

TITLINGDB

INSTALLATION GUIDE

WEB APPLICATION

INTRODUCTION

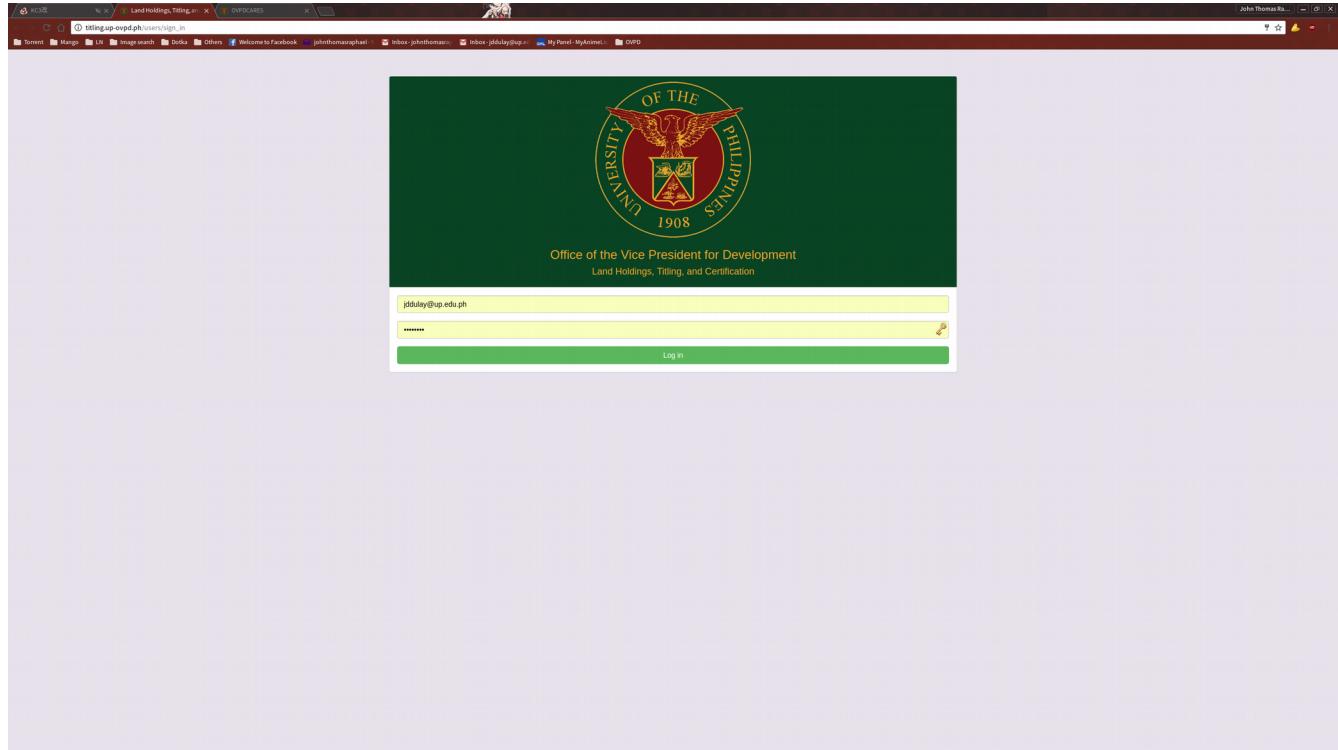
The TitlingDB is a web application that enables the users to view the various Landholdings and titles held by the University of the Philippines.

MAIN FEATURES

- Dashboard
- University List
- Landholding List per University
- Administration Panel
 - User Management

GETTING STARTED

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



Input your access credentials to get to the dashboard.

DASHBOARD

Welcome to the Office of the Vice President for Development's Land Holdings, Titling, and Certification System. The system serves as a digital hub for titling-related information across all constituent universities of the University of the Philippines.

UP Baguio UP Cebu UP Diliman UP Los Baños UP Manila
UP Mindanao UP Open University UP PGH UP System UP Visayas

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.

LIST OF UNIVERSITIES

The List of Universities can be accessed either by clicking their respective images on the dashboard or via a dropdown list on the navigation bar.

A screenshot of a web browser displaying the 'titling.up-ovpd.ph' website. The page features a header with the University of the Philippines logo and a sub-header stating 'come to the Office of the Vice President for Development's Land Holdings, Titling, and Certification System. The system serves as a digital hub for titling-related information across all constituent universities of the University of the Philippines.' Below this, there is a sidebar with a search bar and a list of universities: UP Baguio, UP Cebu, UP Diliman, UP Los Banos, UP Manila, UP Mindanao, UP Open University, UP PGH, UP System, and UP Visayas, followed by a '+ Add University' button. The main content area displays a grid of ten images, each representing a university: UP Baguio, UP Cebu, UP Diliman, UP Los Banos, UP Manila, UP Mindanao, UP Open University, UP PGH, UP System, and UP Visayas. Each image is accompanied by its respective university name below it.

Selecting a university will show you the list of Landholdings the selected university possesses.

