



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

WEB-BASED APPLICATION BARANGAY BLOTTER MANAGEMENT SYSTEM FOR SELECTED BARANGAYS OF CITY GOVERNMENT OF SANTA ROSA

User Manual

Created by:

Acebes, Rodeth Mae

Lopez, Jamie Denise

Lumague, Armand Ezekiel

Mangahis, Anna Micaella

Matos, Mary Anne

Melendrez, Lois Khalil



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

Table of Contents

System Overview	3
Accessing the Website	4
DILG Module	5
Lupon Module	13
Punong Barangay Module	49
Resident Tracking Case Module	56
Forgot Password	57



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT *City of Santa Rosa, Laguna*

System Overview

The integrated system comprises four essential modules designed to improve and simplify the current manual blotter process across different barangays in Santa Rosa. The Barangay Captain Module acts as a key tool, making it easier for local leaders to create and monitor Lupon accounts, facilitating administrative tasks. The Barangay Lupon Module is dedicated to efficiently managing incident cases, giving priority to the creation and tracking of such cases within the barangay. At the same time, the Department of Interior and Local Government (DILG) Module plays a crucial role in overseeing the monthly reports from barangays, ensuring compliance and fostering accountability. Additionally, the Resident Tracking Case Module, equipped with Optical Character Recognition (OCR) technology, empowers residents to securely monitor the status of their blotter cases, promoting transparency and accessibility in the justice system. Together, these interconnected modules form a comprehensive system, enhancing overall governance and public service capabilities within the community.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT *City of Santa Rosa, Laguna*

Getting Started

Accessing the Website

1. To access Barangay Blotter Management System, open a web browser and navigate to this URL <https://brgyblotter-src.online/>

2. Make sure you have a stable internet connection.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

DILG Account

Login

1. Among the two selections (Barangay, DILG), click **DILG**.

A screenshot of a login interface. On the left, there is a yellow box containing the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". To the right, the text "START YOUR SESSION AS" is displayed above two red rectangular buttons. The first button contains a icon of three people and the text "Barangay". The second button contains a person icon and the text "DILG".

START YOUR SESSION AS

Barangay

DILG

2. Input your email address and password then click **Login**.

A screenshot of a login interface. On the left, there is a yellow box containing the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". To the right, the text "Login To Start Session" is displayed above two input fields. The first field is labeled "Email Address" and the second is labeled "Password". Below the password field is a small eye icon indicating password visibility. At the bottom, there are two buttons: "Back" and "Login".

Login To Start Session

Email Address

Password

Back

Login

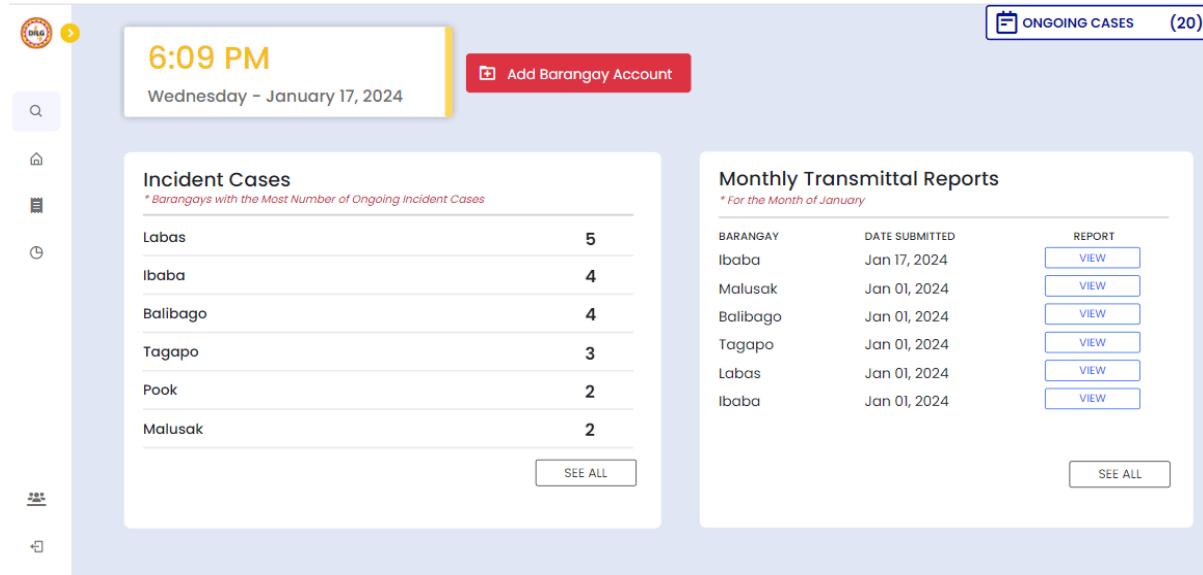


DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Add/Create a New Punong Barangay Account

1. In the homepage dashboard of the DILG module, click **Add Barangay Account**.



The screenshot shows the DILG module dashboard. At the top, it displays the time "6:09 PM" and the date "Wednesday - January 17, 2024". There is a red button labeled "Add Barangay Account". Below this, there are two main sections: "Incident Cases" and "Monthly Transmittal Reports".

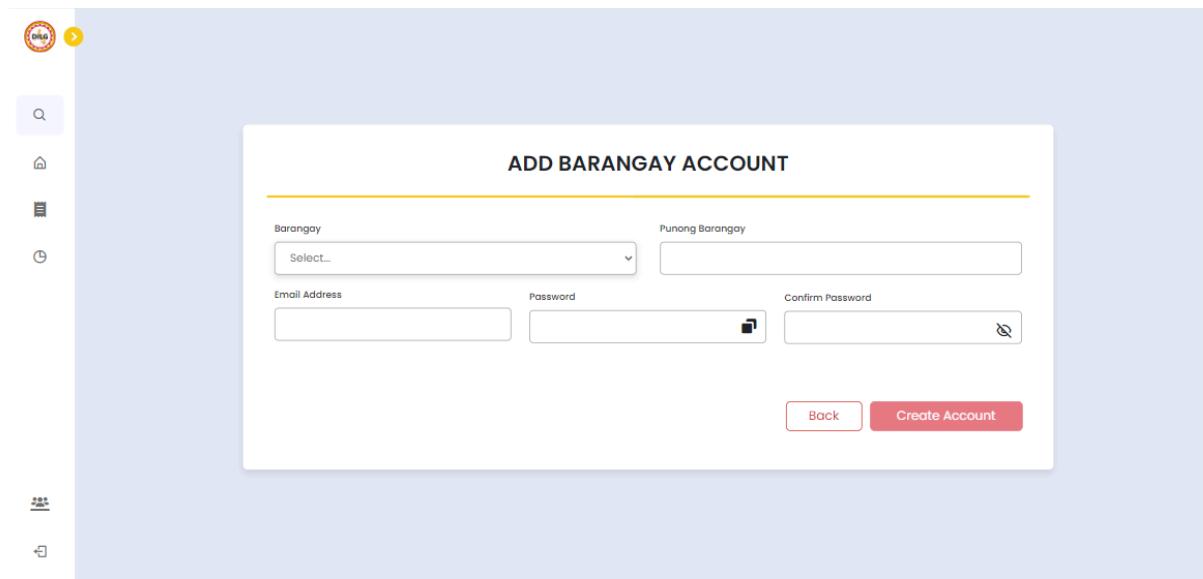
Incident Cases:
*Barangays with the Most Number of Ongoing Incident Cases

Barangay	Count
Labas	5
Ibaba	4
Bilibago	4
Tagapo	3
Pook	2
Malusak	2

Monthly Transmittal Reports:
*For the Month of January

BARANGAY	DATE SUBMITTED	REPORT
Ibaba	Jan 17, 2024	<button>VIEW</button>
Malusak	Jan 01, 2024	<button>VIEW</button>
Bilibago	Jan 01, 2024	<button>VIEW</button>
Tagapo	Jan 01, 2024	<button>VIEW</button>
Labas	Jan 01, 2024	<button>VIEW</button>
Ibaba	Jan 01, 2024	<button>VIEW</button>

2. Fill out the form provided and click **Create Account**.



The screenshot shows the "ADD BARANGAY ACCOUNT" form. It includes fields for "Barangay" (a dropdown menu), "Punong Barangay" (a text input field), "Email Address" (a text input field), "Password" (a password input field with a visibility icon), and "Confirm Password" (a text input field). At the bottom right, there are "Back" and "Create Account" buttons.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

- The registered account will appear in the account management page.

ACCOUNT MANAGEMENT

Add Barangay Account

Barangay Captain	Email Address	Status	Created At	Actions
Jose C. Cartaño	barangay_dila@admin.com	ACTIVE	24 Jan 2024	<button>Disable</button>
Ramon E. Dia	barangay_malusak@admin.com	ACTIVE	03 Dec 2023	<button>Disable</button>
Ariel D. Gomez	barangay_balibago@admin.com	ACTIVE	02 Dec 2023	<button>Disable</button>
Etaw Caravana	barangay_tagapo@admin.com	ACTIVE	02 Dec 2023	<button>Disable</button>
Alvin R. Cartaño	barangay_pook@admin.com	ACTIVE	20 Nov 2023	-
Ronald A. De Guzman	barangay_labas@admin.com	ACTIVE	20 Nov 2023	<button>Disable</button>

View Analytics

- In the DILG homepage module, click **See All** under the Incident Cases container.

