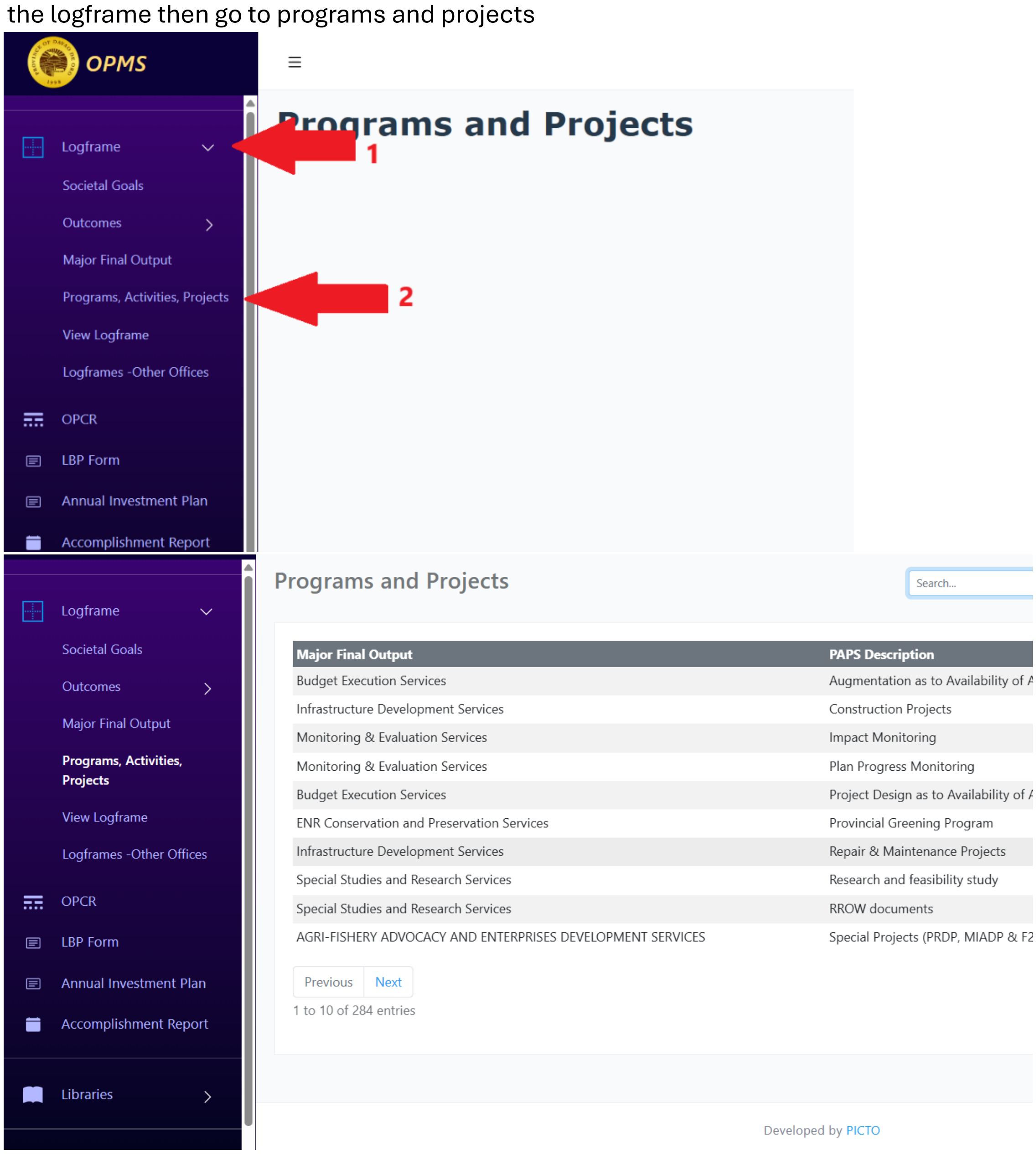
Individual Project Profile

1. **Steps**
    a. Add Strategies and Activities
    b. Add Revision Plan
    c. Rate HGDG
    d. Prepare Implementation Schedule/Workplan
    e. Budgetary Requirement
    f. Add Implementing Team
    g. Add Monitoring and Evaluation
    h. Add Risk Management
    i. Add Signatories
2. **Comments**

Access the Planning System

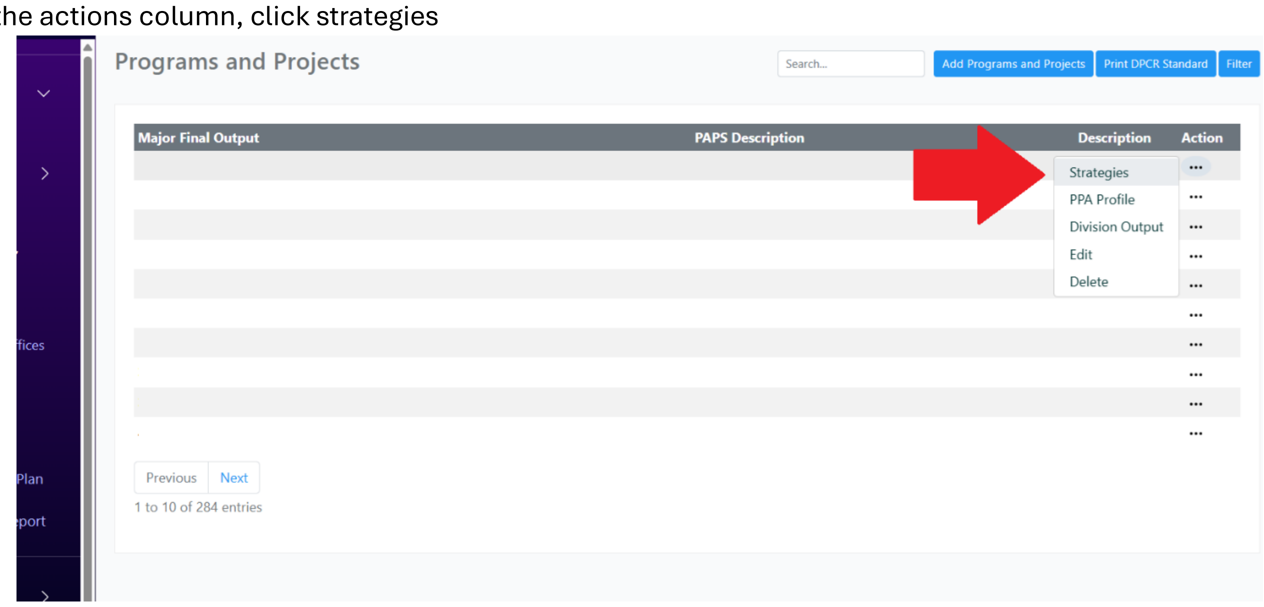
1. Go to this link:
    a. Local (Within Capitol Only): 192.168.80.89:8076
    b. Via Internet: https://ipcr.dvodeoro.ph:444/login
2. Login using your opcr credentials (username and password)
3. Expand the logframe then go to programs and projects



