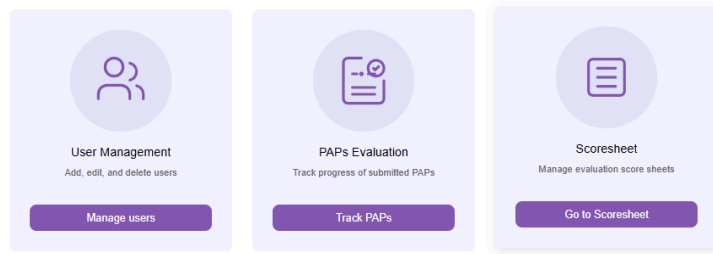


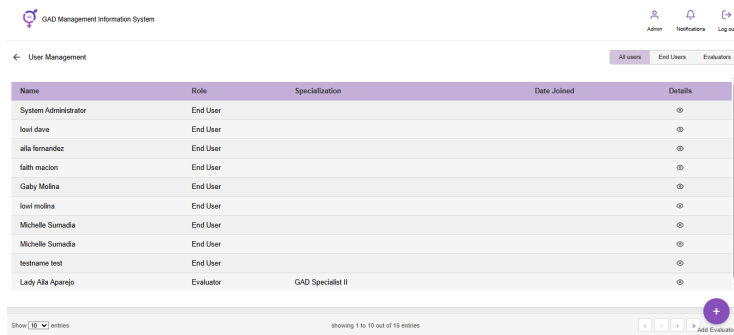
GAD Management Information System


ADMINISTRATOR:

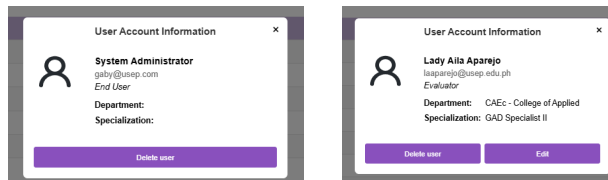
- Login directly on the login page using the default admin account.
 - Email: admin@gad.com
 - Password: admin
- Once logged in, the admin landing page will display this:



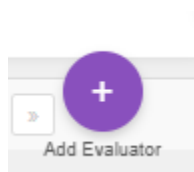
- The *User management* card allows the admin to add, edit, and delete users.



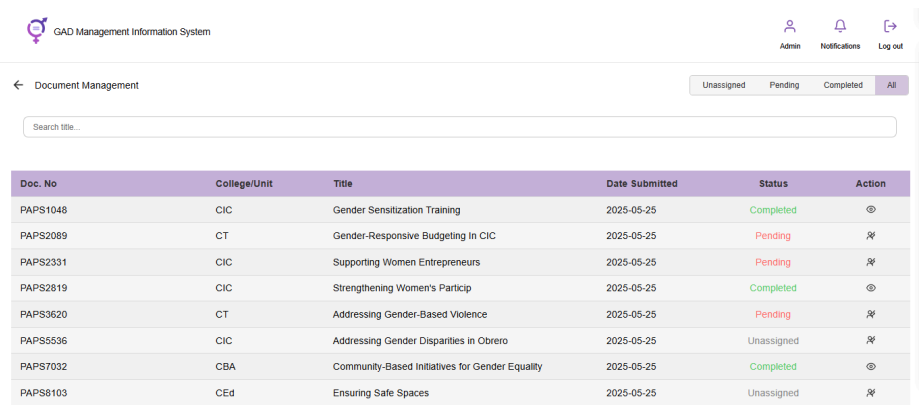
- Clicking the eye icon () for both users will allow the admin to delete an end-user and edit and delete an evaluator.




- The 'add evaluator' button on the bottom right corner allows the admin to add an approved evaluator's information to the database.

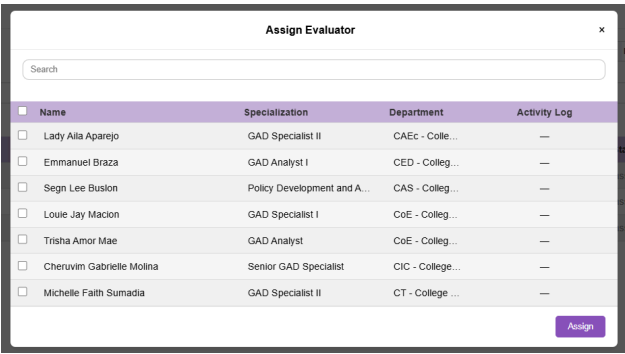


- The *PAPs Evaluation* card allows the admin to track the progress of the submitted PAPs. The list of assigned, unassigned and completed PAPs are displayed here:



