



Electronic Request for Fund Release System

USER'S MANUAL
v1



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Authentication

Log In Screen

The user will log in by entering his/her Email address and Password.

Click "Remember me" so that whenever you go to the site, your credentials will be saved.

Sign in

Email

Password

☐ Remember me

Sign in

[Forgot your password?](#)

Forgot Password

If the user has forgotten his/her password, a message will be sent to his email to reset his/her password.

Forgot your password?

Email

Send me reset password instructions

Dashboard

Dashboard Screen

After logging, the user will be directed to the Dashboard page.

[DASHBOARD](#) [SUB-PROJECTS](#) [CGDP](#) [RFRS](#) [REPORTS](#) [ADMINISTRATION](#)

News and Information

[The standard Lorem Ipsum passage](#)

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute iru..."

[Read More...](#)

[Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC](#)

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem qui..."

[Read More...](#)

Quick Reference Guide:

- [Basic Operations](#)
- [Creating SPIP](#)
- [Creating an RFR](#)
- [Administration](#)

Tech Support

Having problems using eRFRS? Please send an email regarding concern to: erfrs@dsd.gov.ph

Quick Reference Guide

In this section, user will have access to the PDF files of the instructions for Basic Operations, Creating SRIP, Creating an RFR and Administration.

Technical Support

For further assistance, questions and

Quick Reference Guides

- [Basic Operations](#)
- [Creating SPIP](#)
- [Creating an RFR](#)
- [Administration](#)

Tech Support

Having problems using eRFRS? Please send an email regarding your concern to: erfrs@dsd.gov.ph

concerns, user can
contact the tech
support.

Navigational Menus

Dashboard

This link shall direct the
user to the Dashboard
page.



Sub-Projects

This link shall direct the
user to the Sub-projects
page.



CDGP

This link shall direct the
user to the CDGP page.



RFRS

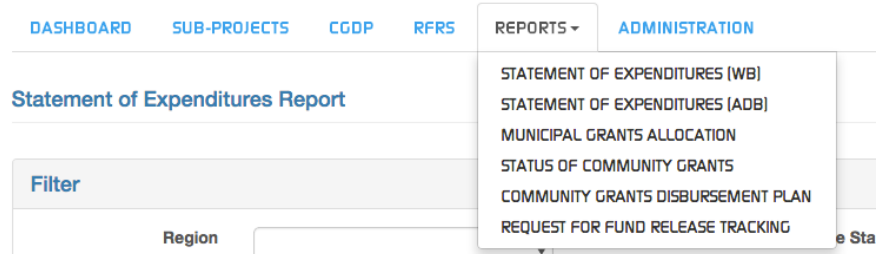
This link shall direct the
user to the RFRS page.



Reports

Each sub-link shall
direct you to the
following selected links:

Statement of
Expenditures (WB),
Statement of
Expenditures (ADB),
Municipal Grants
Allocation, Status of
Community Grants,
Community Grants
Disbursement Plan,
Request for Fund
Release Tracking



Administration

This link shall direct the
Admin to the
Administration page.

This page is restricted to Normal Users (Regional, Municipal,
Provinces and National officers).

Administration



Administration Screen

The Administration page is only visible to administrators. All admins have access in creating, modifying and deleting data in the system.

DASHBOARD

SUB-PROJECTS

CGDP

RFRS

REPORTS

ADMINISTRATION

Administration

Geographical Setup

Regions

Provinces

Municipalities

Barangays

Fund Setup

Fund Sources

Fund Allocations by Fund Source

Fund Allocations by Municipalities

Municipal Groups

System Setup

Users

Designations

Regional Officers

News and Information

Geographical Setup

In this section, admin can setup information for the Region, Provinces, Municipalities and Barangays.

Geographical Setup

Regions

Provinces

Municipalities

Barangays

Regions

List of Regions

Admin can view list of regions included in the system.

Action: Click the orange button to modify content.

Regions

Code	Name	Actions
CAR	Cordillera Administrative Region	
I	Ilocos Region	
III	Central Luzon	
IV-A	Calabarzon	
IV-B	Mimaropa	

Edit Region

Admin can modify details about a region.

Edit Region

Code

CAR

Name

Cordillera Administrative Region

Regional Address (OBR/DV)

Save

You can now add the regional address of each region as part of the header in the OBR and DV form in generating the pdf format.

Provinces

List of Provinces

Provinces

Region	Province	Actions
CAR	Abra	
CAR	Apayao	

Admin can view list of provinces included in the system.

Action: Click the orange button to modify content.

Edit Province

Admin can modify details about a province.

Edit Province

Region Province

Municipalities

List of Municipalities

Admin can view list of municipalities included in the system.

Action: Click the orange button to modify content.

Region	Province	Municipality	Group	Actions
I	Ilocos Sur	Burgos	293	
CAR	Abra	La Paz	377	
CAR	Abra	San Isidro	293	
IV-B	Occidental Mindoro	Magsaysay	293	
IV-B	Oriental Mindoro	Roxas	177	
IV-B	Occidental Mindoro	Looc	377	
IV-B	Occidental Mindoro	Rizal	293	
IV-A	Quezon	Dolores	377	
VI	Pangasinan	San Juan (Pangasinan)	177	

Create Municipality

Admin can create a municipality.

Action 1: Click the Create Municipalities button to add an entry

Action 2: Enter Region, Province and Municipality then click to Save to add the entry.

Create Municipality

Region
Province
Municipality

If the municipality is not yet in the list, the administrator user has the option to input it.

Edit Municipality

Admin can modify details about a municipality.

Edit Municipality

Region
Province
Group
Municipality

Search Municipality

Admin can search municipalities and filter it by region, province and municipality.

