

# **BARANGAY MANAGEMENT ACCOUNTING AND HEALTH INFORMATION SYSTEM**

**(BMAHIS Version 2.0)**

Presented by:

**HAT SOFTWARE DEVELOPMENT SERVICES**



Who we are!

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**We are the HAT Software Development Services is a systems developer / integrator, that is locally based in Bacolod City.**



With more than 25 years of diverse System Development experience, has molded us in this industry to satisfy our client's needs.

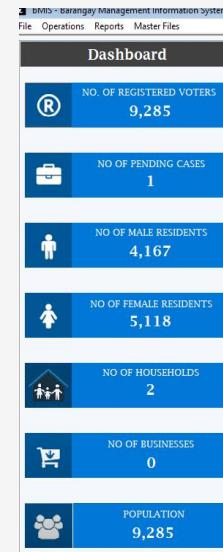


What we offer

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# Barangay Management Accounting & Health Information System

We are glad to offer our development and integration services.



# What we offer

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**Barangay Management Accounting and Health Information System (BMAHIS) provides fast, efficient, reliable and accurate information.**

System handle the following:

- a) Accounting Transactions & Reports such as :
  - 1. Disbursement Voucher
  - 2. Journal Entry Voucher
  - 3. Check Registers/Issued/Cancel Report
  - 4. Trial Balance
  - 5. Statement of Position
  - 6. Statement of Performance
  - 7. General Ledgers.
  - 8. & other related accounting reports
- b) Blotter/Complaint & Issuance of Certification such as:
  - 1. Blotter Entry
  - 2. Complaint Letter
  - 3. Summon Letter
  - 4. Notice of Hearing
  - 5. Settlement
  - 6. File Action
  - 7. & other related certification & entry
- c) Barangay Collections & Reports such as :
  - 1. Issuance of Official Receipt AF No. 51 & 16
  - 2. Issuance of Accountable Forms of Deputize by Barangay Treasurer
- d) Barangay Permit & Certification such as:
  - 1. Barangay Residency / Clearance
  - 2. Business Clearance
  - 3. Business Closure
  - 4. Indigency / Calamity
  - 5. & other related certification & entry
- e) Barangay Health Center such as:
  - 1. Patient Diagnosis / Vaccination Entry
  - 2. Purchases Request / Order / Acceptance Entry
  - 3. Inventory Supplies Expiry / Re-order Report
  - 4. & other related entry & reports
- c) Barangay Census/Statistical Report such as:
  - 1. Gender Distribution by Age Grouping
  - 2. Gender Distribution by Educational Grouping
  - 3. Gender Distribution by Health Condition Grouping
  - 4. Gender Distribution by Sector Grouping
  - 5. Income Distribution by Income Grouping
  - 6. Complaint Data Statistics
  - 7. & other related reports



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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**a) Accounting Transactions & Reports such as :**

- 1. Disbursement Voucher**
- 2. Journal Entry Voucher**
- 3. Check Registers/Issued/Cancel Report**
- 4. Trial Balance**
- 5. Statement of Position**
- 6. Statement of Performance**
- 7. General Ledgers.**
- 8. & other related accounting reports**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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- b) Blotter/Complaint & Issuance of Certification such as:**
  - 1. Blotter Entry**
  - 2. Complaint Letter**
  - 3. Summon Letter**
  - 4. Notice of Hearing**
  - 5. Settlement**
  - 6. File Action**
  - 7. & other related certification & entry**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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**c) Barangay Collections & Reports such as :**

- 1. Issuance of Official Receipt AF No. 51 & 16**
- 2. Issuance of Accountable Forms of Deputize by Barangay Treasurer**
- 3. Report of Collections and Deposit**
- 4. Abstract of General Collection – Detailed Report**
- 5. Abstract of General Collection – Consolidated Report**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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**d) Barangay Permit & Certification such as:**

- 1. Barangay Residency / Clearance**
- 2. Business Clearance**
- 3. Business Closure**
- 4. Indigency / Calamity**
- 5. & other related certification & entry**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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- e) Barangay Health Center such as:
  - 1. Patient Diagnosis / Vaccination Entry
  - 2. Purchases Request / Order / Acceptance Entry
  - 3. Inventory Supplies Expiry / Re-order Report
  - 4. & other related entry & reports