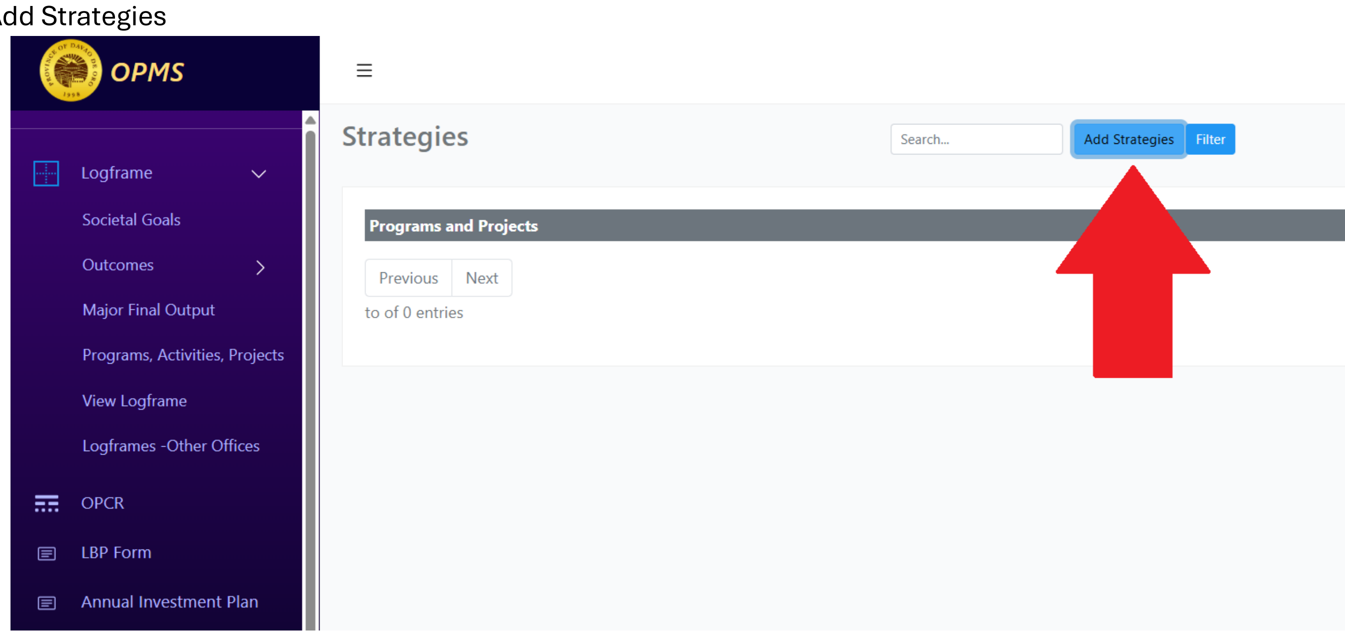
Strategies and Activities

Strategies

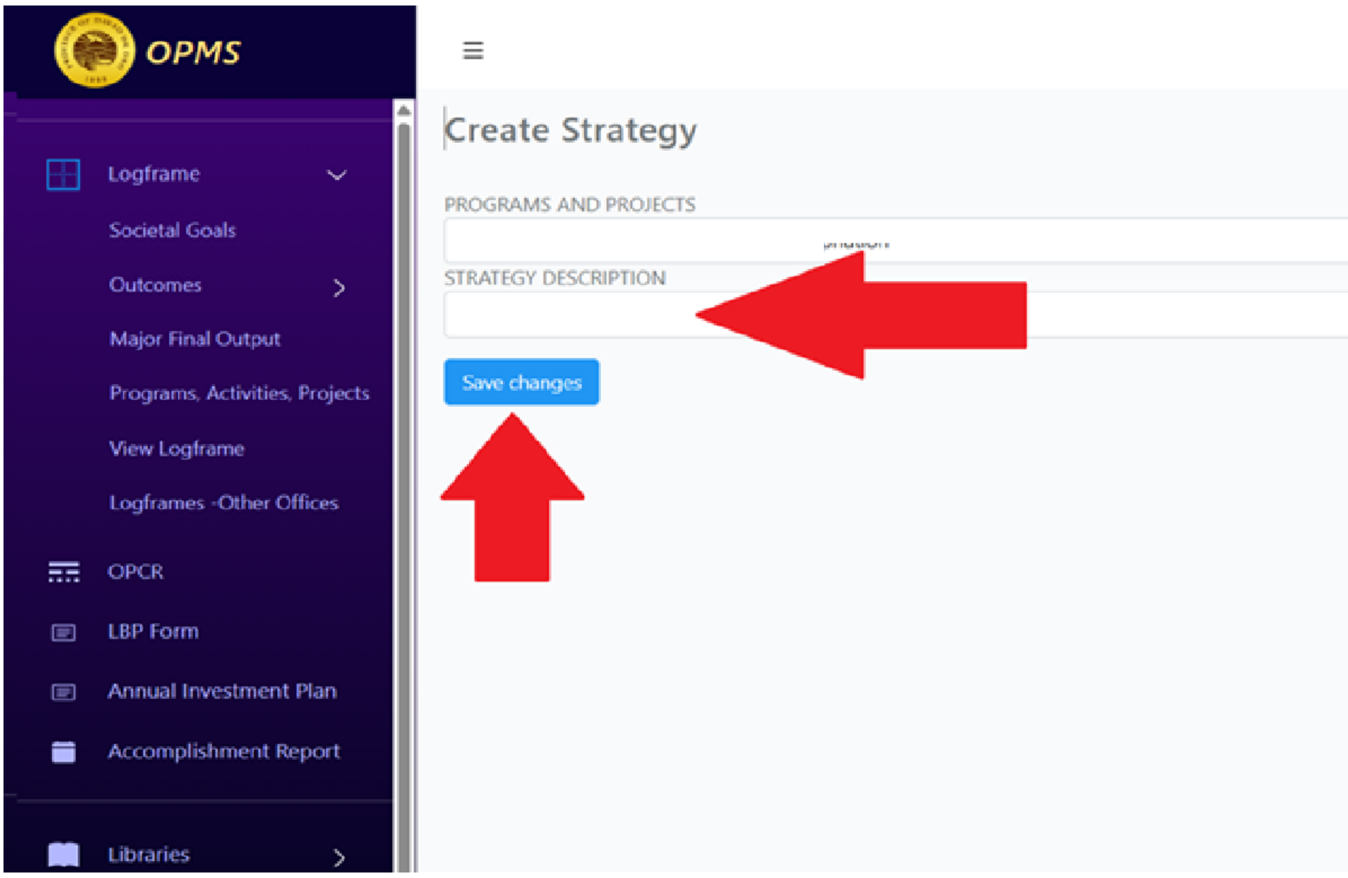
1. From the actions column, click strategies