Municipalities Create Municipality

Search

Region	<input type="text"/>
Province	<input type="text"/>
Municipality	<input type="text"/>

Search Clear

Barangays

List of Barangays

Admin can view list of barangays included in the system.

As for the editing of Municipality, the group id or association has been loaded in the initial.

Edit Barangay

Admin can modify details about a barangay.

Edit Barangay

Region	<input type="text" value="NCR - National Capital Region"/>
Province	<input type="text" value="NCR City Of Manila"/>
Municipality	<input type="text" value="Tondo I / II"/>
Barangay	<input type="text" value="Barangay 1"/>
NSCB Code	<input type="text"/>

Save

Search Barangays

Admin can search barangays and filter it by region, province and municipality.

Search

Region	<input type="text" value="REGION II - Cagayan Valley"/>
Province	<input type="text" value="Isabela"/>
Municipality	<input type="text" value="Benito Soliven"/>
Barangay	<input type="text" value="Danipa"/>

Search Clear

System Setup

Users

List of Users

Admin can view list of users registered in the system.

Create User

Only the Admin is eligible to add users in the system. This is to prevent access from unwanted users that could manipulate the system's data.

Edit User

Admin can modify details about a user.

Designation

List of Designations

Admin can view list of designations used in the system.

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry.

Create Designation

Admin can add a designation.

Users

[Create User](#)

Email	User Name	First Name	Last Name	Role	Region	Municipality	Barangay	Action
chezca1228@yahoo.com	chezca1228@yahoo.com	Reynan	Albaredo	Admin				 
national@roletest.com	usernational	User	National	National				 
regional@roletest.com	userregional	User	Regional	Regional	REGION I			 
municipal@roletest.com	usermunicipal	User	Municipal	Municipal	REGION III	Mexico		 

Create User











Email	First Name	Region
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name	Last Name	Province
<input type="text"/>	<input type="text"/>	<input type="text"/>
Password	Role	Municipality
<input type="text"/>	<input type="text"/>	<input type="text"/>
Password Confirmation	Status	Barangay
<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Inactive	<input type="text"/>
<input type="button" value="Save"/>		

Edit User

Email	First Name	Region
<input type="text" value="national@roletest.com"/>	<input type="text" value="User"/>	<input type="text" value="REGION I - Ilocos Region"/>
User Name	Last Name	Province
<input type="text" value="usernational"/>	<input type="text" value="National"/>	<input type="text" value="Ilocos Norte"/>
Password	Role	Municipality
<input type="text"/>	<input type="text" value="National"/>	<input type="text" value="Bacarra"/>
Password Confirmation	Status	Barangay
<input type="text"/>	<input type="radio"/> Active <input type="radio"/> Inactive	<input type="text" value="Cabulalaan"/>
<input type="button" value="Save"/>		

Designations

[Create Designation](#)

Name	Action
Barangay Sub-Project Management Committee Chairperson	 
Punong Barangay	 
Area Coordinator	 
Municipal LGU Local Poverty Reduction Action Officer	 
Regional Financial Analyst	 

Create Designation

Name
<input type="text"/>
<input type="button" value="Save"/>

Edit Designation

Admin can modify details about a user

Edit Designation

Name

Regional Officers

List of Regional Officers

Admin can view list of regional officers added in the system.

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry.

Select Region to Regional Officers

Admin can select region to simplify search.

Create Regional Officer

Admin can add a regional officer.

Edit Regional Officer

Admin can modify details about a regional officer.

Regional Officers

Select Region

Name	Designation	Appear in Box	Type	Actions
FLORDELIZA F. MANAOIS	AO V/ HEAD, BUDGET SECTION	A	OR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MARLENE FEBES PERALTA	ARD-OPERATION	B	OR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
DELIA SANTIAGO	BUDGET ASSISTANT	A	OR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CORAZON Z. KABIGTING	AO V-BUDGET	A	OR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MAURA H. DELA ROSA	ARD FOR OPERATION	B	OR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Select Region

Name	Designation	Appear in Box
------	-------------	---------------

Create Regional Officer

Name

Designation

For Box

To Appear In

Edit Regional Officer

Name

Designation

For Box

To Appear In

News and Information

Create News and Information

Admin can add news.
Added news will be displayed in the Dashboard page.

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry

News and Information				Create News
News Header	Publish Start	Publish End	Action	
Testing and Training	Jun 25, 2014	Jun 27, 2014		
NPMO Trained on ERFR	Jun 27, 2014	Jun 27, 2014		

Edit News and Information

Admin can modify details in the added news.

Edit News and Information

News Header	Publish Start	Publish End
<input type="text" value="Testing and Training"/>	<input type="text" value="2014-06-25 00:00:00"/>	<input type="text" value="2014-06-27 00:00:00"/>

Content

The eRFRS system has completed various internal testing and is now for final testing. This serves as the training event as well for the national PMO staff.

Update News Information

Fund Setup

List of Fund Services

Admin can view list of fund sources. Fund sources are displayed as options to choose from in the CGDP.

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry.

Fund Sources			Create Fund Source
Code	Name	Actions	
ADB	Asian Development Bank		
WB	World Bank		

Create Fund Sources

Admin can add a fund source.

Create Fund Source

Code

Name

Save

Edit Fund Sources

Admin can modify details about a fund source.

Edit Fund Source

Code	<input type="text" value="WB"/>
Name	<input type="text" value="World Bank"/>
<input type="button" value="Save"/>	

Fund Allocation by Fund Source

List of Fund Allocation

Admin can view list of fund allocation by fund source.

Fund Allocations by Fund Source

[Create Fund Allocation](#)

Fund Source	Amount	Year	Action
World Bank	126,900,000.00	2014	 
Asian Development Bank	120,000,000.00	2014	 

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry

Create Fund Allocation

Admin can add a fund allocation by fund source.

