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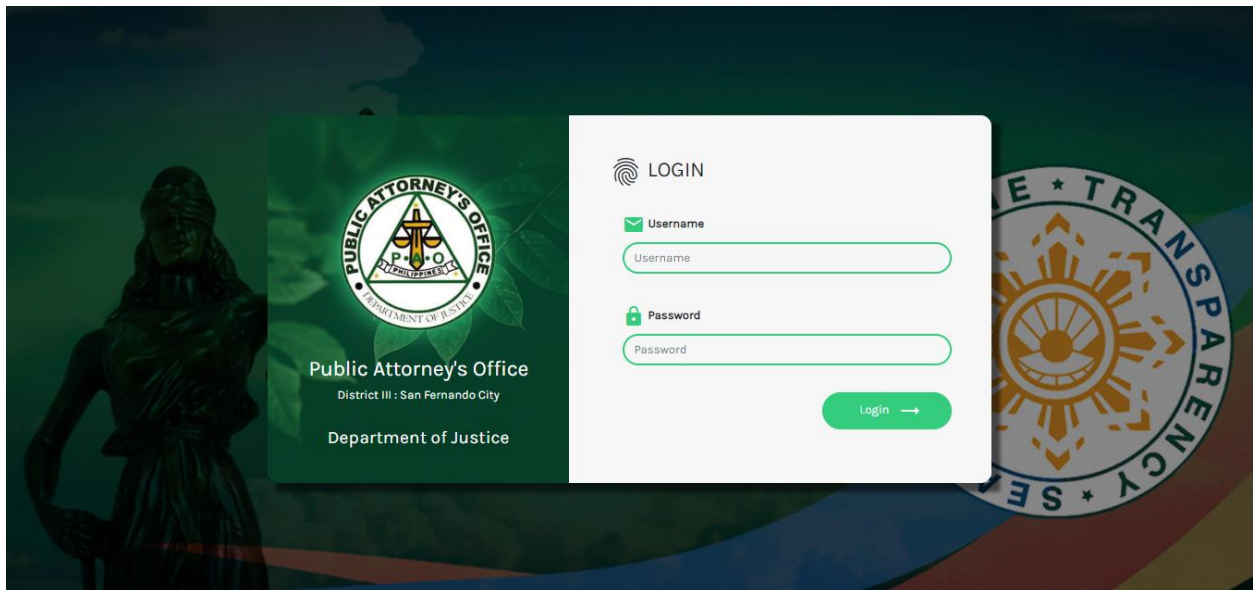
## 1. Home Page



### 1.1 Login Section

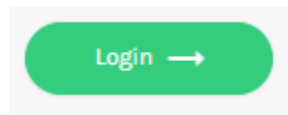
- This is the landing page of PAO system and click the login at the top to proceed.

### 1.2 Username and Password Forms



- Input username and password in this form to login in the system.

### 1.3 Login Button



- Click login button to proceed into client's page.

## 2. Interview Form

The screenshot displays the 'Interview Form' interface for the 'Public Attorney's Office San Fernando City District III'. The interface includes a sidebar with navigation options: 'I'm Staff', 'Clients', 'Calendar', 'Profile', and 'Logout'. The main content area shows a progress bar with five steps, with 'STEP 1' currently active. The form is divided into two main sections: 'Control Reference' and 'Nature of Request'.

**Control Reference**

- Region:** 3
- District Office:** CSFP
- Assigned To:** Select Assigned To (dropdown)
- Interviewer:** I'm Staff
- Referred/Indorsed By:** Enter Referred/Indorsed By
- Refer To:** Enter Refer To

**Nature of Request**

- ☐ Legal Advice
- ☐ Legal Documentation
- ☐ Representation in Court/Quasi-Judicial Bodies
- ☐ Inquest/Legal Assistance
- ☐ Mediation/Conciliation
- ☐ Administration of Oath
- ☐ Others

### 2.1 Step 1

- In step 1 the client will ask all the given fields with the client like they will assign lawyers and choose the nature of request the client needed.

