input type="radio"/> For Revision	

NOTE

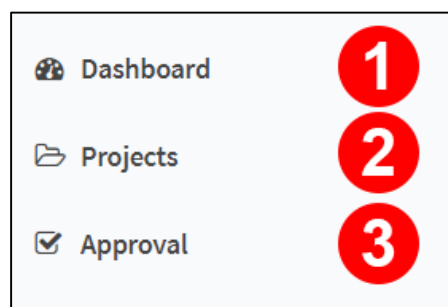
Project Accomplishments not yet validated by the Provincial User will not show the or radio button for the Regional User to take action. These project accomplishments are labelled as *Submitted*. Moreover, returned project accomplishments for revision that are not yet updated and validated by the provincial user will not show the or radio button.

C. PROVINCIAL LEVEL USER

1. SYSTEM MENU

Provincial level access account user has three (3) major menus that can be found at the menu bar located at the left side of the system as shown in **Figure 45**.

Figure 45 Menu bar of the SubayBAYAN

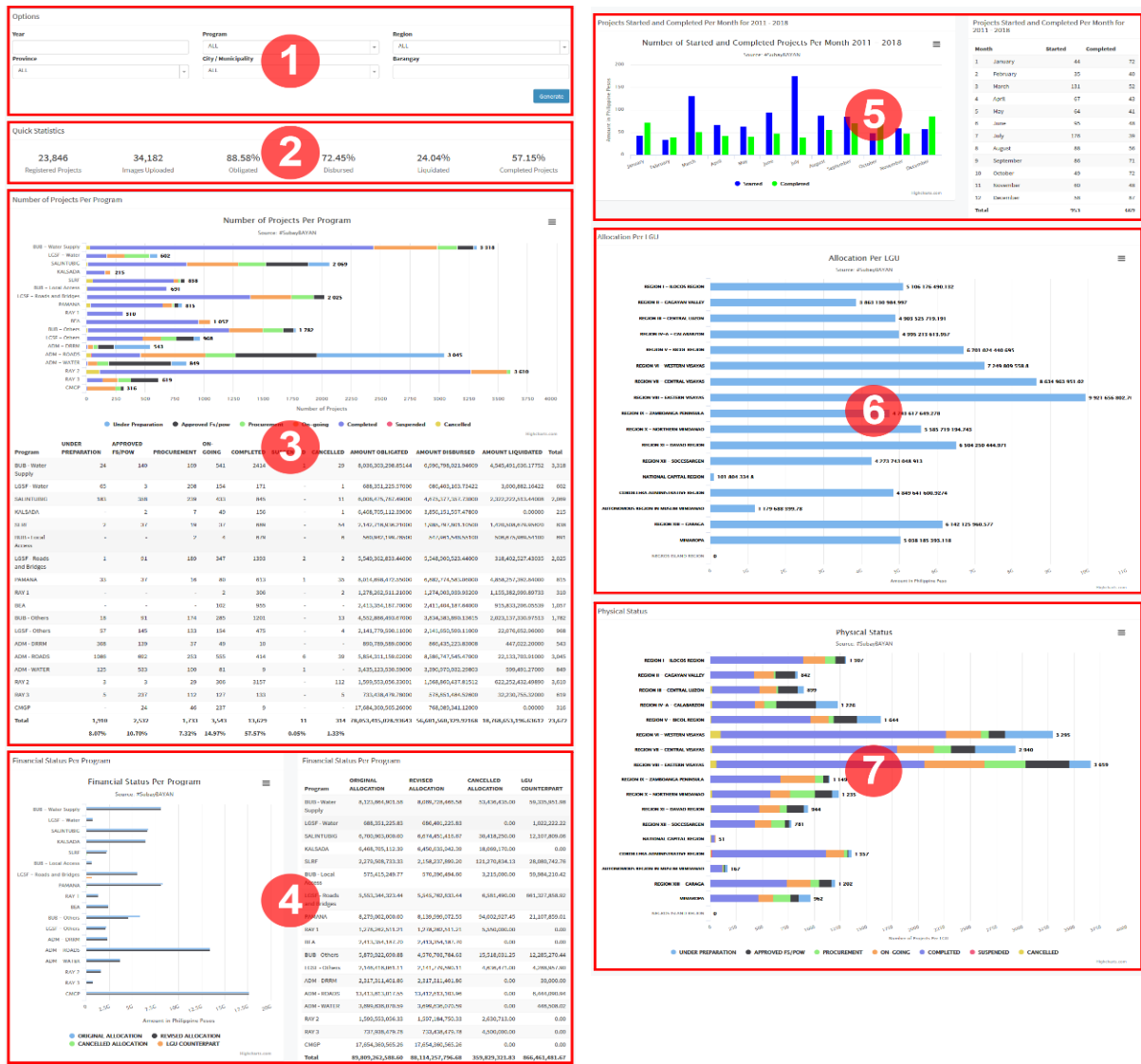


2. DASHBOARD

The Dashboard Menu is included in the menu bar as shown in **Figure 45-1**. The Dashboard shows different reports of projects through graphical presentations (**Figure 46**). It contains a combination of report generation filters (**Figure 46-1**), quick statistics (**Figure 46-2**), a stacked bar graph and a tabular presentation of the projects per program (**Figure 46-3**), a clustered bar

graph and a tabular presentation of the financial status per program (Figure 46-4). It also includes a clustered column chart and a tabular presentation of the projects started and completed per month (Figure 46-5), a bar graph of the allocation per LGU (Figure 46-6), and a stacked bar graph of the physical status of projects per geographic location (Figure 46-7).

Figure 46 Dashboard of SubayBAYAN



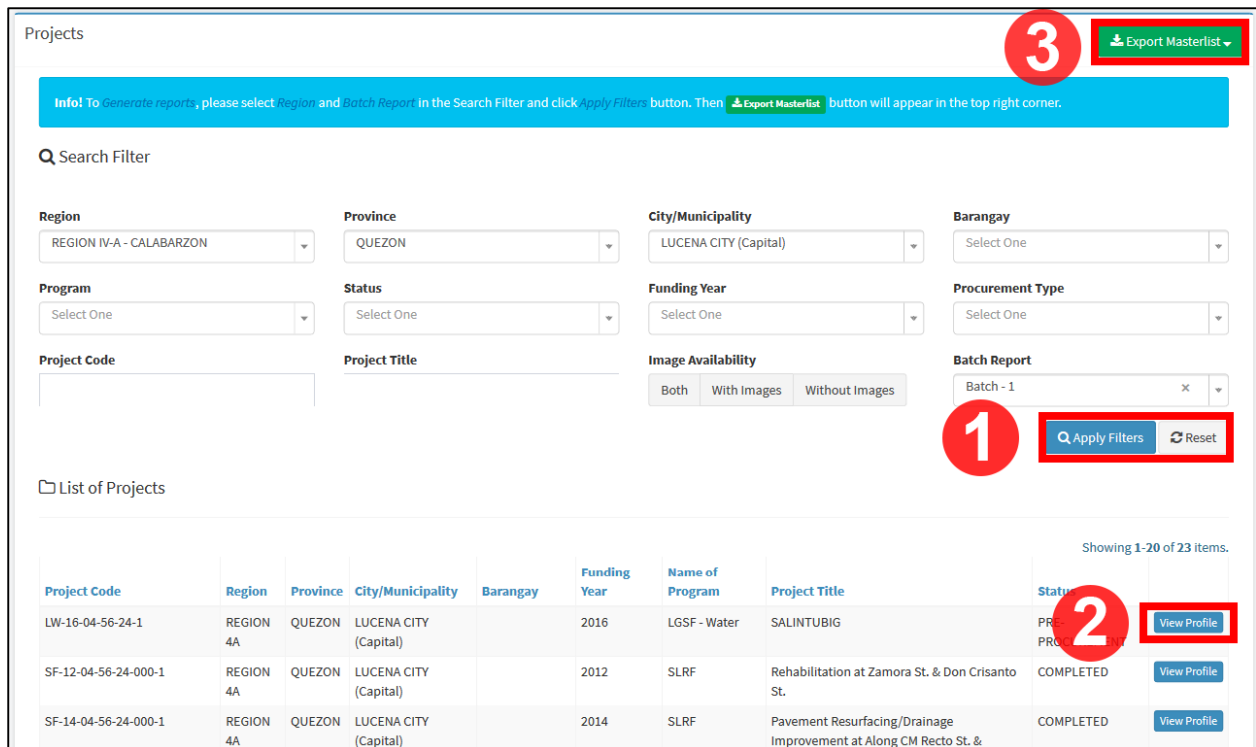
3. PROJECTS

The Projects menu (Figure 45-2) allows the user to see the list of all created projects. To view the list of projects, click **Projects** and the user will be directed to the projects page as shown in **Figure 47**.

To search for a project, fill-up the appropriate fields in the search filter and then click **Apply Filters** (Figure 47-1). To clear-out the filters, click **Reset**.

To view the complete profile of a project, click [View Profile](#) (Figure 47-2). After clicking the button, the user will be directed to the project profile page (Figure 49).

Figure 47 Project page of SubayBAYAN



Projects

Info! To Generate reports, please select Region and Batch Report in the Search Filter and click Apply Filter. button. Then [Export Masterlist](#) button will appear in the top right corner.

Search Filter

Region: REGION IV-A - CALABARZON
Province: QUEZON
City/Municipality: LUCENA CITY (Capital)
Barangay: Select One
Program: Select One
Status: Select One
Funding Year: Select One
Procurement Type: Select One
Project Code:
Project Title:
Image Availability: Both With Images Without Images
Batch Report: Batch - 1

[Apply Filters](#) [Reset](#)

[Export Masterlist](#)

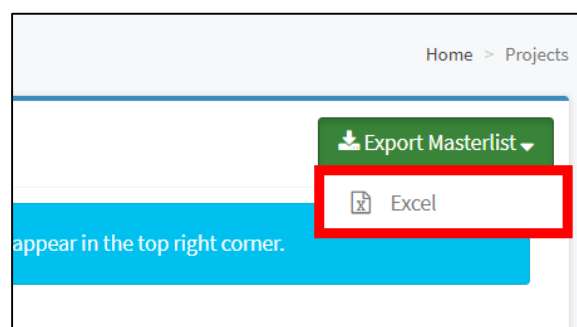
List of Projects

Showing 1-20 of 23 items.

Project Code	Region	Province	City/Municipality	Barangay	Funding Year	Name of Program	Project Title	Status	
LW-16-04-56-24-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2016	LGSF - Water	SALINTUBIG	PRE-PRO	View Profile
SF-12-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2012	SLRF	Rehabilitation at Zamora St. & Don Crisanto St.	COMPLETED	View Profile
SF-14-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2014	SLRF	Pavement Resurfacing/Drainage Improvement at Along CM Recto St. &	COMPLETED	View Profile

To generate reports, select the region and the batch report to be filtered for the report then click [Apply Filters](#) (Figure 47-1). The [Export Masterlist](#) button (Figure 47-3) will appear. Click this button and click [Excel](#) (Figure 48) to download the report in an Excel file.

Figure 48 Export masterlist to excel



Home > Projects

[Export Masterlist](#)

[Excel](#)

appear in the top right corner.

4. PROJECT PROFILE

The Project Profile page (Figure 49) allows the user to see the complete profile of the project. It is composed of the map overlay panel (Figure 49-1), images panel (Figure 49-2), basic information panel (Figure 49-3), implementation information panel (Figure 49-4), progress report panel (Figure 49-5), actions panel (Figure 49-6), and the project status panel (Figure 49-7).

Figure 49 Project profile page of SubayBAYAN.

AR-17-04-56-01-000-1 | Infrastructure Home > Projects > AR-17-04-56-01-000-1

[← Back to Project List](#)

1

REGION 4A : CORE LOCAL ACCESS ROAD
AGDANGAN, QUEZON

#18 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component.

PROJECT IMAGES

Total Images Uploaded: 0 Image/s

▲ No images uploaded.

2

I. PROJECT PROFILE

Region	REGION IVA - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR-17-04-56-01-000-1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	Php 3,000,000.00000
Type of Project	ROADS AND BRIDGES
Sub Type of Project	ACCESS ROAD
Exact Location	Sitio Tampos, Brgy. Kanlarang Calutan
Beneficiaries	0
Status	DED PREPARATION
Remarks	

3

ACTIONS AVAILABLE

Legend: ■ If data is available ■ Required to fill-up forms ■ Optional forms

- [Map Your Project](#)
- [Complete Project Profile](#)
- [Add Implementation Details](#)
- [Add Obligations](#)
- [Add Disbursement](#)
- [Add Liquidation](#)
- [Add Good/Material Procured](#)
- [Add Changes in Implementation](#)

6

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.00000
Revised Allocation	Php 3,000,000.00000
LGU Equity/Counterpart	Php 0.00000
Total Project Cost	Php 3,000,000.00000
Implementing Unit	0
Mode of Implementation	

4

III. PROGRESS REPORTS

A. CHANGES IN IMPLEMENTATION

▲ No changes in implementation found.

B. MILESTONES

Milestone	Start Date	Finish Date	Approval Status	Remarks
No results found.				

C. PHYSICAL ACCOMPLISHMENT

▲ Project status must be "ONGOING" to enable physical accomplishments encoding. Encode milestones first.

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS Amounts Obligated, as per reflected in the Statement of Commitment and Obligation (SAOB)

▲ No Results found.

DISBURSEMENTS Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)

▲ No Results found.

LIQUIDATIONS Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)

▲ No Results found.