Create Fund Allocations by Fund Source

Fund Source	<input type="text" value=""/>
Year	<input type="text" value=""/>
Amount	<input type="text" value="0.0"/>
<input type="button" value="Save"/>	

Edit Fund Allocations by Fund Source

Edit Fund Allocation

Admin can modify details about a fund allocation.

Fund Source	<input type="text" value="WB"/>
Year	<input type="text" value="2014"/>
Amount	<input type="text" value="126900000.00"/>
<input type="button" value="Save"/>	

Fund Allocation by Municipality

List of Fund Allocation by Municipality

Admin can view list of fund allocation by municipality.

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry

Municipality	Year	Fund Allocated	Actions
Caluya	2014	200,000.00	 
Boliney	2014	2,031,500.00	 
Boliney	2015	2,031,500.00	 
Boliney	2016	2,031,500.00	 
Boliney	2017	2,031,500.00	 

Search Fund Allocation by Municipality

Admin can simplify searching on fund allocation by filtering the region, province and municipality.

Filter Search

Region

Province

Municipality

Search

Clear

Create Fund Allocation by Municipality

Admin can add fund allocation by municipality.

Create Fund Allocation by Municipality

Region

Province

Municipality

Year

Amount

Save

Edit Fund Allocation of Municipality

Admin can modify details about a fund allocation.

Edit Fund Allocation by Municipalities

Region

Province

Municipality




Year

Amount

Save

Municipal Groups

List of Municipal Group






















Code	Status	Fund Source	Actions
293	Active	Asian Development Bank	 
177	Active	World Bank	 

Subprojects

List of Subprojects

Admin can view ALL list of sub-projects in the system.

Normal users can only view their own entries. (e.g. Sorsogon can only only view all added entries from Sorsogon (Province), all municipalities and barangays under Sorsogon; Entries from other provinces, municipalities, regions and barangays are restricted)

SP ID	Year	Region	Province	Municipality	Barangay	Title	Status	Action
000003	2014	REGION IV-A	Laguna	Calauan	San Isidro	Draft 2	Draft	  
000007	2014	REGION III	Pampanga	Mexico	Panipuan	Infinity Ventures Corporation	Final	  
000008	2014	REGION III	Pampanga	Mexico	Dolores (Piring)	Dolores de Mayo Uno	Final	  
000002	2014	CAR	Apayao	Kabugao (Capital)	Bulu	Draft 1	Draft	  
000012	2014	CAR	Apayao	Calanasan (Bayag)	Cadaclan	TESTING ALGO	Final	  
000011	2014	REGION VIII	Leyte	Capoocan	Libertad	Common Knowledge on Earthquake Drill Funding	Final	  
000005	2014	REGION	Leyte	Jaro	Anibonoan	Construction of Multi Purpose Hall of Baranoav	Final	  

Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry

Action 3: Click the blue button to view the content.

Search Subproject

Users can simplify searching on a sub-project by filtering the sub-project ID, year, username, status, region, province, municipality and barangay.

Search

Sub-Project ID

Year

Username

Status

Region

Province

Municipality

Barangay

Search

Clear

Create Sub-Project

Sub-Project ID

Title

Region

Province

Municipality

Barangay

Group

Status

Draft

Date of MIBF

dd-mmm-yyyy

Date Encoded

01-Sep-2014

Cycle

Fund Source

Save

Cancel

Create Subprojects – General Information

Users can create a subproject and add general information.

Financial Information

	Direct Cost	Indirect Cost	Contingency	Total	% Total
GRANT Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
LCC: BLGU	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
Community	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
MLGU	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
PLGU/Others	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
TOTAL	0.00	0.00	0.00	0.00	100.00%
Total LCC Cash	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
Total LCC in Kind	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00	
TOTAL LCC	0.00	0.00	0.00	0.00	

Create Subprojects – Financial Information

Users can add financial information for the created sub-project.

Schedule of Grant Fund Releases

✓ TIP: If the exact date cannot be projected, enter either the start of the month or week.

Tranche	% TOTAL	Date Required	Original Amount	Current Amount	Released Amount
1	<input type="text" value="NaN"/>	<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2	<input type="text" value="NaN"/>	<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
3	<input type="text" value="NaN"/>	<input type="text" value="DD-MMM-YYYY"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Project Team

+ Add Member

Name	Designation	Email Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

Sub-Projects

Edit Can

Create Subprojects – Schedule of Grant Fund Releases

Users can add schedule of grant fund releases.

Create Subprojects – Project Team

Finally, users can add members to the project team.

View Existing Subprojects

Created sub-project and entered information can then be viewed after the user hit Save.

Sub-Project ID 000003
Title Draft 2
Region CALABARZON
Province Laguna
Municipality Calauan
Barangay San Isidro
Group

Status Draft
Date of MBIF 23-Mar-2014
Date Encoded
Cycle
Fund Source World Bank

Financial Information

Financial Information

	Direct Cost	Indirect Cost	Contingency	Sub-Total	% TOTAL
GRANT Amount	3,490,000.00	3,459,000.00	0.00	6,949,000.00	
LCC: BLGU	239,000.00	239,000.00	239,000.00	717,000.00	
Community	239,000.00	239,000.00	239,000.00	717,000.00	
MLGU	239,000.00	239,000.00	239,000.00	717,000.00	
PLGU/Others	239,000.00	239,000.00	239,000.00	717,000.00	
TOTAL	4,446,000.00	4,415,000.00	956,000.00	9,817,000.00	1
Total LCC Cash	239,000.00	239,000.00	239,000.00	717,000.00	
Total LCC in Kind	239,000.00	239,000.00	239,000.00	717,000.00	
TOTAL LCC	478,000.00	478,000.00	478,000.00	1,434,000.00	1

RFRS

List of RFR

Users can view all created RFRs.

