

CONTRACTSDB

USERS MANUAL

WEB APPLICATION

INTRODUCTION

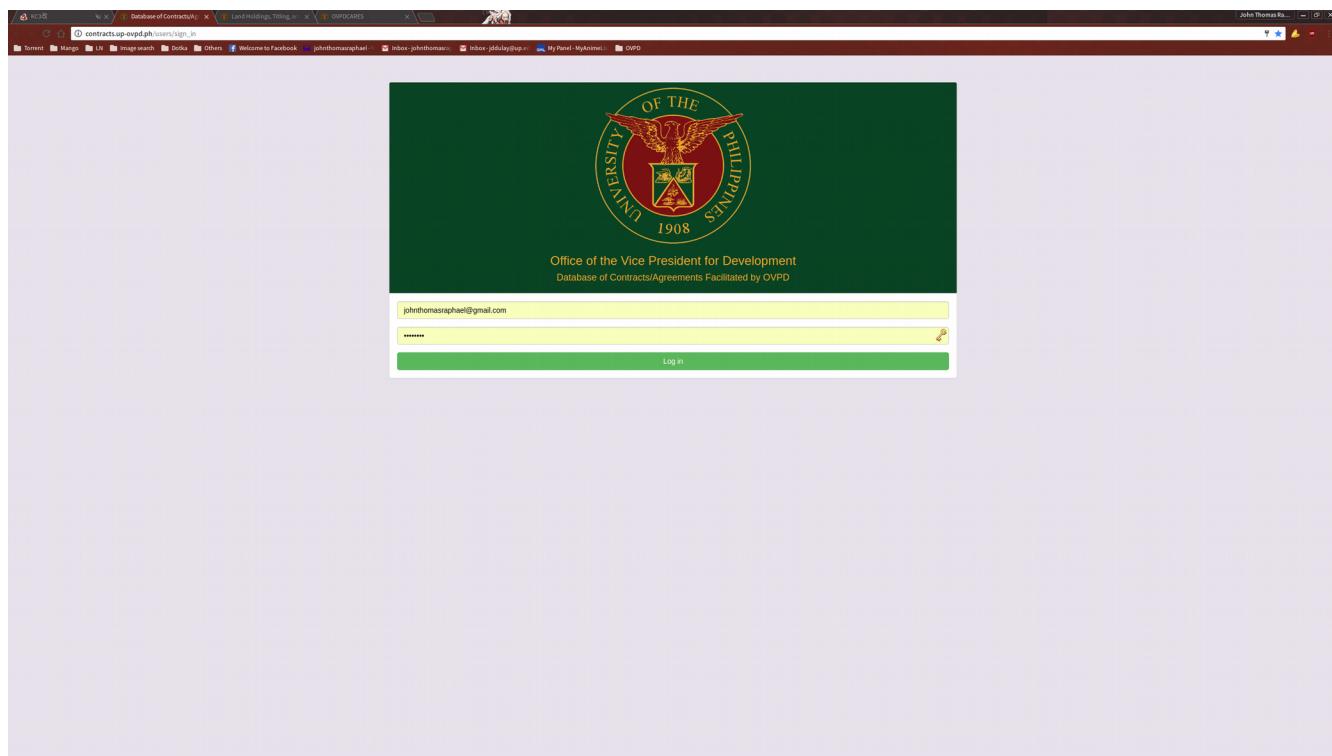
The ContractsDB is a web application that enables the users to keep track of the various details concerning the numerous ongoing contracts in the University of the Philippines.

MAIN FEATURES

- Dashboard
- Administration Panel
 - User Management
 - List of Mode of Procurement

GETTING STARTED

Access the website through the URL contracts.up-ovpd.ph where you will be greeted with a login screen.



Input your access credentials to get to the dashboard.

DASHBOARD

The screenshot shows a dashboard titled "Database of Contracts/Agreements Facilitated by OVPD". The interface is a grid of cards, each representing a different contract or agreement. The cards are color-coded and contain details such as the title, objectives, start date, end date, and a brief description.

- Contract of Lease between UP and PHIVOLCS (Renewal)**
Contact of Lease
Objectives: On 04 October 1994, the LESSOR and the LESSEE entered Contract of Lease ("Initial Contract of ...".
Start Date: 04 October 2014
End Date: 03 October 2019
- Research and Development Component of the Coconut Industry Development Roadmap Memorandum of Understanding**
Objectives: Explore cooperation between the PCA and UP in various endeavoring and areas that will synergize a...
Start Date: 05 February 2013
End Date:
- Memorandum of Agreement with Deed of Conveyance between the University of the Philippines (UP) and the Bases Conversion and Development Authority (BCDA)**
Memorandum of Agreement with Deed of Conveyance
Objectives: BCDA shall: 1. Transfer ownership of the Property to the UP for exclusive purpose herein stated.
Start Date: 19 July 2011
End Date:
- Deed of Donation for the Creation, Construction and Installation of the Obligation at the UP BGC**
Memorandum of Agreement with Deed of Donation
Objectives: DONOR shall donate to the DONEE the amount of PHILIPPINE PESOS: FIVE HUNDRED THOUSAND AND 00/100
Start Date: 16 April 2016
End Date:
- Interagency Task Force on the Titling of UP Land Grands and Properties Memorandum of Agreement**
Objectives: 1. To determine which lands are viable for titling, as per the nature of the government grant, or
Start Date: 11 August 2014
End Date:
- Memorandum of Agreement with the Provincial Government of Cebu on having a Joint Program on Culture and the Arts and a Dormitory for College Students**
Memorandum of Agreement
Objectives: 1. UP shall provide the site on the UP Cebu College campus for construction of the Center for...
Start Date: 16 January 1993
End Date: 16 January 2018
- Memorandum of Agreement for the Sugbu Center for Culture and Arts or Cebu Performing Arts Center**
Memorandum of Agreement
Objectives: WHEREAS, on 16 January 1993, the PROVINCE and the UNIVERSITY entered into a Memorandum of Agreement...