A screenshot of a web browser displaying the 'titling.up-ovpd.ph/universities/' page. The page title is 'UP Baguio's Titles'. It shows a table with the following columns: Classification, Description, Owner, Total Area (in sqm), Total Area (in hectares), Acquisition, Titling Status, Date Issued, and Tax Dec No. A '+ New Title' button is located at the top right of the table. The table lists several land titles for UP Baguio:

| Classification | Description | Owner | Total Area (in sqm) | Total Area (in hectares) | Acquisition | Titling Status | Date Issued | Tax Dec No. |
|----------------|--|-------|---------------------|--------------------------|---|----------------|------------------|------------------------------|
| Campus Site | Lot 1, Baguio City Campus(Main) | UPB | 30494.0 | 3.0494 | Proclamation No. 807, approved dated Dec. 18, 1901 | P-3107 | | View details |
| Campus Site | Lot 3, Baguio City Campus(Near the lot of the Archbishop of Manila) | UPB | 4887.0 | 0.4887 | Proclamation No. 352 approved dated March 31, 2004 with Special Patent No. 3656 dated June 23, 2004 | P-3107 | | View details |
| Residential | Lot A PSD-131102-001883, UP Baguio (near Walk-Up Appt.) | UPB | 3298.0 | 0.3298 | Deed of Donation by GSIS in Mar. 23, 1992 | T-58228 | 04 February 1993 | View details |
| Residential | Lot B PSD-131102-001883, UP Baguio Residence Hall | UPB | 9802.0 | 0.9802 | Deed of Donation by GSIS in Mar. 23, 1993 | T-58229 | 04 February 1993 | View details |
| Campus Site | Lot 3A2, SWO-40968, UP Baguio Campus (near Department of Tourism), Governor Pack Road, Baguio City | UPB | 2132.0 | 0.2132 | Per DENR records, Lots 3A1 to 3 are UP properties | Untitled | | View details |
| Research | Sabkil, Ilocan, Benguet | UPB | 20047.0 | 2.0047 | Deed of Absolute Sale dated Sept. 25, 1963 | T-1964 | 25 October 1963 | View details |
| Research | Sabkil, Ilocan, Benguet | UPB | 19044.0 | 1.9044 | Deed of Absolute Sale dated Sept. 25, 1963 | T-1965 | 25 October 1963 | View details |

ADDING A NEW TITLE

To add a new title entry, click the link “New Title” located on the top right of the Titles list. This will take you to the “New Title” page where you can input the needed information.

The screenshot shows a web-based application for managing land titles. The title bar indicates the page is titled "Land Holdings, Titled, etc." and is part of the "DyPD CARES" system. The user is logged in as "John Thomas Va...". The main content area is titled "New Title". The form fields include:

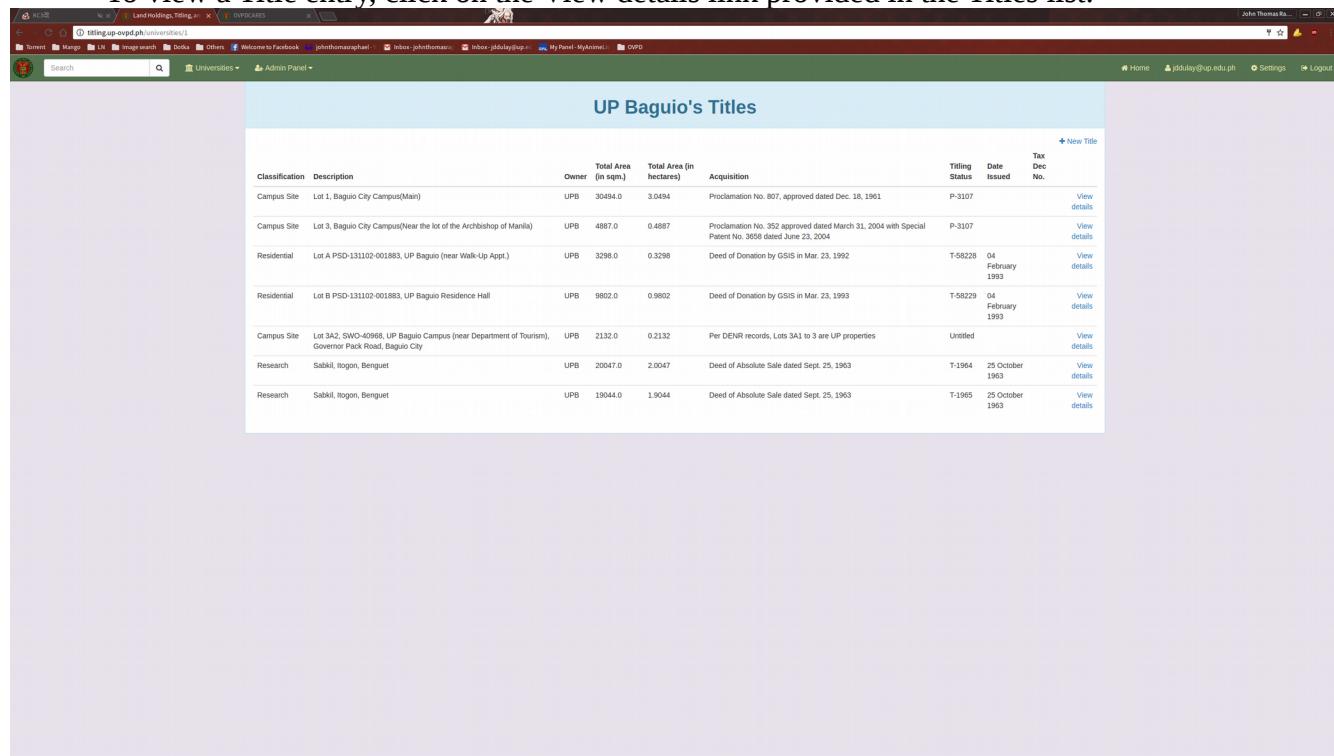
- * Under CU: A dropdown menu showing "UP Baguio".
- Classification: A text input field.
- Description: A text input field.
- Total Area in Square Meters: A text input field.
- Acquisition: A text input field.
- Titling Status: A text input field.
- Date Issued: A date input field set to "DDMMYYYY".
- Tax Doc No.: A text input field.
- Remarks: A text input field.
- Steps Taken: A section with a yellow background containing a text input field and a "Add Step" button.