RFR ID	SP ID	Title	Date	Tranche	Amount	Status	Action
000020	000010	Another Project for typhoon survivor	Jan 09, 2014	1,500,000.00	600,000.00	Draft	
000016	000001	Foundation Buildings 2014	Feb 09, 2014	231,322.00	231,322.00	Draft	
000017	000009	TESTING ALGO	Jun 06, 2014	2,250,000.00	150,000.00	Draft	
000018	000005	Construction of Multi Purpose Hall of Barangay Anibongan	Feb 09, 2014	710,000.00	355,000.00	Final	

Search RFR

Users can search ALL RFRs in ALL sub-projects by filtering RFR ID, SP ID, User ID, status, region, province, municipality and barangays.

Search

RFR ID

SP ID

Username

Status

Region

Province

Municipality

Barangay

Search

Clear

TIP: You are only allowed to create an RFR if the Sub-Project is already tagged with a Fund Source.

Create RFR

RFR ID	Tranche	Date Requested	Amount Requested	DV Date	DV Amount	
000019	1	06-Jun-2014	1,500,000.00	06-Jun-2014	1,500,000.00	
000020	2	09-Jan-2014	600,000.00	09-Jan-2014	600,000.00	

List of RFR per Subprojects

Users have the option view RFRs inside a sub-project.

Action 1: Click the orange button to modify content.

Action 2: Click the green button to view the

PDF version.

Action 3: Click the blue button to view the content.

Create RFR – Main Information

Users can view main information for the added RFR.

Create RFR – Bank Information

Users can add details for the Bank Account information of RFR.

Create RFR – Approval Information

Users can add approval information.

Create RFR – Fund Information

Users can add fund information.

Print RFR from PDF

All entered information

RFR ID	000000	Status	Draft
Tranche		Request date	DD-MMM-YYYY
Title	Another Project for typhoon survivor		
Region	Eastern Visayas	Sub-Project ID	000010
Province	Samar (Western Samar)	Total Sub-Project Cost	27,000,000.00
Municipality	Hinabangan	Grant Funds	3,000,000.00
Barangay	Bagacay	LCC	15,000,000.00
Group	344	Fund Source	Asian Development Bank

Bank Account Information

Bank	Land Bank of the Philippines	Address	SMDC Bldg. Unit 22 Floor 8th, A Mabini St. Brgy 21 Zone 2 District II
Branch	A. Mabini Calococan	City	Calococan City
Account Name	Howard Stern	Province	NCR
Account Number	9999-000-0000-1	Phone	3445-677

Approval Information

Barangay Office:		Requested By:	
Designation:		Designation:	
Date:	DD-MMM-YYYY	Date:	DD-MMM-YYYY
Municipality Office:		Reviewed By:	
Date Received:	DD-MMM-YYYY	Designation:	
Reviewed By:		Date:	DD-MMM-YYYY
Designation:			
Date:	DD-MMM-YYYY		
Regional Project Management Office (RPMO):		Recommended By:	
Date Received:	DD-MMM-YYYY	Designation:	
Approved By:		Date:	DD-MMM-YYYY
Designation:			
Date:	DD-MMM-YYYY		
Reviewed By:			
Designation:			
Date:	DD-MMM-YYYY		

Fund Information

Amount Requested:	900000.0	Cumulative Total Including this Request:	3000000.0
Previous Released:	2100000.0	Balance After This Request:	0.0
Approved As Requested:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contingency:	900000.0
Amount Approved:	900000		
Remarks:			
ObR Number:		DV Number:	
ObR Date:	DD-MMM-YYYY	DV Date:	DD-MMM-YYYY
		Check Number:	
		Check Date:	DD-MMM-YYYY
			10

SaveCancel

REQUEST FOR FUND RELEASE

☐ Initial Tranche ☒ Second Tranche ☐ Third Tranche ☐ Others, Specify: Technical Assistance Fund (TAF)

Region	REGION VIII Samar (Western Samar)	Date	01/09/14
Province	Samar (Western Samar)	Sub-project ID No.	000010
Municipality	Hinabangan	Total KC-NCDDP Grant	2,000,000.00
Barangay	Bagacay	Total LCC	3,000,000.00
Sub-project Title	Another Project for typhoon survivor	Total Project Cost	600,000.00

To the Regional Project Director - DSWD Regional Office

May we request the transfer of funds for the implementation of the KC-NCDDP approved sub-project stated above

LBP Branch A. Mabini Calococan

by the user will then be summarized and displayed in a PDF format.

Fund Information


Amount Requested: **109,514.35**
 Previous Released: **898,017.00**
 Amount Approved: **788,503.00**
 Remarks: **Transfer of Community Grants - 1st tranche 80%**
 ObR Number: **111-222-333** [Print ObR](#)
 ObR Date: **04-Aug-2014**

RFR – OBR

Action 1: Click the *Print ObR button to view and print the PDF.*

Users can view the information for the Obligation Request.

User can Add Signatory for the said form.



Republic of the Philippines
 Department of Social Welfare and Development
 Batasan Pambansa Complex, Constitution Hills, Quezon City

OBLIGATION REQUEST					No: 234553
					Date: 09-Jan-2014
Payee	HOWARD STERN / 9999-000-0000-1				
Office					
Address	Hinabangan Samar (Western Samar), Eastern Visayas				
Responsibility Center	Particulars	P.P.A	Account Code	Amount	
	Sub-Project ID: 000010 Sub-Project Name: Another Project for typhoon survivor Tranche: 2 Fund Source: Asian Development Bank Attachment			600,000.00	
Total					600,000.00
A. Certified			B. Certified		
<input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal			Allotment available and obligated for the purpose as indicated above		
Add Signatory			Add Signatory		
Signature		Signature			
Printed Name		Printed Name			
Position		Position			

RFR OBR to print from PDF

Users can print fund information for the Obligation Request (OBR).

Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills, Quezon City

OBLIGATION REQUEST				No: 234553
				Date: 09-Jan-2014
Payee	HOWARD STERN / 9999-000-0000-1			
Office				
Address	Hinabangan Samar (Western Samar), Eastern Visayas			
Responsibility Center	Particulars	P.P.A	Account Code	Amount
	Sub-Project ID: 000010 Sub-Project Name: Another Project for typhoon survivor Tranche: 2 Fund Source: Asian Development Bank Attachment			600,000.00
Total				600,000.00
A.	Certified	B.	Certified	
<input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and		Allotment available and obligated for the purpose as indicated above		

Cumulative Total Including this Request: **1,095,143.48**
 Balance After This Request: **-109,514.36**
 Contingency: **109,514.35**

RFR-DV

Action 1: Click the Print DV button to view and print the PDF.

DV Number: **14-7777-22** [Print DV](#)
 DV Date: **04-Aug-2014**
 Check Number: **1234567**
 Check Date: **05-Aug-2014**

Users can view the information for the Disbursement Voucher.

User can Add Signatory for the said form.

Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills, Quezon City

DISBURSEMENT VOUCHER				No: 676757
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others			
Payee	HOWARD STERN / 9999-000-0000-1	TIN/Employee No.	OR/BUR No.	
Address	Hinabangan Samar (Western Samar), Eastern Visayas	Responsibility Center		
		Office/Unit/Project	Code	
Explanation				Amount
Sub-Project ID: 000010 Sub-Project Name: Another Project for typhoon survivor Tranche: 2 Fund Source: Asian Development Bank Attachment				1,500,000.00

				Php	1,500,000.0
A. Certified			B. Approved Payment		
<input type="checkbox"/> Cash Available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete					
Add Signatory			Add Signatory		
Signature		Signature			
Printed Name		Printed Name			
Position		Position			
C. Received Payment					JEV No.
BTF No.	0086554	Date: 09-Jan-2014	Bank Name	LandBank of the Philippines	
Signature		Date	Printed Name	Date: 09-Jan-2014	
Official Receipt / Other Documents					

RFR DV Print to PDF

Users can print fund information for the Disbursement Voucher (DV).

Republic of the Philippines
 Department of Social Welfare and Development
 Batasan Pambansa Complex, Constitution Hills, Quezon City

DISBURSEMENT VOUCHER				No: 676757
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others			
Payee	HOWARD STERN / 9999-000-0000-1	TIN/Employee No.	OR/BUR No.	
Address	Hinabangan Samar (Western Samar), Eastern Visayas	Responsibility Center		
		Office/Unit/Project	Code	
Explanation				Amount
Sub-Project ID: 000010 Sub-Project Name: Another Project for typhoon survivor Tranche: 2 Fund Source: Asian Development Bank Attachment				600,000.00
				Php 600,000.00
A. Certified			B. Approved Payment	
<input type="checkbox"/> Cash Available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable)				

CGDP

List of CGDPs

Admin can view ALL list of CGDPs in the system.

Normal users can only view their own entries. (e.g. Sorsogon can only view all added entries from Sorsogon (Province), all municipalities and barangays under Sorsogon; Entries from other provinces, municipalities, regions and barangays are restricted)







Action 1: Click the orange button to modify content.

Action 2: Click the red button to delete the entry

Action 3: Click the blue button to view the content.

Search CGDP

Users can search CDGP entries by filtering by year, username, status, region province and municipality

Year	Region	Province	Municipality	Status	
2014	Central Luzon	Pampanga	Mexico	Final	 
2014	Eastern Visayas	Leyte	Capoocan	Final	 
2014	Eastern Visayas	Samar (Western Samar)	Hinabangan	Final	 

Search

Year	<input type="text"/>	Region	<input type="text"/>
Username	<input type="text"/>	Province	<input type="text"/>
Status	<input type="text"/>	Municipality	<input type="text"/>
		<input type="button" value="Search"/>	<input type="button" value="Clear"/>

View Cash Program

Users can view the Cash program under the CGDP.

View Cash Program				
Year	2014	Province	Pampanga	
Municipality	Mexico	Region	Central Luzon	
	Month	ADB	WB	Total
1	Feb-2014	541,200.00	0.00	541,200.00
2	Mar-2014	0.00	0.00	0.00
3	Apr-2014	246,000.00	0.00	246,000.00
4	May-2014	0.00	0.00	0.00
5	Jun-2014	0.00	0.00	0.00
6	Jul-2014	0.00	0.00	0.00
7	Aug-2014	0.00	0.00	0.00
8	Sep-2014	0.00	0.00	0.00
9	Oct-2014	0.00	0.00	0.00
10	Nov-2014	196,800.00	0.00	196,800.00

History Cash Program

Users can view the movement of release date. Gray shows the last modified schedule

History Cash Program			
Tranche No.	Modified Schedule	Date Modified	User
No history to display.			
Tranche No.	Modified Schedule	Date Modified	User
No history to display.			
Tranche No.	Modified Schedule	Date Modified	User
No history to display.			
Tranche No.	Modified Schedule	Date Modified	User
No history to display.			