5

PROJECT STATUS

PHYSICAL

DED PREPARATION

RISK

NO RISKS

ENCODING

PROJECT PROFILE

REMARKS:

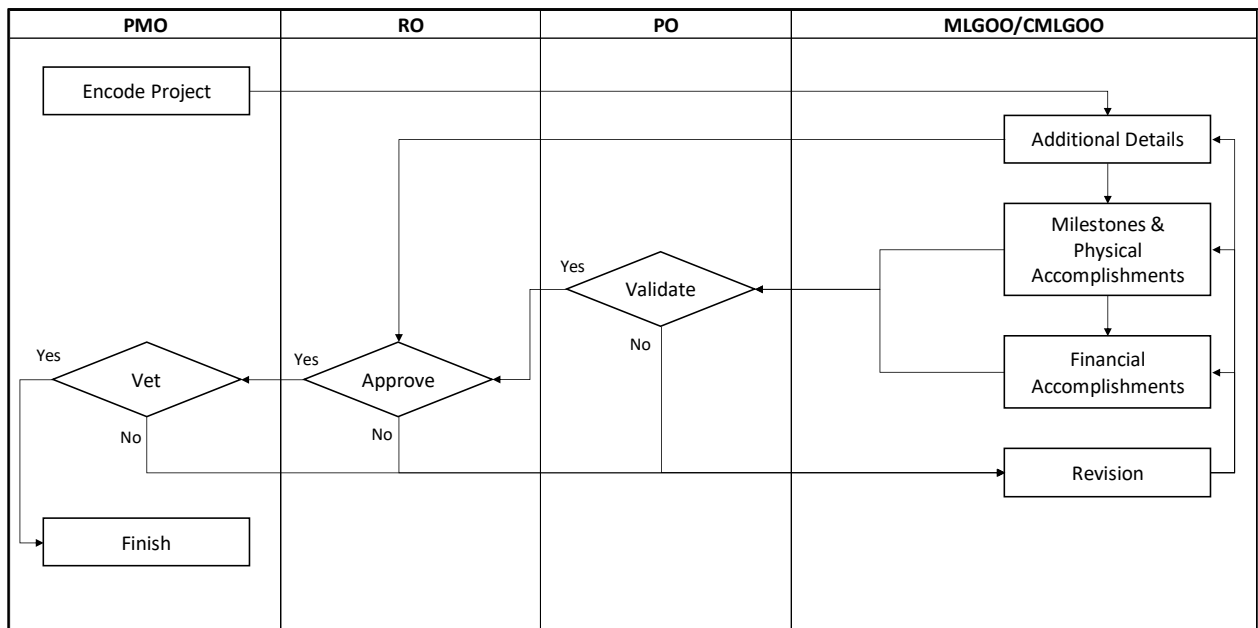
7

CONTENT	Validated	Vetted	Approved
No. of Content	0	0.00%	0.00%
	Validated	Submitted	For Revision
	0.00%	0.00%	0.00%

5. ACCOMPLISHMENTS APPROVAL

Data entered into the SubayBAYAN are checked at different levels in order to maintain good data quality. This data quality check is illustrated in **Figure 50**. Initial details are first encoded by the Administrator then additional data are added by the C/MLGOO. These additional data are then validated by the Provincial User, approved by the Regional User, and vetted by the Administrator.

Figure 50 SubayBAYAN Data Flow Checks



a. PROJECT ACCOMPLISHMENTS APPROVAL

The Approval menu shown in **Figure 45-3** also allows the Provincial user to validate accomplishment details related to the project submitted by the C/MLGOO users.

To navigate to the Approval for Project Content and Accomplishments page, click Approval **(Figure 45-3)** then click Accomplishments. This will direct the user to the Approval for Project Content and Accomplishments page **(Figure 51)**.

Figure 51 Approval project content and accomplishments page

Approval For Project Content and Accomplishments

Q Search Filter

Region: REGION I - ILOCOS REGION | Province: LA UNION | City/Municipality: CITY OF SAN FERNANDO (Capital) | Barangay: Select One

Program: Select One | Physical Status: Select One | Funding Year: Select One | Procurement Type: Select One

Project Code: | Project Title: **4** View projects that need my action **1**

My Dashboard

No. of Projects	No. of Projects That Needs Your Action	No. of Data With Available Status		
10,319	11	380		
Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating
9.74%	7.63%	8.42%	72.11%	2.11%
No. of Vetted Data	No. of Approved Data	No. of Validated Data	No. of Submitted Data	No. of Data with Revision
37	29	32	274	8

List of Projects

Project Code	Region	Province	City/Municipality	Barangay	Name of Program	Funding Year	Project Title	Vetted Data Rating	Approved Data Rating	Validated Data Rating	Submitted Data Rating	For Revision Data Rating	
PW-16-01-33-14-1	REGION I	LA UNION	CITY OF SAN FERNANDO (Capital)		BUB - Water Supply	2016	PROVISION OF POTABLE WATER SUPPLY- BRGY. PACPACO AND BARAOAS	0.00%	0.00%	0.00%	0.00%		<input type="button" value="View Data For Approval"/> 3

Showing 1-1 of 1 item.

To filter project accomplishments submitted for validation, use the Search Filter and select View projects that need my action (Figure 51-4) then click Apply Filters (Figure 51-1). To clear-out the filters, click Reset.

The Approval for Project Content and Accomplishments page includes a dashboard (Figure 51-2) to give the user a brief summary of the encoded project data submitted, validated, approved, vetted, and for revision.

To view Accomplishments for validation, click View Data for Approval as shown in Figure 51-3. Review the milestones entered by the user as shown in Figure 52. Select Validate radio button for the milestones to be approved then click Take Action to save.

Figure 52 Validation of accomplishments

MILESTONES					
Milestone	Start Date	Finish Date	Current Status	Action	Remarks
FS/PP PREPARATION	2018-06-04	2018-06-08	Submitted @ 2018-06-26 18:01:19	<input checked="" type="radio"/> Validated <input type="radio"/> For Revision	
REVIEW AND APPROVAL	2018-06-11	2018-06-15	Approved @ 2018-06-20 09:47:51		
MOA SIGNED	2018-06-19		Validated @ 2018-06-26 10:36:13		
DED PREPARATION	2018-06-18		Approved @ 2018-06-20 09:47:51		
DED APPROVED		2018-06-22	Validated @ 2018-06-20 09:42:57		

NOTE

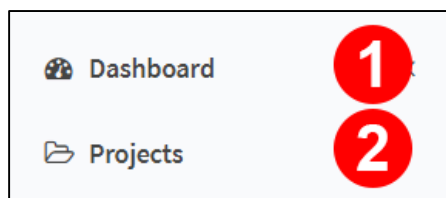
Only Project Accomplishments validated by the Provincial user will be routed to the Regional user for approval.

D. CITY/MUNICIPAL LEVEL USER

1. SYSTEM MENU

The C/MLG00 level access account has two (2) major menus that can be found at the menu bar located at the left side of the system as shown in **Figure 53**.

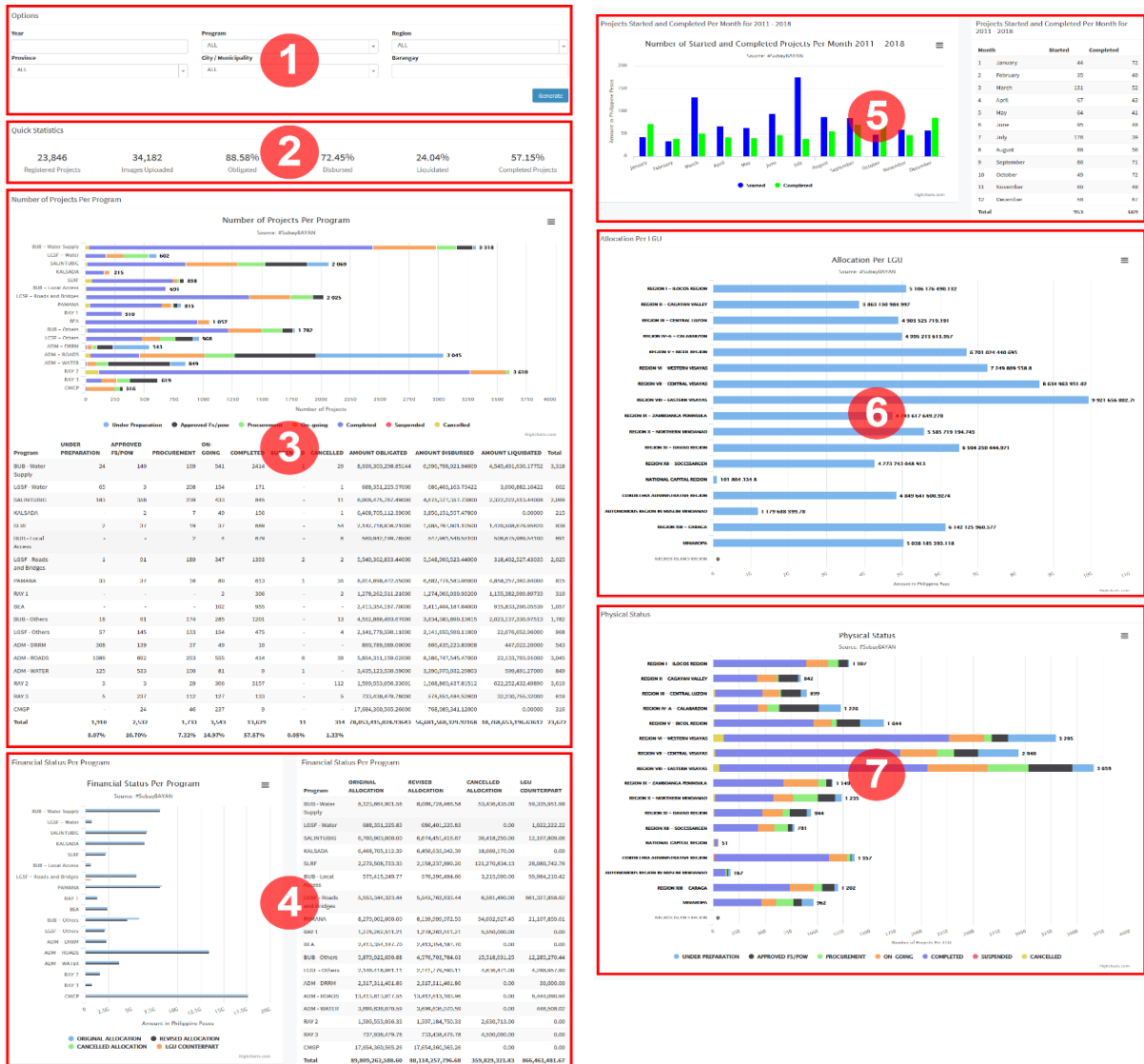
Figure 53 Menu bar of the SubayBAYAN



2. DASHBOARD

The Dashboard Menu is included in the menu bar as shown in **Figure 53-1**. The Dashboard shows different reports of projects through graphical presentations (**Figure 54**). It contains a combination of report generation filters (**Figure 54-1**), quick statistics (**Figure 54-2**), a stacked bar graph and a tabular presentation of the projects per program (**Figure 54-3**), a clustered bar graph and a tabular presentation of the financial status per program (**Figure 54-4**). It also includes a clustered column chart and a tabular presentation of the projects started and completed per month (**Figure 54-5**), a bar graph of the allocation per LGU (**Figure 54-6**), and a stacked bar graph of the physical status of projects per geographic location (**Figure 54-7**).

Figure 54 Dashboard of SubayBAYAN



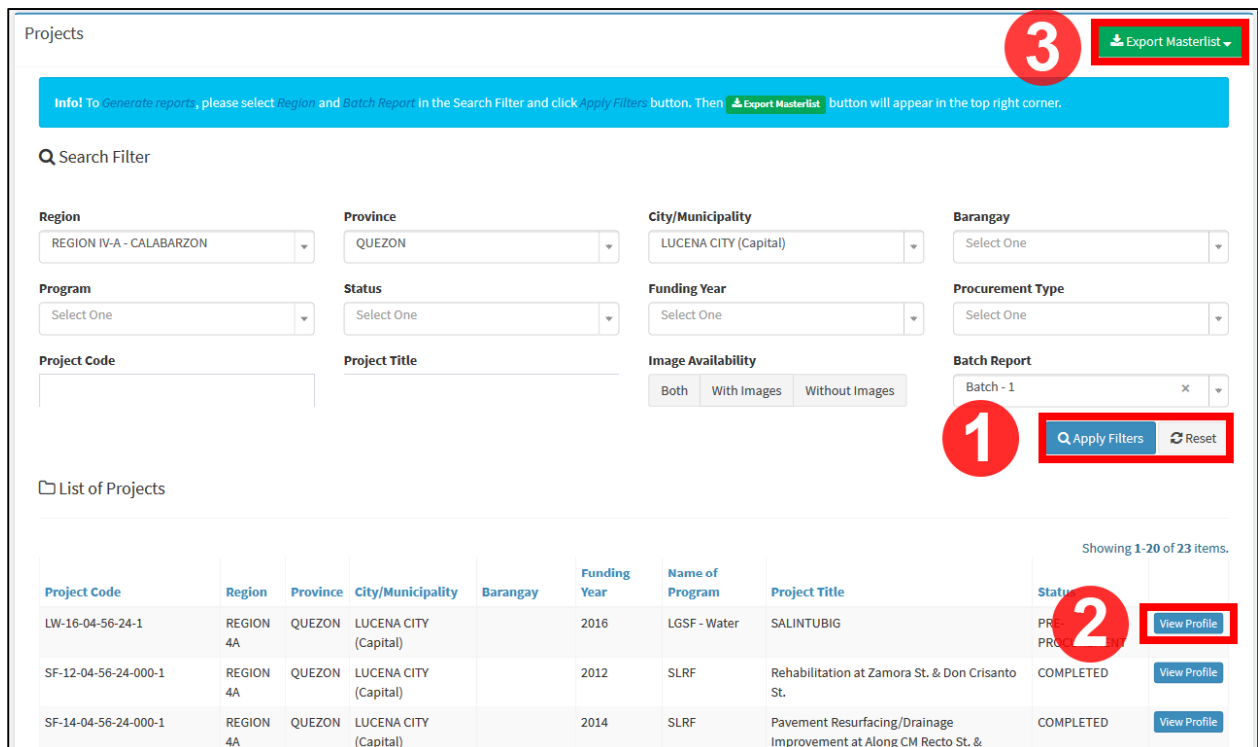
3. PROJECTS

The Projects menu (Figure 53-2) allows the user to see the list of all created projects. To view the list of projects, click [Projects](#). This will direct the user to the projects page as shown in Figure 55.

To search for a project, fill-up the appropriate fields in the search filter and then click [Apply Filters](#) (Figure 55-1). To clear-out the filters, click [Reset](#).

To view the complete profile of a project, click the [View Profile](#) (Figure 55-2). After clicking the button, the user will be directed to the project profile page (Figure 57).

Figure 55 Project page of SubayBAYAN



Projects

Info! To Generate reports, please select Region and Batch Report in the Search Filter and click Apply Filters button. Then **Export Masterlist** button will appear in the top right corner.

Search Filter

Region: REGION IV-A - CALABARZON
 Province: QUEZON
 City/Municipality: LUCENA CITY (Capital)
 Barangay: Select One
 Program: Select One
 Status: Select One
 Funding Year: Select One
 Procurement Type: Select One
 Project Code:
 Project Title:
 Image Availability: Both With Images Without Images
 Batch Report: Batch - 1

1 Apply Filters Reset

2 View Profile

3 Export Masterlist

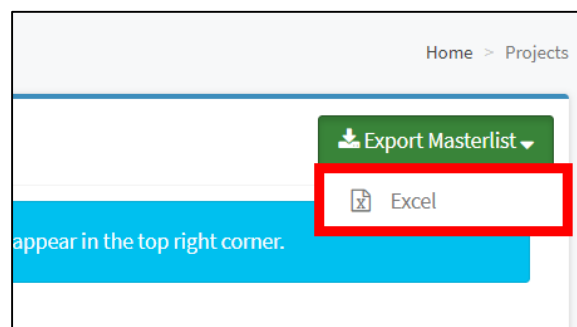
List of Projects

Showing 1-20 of 23 items.