At the bottom right of the form are "Create Title" and "Back" buttons.

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

VIEW A TITLE ENTRY

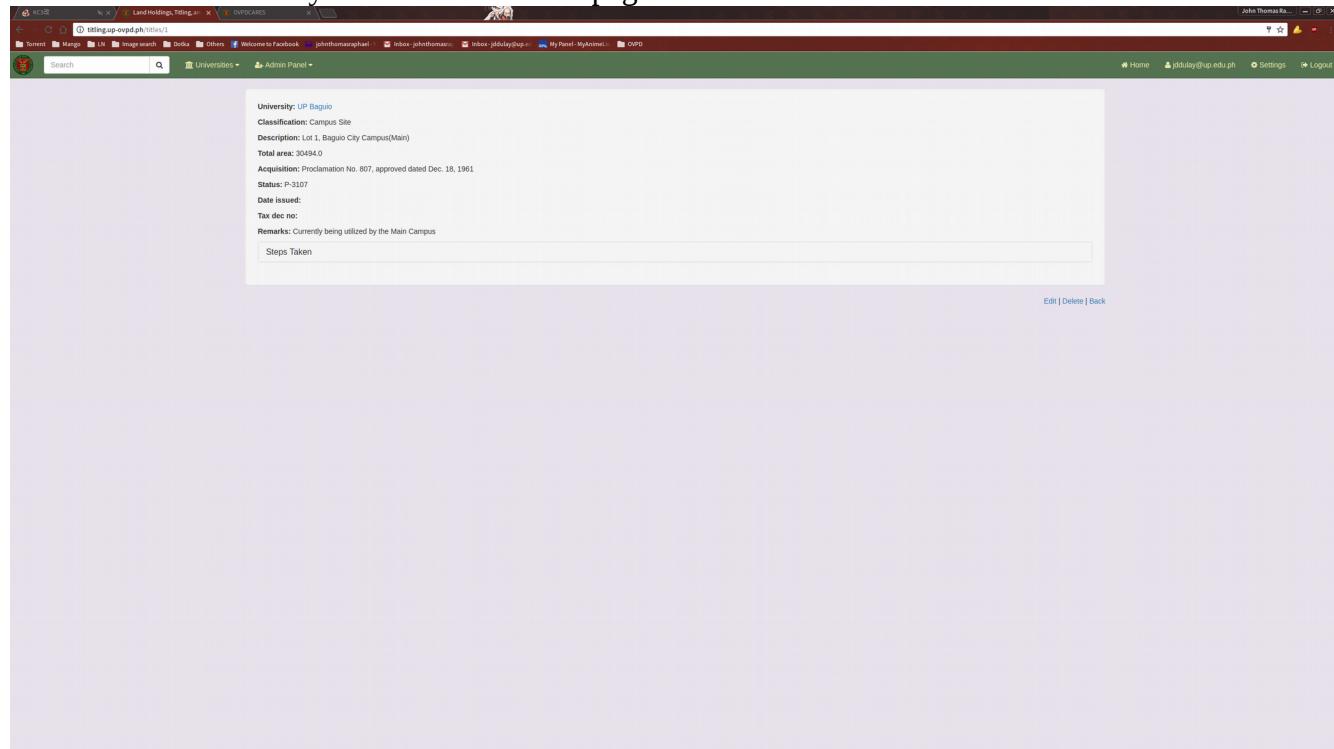
To view a Title entry, click on the View details link provided in the Titles list.



The screenshot shows a table titled "UP Baguio's Titles" listing various land holdings. The columns include Classification, Description, Owner, Total Area (in sqm), Total Area (in hectares), Acquisition, Titling Status, Date issued, and Tax Dec No. Each row has a "View details" link under the last column.

| Classification | Description | Owner | Total Area (in sqm.) | Total Area (in hectares) | Acquisition | Titling Status | Date issued | Tax Dec No. |
|----------------|--|-------|----------------------|--------------------------|---|----------------|------------------|------------------------------|
| Campus Site | Lot 1, Baguio City Campus(Main) | UPB | 30494.0 | 3.0494 | Proclamation No. 807, approved dated Dec. 18, 1961 | P-3107 | | View details |
| Campus Site | Lot 3, Baguio City Campus(Near the lot of the Archbishop of Manila) | UPB | 4887.0 | 0.4887 | Proclamation No. 352 approved dated March 31, 2004 with Special Patent No. 3658 dated June 23, 2004 | P-3107 | | View details |
| Residential | Lot A PSD-131102-001883, UP Baguio (near Walk-Up Apt.) | UPB | 3298.0 | 0.3298 | Deed of Donation by GSIS in Mar. 23, 1992 | T-58228 | 04 February 1993 | View details |
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| Campus Site | Lot 3A2, SWO-40968, UP Baguio Campus (near Department of Tourism), Governor Pack Road, Baguio City | UPB | 2132.0 | 0.2132 | Per DENR records, Lots 3A1 to 3 are UP properties | Untitled | | View details |
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| Research | Sabkil, Ilogon, Benguet | UPB | 19044.0 | 1.9044 | Deed of Absolute Sale dated Sept. 25, 1963 | T-1965 | 25 October 1963 | View details |

This will direct you to the Show Title page.