Edit CGDP

Users can modify the details in the CGDP. However, once Status is already Final, then content won't be modifiable

Community Grants Disbursement Plans

Region: Central Luzon
Province: Pampanga
Municipality: Mexico

Status:

Draft

Year: 2014
Group:

Fund Allocation	Entire Fund				This Municipal Only			
	ADB	%	WB	%	ADB	%	WB	%
Allocation	120,000,000.00	100	126,900,000.00	100	23,400,000.00			
MIBF	6,357,122.11	5.3	3,590,000.00	2.99	234,000.00	1.0	0.00	0.0
Released	2,686,322.00	2.24	0.00	0.0	0.00	0.0	0.00	0.0
Excess	3,670,800.11	3.06	3,590,000.00	2.83	234,000.00	1.0	0.00	0.0
Surplus	113,642,877.89	94.7	123,310,000.00	97.17	23,166,000.00	99.0	23,400,000.00	100.0

Statement of Expenditures (WB) Report

SOE (wb) Screen

The report will load all data from all regions on initial page load.

[DASHBOARD](#)
[SUB-PROJECTS](#)
[CGOP](#)
[RFRS](#)
[REPORTS ▾](#)
[ADMINISTRATION](#)

Statement of Expenditures Report

Filter

Region

Province

Municipality

Barangay

DV Range Start

DV Range End

Search

Clear

Excel

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
STATEMENT OF EXPENDITURES
(No Records Required for Submission)

PAYMENTS MADE DURING THE REPORTING PERIOD FROM 01-JAN-2014 - 31-DEC-2014
FOR EXPENDITURES UNDER CATEGORY 1 : BARANGAY GRANTS

1	2	3	4	5	6	7	8	9	10	11
Item No.	Name of Contractor / Supplier / Consultant	Contract Number	Contract Date	Contract Prior Reviewed	Control Number	Contract Amount (In PHP)	Invoice Amount (In PHP)	Invoice Date	Check Number	Check Date
1	Poblacion, Batan	000031	2013-12-05			530,004.35	402,803.00	12-Feb-2014	123156	12-Feb-2014
2	Minapla, Taytay	000052	2014-03-05			3,546,556.00	2,526,921.00	06-Jun-2014	123456	06-Jun-2014
3	Afga, Tangalan	000032	2013-12-06			1,106,818.63	885,454.00	27-Jun-2014	33333	27-Jun-2014

Search Form

User can search data and filter it by region, province, municipality, barangay and also can filter it using the date range.

Filter

Region

Province

Municipality

Barangay

DV Range Start

DV Range End

Search

Clear

Excel

Search Result Table

List of all statement of expenditures (WB) search Result.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
STATEMENT OF EXPENDITURES
(No Records Required for Submission)

PAYMENTS MADE DURING THE REPORTING PERIOD FROM 01-JAN-2014 - 31-DEC-2014
FOR EXPENDITURES UNDER CATEGORY 1 : BARANGAY GRANTS

1	2	3	4	5	6	7	8	9	10	11
Item No.	Name of Contractor / Supplier / Consultant	Contract Number	Contract Date	Contract Prior Reviewed	Control Number	Contract Amount (In PHP)	Invoice Amount (In PHP)	Invoice Date	Check Number	Check Date
1	Poblacion, Batan	000031	2013-12-05			530,004.35	402,803.00	12-Feb-2014	123156	12-Feb-2014
2	Minapla, Taytay	000052	2014-03-05			3,546,556.00	2,526,921.00	06-Jun-2014	123456	06-Jun-2014
3	Afga, Tangalan	000032	2013-12-06			1,106,818.63	885,454.00	27-Jun-2014	33333	27-Jun-2014

Statement of Expenditures (ADB) Report

SOE (wb) Screen

The report will load all data from all regions on initial page load

DASHBOARD
SUB-PROJECTS
CGDP
RFRS
REPORTS
ADMINISTRATION

Statement of Expenditures Report (ADB)

Filter

Region
Province
Municipality
Barangay

DV Range Start
dd-mm-yyyy
DV Range End
dd-mm-yyyy
Search Clear Excel

KCNCDP ASIAN DEVELOPMENT BANK STATEMENT OF EXPENDITURES (SOE) FOR PAYMENTS NOT EXCEEDING APPROVED SOE CEILING: US\$ 100,000.00							
SOE Sheet No.:		ADB Loan No.:	Category/ Sub-Category:				
Item No.	Location	Description of Goods and Services	Contract/PO No. for EA's Record	PCCS No.	Name and Address of Supplier	Total Amount of Bill Paid/Payable	ADB Disbursement%
1	Basilisa, Remedios T. Romualdez, Agusan Del Norte	Drainage Canal	000016			150,000.00	
2	Balegualan, Jabonga, Agusan Del Norte	Construction of Level II Water System	000013			180,000.00	
3	Tagas, Tangalan, Aklan	Construction of 1 Unit Day Care Center with Amenities & Hauling	000021			554,817.00	
4	Panaytayon, Remedios T. Romualdez, Agusan Del Norte	Grouted Riprap Drainage Canal	000036			210,000.00	

Search Form

User can search data and filter it by region, province, municipality, barangay and also can filter it using the date range.

Filter

Region
Province
Municipality
Barangay

DV Range Start
dd-mm-yyyy
DV Range End
dd-mm-yyyy
Search Clear Excel

Search Result Table

List of all statement of expenditures (WB) search Result.

KCNCDP ASIAN DEVELOPMENT BANK

STATEMENT OF EXPENDITURES (SOE) FOR PAYMENTS NOT EXCEEDING

APPROVED SOE CEILING: US\$ 100,000.00

SOE Sheet No.:	ADB Loan No.:	Category/ Sub-Category:					
Item No.	Location	Description of Goods and Services	Contract/PO No. for EA's Record	PCCS No.	Name and Address of Supplier	Total Amount of Bill Paid/Payable	ADB Disbursement%
1	Basilisa, Remedios T. Romualdez, Agusan Del Norte	Drainage Canal	000016			150,000.00	
2	Balegualan, Jabonga, Agusan Del Norte	Construction of Level II Water System	000013			180,000.00	
3	Tagas, Tangalan, Aklan	Construction of 1 Unit Day Care Center with Amenities & Hauling	000021			554,817.00	
4	Panaytayon, Remedios T. Romualdez, Agusan Del Norte	Grouted Riprap Drainage Canal	000036			210,000.00	
5	Ipil, Batan, Aklan	Construction of Elem School Bldg	000038			900,221.00	
6	Baybay, Tangalan, Aklan	Construction of 150LM Rubble Concrete Sea Wall Protection	000043			1,012,792.00	

Municipal Grant Allocation Report

Municipal grant allocation report screen

The report will load all data from all regions on initial page load..

