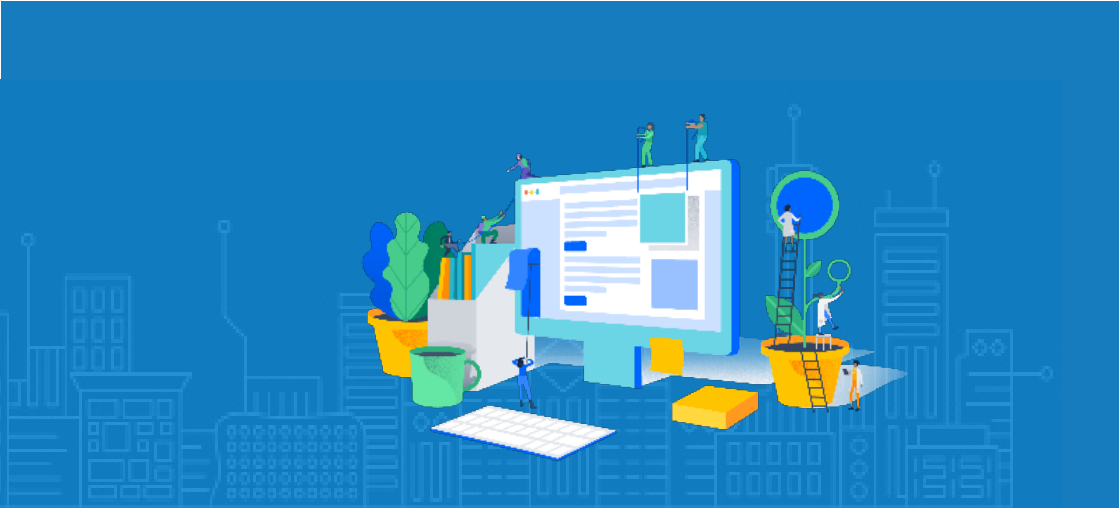# USER MANUAL

MB-DCF ONLINE SYSTEM

MANILA BAY CLEAN-UP, REHABILITATION, AND PRESERVATION PROGRAM

WHAT IS THE PURPOSE OF A DATABASE SYSTEM ?

A Database System can help in the establishment of baseline data, vital in understanding the context, and compliance of the Local Government Units (LGUs) in the Manila Bay Watershed Area. The database is useful in the storage, control, consolidation, and faster retrieval of important information which will serve as basis in the preparation of reports, analysis of trends, identification of implementation gaps, and generation of other important information as needed.

WHAT IS THE MB-DCF
Online System?

The Manila Bayanihan-Data Capture Form Online Systemc (MB-DCF) is a web-based database management system that enables efficient data consolidation, and analysis to support the monitoring of local government units' compliance relative to the Manila Bay Clean-up, Rehabilitation, and Preservation Program (MBCRPP). The MB-DCF is a tool created to better understand the information, and status reported by the LGUs which can help in identifying, and providing the appropriate assistance, support, and capacity building that will empower, and improve environmental management at the local level.

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TABLE OF CONTENTS

SYSTEM REQUIREMENTS

The following are the requirements to access the database system:

- BROWSER - Must be the latest version
- INTERNET CONNECTION - 1mbps or higher
- COMPUTER OR LAPTOP - Pentium IV or higher

ACCESSING THE SYSTEM

The system can be accessed using any internet browsing application throug website address **http:// mbcrpp.dilg.gov.ph**.
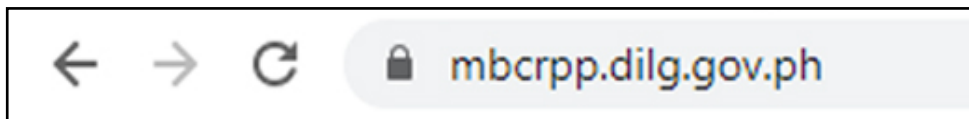
Figure 1 - Website address

After entering the website address, you will be directed to the Home page of the system.

Figure 2 - Home Page

The Home page of the system shows basic information about the Manila Bay Clean-up, Rehabilitation, and Preservation Program (MBCRPP) such as its mission, vision, functions, contact information, and press releases/ articles for public consumption.

Below the DILG Banner is a Navigation Bar where the following, pages may be accessed: Home, Issuance, and Map.

Pages	Description
Home	The Home Page shows the basic information about the MBCRPP.
Issuance	The Issuance Page shows the policies such as the Memorandum Circulars (MCs) issued to support to the implementation of the Program.

Map	The Map Page shows the Geographic, and Political Boundaries of the Manila Bay Watershed Area including a comprehensive data report for each city/ municipality.
Reports/ Resources	The Reports and Resources tab shows the narrative reports and other references produced relative to the Program

To be directed to a desired page, click on the name of the page on the Navigation Bar
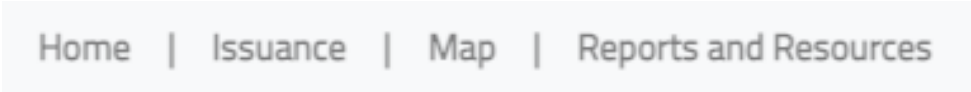
Figure 3 - Navigation Bar

Policies Issued

List of policies issued under the Manila Bay Rehabilitation Program

Show [10] entries   Search: [   ]

Title ↑↓	Description ↑↓	↑↓
DILG MC No. 2004-151	Reconstitution of Local Solid Waste Mangement Board and Updates in Organized Ecological Solid Wate Management Committee of Barangays	View document
DILG MC No. 2008-144	Reiteration of MC No. 2005-69 dated July 21, 2005 Re: Maintenance and Updating of Records of all Inhabitants of the Barangays, pursuant to Section 394 (d) (6) of R.A. No. 7160	View document
DILG MC No. 2009-005	Amending DILG MC No. 2008-143 titled, Creation of Local Housing Boards	View document

Figure 4 - Issuance Page

Figure 5. Map Page

The Map Page allows you to select the desired city/municipality. The system will display important data related to its compliance.

To view the data of a city/municipality, hover the mouse cursor over the desired LGU and a pop-up will appear containing its information.

Reports and Resources

List of Report and other Resources of the MBCRPP-PMO

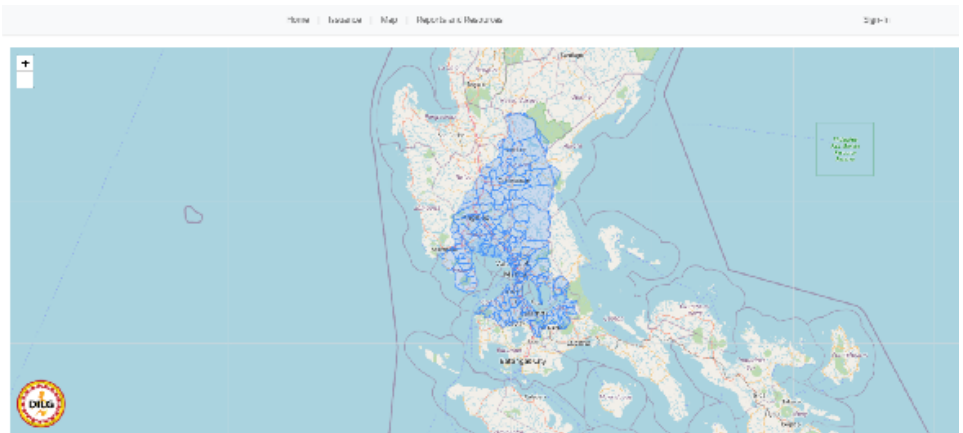Manila Bay-related Reports

Show [10 v] entries   Search: [   ]

Description	
2011-2015 Accomplishment Report of the MBCRPP	View Document
2018 Fisheries Compliance Audit Results of the Manila Bay Region	View Document
Documented LGU Activities within the Manila Bay Area	View Document
Fisheries Compliance Audit Guidelines	View Document
MBCRPP IRR series of 2015	View Document
Operational Plan for the Manila Bay Coastal Strategy 2017 to 2022	View Document

Showing 1 to 6 of 6 entries   Previous [1] Next

Figure 6. Reports and Resources

SIGNING-IN TO THE SYSTEM

The system will first perform a security verification to ensure that the user is the official, or registered user.

To sign-in, locate the Navigation Bar and hover the mouse cursor to the rightmost side, where the 'Sign-in' button is located.