Upon a successful login, the user will be greeted with the dashboard. Most of the available functions can be accessed through here. Note that administration functions cannot be seen and used by non-admin users. The list can be filtered with the Search function accessible from the top left of the navigation bar.

ADDING A CONTRACT ENTRY

To add a new bid entry, click the link “Add Contract” located on the top left of the navigation bar. This will take you to the “New Contract” page where you can input the needed information.

The screenshot shows a web-based application for managing contracts. The main title is "New Contract". The form includes fields for "Contract Name" (mandatory), "Contract Type" (set to "Memorandum of Understanding"), and "Contract File Attachment" (with a placeholder "Choose File | No file chosen"). Below these are sections for "OBJECTIVES" (with a mandatory field "Contract Objectives") and "INVOLVED PARTIES" (with a mandatory field "Name of the Involved Party" and an optional checkbox "Is External?"). At the bottom is a section for "FINANCIAL TERMS OF THE CONTRACT" containing fields for "Payer" and "Payee", "Term Start Date" and "Term End Date" (both set to "DDMMYYYY"), "Amount", "Frequency", "Escalation Rate", and "Advance". There are also "Add Party" and "Add Contract" buttons at the bottom right.

Once all relevant information has been filled up, click the “Create Bid” button to submit the data to created.

VIEW A CONTRACT ENTRY

To view a Contract entry, click one of the panels from the Dashboard. This will direct you to the Show Contract page for the selected entry.

The screenshot shows a web-based application titled "Database of Contracts/Agreements Facilitated by OVPD". The dashboard displays several contract entries as cards:

- Contract of Lease between UP and PHIVOLCS (Renewal)**
Contract of Lease
Objectives: On 04 October 1994, the LESSOR and the LESSEE entered Contract of Lease ("original Contract of Lease").
Start Date: 04 October 1994
End Date: 03 October 2013
- Research and Development Component of the Coconut Industry Development Roadmap**
Memorandum of Understanding
Objectives: Explore cooperation between the PCA and UP in various undertaking and areas that will synergize a...
Start Date: 05 February 2013
End Date:
- Memorandum of Agreement with Deed of Conveyance between the University of the Philippines (UP) and the Bases Conversion and Development Authority (BCDA)**
Memorandum of Agreement with Deed of Conveyance
Objectives: BCDA shall 1. Transfer ownership of the Property to the UP for exclusive purposes herein. 2...
Start Date: 19 July 2011
End Date:
- Deed of Donation for the Creation, Construction and Installation of the Cebu Performing Arts Center**
Memorandum of Agreement with Deed of Donation
Objectives: DONOR shall donate to the DONEE the amount of PHILIPPINE PESOS: FIVE HUNDRED THOUSAND AND 00/00...
Start Date: 07 April 2016
End Date:
- Interagency Task Force on the Titling of UP Land Grants and Properties**
Memorandum of Agreement
Objectives: 1. To determine which lands are viable for titling, as per the nature of the government grant, or...
Start Date: 12 August 2014
End Date:
- Memorandum of Agreement with the Provincial Government of Cebu on having a Joint Program on Culture and the Arts and a Dormitory for College Students**
Memorandum of Agreement
Objectives: 1. UP shall provide the site on the UP Cebu College campus for the construction of the Center for...
Start Date: 10 January 1993
End Date: 10 January 2013
- Memorandum of Agreement for the Subsidy Center for Culture and Arts or Cebu Performing Arts Center**
Memorandum of Agreement
Objectives: WHEREAS, on 16 January 1993, the PROVINCE and the UNIVERSITY entered into a Memorandum of Agreement...
Start Date: 17 August 2006
End Date: 17 August 2001

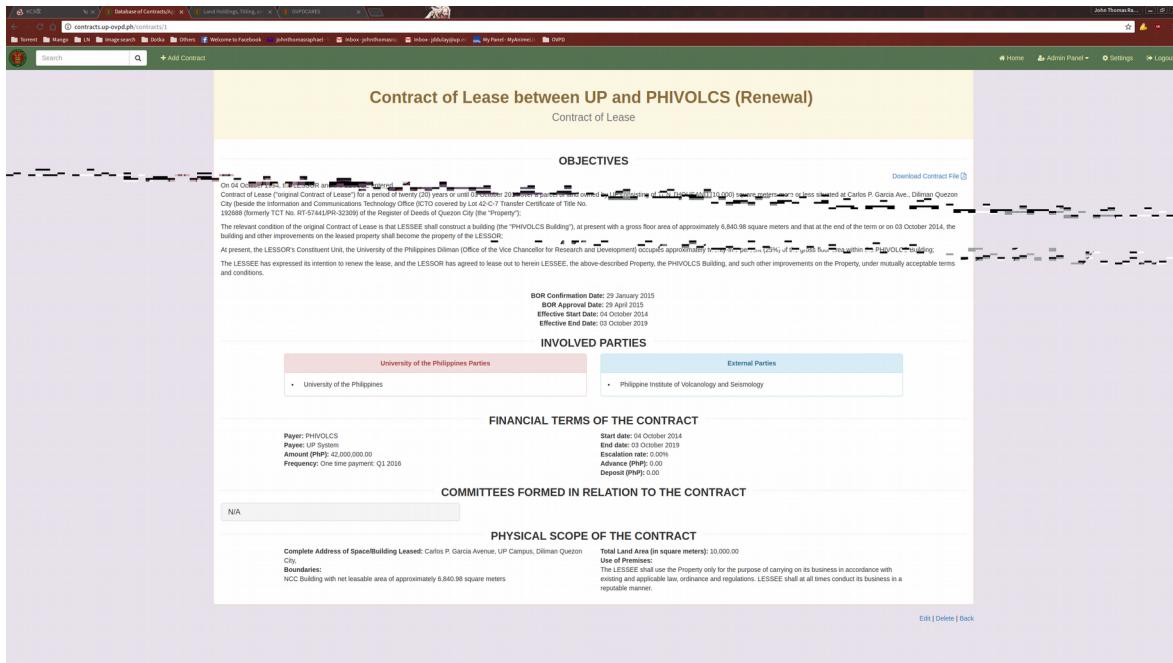
On the Show Contracts page, you can see the details involving the selected entry. You can also download the Contract file from this page.