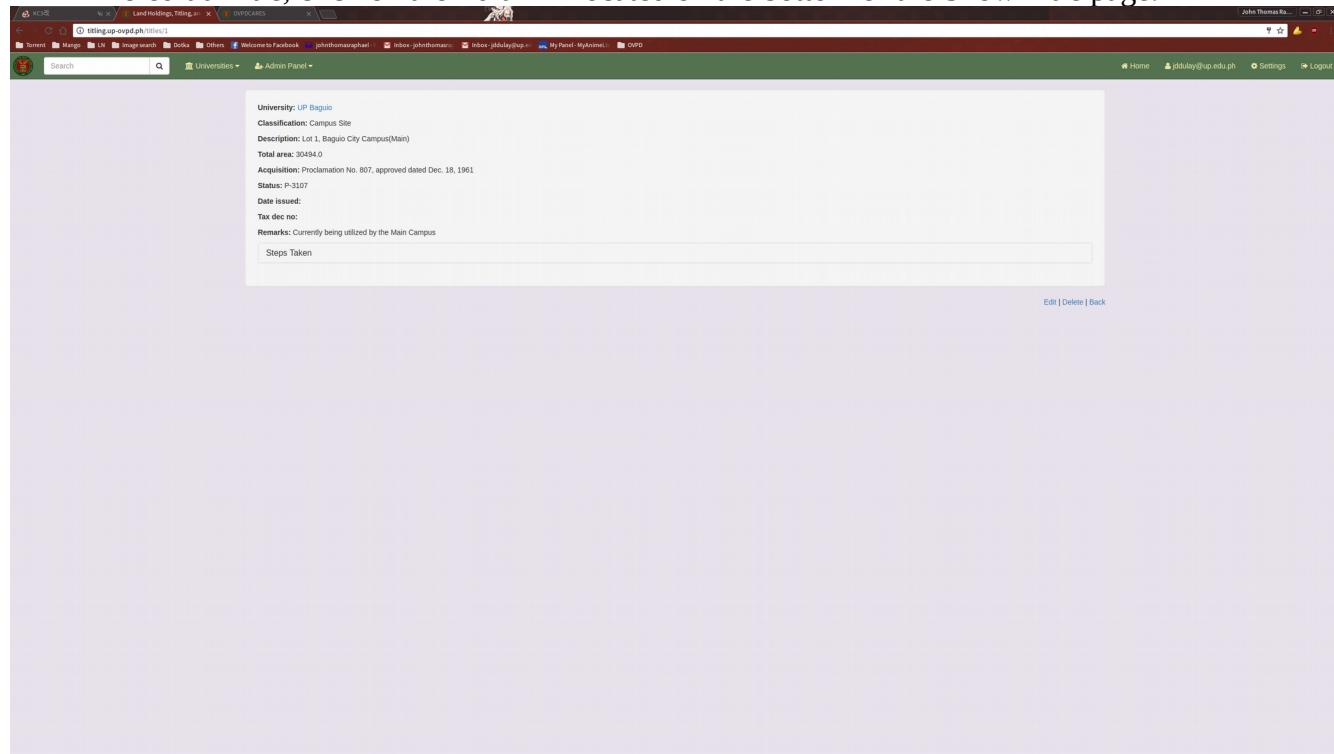
The screenshot shows a detailed view of a specific title entry for UP Baguio. It includes fields for University, Classification, Description, Total area, Acquisition, Status, Date issued, Tax dec no., and Remarks. There is also a "Steps Taken" section and a footer with edit, delete, and back links.

University: UP Baguio
Classification: Campus Site
Description: Lot 1, Baguio City Campus(Main)
Total area: 30494.0
Acquisition: Proclamation No. 807, approved dated Dec. 18, 1961
Status: P-3107
Date issued:
Tax dec no:
Remarks: Currently being utilized by the Main Campus
Steps Taken

