

THE LEGISLATIVE PROCESS

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Windows Access 2016

THE LEGISLATIVE PROCESS

STANDARD PROCEDURE FOR RECORD TRACKING

The Legislative Monitoring System features a main menu (LegislativeTracker) that serves as the central navigation hub, allowing users to start new entries, edit existing records, view all data in a table-style format, or exit the application. The system includes modules for adding new legislative records, searching and editing by fields such as ID, Proposal No, Document No, COM Report No, and Year, as well as viewing full details of individual entries. Buttons across forms provide functions like save, delete, back to menu, and confirmation prompts to ensure data integrity. Attachments can also be viewed directly, and all forms are designed to flow smoothly for efficient data tracking and management.

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Button Functions:

1. **Open Main Menu (LegislativeTracker)** - Navigate to all modules from here.
2. **Click Start** - Opens the form to add new legislative records.
3. **Click Edit** - Opens the search module to find and update existing records.
4. **Click View Database** - Opens a table-style form to view all records.
5. **Click Exit** - Closes the entire application with confirmation.
6. **In Add/Edit Forms** - Users can save, delete, or go back to the main menu.
7. **Search by Fields** - Filter by ID, Proposal No, Document No, COM Report No, or Year.
8. **View Details** - Opens full record info with the ability to see attachments.
9. **Back Buttons** - Allow smooth navigation between modules.

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LegislativeTracker



THE LEGISLATIVE TRACKER

[Start](#)

[View Database](#)

[Edit](#)

[Exit Application](#)

Record: 1 of 1 No Filter Search

MAIN MENU

THE LEGISLATIVE PROCESS

STANDARD PROCEDURE FOR RECORD TRACKING

Monitoring Tracking System

 

LEGISLATIVE MONITORING AND TRACKING SYSTEM

Add Save Exit

FIRST READING

DOCUMENT NO:	<input type="text"/>	DOCUMENT TYPE:	<input type="text"/>
PROPOSAL NO:	<input type="text"/>	PROPOSAL TYPE:	<input type="text"/>
TITLE:	<input type="text"/>		
RECEIVED FROM:	<input type="text"/>	RECEIVED BY:	<input type="text"/>
DATE RECEIVED:	<input type="text"/>	SESSION NO:	<input type="text"/>
TIME RECEIVED:	<input type="text"/>	ATTACHMENT:	<input type="text"/>
AS ITEM FOR:	<input type="text"/>	DOUBLE CLICK → <input type="text"/>	
REFERRED TO:	<input type="text"/>		

SECOND READING

SESSION NO:	<input type="text"/>	DATE:	<input type="text"/>
VENUE:	<input type="text"/>	REMARKS:	<input type="text"/>
SESSION TYPE:	<input type="text"/>	RESOLUTION NO:	<input type="text"/>
ATTACHMENT:	<input type="text"/>		
DOUBLE CLICK → <input type="text"/>			

THIRD READING

SESSION TYPE:	<input type="text"/>	REMARKS:	<input type="text"/>
SESSION NO:	<input type="text"/>	ORDINANCE NO:	<input type="text"/>
DATE RECEIVED:	<input type="text"/>	ATTACHMENT:	<input type="text"/>
DOUBLE CLICK → <input type="text"/>			

COMMITTEE REPORT

ACTION:	<input type="text"/>	AS ITEM FOR:	<input type="text"/>
REPORT NO:	<input type="text"/>	VENUE:	<input type="text"/>
SESSION TYPE:	<input type="text"/>	SESSION NO:	<input type="text"/>
DATE:	<input type="text"/>	ATTACHMENT:	<input type="text"/>

EXECUTIVE ACTION

SESSION NO:	<input type="text"/>
SESSION TYPE:	<input type="text"/>
ACTION:	<input type="text"/>

Record: 1 of 1 | Search | No Filter

START BUTTON

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STANDARD PROCEDURE FOR RECORD TRACKING

fr_Proposed	fr_DocumentType	fr_Proposed	fr_TITLE
0			
0			new
0			
0			
0			
*			
			Letter Dated November 22, 2024 of Mr. Christian Dominic yap addressed to Councilor Donn Carlo B. Favis
			Letter Dated April 28,2025 of Mr. Xandrei Luigi R. Cruz

[VIEW DATABASE](#)

THE LEGISLATIVE PROCESS

STANDARD PROCEDURE FOR RECORD TRACKING

 MonitoringEditor



THE LEGISLATIVE FINDER

SELECT TYPE:

INPUT NO.:

Search

Back to Main Menu

How to use:

- Select Type (Doc no, Pro no, Year, ID)
- Input no. of doc, pro, year
- Click search button after filling up the fields

EDIT BUTTON

THE LEGISLATIVE PROCESS

STANDARD PROCEDURE FOR RECORD TRACKING

LegislativeRecords

[Save](#) [Delete](#) [Back to Main](#) [Back to Search](#)

FIRST READING		COMMITTEE REPORT		SECOND READING	
ID:	35	Session Type:		VENUE:	
Document No.:	0	Action:		Session No.:	0
Proposal No.:	0	Report No.:		Session Type:	
Document Type:		As Item For:		Proposal No.:	0
Proposal Type:		Session No.:	0	Date:	
Title:	easdugasgasjhgasjhfgsahjfjgsahgfhssajgfsagfhas	VENUE:		REMARKS:	
Received From:		DATE:		Attachment:	DOUBLE CLICK →
Received By:		ATTACHMENT:	DOUBLE CLICK →		
Date Received:		As Item For:			
Time Received:		Session No.:	0	Session No.:	0
ATTACHMENT:	DOUBLE CLICK →	Session Type:		Session Type:	
		Proposal No.:	0	ACTION:	
As Item For:		Date Received:			
Session No.:	0	REMARKS:			
Referred To:		Attachment:	DOUBLE CLICK →		

Record: 1 of 3 ▶ Filtered Search

SEARCH BUTTON

ACKNOWLEDGMENT

**HEARTFELT GRATITUDE TO THE SANGGUNIANG PANLUNGSOD NG
MARIKINA FOR THE OPPORTUNITY TO LEARN, CONTRIBUTE, AND GROW
DURING MY TRAINING EXPERIENCE.**





Republic of the Philippines
CITY GOVERNMENT OF MARIKINA
Office of City Council Secretariat



CERTIFICATE

of Appreciation

PROUDLY PRESENTED

Francis Xavier F. Ramos

In sincere appreciation of your instrumental role in the development of the
Legislative Monitoring and Tracking System.

Your vision, dedication, and technical expertise have greatly contributed to improving
transparency and accountability in legislative processes.

A handwritten signature in black ink, appearing to read "rgt".
Mr. REGINALD B. TAMAYO
Acting City Council Secretary