Figure 7 - Sign-in button
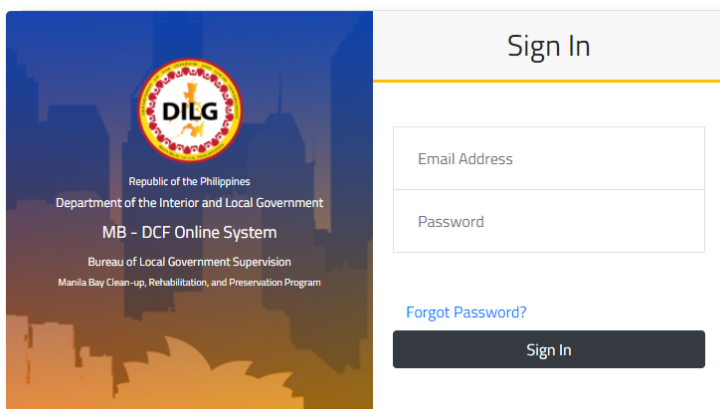
Figure 8 - Sign-in Page

Clicking the 'Sign-in 'button in the Home Page will direct you to the Sign-in page. Note that the email address you will be using needs to be registered to have access. If not yet registered, contact your DILG Provincial or Regional Office to register your email address.

Sign-in by entering your correct, and registered sign-in credentials. Click the box labeled 'Email Address', and type your registered email-address (which serves as your official username).

Below the box where you entered your email address is another box labeled 'Password'. Click the box and type your password.

After entering your Email Address and Password, you may now click the button 'Sign-in'. Note that the Password is case-sensitive, which means that you must enter the correct case or format.

If you entered an incorrect email address or password, the system will display a pop-up indicating that you have failed to log-in.
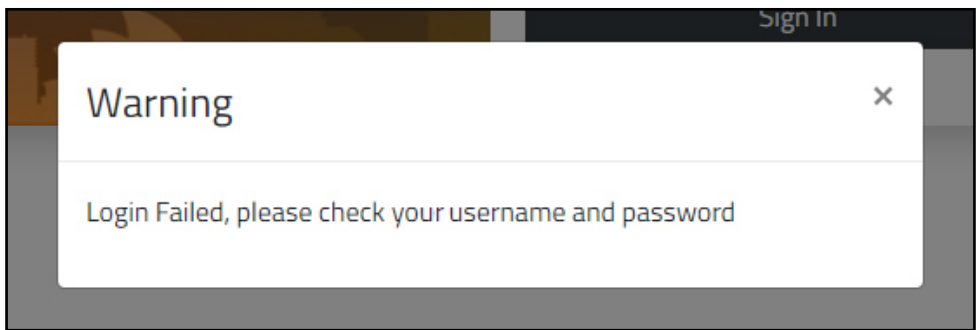

Figure 9 - Log-in Failed

If you entered the correct email address and password, the system will proceed with user verification, and identification. The system will detect your sign-in credentials, and direct you to the Main System Page.

MAIN SYSTEM PAGE FAMILIARIZATION
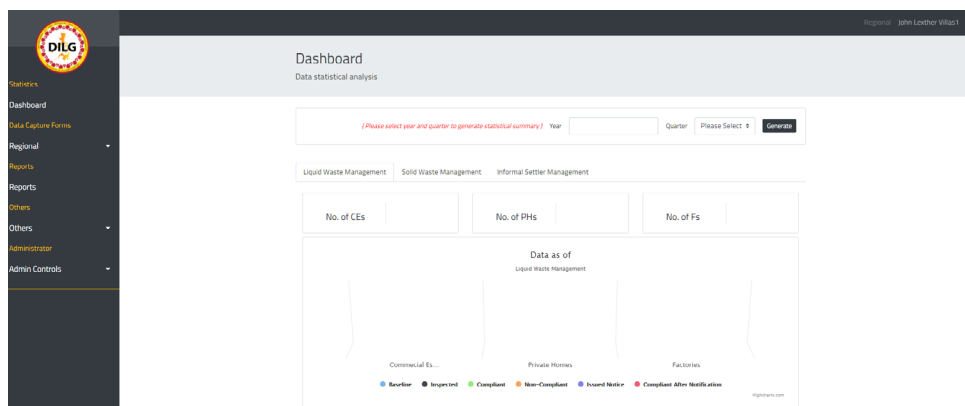
Figure 10 - Main System Page

The Main System Page shows the Side Bar and the list of pages that may be accessed by the user. By default, the page will display the Dashboard containing the summary of the data and compliance report of LGUs on a particular quarter.

If you are a user from the LGU, the format of the Main System Page will look like the one shown in Figure 10.

The following are the pages that may be accessed from the main page by the user/s: a) Statistics where the Dashboard tab is under; b) Data Capture Forms where the Local Government Unit tab is under; and c) Reports. Note that the list of pages in the Side Bar varies depending on the access level.
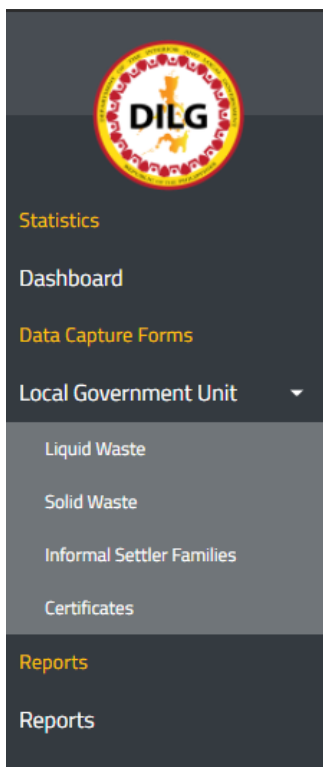
Figure 11 - Side Bar List of Pages

Page	Description
Dashboard	The Dashboard Page contains the statistical summary of the compliance of all LGUs in the Manila Bay Watershed Area.
Data Capture Forms (Local Government Unit)	This page contains the three (3) main data capture forms, and the tab for the uploading of Certification for submitted forms.
Report	This menu redirects the user to the reports generation page.

Selecting the Dashboard button will lead you to the page. The system will show the generated summary where encoded data on each outcome area or indicator that was automatically analyzed by the system.
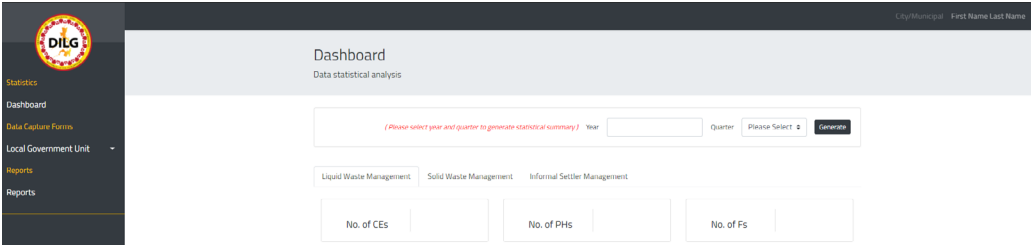
Figure 12 - Dashboard

To generate the Statistical Summary for a particular quarter and year, hover your mouse cursor over the box labeled 'Year' then click to enter the Year of the compliance report you wish to access. The box labeled 'Quarter' is where you select the desired quarter from the list, either 1st, 2nd, 3rd, or 4th Quarter.

Figure 13 - Year and Quarter

Click the button 'Generate' located beside the 'Quarter' box to access the desired data. After clicking the 'Generate' button, the system will display and designate all analyzed data.

Click the button 'Generate' located beside the 'Quarter' box to access the desired data. After clicking the 'Generate' button, the system will display and designate all analyzed data.

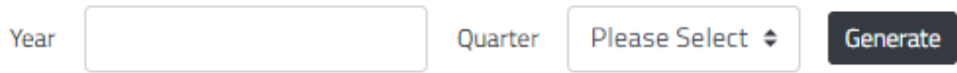The three (3) main outcome areas that the system analyzes are the following: 1) Liquid Waste Management, 2) Solid Waste Management, and 3) Informal Settler Families (ISF) Management. The system will consolidate and analyze all stored information based on the requested Year and Quarter indicated, and will display information for the particular period.

To view the analyzed data, select the name of the outcome area.