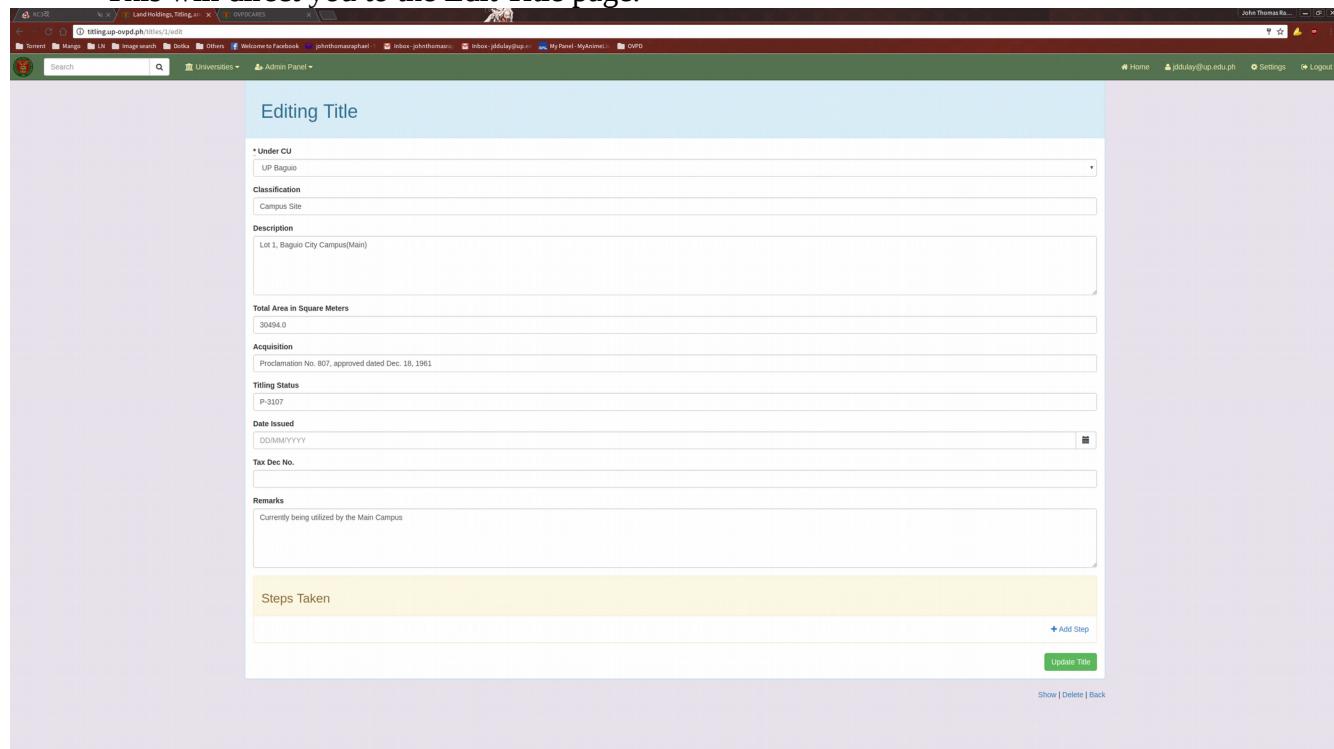
This page contains the various information about the selected entry.

EDITING A TITLE

To edit a Title, click on the Edit link located on the bottom of the Show Title page.



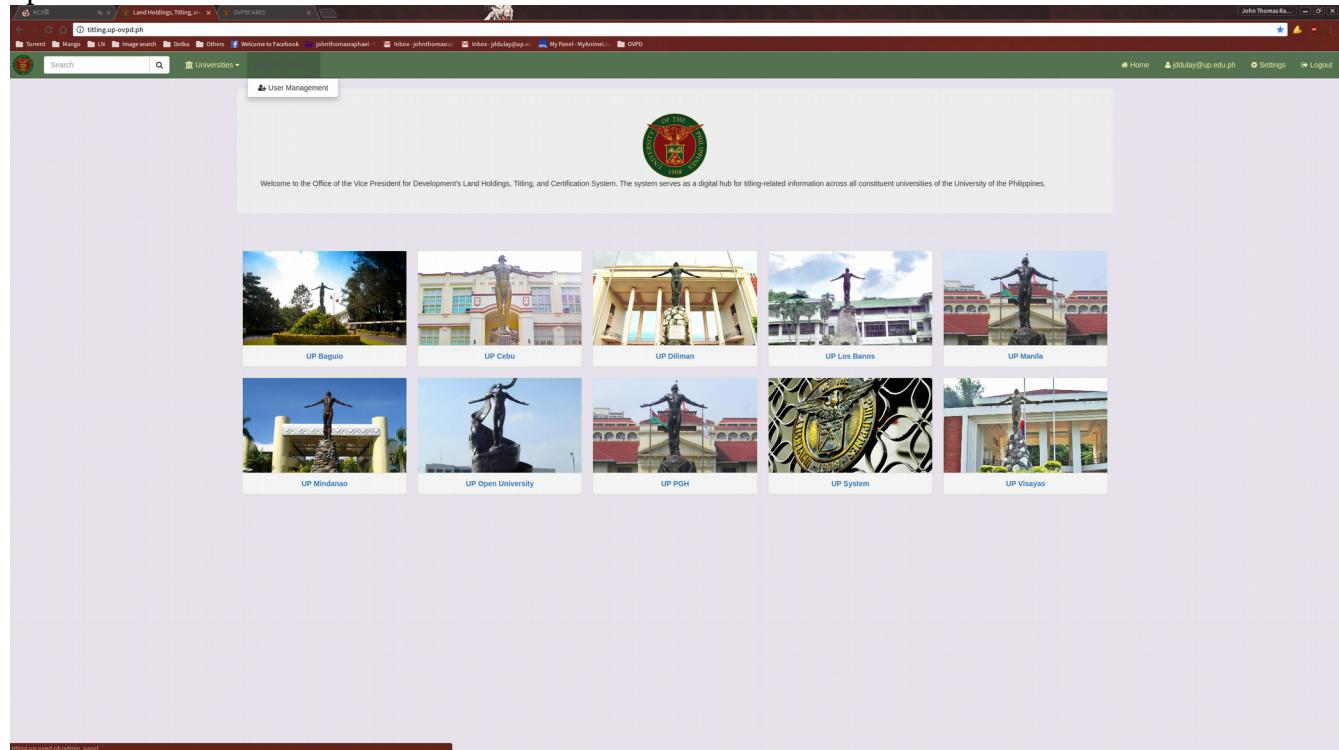
This will direct you to the Edit Title page.