The screenshot shows the "Contract of Lease between UP and PHIVOLCS (Renewal)" page. The page includes the following sections:

- OBJECTIVES**
On 04 October 1994, the original Contract of Lease ("original Contract of Lease") between the University of the Philippines (the "LESSOR") and the Philippine Institute of Volcanology and Seismology (the "LESEE") was entered into. The original Contract of Lease was registered at the Office of the Land Registration and Titles of the City Government of Quezon City (hereinafter referred to as "CQO") on 05 October 1994 under Deed No. 18068 (formerly TCT No. RT-57441-LPR-32309) of the Register of Deeds of Quezon City (the "Property"). The relevant condition of the original Contract of Lease is that the LESSEE shall construct a building (the "PHIVOLCS Building"), at present with a gross floor area of approximately 6,840.98 square meters and that at the end of the term or on 03 October 2014, the building and other improvements on the leased property shall become the property of the LESSOR.
After the expiry of the original Contract of Lease, the LESSOR's Consistent Unit, the University of the Philippines Diliman (Office of the Vice-Chancellor for Research and Development) occupies approximately 6,840.98 square meters (25% of the total gross floor area of the PHIVOLCS Building). The LESSEE has expressed its intention to renew the lease, and the LESSOR has agreed to lease out to the LESSEE, the above-described Property, the PHIVOLCS Building, and such other improvements on the Property, under mutually acceptable terms and conditions.
- BOR Confirmation Date:** 29 January 2014
BOR Approval Date: 29 April 2013
Effective Start Date: 04 October 2014
Effective End Date: 03 October 2014
- INVOLVED PARTIES**
 - University of the Philippines Parties
 - University of the Philippines
 - External Parties
 - Philippine Institute of Volcanology and Seismology
- FINANCIAL TERMS OF THE CONTRACT**
 - Payer: PHIVOLCS
Payer ID: System
Amount (PHP): 42,000,000.00
Frequency: One time payment: Q1 2016
 - BOR Confirmation Date: 29 January 2014
End date: 03 October 2014
Escalation rate: 0.00%
Advance (MPF): 0.00
Deposit (DP): 0.00
- COMMITTEES FORMED IN RELATION TO THE CONTRACT**
N/A
- PHYSICAL SCOPE OF THE CONTRACT**
 - Complete Address of Space/Building Leased: Carlos P. Garcia Avenue, UP Campus, Diliman Quezon City
Boundaries: NCC Building with net leasable area of approximately 6,840.98 square meters
 - Total Gross Area (in square meters): 10,000.00
Type of Premises: Office
 - The LESSEE shall use the Property only for the purpose of carrying on its business in accordance with existing and applicable law, ordinance and regulations. LESSEE shall at all times conduct its business in a reputable manner.

EDITING A CONTRACT ENTRY

To edit a contract entry, click on the Edit link located on the bottom part of the Show Contract page.



This will direct you to the Edit Contract page.

This screenshot shows the 'Editing Contract' page. It has a header 'Editing Contract'. The main form contains fields for 'Contract Name' (Contract of Lease between UP and PHIVOLCS (Renewal)), 'Contract Type' (Contract of Lease), and 'Contract File Attachment' (Choose File). Below these are sections for 'OBJECTIVES', 'INVOLVED PARTIES', and 'FINANCIAL TERMS OF THE CONTRACT'. The 'OBJECTIVES' section contains a detailed description of the lease terms. The 'INVOLVED PARTIES' section lists 'Name of the Involved Party' (University of the Philippines and Philippine Institute of Volcanology and Seismology) and an 'Is External?' checkbox. The 'FINANCIAL TERMS OF THE CONTRACT' section includes fields for Payer (PHIVOLCS), Payee (UP System), Term Start Date (04/10/2014), and Term End Date (03/10/2019). There are also buttons for 'Add Party' and 'Edit'.

Fill up the necessary fields and click the “Update contract” button when done to submit.

ADMINISTRATION PANEL

The administration panel can be accessed on the top right of the navigation bar. Note that this option is invisible and unaccessible to non-admin users. From here the admin user can select the User Management module or add another entry for Contract Types.