2. Click Add Strategies

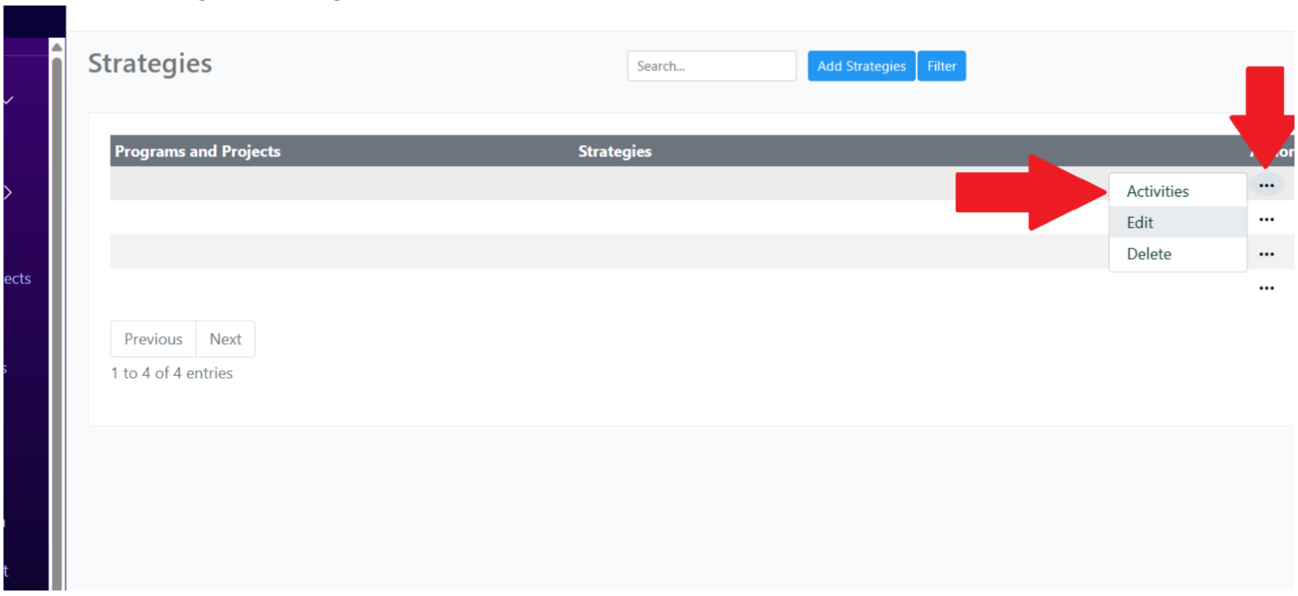


3. Type the strategy description then click save

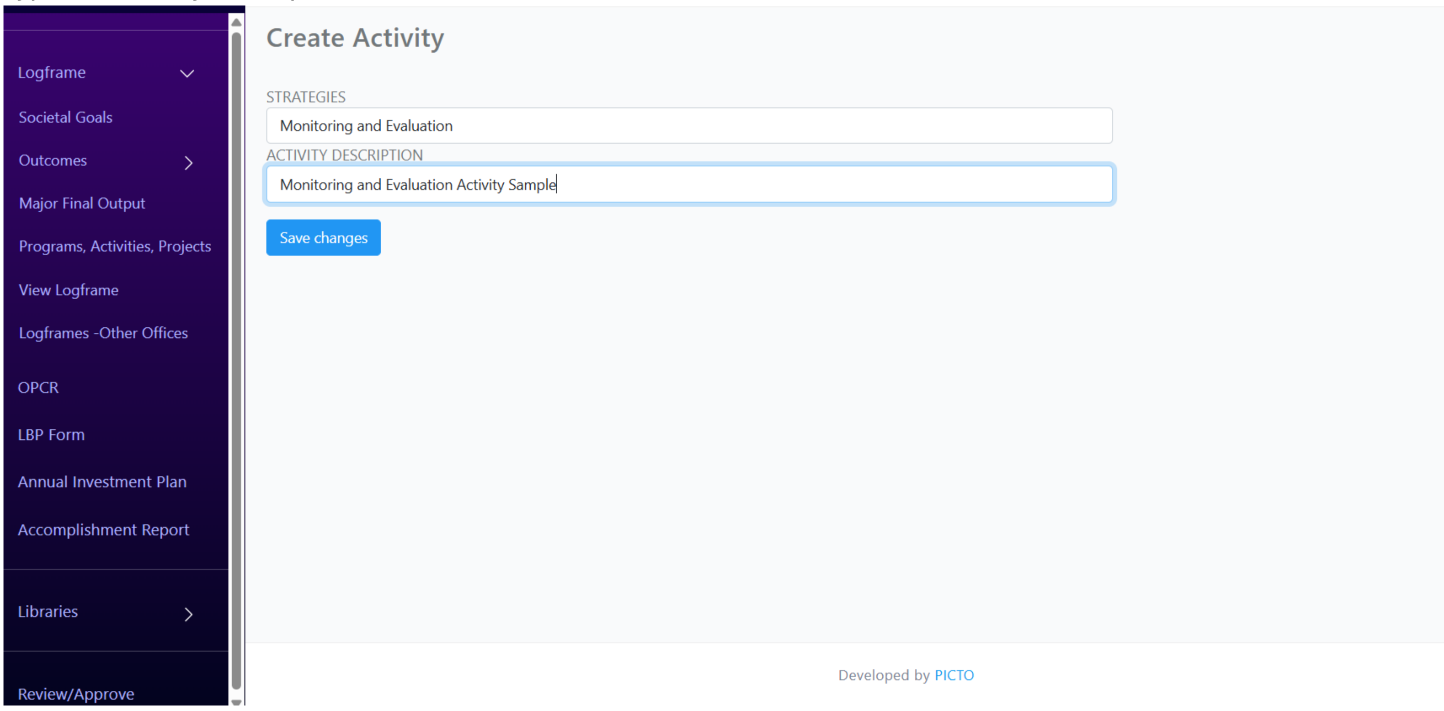


Activities

1. From the strategies table, go to the actions column, click the three dot button and select activities



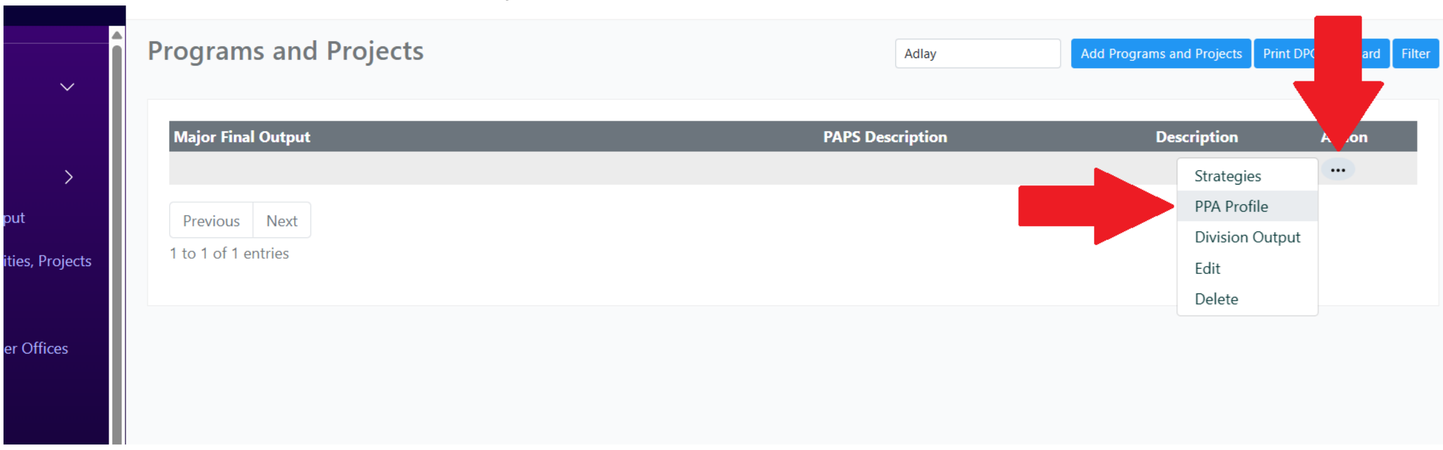
2. Type the activity description and click save