Update the necessary fields and click the “Update document” button when done to submit.

ADMINISTRATION PANEL

The administration panel can be accessed on the top left of the navigation bar. Note that this option is invisible and unaccessible to non-admin users.



USER MANAGEMENT

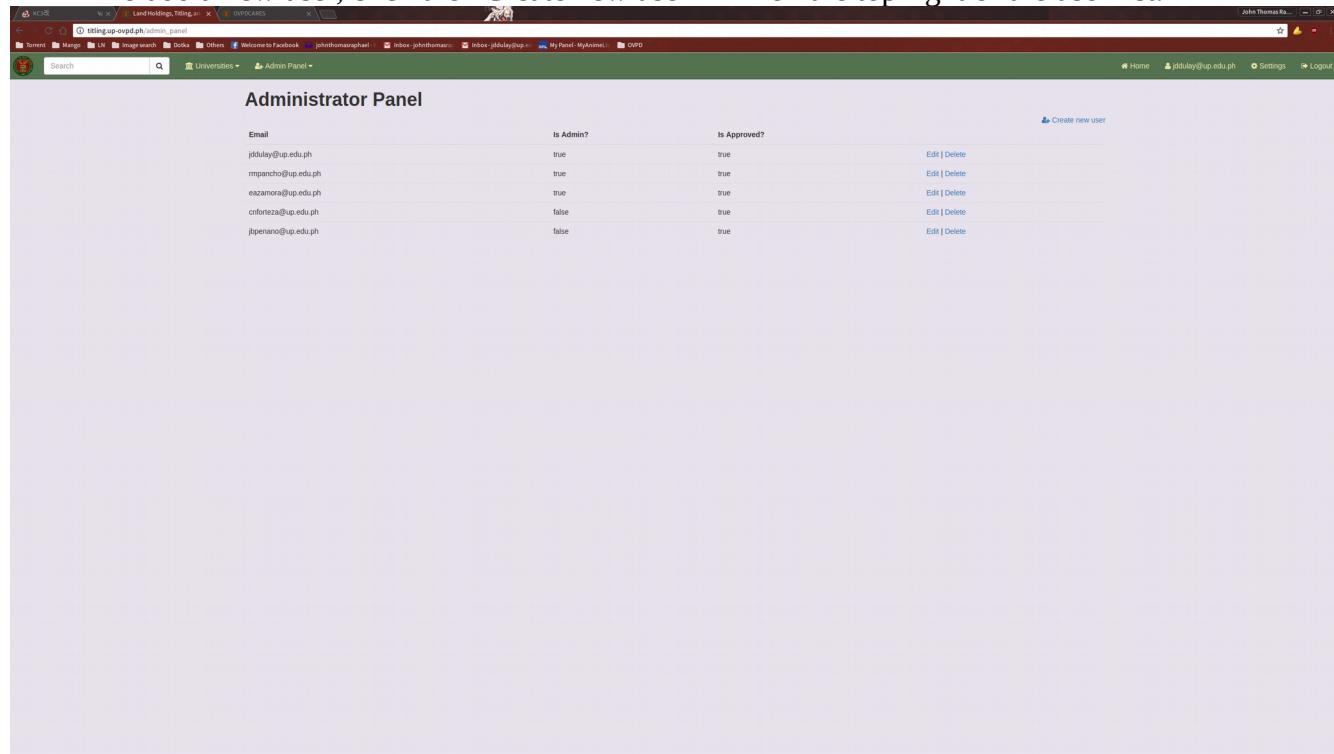
Using the User Management page, the admin user can view, create, edit, and delete users.

The screenshot shows a web-based administrator panel titled "Administrator Panel". At the top right, there are links for "Home", "jddulay@up.edu.ph", "Settings", and "Logout". A "Create new user" button is located at the top right of the main content area. The main content is a table with columns: "Email", "Is Admin?", and "Is Approved?". The table lists five users:

| Email | Is Admin? | Is Approved? | Action |
|---------------------|-----------|--------------|---------------|
| jddulay@up.edu.ph | true | true | Edit Delete |
| rmpancho@up.edu.ph | true | true | Edit Delete |
| esazamora@up.edu.ph | true | true | Edit Delete |
| cñforceza@up.edu.ph | false | true | Edit Delete |
| jbpenano@up.edu.ph | false | true | Edit Delete |

