

# 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: <https://opcr.davaodeoro.gov.ph>
2. Login using your opcr credentials (username and password)
3. Expand the logframe then go to programs and projects

The screenshot shows the OPMS (Office of the Provincial Capable Resources) system interface. On the left, there is a vertical navigation menu with the following items:

- Logframe (with a dropdown arrow pointing down)
- Societal Goals
- Outcomes >
- Major Final Output
- Programs, Activities, Projects** (highlighted with a red arrow labeled '1')
- View Logframe
- Logframes - Other Offices
- OPCR
- LBP Form
- Annual Investment Plan
- Accomplishment Report

The main content area is titled "Programs and Projects". It displays a table of major final outputs and their descriptions:

Major Final Output	PAPS Description
Budget Execution Services	Augmentation as to Availability of A
Infrastructure Development Services	Construction Projects
Monitoring & Evaluation Services	Impact Monitoring
Monitoring & Evaluation Services	Plan Progress Monitoring
Budget Execution Services	Project Design as to Availability of /
ENR Conservation and Preservation Services	Provincial Greening Program
Infrastructure Development Services	Repair & Maintenance Projects
Special Studies and Research Services	Research and feasibility study
Special Studies and Research Services	RROW documents
AGRI-FISHERY ADVOCACY AND ENTERPRISES DEVELOPMENT SERVICES	Special Projects (PRDP, MIADP & F2

At the bottom of the main content area, there are "Previous" and "Next" buttons, and a note stating "1 to 10 of 284 entries".

In the bottom right corner of the main content area, it says "Developed by PICTO".

## Strategies and Activities

## Strategies

1. From the actions column, click strategies

- ## 2. Click Add Strategies

The screenshot shows the 'Strategies' section of the OPMS application. On the left, a sidebar menu includes 'Logframe', 'Societal Goals', 'Outcomes', 'Major Final Output', 'Programs, Activities, Projects', 'View Logframe', 'Logframes -Other Offices', 'OPCR', 'LBP Form', and 'Annual Investment Plan'. The main content area has a header 'Strategies' with a search bar and buttons for 'Add Strategies' (highlighted with a red arrow) and 'Filter'. Below the header is a dark bar labeled 'Programs and Projects'. Underneath are buttons for 'Previous' and 'Next', and the text 'to of 0 entries'.

3. Type the strategy description then click save

**Create Strategy**

PROGRAMS AND PROJECTS

STRATEGY DESCRIPTION

Save changes

## Activities

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

Strategies

Programs and Projects	Strategies	Actions
		Activities
		Edit
		Delete

Previous Next

1 to 4 of 4 entries

- Type the activity description and click save

**Create Activity**

STRATEGIES

ACTIVITY DESCRIPTION

Monitoring and Evaluation Activity Sample

Save changes

Developed by PICTO

## Project Profile

### Access the Project Profile Page

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

The screenshot shows the 'Programs and Projects' page. On the left, there's a sidebar with navigation items like 'Input', 'Output', 'Strategies, Projects', and 'Other Offices'. The main area is titled 'Major Final Output' and contains a table with one entry. At the top right, there are buttons for 'Adday', 'Add Programs and Projects', 'Print DPC Standard', and 'Filter'. Below these is a 'Actions' button with a dropdown menu. The dropdown menu is open, showing options: 'Strategies', 'PPA Profile' (which is highlighted in blue), 'Division Output', 'Edit', and 'Delete'. A red arrow points from the text 'Click the actions button and select PPA profile' to the 'PPA Profile' option in the dropdown.

3. Click Add Revision Plan

The screenshot shows the 'PPA Profile' page. At the top, it says 'Program/Project: Sample PAPS'. There are buttons for 'Search...', 'Add Revision Plan' (which is highlighted in blue), and 'Filter'. Below this is a table with columns: 'Project Title', 'Office', 'View', 'Edit' (which has a red arrow pointing to it), and 'Version'. At the bottom of the table area, there are 'Previous' and 'Next' buttons and a note 'to of entries'. A large red arrow points from the text 'Click Add Revision Plan' to the 'Add Revision Plan' button.

4. Fill in the required info and click save

**Create Profile/Design**

**PROGRAMS AND PROJECTS**

Sample PAPS

**PROJECT TITLE**

Sample PAPS

**PROJECT LOCATION**

Davao de Oro

**LIST OF LGUS COVERED**

11 Municipalities of Davao de Oro

**IMPLEMENTATION SCHEDULE**

**START**  
01/01/2025

**END**  
31/12/2025

**INTENDED BENEFICIARIES**

MALE	FEMALE	TOTAL
0	0	0

**BASELINE DISAGGREGATED DATA**

MALE	FEMALE	TOTAL
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5. The Project Profile is now saved

The screenshot shows the OPMS (OPPMIS) application interface. On the left is a vertical sidebar with navigation links: Logframe, Societal Goals, Outcomes, Major Final Output, Programs, Activities, Projects, View Logframe, Logframes -Other Offices, OPCR, LBP Form, Annual Investment Plan, Accomplishment Report, and Libraries. The main content area is titled "PPA Profile" and displays the program/project "Sample PAPS". It includes a search bar, "Add Revision Plan" button, and "Filter" button. A table lists the project title "Sample PAPS" and office "Provincial Information and Communications Technology Office". Below the table are "Previous" and "Next" buttons, and a note "to of entries". The top right corner shows the user's name "Chin Fatima J. Alia".

## HGDG Score

1. Click the actions button and select HGDG Score

The screenshot shows the same OPMS interface as the previous one, but with a red arrow pointing to the "Actions" button in the top right corner of the main content area. This button is part of a dropdown menu that lists several options: HGDG Score, Implementation Schedule/ Workplan, Budget Requirements, Implementing Team, Partnership and Sustainability, Monitoring and Evaluation, Risk Management, and Signatories.

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

Screenshot of the GAD Scorecard page showing the 'Resources' section. The page includes a sidebar with navigation links like 'Home', 'Final Goals', 'Final Output', etc. The main content area displays questions 9.0 through 10.3 with their respective scores (e.g., 1, 1, 0.67, 0.66, 0). A red arrow points from the right towards the 'Save changes' button at the bottom left.

## Implementation Schedule/Workplan

- Click the actions button and select HGDG Score

Screenshot of the PPA Profile page for 'Sample PAPS'. The sidebar shows navigation links. A red arrow points from the right towards the 'HGDG Score' button in the dropdown menu.

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

Screenshot of the OPMS interface showing the 'Logframe' section. The sidebar has links for 'OPCR', 'LBP Form', 'Annual Investment Plan', and 'Accomplishment Report'. The main content area displays a table for 'Sample Strat 1' with rows for 'Activity', 'Performance Target/Indicator', 'Timeline', and 'Expected Output/Outcome'. A red arrow points from the right towards the 'Cost/Budget' section.

- 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

- Click the actions button and select Budgetary Requirements
- 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
<b>Total Amount</b>	<b>100,000.00</b>	<b>0.00</b>	<b>WARNING: Total amount (of project) is not equal to total amount in budgetary requirements!</b> <b>Add 100,000.00 to budgetary requirements</b>
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
<b>Total Amount</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>OK</b>
GAD Attributed Amount	70,450.00	70,450.00	OK

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

## 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