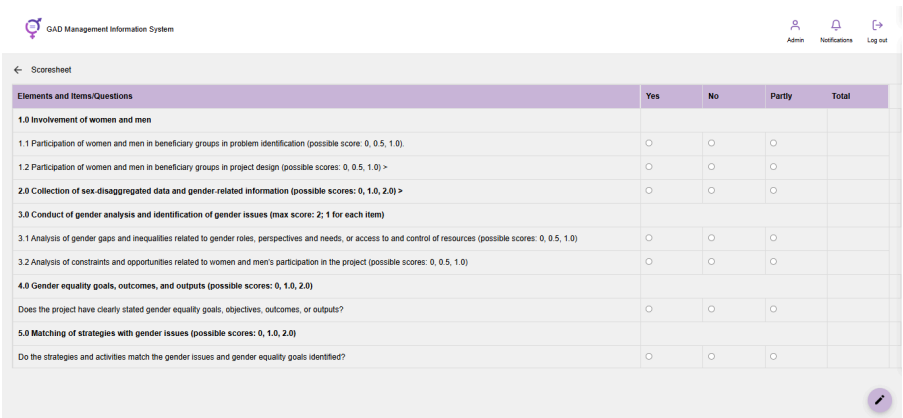
Doc. No	College/Unit	Title	Date Submitted	Status	Action
PAPS1048	CIC	Gender Sensitization Training	2025-05-25	Completed	⊕
PAPS2089	CT	Gender-Responsive Budgeting in CIC	2025-05-25	Pending	⊗
PAPS2331	CIC	Supporting Women Entrepreneurs	2025-05-25	Pending	⊗
PAPS2819	CIC	Strengthening Women's Particip	2025-05-25	Completed	⊕
PAPS3620	CT	Addressing Gender-Based Violence	2025-05-25	Pending	⊗
PAPS5536	CIC	Addressing Gender Disparities in Obrero	2025-05-25	Unassigned	⊗
PAPS7032	CBA	Community-Based Initiatives for Gender Equality	2025-05-25	Completed	⊕
PAPS8103	CEd	Ensuring Safe Spaces	2025-05-25	Unassigned	⊗

- For the unassigned and pending PAPs, this button ) allows the admin to assign an evaluator to a specific PAPs.




Name	Specialization	Department	Activity Log
<input type="checkbox"/> Lady Alia Aparejo	GAD Specialist II	CAEc - Colle...	—
<input type="checkbox"/> Emmanuel Braza	GAD Analyst I	CED - Colleg...	—
<input type="checkbox"/> Segn Lee Buslon	Policy Development and A...	CAS - Colleg...	—
<input type="checkbox"/> Louie Jay Macdon	GAD Specialist I	CoE - Colleg...	—
<input type="checkbox"/> Trisha Amor Mae	GAD Analyst	CoE - Colleg...	—
<input type="checkbox"/> Cheruvim Gabrielle Molina	Senior GAD Specialist	CIC - College...	—
<input type="checkbox"/> Michelle Faith Sumadia	GAD Specialist II	CT - College ...	—

- Lastly the *Scoresheet card* allows the admin to manage and edit the scoresheet. It displays the current version of the scoresheet.



Elements and Items/Questions	Yes	No	Partly	Total
1.0 Involvement of women and men				
1.1 Participation of women and men in beneficiary groups in problem identification (possible score: 0, 0.5, 1.0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0) >	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0) >	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; 1 for each item)				
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0)				
Does the project have clearly stated gender equality goals, objectives, outcomes, or outputs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0)				
Do the strategies and activities match the gender issues and gender equality goals identified?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- The edit button () on the bottom right corner allows the admin to edit the scoresheet if they made a mistake on the item.

GAD Management Information System

Admin Notifications Log out

← Manage Scoresheet

Item ID	Item	Subitem	Yes	No	Partly	Actions
TEST1	1.0 Involvement of women and men	1.1 Participation of women and men in beneficiary groups in problem identification (possible score: 0, 0.5, 1.0)	1.00	0.00	0.50	Edit Delete
TEST1-1	1.0 Involvement of women and men	1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0) >	1.00	0.00	0.50	Edit Delete
TEST2	2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0) >		2.00	0.00	1.00	Edit Delete
TEST3	3.0 Conduct of gender analysis and identification of gender issues (max score: 2, 1 for each item)	3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	1.00	0.00	0.50	Edit Delete
TEST3-1	3.0 Conduct of gender analysis and identification of gender issues (max score: 2, 1 for each item)	3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	1.00	0.00	0.50	Edit Delete
		Does the project have clearly stated gender equality				Edit

[Add New Item](#) [Save Changes](#)

- The add new item button allows the admin to add an additional item to the current existing scoresheet.