A screenshot of a web-based application titled "Administrator Panel". The page displays a table of users with columns: Email, Is Admin?, and Is Approved?. Each row includes links for Edit and Delete. The users listed are:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
rmpancho@up.edu.ph	true	true	Edit Delete
esazamora@up.edu.ph	true	true	Edit Delete
cncorreza@up.edu.ph	false	true	Edit Delete
jbperanao@up.edu.ph	false	true	Edit Delete
ovpd@up.edu.ph	true	true	Edit Delete

On the right side of the header, there are links for "Create new user", "User Management", and "List of Contract Types".

USER MANAGEMENT

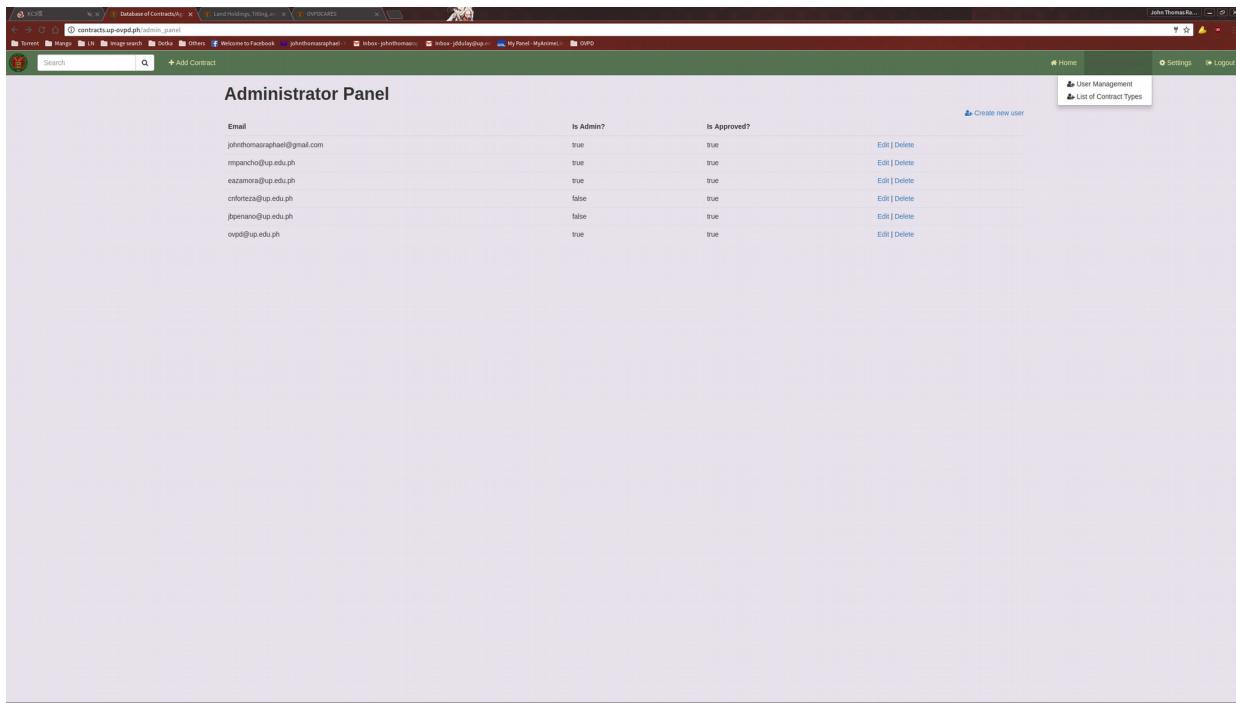
Using the User Management page, the admin user can view, create, edit, and delete users.

The screenshot shows a web-based administrator panel titled "Administrator Panel". The page displays a table of users with columns: Email, Is Admin?, and Is Approved?. Each user entry includes "Edit | Delete" links. The users listed are:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
rmpancho@up.edu.ph	true	true	Edit Delete
ezamora@up.edu.ph	true	true	Edit Delete
cnforreza@up.edu.ph	false	true	Edit Delete
jbperano@up.edu.ph	false	true	Edit Delete
oypd@up.edu.ph	true	true	Edit Delete

ADDING A NEW USER

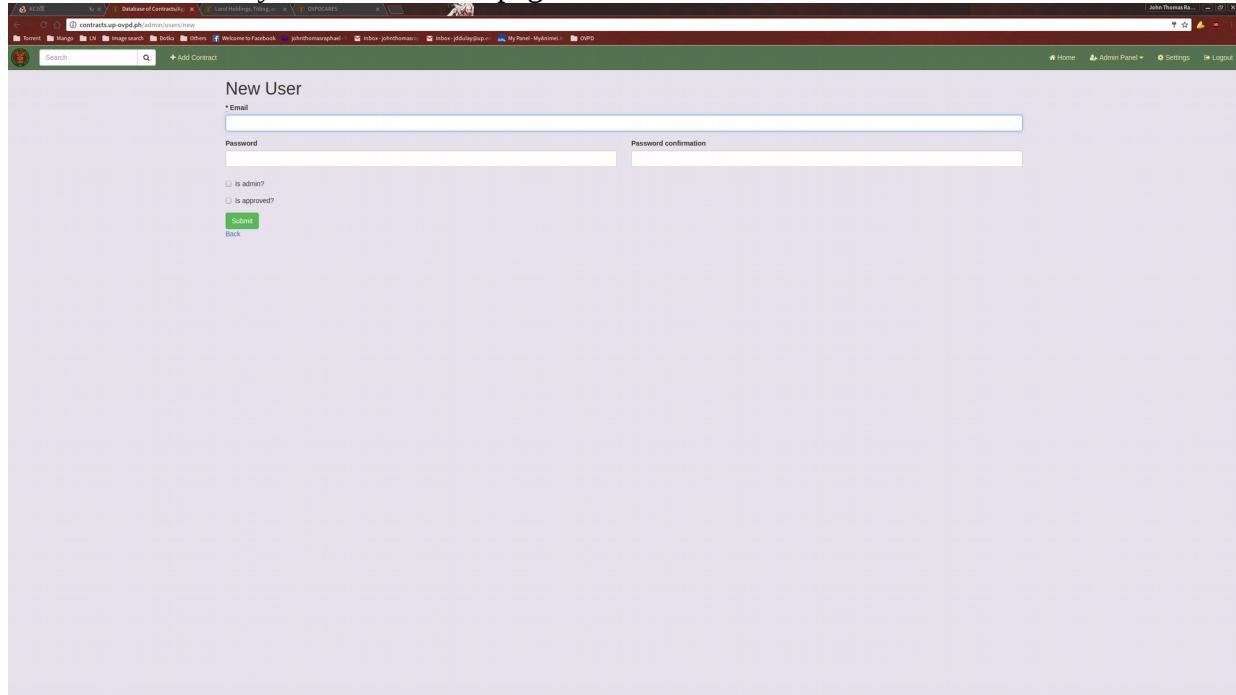
To create a new user, click the “Create new user” link on the top right of the user list.