Project Code	Region	Province	City/Municipality	Barangay	Funding Year	Name of Program	Project Title	Status
LW-16-04-56-24-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2016	LGSF - Water	SALINTUBIG	PRO...
SF-12-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2012	SLRF	Rehabilitation at Zamora St. & Don Crisanto St.	COMPLETED
SF-14-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2014	SLRF	Pavement Resurfacing/Drainage Improvement at Along CM Recto St. &	COMPLETED

To generate reports, select the region and the batch report to be filtered for the report then click **Apply Filters** (Figure 55-1). The **Export Masterlist** button (Figure 55-3) will appear. Click this button and click **Excel** (Figure 56) to download the report in an Excel file.

Figure 56 Export masterlist to excel



Home > Projects

Export Masterlist

Excel

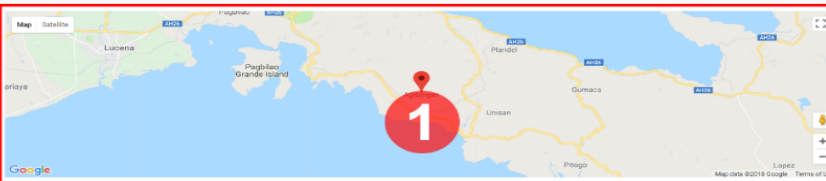
appear in the top right corner.

4. PROJECT PROFILE

The Project Profile page (Figure 57) allows the user to see the complete profile of the project. It is composed of the map overlay panel (Figure 57-1), images panel (Figure 57-2), basic information panel (Figure 57-3), implementation information panel (Figure 57-4), progress report panel (Figure 57-5), actions panel (Figure 57-6), and the project status panel (Figure 57-7).

Figure 57 Project profile page of SubayBAYAN.

AR-17-04-56-01-000-1 | Infrastructure Home > Projects > AR-17-04-56-01-000-1



1

REGION 4A : CORE LOCAL ACCESS ROAD
AGDANGAN, QUEZON
418 meters Road upgrading from gravel/earth to PECCP with 600mm diameter cross-drain pump culvert component.

PROJECT IMAGES

Total Images Uploaded: 0 Image/s

▲ No Images uploaded.

2

I. PROJECT PROFILE

Region	REGION IV-A - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR-17-04-56-01-000-1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PECCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	Php 3,000,000.000000
Type of Project	ROADS AND BRIDGES
Sub-Type of Project	ACCESS ROAD
Exact Location	Sitio Tampon, Brgy. Kaulurang Calutan
Beneficiaries	0
Status	DED PREPARATION
Remarks	

3

ACTIONS AVAILABLE

Legend: ✔ Add to available ⚠ Required to fill up forms 🔗 Optional forms

- [Map Your Project](#)
- [Complete Project Profile](#)
- [Add Additional Project Details](#)
- [Add Obligations](#)
- [Add Disbursement](#)
- [Add Liquidation](#)
- [Add Goods/Material Procured](#)
- [Add Changes in Implementation](#)

6

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.000000
Revised Allocation	Php 3,000,000.000000
LGU Equity/Counterpart	Php 0.000000
Total Project Cost	Php 3,000,000.000000
Implementing Unit	0
Mode of Implementation	

4

PROJECT STATUS

PHYSICAL
DED PREPARATION

RISK
NO RISKS

ENCODING
PROJECT PROFILE

REMARKS:

7

CONTENT		
No. of Content	Validated	Approved
0	0.00%	0.00%
	Validated	Submitted
0.00%	0.00%	0.00%

III. PROGRESS REPORTS

A. CHANGES IN IMPLEMENTATION
▲ No changes in implementation found.

B. MILESTONES

Milestone	Start Date	Finish Date	Approval Status	Remarks
No results found.				

C. PHYSICAL ACCOMPLISHMENT
▲ Project status must be "ONGOING" to enable physical accomplishments encoding. Encode milestones first.

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS Amounts Obligated, as per reflected in the Statement of Obligation (SOO)

▲ No Results found.

DISBURSEMENTS Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)

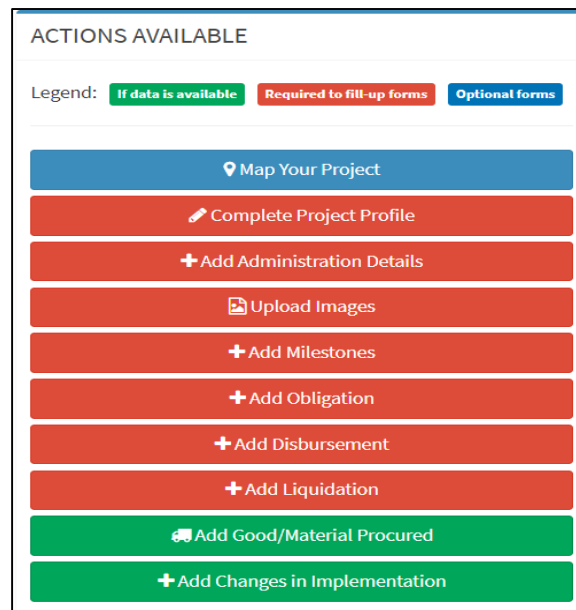
▲ No Results found.

LIQUIDATIONS Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)

▲ No Results found.

5

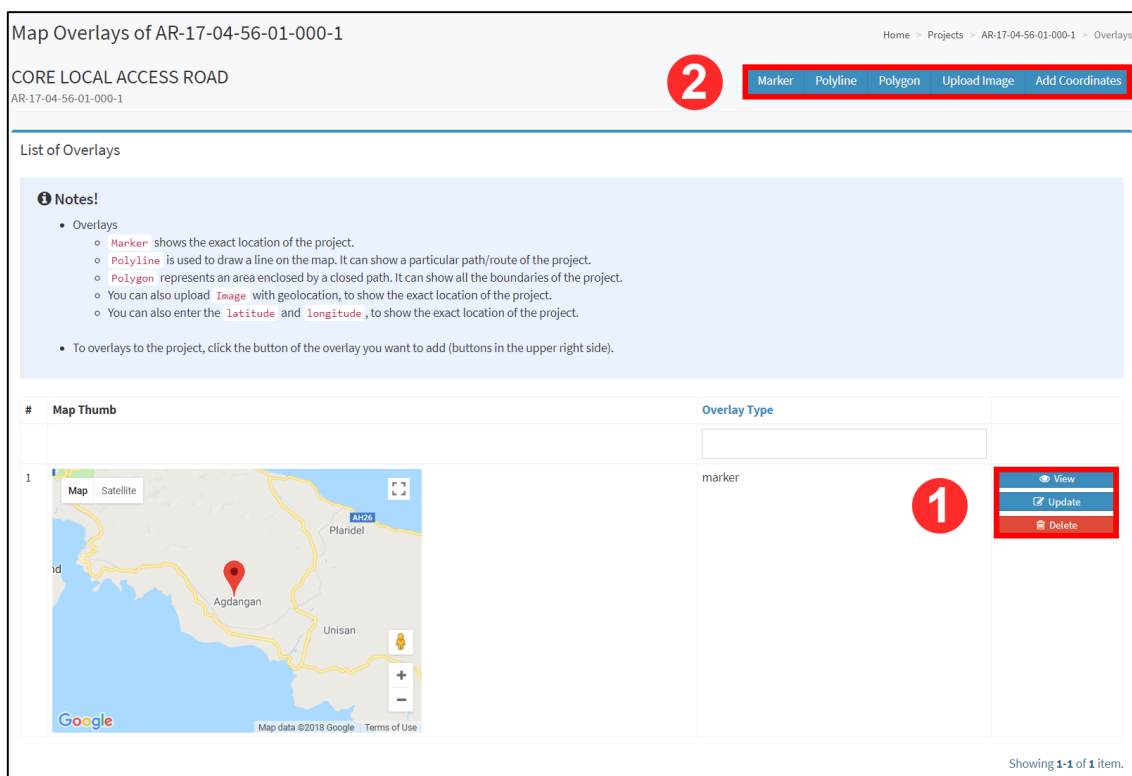
Figure 58 Action buttons panel



The next chapters will discuss the function of each of the buttons in the Action Buttons panel (Figure 58).

a. PROJECT MAPPING

Figure 59 Map overlay page




To view the details of a map overlay, click the **View** on the group of buttons (Figure 59-1) located at the right side of the screen. To update the details of the map overlay, click the **Update** and to delete the overlay click **Delete**.

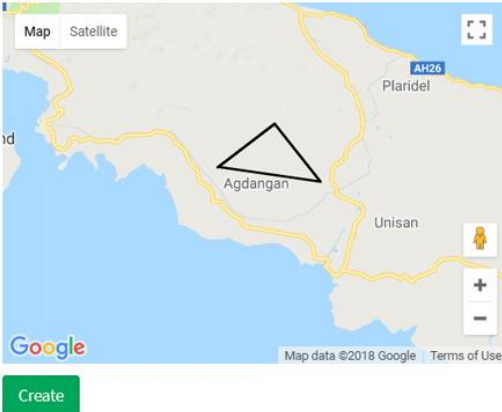
To add map overlays (marker, polyline, polygon), click the button corresponding to the desired overlay on **Figure 59-2**. This will direct the user to the Create Overlay page. Click on the map to create overlays then click the **Create** (**Figure 60**) to save the overlay. Shown in **Figure 60** are examples of map overlay options that the user may use.

Figure 60 Create overlay


MARKER



POLYLINE



POLYGON



UPLOAD IMAGE

Upload Image

Image
 No file chosen

Description

Type

ADD COORDINATES

Add Coordinates for 322

Notes!

- Enter the latitude and longitude and click the "Create" button to save the location.

Latitude

Longitude

b. COMPLETE PROJECT PROFILE

To complete the project profile, fill-in the additional details of the project then click submit profile as shown in **Figure 61** to save the updated project profile.

Figure 61 Complete profile page

<p>Exact Location</p> <input type="text" value="Sitio Tampus, Brgy. Kanlurang Calutan"/> <p><small>Hint: To describe the exact location of the project, as to the name of the sitio, purok, etc. For water system, to specify the names of sitio/s, purok/s, barangay/s, serviced by the water system project; For access road, to describe the kilometer reading and/or name of sitio/s, purok/s, barangay/s where the road segment/s are constructed (end to end). For the procurement of goods such as heavy equipment, DRRM equipment and/or materials, to specify the end-user LGU.</small></p> <p>Implementing Unit</p> <input type="text" value="Select One"/> <p><small>Hint: To select from dropdown menu as follows: Municipal LGU City LGU Provincial LGU DILG-PO DILG-RO</small></p> <p>Mode of Implementation</p> <input type="text" value="Select One"/> <p><small>Hint: To select from dropdown menu as to: By Contract By Administration</small></p> <p>Road Length (in km)</p> <input type="text"/> <p><small>Hint: Input field is available to road-related programs</small></p> <p>No. of Beneficiaries</p> <input type="text" value="0"/> <p><small>Hint: Number of populations served as beneficiary of the project.</small></p> <p>Remarks</p> <input type="text"/> <p><small>Hint: Additional information about the project.</small></p>	<p>Implementation Information</p> <p>Cancelled Allocation</p> <input type="text" value="Php 0.00000"/> <p><small>Hint: The cancelled allocation of the project. To enter the exact amount on the given input field.</small></p> <p>Revised Allocation</p> <input type="text" value="Php 3,000,000.00000"/> <p><small>Hint: The revised allocation, if any; otherwise to copy the original allocation.</small></p> <p>LGU Equity/Counterpart</p> <input type="text" value="Php 0.00000"/> <p><small>Hint: The LGU Equity to the project.</small></p>
<input type="button" value="Submit Profile"/> <input type="button" value="Back"/>	

c. ADMINISTRATION DETAILS

If the mode of project implementation is through LGU administration, supply the administration details as shown in **Figure 62** then click **Create** to save.

Figure 62 Create administration details page

Create Administration Details

Unit Implementing The Project

Hint: The name of unit executing the construction.

Total Estimated Cost of Project

Hint: The estimated total cost of project, per Program of Works (POW) prepared by the unit implementing the project.

Duration

Hint: The intended duration of construction, expressed in calendar days (CD), per POW prepared by the unit implementing the project.

Intended Completion Date

Hint: The intended completion date per defined in the POW.

Actual Start Of Construction

Hint: The actual date of start of construction per statement of work accomplished duly signed by the Project Engineer.

Create

d. CONTRACT DETAILS

If the mode of project implementation is through a contract, supply the details of the contract as shown in **Figure 63** then click Create to save.

Figure 63 Create contract details page

Update Contract Details

Name of Contractor

Hint: The name of the contractor where the contract was awarded, i.e., successful bidder.

Office Address

Hint: The office address of the contractor as reflected in the contract.

Date of Receipt of Notice to Proceed

Hint: The date of receipt of the notice to proceed by the contractor.

Contract Price

Hint: The cost per defined in the contract.

Contract Duration

Hint: The indicative duration of the construction, expressed in calendar days (CD), per defined in the contract.

Intended Date of Completion of Construction

Hint: The intended completion date per defined in the contract.

Date of Perfection of Contract

Hint: The date of the contract was signed by both concerned parties and/or was notarized.

Actual Date of Start of Construction

Hint: The actual date of mobilization of the contractor to the site/start of construction, after the issuance of the notice to proceed.

Create

e. PROJECT IMAGES

To upload an image of the project, click Add Image (Figure 64) then browse the image to be uploaded by clicking choose file (Figure 65). A window will pop-up prompting the user to select an image file to be uploaded (Figure 66). Select the image to be uploaded then click Open. Fill-in the remaining details of the image then click Submit (Figure 65) to upload. On the other hand, to delete an image, click Delete and click OK to confirm.