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM COVERAGE

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- c) **Barangay Census/Statistical Report such as:**
  - 1. **Gender Distribution by Age Grouping**
  - 2. **Gender Distribution by Educational Grouping**
  - 3. **Gender Distribution by Health Condition Grouping**
  - 4. **Gender Distribution by Sector Grouping**
  - 5. **Income Distribution by Income Grouping**
  - 6. **Complaint Data Statistics**
  - 7. **& other related reports**



Local Government Code Sec. 394 (d) (6)

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Conforms with **Local Government Code Sec. 394 (d) (6)** which provides that each Barangay must maintain an updated record(s) of residents for easy identification of inhabitants, as a planning tool, and an updated reference on the local Barangay statistics.



# BMAHIS FEATURES

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-  Automatic Business Processes – among the basic components of BMAHIS is its automatic assessment feature which facilitates processing of community tax dues, professional tax, Barangay clearance fees and other charges which are the sources of Barangay revenues and generated Financial Accounting Reports.
-  The system also allows other Barangay-related functions such as security and peace-keeping operations involving incident reporting, blotter reports, records of the Barangay peace-keeping council, record of the health center services, and other related services.
-  Forms and Reports – The system prepares and prints Barangay permits and certifications (e.g. Community Tax Certificate, Occupational permits, Barangay Clearance, etc..) as well as important reports such as Barangay Profile, Socio-Demographic Profile, Residents' Census Information, etc..
-  Query – user-friendly query feature enables easy searching of records based on certain parameters (e.g. by kind of permit and/or certification issued, by date of issuance of permit/certification, by client-name, etc..)
-  Design and Security Features – User-friendly design using easily-comprehensible menus facilitates utilization of application features. The system can be customize depending on the needs and requirements of the client Barangay. It employs a back-up and recovery utility for file integrity and security.



## BMAHIS FEATURES

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- **Automatic Business Processes – among the basic components of BMAHIS is its automatic assessment feature which facilitates processing of community tax dues, professional tax, Barangay clearance fees and other charges which are the sources of Barangay revenues and generated Financial Accounting Reports**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM FEATURES

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- **The system also allows other Barangay-related functions such as security and peace-keeping operations involving incident reporting, blotter reports, records of the Barangay peace-keeping council, record of the health center services, and other related services.**





**Forms and Reports – The system prepares and prints Barangay permits and certifications (e.g. Community Tax Certificate, Occupational permits, Barangay Clearance, etc.), Barangay Profile, Socio-Demographic Profile and Residents' Census Information, etc..**

## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM FEATURES

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- **Query – user-friendly query feature enables easy searching of records given a chosen parameters (e.g. by kind of permit and/or certification issued, by date of issuance of permit/certification, by client-name, etc.)**



## BARANGAY MANAGEMENT ACCOUNTING and HEALTH INFORMATION SYSTEM FEATURES

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- **Design and Security Features – User-friendly design facilitates utilization of application features. Flexible system makes it customizable depending on the needs and requirements of the client Barangay. It employs a back-up and recovery utility for file integrity and security.**



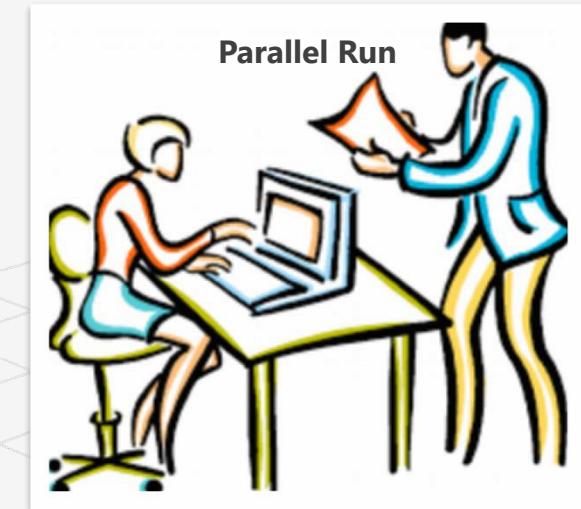
# SECURITY ACCESS

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- **Multi-level of security access**
- **Grants access to a user according to the level of security access**
- **Secure password protection provides a worry-free access**



**Project implementation timeframe is 1 to 2 months of system installation, user-training, customization for your particular needs and parallel running.**



## AFTER-SALES SUPPORT

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We also pride ourselves on our after-sales client-care including guarantees, staff-training, second-line investigation and diagnosis, troubleshooting and resolving of system incident(s) with onsite and offsite support.