The screenshot shows the 'Administrator Panel' interface. At the top right, there is a link labeled 'Create new user'. Below it, a table lists several users with columns for 'Email', 'Is Admin?', and 'Is Approved?'. Each user entry includes 'Edit | Delete' links. The users listed are:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
mpancho@up.edu.ph	true	true	Edit Delete
eazamora@up.edu.ph	true	true	Edit Delete
cñorreal@up.edu.ph	false	true	Edit Delete
jpenano@up.edu.ph	false	true	Edit Delete
oyd@up.edu.ph	true	true	Edit Delete

This will direct you the New User page.

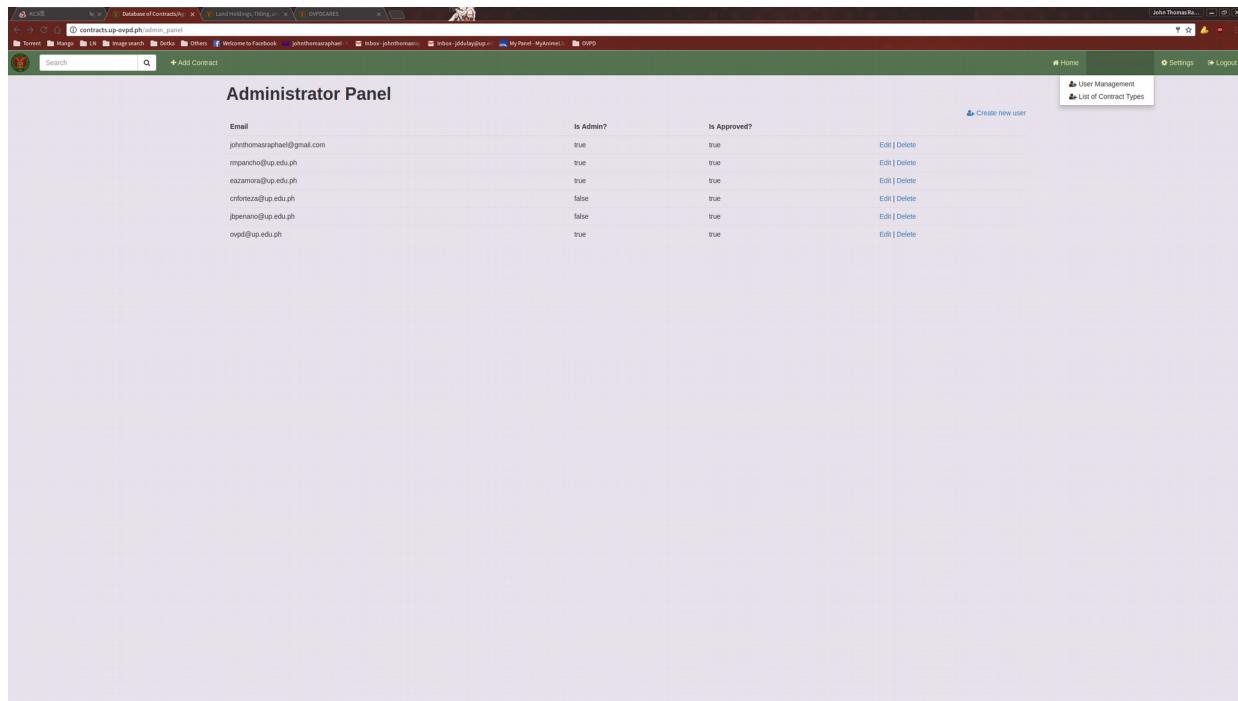


The screenshot shows the 'New User' creation form. It has fields for 'Email', 'Password', and 'Password confirmation'. There are also two checkboxes: 'Is admin?' and 'Is approved?'. At the bottom are 'Submit' and 'Back' buttons.

Fill up with the necessary information and submit.