This image is a close-up of the 'Nature of Request' section from the previous screenshot. It shows a list of radio button options for selecting the type of legal request. The option 'Representation in Court/Quasi-Judicial Bodies' is currently selected, indicated by a green dot.

**Nature of Request**

- ☐ Legal Advice
- ☐ Legal Documentation
- ☒ Representation in Court/Quasi-Judicial Bodies
- ☐ Inquest/Legal Assistance
- ☐ Mediation/Conciliation
- ☐ Administration of Oath
- ☐ Others

#### 1.1.1 Nature of Request

- If Representation in Court/Quasi-Judicial Bodies is chosen there will be another field to be shown and fill up to become a case. This is the only nature which can be a case in the system.

### 1.1.2 Nature of the Case

I. Nature of the Case

☒ Criminal ☐ Civil ☐ Administrative Case Proper ☐ Prosecutor Office ☐ Labor

Specify Criminal

Please Specify

- This is the Nature of the Case in which the client will choose on what kind nature of case he/she belong.
- After choosing it will specify in the textbox what kind of case he/she belong.

Public Attorney's Office  
San Fernando City District III

Search here...

1 STEP 1 2 STEP 2 3 STEP 3 4 STEP 4 5 STEP 5

Client's Personal Circumstances

☒ Defendant ☐ Representative

Name: Firstname Middlename Lastname

Educational Attainment: Highschool completion or higher

Religion: Select Religion

Language/Dialect: Select Language/Dialect

Citizenship: Select Citizenship

Contact No.: 09XX-XXX-XXXX

Address:

Detained: ☐ Yes ☐ No

I'm Staff  
Staff

Interview Form

Clients

Calendar

Profile

Logout

### 2.2 Step 2

- In step 2 the staff will fill up all the client's personal information.
- In this figure the staff chosen the defendant side.

## Client's Personal Circumstances

Defendant

Representative

Interviewee's Personal Circumstances

<b>Name</b>	<b>Age</b>	<b>Gender</b>	<b>Civil Status</b>
<input type="text" value="Firstname Middlename Lastname"/>	<input type="text" value="18-100"/>	<input type="text" value="Select Gender"/>	<input type="text" value="Select Civil Status"/>
<b>Address</b>	<b>Contact No.</b>		
<input type="text" value="House no. Street, Barangay, City, Province"/>	<input type="text" value="09XX-(XXX)-XXXX"/>		
<b>Relationship to Client</b>	<b>Email</b>		
<input type="text" value="Son, Daughter, Father, Mother etc."/>	<input type="text" value="example@email.com"/>		

### 2.2.1 Representative

- The staff will fill up all the client's personal information also and if the staff choose the representative it will show the form of personal circumstances to be fill up.

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**IIA. Client's Case Involvement**

☐ Plaintiff ☐ Petitioner ☐ Defendant ☐ Respondent  
☐ Oppositor ☐ Accused ☐ Others ☐ Complainant/Victim

**IIB. Client's Classification**

☐ Children in Conflict with the Law

☐ Urban Poor

☐ Women Client  
☐ Indigenous Group

☐ Rural Poor

### 2.3 Step 3

- In step 3 the staff will fill up the client's classification and case involvement.

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San Fernando City District III

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**IIA. Client's Case Involvement**

☐ Plaintiff  
☐ Oppositor
 ☐ Petitioner  
☐ Accused
 ☐ Defendant  
☐ Others
 ☒ Respondent  
☒ Complainant/Victim

Complainant/Victim of:

☐ R.A 9262 (VAWC)
 ☐ R.A 9745 (Anti-Torture Law)
 ☐ Agrarian Case

☐ R.A 9372 (Human Security Act)
 ☐ R.A 9344 (CICL)
 ☐ Others

**IIB. Client's Classification**

☐ Children in Conflict with the Law  
 Age

☐ Urban Poor  
 Please Specify

☐ Women Client  
☐ Indigenous Group  
 Please Specify

☐ Rural Poor  
 Please Specify

### 2.3.1 Complainant/Victim Radio Button

- Law's will be display once the staff have chosen the Complainant/Victim button.