1 Onsite support



2 Offsite support



3 Respond time



# SAMPLE RESIDENCY AND CLEARANCE CERTIFICATE



## CERTIFICATE OF RESIDENCY / BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:



This to certify that [REDACTED], of legal age, Single, is bonafide resident of PUROK FATIMA, BRGY. SUM-AG, BACOLOD CITY, he/she is known to be Good Moral Character, a law abiding citizen in the community and he/she has NO DEROGATORY /CRIMINAL RECORD found in our Barangay Records.

This certification is issued in accordance to the implementation of the provision of the NEW LOCAL GOVERNMENT CODE OF 1991 and for whatever legal purpose it may serve best.

Issued this 19th day of October 2020. Barangay Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : -  
Issued on: 2020-10-09  
Issued at: -

## CERTIFICATE OF RESIDENCY / BARANGAY CLEARANCE

TO WHOM IT MAY CONCERN:



This to certify that [REDACTED], of legal age, Single, is bonafide resident of PUROK FATIMA, BRGY. SUM-AG, BACOLOD CITY, since October 19, 2020 up to present.

This certification is issued in accordance to the implementation of the provision of the NEW LOCAL GOVERNMENT CODE OF 1991 and for whatever legal purpose it may serve best.

Issued this 19th day of October 2020. Barangay Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : -  
Issued on: 2020-10-09  
Issued at: -



# SAMPLE BUSINESS CLEARANCE AND BUSINESS CLOSURE



## **CERTIFICATE OF BARANGAY BUSINESS CLEARANCE**

TO WHOM IT MAY

This to certify that [REDACTED], of legal age, Single, is bonafide resident of PRK SAN LUIS, SUM-AG, he/she is the owner of **HAT SOFTWARE DEVELOPMENT SERVICES**, with business address at PRK. CABUGWASON, CABUG, BACOLOD CITY.

This certification is issued in accordance to the implementation of the provision of the NEW LOCAL GOVERNMENT CODE OF 1991 and for whatever legal purpose it may serve best.

Issued this 19th day of October 2020. Barangay Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : 02344

Issued on: 2020-10-09

Issued at: BRGY. SUM-AG, BACOLOD CIT

## **CERTIFICATE OF BUSINESS CLOSURE**

TO WHOM IT MAY CONCERN:

This to certify that [REDACTED], of legal age, Single, is bonafide resident of PRK SAN LUIS, SUM-AG, he/she is the owner of **HAT SOFTWARE DEVELOPMENT SERVICES**, with business address at PRK. CABUGWASON, CABUG, BACOLOD CITY, however due to Business closure due to pandemic, 8 months no collection and sales..

This certification is issued in accordance to the implementation of the provision of the NEW LOCAL GOVERNMENT CODE OF 1991 and for whatever legal purpose it may serve best.

Issued this 19th day of October 2020. Barangay Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : 02344

Issued on: 2020-10-09

Issued at: BRGY. SUM-AG, BACOLOD CIT



# SAMPLE EXCAVATION PERMIT AND SSS/PHILHEALTH APPLICATION



## **EXCAVATION PERMIT**

### **TO WHOM IT MAY CONCERN:**

I hereby authorized the Bacolod City Water District to excavate from the portion of the PORTION OF FATIMA ROAD, in response to the request of [REDACTED], whose residence is located at Purok Fatima, Brgy. Sum-ag, Bacolod City.

This permit is issued with the condition that restoration of the excavated damaged portion of the road will be shouldered by the applicant in connection with his/her application for a **BACTWA CONNECTION**.

This certification is issued upon the request of the above mentioned names for whatever legal purpose it may serve best.