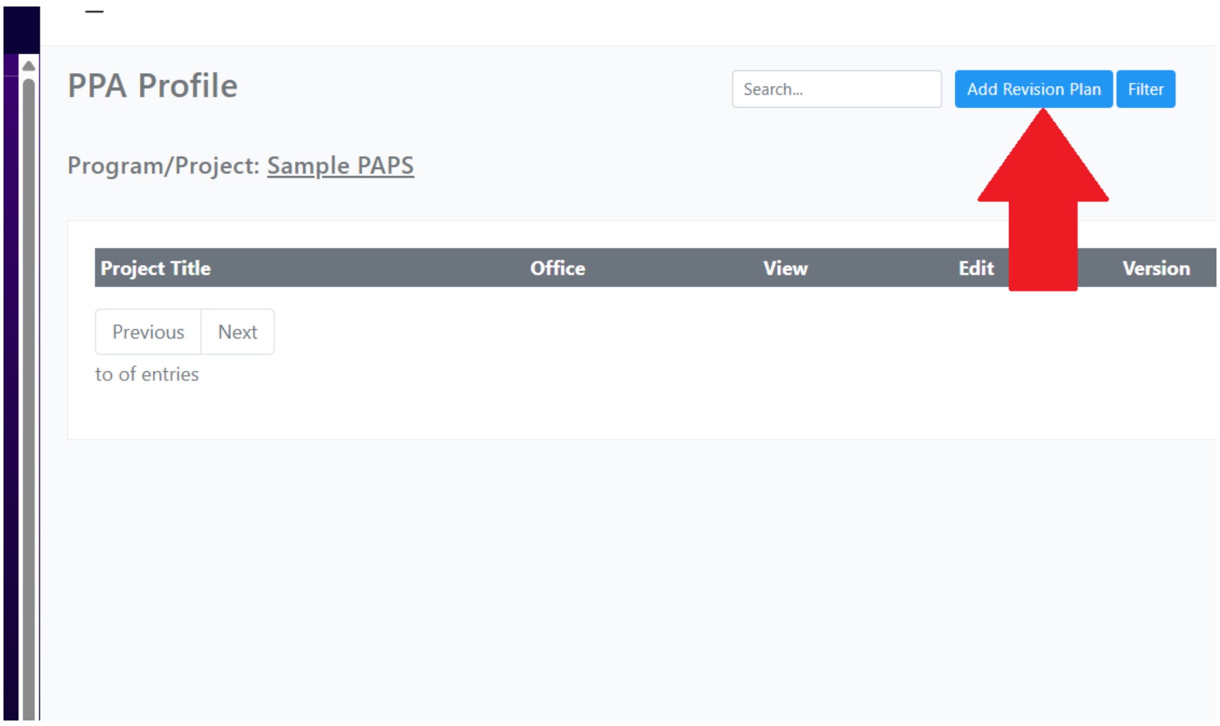
Project Profile

Access the Project Profile Page

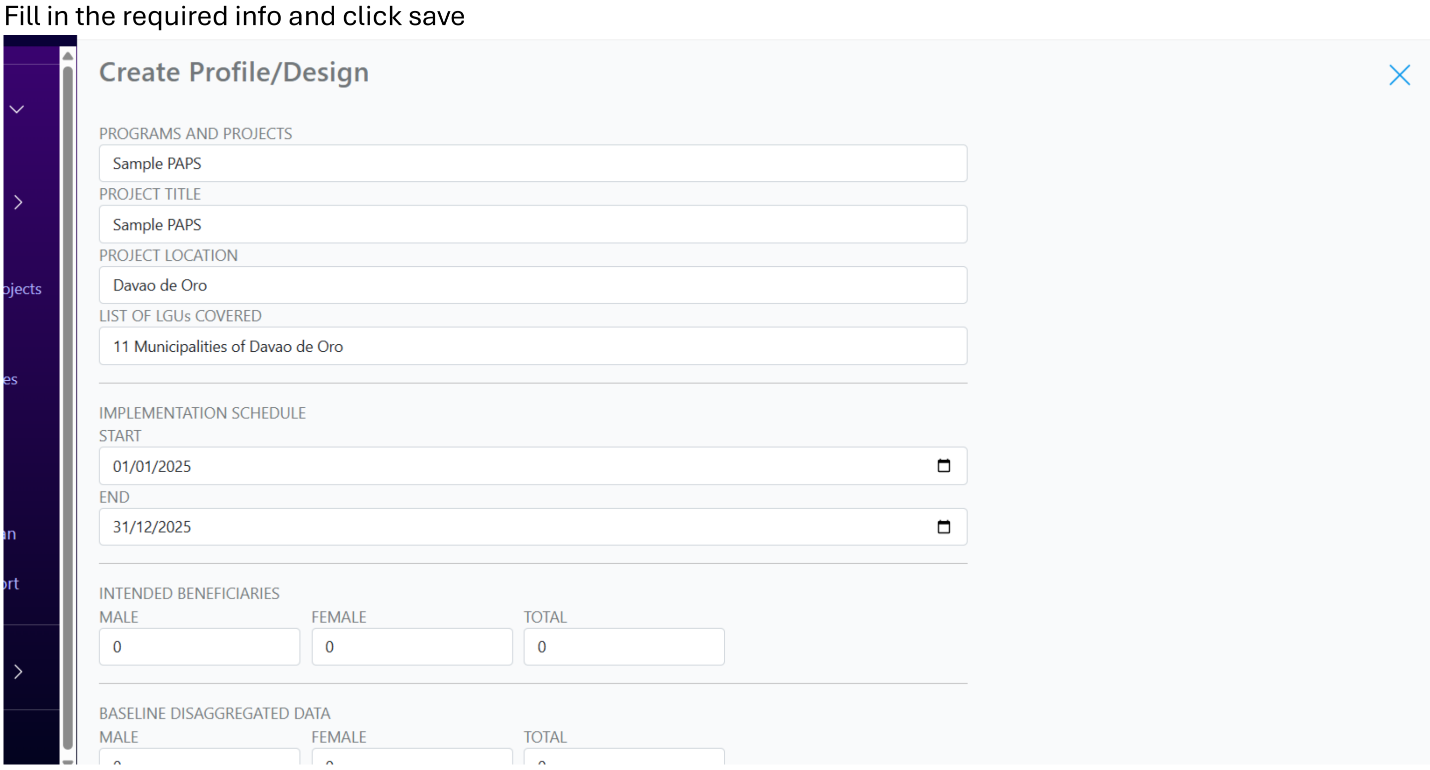
1. Return to the programs and projects page
2. Click the actions button and select PPA profile