Figure 64 Project image page

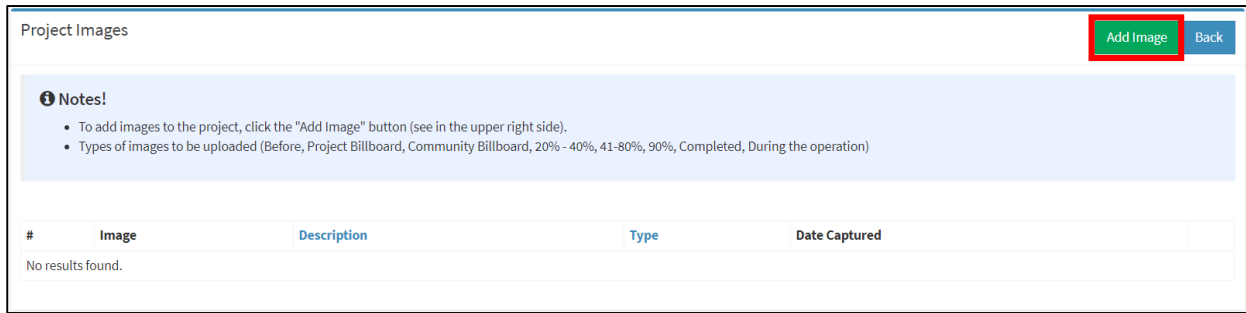
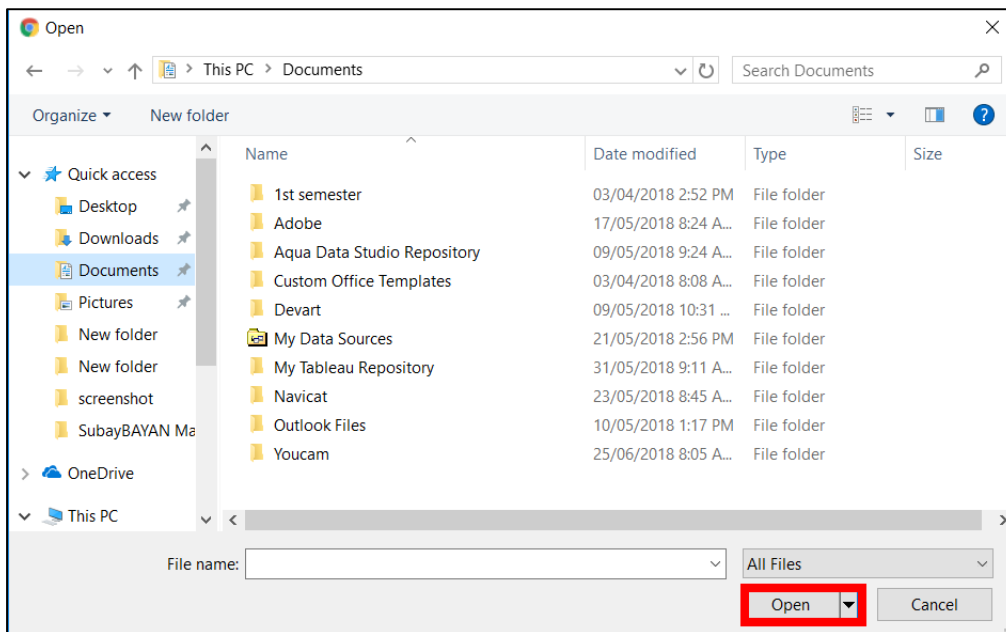


Figure 65 Upload project image page



Figure 66 Upload pop up window



Once uploaded, the user will be able to view thumbnails of the project images in the project profile page as shown in **Figure 67**. Click the image thumbnail to view the gallery of the project (**Figure 67**). A short description of the image is shown in **Figure 68-1**. The user may scroll to


the right or left (Figure 68-2) to view more image. To exit the gallery, click  as shown in Figure 68-3.

Figure 67 Project image panel



Figure 68 Image gallery



f. MILESTONES

To update the details of a project milestone, fill-in the start date and end date of a milestone (Figure 69) then click to add the milestone.

NOTE

Project milestones are validated by the Provincial user and approved by the Regional user before it is vetted by the Administrator. Milestones returned for revisions, highlighted in red (Figure 70), should be revised by the concerned user accordingly by updating the project milestone.

Figure 69 Create milestone page

Create Milestone

Milestone	Start Date	Finish Date
FS/PP PREPARATION	<input type="text"/>	<input type="text"/>
REVIEW AND APPROVAL	<input type="text"/>	<input type="text"/>
MOA SIGNED	<input type="text"/>	
DED PREPARATION	<input type="text"/>	
DED APPROVED		<input type="text"/>
ITB POSTED	<input type="text"/>	<input type="text"/>
IB/REI POSTED/AD	<input type="text"/>	
BID OPENING	<input type="text"/>	<input type="text"/>
NOA	<input type="text"/>	<input type="text"/>
NTP	<input type="text"/>	<input type="text"/>
ONGOING	<input type="text"/>	
COMPLETED		<input type="text"/>
EXPIRATION DATE		<input type="text"/>

Figure 70 Milestones panel

B. MILESTONES				
Milestone	Start Date	Finish Date	Approval Status	Remarks
FS/PP PREPARATION	2018-06-01	2018-06-02	Submitted @ 2018-06-22 13:38:09	
REVIEW AND APPROVAL	2018-06-03	2018-06-04	Validated @ 2018-06-22 13:45:25	
MOA SIGNED	2018-06-05		For Revision @ 2018-06-22 13:45:25	
DED PREPARATION	2018-06-06		Approved @ 2018-06-22 14:00:59	
DED APPROVED		2018-06-07	Vetted @ 2018-06-22 14:03:28	

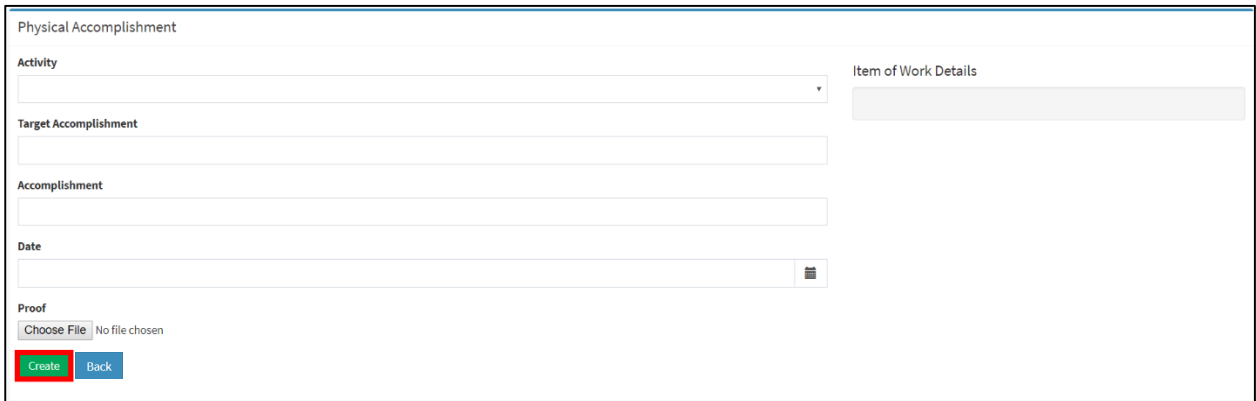
g. PHYSICAL ACCOMPLISHMENT

After saving the milestones of the project, an option to add major activities and physical accomplishments will become available. Choose the major activity and fill-in the necessary details (Figure 71) to update its physical accomplishment then click create to save.

NOTE

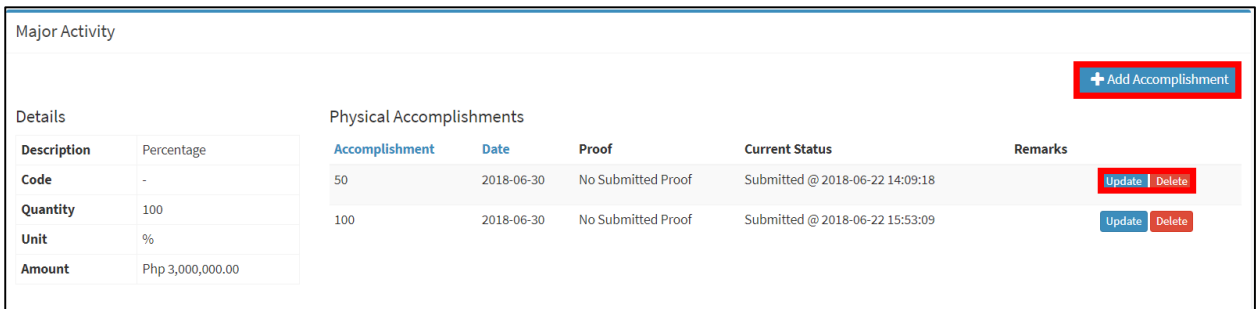
Physical accomplishments are validated by the Provincial user and approved by the Regional user before it is vetted by the Administrator. Physical accomplishments returned for revisions, should be revised by the concerned user accordingly.

Figure 71 Create Physical accomplishment



To add an update of a physical accomplishment, click **Add Accomplishments** as shown in **Figure 72-1**. Fill-in the necessary details of the physical accomplishment then click **Create** to update.

Figure 72 Physical accomplishment panel



Major Activity		Physical Accomplishments				
Description	Percentage	Accomplishment	Date	Proof	Current Status	Remarks
Code	-	50	2018-06-30	No Submitted Proof	Submitted @ 2018-06-22 14:09:18	Update Delete
Quantity	100	100	2018-06-30	No Submitted Proof	Submitted @ 2018-06-22 15:53:09	Update Delete
Unit	%					
Amount	Php 3,000,000.00					

h. OBLIGATION

To create a financial obligation, fill-in the details of the obligation shown in **Figure 73** then click **Create** to save.

Figure 73 Add financial obligation



To update or edit an obligation, click **update** found in the Financial Obligations – Progress Report Panel as shown in **Figure 74**. Edit the necessary details then click **update** to save.

Figure 74 Financial Obligations Sub-panel

OBLIGATIONS <i>Amounts Obligated, as per reflected in the Statement of Allotment and Obligation (SAOB)</i>			
Amount Obligated	Date Obligated	Approval Status	Remarks
Php 3,000,000.00000	2018-06-22	Submitted @ 2018-06-22 14:07:08	<div style="border: 1px solid red; padding: 2px;"> ✎ Update 🗑 Delete </div>

i. DISBURSEMENT

To create a disbursement based on the financial obligation, fill-in the details of the disbursement shown in the **Figure 75** then click create to save.

Figure 75 Add financial disbursement

Financial Disbursement

Obligation

Tranche

Amount Disbursed
Php 0.00000

Date Disbursed

Create Back

To update or edit a disbursement, click update found in the Disbursement – Progress Report Panel as shown in **Figure 76**. Edit the necessary details then click update to save.

Figure 76 Financial disbursement Sub-panel

DISBURSEMENTS <i>Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)</i>				
Tranche No	Amount Disbursed	Date Disbursed	Approval Status	Remarks
1	Php 1,500,000.00000	2018-06-21	Submitted @ 2018-06-22 14:07:48	<div style="border: 1px solid red; padding: 2px;"> ✎ Update 🗑 Delete </div>
2	Php 1,500,000.00000	2018-06-22	Submitted @ 2018-06-22 14:08:18	<div style="border: 1px solid #007bff; padding: 2px;"> ✎ Update 🗑 Delete </div>

j. LIQUIDATION

To add a liquidation based on the disbursement, fill-in the details of the liquidation shown in **Figure 77** and click create to save.

Figure 77 Add financial liquidation

Liquidation

Obligation

Obligation ▼

Amount Liquidated

Php 0.00000

Date Liquidated

Create Back

To update or edit a liquidation, click update found in the Liquidation – Progress Report Panel as shown in **Figure 78**. Edit the necessary details then click Update to save.

Figure 78 Financial liquidation Sub-panel

LIQUIDATIONS <small>Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)</small>			
Amount Liquidated	Date Liquidated	Approval Status	Remarks
Php 3,000,000.00000	2018-06-22	Submitted @ 2018-06-22 14:08:50	<div style="border: 1px solid black; padding: 2px;"> ✎ Update 🗑 Delete </div>

NOTE

Financial accomplishments such as obligation, disbursement and liquidations are validated by the Provincial user and approved by the Regional user before it is vetted by the Administrator. Financial accomplishments returned for revisions, highlighted in red (**Figure 79**), should be revised by the concerned user accordingly.

Figure 79 Financial accomplishment for revision

D. FINANCIAL ACCOMPLISHMENT			
OBLIGATIONS <small>Amounts Obligated, as per reflected in the Statement of Allotment and Obligation (SAOB)</small>			
Amount Obligated	Date Obligated	Approval Status	Remarks
Php 900,000.00000	2018-06-20	For Revision @ 2018-06-27 09:03:32	<div style="border: 1px solid black; padding: 2px;"> ✎ Update 🗑 Delete </div>

k. GOODS/MATERIALS PROCURED

To add goods or materials procured by the LGU for the project, fill-in the necessary details of the procurement as shown in **Figure 80** then click Create to save.

Figure 80 Create goods/materials

Goods/Materials

Procurement No.

Hint: To type the procurement no. of goods/items procured.

Goods Procured


Hint: To type the goods/items procured.

Name of Supplier


Hint: The name of supplier where the contract was awarded, i.e., successful bidder.

Office Address


Hint: To office address of the supplier as reflected in the contract.

Date of Notice of Award
 


Hint: The date when notice of award was issued to the winning supplier.

Date of Perfection of Contract
 

Hint: The date the contract was signed by both concerned parties and/or was notarized.

Intended Date of Delivery
 

Hint: The intended date of delivery of goods, per defined in the contract.

Actual Date of Delivery of Goods
 

Hint: The actual date of delivery per delivery receipt (issued by the supplier) duly signed/accepted by the end-user.

I. CHANGES IN IMPLEMENTATION

Should there be changes in the implementation of the project, fill-in the changes made in the implementation as shown in **Figure 81** then click **Create** to save.

Figure 81 Changes in implementation

Changes in Implementation

Variation Order

Hint: To describe the variation orders, from dropdown menu as to:
Change Order (changes in the scope of work) or
Extra Work Order (additional work to be performed that are not in the original POW).

Description

Hint: To describe the details of variation orders e.g. increase in the area of CHB works from 120 sq. m. to 140 sq. m.

Suspension of Work/Time Extension

Hint: To describe the cause/s and extent of suspension and time extension, duly approved by the HOPE. e.g. 5 days extension due to late turn-over/possession of site by the Contractor; 3 days suspension due to typhoon, etc.

Revised Contract/Construction Cost

Hint: In the case of by contract, the new contract price after due consideration of variation orders by the implementing unit. In the case of by admin, the revised cost of construction.

Revised Date of Completion/Delivery of Goods

Hint: The new (target) date of completion/delivery of goods (for the case of procurement of goods) after time extension was duly considered/approved by the implementing unit.

Remarks

Hint: Any significant remarks.

Create
Back

To revise or edit the changes in implementation, click **Update Change in Implementation** (Figure 82) and make the necessary changes then click **Update** to save. To delete the change in implementation, click **Delete Change in Implementation** and click **OK** to confirm.