Given this 19th day of October 2020. Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : -  
Issued on: 2020-10-09  
Issued at: -

## **CERTIFICATE OF SSS/PHILHEALTH APPLICATION**

### **TO WHOM IT MAY CONCERN:**

This to certify that [REDACTED], of legal age, Single, is bona fide resident of PUROK FATIMA, BRGY. SUM-AG, BACOLOD CITY, and is earning a monthly income of TWELVE THOUSAND AND 00/100 PESOS (Php 12,000.00) as an OCCUPATION.

This certification is being issued upon request of the aforementioned in connection with his/her application for SSS/Philhealth Application, in accordance to the implementation of the provision of the NEW LOCAL GOVERNMENT CODE OF 1991 and for whatever legal purpose it may serve best.

Issued this 19th day of October 2020, Sum-ag, Bacolod City, Negros Occidental Philippines.

[REDACTED]  
Punong Barangay

For and by the authority of Punong Barangay

[REDACTED]  
BRGY. KAGAWAD

CTC : -  
Issued on: 2020-10-09  
Issued at: -



# SAMPLE COMPLAINT REPORT



REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

**TANGGAPAN NG LUPONG TAGAPAMAYAPA**  
**RECORDS OF COMPLAINT**

CASE NO	NAME OF PARTIES	DATE & TIME OF FILLING	NATURE OF CASE	MANNER OF DISPOSITION
03245	[REDACTED]	10/14/2020 06 38 PM	Abandoning a minor (a child under seven [7] years old) (art. 276)	Complaint forwarded to the brgy. captain for hearing
002	[REDACTED]	11/19/2020 07 53 PM	Unlawful use of means of publication and unlawful utterances (art. 154)	ASDFDSAFDSA
2121	[REDACTED] [REDACTED]	11/19/2020 07 55 PM	Unlawful use of means of publication and unlawful utterances (art. 154)	12121

ATTESTED BY :

[REDACTED]

Lupon Chairman

PREPARED AND SUBMITTED BY :

[REDACTED]

Lupon Secretary

admin

11/24/2020

Page 1 of 1



# SAMPLE RESOLVED REPORT



REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

**TANGGAPAN NG LUPONG TAGAPAMAYAPA  
SETTLED/RESOLVED COMPLAINT REGISTERS**

CASE NO	NAME OF PARTIES	DATE OF FILLING DATE CLOSED	NATURE OF CASE	MANNER OF DISPOSITION
2121	[REDACTED]	11/19/2020 11/24/2020	Unlawful use of means of publication and unlawful utterances (art. 154)	12121

ATTESTED BY :

[REDACTED]

Lupon Chairman

PREPARED AND SUBMITTED BY :

[REDACTED]

Lupon Secretary

admin

11/24/2020

Page 1 of 1



# SAMPLE ABSTRACT OF GENERAL COLLECTION DETAILED REPORT



Republic of the Philippines  
**BARANGAY SUM-AG**  
PROVINCE OF NEGROS OCCIDENTAL  
City of Bacolod  
OFFICE OF THE BARANGAY TREASURER  
Text Object

## ABSTRACT OF GENERAL COLLECTION - DETAILED

PERIOD COVERED : 11/25/2020 - 11/25/2020

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
<b>** GENERAL FUND</b>		
COMMUNITY TAX INDIVIDUAL	4010105001	148.10
MAYOR'S PERMIT FEE	4020101008	2,500.00
<b>TOTAL OF BARANGAY SUM-AG</b>		<b>2,648.10</b>
<b>GRAND TOTAL</b>		<b>2,648.10</b>

# SAMPLE ABSTRACT OF GENERAL COLLECTION CONSOLIDATED REPORT



Republic of the Philippines

Text Object m-ag

PROVINCE OF NEGROS OCCIDENTAL

City of Bacolod

OFFICE OF THE BARANGAY TREASURER

## ABSTRACT OF GENERAL COLLECTION - CONSOLIDATED

PERIOD COVERED : 11/25/2020 - 11/25/2020

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
<b>** GENERAL FUND</b>		
COMMUNITY TAX INDIVIDUAL	4010105001	148.10
MAYOR'S PERMIT FEE	4020101008	2,500.00
	<b>TOTAL OF Sum-ag</b>	<b>2,648.10</b>
	<b>GRAND TOTAL</b>	<b>2,648.10</b>