ADDING A NEW USER

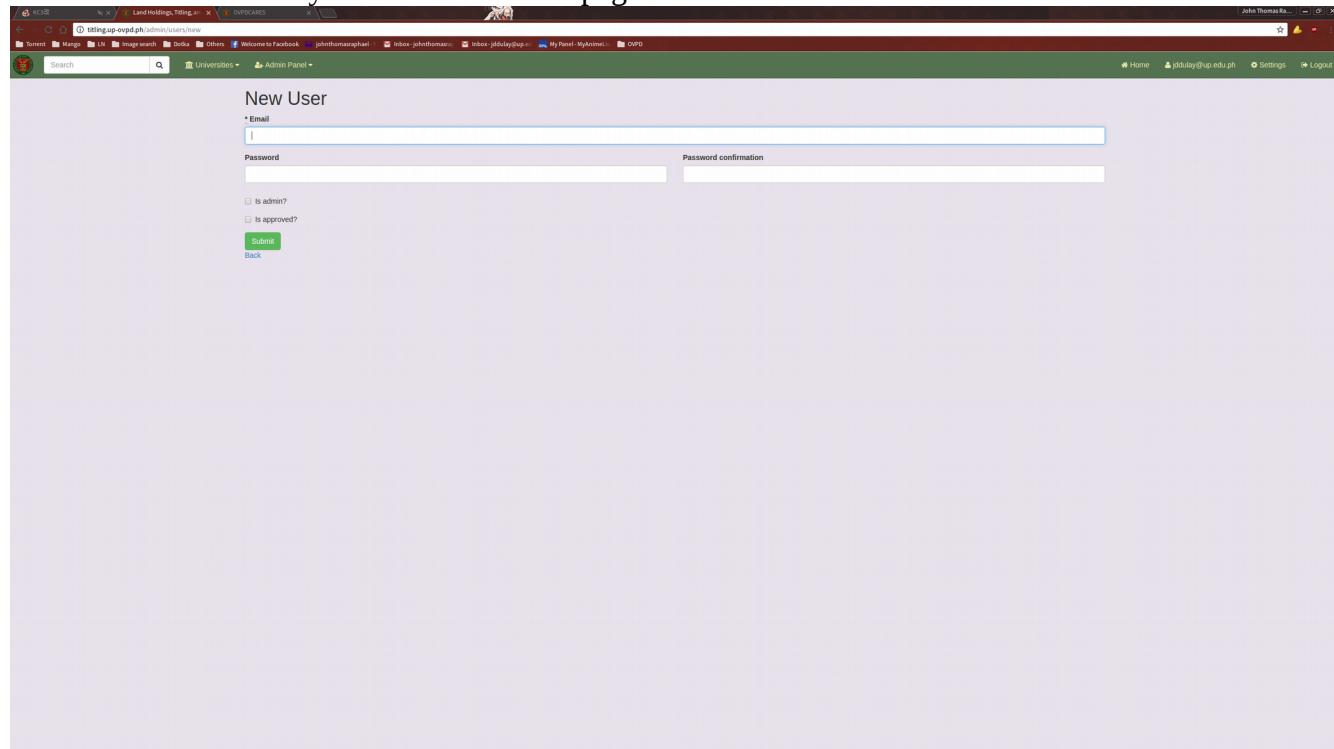
To add a new user, click the “Create new user” link on the top right of the user list.



The screenshot shows a web-based administrator panel titled "Administrator Panel". At the top right, there is a link labeled "Create new user". Below this, a table displays a list of 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 |
|---------------------|-----------|--------------|---------------|
| jddulay@up.edu.ph | true | true | Edit Delete |
| rmpancho@up.edu.ph | true | true | Edit Delete |
| esazamora@up.edu.ph | true | true | Edit Delete |
| cncortez@up.edu.ph | false | true | Edit Delete |
| jbpenano@up.edu.ph | false | true | Edit Delete |

This will direct you to the New User page.