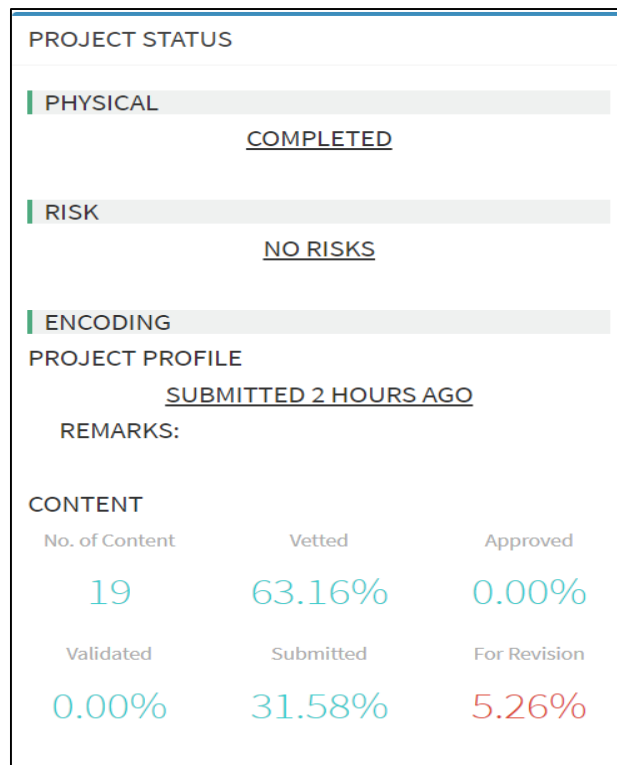
Figure 82 Changes in implementation panel

A. CHANGES IN IMPLEMENTATION	
	Update Change in Implementation Delete Change in Implementation
Variation Order	Extra Work Order
Description	Increase in the area
Suspension of Work/Time Extension	5 days extension due to late turn-over
Revised Contract/Construction Cost	Php 10,000.00000
Revised Date of Completion/Delivery of Goods	2018-06-30
Remarks	None

m. PROJECT STATUS

The Project Status panel provides the user a brief summary of the project. The panel includes the physical status of the project, project risk, project profile encoding status, and the status of the encoded contents (Figure 83).

Figure 83 Project Status panel



5. PROJECT PROFILE AND ACCOMPLISHMENTS VALIDATION (Optional)

There are instances when the LGU user encodes the project profile and accomplishments. When this happens, the C/MLGOO user is required to initially validate the details encoded by the LGU user before it can be validated further by the provincial user, approved by the regional user, and vetted by the PMO.

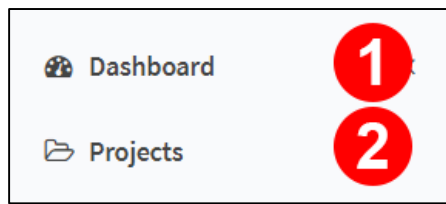
The process of validating the details encoded by the LGU user is similar to the approval done by the regional level user. Chapter IV, Section B (Regional User), Subsection 5 discusses these step-by-step validations.

E. LGU USER (Optional)

1. SYSTEM MENU

The LGU user access account has two (2) major menus that can be found at the menu bar located at the left side of the system as shown in **Figure 84**.

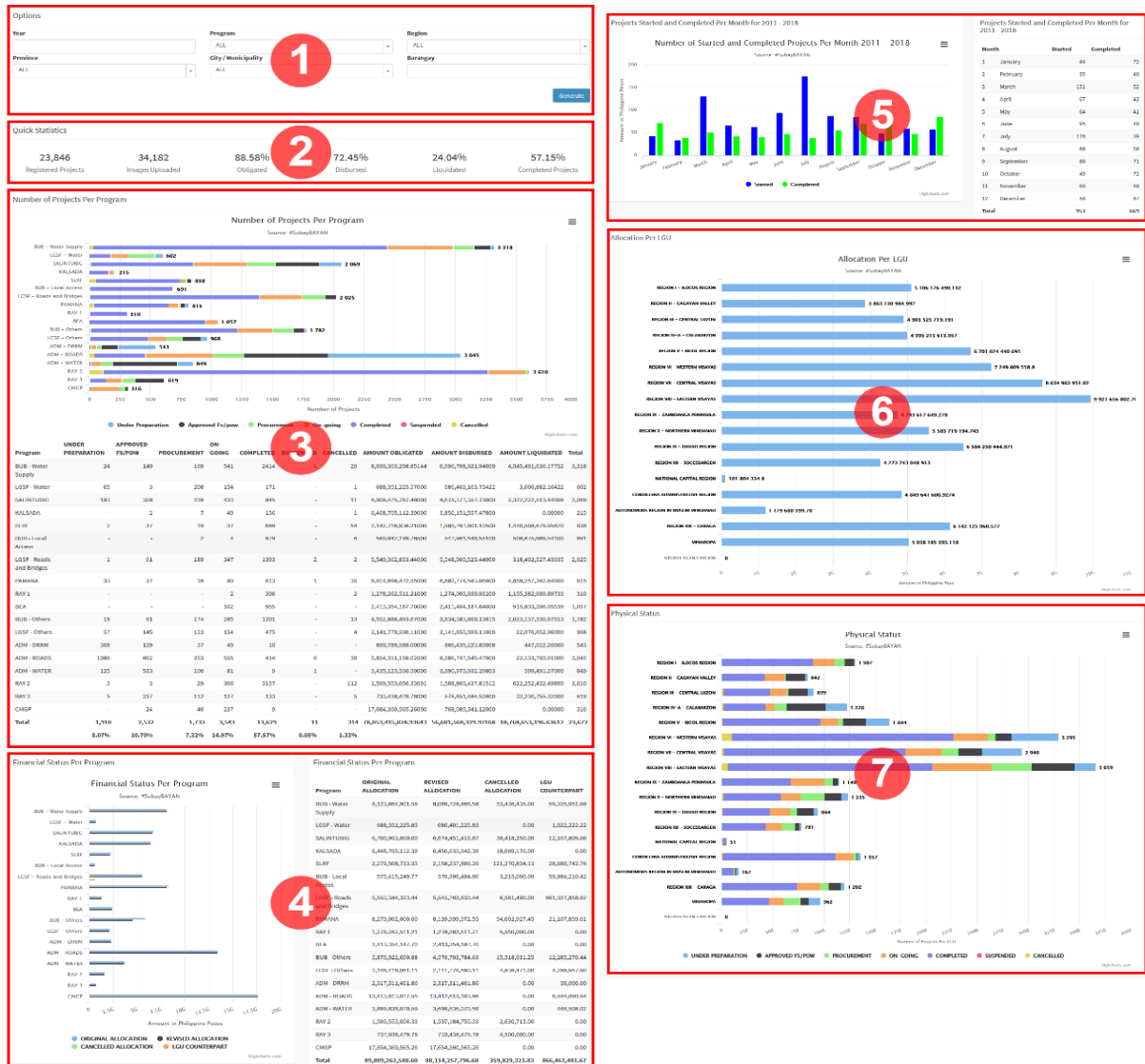
Figure 84 Menu bar of the SubayBAYAN



2. DASHBOARD

The Dashboard Menu is included in the menu bar as shown in **Figure 84-1**. The Dashboard shows different reports of projects through graphical presentations (**Figure 85**). The Dashboard contains a combination of report generation filters (**Figure 85-1**), quick statistics (**Figure 85-2**), a stacked bar graph and a tabular presentation of the projects per program (**Figure 85-3**). It also includes a clustered bar graph and a tabular presentation of the financial status per program (**Figure 85-4**), a clustered column chart and a tabular presentation of the projects started and completed per month (**Figure 85-5**), a bar graph of the allocation per LGU (**Figure 85-6**), and a stacked bar graph of the physical status of projects per geographic location (**Figure 85-7**).

Figure 85 Dashboard of SubayBAYAN



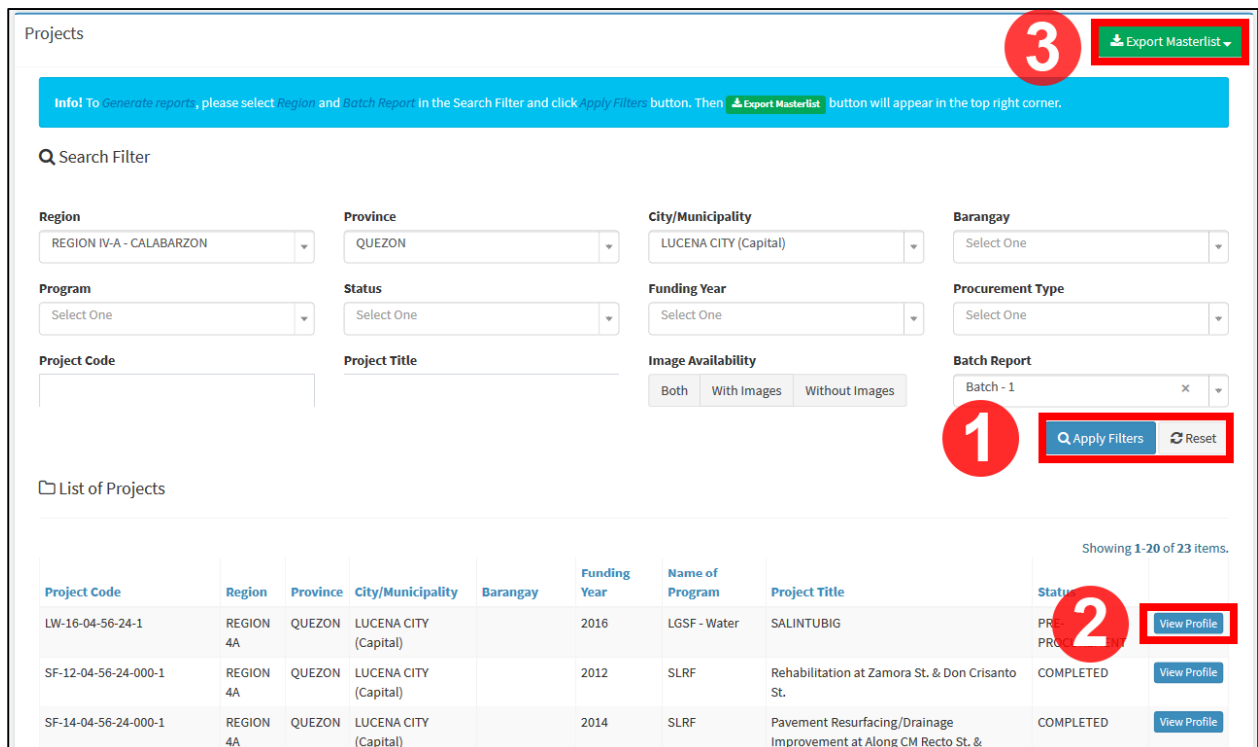
3. PROJECTS

The Projects menu (Figure 84-2) allows the user to see the list of all created projects. To view the list of projects, click **Projects** and the user will be directed to the projects page as shown in Figure 86.

To search for a project, fill-up the appropriate fields in the search filter and then click **Apply Filters** (Figure 86-1). To clear-out the filters, click **Reset**.

To view the complete profile of a project, click the **View Profile** (Figure 86-2). After clicking the button, the user will be directed to the project profile page (Figure 88).

Figure 86 Project page of SubayBAYAN



Projects

Info! To Generate reports, please select Region and Batch Report in the Search Filter and click Apply Filters button. Then **Export Masterlist** button will appear in the top right corner.

Search Filter

Region: REGION IV-A - CALABARZON
 Province: QUEZON
 City/Municipality: LUCENA CITY (Capital)
 Barangay: Select One
 Program: Select One
 Status: Select One
 Funding Year: Select One
 Procurement Type: Select One
 Project Code:
 Project Title:
 Image Availability: Both With Images Without Images
 Batch Report: Batch - 1

1 Apply Filters Reset

2 View Profile

3 Export Masterlist

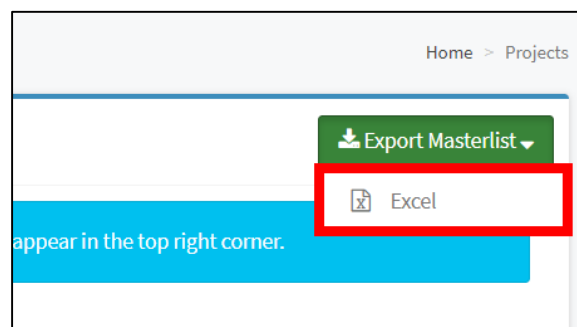
List of Projects

Showing 1-20 of 23 items.

Project Code	Region	Province	City/Municipality	Barangay	Funding Year	Name of Program	Project Title	Status
LW-16-04-56-24-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2016	LGSF - Water	SALINTUBIG	PRO...
SF-12-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2012	SLRF	Rehabilitation at Zamora St. & Don Crisanto St.	COMPLETED
SF-14-04-56-24-000-1	REGION 4A	QUEZON	LUCENA CITY (Capital)		2014	SLRF	Pavement Resurfacing/Drainage Improvement at Along CM Recto St. &	COMPLETED

To generate reports, select the region and the batch report to be filtered for the report then click **Apply Filters** (Figure 86-1). The **Export Masterlist** button (Figure 86-3) will appear. Click this button and click **Excel** (Figure 87) to download the report in an Excel file.

Figure 87 Export masterlist to excel



Home > Projects

Export Masterlist

Excel

appear in the top right corner.

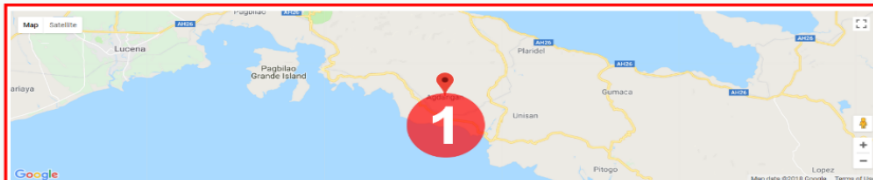
4. PROJECT PROFILE

The Project Profile page (Figure 88) allows the user to see the complete profile of the project. It is composed of the map overlay panel (Figure 88-1), images panel (Figure 88-2), basic information panel (Figure 88-3), implementation information panel (Figure 88-4), progress report panel (Figure 88-5), actions panel (Figure 88-6), and the project status panel (Figure 88-7).

Figure 88 Project profile page of SubayBAYAN.

AR-17-04-56-01-000-1 | Infrastructure Home > Projects > AR-17-04-56-01-000-1

[← Back to Project List](#)



1

REGION 4A : CORE LOCAL ACCESS ROAD
AGDANGAN, QUEZON

418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component.

PROJECT IMAGES

Total Images Uploaded: 0 Image/s

▲ No Images uploaded.