### 2.3.2 Client's Classification

**IIB. Client's Classification**

☐ Children in Conflict with the Law  
 Age

☐ Urban Poor  
 Please Specify

☐ Women Client  
☐ Indigenous Group  
 Please Specify

☐ Rural Poor  
 Please Specify

☐ Person with Disability (PWD)  
 Please Specify

☐ Refugees/Evacuees  
☐ Senior Citizen

☒ OFW  
☐ Land-based ☐ Sea-based

- If the OFW checkbox was chose, it will display if land-based or sea-based.

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San Fernando City District III

Search here...

1 STEP 1 2 STEP 2 3 STEP 3 4 STEP 4 5 STEP 5

III. Adverse Party

☐ Plaintiff/Petitioner/Complainant ☐ Oppositor/Others  
☐ Defendant/Respondent/Accused

Name

Address

IV. Fact of the Case

<https://pao-sf.com/calendar>

## 2.4 Step 4

- In step 4 the staff will also fill up the adverse party and choose on the given option as well as the fact of the case.

Public Attorney's Office  
San Fernando City District III

Search here...

1 STEP 1 2 STEP 2 3 STEP 3 4 STEP 4 5 STEP 5

V. Cause of Action/Nature of Offense

VI. Pending in Court?

☒ Yes ☐ No

Title of the Case and Docket No:

Court/Body/Tribunal:

VII. Other Related Pending/Concluded Case(s)

Case of Action/Nature of Offense:

Court/Body/Tribunal:

Proof of Indigency Submitted

Pending for Submission?  
☐ Yes ☐ No

## 2.5 Step 5

- This is the last step to fill up by the staff and it contains cause of action/nature of offense, if pending in court, other related pending/concluded case(s), and lastly the proof of indigency.



- In VI. Pending in Court, once the radio button chosen it will enable the fields to be fill up.

### 2.5.1 Proof of Indigency

Proof of Indigency Submitted

Pending for Submission?

☐ Yes
 ☒ No

Kindly choose one or more proof of indigency

☐ Income Tax Return
☐ Certification from Barangay
☐ Certification (DSWD)
☐ Others (payslip, etc.)

- If the staff choose no, it will display all the proof of indigency.

Cancel

Previous

Submit Form

### 2.6 Step 6

- Click submit form button to submit the interview form, click previous if the staff want's to edit other data and click cancel to abort.

## 2. Clients

Public Attorney's Office San Fernando City District III										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #2c3e50; color: white; padding: 5px; border-radius: 5px;"> </div> <div style="flex-grow: 1; border: 1px solid #ccc; border-radius: 5px; padding: 5px;">             Search here...           </div> <div style="background-color: #2c3e50; color: white; padding: 5px; border-radius: 5px;"> </div> </div>										
Clients										
Order By ▾										
Control No.	Name	Address	Contact No.	Nature of Request	Assigned to	Date Received	Form	Status	Action	
III-Jan-6	Zion Prohaska	78A Hilpert Road Suite 878, Manay 1388 Pampanga	09604151171	Inquest/Legal Assistance	Shernon Severino	January 27th 2019	Complete	On-Going		
III-Jan-5	Hayley Okuneva	10 Toy Cliffs Suite 889, Poblacion, Tabaco 3925 Pampanga	09604151171	Representation in Court/Quasi-Judicial Bodies	Aaron Matawaran	January 27th 2019	Complete	Pending		
III-Jan-4	Kier Kemmer	97 Wilderman Road Suite 356, Buhi 3020 Mabalacat	09499490774	Legal Documentation	Aaron Matawaran	January 27th 2019	Complete	On-Going		
III-Jan-3	Dixie E. ...	38/69 Flatley Alley Suite 989, Poblacion, Samal	09373496163	Legal Advice	Mar Lapuz	January 27th 2019	Complete	On-Going		

## 2.1 List of Client's

- This will show the list of registered client's and display the information that gathered in interview form.