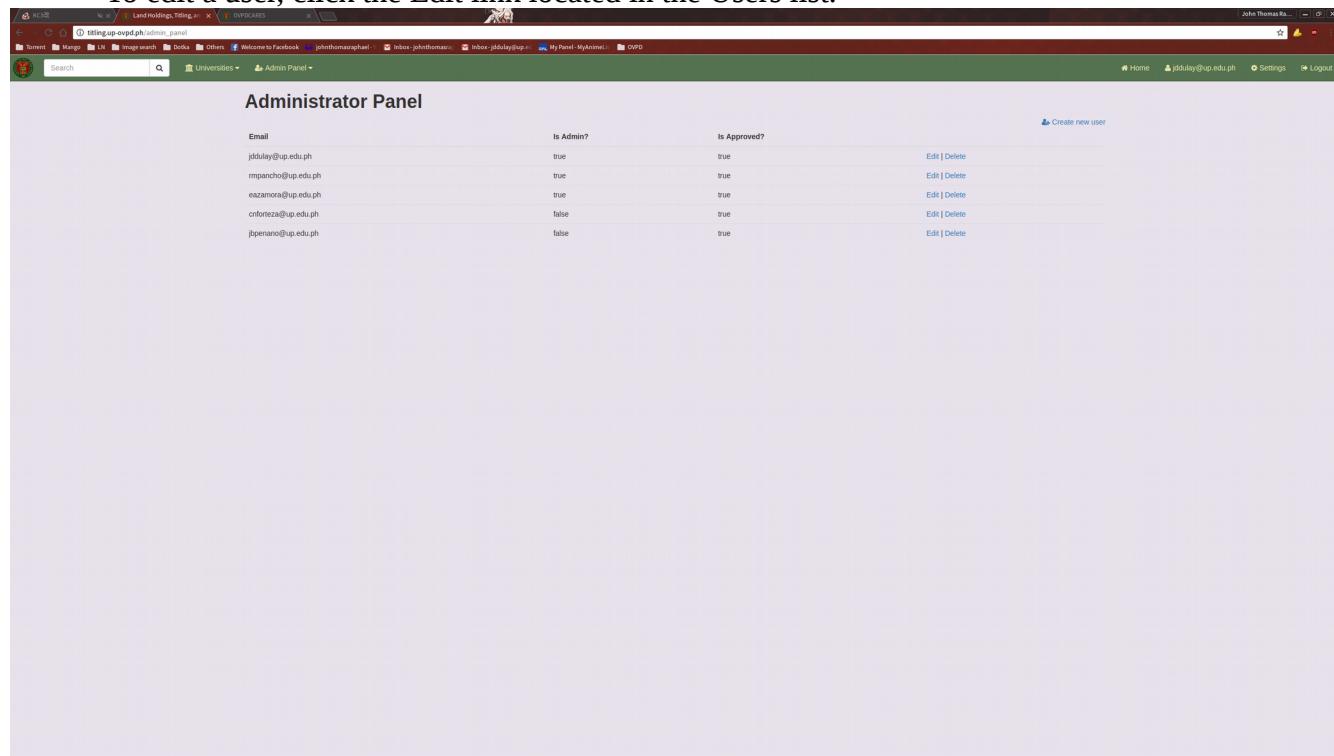


The screenshot shows a "New User" creation form. It has fields for "Email" (with placeholder text "Email"), "Password" (with placeholder text "Password"), and "Password confirmation" (with placeholder text "Password confirmation"). There are two checkboxes at the bottom: "Is admin?" and "Is approved?". Below the checkboxes are "Submit" and "Back" buttons.

Fill it up with the necessary information and submit.

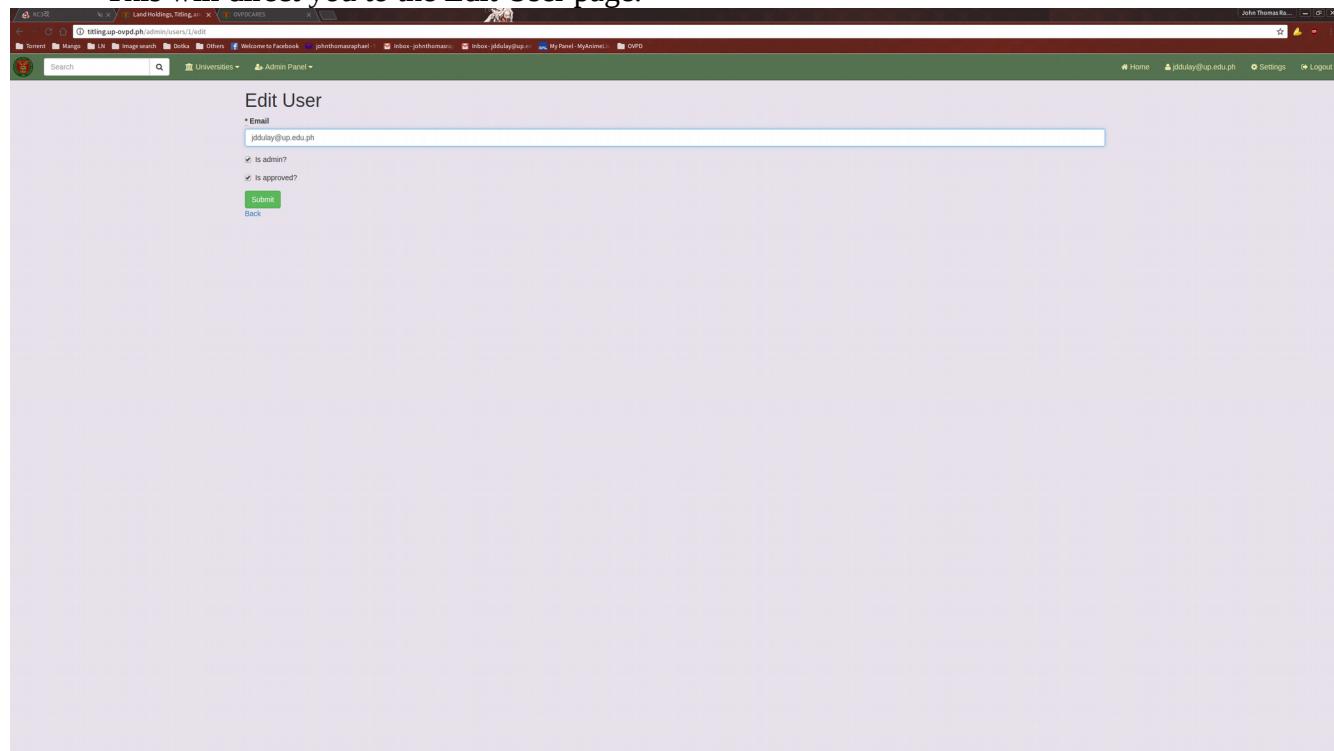
EDITING A USER

To edit a user, click the Edit link located in the Users list.



The screenshot shows a web-based administrator panel titled "Administrator Panel". At the top right, there are links for "Create new user", "Home", "Logout", and other account-related options. The main content area displays a table of users with columns: "Email", "Is Admin?", and "Is Approved?". Each row contains a user's email address, their administrative status, their approval status, and two links for "Edit" and "Delete". The users listed are: jddulay@up.edu.ph, rmpancho@up.edu.ph, easamora@up.edu.ph, cnforceza@up.edu.ph, and jbpenano@up.edu.ph.

This will direct you to the Edit User page.



The screenshot shows the "Edit User" page. It has a header "Edit User" and a sub-header "Edit User". Below the sub-header, there is a form with fields: "Email" (containing "jddulay@up.edu.ph"), "Is admin?" (with a checked checkbox), and "Is approved?" (with a checked checkbox). At the bottom of the form are two buttons: "Submit" and "Back".

Fill it up with the necessary information and submit.