2

I. PROJECT PROFILE

Region	REGION IV-A - CALABARZON
Province	QUEZON
City/Municipality	AGDANGAN
Barangay	
Name of Program	ADM - ROADS
Project Code	AR 17 04 56 01 000 1
Project Title	CORE LOCAL ACCESS ROAD
Description of Project	418 meters Road upgrading from gravel/earth to PCCP with 600mm diameter cross-drain pump culvert component
Funding Year	2017
Original Allocation	Php 3,000,000.00000
Type of Project	ROADS AND BRIDGES
Sub Type of Project	ACCESS ROAD
Exact Location	Sitio Tampop, Prgy. Kankurang Calutan
Beneficiaries	0
Status	DED PREPARATION
Remarks	

3

ACTIONS AVAILABLE

Legend: ✔ Data is available ✘ Required to fill-up form ? Optional form

- [Map Your Project](#)
- [Complete Project Profile](#)
- [Add Administrative Details](#)
- [Add Obligation](#)
- [Add Disbursement](#)
- [Add Liquidation](#)
- [Add Good/Material Procured](#)
- [Add Changes in Implementation](#)

6

II. IMPLEMENTATION INFORMATION

Cancelled Allocation	Php 0.00000
Revised Allocation	Php 3,000,000.00000
LGU Equity/Counterpart	Php 0.00000
Total Project Cost	Php 3,000,000.00000
Implementing Unit	0
Mode of Implementation	

4

III. PROGRESS REPORTS

A. CHANGES IN IMPLEMENTATION

▲ No changes in implementation found.

B. MILESTONES

Milestone	Start Date	Finish Date	Approval Status	Remarks
No results found.				

C. PHYSICAL ACCOMPLISHMENT

▲ Project status must be "ONGOING" to enable physical accomplishments encoding. Encode milestones first.

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS Amounts Obligated, as per reflected in the Statement of Commitment and Obligation (SAOB)

▲ No Results found.

DISBURSEMENTS Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)

▲ No Results found.

LIQUIDATIONS Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)

▲ No Results found.

5

PROJECT STATUS

PHYSICAL

DED PREPARATION

RISK

NO RISKS

ENCODING

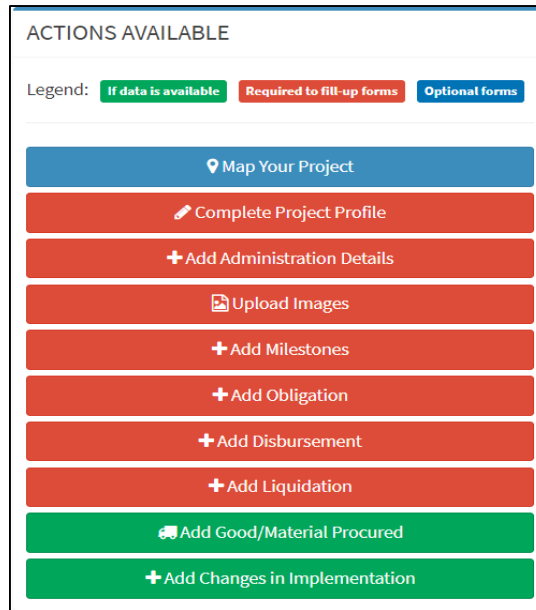
PROJECT PROFILE

REMARKS:

CONTENT		
No. of Content	Validated	Approved
0	0.00%	0.00%
Validated	Submitted	For Revision
0.00%	0.00%	0.00%

7

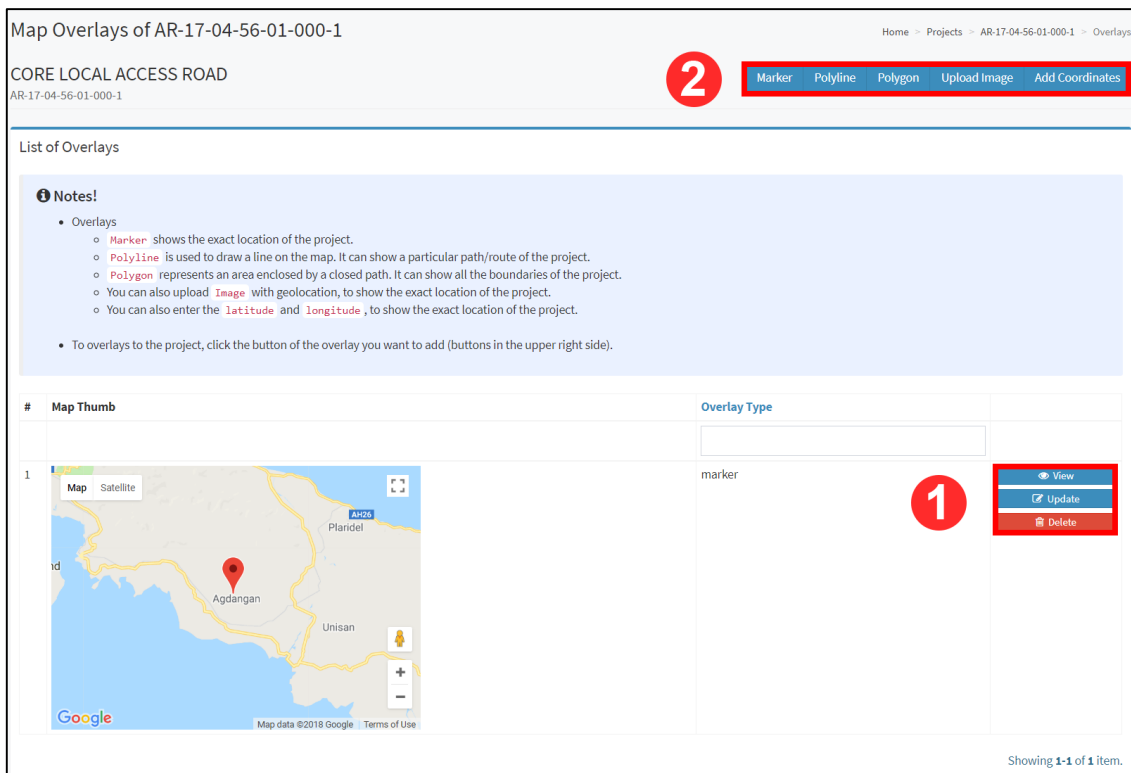
Figure 89 Action buttons panel



The next chapters will discuss the function of each of the buttons in the Action Buttons panel (Figure 89).

a. PROJECT MAPPING

Figure 90 Map overlay page




To view the details of a map overlay, click the **View** on the group of buttons (Figure 90-1) located at the right side of the screen. To update the details of the map overlay, click the **Update** and to delete the overlay click **Delete**.

To add map overlays (marker, polyline, polygon), click the button corresponding to the desired overlay on **Figure 90-2**. This will direct the user to the Create Overlay page. Click on the map to create overlays then click the **Create** (**Figure 91**) to save the overlay. Shown in **Figure 91** are examples of map overlay options that the user may use.

Figure 91 Create overlay


MARKER



Map data ©2018 Google Terms of Use

Create


POLYLINE



Map data ©2018 Google Terms of Use

Create

POLYGON



Map data ©2018 Google Terms of Use

Create

UPLOAD IMAGE

Upload Image

Image
 No file chosen

Description

Type

ADD COORDINATES

Add Coordinates for 322

Notes!

- Enter the latitude and longitude and click the "Create" button to save the location.

Latitude

Longitude

b. COMPLETE PROJECT PROFILE

To complete the project profile, fill-in the additional details of the project then click submit profile as shown in **Figure 92** to save the updated project profile.

Figure 92 Complete profile page

<p>Exact Location</p> <input type="text" value="Sitio Tampus, Brgy. Kanlurang Calutan"/> <p><small>Hint: To describe the exact location of the project, as to the name of the sitio, purok, etc. For water system, to specify the names of sitio/s, purok/s, barangay/s, serviced by the water system project; For access road, to describe the kilometer reading and/or name of sitio/s, purok/s, barangay/s where the road segment/s are constructed (end to end). For the procurement of goods such as heavy equipment, DRRM equipment and/or materials, to specify the end-user LGU.</small></p> <p>Implementing Unit</p> <input type="text" value="Select One"/> <p><small>Hint: To select from dropdown menu as follows: Municipal LGU City LGU Provincial LGU DILG-PO DILG-RO</small></p> <p>Mode of Implementation</p> <input type="text" value="Select One"/> <p><small>Hint: To select from dropdown menu as to: By Contract By Administration</small></p> <p>Road Length (in km)</p> <input type="text"/> <p><small>Hint: Input field is available to road-related programs</small></p> <p>No. of Beneficiaries</p> <input type="text" value="0"/> <p><small>Hint: Number of populations served as beneficiary of the project.</small></p> <p>Remarks</p> <input type="text"/> <p><small>Hint: Additional information about the project.</small></p>	<p>Implementation Information</p> <p>Cancelled Allocation</p> <input type="text" value="Php 0.00000"/> <p><small>Hint: The cancelled allocation of the project. To enter the exact amount on the given input field.</small></p> <p>Revised Allocation</p> <input type="text" value="Php 3,000,000.00000"/> <p><small>Hint: The revised allocation, if any; otherwise to copy the original allocation.</small></p> <p>LGU Equity/Counterpart</p> <input type="text" value="Php 0.00000"/> <p><small>Hint: The LGU Equity to the project.</small></p>
<input type="button" value="Submit Profile"/> <input type="button" value="Back"/>	

c. ADMINISTRATION DETAILS

If the mode of project implementation is through LGU administration, supply the administration details as shown in **Figure 93** then click **Create** to save.

Figure 93 Create administration details page

Create Administration Details

Unit Implementing The Project

Hint: The name of unit executing the construction.

Total Estimated Cost of Project

Hint: The estimated total cost of project, per Program of Works (POW) prepared by the unit implementing the project.

Duration

Hint: The intended duration of construction, expressed in calendar days (CD), per POW prepared by the unit implementing the project.

Intended Completion Date

Hint: The intended completion date per defined in the POW.

Actual Start Of Construction

Hint: The actual date of start of construction per statement of work accomplished duly signed by the Project Engineer.

Create

d. CONTRACT DETAILS

If the mode of project implementation is through a contract, supply the details of the contract as shown in **Figure 94** then click Create to save.

Figure 94 Create contract details page

Update Contract Details

Name of Contractor

Hint: The name of the contractor where the contract was awarded, i.e., successful bidder.

Office Address

Hint: The office address of the contractor as reflected in the contract.

Date of Receipt of Notice to Proceed

Hint: The date of receipt of the notice to proceed by the contractor.

Contract Price

Hint: The cost per defined in the contract.

Contract Duration

Hint: The indicative duration of the construction, expressed in calendar days (CD), per defined in the contract.

Intended Date of Completion of Construction

Hint: The intended completion date per defined in the contract.

Date of Perfection of Contract

Hint: The date of the contract was signed by both concerned parties and/or was notarized.

Actual Date of Start of Construction

Hint: The actual date of mobilization of the contractor to the site/start of construction, after the issuance of the notice to proceed.

Create

e. PROJECT IMAGES

To upload an image of the project, click Add Image (Figure 95) then browse the image to be uploaded by clicking choose file (Figure 96). A window will pop-up prompting the user to select an image file to be uploaded (Figure 97). Select the image to be uploaded then click Open. Fill-in the remaining details of the image then click Submit (Figure 96) to upload. On the other hand, click Delete to delete an image and click OK to confirm.

Figure 95 Project image page

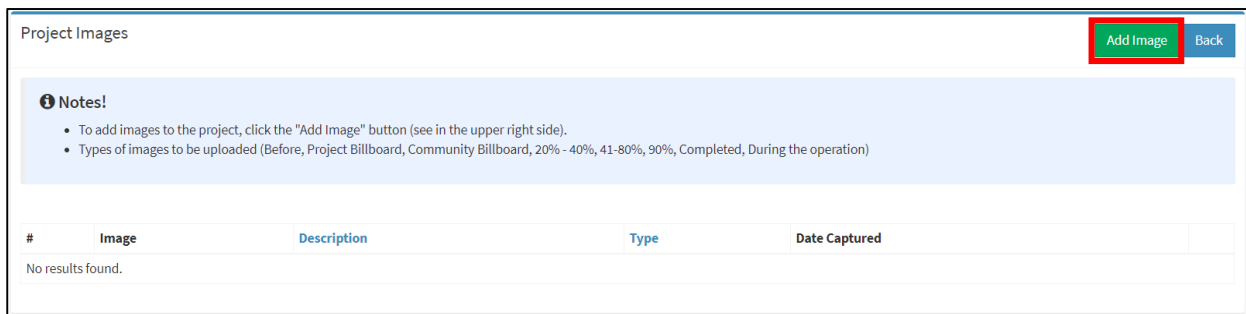


Figure 96 Upload project image page

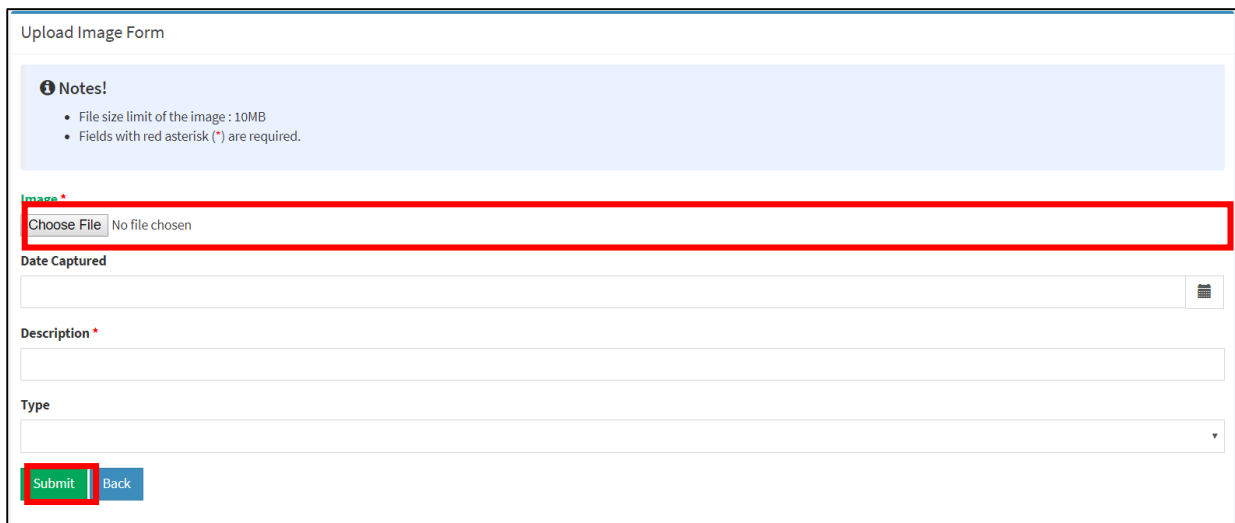
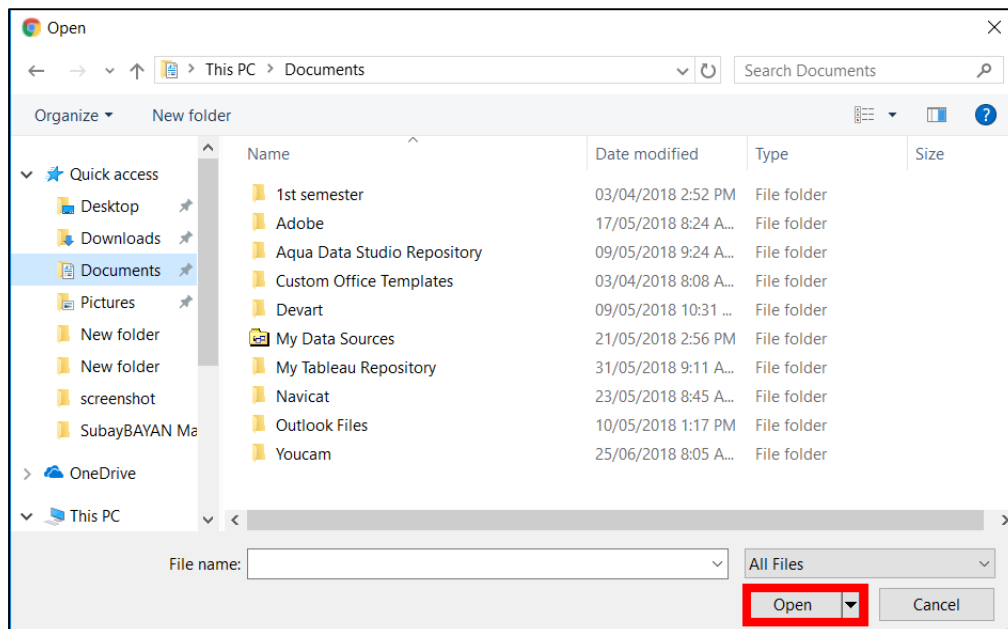


Figure 97 Upload pop up window



Once uploaded, the user will be able to view thumbnails of the project images in the project profile page as shown in **Figure 98**. Click the image thumbnail to view the gallery of the project (**Figure 98**). A short description of the image is shown in **Figure 99-1**. The user may scroll to


the right or left (Figure 99-2) to view more image. To exit the gallery, click  as shown in Figure 99-3.