Liquid Waste Management	Solid Waste Management	Informal Settlers Management
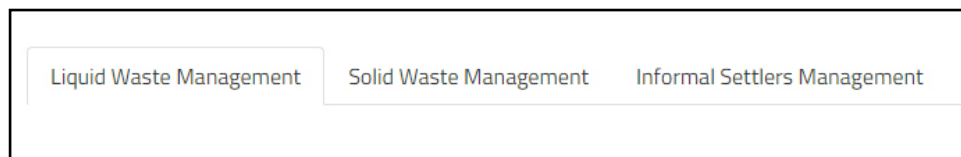
Figure 14 - Outcome Areas

The analyzed data shall be reflected through parameters, and graphs as seen in Figure 14.
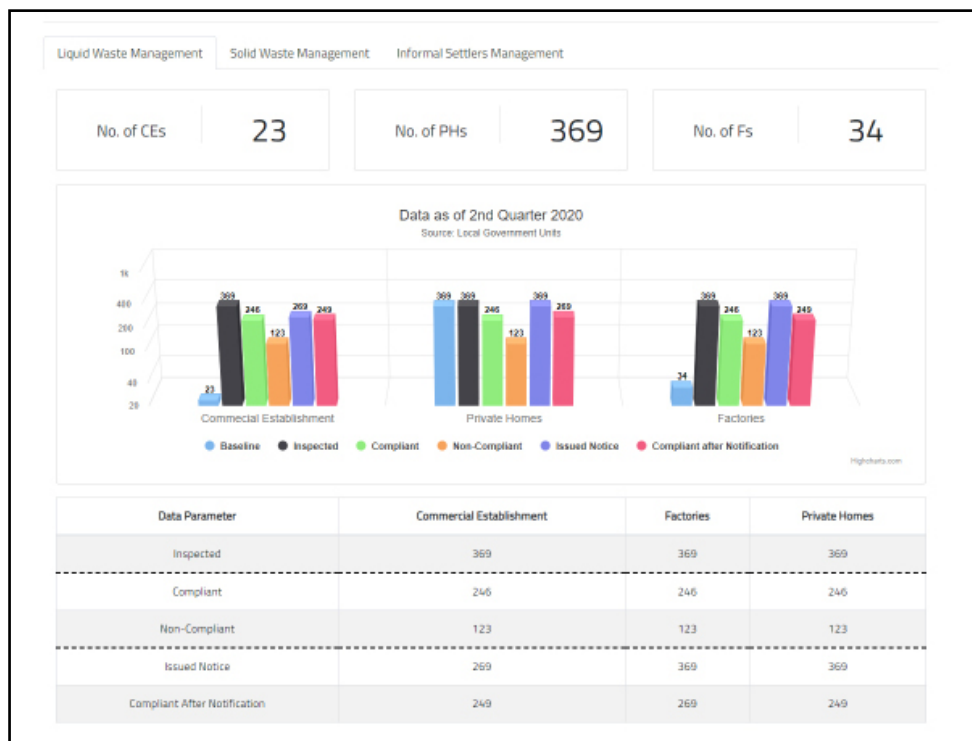
Figure 15 - Generated Statistics

The LGU tab is where the three (3) data capture forms are located. This is also the tab that needs to be accessed when submitting or updating data.

To access the page, select the Local Government Unit Tab located in the Side Bar. The name of the tab will vary depending on the access level of the account in use. For the LGU access, what can be viewed are only the forms needed to be filled-out and/or updated.

When forms are accessed, what will be shown are the same capture form formats used by the LGUs, and the DILG for the Manila Bay Outcome Area Reports.
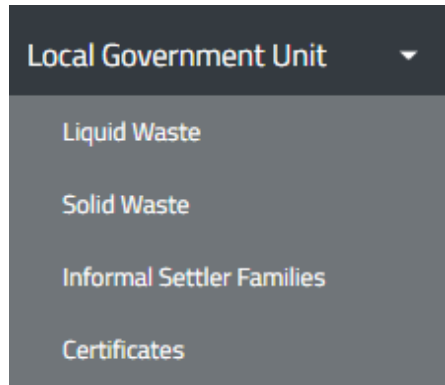
Figure 16 - Local Government Sub-items

DATA ENCODING

LIQUID WASTE MANAGEMENT

Definition of Terms

AGRICULTURAL WASTE
Refers to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields (Source: RA No. 9003)

COMMERCIAL ESTABLISHMENT
Refers to public or private structure utilized or operated for business or profit. (Source: DILG M.C. No. 2018-207 on the Guidelines for the LGU Compliance Assessment.)

DESLUDGING
The process of removing the accumulated septage or fecal sludge from a septic tank and other sewage treatment facility by pumping out or vacuuming, and transporting it to a treatment facility (Source: Revised IRR of the Sanitation Code)

FACTORIES

Includes all buildings and premises wherein, or within the close or curtilage of which, steam, water, or any mechanical power is used to move or work any machinery employed in manufacturing. (Source: DILG M.C. No. 2018-207 on the Guidelines for the LGU Compliance Assessment.)

PRIVATE HOMES

Refers to the total number of households in the city/ municipality. Data source on this may be from the Philippine Statistics Authority (PSA) latest census and number of additional household units based on LGU inventory (Source: DILG M.C. No. 2018-207 on the Guidelines for the LGU Compliance Assessment.)

SEPTAGE

The liquid, solid, and semisolid material that results from wastewater pre-treatment in a septic tank, which must be pumped, hauled, treated, and disposed of properly (Source: Revised IRR of the Sanitation Code)

SEPTIC TANK

A watertight regular receptacle designed and constructed to receive and partially treat raw wastewater. The tank separate and retains settleable and floatable solids suspended in the raw wastewater. Settleable solids settle to the bottom to form sludge layer. (Source: Revised IRR of the Sanitation Code)

SEWAGE

A wastewater generated from residential/ domestic, commercial, industrial, institutional sources including special establishments and

health care facilities. (Source: Revised IRR of the Sanitation Code)

WASTE

Means any material either solid, liquid, semisolid, contained gas or other forms resulting from industrial, commercial, mining or agricultural operations, or from community and household activities that is devoid of usage and discarded. (Source: R.A. No. 9275)

WASTEWATER

A combination of greywater, blackwater, and/ or used liquid wastes containing substances generated from any sources that make the water unfit for intended or beneficial uses. (Source: Revised IRR of the Sanitation Code)

Now let's try to access one of the sub-items. To select the DCF, Hover your mouse cursor over to the sub-item named 'Liquid Waste'. Once the yellow highlighted sub-item appears, select it to be redirected to the form. Select 'Create Report' to input new data for the reporting quarter.

Figure 17 - Liquid Waste Management Form Page

Figure 18 - Required Information

Figure 19 - Basic Information

Required Information

Particular	Description
Quarter	Select the quarter of the data that will be encoded.
Year	This will be auto generated by the system.
Region	Select the region where the City/ Municipality is located.
Province	Select the province where the City/Municipality is located.
City/Municipality	Refers to the name of the Local Government Unit (LGU).

Part A. Basic Information

	Particular	Description
1	Total Land Area (sq.m)	Write the total land area of the City/ Municaplity in square meters (sqm). Data may be sourced out from the Ecological or Municipal/ City Profile.
2	Total Number of Barangays	Refers to the total number of Barangays based on its political boundaries.
3	Total Number of Private Homes (PHs)	Refers to the total number of households in the city/ municipality. Note that data inputted under Existing and New will be automatically added.

		Existing: Refers to the number of Private Homes data reported during the previous quarter. New: Additional Households that are built/ established during the quarter being assessed.
4	Total Number of Commercial stablishments (CEs)	Refers to the total number of commercial establishments in the city/ municipality. Commercial Establishments refer to public or private structures utilized or operated for business or profit. Note that data under new and existing will be automatically added, and the number of closed establishments will be automatically subtracted. Existing: Total number of CEs reported during the previous quarter. New: Additional commercial establishments built, established, or registered within the quarter. Note that a particular structure may only be registered once. Closed: Commercial establishments that were permanently closed due to bankruptcy, closure order, or the owners' own volition. Note that closed structures already subtracted from the baseline, but have re-opened, will be counted as New.
5	Total Number of Factories (Fs)	Refers to the total number of factories in the city/municipality. Note that data under new and existing will be automatically added, and the number of closed factories will be automatically subtracted. Existing: Total number of Factories as reported during the previous quarter.

		New: Additional Factories built, established, or registered within the quarter.Note that a particular structure may only be registered once
		Closed: Factories that are permanently closed due to bankruptcy, closure order, or the owners' own volition. Note that closed structures already subtracted from the baseline, but have re-opened, will be counted as New.
6	Source	Indicate the Data source(s) of ALL information reflected.

Figure 20 - Attaching Manila Bayanihan Form for New CEs/Fs/PHs

Note: Upload the inventory of NEW Commercial Establishments, Factories, and Private Homes in PDF format. For LGUs without factories in their area of jurisdiction, please upload the Certification from the LCE. Please ensure that data on all newly-inspected structures are listed in the inventory

Part B. Existence of Septage and Sewerage Management Ordinance (SSMO)

The LGU has an approved Septage and Sewerage Management Ordinance	Refers to the existence of the Septage and Sewerage Management Ordinance in the LGU. Select 'Yes' if the LGU has an approved SSMO. Otherwise, select 'No'. If with SSMO, indicate the details of the ordinance such as the Ordinance Number and date of approval. If the LGU does not have an approved SSMO , indicate the current status by selecting the appropriate box corresponding to its status: Draft, First Reading, Second Reading, or Public Hearing

Figure 21 - Existence of Septage and Sewerage Management Ordinance

Note that if you select 'Yes', the ordinance number will be enabled, and you will be asked to upload a scanned copy of the ordinance. Please upload the complete ordinance in one PDF file only. If you select 'No', the Status of the ordinance will be enabled while the ordinance number will be disabled.