EDITING A USER

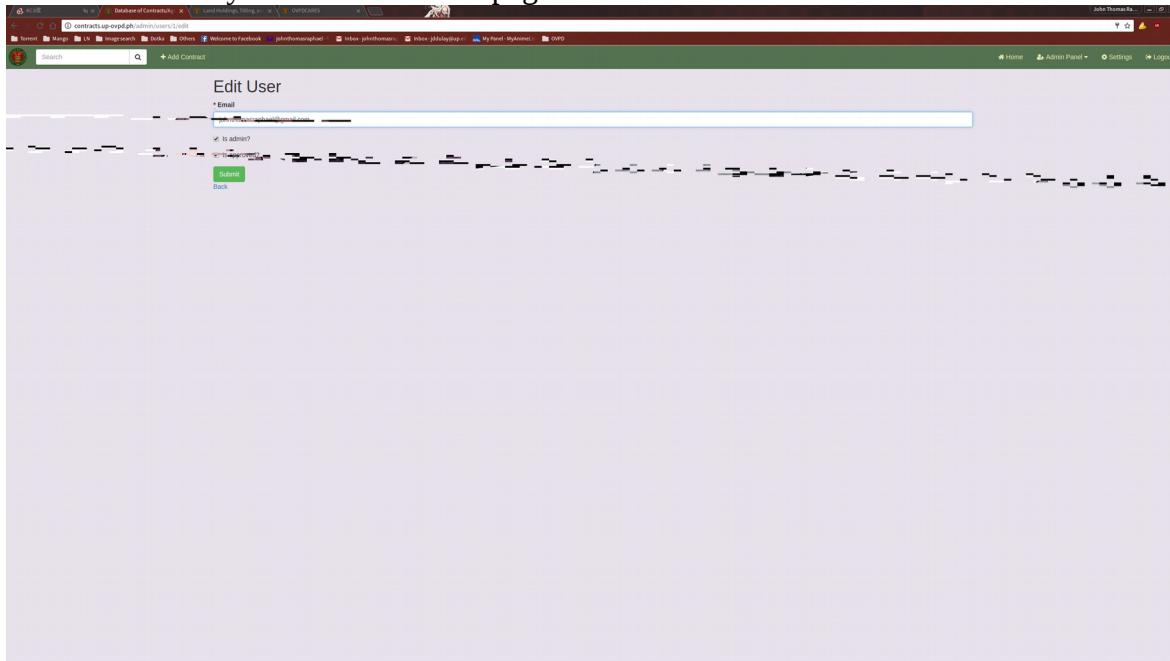
To edit a User, click the Edit link located on the User List.



The screenshot shows the 'Administrator Panel' interface. At the top right, there are links for 'Create new user', 'User Management', and 'List of Contract Types'. Below this is a search bar and a 'Add Contact' button. The main area is titled 'Administrator Panel' and displays a table of users. The columns are 'Email', 'Is Admin?', 'Is Approved?', and 'Edit | Delete'. The data in the table is as follows:

Email	Is Admin?	Is Approved?	Action
johnthomasraphael@gmail.com	true	true	Edit Delete
mpancho@up.edu.ph	true	true	Edit Delete
eazamora@up.edu.ph	true	true	Edit Delete
cññoriza@up.edu.ph	false	true	Edit Delete
jtpenano@up.edu.ph	false	true	Edit Delete
oyd@up.edu.ph	true	true	Edit Delete

This will direct you to the Edit User page.



The screenshot shows the 'Edit User' page. The title is 'Edit User'. It has a form with fields for 'Email' (containing 'johnthomasraphael@gmail.com') and 'Is admin?' (with a checked checkbox). There is also a 'Save' button at the bottom. The background shows a blurred view of the 'Administrator Panel' table from the previous screenshot.

Fill it up with the necessary information and submit.

LIST OF CONTRACT TYPES

The List of Contract Types page contains all the Contract types used when creating or updating a Contract entry. You can access this page by clicking on the List of Contract Types link located in the Admin Panel dropdown.

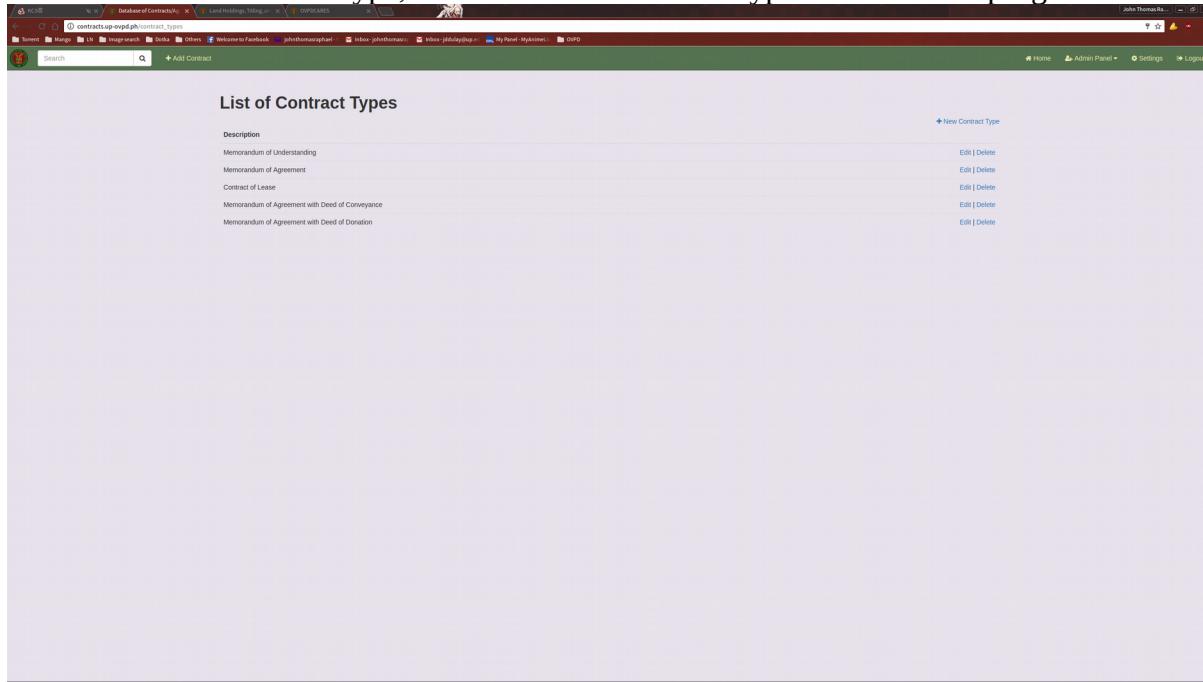
This screenshot shows the 'Administrator Panel' interface. At the top right, there are links for 'Home', 'Settings', and 'Logout'. A dropdown menu labeled 'User Management' is open, showing a sub-link 'List of Contract Types'. The main content area displays a table titled 'Administrator Panel' with columns: 'Email', 'Is Admin?', and 'Is Approved?'. The table lists several user entries, each with 'Edit | Delete' links. The 'Email' column includes: johnthonraphael@gmail.com, impancho@up.edu.ph, easamora@up.edu.ph, confornea@up.edu.ph, ppermano@up.edu.ph, and eoyd@up.edu.ph. The 'Is Admin?' and 'Is Approved?' columns both show 'true' for all users.