DASHBOARD SUB-PROJECTS CGDP RFRS REPORTS ADMINISTRATION

Municipal Grants Allocation Report

Filter

Region

Province

Municipality

Barangay

Year

Fund Source

Search

Clear

Excel

PDF

Department of Social Welfare and Development
NCDDP MUNICIPAL GRANTS ALLOCATION

Region	Province	Municipality	Allocation	Approved	MIBF			Balance
					Release	Excess	Total	
IV-B	Marinduque	Torrijos	17,619,600.00	912,560.00	936,904.00	-24,344.00	912,560.00	16,682,696.00
IV-B	Palawan	Taytay	0.00	2,526,921.00	2,526,921.00	0.00	2,526,921.00	-2,526,921.00
V	Camarines Sur	Gainza	0.00	559,717.00	391,286.00	168,431.00	559,717.00	-391,286.00
V	Camarines Norte	Basud	0.00	636,565.00	636,565.00	0.00	636,565.00	-636,565.00
VI	Aklan	Tangalan	0.00	885,454.00	554,817.00	330,637.00	885,454.00	-554,817.00
VI	Aklan	Batan	0.00	402,803.00	900,221.00	-497,418.00	402,803.00	-900,221.00
VII	Negros Oriental	Mabinay	0.00	1,907,788.00	1,907,788.00	0.00	1,907,788.00	-1,907,788.00
XIII	Agusan Del Norte	Remedios T. Romualdez	14,161,500.00	210,000.00	150,000.00	60,000.00	210,000.00	14,011,500.00

Municipal Grants Allocation Report

Filter

Region

Province

Municipality

Barangay

Year

Fund Source

Search

Clear

Excel

PDF

Department of Social Welfare and Development
NCDDP MUNICIPAL GRANTS ALLOCATION

Region	Province	Municipality	Allocation	Approved	MIBF			Balance
					Release	Excess	Total	
IV-B	Marinduque	Torrijos	17,619,600.00	912,560.00	936,904.00	-24,344.00	912,560.00	16,682,696.00
IV-B	Palawan	Taytay	0.00	2,526,921.00	2,526,921.00	0.00	2,526,921.00	-2,526,921.00
V	Camarines Sur	Gainza	0.00	559,717.00	391,286.00	168,431.00	559,717.00	-391,286.00
V	Camarines Norte	Basud	0.00	636,565.00	636,565.00	0.00	636,565.00	-636,565.00
VI	Aklan	Tangalan	0.00	885,454.00	554,817.00	330,637.00	885,454.00	-554,817.00
VI	Aklan	Batan	0.00	402,803.00	900,221.00	-497,418.00	402,803.00	-900,221.00
VII	Negros Oriental	Mabinay	0.00	1,907,788.00	1,907,788.00	0.00	1,907,788.00	-1,907,788.00
XIII	Agusan Del Norte	Remedios T. Romualdez	14,161,500.00	210,000.00	150,000.00	60,000.00	210,000.00	14,011,500.00
XIII	Agusan Del Norte	Jabonga	10,844,015.00	180,000.00	180,000.00	0.00	180,000.00	10,664,015.00

Search Result Table

List of all municipal grant allocation search result.

Status of Community Grants Report

Status of community grants

The report will load all data from all regions on initial page load

Search Form

User can search data and filter it by region, province, municipality, barangay and also can filter it using the date range.

Search Result Table

List of all status of community grants search result

[DASHBOARD](#)
[SUB-PROJECTS](#)
[CGDP](#)
[RFRS](#)
[REPORTS](#)
[ADMINISTRATION](#)

Status of Community Grants Report

Filter

Region

Province

Municipality

Barangay

Start Date

dd-mmm-yyyy

End Date

dd-mmm-yyyy

Search

Clear

PDF

Excel

Department of Social Welfare and Development

STATUS OF COMMUNITY GRANTS

As of 30/Sep/2014

Region	Province	Municipality	Approved			Released			Balance		
			ADB	WB	Total	ADB	WB	Total	ADB	WB	Total
IV-B - MIMAROPA	Marinduque	Torrijos	2,311,830.00	0.00	2,311,830.00	1,849,464.00	0.00	1,849,464.00	696,592.00	0.00	696,592.00
IV-B - MIMAROPA	Palawan	Taytay	0.00	3,546,556.00	3,546,556.00	0.00	2,526,921.00	2,526,921.00	0.00	0.00	0.00
V - Bicol Region	Camarines Sur	Gainza	1,251,320.00	0.00	1,251,320.00	951,003.00	0.00	951,003.00	423,881.00	0.00	423,881.00
V - Bicol Region	Camarines Norte	Basud	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Filter