# SAMPLE CENSUS/STATISTICAL BY AGE GROUPING REPORT



REPUBLIC OF THE PHILIPPINES  
**BARANGAY SUM-AG**  
Province of Negros Occidental  
City of Bacolod

## GENDER DISTRIBUTION BY AGE GROUPING

Covered Period : 01/01/2020 - 11/24/2020

Purok Name	14 & BELOW		24 & BELOW		54 & BELOW		64 & BELOW		65 & UP		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SAN LUIS VILLAGE	0	0	0	0	2	2	0	0	1	1	3	3
NAMI-NAMI	0	0	0	0	2,744	3,365	687	815	733	935	4,164	5,115
BROTHERHOOD	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,746</b>	<b>3,367</b>	<b>687</b>	<b>815</b>	<b>734</b>	<b>936</b>	<b>4,167</b>	<b>5,118</b>

# SAMPLE CENSUS/STATISTICAL BY EDUCATIONAL GROUPING REPORT



REPUBLIC OF THE PHILIPPINES  
**BARANGAY SUM-AG**  
Province of Negros Occidental  
City of Bacolod

## GENDER DISTRIBUTION BY EDUCATIONAL GROUPING

Covered Period : 01/01/2020 - 11/24/2020

Purok Name	EDUCATIONAL ATTAINMENT													
	Elementary		High School		College		Vocational		Master(s) Degree		Doctorate		None	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SAN LUIS VILLAGE	1	0	0	0	1	0	0	1	0	3	0	0	1	1
NAMI-NAMI	1	1	1	1	1	0	0	0	0	5,115	1	2	4,160	5,111
BROTHERHOOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5,118</b>	<b>1</b>	<b>2</b>	<b>4,161</b>	<b>5,112</b>

# SAMPLE CENSUS/STATISTICAL BY SECTORAL GROUPING REPORT



REPUBLIC OF THE PHILIPPINES  
**BARANGAY SUM-AG**  
Province of Negros Occidental  
City of Bacolod

## GENDER DISTRIBUTION BY SECTOR GROUPING

*Covered Period : 01/01/2020 - 11/24/2020*

Purok Name	SECTOR									
	Senior Citizen		Pregnant	Bfing. Mother	PWD		Single Parent		No Home	
	Male	Female			Male	Female	Male	Female	Male	Female
SAN LUIS VILLAGE	2	2	1	0	0	0	0	0	0	0
NAMI-NAMI	719	919	1	1	0	1	0	1	1	0
BROTHERHOOD	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>721</b>	<b>921</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

# SAMPLE CHECK REGISTER



Republic of the Philippines  
[REDACTED]

Province of Negros Occidental  
City of Bacolod

## CHECK REGISTER

Period Covered : January 01, 2020 -

Run Date : November 24, 2020

Run Time : 6:16:45PM

No. of Page's : 1

Fund	GENERAL FUND			Bank Account No.	0091222-11-11		
Bank Name	LANDBANK OF THE PHILIPPINES			Sheet No.	Page 1 of 1		
ALVARADO, LORENZA ARIOLA Barangay Treasurer							
NO	CHECK	PAYEE NAME	AMOUNT	R E C E I V E D			
	DATE ISSUED	NUMBER		PRINTED NAME	DATE	SIGNATURE	REMARKS
1	22-Nov-2020	1212	TEST ONLY	100.00			
2	22-Nov-2020	1212	2	50,000.00			
3	22-Nov-2020	1212	CANCELLED	0.00			

TOTAL AMOUNT :

50,100.00

Noted by :



# SAMPLE CHECK ISSUED REPORT



Republic of the Philippines  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod  
**REPORT OF CHECK ISSUED**

Period Covered : January 01, 2020 -

Run Date : November 24, 2020

Run Time : 6:17:45PM

No. of Page's : 1

Report No. :		RCI-121212					Account Name	BRGY. SUM AG - GENERAL FUND	
Bank Name / Acct No. :		0091222-11-11					Sheet No.	Page 1 of 1	
NO	CHECK		DV NO.	RC NO.	CASH BOOK NO.	PAYEE NAME	NATURE OF PAYMENT		AMOUNT
	DATE	NUMBER							
1	11/22/2020	1212	001	1212	1212	TEST ONLY	ADSF		100.00
2	11/22/2020	1212	1212	1212	1212	2	12		50,000.00
3	11/22/2020	1212				CANCELLED			0.00
								GRAND TOTAL	50,100.00

I certify that this report of checks issued in 1 sheet for the obligations of the for the period stated and shown attached vouchers.