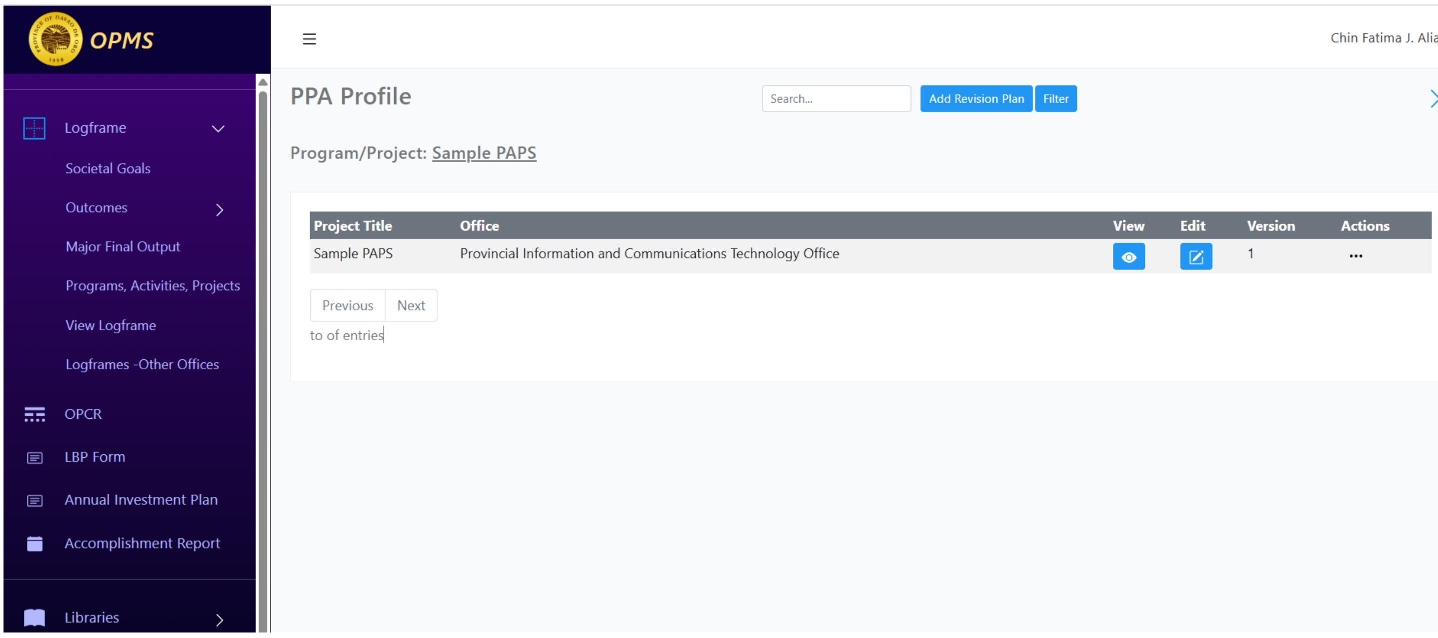
3. Click Add Revision Plan



4. Fill in the required info and click save

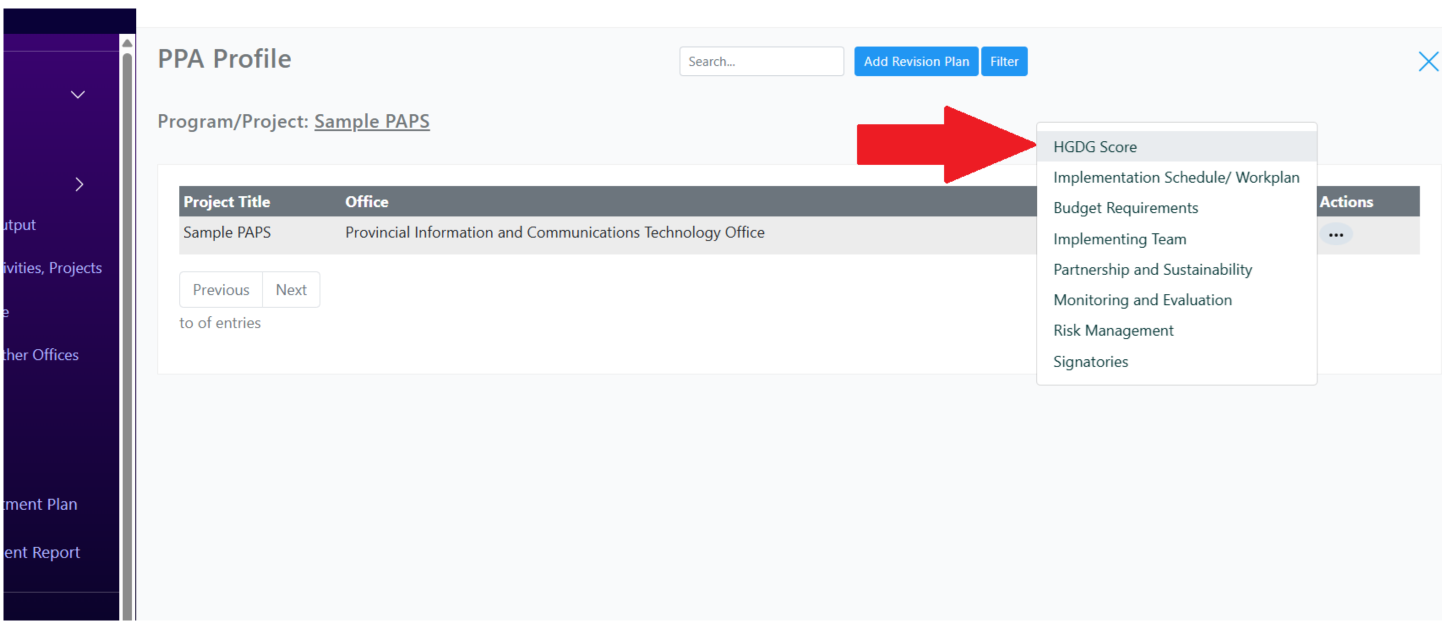


5. The Project Profile is now saved