Add New Item ✕

Item ID:

Item Text:




Subitem:

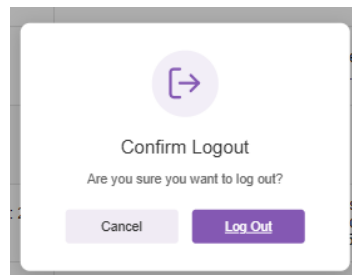
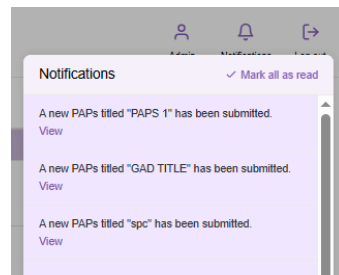
Yes Value:

No Value:

Partly Value:

[Cancel](#) [Add Item](#)

- Lastly the notification and logout buttons on the upper right corner allows the admin to view notifications and logout the admin account (  ).



EVALUATOR:

- Login using the email you had added as an administrator, the default password is “eval123”.
- Once logged in, it will display the list of PAPs assigned to an evaluator and show the number of pending and completed evaluations.

GAD Management Information System

WELCOME, **Evaluator!**

Documents Evaluated: **0**

Pending Evaluations: **3**

For evaluation | Completed | All

Search title...

Doc. No	College/Unit	Title	Date Submitted	Status
PAPS2089	CT	Gender-Responsive Budgeting In CIC	05/25/2025	FOR EVALUATION
PAPS9126	CIC	Conduct of Gender Analysis	05/25/2025	FOR EVALUATION
PAPS5328	CAS	Impact Assessment of GAD Interventions	05/23/2025	FOR EVALUATION

- On the status column, once the ‘For Evaluation’ button is clicked it will redirect you to the evaluation form where the evaluator can rate the submitted PAPs. The relevant information for that PAPs such as the document link, list of assigned evaluators and any other information is also displayed on this page.

← Evaluation Form

Main Information

Document No: PAPS9126

Link: [Open Document](#)

Date Needed: N/A

Request Status: **FOR EVALUATION**

Other Information

College/Unit: CIC

Proposal Title: Conduct of Gender Analysis

Assigned Evaluators: Segn Lee Buslon, Lady Aila Aparejo Cheruvim, Gabrielle Molina Cheruvim, Molina

Elements and Items/Questions	No	Partly	Yes	Total
1.0 Involvement of women and men		—		0.00
1.1 Participation of women and men in beneficiary groups in problem identification (possible score: 0, 0.5, 1.0).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0) >	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0) >	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0.00
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; 1 for each item)		—		0.00
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0)		—		0.00
Does the project have clearly stated gender equality goals, objectives, outcomes, or outputs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0)		—		0.00


[Submit Evaluation](#)

END - USER:

- Sign up and fill in the information then login using the password and email you have set.
- Once logged in, the landing page will display the list of the end-user's submitted PAPs as well as the status of each PAPs.

The screenshot shows the 'GAD Management Information System' interface. At the top, there's a header with a logo, the system name, and user options: Profile, Notifications, and Log out. Below the header, a welcome message 'Welcome, testname!' is displayed next to a search bar and an 'Upload' button. A sidebar on the left contains 'Submitted Files' and 'Recent' sections. The main content area shows 'My files' with a table of submitted PAPs. The table has columns for 'Forms', 'Date Uploaded', and 'Status'. Two entries are visible, both with the form name 'test2_document', upload date '2025-05-29', and status 'Unassigned'. At the bottom, there's a pagination bar showing 'Show 10 entries' and navigation buttons.

Forms	Date Uploaded	Status
test2_document	2025-05-29	Unassigned
test2_document	2025-05-29	Unassigned

- To upload PAPs, click the upload button ( Upload) and fill in the information required before pasting the link.

The screenshot shows the 'Upload File' form. It includes a title 'Upload File' and a instruction: 'Please fill out the form below with the necessary project details. Make sure to provide accurate information, including the project title, department, author, and the link to the supporting document.' The form has three main sections: 'Project Title' with a text input field, 'Department' with a list of radio button options, and 'File Link' with a text input field and a 'Submit' button. The department options are: CIC - College of Information and Computing, CEEd - College of Education, CT - College of Technology, CAS - College of Arts and Sciences, CBA - College of Business Administration, CoE - College of Engineering, and CAEC - College of Applied Economics. The file link field has a placeholder text: 'Please provide a valid URL (Google Drive, etc.)'.

- After clicking the submit button, the recently submitted PAPs will display on the landing page but will remain unassigned up until the admin assigns an evaluator to that specific PAPs.

For easy workflow checking you may follow these instructions:

1. Sign up and create a User Account and log in.
2. Create your paps and log out
3. Log in using the admin credentials

Email: admin@gad.com

Password: admin

4. Go to user management and create one or two evaluators.
Default password: eval123
5. Go back to the dashboard and press Paps Management
6. Assign your newly created evaluators to the PAPs you created earlier.
7. Log out and log in to the evaluator accounts you created.
8. Evaluate the PAP you created. If you created and assigned two evaluators to your PAPs, it is more preferable to log in and score the PAPs with both the accounts.
9. After scoring the PAPs, log in to the user account you created earlier and see if your PAPs is certified or not.