Part C. Compliance to Septic Tank and Water Treatment Facilities

Inspection/ Inventory of Commercial Establishments (CEs), Factories (Fs), and Private Homes (PHs) with Septic Tank or Clustered Septage Treatment Plant (STP) and Wastewater Treatment Facilities.

	Particular	Description
1	Barangay covered by Inspection	Indicate the number of barangays within the city / municipality covered by inspections for each type of structure (PHs, CEs, Fs).
2	Total Number of Structures Inspected	Refers to the number of PHs, CEs, and Fs monitored by the LGU or its instrumentalities with regard to the compliance of structure/ establishment to having a septic tank or functional wastewater treatment facility. Structures inspected consist of three (3) categories: Existing, New, and Closed. Existing structures inspected refer to the number of structures inspected based on the previous quarter report. The new structures refer to the number of structures inspected by the LGU within the subject quarter. The number of existing and new structures (CEs, Fs, and PHs) are added to make-up the Total Number of Structures Inspected. Closed structures are those that have been inspected already, but have been filed by owner for permanent closure (Eg. CEs/ Fs that have filed application for Closure, etc)

3	Compliance	The Total Number of Structures Inspected is further divided based on their 'Compliance', particularly whether the structures are 'Compliant' or 'Non-compliant'. Compliant structures have two (2) types: 1) compliant structures connected to a sewage or treatment facility, and 2) compliant structures that are connected to a septic tank with right requirements and desludging. Please note that the total number under Compliance is a breakdown of the status of all inspected structures, hence the total should also match the total number under inspected structures.

Figure 22 Compliance to Septic Tank and Wastewater Treatment Facilities

LGU Action Against Non-Compliant PHs, CEs, and Fs

To add data, hover you mouse cursor and select the button 'Add Data'.

Notice that a pop-up will appear which will display the particulars that need to be answered.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button. Data added from the previous quarters will appear in a list, which the status may be edited. Note that for previous quarter inputs, only the status may be edited.

Figure 23- LGU Action Against Non-Complaint PHs, CEs and Fs

Figure 24 - Add data

Particular	Description
LGU Actions	Example of LGU actions include the issuance of compliance notice, closure order, or order for the cessation of operations
Total	Refers to the number of issuances, notices, or other forms of sanctions/actions imposed by the LGU on non-complying structures
Timeline	Period given to the establishment to comply, period of suspension, or effective date of closure
Status	Refers to the condition of the Action during the reporting quarter, whether action is not yet started, on-going, or completed

Next Steps

To add data on this part, hover you mouse cursor, and select the button ' Add Data'.Notice that a pop-up will appear which will display the particulars that need to be answered.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button. Data added from the previous quarters will appear in a list, which the status may be edited. Note that for previous quarter inputs, only the status may be edited.

Particular	Description
Description	Refers to the plan of action of the LGU based on the perceived gaps and issues that affect the status of LGU compliance
Timeline	Period for the LGU to implement and accomplish their plan of action
Status	Refers to the condition of the Action during the reporting quarter, whether action is not yet started, on-going, or completed

Quarter Encoded	Description (Plan of Action of LGU based on the gaps/ issues that affect status of compliance)	Timeline	Status	Actions

Figure 26 - Next-Steps

Add Information ✕

Description
(Plan of Action of LGU based on the gaps/ issues
that affect status of compliance)

Timeline

Status

Add Data

Figure 25 - Add Data

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button. Data added from the previous quarters will appear in a list, which the status may be edited. Note that for previous quarter inputs, only the status may be edited.

Result of LGU Actions

	Particular	Description
1	No. of Issued Notices w/ Commitment	Refers to issued notices of LGU that have periods that are yet to lapse Existing notices refer to notices issued before the reporting quarter. Refer to previous quarter's total number of issued notices. New notices are notices issued within the reporting quarter. Note that the existing and new issuances are automatically added in the column under 'Total'
2	No. that Complied after LGU Actions	This includes structures and establishments that have complied (constructed septic tanks or wastewater treatment facilities, whichever is applicable) after the issuance of notices or related enforcement activities conducted by the LGU. Existing refers to the number of CEs/PHs/ Fs that complied in the previous quarters following issuance of NOV (refer to the 'Total' number in the previous quarter report submission)

		New refers to new compliant structures after issuance of NOV Note that the existing and new number of compliant structures are automatically added in the column 'Total' Divided into Closed and Penalties/Fines.
3	No. of Given Sanctions	Closed: Applies to CEs and Fs that were closed-down by the LGU as a sanction for non-compliance, either temporarily while construction of adequate treatment facility is on-going, or permanently, subject only to future compliance of the owner of the establishment. Note that the structures closed under this Section shall not be included in the Closed Structures under Baseline Information or Inspected Structures, unless LGU confirms that subject structures are permanently closed already. For closure/closed: Indicate the number of closed structures for the reporting quarter only. Penalties/ Fines: For non-compliance either temporary while construction of adequate treatment facility is on-going, or permanently, subject only to future compliance of the owner of the establishment. Indicate the number of structures given penalty/fine for the reporting quarter only.

Figure 26 - Result of LGU Action

Part D. Water Served Population

To add data on this part of the form, hover you mouse cursor and select 'Add Data'. Notice that a pop-up will appear which will display the particulars that you need to accomplish.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Data added from the previous quarters will appear in a list which can be edited/updated by the LGU.

	Description
Name of Water Service Provider	Indicate the Service Provider where the Private Homes are connected. Note PHs covered by water concessionaires are not included in the list. The interest of this indicator is to monitor other PHs not covered by water concessionaires (Maynilad, Manila Water, etc) If the LGU is catered by Water Concessionaires such as Maynilad and Manila Water, leave the item blank.

Type of Water Service Provider	Identify the type of water service provider mentioned, whether it is operated by the LGU, Subdivision, Cooperative, People's Organization, or from Bulk Seller.
Number of Private Homes Covered	Indicate the total number of Households covered by the water service provider. The number of Private Homes covered is divided into two (2) types: Existing: Refers to the total number of households serviced by the provider within the city/municipality, based on previous quarter report New: Additional households within the city/municipality covered by the service provider. Note that existing and new households will be automatically added in the column 'Total'

Water Served Population						Add Data
Quarter Encoded	Name of Water Service Provider	Type of Water Service Provider (Example: Subdivision, Bulk Sellers, Cooperatives, People Organization, etc.)	No. of Private Homes Covered			Actions
			Existing (Previous total reported data)	New (Within the quarter)	Total (Existing + New)	

Figure 28- Water Served Population

Figure 29- Add Data

E. Sanitation Service Provider within the LGU

To add data, hover you mouse cursor and select 'Add Data'. Notice that a pop-up will appear which will display the particulars that you need to accomplish.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Data added from the previous quarters will appear in a list which can be edited/updated by the LGU.

Particular	Description
Name of the Service Provider	Indicate the Service Provider where the Private Homes are connected. Note that only service providers other than water concessionaires will be included.
Sanitation Activities Offered	For this section, sanitation activities refer to desludging-related services.
No. of Private Homes provided with Sanitation Services	Indicate the total number of Households provided with sanitation services. The number of private homes covered is divided into two (2) types: Existing: Refers to the total number of households within the city/ municipality provided with sanitation services based on previous quarter report New: Additional households within the city/ municipality provided with sanitation services Note that existing and new households will be automatically added in the column 'Total'

Figure 30 - Water Served Population Offered Sanitation Service

Figure 31 - Add Data

Figure 32 - Liquid Waste Form Page (with saved report/data)

Submitting the report
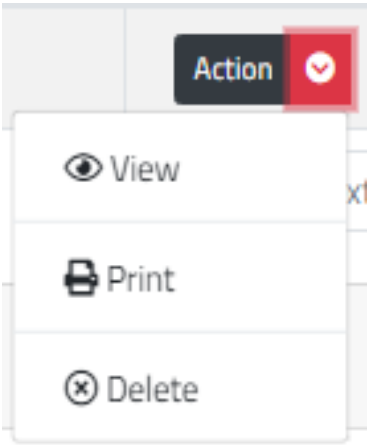
Figure 33 - Action Button

When you click the 'Action' button, it will list the actions you can do with your saved data. Hover your mouse cursor to the button, then click the arrow symbol to show the list of actions

Below are the functions and descriptions.