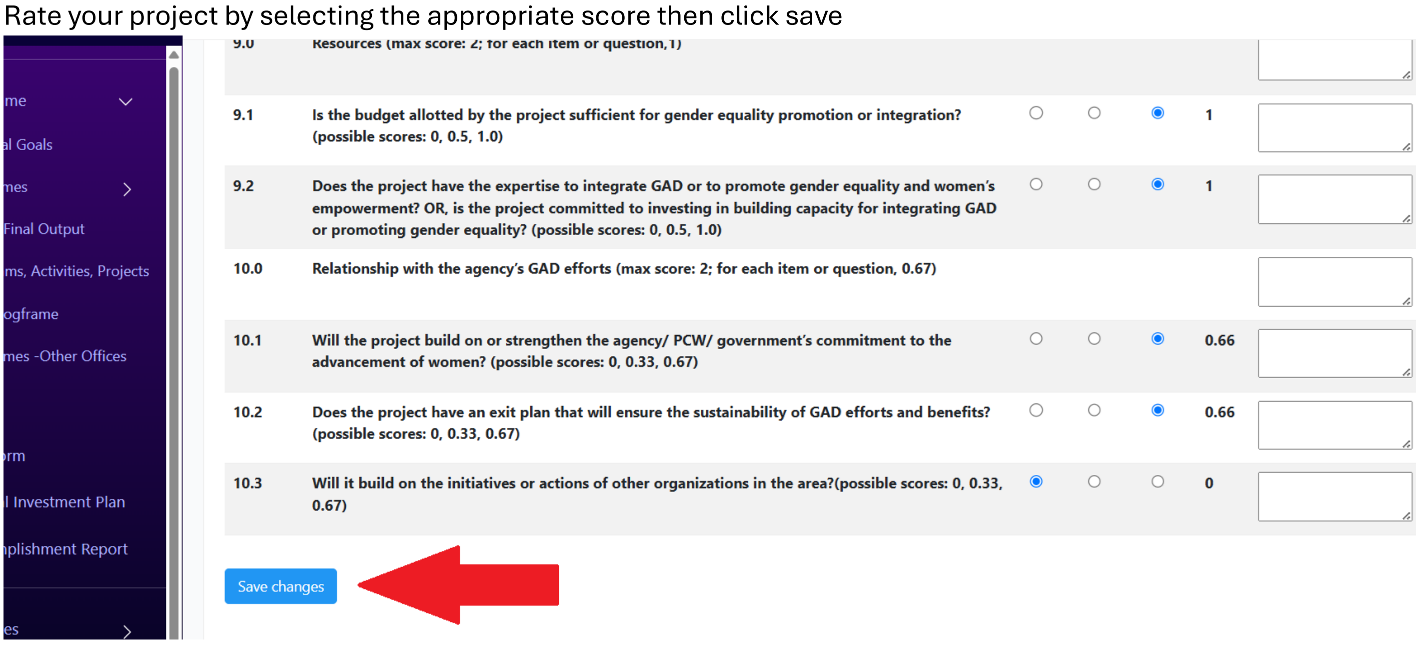


HGDG Score

1. Click the actions button and select HGDG Score



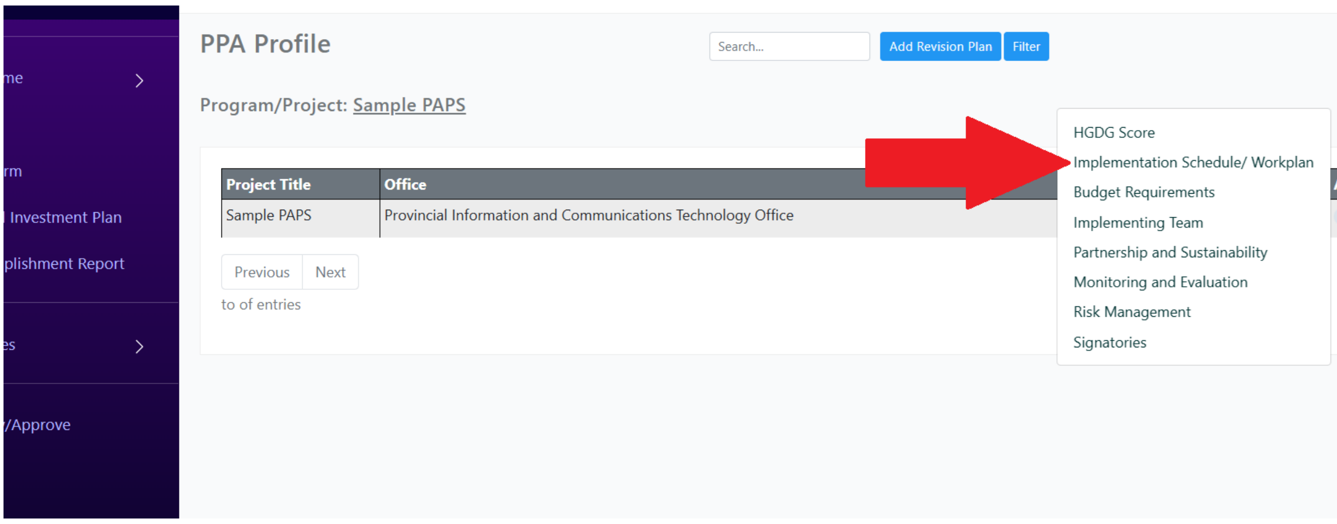
2. Rate your project by selecting the appropriate score then click save