The screenshot shows the 'Clients' section of the Public Attorney's Office San Fernando City District III system. A sidebar on the left contains navigation links: 'I'm Staff', 'Interview Form', 'Clients' (selected), 'Calendar', 'Profile', and 'Logout'. The main area displays a table of clients with columns: Address, Contact No., Nature of Request, Assigned to, Date Received, Form, Status, and Action. An 'Order By' dropdown menu is open, showing options: Control No., Name, Address, Contact No., Nature of Request, Assigned to, Date Received, and Status. The table lists four clients with their respective details and status (Complete, Pending, or On-Going).

Address	Contact No.	Nature of Request	Assigned to	Date Received	Form	Status	Action
78A Hilpert Road Suite 878, Manay 1388 Pampanga	09604151171	Inquest/Legal Assistance	Shernon Severino	January 27th 2019	Complete	On-Going	
10 Toy Cliffs Suite 889, Poblacion, Tabaco 3925 Pampanga	09604151171	Representation in Court/Quasi-Judicial Bodies	Aaron Matawaran	January 27th 2019	Complete	Pending	
97 Wilderman Road Suite 356, Buhi 3020 Mabalacat	09499490774	Legal Documentation	Aaron Matawaran	January 27th 2019	Complete	On-Going	
38/69 Flatley Alley Suite 989, Poblacion, Samal	09373496163	Legal Advice	Mar Lapuz	January 27th 2019	Complete	On-Going	

## 2.2 Order by Button

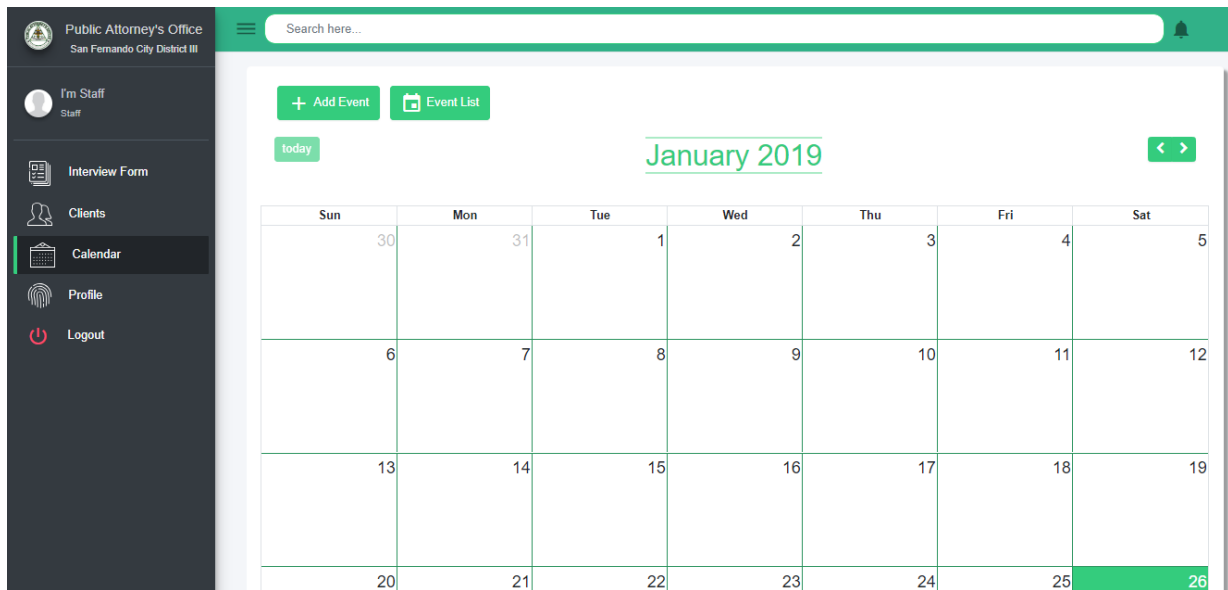
- This order by button will show different headings and if it is selected the client's or data will be sort accordingly.