Particular	Description
View	Select to see/ review the encoded report/ data
Print	Select to print the report that you have submitted. Note that reports may only be printed once said report has been submitted to the Central Office
Delete	Select to remove the encoded data/ report that was saved as 'Draft'.

On the report you wish to submit, click the 'View' button to be directed to the saved data. At the end of the form, you will see the buttons: Submit, Edit, Comments, and Back.

Below are the functions and descriptions.

Particular	Description
Submit	Select to submit/upload the encoded report or data to the database system
Comments	Select to view the comments/input by the validators who reviewed the data submission
Edit	Select to revise/ change information in the encoded report/data
Back	Select to return to the page where your MB-Forms are located

Figure 34 - Action Button

Review the draft thoroughly to ensure all data encoded are correct. If you wish to change the data, click the 'Edit' button.

One you have reviewed the data in the report, click the 'Submit' button (once only, please do not click multiple times). A pop-up will appear

which says 'Are you sure? Do you want to submit this report? If yes, please enter remarks below'.

Input any remarks/comments you wish the DILG to know, such as justification/explanation for incomplete data inputs, notes/comments for consideration, etc, then click the 'Yes- Submit' Button. If you wish to go back, click 'No' to cancel submission.

After clicking the 'Yes-Submit' button, the system will check and validate the data submitted, and forward it to the respective provincial/regional validator for their review
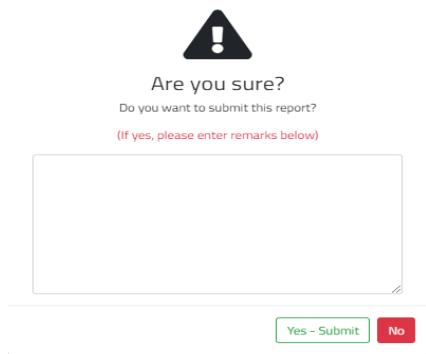
Figure 35 - Submit pop-up question

Submission of Certification

Once report is submitted, the LGU can no longer edit the form, unless returned by the DILG for revision.

The system will send a notification to your registered email. The notification will ask you to fill-out the template certification attached in the email, to certify that the report submitted is true and correct, to be signed by the Local Chief Executive and heads of the Manila Bay Task Force.

Said certification and FINAL MB-DCF Forms (validated by the Regional Office) must be scanned and uploaded in the Online System, under the 'Certification' tab found under the Local Government Unit tab in the side bar,

Note that final reports (at least reviewed and approved by the Regional level) shall be printed by the LGU which shall serve as attachment to its Certification. **Reports with no Certification will not be considered as valid submissions.**
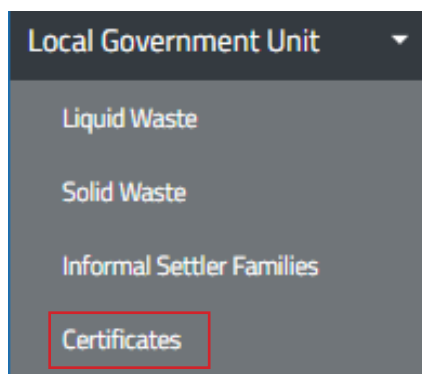
Figure 36 - Certification

Returned Forms

Upon thorough review of the DILG, incomplete and inconsistent reports will be returned to the LGU for completion/ revision. The DILG will be notifying the LGU when the forms have been returned, and the edits that need to be done. The LGU is requested to also check the status of their submissions.

If the form is returned, the LGU is requested to make the necessary adjustments as soon as possible, and resubmit the form to the DILG. LGU can also click the 'Comments' tab and indicate notes/ clarifications, or other pertinent information' before re-submitting the form to the DILG.

SOLID WASTE MANAGEMENT

COLLECTION
Shall refer to the act of removing solid waste from the source or from a communal storage point (Source: R.A. No. 9003)

COMPOSTING
Shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product; (Source: R.A. No. 9003)

CONTROLLED DUMP
Shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation (Source: R.A. No. 9003)

DISPOSAL
Shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in an land (Source: R.A. No. 9003)
Disposal Site: shall refer to a site where solid waste is finally discharged and deposited (R.A. No. 9003)

GENERATION
Shall refer to the act or process of producing solid waste (Source: R.A. No. 9003)

MATERIALS RECOVERY FACILITY
Includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility (Source: R.A. No. 9003)

OPEN DUMP

Shall refer to a disposal area wherein the solid wastes are indiscriminately thrown or disposed of without due planning and consideration for environmental and Health standards (Source: R.A. No. 9003)

RECYCLABLE MATERIALS

Shall refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the Commission (Source: R.A. No. 9003)

SANITARY LANDFILL

Refers to a waste disposal site designed, constructed, operated and maintained in a manner that exerts engineering control over significant potential environment impacts arising from the development and operation of the facility (Source: R.A. No. 9003);

SEGREGATION

Shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal (Source: R.A. No. 9003)

SEGREGATION AT SOURCE

Shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal (Source: R.A. No. 9003)

WASTE DIVERSION

Shall refer to activities which reduce or eliminate the amount of solid waste from waste disposal facilities (Source: R.A. No. 9003)

Now let's try to access the second sub-item. To select the DCF, hover you mouse cursor to the sub-item named 'Solid Waste'. Once you see the sub-item highlighted yellow, select it to be directed to the form.

To add or create a report, hover your mouse cursor and select the button 'Create Report' .

Below are the particulars and desriptions on how to answer or what data to input.

Figure 37 - Solid Waste Management Page

Figure 38 - Required Information

Required Information

Particulars	Description
Quarter	Select the quarter of the data that will be encoded.
Year	This will be auto generated by the system.
Region	Select the region where the City/ Municipality is located.
Province	Select the province where the City/Municipality is located.
City/Municipality	Refers to the name of the Local Government Unit (LGU).

Part A. Local Solid Waste Management Board and Plan

Particulars	Description
Item 1	Refers to the existence of the Local Solid Waste Management Board created through an Executive Order (E.O.) or Sanggunian Bayan (S.B.) Resolution. Select 'Yes' if the LGU has a Local Solid Waste Management Board. Otherwise, select 'No'.
Item 2	Refers to the reference number and date of approval of the E.O. or S.B. Resolution. If the answer to Item 1 is 'Yes', indicate the E.O or SB number and date of approval. If the answer to item 1 is 'No', you will not be able to write anything for this item.

	Further, if you select 'Yes', the system will ask you to upload the E.O or S.B Resolution creating the SWM Board. Please make sure to upload the scanned copy of the document in one PDF File only.
	Note: Uploading of attachment will only be done once, unless LGU needs to update the document The details such as EO Number, date of approval, and the attachments may be edited, in cases when SWM Board membership has been revised, or any instances requiring update of the EO/ SB Resolution.
	If the LGU does not have an SWM Board, note that succeeding parameters (Composition, 10-Year SWM Plan, Board Meetings, and Technical Assistance) will be disabled, as the SWM Board is required for the LGUs to be able to perform enumerated functions.

Figure 39 - Local Solid Waste Management Board and Plan

ON COMPOSITION

Particulars	Description
City/Municipal Mayor is the Chairperson of the Board	Select 'Yes 'if member is present in the SWM Board, otherwise, select 'No'.
A representative of the local sanggunian	Select 'N/A' if the representative is not available in the area due to inexistence of organization/ institution in the locality.
The president of the Local Liga ng mga Barangay	
The chairperson of the SK Federation	Note that LGUs may opt to include sectoral representative/s outside their locality/jurisdiction provided that said representative is either connected to the LGU through existing partnership/s , or at the minimum, belongs to the same province.
A representative of a local environmental NGO that promotes recycling and the protection of air and water quality	
A representative from the recycling industry	
A representative from the manufacturing or packaging industry	Such case shall only be acceptable for the following representatives: a) local environmental NGO
A representative of each concerned government agency possessing relevant technical and marketing expertise as may be determined by the Board	that promotes recycling and the protection of air and water quality, b) recycling industry, and c) manufacturing or packaging industry.

On Composition	Actions
City/Municipal Mayor (Chairperson)	⇕
The following are the members of the Board	
A representative of the local sanggunian	⇕
The president of the Local Liga ng mga Barangay	⇕
The chairperson of the SK Federation	⇕
A representative of a local environmental NGO that promotes recycling and the protection of air and water quality	⇕
A representative from the recycling industry	⇕
A representative from the manufacturing or packaging industry	⇕
A representative of each concerned government agency possessing relevant technical and marketing expertise as may be determined by the Board	⇕

Figure 40 - On Composition of SWM Board

Figure 41-Selection Value

10 YEAR SOLID WASTE MANAGEMENT PLAN

Particulars	Description
The Local Board caused the formulation of the local 10-Year SWM Plan	Select 'Yes' if the LGU has caused the formulation of the local 10-Year SWM Plan.
Status of the Plan	Select 'Yes' on the corresponding status of the plan

Draft: The 10-Year SWM Plan is being drafted which includes data gathering stage, conduct of Waste Analysis and Characterization Study (WACS), strategy formulation, identification of Programs Projects Activities (PPAs) and budget appropriation. LGUs who are also updating their outdated 10-Year SWM Plan will fall under this category/ status.