Note : You can also pull out the sidebar and click Analytics

6:09 PM
Wednesday – January 17, 2024

Add Barangay Account

ONGOING CASES (20)

Incident Cases

*Barangays with the Most Number of Ongoing Incident Cases

Labas	5
Ibaba	4
Balibago	4
Tagapo	3
Pook	2
Malusak	2

SEE ALL

Monthly Transmittal Reports

*For the Month of January

BARANGAY	DATE SUBMITTED	REPORT
Ibaba	Jan 17, 2024	<button>VIEW</button>
Malusak	Jan 01, 2024	<button>VIEW</button>
Balibago	Jan 01, 2024	<button>VIEW</button>
Tagapo	Jan 01, 2024	<button>VIEW</button>
Labas	Jan 01, 2024	<button>VIEW</button>
Ibaba	Jan 01, 2024	<button>VIEW</button>

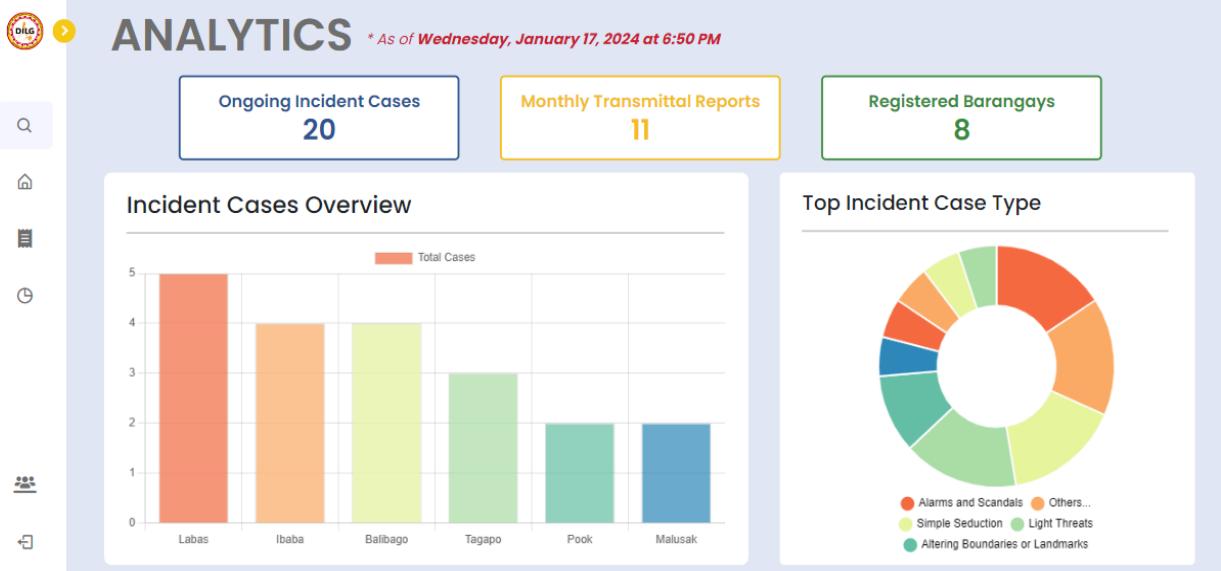
SEE ALL



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. An analytics page of the incident cases will appear on your screen.



View Monthly Transmittal Reports

1. In the DILG module homepage, click **See All** under the Monthly Transmittal Reports container.

Note : You can also pull out the sidebar and click Transmittal Reports

The screenshot shows the following sections:

- Incident Cases:** Displays the top barangays with the most ongoing incident cases:

Barangay	Cases
Labas	5
Ibaba	4
Balibago	4
Tagapo	3
Pook	2
Malusak	2
- Monthly Transmittal Reports:** Displays reports for January:

Barangay	Date Submitted	Action
Ibaba	Jan 17, 2024	VIEW
Malusak	Jan 01, 2024	VIEW
Balibago	Jan 01, 2024	VIEW
Tagapo	Jan 01, 2024	VIEW
Labas	Jan 01, 2024	VIEW
Ibaba	Jan 01, 2024	VIEW



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. A new page will appear containing the recently submitted monthly transmittal report. You can select a barangay and click **View** to display the report.

The screenshot shows a web interface for viewing monthly transmittal reports. On the left is a sidebar with icons for search, home, list, time, people, and refresh. The main area has a title 'MONTHLY TRANSMITTAL REPORTS'. Below it is a search bar with 'BARANGAY' and a dropdown placeholder 'Search...', a red 'Search' button, and a 'SORT BY:' dropdown set to 'From Latest to Oldest'. A table lists one report:

BARANGAY	DATE SUBMITTED	TRANSMITTAL REPORT
Malusak	January 01, 2024	VIEW

Below the table is a 'SEE ALL' button. Another table below shows a second report:

BARANGAY	DATE SUBMITTED	TRANSMITTAL REPORT
	January 01, 2024	VIEW

*Note : To display all the monthly transmittal reports of that barangay, click **See All** instead.*

This screenshot shows the same web interface as above, but with two reports listed in the main table. The first report is for 'BRGY. MALUSAK' and the second is for an unnamed barangay. Both reports show the date submitted and a 'VIEW' button.

BARANGAY	DATE SUBMITTED	TRANSMITTAL REPORT
BRGY. MALUSAK	January 01, 2024	VIEW
	January 01, 2024	VIEW



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

3. A PDF file will open in a new window containing the selected month's report

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA
OFFICE OF THE BARANGAY CAPTAIN

January 1, 2024

Date

MONTHLY TRANSMITTAL OF FINAL REPORTS

To : City/Municipality Judge

City/Municipality Judge

Enclosed herewith are the final reports of settlement of disputes and arbitration awards made by the Barangay Captain/ Pangkat Tagapagkasundo in the following cases:

Barangay Case No.	TITLE
2023-0007-05	Acbebs vs. Matos
2023-0003-05	Cruz vs. Garcia
2023-0001-05	Lopez vs. Benjamin

Activate or Disable a Punong Barangay Account

1. Pull out the sidebar and click **Manage Accounts**.

DILG —
Santa Rosa

Home Transmittal Reports Analytics Manage Accounts Logout

ACCOUNT MANAGEMENT

Add Barangay Account

Barangay Captain	Email Address	Status	Created At	Actions	Signature
Christopher B. Dictado	barangay_cainingin@admin.com	ACTIVE	24 Jan 2024	Disable	
Jose C. Cartaño	barangay_dila@admin.com	DISABLED	24 Jan 2024	Activate	-
Ramon E. Dia	barangay_malusak@admin.com	ACTIVE	03 Dec 2023	Disable	-
Ariel D. Gomez	barangay_balibago@admin.com	ACTIVE	02 Dec 2023	Disable	-
Etaw Caravana	barangay_tagapo@admin.com	ACTIVE	02 Dec 2023	Disable	-
Alvin R. Cartaño	barangay_pook@admin.com	ACTIVE	20 Nov 2023	Disable	-
Ronald A. De Guzman	barangay_labas@admin.com	ACTIVE	20 Nov 2023	Disable	-
Relly M. Medina	barangay_ibaba@admin.com	ACTIVE	15 Sep 2023	Disable	-



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. Choose from the list of the Barangay Captain accounts and click the **Activate or Disable** button. A pop-up confirmation message will appear then click **Confirm**.

ACCOUNT MANAGEMENT

Barangay Captain	Email Address	Status	Created At	Actions	Signature
Christopher B.			24 Jan 2024	<button>Disable</button>	
Jose C. Car			24 Jan 2024	<button>Activate</button>	-
Ramon E.			03 Dec 2023	<button>Disable</button>	-
Ariel D. Go			02 Dec 2023	<button>Disable</button>	-
Etaw Carav			02 Dec 2023	<button>Disable</button>	-
Alvin R. Cartano	barangay_pook@admin.com	ACTIVE	20 Nov 2023	<button>Disable</button>	-
Ronald A. De Guzman	barangay_labas@admin.com	ACTIVE	20 Nov 2023	<button>Disable</button>	-
Relly M. Medina	baranaay_ibaba@admin.com	ACTIVE	15 Sep 2023	<button>Disable</button>	-

DISABLE ACCOUNT

ARE YOU SURE YOU WANT TO DISABLE THIS USER ACCOUNT?

CANCEL **CONFIRM**

ACCOUNT MANAGEMENT

Barangay Captain	Email Address	Status	Created At	Actions	Signature
Christopher B.			24 Jan 2024	<button>Disable</button>	
Jose C. Car			24 Jan 2024	<button>Activate</button>	-
Ramon E.			03 Dec 2023	<button>Disable</button>	-
Ariel D. Go			02 Dec 2023	<button>Disable</button>	-
Etaw Carav			02 Dec 2023	<button>Disable</button>	-
Alvin R. Cartano	barangay_pook@admin.com	ACTIVE	20 Nov 2023	<button>Disable</button>	-
Ronald A. De Guzman	barangay_labas@admin.com	ACTIVE	20 Nov 2023	<button>Disable</button>	-
Relly M. Medina	baranaay_ibaba@admin.com	ACTIVE	15 Sep 2023	<button>Disable</button>	-

ACTIVATE ACCOUNT

ARE YOU SURE YOU WANT TO ACTIVATE THIS USER ACCOUNT?

CANCEL **CONFIRM**



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

-
3. The Barangay Captain's account status will be updated.

ACCOUNT MANAGEMENT [+ Add Barangay Account](#)

	Barangay Captain	Email Address	Status	Created At	Actions	Signature
	Christopher B. Dictado	barangay_caingin@admin.com	ACTIVE	24 Jan 2024	Disable	
	Jose C. Cartaño	barangay_dila@admin.com	ACTIVE	24 Jan 2024	Disable	-
	Ramon E. Dia	barangay_malusak@admin.com	ACTIVE	03 Dec 2023	Disable	-
	Ariel D. Gomez	barangay_balibago@admin.com	ACTIVE	02 Dec 2023	Disable	-
	Etaw Caravana	barangay_tagapo@admin.com	ACTIVE	02 Dec 2023	Disable	-
	Alvin R. Cartaño	barangay_pook@admin.com	ACTIVE	20 Nov 2023	Disable	-
	Ronald A. De Guzman	barangay_labas@admin.com	ACTIVE	20 Nov 2023	Disable	-



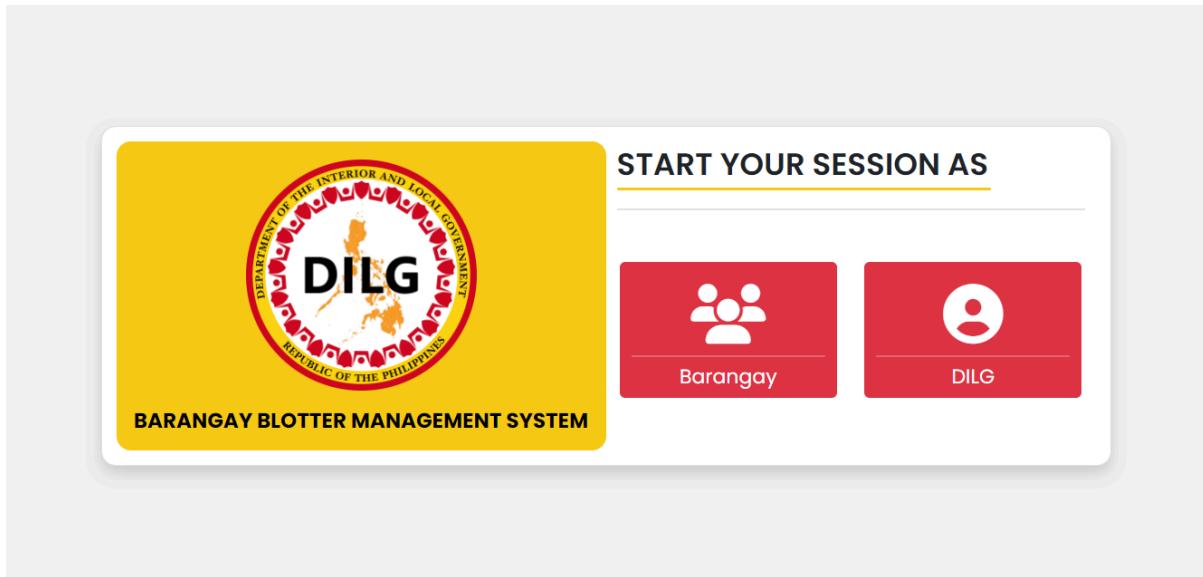
DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