The screenshot shows two forms side-by-side. The 'Control Reference' form on the left has fields for Region (3), District Office (CSFP), Interviewer (I'm Staff), Assigned To (Shernon Severino), Referred/Indorsed By (Dillan Blanda), Refer To (Randall Baumbac), and Approved By (Atty. Serapio A. Rodas). The 'Nature of Request' form on the right has radio buttons for Legal Advice, Legal Documentation, Representation in Court/Quasi-Judicial Bodies, Inquest/Legal Assistance (selected), Mediation/Conciliation, Administration of Oath, and Others.

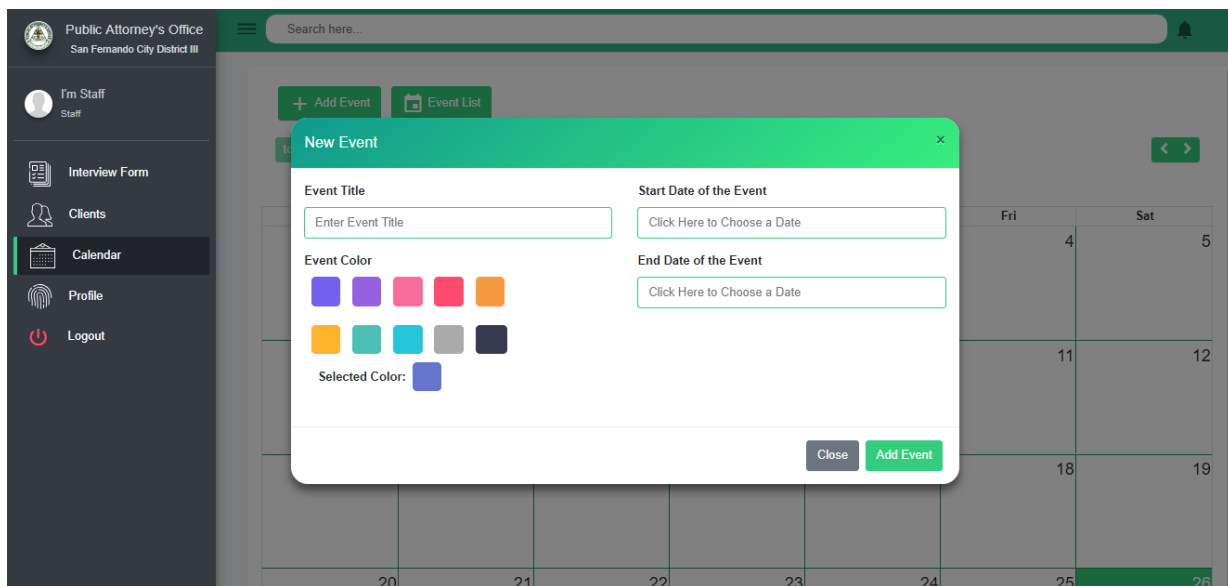
## 2.3 View Form

- This will show all the inputted data and it can be editable accordingly.