Submitted to EMB Regional Office / National Solid Waste Management Council Secretariat (NSWMC-S) for Review: Draft 10-Year SWM Plan is already with the EMB Regional Office/ NSWMC-S for review/ awaiting approval.

LGUs who have passed deliberation of their plans by the NSWMC will still fall under his category until NSWMC's issuance of a resolution indicating approval of the plan.

Resubmitted to EMB/ NSWMC for Additional Description Information: 10-Year SWM Plan needs to be revised/ needs further information before being approved. |

	Approved by NSWMC: With resolution from the NSWMC indicating approval of the 10-Year SWM Plan.
	Outdated (10-Year Plan): Duration of the plan has lapsed. (10-Years duration)
The Plan is being updated every two (2) years	Select 'Yes' if the LGU is updating the 10-Year SWM Plan every two (2) years.
	For newly approved 10-Year SWM Plan not due for updating, Select 'No'.

Figure 42-10 Year Solid Waste Management Plan

ON MEETINGS

Particulars	Description
The Board met at least once WITHIN the quarter	Select 'Yes' if the SWM Board has met at least once within the quarter, where minutes of the meeting must be attached in the database system.
If yes, please upload supporting documents	The following information must be uploaded in One (1) FIle Only: 1) Attendance sheet where quorum of SWM Board members must be reflected; 2) SWM-related agenda and agreements made; and 3) Photo documentation, if available.

Figure 43- On Meetings

ON TECHNICAL ASSISTANCE

Particulars	Description
The LGU/Board received technical assistance from an assisting agency on the formulation/updating of SWM Plan	Select 'Yes' if the LGU already received technical assistance from an assisting agency on the formulation and/or updating of SWM Plan.

Figure 44 - On Technical Assistance

Part B. Institutional Set-Up for Solid Waste Management

Particulars	Description
The LGU has a Municipal/City Environment and Natural Resources Office (M/CENRO) or an equivalent institutional set-up/regular office on handling waste management, and created through an Executive Order or S.B Ordinance	Refers to the existence of the Municipal/City Environment and Natural Resources Office (M/CENRO), and duly created through an E.O. or S.B. Ordinance. An equivalent institutional set-up/regular office may be considered provided that roles to be undertaken by the LGU particular on waste management must be indicated in the approved E.O. or S.B. Ordinance.

	Select 'Yes' if an office/ equivalent is created/ designated, if none, select 'No'.
Details of Ordinance/ E.O	Indicate the details of the ordinance/ E.O supporting the creation of the environmental office. In cases where E.O or SB Ordinance is not available, LGU may provide any valid/ legal document proving creation of equivalent office. Note than if you selected 'No' in the existence of a M/CENRO, you will not be able to write anything on this section. If you selected 'Yes', scanned copy of the EO/ SB Resolution needs to be uploaded. Note: Uploading of attachment will only be done once, unless LGU needs to update the document

Figure 45 - Institutional Set-up for Solid Waste Management

Part C. Mandatory Segregation of Wastes at Source

Particulars	Description
Total No. of Barangays	Refers to the total number of Barangays in the LGU.
Total No. of Compliant Barangays	The LGU must consolidate result in the Manila Bayanihan Form 2.2. In the Barangay DCF the No. of Compliant barangays in Segregation at Source are the barangays that scored 70% and above. Enter the total number of compliant Barangays based on the consolidated data.
Computed percentage	The system will automatically calculate the percentage based on the given data (no. of compliant barangays/ total number of barangays x 100).

Figure 46 - Mandatory Segragation of Wastes of Source

Based on the results of the computation, the system will determine whether the LGU is compliant or not. An LGU will be considered compliant if the computed average is 70% or higher. If below 70%, the LGU will be considered 'non-compliant'.

Part D. Segregation and Collection of Wastes at Source

Particulars	Description
Does the LGU have a "No Segregation, No Collection Rule" covered by an E.O or S.B Ordinance?	Refers to the existence of the 'No Segregation, No Collection Rule 'of the LGU which must be implemented at the barangay level.
	If the answer is 'Yes' upload a copy of the said resolution/ordinance.
Types of waste collected by LGU at the barangay/household level	Refers to the type of waste/s that is collected by the LGUs at the barangay/household level.
	Note that this indicator also covers collection of wastes initiated by the barangay (ex. If the barangay has its own truck).
	Refer to Definition of Terms for Solid Waste Management for the definition of the types of waste.
LGU Waste Collection Scheme	Corresponds to the applicable schedule and mode of collection of wastes for household/barangay, whether:
	a) Separate day collection of different wastes
	b) Same day collection of different wastes, using separate trucks

	c) Others, which need to be specified
LGU Waste Collection Scheme	It is possible that city/municipality, and barangays practice different type of waste collection scheme. If this is the case, indicate the type of collection scheme common in majority of the barangays, or what is general practiced of the city/municipality.

Figure 47 - Segregation and Collection of Waste

Barangays covered by the LGU's collection scheme

Particulars	Description
Total No. of Barangays	Refers to the number of barangays in the LGU.

Total No. of Barangays covered	Refers to the number of barangays serviced/covered by the LGU's collection system. Memorandum of Agreement (MOA) with haulers, if applicable, must be used as reference in determining number of serviced barangays. This indicator also includes the barangays who have their own collection schemes, if applicable.
Computed percentage	The system will automatically calculate the percentage based on the given data (no. of compliant barangays/ total number of barangays x 100)

Figure 48 - Barangays covered by the LGUs Collection Scheme

Based on the result of the computation, the system will determine whether the LGU is compliant or not. An LGU will be considered compliant if the computed average is 70% or higher. If below 70%, the LGU will be considered 'non-compliant'.

Part E. Functional Materials Recovery Facility

LGU Compliance rate on establishment of Materials Recovery Facility (MRFs) in every barangay, pursuant to Section 32 of R.A. No. 9003.

Particulars	Description
Total No. of Barangays	Refers to the number of barangays in the LGU.
Total No. of compliant Barangays	The LGU must consolidate result in the Manila Bayanihan Form 2.2. In the Barangay DCF, No. of Compliant barangays to Existence of Materials Recovery Facility are barangays that scored 70% and above. Enter the total number of compliant Barangays based on the consolidated data.
Computed percentage	The system will automatically calculate the percentage based on the given data (no. of compliant barangays/ total number of barangays x 100)

Figure 49 - Functional Material Recovery Facility

Based on the result of the computation, the system will determine whether the LGU is compliant or not. An LGU will be considered compliant if the computed average is 70% or higher. If below 70%, the LGU will be considered 'non-compliant'.

Part F: Waste Generation and Waste Diversion

Particulars	Description
Waste Generation of the LGU per capita per day	Data on Waste Generation of the LGU per capita per day is located in the Waste Analysis and Characterization Study (WACS) of the 10-Year SWM Plan. Waste Generation per capita per day refers to the estimated amount of waste generated of one (1) person per day (in kilograms). Note that even if the 10-Year SWM Plan of the LGU is not yet approved (under review/ approval), LGU must still implement and monitor activities accordingly, to meet targets as stated in the plan. Leave the item blank if LGU has not conducted WACS yet, and has no basis in determining Waste Generation per capita/ day.
LGU Population	Indicate the total population of the LGU on the current assessment year (per individual, not household) which is usually indicated in the 10-Year SWM Plan, or based on the most recent census computed yearly using the PSA data on population growth

	Based on the waste generation per capita per day and the total LGU population, the EWG per quarter will be automatically computed by the system using the formula found below
Estimated waste generation (EWG) of LGU per quarter	Based on the waste generation per capita per day and the total LGU population, the EWG per quarter will be automatically computed by the system using the formula found below

Estimated Waste Generation (EWG) of the LGU per Quarter:

$$\frac{\text{Waste generation of the LGU per capita/day X LGU Population x 365}}{\text{4 Quarters}}$$

Determine Waste Generation of LGU per quarter
*Note: Write "N/A" if LGU has not conducted WACS

Waste Generation of the LGU per capita / day: Refer to WACS of 10-Year SWM Plan	
LGU Population	
Estimated Waste Generation (EWG) per quarter :	NaN

Figure 50- Estimated Waste Generation of LGU

Particulars	Description
Did the LGU conduct clean-up (coastal, rivers, and other water bodies) activities in the last quarter?	Refers to the conduct of clean-up by the LGU. If yes, what is the total number of kilograms of solid waste collected during clean-up activities? If No, please

	indicate 'Zero' in the blanks under 'City/ municipal and barangay initiated clean-up.