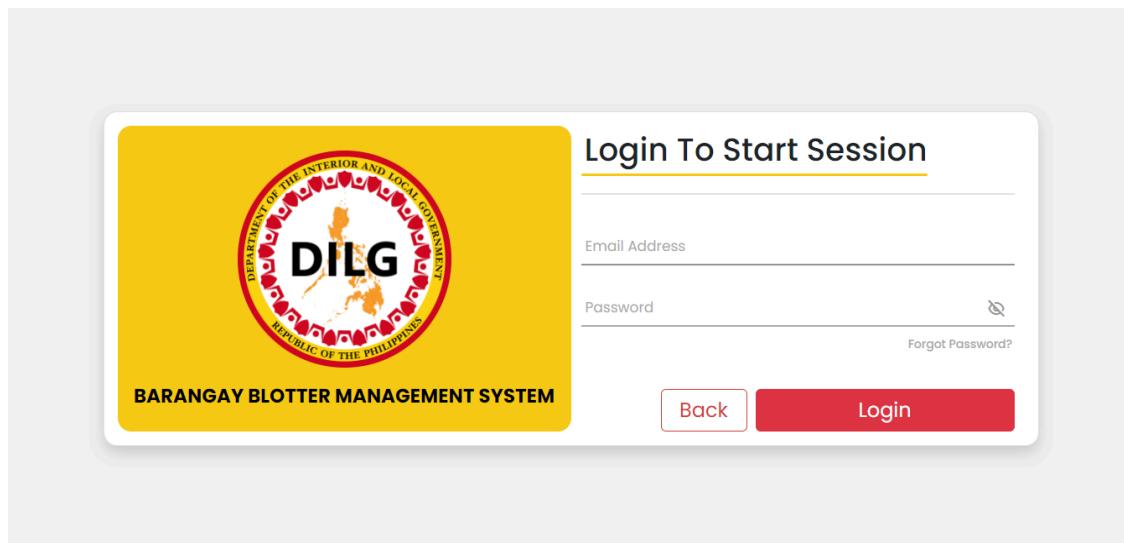
Lupong Tagapamayaya

Login

1. Among the two selections (Barangay, DILG), choose the "**Barangay**".



2. Input your email address and password then click "**Login**".





DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Lupon Dashboard / Homepage

The Homepage contains all of the information which allows the user to access the recent activities of incident cases and other staff as well.

The screenshot shows the Lupon Dashboard. At the top left is a circular icon with the DILG logo. The top center displays the text "DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT" and "City of Santa Rosa, Laguna". The top right shows a bell icon with "(2)" notifications. The main area has a light blue header with the time "10:50 AM" and the date "Wednesday - January 24, 2024". Below this is a red button labeled "Generate Monthly Report". On the left, there's a sidebar with icons for search, home, calendar, and other staff. The main content area has two sections: "SCHEDULED HEARINGS" and "Recent Incident Cases". The "SCHEDULED HEARINGS" section lists hearings for January 23, 24, 25, and 26, 2024, with details like time and case number. The "Recent Incident Cases" section shows one entry: Case No. 2024-0009, titled "Mangahis vs. IBANEZ", with the requirement "NEED KP FORM #8 AND #9".

Generate Monthly Report

1. In the homepage dashboard of the Lupon Staff module, click **Generate Monthly Report**.
If the Monthly Report is not yet available for the current month, you can download the Last Month's report.

Note: The current month's report will be available for the first five days of the next month.

The screenshot shows the Lupon Dashboard. The top header and sidebar are identical to the previous screenshot. The main content area now features a large modal window. The modal title is "GENERATE MONTHLY TRANSMITTAL REPORT". It contains a message: "Report generation is only available during the first week of the month. Please try again later." Below this is another message: "To obtain the report for the previous month, kindly click the button below:". A red button at the bottom of the modal is labeled "DOWNLOAD LAST MONTH REPORT". The background of the dashboard is dimmed.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

2. If the monthly report is already available, click “Generate Report”.

The screenshot shows a software application window. At the top left is a circular logo for the Department of the Interior and Local Government (DILG) of the Philippines. The main header reads "DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT" and "City of Santa Rosa, Laguna". Below the header, there's a "NOTIFICATIONS (1)" badge with a bell icon. The central part of the screen displays a "SCHEDULED HEARINGS" section with three entries:

- January 17, 2024**: 2:00pm • CASE NO. #2024-0001
- January 18, 2024**: 11:00am • CASE NO. #2024-0002
- January 22, 2024**: 9:00am • CASE NO. #2024-0003

To the right of the hearings list is a modal dialog box titled "GENERATE MONTHLY TRANSMITTAL REPORT". It contains the following text:
By clicking the generate button, the report will be automatically submitted to the DILG.
To obtain the report for the previous month, click [here](#).
At the bottom of the dialog is a large red "GENERATE REPORT" button. In the top right corner of the dialog, there is a red "X" button.

3. A PDF File of the report will be generated and appear in a new window.

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA
OFFICE OF THE BARANGAY CAPTAIN

January 1, 2024

Date

MONTHLY TRANSMITTAL OF FINAL REPORTS

To : City/Municipality Judge

City/Municipality Judge

Enclosed herewith are the final reports of settlement of disputes and arbitration awards made by the Barangay Captain/ Pangkat Tagapagkasundo in the following cases:

Barangay Case No.	TITLE
2023-0007-05	Acebes vs. Matos
2023-0003-05	Cruz vs. Garcia
2023-0001-05	Lopez vs. Benjamin



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Create Incident Report Form

1. In the Incident Reports section, click **Create Incident Report** and fill out the form, then click **Next**.

A screenshot of the "Create Incident Report Form" page. The page title is "Create Incident Report Form" and the incident case number is "INCIDENT CASE #2024-0004".

The form is divided into two sections: "COMPLAINANT DETAILS" and "RESPONDENT DETAILS". Both sections require input for Last Name, First Name, Middle Name, Cellphone Number, and House Address. A "NEXT" button is located at the bottom right of the form area.

2. If the information is lacking or incorrect, an invalid pop-up message will appear. Make sure to input valid information.

Note: The cellphone number is integral as it will be used for the sending of links of the Track Case feature.

A screenshot of the "Create Incident Report Form" page showing an invalid input alert. A modal window titled "INVALID" with a red exclamation mark icon appears over the form fields. The message inside the modal says "PLEASE INPUT A VALID CELPHONE NUMBER FOR THE: COMPLAINANT and RESPONDENT". The background of the page shows the original form fields for complainant and respondent details.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

- After validating all information, a new page will appear for the case details. After filling out this page, click **Create**.

A screenshot of a web-based application titled "Create Incident Report Form". The main title is "INCIDENT CASE #2024-0004". Below it, there are two input fields: "Incident Case Type" and "Incident Date". A large text area for "Description of Violation" is present, with a note indicating "255 characters left". At the bottom, there are "BACK" and "CREATE" buttons.

- Double check all information, then Click **Submit**.

A screenshot of a web-based application titled "CONFIRM INCIDENT CASE #2024-0007 DETAILS". It displays three sections: "COMPLAINANT DETAILS" (Last Name: Case One, First Name: Test, Middle Name: [empty], Cellphone Number: 09605121517, House Address: 112 Baclaran), "RESPONDENT DETAILS" (Last Name: Case Two, First Name: Test, Middle Name: [empty], Cellphone Number: 09605121511, House Address: 113 Mamatid), and "INCIDENT DETAILS" (Incident Date: 2024-01-23, Incident Case Type: Other forms of trespass, Description of Violation: Kimukha po ang ulam naming mechado tuwing gabi). At the bottom, there are "BACK" and "SUBMIT" buttons.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

5. The created case will appear under cases with incomplete notices.

The screenshot shows a list of cases with incomplete notices. There is one entry:

CASE NO.	CASE TITLE	DATE REPORTED	PROCESSED BY	DATE OF HEARING	ACTIONS
2024-0007	Case One vs. Case Two	January 25, 2024	Jamie Lopez	NO HEARING SCHEDULE YET	SET HEARING SCHEDULE GENERATE KP FORM #7 DELETE INCIDENT CASE

Incident Reports and Hearings Page

The Incident Reports and Hearings page contains all the incident report details and hearings schedule.

The screenshot shows a detailed view of a case. The case number is Case No. #2024-0003, with parties Gonzales vs. Reyes. The hearing type is MEDIATION, scheduled for Mon, 22 January 2024 - 09:00 AM. The table below lists notices:

TYPE OF NOTICE	RESIDENT NAME	STATUS	DATE NOTIFIED	ACTION
Hearing Notice	Gonzales Maria D.	-	-	GENERATE KP FORM #8
Summon Notice	Reyes Juan G.	-	-	GENERATE KP FORM #9

[MANAGE NOTICES](#)



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

INCIDENT REPORTS

[Create Incident Report](#)

Mediation Hearings Conciliation Hearings Arbitration Hearings

CASE NO. Search [Search](#)

SORT BY: [From Latest to Oldest](#)

Case No.	Hearing Type Status	Hearing Schedule
Case No. #2024-0003 <i>Gonzales vs. Reyes</i>	MEDIATION	Mon, 22 January 2024 - 09:00 AM
Complainant Gonzales Maria D.	Respondent Reyes Juan G.	Requirement Action
Manage Notices		
Case No. #2024-0002 <i>Lim vs. Santos</i>	ARBITRATION	Thu, 18 January 2024 - 11:00 AM
Complainant Lim vs. Santos	Respondent Santos	Requirement Action

Cases with Incomplete Notice

a. Set Hearing Schedule

1. In the incident reports page, choose cases with incomplete notices and click the **Set Hearing Schedule** button.

INCIDENT REPORTS

[Create Incident Report](#)

[Back](#) Cases with Incomplete Notices [→](#)

CASE NO.	CASE TITLE	DATE REPORTED	PROCESSED BY	DATE OF HEARING	ACTIONS
2024-0007	Case One vs. Case Two	January 25, 2024	Jamie Lopez	NO HEARING SCHEDULE YET	SET HEARING SCHEDULE GENERATE KP FORM #7 DELETE INCIDENT CASE



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. You will be asked to schedule a hearing for the case. Choose an available date and time and click the **Appoint Hearing** button.