Implementation Schedule/Workplan

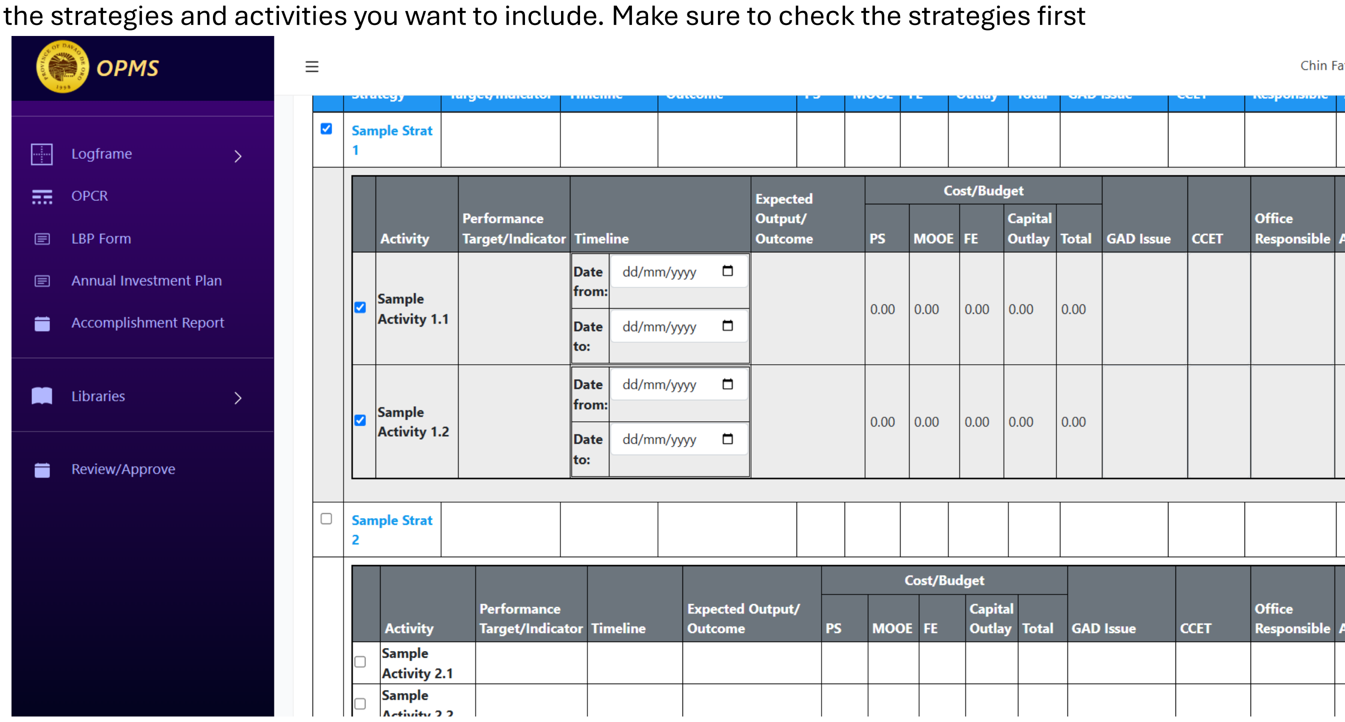
Ensure that the parent strategy is checked for all included activities.

1. Click the actions button and select HGDG Score



   a.