Did the LGU conduct clean-up (coastal, rivers, and other water bodies) activities in the last quarter?

Answer   Please Select   ⬍

Figure 51- LGU Conducted Clean-up

Particulars	Description
City/Municipality initiated/ coordinated clean-up activities	Refers to the number in kilograms of solid waste collected by the City/Municipality during their clean-up activies.
Barangay initiated/ coordinated clean-up activities	Refers to the number in kilograms of solid waste collected of the Barangays during their clean-up activities. Note that in the previous DCF, this is in number of sacks. To be consistent with the DILG MC No. 2019-09 on the Conduct of Weekly Clean-up Drive, measure of waste collected has been changed to kilograms instead of sacks. If data on the conduct of weekly clean-up drive will be used, ensure that there will be no duplication on data the city/ municipality, and the barangay initiated clean-up drives.
Total	The system will automatically calculate based on the given data.

Figure 52- LGU and Barangay initiated Clean-ups

To avoid duplication of records, both LGU, and barangay must agree to which party the clean-up activity will be credited. Clean-up activities to be included are those initiated/organized by both parties, and those where the local government unit has coordinated/participated with other organizing stakeholders, as long as activity was conducted within the LGUs area of jurisdiction.

Determine total number of waste diverted per quarter

Particulars	Description
Compost	Supply necessary information in kilograms by checking existing records from haulers, barangay MRFs, junkshops, or records indicating diversion.
Recyclables	
Others	Refer to Definition of Terms for the definition of the different types of waste.
Total Volume	The system will automatically calculate this based on the given data.

Type of Waste	Volume of Waste Diverted (in kilograms)
Compost	
Recyclables	
Others	
TOTAL	

Figure 53 - Weight of Waste Diverted

Note: In cases where all households practice backyard composting, it will be assumed that all biodegradable wastes are diverted, Provided, however, that the LGU must present proof that backyard composting per household is effectively being implemented, must have supporting ordinance/resolution and programs, IEC to enforce/ encourage backyard composting, or other related documents to enforce backyard composting in the locality.

As business entities, junkshops must furnish their LGUs a copy of the records of there business most specially the amount of waste/materiral that come into their establishment.

Determine compliance of LGU to Waste Diversion Target

Particulars	Description
Waste Diversion Percentage Target	Refer to the WACS of the 10-Year SWM Plan to determine the waste diversion target of the LGU during current assessment year (in percentage format). Leave the item blank if LGU has not conducted WACS yet, and has no basis in determining waste diversion target.

	Note that waste diversion target should be IN PERCENTAGE (%). If item is left blank, LGU will automatically be tagged as non-compliant on the indicator for waste diversion target.
Waste Diverted per Quarter	To answer the 'Waste Diverted per Quarter', use the formula found below. Divide the total volume of waste diverted with the EWG, and multiple by 100 to get the percentage of waste diverted. This is also automatically computed by the system.
Computed Percentage	The system will automatically calculate the percentage based on the given data.

Figure 54 - Waste Diversion Target

$$WD = \frac{\text{Volume of Compost + Recyclables + Others}}{\substack{\text{EWG per quarter} \\ \text{(Estimated Waste Generation)}}} \times 100$$

Based on the computed percentage, did the LGU meet the waste diversion target?
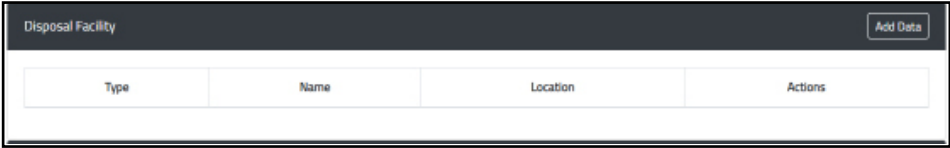
Result:

Figure 55 - Computed Percentage

Part G: Disposal Facility

In this part, the user can add data about the disposal facility services the LGU.
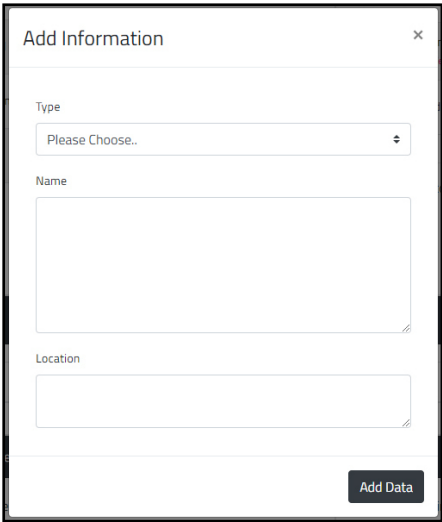
Please make sure LGU has an input on this, otherwise LGU will be tagged as non-compliant, meaning, LGU does not have an approved disposal facility, which may be violation under RA No. 9003.

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear which will display the particulars that you need to accomplish.

Figure 56 - Disposal Facility

Figure 57- Add Data

Particulars	Description
Type	Refers to the corresponding type of disposal facility that services the LGU.
	The following types may be indicated: Open/ Controlled Dumpsite, Sanitary Landfill, Residuals Containment Area, or Alternative Technology.
	Refer to Definition of Terms for the different types of disposal facility.
	For open/ controlled Dumpsite, indicate whether it has an existing Safe Closure Rehabilitation Plan (SCRP). Otherwise, controlled/ open dumpsite will be considered operational.
	LGU may indicate more than one type of disposal facility, depending on what is applicable.
Name of the Facility	If a disposal facility services the LGU, indicate the name of the facility. Note that in order to say that a facility services an LGU, a Memorandum of Agreement or any binding legal document stating the nature of the partnership/ownership must be present.
	For alternative technology, the LGU must indicate in this section the types of technology being used.
Location	Refers to the address where the disposal facility is located.

To add other information, the 'Add Data' button is located on the right side. When selected, a pop-up menu will appear where you can supply information.

No-Littering and Related Ordinance

Particulars	Description
The LGU has a No-Littering Ordinance	Select 'Yes' if the LGU has a No-Littering Ordinance. Otherwise, Select 'No'. If 'Yes' is selected, please upload a copy of the ordinance/ policy in one PDF file only Note that once 'Yes' is selected in previous report, the same will automatically be selected for the succeeding reports.

Figure 58 - LGU No-Littering Ordinance

If LGU has a No-Littering Ordinance, supply the following information below:

Particulars	Description
Ordinance No.	Refers to the reference number of the ordinance
Date of Approval	Refers to the date of approval of the said ordinance

The LGU has a No-Littering ordinance

Answer	Yes ⇕

If the answer is "Yes", indicate Ordinance No. and Date of Approval

Ordinance No.	

Date of Approval	dd/mm/yyyy 🗓

Upload Doc.	Choose file No file chosen

Figure 59 - Ordinance No. and Date of Approval

Total Number of Barangays	Refers to the total number of barangays in the LGU.
No. of Barangays with records of apprehension for the quarter	Refers to the total number of barangays with records of apprehension for the quarter. The LGU must consolidate results from the Barangays that answered 'Yes' to whether it apprehends violators or not.
Computed Percentage	The system will compute the percentage based on the given data

If "Yes", determine compliance rate of LGU

Total number of Barangays:	
No. of number of Barangays with record of apprehension for the quarter:	

Figure 60- LGU Compliance Rate

Next Steps

For this part, enter the reason for low compliance, or if there are other remarks that need to be considered. Further, indicate the next steps and any needed assistance to improve compliance to particular indicators.