SCHEDULE FOR CASE #2024-0007

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .

Hearing Date *

2024-01-26

Hearing Time *

2:00 PM

APPOINT HEARING

3. A pop-up will appear that shows the summary of your hearing schedule. Click **Submit**.

SCHEDULE FOR CASE #2024-0007

CASE ONE VS. CASE TWO

CONFIRM HEARING SCHEDULE

Date of Hearing	January 26, 2024
Time of Hearing	2:00 PM

BACK **SUBMIT**

APPOINT HEARING



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

- After submitting the hearing schedule, an overview of the case will appear. Click **Generate KP Form #8 and #9**

NOTICE OF CASE #2024-0007

CASE ONE VS. CASE TWO

Hearing Schedule

Jan 26, 2024 - 2:00 PM

[Change Schedule?](#)

Type of Notice	Resident Name	Status	Actions
HEARING NOTICE	CASE ONE, TEST .		GENERATE KP FORM #8
SUMMON NOTICE	CASE TWO, TEST .		GENERATE KP FORM #9
PANGKAT NOTICE	-		CONCILIATION HEARING IS NOT SCHEDULED

- A pop-up confirmation will appear, click **Yes**.

GENERATE HEARING NOTICE CONFIRMATION

Are you sure you want to generate the form?

[NO](#) [YES](#)

CASE TWO, TEST .



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

-
6. A new window will open containing a PDF file of both forms.
-

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

**NOTICE OF HEARING
(MEDIATION PROCEEDINGS)**

TO: Case One, Test
Complainant

You are required to appear before me on January 26, 2024 at 12:00 PM for the hearing of your complaint. This

KP Polmularyo Blg. 9



Republika ng Pilipinas
Lalawigan ng Laguna
Lungsod ng Santa Rosa
Barangay Ibaba

TANGGAPAN NG PUNONG BARANGGAY

)

#####

TANGGAPAN NG LUPONG TAGAPAGPAMAYAPA

01-24-2024
Petsa

Usapin ng Barangay Bldg. 2024-0008-05
Para sa: Article No. 175

Case One, Test
Nagrereklamo

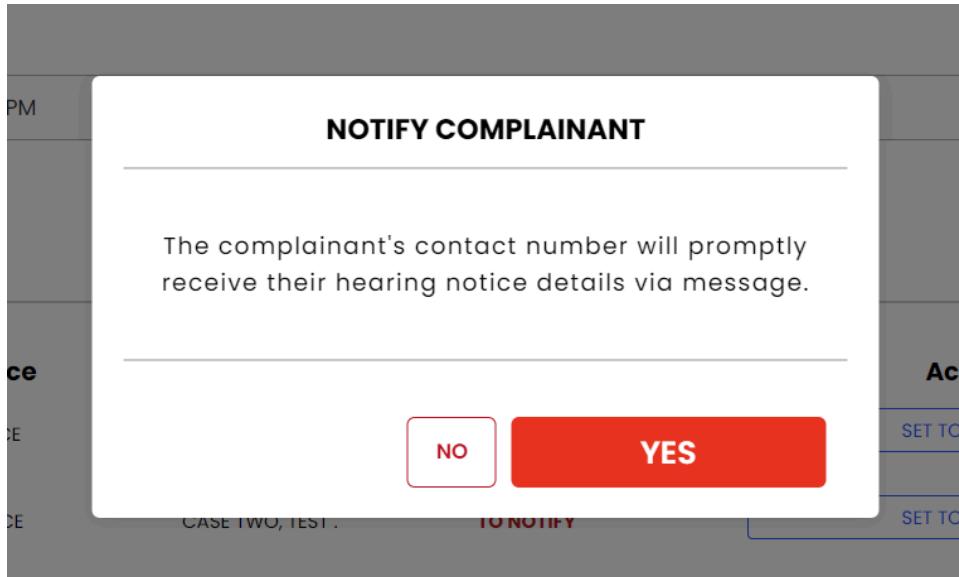
-Laban kay/kina-



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

7. Go back to the Notices Management page, then click the **Set to Notified** button for both the complainant and defendant. A pop-up confirmation will appear, click **Yes**.



8. Both the complainant and defendant will receive a text message regarding their hearing schedule and how they can track the status of their case.

b. Generate KP Form #7

1. In the incident reports page, choose cases with incomplete notices and click the **Generate KP Form #7** button.

INCIDENT REPORTS

Create Incident Report

Back Cases with Incomplete Notices

CASE NO.	CASE TITLE	DATE REPORTED	PROCESSED BY	DATE OF HEARING	ACTIONS
2024-0007	Case One vs. Case Two	January 25, 2024	Jamie Lopez	NO HEARING SCHEDULE YET	SET HEARING SCHEDULE GENERATE KP FORM #7 DELETE INCIDENT CASE



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

-
2. A new window will open containing a PDF file format of the KP Form #7.

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2024-0009-05

For : Article No. 276

Case One, Test

Complainant

--against--

Case Two, Test

Respondent

C O M P L A I N T

I/WE hereby complain against above named respondent/s for violating my/our rights and interests in the following

c. Delete Incident Case

1. In the incident reports page, choose cases with incomplete notices and click the **Delete Incident Case** button.

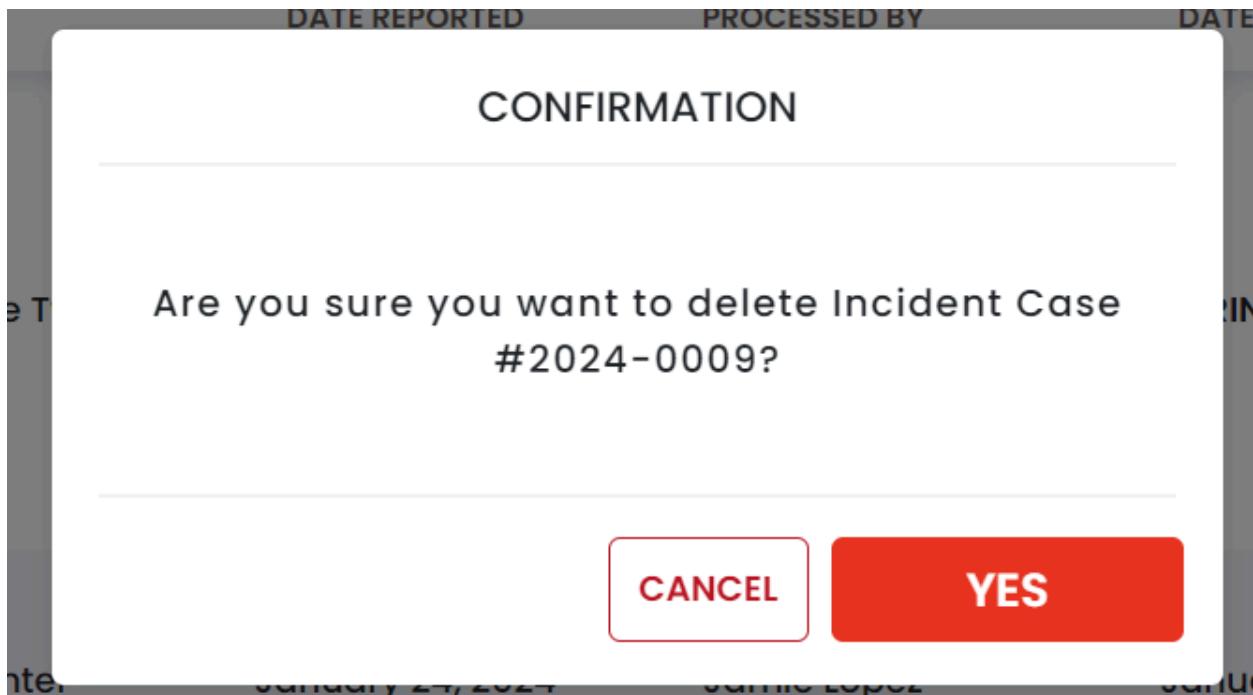
The screenshot shows a web-based application interface for managing incident reports. At the top, there's a header with a logo, a search icon, and a help icon. To the right of the header is a red button labeled "Create Incident Report". Below the header, there's a navigation bar with "INCIDENT REPORTS" and a "Back" button. A search bar is positioned above a table. The table has columns for CASE NO., CASE TITLE, DATE REPORTED, PROCESSED BY, DATE OF HEARING, and ACTIONS. There are three rows in the table. The first row corresponds to the case mentioned in the text above. The "ACTIONS" column for this row contains three buttons: "SET HEARING SCHEDULE" (disabled), "GENERATE KP FORM #7" (disabled), and "DELETE INCIDENT CASE".

CASE NO.	CASE TITLE	DATE REPORTED	PROCESSED BY	DATE OF HEARING	ACTIONS
2024-0007	Case One vs. Case Two	January 25, 2024	Jamie Lopez	NO HEARING SCHEDULE YET	SET HEARING SCHEDULE GENERATE KP FORM #7 DELETE INCIDENT CASE



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

2. A pop-up confirmation will appear, click the **Yes** button.



3. The deleted case is now removed from cases with incomplete notices.

Ongoing Cases

a. Reschedule Hearing

A hearing can be rescheduled if one of the parties doesn't show up on the scheduled date, to reschedule the hearing please follow the steps below:

1. In the incident reports page go to Ongoing Cases, and click **Hearing**.
 - Upcoming Hearing - the hearing has not yet concluded. (Note: please wait for the hearing to conclude to proceed to the next step)
 - Hearing - the hearing is completed and awaiting for the next step.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

INCIDENT REPORTS

[Create Incident Report](#)

[Back](#)

Ongoing Cases



CASE NO.	CASE TITLE	HEARING STATUS	HEARING DATE	PROCESSED BY	ACTIONS
2024-0008	Case One vs. Case Two	MEDIATION	Jan 24, 2024	Jamie Lopez	HEARING DETAILS

2. A new page with a pop-up will appear asking if you would like to proceed or reschedule the hearing. Click **Reschedule**.

Mediation Hearing Record for Case 2024-0008

CASE ONE VS. CASE TWO

MEDIATION HEARING

WOULD YOU LIKE TO PROCEED OR RESCHEDULE THE HEARING?

[RESCHEDULE](#) [PROCEED](#)

[PROCEED TO CONCILIATION](#) [CREATE AGREEMENT](#)



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

3. You will be asked to schedule another hearing for the case. Choose an available date and time and click the **Appoint Hearing** button.

SCHEDULE FOR CASE #2024-0008

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .

Hearing Date *

Hearing Time *

Select Hearing Schedule...

APPOINT HEARING

4. A pop-up confirmation will appear regarding the hearing schedule. Click **Submit**.

SCHEDULE FOR CASE #2024-0008

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .

Hearing Date *

2024-01-31

Hearing Time *

3:00 PM

CONFIRM HEARING SCHEDULE

Date of Hearing
January 31, 2024

Time of Hearing
3:00 PM

BACK **SUBMIT**

APPOINT HEARING



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

5. The schedule of the hearing will be changed but the case still falls under mediation.

Case No. #2024-0008

Case One vs. Case Two

Hearing Type Status: MEDIATION

Schedule: Wed, 31 January 2024 - 03:00 PM

b. Proceed to Create Agreement

1. In the incident reports page, click **Hearing**.
 - Upcoming Hearing - the hearing has not yet concluded. (Note: please wait for the hearing to conclude to proceed to the next step)
 - Hearing - the hearing is completed and awaiting for the next step.

The screenshot shows a table with columns: CASE NO., CASE TITLE, HEARING STATUS, HEARING DATE, PROCESSED BY, and ACTIONS. A single row is selected for Case No. 2024-0008, titled "Case One vs. Case Two". The hearing status is "MEDIATION", the date is "Jan 24, 2024", and it was processed by "Jamie Lopez". The "ACTIONS" column contains two buttons: "HEARING" (highlighted in blue) and "DETAILS".

2. A new page with a pop-up will appear asking if you would like to proceed or reschedule the hearing. Click **Proceed**.

The pop-up window is titled "MEDIATION HEARING" and asks "WOULD YOU LIKE TO PROCEED OR RESCHEDULE THE HEARING?". It features two buttons: "RESCHEDULE" (in red) and "PROCEED" (in red). Below the buttons is a "CREATE AGREEMENT" button.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

3. Fill out the Amicable Settlement Agreement field and click **Create Agreement**.

Mediation Hearing Record for Case 2024-0008

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .

Amicable Settlement Agreement *

We have settled to an agreement and we are totally okay now.

[PROCEED TO CONCILIATION](#) [PROCEED TO ARBITRATION](#) [FILE COURT ACTION](#)

[CREATE AGREEMENT](#)

4. A new window will open containing a PDF file of the Amicable Settlement Form or **KP#16**.

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2024-0008-05

For : Article No. 175

Case One, Test

Complainant

--against--

Case Two, Test

Respondent

AMICABLE SETTLEMENT

We, complainant/s and respondent/s in the above-captioned case, do hereby agree to settle our dispute as follows:
We have settled to an agreement and we are totally okay now.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

5. The case will now appear under the category of “Settled Cases”.

INCIDENT REPORTS

[Create Incident Report](#)

[Back](#) [Settled Cases](#) [→](#)

CASE NO.	CASE TITLE	HEARING	DATE OF AGREEMENT	AGREEMENT	STATUS	ACTION
2024-0008	Case One vs. Case Two	MEDIATION	January 24, 2024	We have settled to an agreement and we a...	-	DETAILS

c. Proceed to Conciliation

1. In the incident reports page, click **Hearing**.
 - Upcoming Hearing - the hearing has not yet concluded. (Note: please wait for the hearing to conclude to proceed to the next step)
 - Hearing - the hearing is completed and awaiting for the next step.

INCIDENT REPORTS

[Create Incident Report](#)

[Back](#) [Ongoing Cases](#) [→](#)

CASE NO.	CASE TITLE	HEARING STATUS	HEARING DATE	PROCESSED BY	ACTIONS
2024-0008	Case One vs. Case Two	MEDIATION	Jan 24, 2024	Jamie Lopez	HEARING DETAILS



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. A new page with a pop-up will appear asking if you would like to proceed or reschedule the hearing. Click **Proceed**.

Mediation Hearing Record for Case 2024-0008

CASE ONE VS. CASE TWO

MEDIATION HEARING

WOULD YOU LIKE TO PROCEED OR RESCHEDULE THE HEARING?

RESCHEDULE **PROCEED**

CREATE AGREEMENT

Complainant: Case One, Test .

Amicable Settlement Agreement:

PROCEED TO CONCILIATION

3. Click **Proceed to Conciliation**.

Mediation Hearing Record for Case 2024-0007

CASE ONE VS. CASE TWO

Complainant: Case One, Test .

Respondent: Case Two, Test .

Amicable Settlement Agreement *

PROCEED TO CONCILIATION **PROCEED TO ARBITRATION** **FILE COURT ACTION**

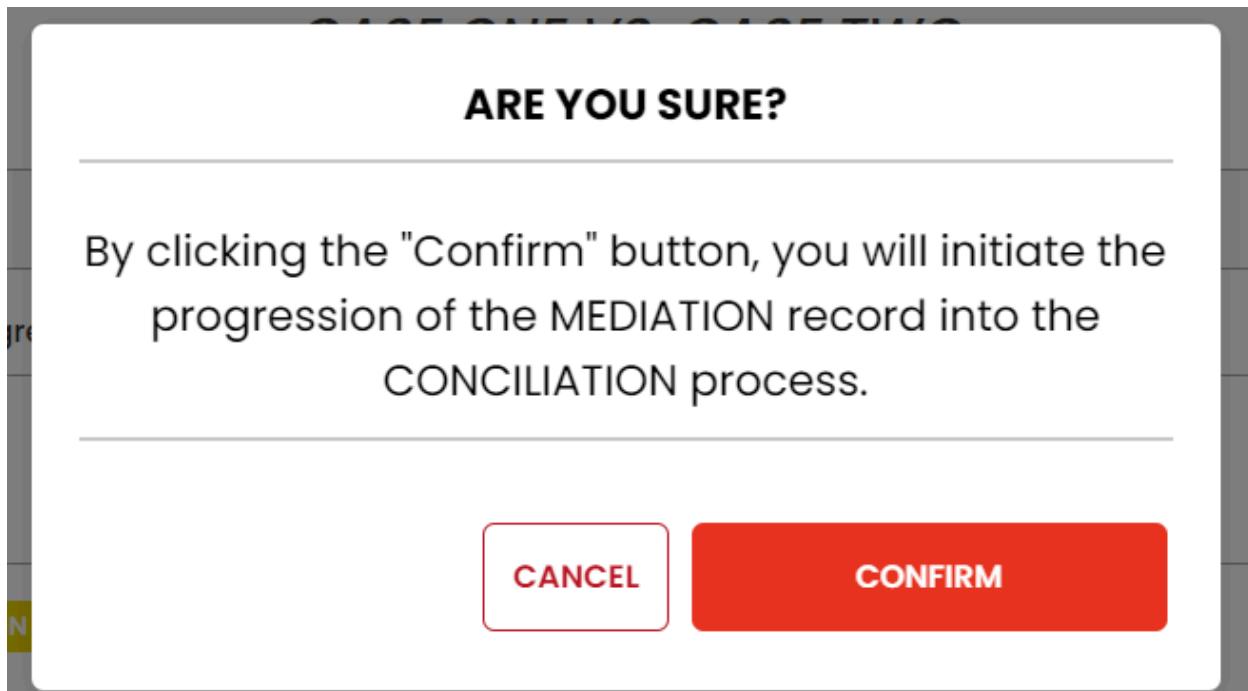
CREATE AGREEMENT



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

4. A pop-up will appear to confirm your action. Click the **Confirm** button.



5. The case will now appear under conciliation hearings. Click the **Set Hearing Schedule** button.

Conciliation Hearings						
CASE NO.	CASE TITLE	COMPLAINANT	RESPONDENT	HEARING DATE	CONCILIATION REQUIREMENT	ACTION
2024-0007	Case One vs. Case Two	Test Case One	Test Case Two	NO HEARING SCHEDULE YET	NEEDS PANGKAT CONSTITUTION NOTICE	SET HEARING SCHEDULE



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

6. You will be asked to schedule another hearing for the case. Choose an available date and time and click the **Appoint Hearing** button.

SCHEDULE FOR CASE #2024-0007

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .

Hearing Date *

2024-01-31

Hearing Time *

11:00 AM

APPOINT HEARING

7. A pop-up will appear confirming your hearing schedule. Click **Submit**.

Respondent

CONFIRM HEARING SCHEDULE

Date of Hearing

January 31, 2024

Time of Hearing

11:00 AM

BACK **SUBMIT**



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

8. You will be redirected back to the Conciliation Hearings page. Click the **Needs Pangkat Constitution Notice** hyperlink.

INCIDENT REPORTS [Create Incident Report](#)

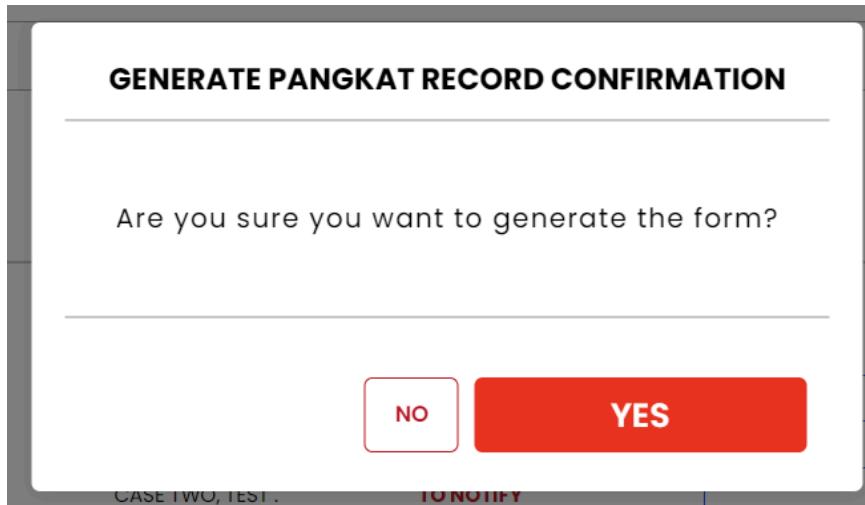
[Back](#) [Conciliation Hearings](#)

CASE NO.	CASE TITLE	COMPLAINANT	RESPONDENT	HEARING DATE	CONCILIATION REQUIREMENT	ACTION
2024-0007	Case One vs. Case Two	Test Case One	Test Case Two	January 31, 2024	NEEDS PANGKAT CONSTITUTION NOTICE	UPCOMING HEARING

9. You will be redirected to the Notices Module page. **Generate KP Form #8 and #9** and the additional form required for Conciliation, click **Generate Pangkat Constitution Notice**.