With the List of Contract Types module, you can view, add, edit, and delete the entries of the Contract Types.

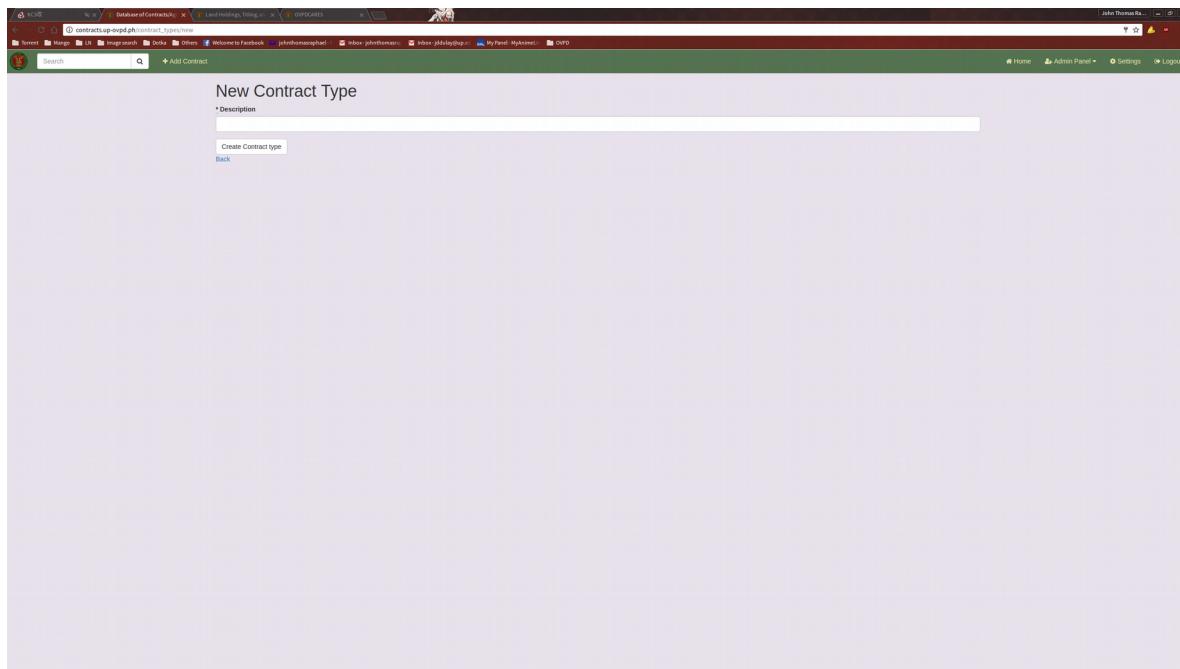
This screenshot shows the 'List of Contract Types' page. At the top right, there are links for 'Home', 'Admin Panel', 'Settings', and 'Logout'. A 'New Contract Type' button is located at the top right of the content area. The main content area displays a table with a single row. The table has two columns: 'Description' and 'Edit | Delete'. The 'Description' column lists five contract types: Memorandum of Understanding, Memorandum of Agreement, Contract of Lease, Memorandum of Agreement with Deed of Conveyance, and Memorandum of Agreement with Deed of Donation. The 'Edit | Delete' column for each item also includes 'Edit | Delete' links.

ADDING A NEW CONTRACT TYPE

To add a new Contract Type, click the “New Contract Type” link on the top right of the list.