### 3. Calendar

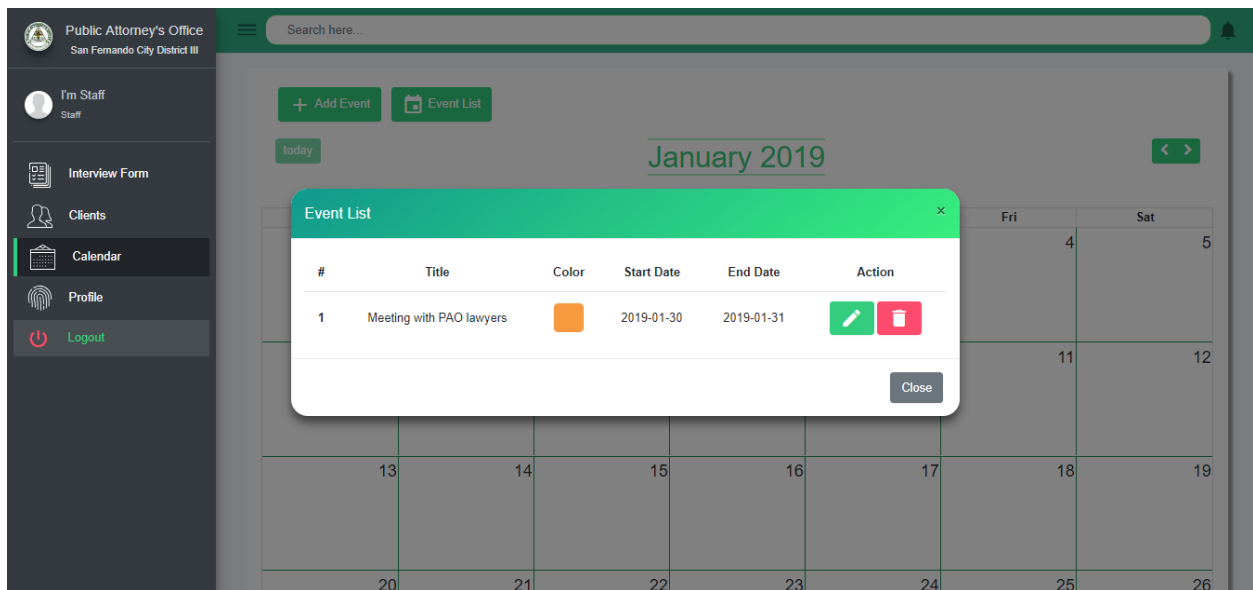


- This calendar page will show the date and it can add event and view the event list as a whole.