Type of Notice	Resident Name	Status	Actions
HEARING NOTICE	CASE ONE, TEST .	TO NOTIFY	SET TO NOTIFIED
SUMMON NOTICE	CASE TWO, TEST .	TO NOTIFY	SET TO NOTIFIED
PANGKAT NOTICE	-	-	GENERATE PANGKAT CONSTITUTION RECORD

10. A pop up confirmation will appear confirming if you want to generate the form. Click **Yes**.





DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

11. A new window will appear containing a PDF file of the Pangkat Constitution Record.

KP Polmularyo Blg. 10



Republika ng Pilipinas
LUNGSOD NG SANTA ROSA
Lalawigan ng Laguna
BARANGAY Ibaba

TANGGAPAN NG PUNONG BARANGGAY

01-24-2024
Petsa

TANGGAPAN NG LUPONG TAGAPAGPAMAYAPA

PAABISO SA PAGBUBUO NG PANGKAT

Para kay/kina: [Case One, Test](#)
[Case Two, Test](#)

[Case One, Test](#)
Nagrereklamo

[Case Two, Test](#)
Inereklamo

d. Proceed to Arbitration

- In the incident reports page, click **Hearing**.
 - Upcoming Hearing - the hearing has not yet concluded. (Note: please wait for the hearing to conclude to proceed to the next step)
 - Hearing - the hearing is completed and awaiting for the next step.

INCIDENT REPORTS [Create Incident Report](#)

[Back](#) [Ongoing Cases](#) [→](#)

CASE NO.	CASE TITLE	HEARING STATUS	HEARING DATE	PROCESSED BY	ACTIONS
2024-0008	Case One vs. Case Two	MEDIATION	Jan 24, 2024	Jamie Lopez	HEARING DETAILS



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. A new page with a pop-up will appear asking if you would like to proceed or reschedule the hearing. Click **Proceed**.

Conciliation Hearing Record for Case 2024-0007

CONCILIATION HEARING

WOULD YOU LIKE TO PROCEED OR RESCHEDULE THE HEARING?

RESCHEDULE PROCEED

PROCEED TO ARBITRATION CREATE AGREEMENT

3. Click **Proceed to Arbitration**.

Conciliation Hearing Record for Case 2024-0007

CASE ONE VS. CASE TWO

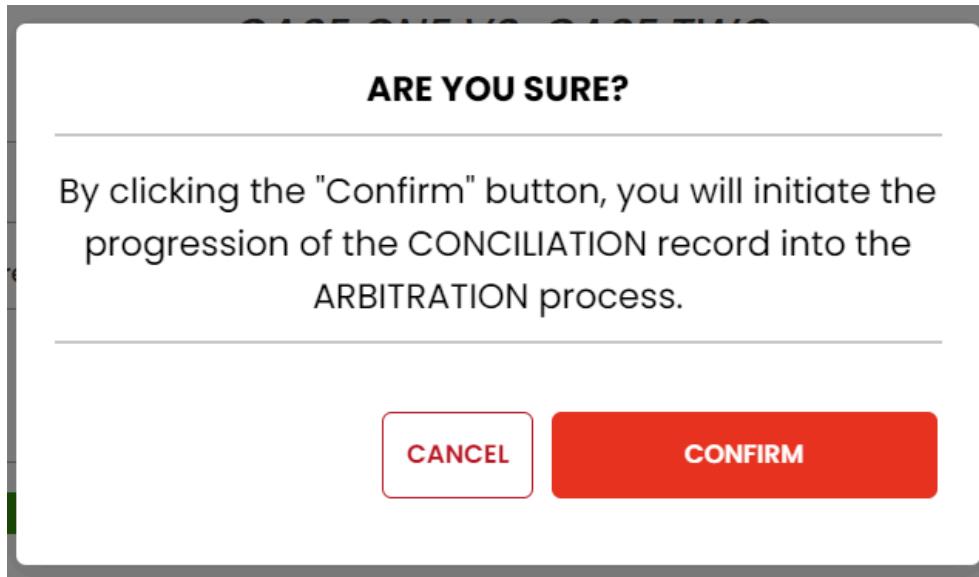
<p>Complainant</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Case One, Test .</div>	<p>Respondent</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Case Two, Test .</div>
<p>Amicable Settlement Agreement *</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
PROCEED TO ARBITRATION FILE COURT ACTION	
CREATE AGREEMENT	



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

4. A pop-up will appear to confirm your action. Click the **Confirm** button.



5. The case will now appear under arbitration hearings. Click the **Set Hearing Schedule** button.

Arbitration Hearings						
CASE NO.	CASE TITLE	COMPLAINANT	RESPONDENT	HEARING DATE	ARBITRATION REQUIREMENT	ACTION
2024-0007	Case One vs. Case Two	Test Case One	Test Case Two	NO HEARING SCHEDULE YET	NEEDS ARBITRATION AGREEMENT	SET HEARING SCHEDULE



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

6. You will be asked to schedule another hearing for the case. Choose an available date and time and click the **Appoint Hearing** button.

SCHEDULE FOR CASE #2024-0007

CASE ONE VS. CASE TWO

Complainant	Respondent
Case One, Test .	Case Two, Test .
Hearing Date *	
2024-01-31	
Hearing Time *	
3:00 PM	

APPOINT HEARING

7. A pop-up will appear confirming your hearing schedule. Click **Submit**.

CONFIRM HEARING SCHEDULE

Date of Hearing
January 31, 2024

Time of Hearing
3:00 PM

BACK **SUBMIT**



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

8. You will be redirected back to arbitration hearings. Click the **Create Arbitration Agreement** button.

A screenshot of a web application titled "Arbitration Hearings". At the top left is a green "Back" button. The main area shows a table with the following columns: CASE NO., CASE TITLE, COMPLAINANT, RESPONDENT, HEARING DATE, ARBITRATION REQUIREMENT, and ACTION. One row is visible, showing Case No. 2024-0007, Case Title "Case One vs. Case Two", Complainant "Test Case One", Respondent "Test Case Two", Hearing Date "January 31, 2024", and Arbitration Requirement "NEEDS ARBITRATION AGREEMENT". To the right of the requirement, there is a blue button labeled "CREATE ARBITRATION AGREEMENT".

CASE NO.	CASE TITLE	COMPLAINANT	RESPONDENT	HEARING DATE	ARBITRATION REQUIREMENT	ACTION
2024-0007	Case One vs. Case Two	Test Case One	Test Case Two	January 31, 2024	NEEDS ARBITRATION AGREEMENT	CREATE ARBITRATION AGREEMENT

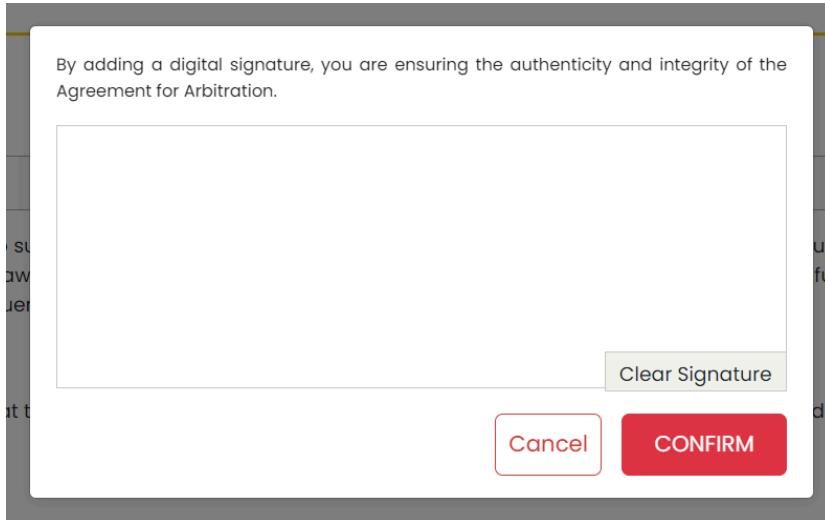
9. You will be redirected to the Arbitration Agreement page. Click the **Create Agreement** button.

A screenshot of the "ARBITRATION AGREEMENT FOR CASE 2024-0007" page. The title is at the top center. Below it is the case identifier "CASE ONE VS. CASE TWO". There are two input fields: "Complainant" containing "Case One, Test." and "Respondent" containing "Case Two, Test.". A statement of agreement follows: "We hereby agree to submit our dispute for arbitration to the Punong Barangay/Pangkat ng Tagapagsundo and bind ourselves to comply with the award that may be rendered thereon. We have made this agreement freely with a full understanding of its nature and consequences." An "ATTESTATION" section contains a statement: "I hereby certify that the foregoing Agreement for Arbitration was entered into by the parties freely and voluntarily, after I had explained to them the consequences of such agreement." At the bottom are "Back" and "CREATE AGREEMENT" buttons.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

10. A pop-up will appear asking for your e-signature. After signing, click the **Confirm** button.



11. A new window will appear containing the **KP Form #14** which is the **Agreement for Arbitration**.

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2024-0007-05

For : Article No. 281

Case One, Test

Complainant

--against--

Case Two, Test

Respondent

AGREEMENT FOR ARBITRATION



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

e. File to Court Action

1. In the incident reports page, click **Hearing**.
 - Upcoming Hearing - the hearing has not yet concluded. (Note: please wait for the hearing to conclude to proceed to the next step)
 - Hearing - the hearing is completed and awaiting for the next step.

The screenshot shows the 'INCIDENT REPORTS' page. At the top right is a red button labeled 'Create Incident Report'. Below it is a search bar with 'Ongoing Cases' and a blue arrow icon. A table lists cases with columns: CASE NO., CASE TITLE, HEARING STATUS, HEARING DATE, PROCESSED BY, and ACTIONS. One row is shown for '2024-0008 Case One vs. Case Two' with 'MEDICATION' in the status column, 'Jan 24, 2024' in the date column, 'Jamie Lopez' in the processed by column, and 'HEARING' and 'DETAILS' buttons in the actions column.

2. A new page with a pop-up will appear asking if you would like to proceed or reschedule the hearing. Click **Proceed**.

The screenshot shows a modal window titled 'Arbitration Hearing Record for Case 2024-0007'. It contains fields for 'Complainant' (Case One, Test) and 'Amicable Settlement' (both empty). The main area is titled 'ARBITRATION HEARING' and asks 'WOULD YOU LIKE TO PROCEED OR RESCHEDULE THE HEARING?'. It features two buttons: 'RESCHEDULE' (in red) and 'PROCEED' (in orange). At the bottom right of the modal is a 'CREATE AGREEMENT' button. The background of the modal is white, while the rest of the page is dark grey.

3. Click **File to Court Action**.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

Arbitration Hearing Record for Case 2024-0007

CASE ONE VS. CASE TWO

Complainant

Case One, Test .