Figure 98 Project image panel



Figure 99 Image gallery



f. MILESTONES

To update the details of a project milestone, fill-in the start date and end date of a milestone (Figure 100) then click  to add the milestone.

NOTE

Project milestones are validated by the Provincial user and approved by the Regional user before it is vetted by the Administrator. Milestones returned for revisions, highlighted in red (Figure 101), should be revised by the concerned user accordingly by updating the project milestone.

Figure 100 Create milestone page

Create Milestone

Milestone	Start Date	Finish Date
FS/PP PREPARATION	<input type="text"/>	<input type="text"/>
REVIEW AND APPROVAL	<input type="text"/>	<input type="text"/>
MOA SIGNED	<input type="text"/>	<input type="text"/>
DED PREPARATION	<input type="text"/>	<input type="text"/>
DED APPROVED	<input type="text"/>	<input type="text"/>
ITB POSTED	<input type="text"/>	<input type="text"/>
IB/REI POSTED/AD	<input type="text"/>	<input type="text"/>
BID OPENING	<input type="text"/>	<input type="text"/>
NOA	<input type="text"/>	<input type="text"/>
NTP	<input type="text"/>	<input type="text"/>
ONGOING	<input type="text"/>	<input type="text"/>
COMPLETED	<input type="text"/>	<input type="text"/>
EXPIRATION DATE	<input type="text"/>	<input type="text"/>

Figure 101 Milestones panel

B. MILESTONES				
Milestone	Start Date	Finish Date	Approval Status	Remarks
FS/PP PREPARATION	2018-06-01	2018-06-02	Submitted @ 2018-06-22 13:38:09	
REVIEW AND APPROVAL	2018-06-03	2018-06-04	Validated @ 2018-06-22 13:45:25	
MOA SIGNED	2018-06-05		For Revision @ 2018-06-22 13:45:25	
DED PREPARATION	2018-06-06		Approved @ 2018-06-22 14:00:59	
DED APPROVED		2018-06-07	Vetted @ 2018-06-22 14:03:28	

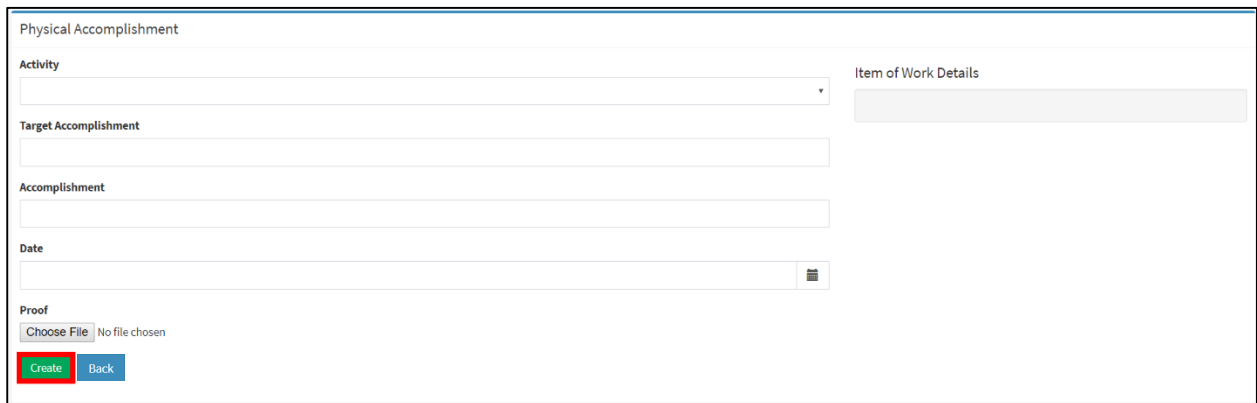
g. PHYSICAL ACCOMPLISHMENT

After saving the milestones of the project, an option to add major activities and physical accomplishments will become available. Choose the major activity and fill-in the necessary details (Figure 102) to update its physical accomplishment then click **create** to save.

NOTE

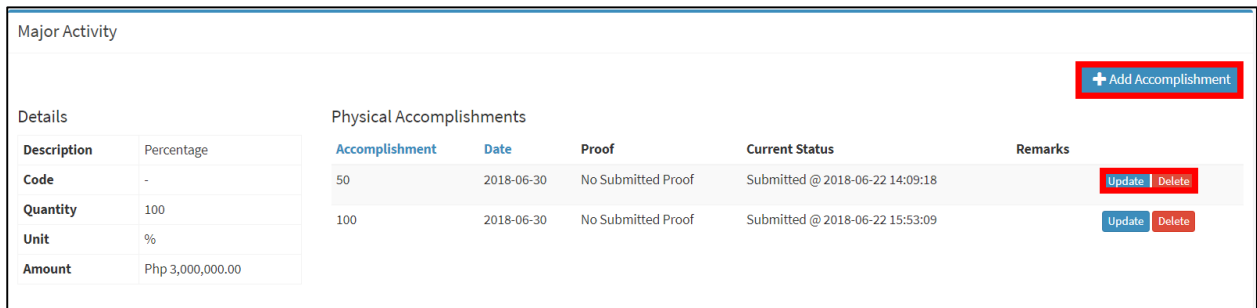
Physical accomplishments are validated by the Provincial user and approved by the Regional user before it is vetted by the Administrator. Physical accomplishments returned for revisions, should be revised by the concerned user accordingly.

Figure 102 Create Physical accomplishment



To add an update of a physical accomplishment, click **Add Accomplishments** as shown in **Figure 103**. Fill-in the necessary details of the physical accomplishment then click **Create** to update.

Figure 103 Physical accomplishment panel



Major Activity		Physical Accomplishments				
Description	Percentage	Accomplishment	Date	Proof	Current Status	Remarks
Code	-	50	2018-06-30	No Submitted Proof	Submitted @ 2018-06-22 14:09:18	Update Delete
Quantity	100	100	2018-06-30	No Submitted Proof	Submitted @ 2018-06-22 15:53:09	Update Delete
Unit	%					
Amount	Php 3,000,000.00					

h. OBLIGATION

To create a financial obligation, fill-in the details of the obligation shown in **Figure 104** then click **Create** to save.

Figure 104 Add financial obligation



To update or edit an obligation, click **update** found in the Financial Obligations – Progress Report Panel as shown in **Figure 105**. Edit the necessary details then click **update** to save.

Figure 105 Financial Obligations Sub-panel

OBLIGATIONS <small>Amounts Obligated, as per reflected in the Statement of Allotment and Obligation (SAOB)</small>			
Amount Obligated	Date Obligated	Approval Status	Remarks
Php 3,000,000.00000	2018-06-22	Submitted @ 2018-06-22 14:07:08	<div style="border: 1px solid red; padding: 2px;"> ✎ Update 🗑 Delete </div>

i. DISBURSEMENT

To create a disbursement based on the financial obligation, fill-in the details of the disbursement shown in the **Figure 106** then click create to save.

Figure 106 Add financial disbursement

Financial Disbursement

Obligation

Tranche

Amount Disbursed
Php 0.00000

Date Disbursed

Create Back

To update or edit a disbursement, click update found in the Disbursement – Progress Report Panel as shown in **Figure 107**. Edit the necessary details then click update to save.

Figure 107 Financial disbursement Sub-panel

DISBURSEMENTS <small>Amounts Disbursed, as per reflected in the Report of Disbursement (ROD)</small>				
Tranche No	Amount Disbursed	Date Disbursed	Approval Status	Remarks
1	Php 1,500,000.00000	2018-06-21	Submitted @ 2018-06-22 14:07:48	<div style="border: 1px solid red; padding: 2px;"> ✎ Update 🗑 Delete </div>
2	Php 1,500,000.00000	2018-06-22	Submitted @ 2018-06-22 14:08:18	<div style="border: 1px solid #007bff; padding: 2px;"> ✎ Update 🗑 Delete </div>

j. LIQUIDATION

To add a liquidation based on the disbursement, fill-in the details of the liquidation shown in **Figure 108** and click create to save.

Figure 108 Add financial liquidation

Liquidation

Obligation

Obligation ▼

Amount Liquidated

Php 0.00000

Date Liquidated

Create Back

To update or edit a liquidation, click update found in the Liquidation – Progress Report Panel as shown in **Figure 109**. Edit the necessary details then click Update to save.

Figure 109 Financial liquidation Sub-panel

LIQUIDATIONS <small>Amounts Liquidated, as per reflected in the Statement of Liquidation (SOL)</small>			
Amount Liquidated	Date Liquidated	Approval Status	Remarks
Php 3,000,000.00000	2018-06-22	Submitted @ 2018-06-22 14:08:50	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Update Delete </div>

NOTE

Financial accomplishments such as obligation, disbursement and liquidations are validated by the Provincial user and approved by the Regional user before these are vetted by the Administrator. Financial accomplishments returned for revisions, highlighted in red (**Figure 110**), should be revised by the concerned user accordingly.

Figure 110 Financial accomplishment for revision

D. FINANCIAL ACCOMPLISHMENT

OBLIGATIONS Amounts Obligated, as per reflected in the Statement of Allotment and Obligation (SAOB)

Amount Obligated	Date Obligated	Approval Status	Remarks	
Php 900,000.00000	2018-06-20	For Revision @ 2018-06-27 09:03:32	wrong input	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Update Delete </div>

k. GOODS/MATERIALS PROCURED

To add goods or materials procured by the LGU for the project, fill-in the necessary details of the procurement as shown in **Figure 111** then click Create to save.

Figure 111 Create goods/materials

Goods/Materials

Procurement No.

Hint: To type the procurement no. of goods/items procured.

Goods Procured

Hint: To type the goods/items procured.

Name of Supplier

Hint: The name of supplier where the contract was awarded, i.e., successful bidder.

Office Address

Hint: To office address of the supplier as reflected in the contract.

Date of Notice of Award

Hint: The date when notice of award was issued to the winning supplier.

Date of Perfection of Contract

Hint: The date the contract was signed by both concerned parties and/or was notarized.

Intended Date of Delivery

Hint: The intended date of delivery of goods, per defined in the contract.

Actual Date of Delivery of Goods

Hint: The actual date of delivery per delivery receipt (issued by the supplier) duly signed/accepted by the end-user.

I. CHANGES IN IMPLEMENTATION

Should there be changes in the implementation of the project, fill-in the changes made in the implementation as shown in **Figure 112** then click Create to save.

Figure 112 Changes in implementation

Changes in Implementation

Variation Order

Hint: To describe the variation orders, from dropdown menu as to:
Change Order (changes in the scope of work) or
Extra Work Order (additional work to be performed that are not in the original POW).

Description

Hint: To describe the details of variation orders e.g. increase in the area of CHB works from 120 sq. m. to 140 sq. m.

Suspension of Work/Time Extension

Hint: To describe the cause/s and extent of suspension and time extension, duly approved by the HOPE. e.g. 5 days extension due to late turn-over/possession of site by the Contractor; 3 days suspension due to typhoon, etc.

Revised Contract/Construction Cost

Hint: In the case of by contract, the new contract price after due consideration of variation orders by the implementing unit. In the case of by admin, the revised cost of construction.

Revised Date of Completion/Delivery of Goods

Hint: The new (target) date of completion/delivery of goods (for the case of procurement of goods) after time extension was duly considered/approved by the implementing unit.

Remarks

Hint: Any significant remarks.

Create
Back

To revise or edit the changes in implementation, click **Update Change in Implementation** (Figure 113) and make the necessary changes then click **Update** to save. To delete the change in implementation, click **Delete Change in Implementation** and click **OK** to confirm.

Figure 113 Changes in implementation panel

A. CHANGES IN IMPLEMENTATION	
	Update Change in Implementation Delete Change in Implementation
Variation Order	Extra Work Order
Description	Increase in the area
Suspension of Work/Time Extension	5 days extension due to late turn-over
Revised Contract/Construction Cost	Php 10,000.00000
Revised Date of Completion/Delivery of Goods	2018-06-30
Remarks	None

m. PROJECT STATUS

The Project Status panel provides the user a brief summary of the project. The panel includes the physical status of the project, project-at-risk, project profile encoding status, and the status of the encoded contents (Figure 114).

Figure 114 Project Status panel

PROJECT STATUS

PHYSICAL

COMPLETED

RISK

NO RISKS

ENCODING

PROJECT PROFILE

SUBMITTED 2 HOURS AGO

REMARKS:

CONTENT

No. of Content	Vetted	Approved
19	63.16%	0.00%
Validated	Submitted	For Revision
0.00%	31.58%	5.26%

V. SYSTEM SETTINGS

A. PROFILE SETTINGS

The user has the option to update his/her profile and account using the User Module. To navigate, click the user account button as shown in **Figure 115-1**. To view details of the user's profile, click **Profile** (**Figure 115-2**). To change the user's password, click **Settings** (**Figure 115-2**), type the new password and supply the current password then click **Save** to update.