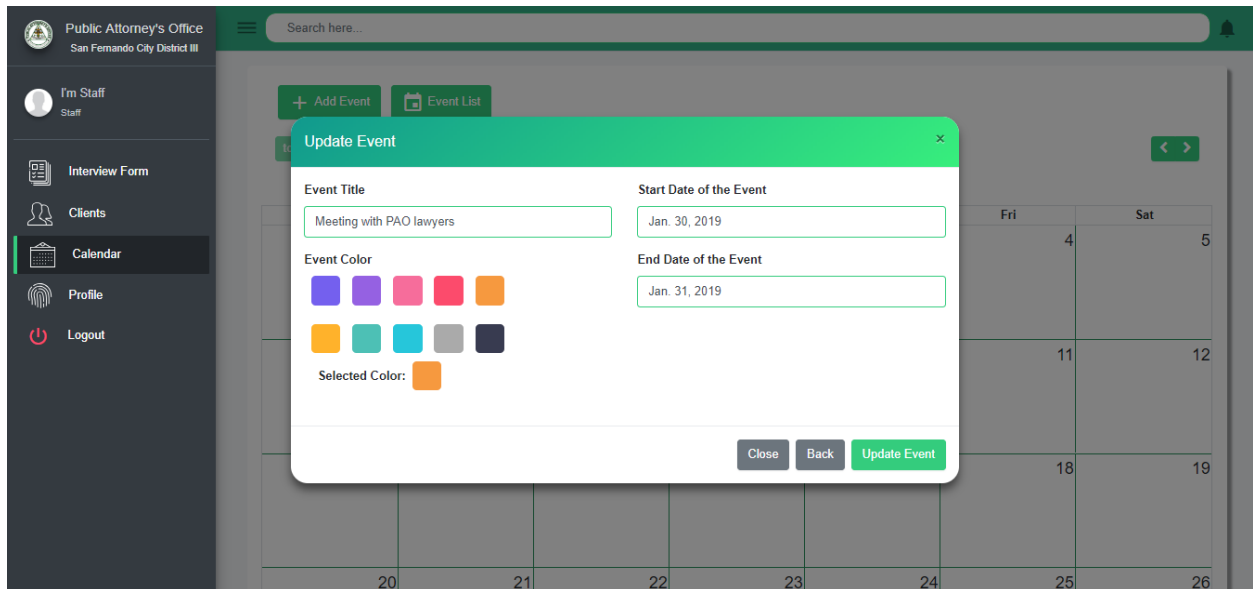
#### 4.1 Add Event Button

- The staff can add event with title, color to use in the calendar, start and end date of the event.



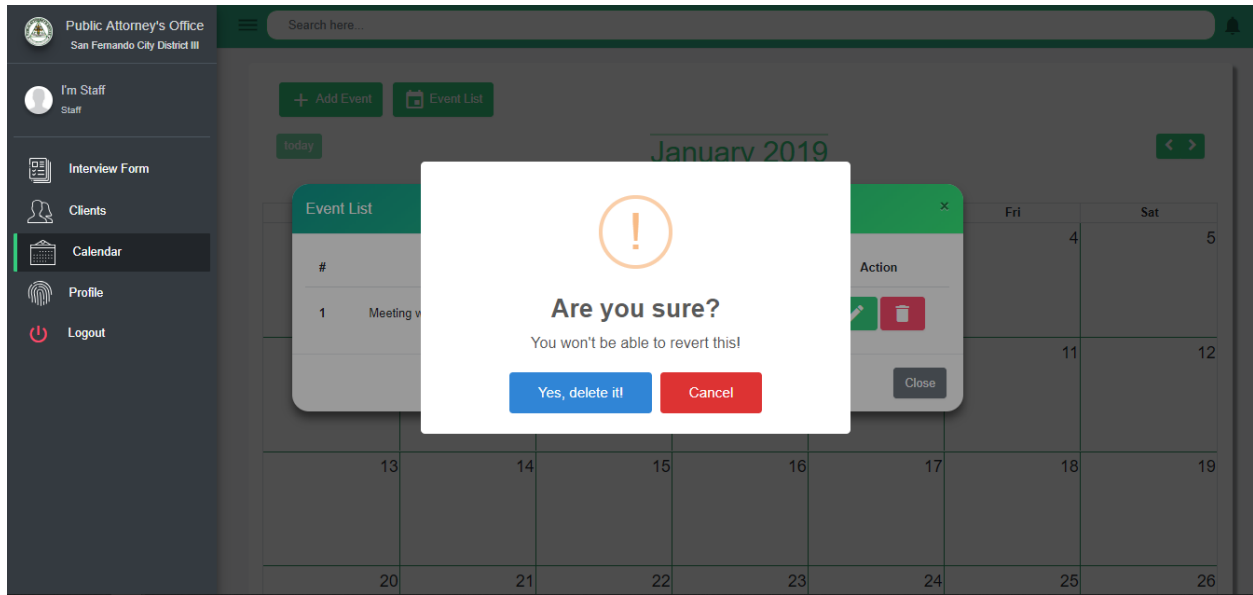
## 4.2 Event List

- This will display all the specified event that were created.



### 4.2.1 Edit Event

- This will allow the staff to edit the event data.



#### 4.2.1 Delete Event

- This will allow the staff to delete the event.

## 4. Profile

The screenshot shows the 'Profile' page of a staff member. The left sidebar contains navigation links: 'I'm Staff', 'Interview Form', 'Clients', 'Calendar', 'Profile' (highlighted), and 'Logout'. The main content area has a header with a search bar and a notification bell. Below the header is a large banner image with a profile picture placeholder and the text 'I'm A Staff Staff'. At the bottom of the banner are links for 'Settings' and 'Activity'. The profile form includes fields for 'Profile Picture' (with 'Choose Picture' and 'Browse' buttons), 'Username' (with value 'staff'), 'Firstname' (with value 'I'm'), and 'Password' (with a note: 'if you are newly registered, kindly change your password').