Respondent

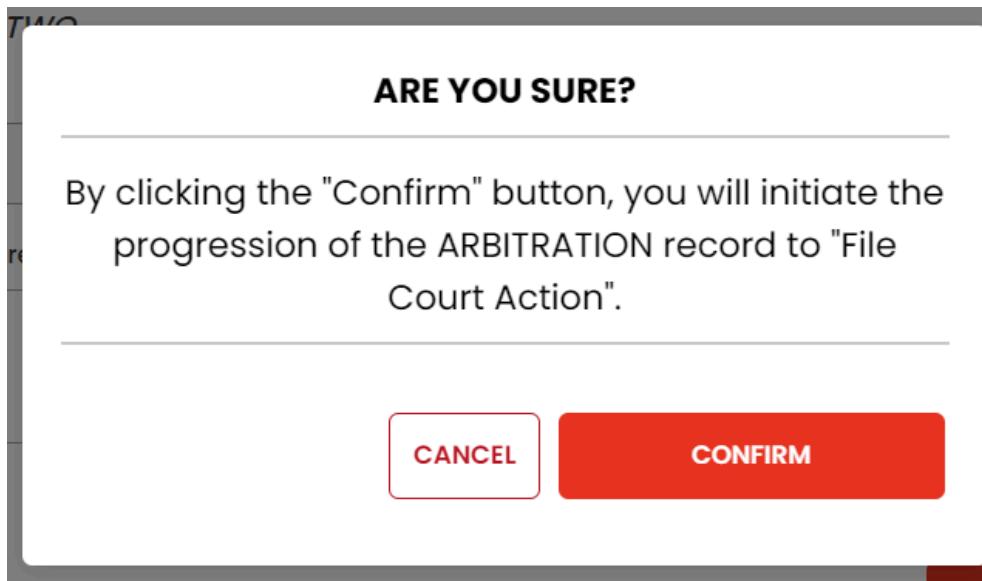
Case Two, Test .

Amicable Settlement Agreement *

FILE COURT ACTION

CREATE AGREEMENT

4. A pop-up will appear to confirm your action. Click the **Confirm** button.





DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

5. The File Court Action page will appear. Click the **File Court Action** button.

FILE COURT ACTION FOR CASE 2024-0007

CASE ONE VS. CASE TWO

HEARING: **FILED TO COURT ACTION** ON January 23, 2024, 3:00 PM

Complainant	Respondent
<input type="text" value="Case One, Test ."/>	<input type="text" value="Case Two, Test ."/>

THIS IS TO CERTIFY THAT:

1. There was a personal confrontation between the parties before the Punong Barangay but mediation failed;

2. The Punong Barangay set the meeting of the parties for the constitution of the Pangkat;

3. The respondent willfully failed or refused to appear without justifiable reason at the conciliation proceedings before the Pangkat; and

4. Therefore, the corresponding complaint for the dispute may now be filed in court/government office.

[Back](#) FILE COURT ACTION

6. A pop-up will appear asking for your e-signature. After signing, click the **Confirm** button

By adding a digital signature, you are ensuring the authenticity and integrity of the motion to File Court Action.

[Clear Signature](#)

[Cancel](#) CONFIRM



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

-
7. A new window will appear containing the **KP Form #20** which is the **Certification to File Action**.

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2024-0007-05

For : Article No. 281

Case One, Test

Complainant

--against--

Case Two, Test

Respondent

CERTIFICATION TO FILE ACTION

8. The case is now marked as “Filed to Court Action”.

2024-0007	Case One vs. Case Two	FILED TO COURT ACTION	DETAILS
-----------	-----------------------	-----------------------	---------



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Settled Cases

1. In the incident reports page, choose settled cases and click the **Details** button.

INCIDENT REPORTS + Create Incident Report

Back Settled Cases →

CASE NO.	CASE TITLE	HEARING	DATE OF AGREEMENT	AGREEMENT	STATUS	ACTION
2024-0008	Case One vs. Case Two	MEDIATION	January 24, 2024	We have settled to an agreement and we a...	—	DETAILS

2. A case report summary will appear. Click **Next**.

Case Report Summary of Case #2024-0008 PDF GENERATE PDF FORMS

Case One vs. Case Two

Complainant	Respondent
Case One, Test .	Case Two, Test .

INCIDENT DESCRIPTION

Date Of Incident	Date Reported
January 24, 2024	January 25, 2024 – 5:37 AM

Description of Violation

Kinukuha po ang ulam naming mechado tuwing gabi

BACK NEXT



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

3. A notice will appear below. Click **Generate PDF forms** on the upper right corner of your screen.

Case Report Summary of Case #2024-0008

Case One vs. Case Two

GENERATE PDF FORMS

HEARING INFORMATION

Hearing Status	Date of Hearing	Date of Settlement
MEDIATION	3:00 PM – Jan 31, 2024	January 24, 2024

Final Agreement

We have settled to an agreement and we are totally okay now.

EXECUTION OF AGREEMENT

PLEASE GENERATE A MOTION FOR EXECUTION

4. Generate Motion for Execution or **KP #25**.

Note: You can also generate Amicable Settlement Form or KP #16 in this part.

Date of Hearing

Date of Settlement

SELECT PDF TO GENERATE

X

Amicable Settlement Form (KP #16)	Generate
Certification to File Action (KP #20)	NOT APPLICABLE
Motion for Execution (KP #25)	Generate



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
City of Santa Rosa, Laguna

-
5. A new window will appear containing a PDF file format of the Motion for Execution or **KP #25.**

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2024-0008-05

For : Article No. 175

Case One, Test

Complainant

--against--

Case Two, Test

Respondent

MOTION FOR EXECUTION

6. The motion for execution of agreement notice will appear. After this, kindly wait for your Punong Barangay to validate the case and execute the agreement.

EXECUTION OF AGREEMENT

**THE MOTION FOR EXECUTION IS SUBMITTED TO THE PUNONG
BARANGAY FOR VALIDATION**

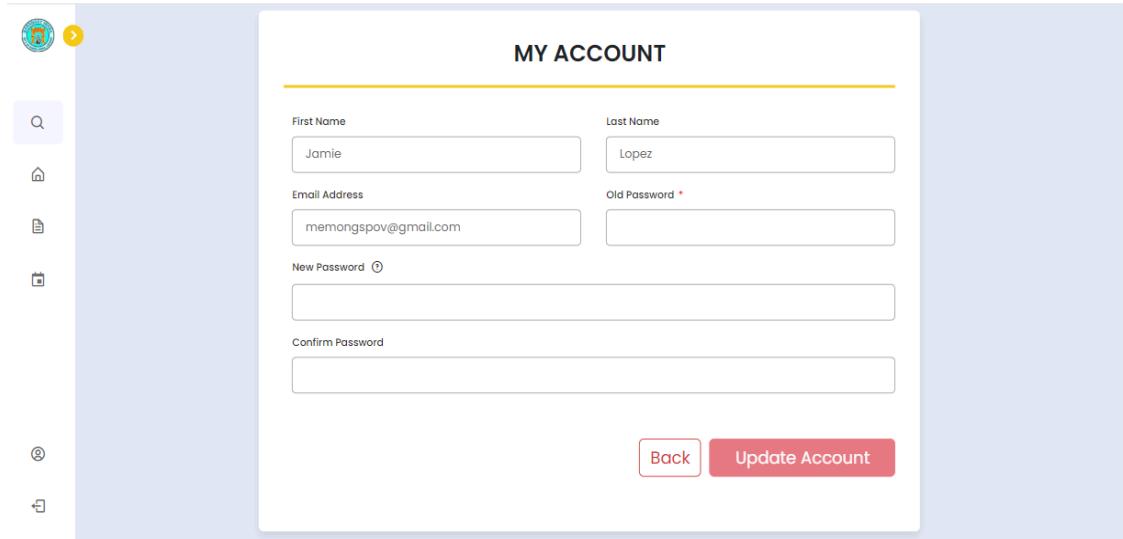


DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

My Account Page

This page allows you to update your account information.



A screenshot of the 'My Account' page. On the left is a vertical sidebar with icons for search, home, file, calendar, user, and back. The main area has a title 'MY ACCOUNT' and several input fields:

First Name	Jamie	Last Name	Lopez
Email Address	memongspov@gmail.com	Old Password *	<input type="password"/>
New Password ⓘ	<input type="password"/>		
Confirm Password	<input type="password"/>		

At the bottom right are 'Back' and 'Update Account' buttons.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Barangay Captain / Punong Barangay

Login

1. Among the two selections (Barangay, DILG), choose **Barangay**.

A screenshot of a login interface. On the left, there is a yellow box containing the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". On the right, the text "START YOUR SESSION AS" is displayed above two red rectangular buttons. The first button contains a icon of three people and the word "Barangay". The second button contains a single person icon and the word "DILG".

START YOUR SESSION AS

Barangay

DILG

2. Input your email address and password then click **Login**.

A screenshot of a login form. On the left, there is a yellow box containing the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". On the right, the text "Login To Start Session" is displayed above two input fields. The first field is labeled "Email Address" and the second is labeled "Password". Below the password field is a "Forgot Password?" link. At the bottom, there are two buttons: "Back" and "Login".

Login To Start Session

Email Address

Password

Forgot Password?