Figure 61 - Next Steps

INFORMAL SETTLER FAMILIES

Definition of Terms

CLEARED AREAS
Refers to danger areas originally occupied by ISFs which have been cleared of ISFs either partially or in full (Source: DILG MC No. 2017-89)

INFORMAL SETTLER FAMILIES (ISF)
Underprivileged members of society whose family income falls within the poverty threshold. Must abide with the eligibility requirements stated under Section sixteen (16) of Republic Act No. 7279 or the Urban Development and Housing Act of 1992; (Source: R.A. No. 7279)

INFORMAL SETTLEMENT
Structures used as a dwelling/commercial establishment situated within a waterway's easement area not covered by any existing land title or secured by any legal document that can prove ownership by a private individual or entity of said land where the structure is situated;

LOCAL HOUSING BOARD
Refers to a local special body devoted to addressing shelter concerns in the formulation, development and implementation of a comprehensive and integrated housing and land development program of the LGU

LOCAL SHELTER PLAN
Shelter plan Provides LGUs with a grounded perspective of the shelter situation through a purposive analysis of shelter issues and concerns. It enables the LGU to determine their housing need, conduct an inventory of its resources that may be earmarked for shelter and develop strategies to address their housing and urban development concerns based on an assessment of the capacity of the LGU and

existing local dynamics (Source: HUDCC Local Shelter Planning Manual)

RESETTLEMENT AREAS

refers to areas identified by the appropriate national agency or by the local government unit with respect to areas within its jurisdiction, which shall be used for the relocation of the underprivileged and homeless citizens; (Source: R.A. No. 7279)

Now let's try to access the last sub-item. To select the DCF, hover you mouse cursor to the sub-item named 'Informal Settler Families'. Once you see the sub-item highlighted yellow, select it to be directed to the form.

Figure 62 - Informal Settler Families (ISF) Page

The image above shows the Informal Settler Families page. Information or data that are corresponds to the this form shall be encoded and displayed in this page.

To add or create a report, hover your mouse cursor and select the button 'Create Report'.

Figure 63 - Required Information

Required Information

Particulars	Description
Quarter	Select the quarter of the data that will be encoded.
Year	This will be auto generated by the system.
Region	Select the region where the City/Municipality is located.
Province	Select the province where the City/Municipality is located.
City/Municipality	Refers to the name of the Local Government Unit (LGU).

Part A. Organizational Requirements

Particulars	Description
Local Housing Board Created/ organized thru ordinance	Indicate if the LGU has an established Local Housing Board (LHB) .
Ordinance No.	Indicate the reference number of the ordinance creating the LHB
Date Enacted	Indicate the date of effectivity of the Local Housing Board

Date of latest Local Housing Board Meeting	Indicate the date of the latest meeting convened by Local Housing Board.
Upload Supporting Documents	Upload Supporting documents of the meeting conducted (minutes of the meeting, and attendance sheet), and copy of the ordinance in one (1) PDF file only.
Status of Local Shelter Plan	Refers to the Status of Local Shelter Plan (LSP) of the LGU, whether adopted by the Sanggunian through a Resolution or Executive Order, Submitted to the Sanggunian for adoption, Final Draft, 1st Draft/ initial drafting phase, or no draft at all. Indicate the date based on the applicable status of the Plan.
Status of Resettlement Action Plan	Refers to the Status of Resettlement Action Plan (RAP) of the LGU. Add data corresponding to the number and status of RRAPs in the LGU. Note that RRAP is required for LGUs with planned/ on-going resettlement-related activities

Figure 64- Organizational Requirements

Part B. Availability of Data

Particulars	Description
Total No. of ISF within Manila Bay Area (waterways)	Indicate the number of ISFs in the waterways in your area of jurisdiction. Refer to the definition of terms as guide on what is ISF and what are waterways. Total number of ISFs is divided into Existing and New ISFs. Existing: Refers total number of ISF based on previous quarter report New: Additional ISFs in the waterways on the reporting quarter, based on conducted survey, data gathering, census or tagging,
Total	The system will automatically calculate and generate the summation of the two (2) parameters
Informal Settler Inventory	Please attach Manila Bayanihan Form for Informal Settler Families or the certification of no ISF which ever is applicable

Figure 65 - Availabilty of Data

Figure 66- Informal Settler Inventory

Part C. Relocated and Resettled ISF

Particulars	Description
Total number of relocated ISFs within Manila Bay Area (waterways)	Refers to the total number of informal settler families that are officially relocated outside the waterways. The total number is divided into Existing and New. Existing: Refers total number of relocated ISF based on previous quarter report. New: Additional ISFs relocated within the quarter.
Total	The system will automatically calculate and generate the summation of the two (2) parameters.

Figure 66- Relocated ISF

Part D. Resources

For LGUs with existing Socialized Housing Project

This indicator shall include all Socialized Housing Projects (existing and planned) in the LGU. For planned projects, it is recommended that such is pre-determined in the Local Shelter Plan, or other related plans of the LGU.

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear that which will display the particulars that you need to accomplish.

Figure 67 - Existing Socialized Housing Projects

Figure 68 - Add Data

Particulars	Description
Location	Refers to the Address and area of the land as determined by its metes and bounds. Location includes the barangay, and sitio where the housing project is situated/ to be constructed.
Land Area	The measure of the land in square meters
No. of Houses Contructed	Refers to the actual or planned units that will be available for occupancy in the subject resettlement site.
Funding Institution	Pertains to the agency or instrumentality responsible for providing or allocating funds for the acquisition of the property and the construction of housing units.
Mode of Aquisition	Refers to the method by which the land, where the resettlement area will be situated, is acquired. It may be originally owned by the LGU, the NGA, acquired through joint venture or eminent domain.
Status	Status details the current standing of the project. It describes if the site is already built and ready for occupancy, construction is still ongoing, land acquisition and progress or funding is already available.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Proposal Sites for Socialized Housing Projects/Resettlement Projects

If LGU has a Local Shelter Plan, land available for socialized housing must be included in the plan. Otherwise, LGU may check land inventory to check for possible buildable areas that is safe and resilient for housing projects, and may be easily obtained given the resources/ funding available of the LGU. The proposed sites will help in determining the resource capacity of the LGU to provide housing assistance to ISFs.

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear that which will display the particulars that you need to accomplish.

Figure 69 - Proposed Site for Socialized Housing Projects/Resettlement Sites

Figure 70 - Add Data

Particulars	Description
Location	Refers to the Address and area of the land as determined by its metes and bounds. Location includes the barangay, and sitio where land is available for socialized housing project.
Land Area	The measure of the land in square meters.
No. of Houses Constructed	Number of units possible for construction refers to the capacity of the land based on its area and existing standards and policies to accommodate a given number of houses.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Further, note that inputs from the previous quarters are also listed. Details may no longer be edited, except for the status. The user is requested to update the status of the listed projects, whether not yet started, on-going construction, completed).

*'Not yet started' shall mean that construction phase has not yet commenced.

Part E. Conferences/Dialogues Conducted

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear that which will display the particulars that you need to accomplish.

Conference/Dialogues Conducted			Add Data
Date	Venue	Target Participants	Actions

Figure 71- Conference/ Dialogues Conducted

Figure 72- Add Data

Particulars	Description
Date	Refers to the date of the conference or dialogues conducted.
Venue	Refers to the palace/location of the conference or dialogues conducted
Target Participants	Refers to the target participants and the institutions they represent, and shall include the number of participants that attended the meeting.

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Further, note that inputs from the previous quarters are also listed. Details may no longer be edited, except for the status. The user is requested to update the status of the listed projects, whether on-going proposal, cancelled, completed)

'Completed' shall mean that the proposed project will push- through.

Part F. Demolition Activity

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear that which will display the particulars that you need to accomplish.

Figure 73- Demolition Activity

Figure 74- Add Data

Particulars	Description
Date of Demolition	Refers to the date of the LGU or DPWH/ NHA initiated demolition activity conducted. In case the series of demolition activities spans for a period of time, indicate the period covered.

No. of Houses Demolished	Refers to the number of structures leveled down. Multiple-floored structures are considered as a single unit regardless of the number of informal settler families using it as dwelling.
Location	Pertains to the barangay or barangays covered (if the ISF area targeted for demolition crosses barangay borders) by the demolition activity.
No. of Families resettled (in-city and off-city)	Refers to the number of families within the area cleared who are given housing unit in existing resettlement area and/or have availed of the government financial assistance for such purpose. This does not include professional squatters or those families who failed to meet the eligibility requirements stated under Section sixteen (16) of Republic Act No. 7279 or the Urban Development and housing Act of 1992.
Transferred to	Refers to the barangay address of the area where the ISF families subject for relocation are brought, it maybe in-city or off-city

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.

Part G. Maintenance of Cleared Areas

Rehabilitation Projects refer to projects or activities aimed at preserving easement areas of waterways through the building of deterrents that would hamper the construction of dwelling structures of ISFs within such area.

To add data hover your mouse cursor and select 'add data'. Notice that a pop-up window will appear that which will display the particulars that you need to accomplish.

Figure 75- Maintenance of Cleared Areas

Figure 76- Add Data

Particulars	Description
Cleared Area	Cleared area is the name/ location where the land is situated
Focal	Focal is the assigned body / individual for the maintenance
Area (in sqm)	Area is the measure of the land covered by the rehabilitation project or activity (in square meters (sqm))

Note that you can add more than one data in this part of the form by clicking the 'Add Data' button.