Region

Province

Municipality

Barangay

Start Date

dd-mmm-yyyy

End Date

dd-mmm-yyyy

Search

Clear

PDF

Excel

Department of Social Welfare and Development

NCCDP MUNICIPAL GRANTS ALLOCATION

Region	Province	Municipality	Allocation	Approved	MIBF			Balance
					Release	Excess	Total	
IV-B	Marinduque	Torrijos	17,619,600.00	912,560.00	936,904.00	-24,344.00	912,560.00	16,682,696.00
IV-B	Palawan	Taytay	0.00	2,526,921.00	2,526,921.00	0.00	2,526,921.00	-2,526,921.00
V	Camarines Sur	Gainza	0.00	559,717.00	391,286.00	168,431.00	559,717.00	-391,286.00
V	Camarines Norte	Basud	0.00	636,565.00	636,565.00	0.00	636,565.00	-636,565.00
VI	Aklan	Tangalan	0.00	885,454.00	554,817.00	330,637.00	885,454.00	-554,817.00
VI	Aklan	Batan	0.00	402,803.00	900,221.00	-497,418.00	402,803.00	-900,221.00
VII	Negros Oriental	Mabinay	0.00	1,907,788.00	1,907,788.00	0.00	1,907,788.00	-1,907,788.00
XIII	Agusan Del Norte	Remedios T. Romualdez	14,161,500.00	210,000.00	150,000.00	60,000.00	210,000.00	14,011,500.00
XIII	Agusan Del Norte	Jabonga	10,844,015.00	180,000.00	180,000.00	0.00	180,000.00	10,664,015.00

Community Grants Disbursement Plan Report

Community grants disbursement plan

The report will load all data from all regions on initial page load.

DASHBOARD
SUB-PROJECTS
CGDP
RFRS
REPORTS
ADMINISTRATION

Community Grants Disbursement Plan Report

Filter

Region

Province

Municipality

Barangay

Year

Search

Clear

PDF

Excel

Department of Social Welfare and Development

COMMUNITY GRANTS DISBURSEMENT PLAN

As of 2014

Region	Province	Municipality	Projected / Actual / Percent Difference									
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
IV-B	Marinduque	Torrijos	0.00	0.00	0.00	0.00	0.00	0.00	1,849,464.00	231,183.00	231,183.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	1,849,464.00	0.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
IV-B	Palawan	Taytay	0.00	0.00	0.00	0.00	0.00	0.00	2,526,921.00	0.00	842,307.00	336,922.80
			0.00	0.00	0.00	0.00	0.00	0.00	2,526,921.00	0.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Search Form

User can search data and filter it by region, province, municipality, barangay and also can filter it using the date range.

Filter

Region

Province

Municipality

Barangay

Year

Search

Clear

PDF

Excel

Search Result Table

List of all community grants disbursement plan search result.

Department of Social Welfare and Development

COMMUNITY GRANTS DISBURSEMENT PLAN

As of 2014

Region	Province	Municipality	Projected / Actual / Percent Difference									
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
IV-B	Marinduque	Torrijos	0.00	0.00	0.00	0.00	0.00	0.00	1,849,464.00	231,183.00	231,183.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	1,849,464.00	0.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
IV-B	Palawan	Taytay	0.00	0.00	0.00	0.00	0.00	0.00	2,526,921.00	0.00	842,307.00	336,922.80
			0.00	0.00	0.00	0.00	0.00	0.00	2,526,921.00	0.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
V	Camarines Sur	Gainza	559,717.20	0.00	0.00	48,910.75	69,964.65	48,910.75	69,964.65	0.00	0.00	0.00
			559,717.00	391,286.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			-0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
V	Camarines Norte	Basud	0.00	0.00	0.00	0.00	0.00	0.00	0.00	636,565.98	0.00	79,570.75
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	636,565.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-0.00%	0.00%	0.00%
VI	Aklan	Tangalan	0.00	0.00	0.00	0.00	0.00	0.00	2,563,746.20	433,232.05	69,352.17	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	2,453,063.00	0.00	0.00	0.00
			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-4.32%	0.00%	0.00%	0.00%

Request For Fund Release Tracking Report

Request for fund release tracking report

The report will load all data from all regions on initial page load .

Request For Fund Release Tracking Report

Filter

Region

IV-B - MIMAROPA

Province

Municipality

Barangay

Start Date

dd-mmm-yyyy

End Date

dd-mmm-yyyy

Search

Clear

Excel

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Request For Fund Release Tracking (No Records Required for Submission)

Region	Province	Municipality	Barangay	Cycle	Tranche	RFR Date				
						Barangay Level	Municipal Level	Regional level		
						Reviewed by		Recommended by	App	
MIMAROPA	Marinduque	Torrijos	Pakaskasan	3	1	25-Jun-2014	25-Jun-2014	26-Jun-2014	26-Jun-2014	27
MIMAROPA	Marinduque	Torrijos	Poctoy	3	1	25-Jun-2014	25-Jun-2014	26-Jun-2014	26-Jun-2014	27
MIMAROPA	Palawan	Taytay	Minapla	2	1	01-Jun-2014	01-Jun-2014	04-Jun-2014	04-Jun-2014	06

Filter

Region

IV-B - MIMAROPA

Province

Municipality

Barangay

Start Date

dd-mmm-yyyy

End Date

dd-mmm-yyyy

Search

Clear

Excel

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Request For Fund Release Tracking (No Records Required for Submission)

Region	Province	Municipality	Barangay	Cycle	Tranche	RFR Date				
						Barangay Level	Municipal Level	Regional level		
						Reviewed by		Recommended by	App	
MIMAROPA	Marinduque	Torrijos	Pakaskasan	3	1	25-Jun-2014	25-Jun-2014	26-Jun-2014	26-Jun-2014	27
MIMAROPA	Marinduque	Torrijos	Poctoy	3	1	25-Jun-2014	25-Jun-2014	26-Jun-2014	26-Jun-2014	27
MIMAROPA	Palawan	Taytay	Minapla	2	1	01-Jun-2014	01-Jun-2014	04-Jun-2014	04-Jun-2014	06

Search Form

User can search data and filter it by region, province, municipality, barangay and also can filter it using the date range.

Search Result Table

List of all request for fund tracking allocation search result

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