Back

Login



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Add/Create a New Lupon Account

1. In the homepage dashboard of the Punong Barangay module, click **Add Lupon Account**.

The dashboard displays the following information:

- Time and Date:** 5:55 PM, Wednesday - January 17, 2024.
- Action Buttons:** Add Lupon Account (red), Ongoing Cases (blue), Settled Cases (yellow), and Cases With Incomplete Notice (red).
- Incident Report Cases:** A table showing three cases:

Case No	Case Title	Action
2023-0004	Dela Cruz vs. Gonzales	VALIDATE
2023-0005	Melendrez vs. Aquino	VALIDATE
2023-0006	Almendral vs. Salarzon	VALIDATE
- Recent Activity Log:** A log of recent events:

Event Description	Date
Incident Case #2024-0004 has been created by Jamie Lopez	+ 17 Jan 2024 - 09:11 PM
User has validated the Agreement for Execution for Case #2023-0003	+ 17 Jan 2024 - 02:09 PM
Incident Case #2024-0003 has been scheduled for MEDIATION	+ 17 Jan 2024 - 11:09 AM
Incident Case #2024-0002 has been scheduled for ARBITRATION	+ 17 Jan 2024 - 11:08 AM

2. Fill out the form provided and click **Create Account**.

The form consists of the following fields:

ADD LUPON ACCOUNT	
First Name *	Last Name *
<input type="text"/>	
Email Address *	
<input type="text"/>	
Password * ⓘ	
<input type="password"/>	
Confirm Password *	
<input type="password"/>	
<input type="button" value="Back"/>	<input style="background-color: red; color: white; font-weight: bold; font-size: 10pt; padding: 2px 5px; border-radius: 5px; border: none; width: 100px; height: 25px; margin-left: 10px;" type="button" value="Create Account"/>



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

3. The newly created account will appear under the Account Management page.

The screenshot shows the 'ACCOUNT MANAGEMENT' section of the system. On the left, there's a sidebar with navigation links: Home, Incident Reports, Activity History, Analytics, My Account, and Manage Accounts. The main area displays a table with columns for Name, Email Address, and Status. Two users are listed:

Name	Email Address	Status
Jamie Lopez	memongspov@gmail.com	OFFLINE
Jennifer Santos	userjdl0122@gmail.com	OFFLINE

Generate KP Form #27 / Agreement for Execution

1. In the incident reports page, choose from the list of cases and click the **Validate** button.

The screenshot shows the 'INCIDENT REPORTS' section. On the left, there's a sidebar with navigation links. The main area lists two cases:

Case No.	Complainant	Respondent	Status	Action
Case No. #2023-0008 Mangahis vs. Lopez	Anna Mangahis	Jamie Denise Lopez	VALIDATED	GENERATE KP FORM #27
Case No. #2023-0007 Aceres vs. Matos				



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. The agreement of the execution page will appear. Fill out the form and click **Execute Agreement**.

A screenshot of a web-based application interface. On the left, there is a vertical sidebar with various icons. The main area is titled "AGREEMENT OF EXECUTION FOR CASE #2023-0005". It contains two input fields: "Date of Agreement Execution" (set to 2024-01-17) and "Compliance Status" (set to COMPLIANCE). Below these is a large empty text area for "Remarks". At the bottom right are two buttons: "Back" and "Execute Agreement".

3. The case status will now be updated to **Validated**. Click the **Generate KP Form #27** button.

A screenshot of a web-based application interface titled "INCIDENT REPORTS". On the left, there is a vertical sidebar with various icons. The main area shows a table for a case. The table includes columns for "COMPLAINANT" (Jamie Denise Lopez), "RESPONDENT" (Maritoni Benjamin), "STATUS" (VALIDATED), and "ACTION" (a button labeled "GENERATE KP FORM #27"). Above the table, it says "Case No. #2023-0001" and "Lopez vs. Benjamin". To the right of the table, it says "Execution Date: Thu, 14 Dec 2023". At the top, there is a search bar with "CASE NO." and "Search..." placeholder text, and a "Validate File of Motion" button.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

-
4. A new window will open containing the PDF file for the generated form.
-

Republic of the Philippines
Province of Laguna
CITY/MUNICIPALITY OF SANTA ROSA
Barangay Ibaba
OFFICE OF LUPONG TAGAPAMAYAPA

Barangay Case No. 2023-0001-05

For : Article No. 283

Lopez, Jamie Denise G

Complainant

--against--

Benjamin, Maritoni L

Respondent

NOTICE OF EXECUTION

WHEREAS, on 14th of December 2023, an amicable settlement was signed by the parties in the above-entitled case [or an arbitration award was rendered by the Punong Barangay/Pangkat ng Tagapagkasundo]; WHEREAS, the terms and conditions of the settlement, the dispositive portion of the award, read:

sample remarks

View Audit Trails

1. Go to the audit trails page, and choose from **Latest to Oldest** or **Oldest to Latest** in the drop down menu to sort the audit trails.

The screenshot shows a "ACTIVITY HISTORY" page with a sidebar of icons. The main area displays a list of activity logs:

Date	Time	Event Description
17 Jan 2024	05:11 PM	Incident Case #2024-0004 has been created by Jamie Lopez
	02:09 PM	User has validated the agreement for execution for Case #2023-0003
	11:09 AM	Incident Case #2024-0003 has been scheduled for MEDIATION
	11:08 AM	Incident Case #2024-0002 has been scheduled for ARBITRATION
	11:07 AM	Hearing for incident Case #2024-0002 has been changed to ARBITRATION

At the bottom left, it says "16 Jan 2024". At the top right, there is a "SORT BY:" dropdown set to "From Latest to Oldest".

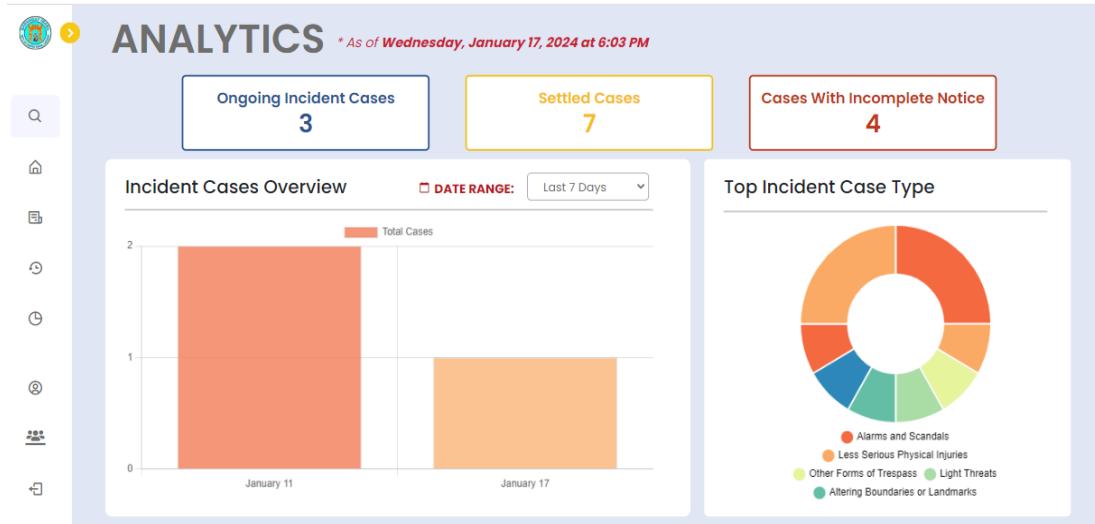


DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

View Analytics

1. Go to the analytics page and choose a date range for the overview of the analytics



Lupon Account Management

a. View Number of Processed Reports

1. In the Account Managements page, choose from the list of Lupon Members and click **View**.

The screenshot shows the 'ACCOUNT MANAGEMENT' table. It lists two members: Jamie Lopez and Jennifer Santos. Each row includes columns for Name, Email Address, Status, Created At, and Actions (View and Disable buttons). Both members are currently OFFLINE.

	Name	Email Address	Status	Created At	Actions
	Jamie Lopez	memongspov@gmail.com	OFFLINE	03 November 2023 ~ 04:07 PM	<button>View</button> <button>Disable</button>
	Jennifer Santos	userjd0122@gmail.com	OFFLINE	16 January 2024 ~ 07:04 PM	<button>View</button> <button>Disable</button>



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

2. The total number of processed reports of the selected Lupon member will appear.

A screenshot of a web-based account management system. On the left is a vertical toolbar with icons for search, home, list, add, edit, and delete. The main area has a title "ACCOUNT MANAGEMENT" and a table with columns: Name, Email Address, Status, Created At, and Actions. Two rows are visible: one for Jamie Lopez (Status: OFFLINE, Created At: 03 November 2023 - 04:07 PM) and one for Jennifer Santos (Status: OFFLINE, Created At: 16 January 2024 - 07:04 PM). A modal dialog box is centered over the table, titled "VIEW". Inside the dialog, the text "NUMBER OF INCIDENT CASES PROCESSED BY: JAMIE LOPEZ" is followed by the large number "12". At the bottom right of the dialog is a red "CLOSE" button.

b. Disable a Lupon Account

1. In the Account Management page, choose a Lupon account from the list of accounts and click **Disable**.

A screenshot of the same account management system. The table now shows the status of the accounts: Jamie Lopez is listed as "OFFLINE" and Jennifer Santos is also listed as "OFFLINE". The "Actions" column for both users contains "View" and "Disable" buttons. The background of the main area is light blue.

2. The Lupon account status will be updated.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Residents

1. Click the link provided on the SMS notification that you received
2. You will be redirected to the Track Incident Case Status Page, upload a clear picture of your valid ID and click **Authenticate**.

Track Incident Case Status

VERIFY YOUR IDENTITY

Prior to accessing the status of your incident case, kindly upload a valid identification to confirm your identity.

Choose File ID-converte...ge-0001.jpg Authenticate

3. The current status of your case will be shown on your screen.

Case ID: 2023-0001
Brgy. Ibaba

SETTLED

- Hearing Notified
The Complainant and the Respondent have now been notified of their Hearing.
- Hearing
Your Incident Case was held on 14th of December 2023 – 09:00 AM
- Decision Made
Settled through MEDIATION on 14th of December 2023 – 10:38 AM.
Please wait for the Filing of Motion for Execution.

NOTICE OF EXECUTION HAS NOW BEEN PROCESSED



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

Forgot Password (For Punong Barangay and Lupon Accounts)

1. Click "Forgot Password"

A screenshot of a web page titled "Login To Start Session". On the left, there is a yellow banner with the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". The main form area has fields for "Email Address" and "Password", both with placeholder text. A "Forgot Password?" link is located below the password field. At the bottom are "Back" and "Login" buttons.

2. Enter your registered email address and then click **Send Password Reset Link**.

A screenshot of a web page titled "Reset Your Password". On the left, there is a yellow banner with the DILG logo and the text "BARANGAY BLOTTER MANAGEMENT SYSTEM". The main form area contains a text input field for "Email Address" and a red "Send Password Reset Link" button. Below the input field, there is a descriptive text: "Enter the email address associated with your account to change your password." At the bottom is a "Back" button.



DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

City of Santa Rosa, Laguna

- Click on the verification link provided on the email you used and then you will be redirected to changing to a new password.

Barangay Justice Management System <brgyblottermanagementsystem@gmail.com>
to me ▾ Sat, Jan 13, 5:52 PM (4 days ago) ⚡ ⓘ ↵ ⋮

Barangay Justice Management System

PASSWORD RESET

We have received a request to reset your password for your account. To proceed with the password reset, please click on the button below:

RESET PASSWORD

The password reset link expires in 15 minutes. If the link expires, request a new password reset email on our website.

If you did not request a password reset, please ignore this email. Rest assured that your account is still secure.

11

- Create a new password and click **Submit** to proceed with the password change.

BARANGAY BLOTTER MANAGEMENT SYSTEM

Reset Your Password

Please Enter your New Password.

Generate Password

Update Password