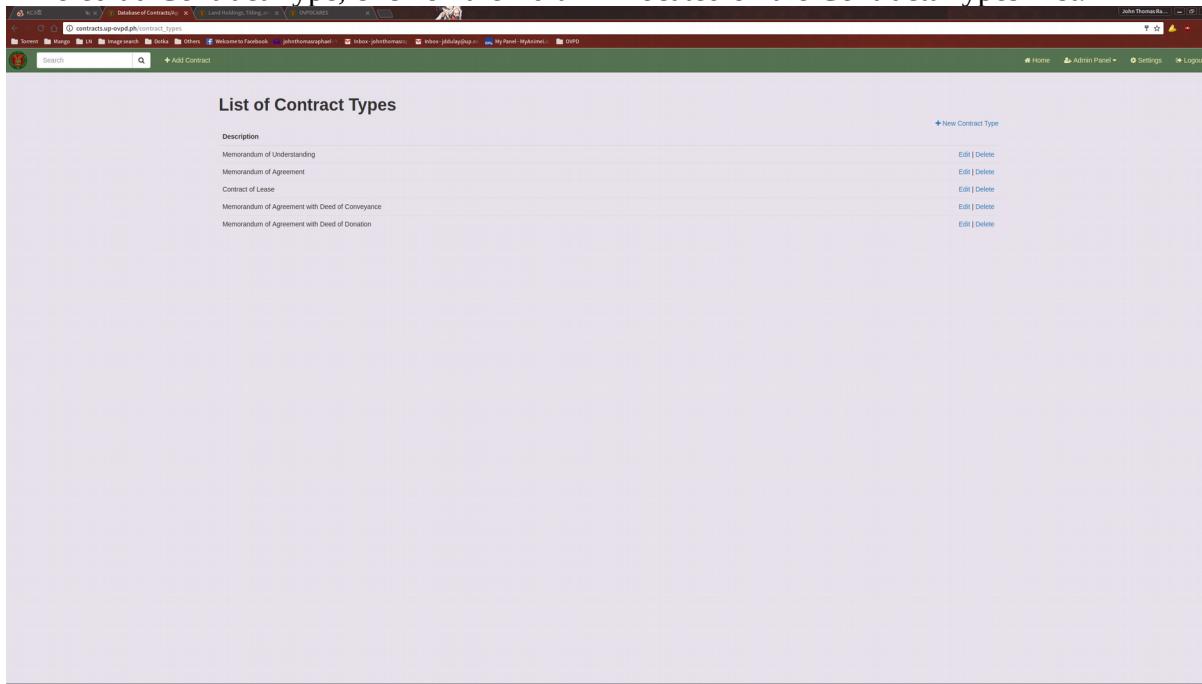
This will direct you to the New Contract Type page.



Fill up the necessary information and submit.

EDITING A CONTRACT TYPE

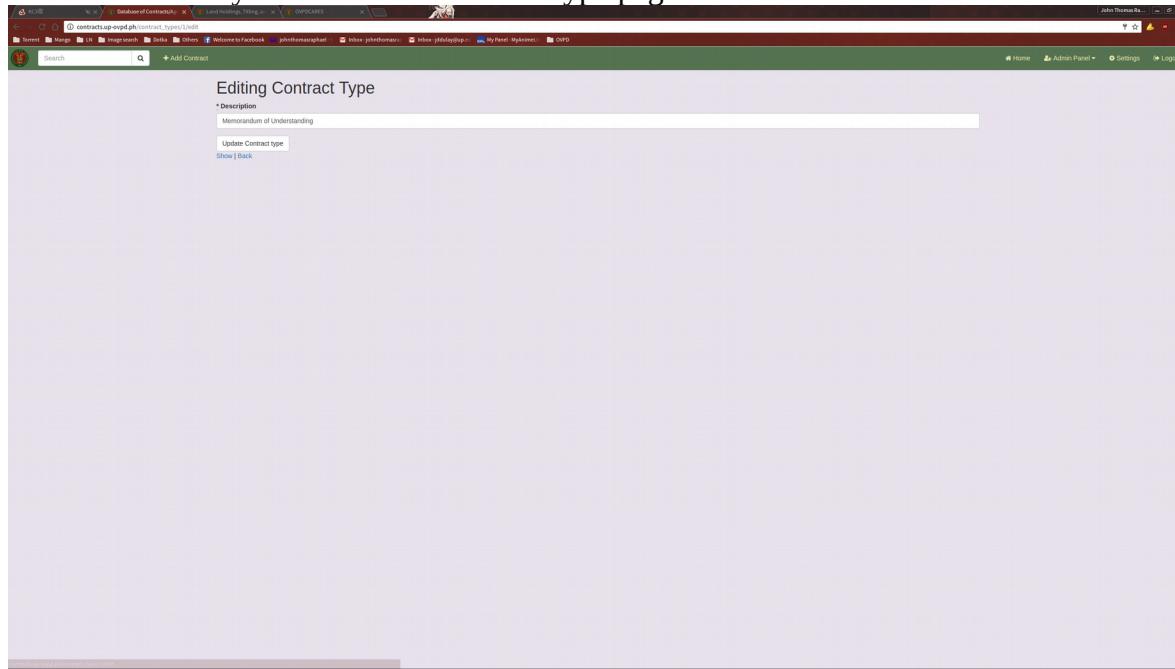
To edit a Contract Type, click on the Edit link located on the Contractt Types List.



The screenshot shows a web browser window titled "Database of Contracts" with the URL "contracts-up-draft.php?contract_types/1/edit". The main content is a table titled "List of Contract Types" with the following data:

Description	Action
Memorandum of Understanding	Edit Delete
Memorandum of Agreement	Edit Delete
Contract of Lease	Edit Delete
Memorandum of Agreement with Deed of Conveyance	Edit Delete
Memorandum of Agreement with Deed of Donation	Edit Delete

This will direct you to the Edit Contract Type page.



The screenshot shows a web browser window titled "Editing Contract Type" with the URL "contracts-up-draft.php?contract_types/1/edit". The main content is a form with the following fields:

* Description
Memorandum of Understanding

Update Contract type
Show | Back

Fill it up with the necessary information and submit.