### 4.1 Settings

- This is the profile page of the staff where he/she can see the audit trails in activity and the setting to edit his/her information.

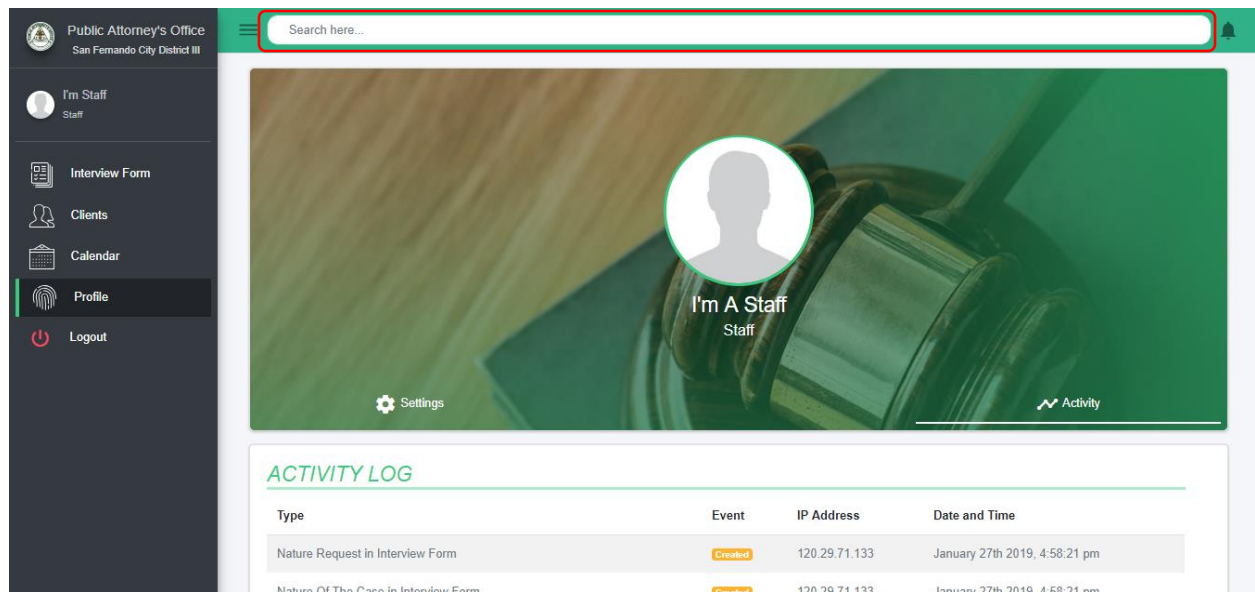
The screenshot shows the 'Activity Log' page. The left sidebar is the same as the previous page. The main content area has a header with 'Settings' and 'Activity' links. Below the header is a table titled 'ACTIVITY LOG' with columns: 'Type', 'Event', 'IP Address', and 'Date and Time'. The table contains 10 rows of activity logs. At the bottom of the table is a pagination bar with links 1, 2, 3, 4, 5, and a next page link.

Type	Event	IP Address	Date and Time
Nature Request in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Nature Of The Case in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Client Profile in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Interviewee Personal Circumstances in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Client Case Involvement in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Client Classification in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Additional Information Case in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Proof Indigency in Interview Form	Created	120.29.71.133	January 27th 2019, 4:58:21 pm
Nature Request in Interview Form	Created	120.29.71.133	January 27th 2019, 5:08:53 pm
Nature Of The Case in Interview Form	Created	120.29.71.133	January 27th 2019, 5:08:53 pm

### 4.2 Activity/Audit

- This is the audit or activity log of the staff which he/she will determine every action made in the system.

## 5. Search Bar



- The staff can search clients or based on the keyword he/she inputted.

## 6. Logout Button



Click this button to logout/exit.