Figure 115 Log-out and profile settings



B. LOG-OUT

To end the current session, navigate to the user account (**Figure 115**) button located at the upper right corner of the application and click **Sign out** (**Figure 115-3**).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT



DILG Memorandum Circular No: 2018-114

Date: July 20, 2018

TO : MUNICIPAL/CITY LOCAL GOVERNMENT OPERATIONS OFFICERS, CITY/PROVINCIAL DIRECTORS, REGIONAL DIRECTORS, OPDS AND ISTMS DIRECTORS AND STAFF, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF SUBAYBAYAN

I. Introduction

SubayBAYAN is the official platform of the Department in the monitoring and reporting of the progress of implementation of all Locally-Funded Projects (LFPs) administered by the Office of Project Development Services (OPDS). Short for "Subaybayan ang Proyektong Bayan", it is the enhanced version of the old Program and Project Monitoring System replaced by the Programs and Projects Management System (PPMS), developed by the Information Systems and Technology Management Services (ISTMS) of the Department.

SubayBAYAN is an online application system that monitors the progress of implementation of LFPs. It provides a *real time information* on the physical and financial status of subprojects; information on actual location of subprojects thru *map overlays* and *dashboard graphical presentations*; offers *feedback mechanism*, where stakeholders and beneficiaries can post comments on the subprojects being implemented and *like and share* information thru social media (Facebook); management to *change logs and audit trail* that keep track of all the changes and transactions in the system; and management of *Project-at-Risk* data that allows DILG users to view and manage subprojects at risk before ending into critical state.

SubayBAYAN is accessible online through the DILG website: **www.dilg.gov.ph**

II. Purpose

The purpose of this Guidelines is to provide clarity, define roles and responsibilities, and provide standards in the monitoring and reporting of the implementation of the OPDS LFPs. The establishment and implementation of the SubayBAYAN supports the OPDS enrolled process in the ISO 9001:2015, entitled Progress Monitoring and Reporting of Locally-Funded Projects (OPDS-PMED-32).

III. Users of the Guidelines and Coverage

This Guidelines shall be the reference of all DILG field officers and OPDS in tracking and reporting progress of implementation of all LFPs.

The SubayBAYAN application caters to all OPDS LFPs funded from FY 2012 to present. These are:

- a. BuB - FYs 2013 – 2016
- b. BUB LGSF - FY 2016
- c. BEA - FY 2014
- d. ADM - FY 2017
- e. AM – FY 2018 and onward
- f. KALSADA - FY 2016
- g. CMGP - FY 2017 and onward
- h. SLRF - FYs 2012, 2014 , 2015 , 2017 and onward
- i. SALINTUBIG - FY 2012 to present
- j. PAMANA - FYs 2012 to 2016
- k. RAY 1, 2 and 3 - (FYs 2013 to 2017)

IV. Definition of Terms and Acronyms

For purposes of this Guidelines, essential terminologies used are defined as follows:

- (a) *Administrator*, performs system management, analytics and generates reports from data.
- (b) *Backup*, the procedure of copying and archiving of data to be used for restoration in an event of data loss.
- (c) *Data Approver*, the entity responsible for data approval process.
- (d) *Data Encoder*, person responsible for data entry.
- (e) *Data Validator*, the entity responsible for data validation process.
- (f) *Field Engineers*, refers to all engineers in the Central and Field Offices who conduct site inspections and validations on the implementation of subprojects.
- (g) *Financial Status*, the statuses of obligation, disbursement and liquidation of the financial subsidy to the LGU.
- (h) *Raw Data*, are the reports posted in the SubayBAYAN but are not official.
- (i) *Super Administrator*, performs overall system management.
- (j) *Users*, refer to the employees of the DILG who were provided with distinct access and responsibility to manage the data in the SubayBAYAN; otherwise the access of an individual to the SubayBAYAN is termed as *public*.

Acronyms

ADM	- Assistance to Disadvantaged Municipalities
AM	- Assistance to Municipalities
CD	- City Director
CLGOO	- City Local Government Operations Officer
CMGP	- Conditional Matching Grant for Provinces
CO	- Central Office of the DILG

DBM	- Department of Budget and Management
DILG	- Department of the Interior and Local Government
GAA	- General Appropriations Act
HUC	- Highly Urbanized City
ICC	- Independent Component City
ISTMS	- Information Systems and Technology Management Service of the DILG
IT	- Information Technology
LFPs	- Locally-Funded Projects
LGU	- Local Government Units
MLGOO	- Municipal Local Government Operations Officer
NADAI	- Notice of Authority to Debit Account Issued
OPDS	- Office of Project Development Services
PD	- Provincial Director
PDMU	- Project Development and Management Unit
PMED	- Project Monitoring and Evaluation Division of the OPDS
PMO	- Project Management Office in the OPDS
PO	- Provincial Office of the DILG
PSGC	- Philippine Standard Geographical Code
RICTU	- Regional Information and Communication Technology Unit
RO	- Regional Office of the DILG
USLG	- the Undersecretary for Local Government

V. The Program/ Project Policies

The **OPDS**, thru the DILG Regional Offices, shall be responsible in the formulation of program/ project policies and data-capture forms, and the subsequent revision/ amendment/s that may arise from circumstances. The OPDS shall also be responsible in the dissemination of the said documents to all the DILG Field Offices and concerned parties.

The program/ project policies shall be the basis of the ISTMS in the design of the monitoring and reporting system.

VI. The Design and Management of the SubayBAYAN

The **ISTMS** is the Super Administrator of the SubayBAYAN; responsible in managing and ensuring that the System operates in accordance with the OPDS' program/ project policies, including the subsequent policy amendment/s, in addition to the standards of the USLG.

In line with this, the ISTMS shall:

1. be responsible in the establishment of the required IT infrastructure, sufficient data storage, updated software and the stable internet connection at the DILG CO,
2. ensure the ease of operation of the SubayBAYAN by its users, i.e., user-friendly,
3. be responsible in the establishment of backup files of all data enrolled in the system (*per QP-ISTMS-43: Backup and Restoration of DILG Database*),
4. be responsible in the security and management of information, as to data privacy, restrictions and exclusivity of access, and

5. ensure the operation of links between the SubayBAYAN and other websites like e-mails, Facebook, etc.

VII. Users and Creation of User Accounts

DILG employees are to be provided with specific access to be able to execute the appropriate task required in the SubayBAYAN. Granting of requests for access by the employees in the Field and Central Offices are vested in the RO and the ISTMS, respectively.

The **RO, thru its RICTU**, shall be responsible in validating the identity of Field Officers and shall be the authority in granting the request for access by the Data Encoders, Validators and Approvers. *The processes of creation of account and the granting of access by the RICTU are discussed under the Memorandum dated 07 August 2017 (Annex A).*

The requests for access by the OPDS and PMO Staff shall be granted by the **ISTMS**.

Users and access to the SubayBAYAN are classified as follows:

- Super Administrator: ISTMS
- Administrator: OPDS/PMO
- Data Approver: RO
- Data Validator: PO
- Data Encoders: MLGOO, *on the physical status of LFPs and the financial reports of ADM subprojects implemented by a municipality;*
CLGOO, *on the physical status of LFPs implemented by a component city;*
Designated Focal Person in the DILG City Office, *on the physical status of LFPs implemented by an HUC or ICC;*
Designated Focal Person/s in the PO, *on the physical status of LFPs and the financial reports of CMGP subprojects implemented by a province;*
(On the discretion of the PD, a Team or a Unit may be created in the PO such that there shall be individuals who shall be responsible on the validating the report of C/MLGOO and the reporting of the physical and financial status of projects implemented in the province).
PDMU or the equivalent unit in ROs, *on the physical status of LFPs implemented by the DILG-RO;*
Regional Accountant, or its designated Financial Analyst in the PDMU (or the equivalent unit), *on all the financial reports of LFPs in the Region (except on AM/ ADM and CMGP subprojects).*
- Viewer: Public, other individuals who want to access the SubayBAYAN but do not qualify as any of the above.

The ISTMS and OPDS shall keep a database of all the profiles of Users of the SubayBAYAN.

VIII. Enrollment of Subprojects in the SubayBAYAN, Profiling and the Reporting of the Status in Implementation

This section defines the specific steps and roles in the management of data for new subprojects to be enrolled in the SubayBAYAN (i.e., creation of account; progress reporting; and updating information of the enrolled subproject).

A. Enrollment/The Creation of Subproject Account

The **OPDS PMOs** shall be responsible in the creation of the *subproject account* in the SubayBAYAN. Within one month upon receipt of the subproject list from the DBM, the OPDS PMOs will encode in the SubayBAYAN the following informations:

1. Subproject Title,
2. Identification *per* PSGC, and
3. Approved Allocation *per* GAA.

B. Subproject Profiling

Within two weeks after the creation of the subproject account, **Data Encoders** will encode in the SubayBAYAN the following information:

1. Project Description, and
2. Project Location.

The **RO** must be able to approve the Subproject Profile not later than two weeks upon encoding by the Data Encoders. Once approved by the RO, the System will lock the information on the Subproject Profile.

C. Reporting of the Physical and Financial Statuses of Subprojects

Upon the implementation of the subproject, **Data Encoders** shall be responsible in the encoding of the subproject profile and the reporting of the physical and financial statuses of the subproject.

The **RO** shall approve all entries made by the Data Encoders in the SubayBAYAN.

D. Reporting of Progress Information

Information on the progress of implementation such as physical accomplishment in percent (%) based on the LGU Monthly Statement of Work Accomplished (SWA) and financial accomplishment or disbursements will be reported in the SubayBAYAN, every month using the application. (See also item X)

E. Updating of Erroneous Information Encoded

After data has been encoded, validated and approved in the SubayBAYAN, there may be discovered wrong entries due to human errors and the like. When these happen, any alteration must be done only after a written request

by the **Data Encoder** endorsed by the Regional Director is duly approved by the OPDS Subaybayan Focal Person.

Field Engineers are to convey to respective **ROs** the discrepancies in the information on the subproject noticed during field visits.

IX. Uploading of Images/Pictures

Data Encoders shall upload to the SubayBAYAN geo-tagged images/pictures/photographs of subprojects as follows:

A. For infrastructure subprojects:

1. before the project, i.e., *the site or the old structure or the source, for water system projects,*
2. the subproject billboard, *within 15 days upon the receipt of the Notice to Proceed (NTP),*
3. the Community Billboard,
4. within the 20 to 40 percent physical accomplishment,
5. within 50 to 70 percent physical accomplishment,
6. at 90 percent physical accomplishment,
7. at 100 percent physical accomplishment, *within five days upon the issuance of Certificate of Completion, and*
8. during the operation/ utilization of the facility (project).

B. For subprojects: acquisition of equipment or procurement of goods

1. during the delivery and acceptance, and
2. during the utilization of the goods or equipment.

All images should provide a clear (high definition) visual of the status being reported. Each photograph must not exceed 2.0 megabytes (MB) in size.

X. The Timeline and Process of Generation, Review, Validation, Approval, Vetting of Status Reports of LFPs and the Consolidation of Reports for Submission to Higher Management

The progress of accomplishment (physical and financial) as of the 25th of each month, per project, shall be reported to the SubayBAYAN, including the appropriate image or picture as required.

The generation, reporting, validation, approval and submission of physical and financial statuses of subprojects shall be performed following the schedule below:

25 th day of the Month or Last WD before the 25 th if it falls on a weekend or non-working day	First WD after the 25 th day		2nd WD after the 25 th day	3 rd WD after the 25 th day	End of the Month or last working day of the month
	5:00 PM	12:00 NN		5:00 PM	12:00 NN
Generation of Data: C/MLGOO reports on the status of LFPs implemented by the city and municipality	Review by the Cluster Head: Cluster Head reviews the reports by the C/MLGOO	Validation of Data: PO validate reports submitted by the Cluster Head Generation of Data: Focal Persons in the PO and the DILG City Office reports on the physical status of implemented LFPs	Approval of Data: RO approves reports Generation of Data: RO reports on the physical status of implemented LFPs, and the financial status of LFPs in the Region (except on AM/ ADM and CMGP subprojects)	Vetting of Data: PMO vets on the accuracy of data	Consolidated Report OPDS-PMED extracts reports, prepares analysis and submits to USLG consolidated monthly status reports of LFPs

The SubayBAYAN automatically generates statistical report after the cut-off time. Only data approved by the RO and vetted by the PMO will be captured by the System in the generation of monthly reports. Information encoded after the designated schedule will not be considered in the consolidated report, however they will be in the "raw data" until they are validated, approved and vetted at the appropriate levels.

The above process is system supported, i.e., validation, approval and vetting processes are executed in the SubayBAYAN. Data reported in the SubayBAYAN can be viewed at real time.

XI. Administration of the SubayBAYAN and the Management of Data

There shall be an **IT Staff in every PMO** who shall be responsible in the administration and management of data in the SubayBAYAN, and who shall serve the demand for information by its respective PMOs, the OPDS and the higher management in the Department. The **OPDS-PMED** shall be responsible in the consolidation of all the reports from PMOs, generate summaries and provide the higher management of the Department with the statistical report and analysis on the overall status of implementation of LFPs.

XII. Management of Comments Posted in the SubayBAYAN and Facebook Page

There shall also be an **IT Staff in every PMO** who shall manage and moderate the comments posted in the SubayBAYAN and in the SubayBAYAN-Facebook Page.

Data Encoders shall feedback to LGUs the comments posted in the SubayBAYAN relating to subprojects they are reporting.

XIII. Maintenance and Upgrading of the SubayBAYAN

To ensure operations of the System, it shall be the responsibility of the **ISTMS** to:

1. ensure the availability of IT staff to maintain the operations of the System as well as to assist the OPDS and its PMOs in case of a trouble in the operations of the SubayBAYAN,
2. keep the System updated with the trends in the information technology, and
3. upgrade the System at least once every year.

XIV. Repealing Clause

Memoranda on the implementation of the old Programs and Projects Monitoring System, the 1OPDS and all other previous issuances are hereby repealed.

XV. Effectivity

This **Memorandum Circular** shall take effect immediately.

For strict compliance.


EDUARDO M. AÑO
Officer-In-Charge



CONNECT WITH OPDS!

ROLYN Q. ZAMBALES

Director, OPDS

RENE V. VALERA

Assistant Director, OPDS

CHERYL C. AGUSTIN-FLORES

Division Chief, PMED

MA. TERESA H. CONCEPCION

Division Chief, PCDD

ROSALINA DS. ILAYA

Project Manager, CMGP

MIGUEL T. GLER

Project Manager, AM-DRROI PMO

MARIO O. PAZ

Project Manager, AM-LAR PMO

FE CRISILLA BANLUTA

Project Manager, WSSPMO



DILG CENTRAL OFFICE
Office of Project Development Services
24th Floor, DILG-NAPOLCOM Center, EDSA corner,
Quezon Avenue, Quezon City



(02) 929-9601;
441-9100 local 4301 to 4314;
(02) 928-58-54



caflores@dilg.gov.ph;
pcdd.opds@gmail.com;
dilgwsspmo@gmail.com;
adm.drroipmo@gmail.com;
dilgco.localroads@gmail.com