2. Check the strategies and activities you want to include. Make sure to check the strategies first



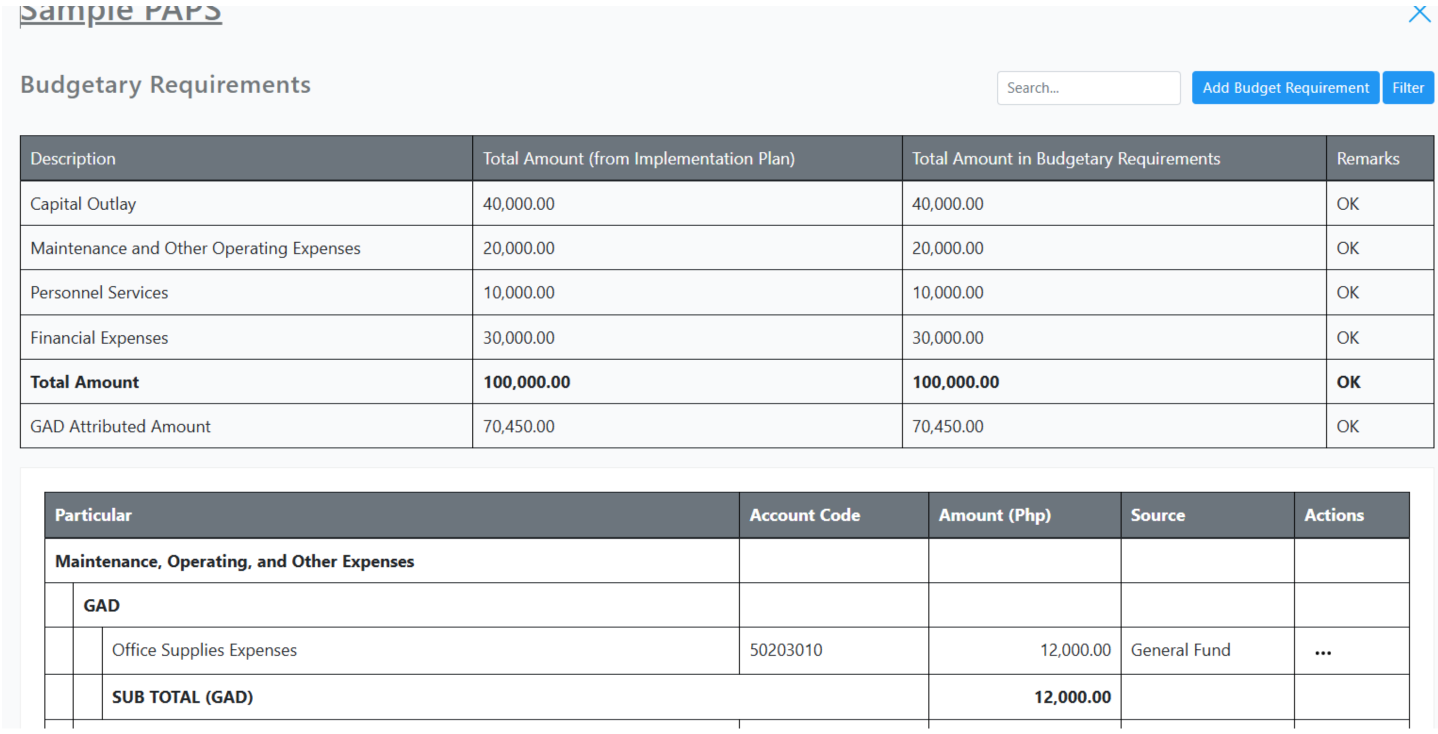
3. Input the details such as expected outcomes, timeline, cost/budget, GAD Issue, CCET Code, etc. Make sure that the changes are saved by clicking anywhere within the page
4. Once completed, you may click the "X" button to return to the PPA page

Budgetary Requirements

1. Click the actions button and select Budgetary Requirements
2. The page will then display a message indicating that the amounts for Capital Outlay, MOOE, Personnel Services, and Financial Services in the Implementation Plan and Budgetary Requirements do not match. Adjust the Budgetary Requirements to ensure that the total for each category aligns with the corresponding amount specified in the Implementation Plan. Also, make sure to allocate for the GAD Attributed amount.

Description	Total Amount (from Implementation Plan)	Total Amount in Budgetary Requirements	Remarks
Capital Outlay	40,000.00	0.00	WARNING: Total capital outlay amount (of project) is not equal to total capital outlay amount in budgetary requirements! Add 40,000.00 to budgetary requirements
Maintenance and Other Operating Expenses	20,000.00	0.00	WARNING: Total MOOE amount (of project) is not equal to total MOOE amount in budgetary requirements! Add 20,000.00 to budgetary requirements
Personnel Services	10,000.00	0.00	WARNING: Total personnel services amount (of project) is not equal to total personnel services amount in budgetary requirements! Add 10,000.00 to budgetary requirements
Financial Expenses	30,000.00	0.00	WARNING: Total financial expenses amount (of project) is not equal to total financial expenses amount in budgetary requirements! Add 30,000.00 to budgetary requirements
Total Amount	**100,000.00**	**0.00**	**WARNING: Total amount (of project) is not equal to total amount in budgetary requirements!** **Add 100,000.00 to budgetary requirements**
GAD Attributed Amount	70,450.00	0.00	WARNING: Total GAD Attributed amount is not equal to Total GAD Attributed Budget! Add 70,450.00 to total GAD Amount in budgetary requirements

3. Once the total, category, and GAD attributed amounts in the implementation plans and budgetary requirements are equal, just click the X button and proceed to the next step.


Sample PAPS

Budgetary Requirements

Search... | Add Budget Requirement | Filter

Description	Total Amount (from Implementation Plan)	Total Amount in Budgetary Requirements	Remarks
Capital Outlay	40,000.00	40,000.00	OK
Maintenance and Other Operating Expenses	20,000.00	20,000.00	OK
Personnel Services	10,000.00	10,000.00	OK
Financial Expenses	30,000.00	30,000.00	OK
Total Amount	**100,000.00**	**100,000.00**	**OK**
GAD Attributed Amount	70,450.00	70,450.00	OK

Particular	Account Code	Amount (Php)	Source	Actions
Maintenance, Operating, and Other Expenses				
GAD				
Office Supplies Expenses	50203010	12,000.00	General Fund	...
SUB TOTAL (GAD)		**12,000.00**		

Implementing Team

1. Click the actions button and select Implementing Team
2. Click Add Implementing Team
3. Fill in the details
4. Click Save

Monitoring and Evaluation

1. Click the actions button and select Monitoring and Evaluation
2. Click Add Monitoring and Evaluation
3. Fill in the details
4. Click Save

Risk Management

1. Click the actions button and select Risk Management
2. Click Add Risk Management
3. Fill in the details
4. Click Save