Prepared by & Certified Correct :

Noted by :

DATA CONTROLLER-I

[Redacted]  
Barangay Treasurer



# SAMPLE CONSTITUENT INFORMATION SCREEN LAYOUT



Constituent Information

ID Number	AB0000002	Purok ID No.	6450105601	Start Date	10/9/2020		
Fullname	ABELLA, MICHAEL DAVOT			Residency Type	Permanent		
Address	PUROK FATIMA, BRGY. SUM-AG, BACOLOD CITY						
Personal Info.		Other Info.	Blotter	Issuance	Comelec	Consultation	Immunization
Date of Birth	7/13/1988						
Age	32						
Place of Birth	PLACE OF BIRTH						
Sex	Male						
Civil Status	Single						
Religion	RELIGION						
Nationality	NATIONALITY						
Barangay	64501056	Sum-ag					
City	64501	CITY OF BACOLOD (Capital)					
Province	645	NEGROS OCCIDENTAL					
Contact No.	CONTACT NO						
Occupation	OCCUPATION						
Place of Work	PLACE OF WORK						
Gross Income	12,000.00		Salary Year	2020			

  
Capture      Select Picture

[Query](#)

[Add](#)

[Edit](#)

[Delete](#)

[Save](#)

[Cancel](#)

[Print](#)

[Exit](#)



# SAMPLE BRGY. OFFICIALS REFERENCE FILE SCREEN LAYOUT



Brgy. Officials Reference File

ID Number				Start Date	4 / 4 /2001
Remarks					
Barangay Officials		SK Officials	Administrative Staff	Lupon Officials	
<b>Lupon Chairman</b>		<b>Lupon Secretary</b>			
ID Number	Name of Person	ID Number	Name of Person		
Home Address		Home Address			
Contact Number		Contact Number			
ID Number	Member(s) Name	Address	Contact Number		

**Query**

**Add**

**Edit**

**Delete**

**Save**

**Cancel**

**Print**

**Exit**



# SAMPLE BUSINESS INFORMATION SCREEN LAYOUT



**Business Information**

ID Number	ACTIVE	Start Date 11/24/2020
Owner/s Name		
Permit No.	Business Name	
Permit Rel. 4 / 4 /2001	Organization Single	Main Branch? <input type="checkbox"/>
<b>Business Address:</b>		
House/Bldg No.	<b>Business Activity:</b>	
Bldg. Name	LINE NO.	LINE OF BUSINESS
Unit No.		
Street		
Subdivision		
Brgy. Name		
City/Mun		
Telephone No.		
Cell Phone No.		
Email Address	No. of Employee:	Male 0 Female 0 TOTAL 0
DTI/SEC/CDA		
Reg. No.	Date-Reg.	11/24/2020

**Query**  
**Add**  
**Edit**  
**Delete**  
**Save**  
**Cancel**  
**Print**  
**Exit**



# SAMPLE BLOTTER/COMPLAINT SCREEN LAYOUT



Barangay Complaint / Blotter, Information

Case No.	<input type="text"/>	Date File	11/24/2020
Case Type	<input type="text"/>	Status	Pending
Complainant Details			
ID No.	<input type="text"/>	HEARING DATE   TIME   MEDIATOR NAME	
Name	<input type="text"/>		
Address	<input type="text"/>		
<b>Statement :</b> <input type="text"/>			
Complained Resident			
ID No.	<input type="text"/>	Manner of Disposition :	
Name	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>		
Officer Incharge			
ID No.	<input type="text"/>	Documents	
Name	<input type="text"/>	<input type="text"/>	
NOTICE OF HEARING		SETTLEMENT	SUMMON
		FILE ACTION	UPLOAD DOCUMENTS

Query  
Add  
Edit  
Delete  
Save  
Cancel  
Print  
Exit

# SAMPLE GENERATED LETTER, COMPLAINT AND SUMMON



KP Form No. 7

REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

[REDACTED]  
PUROK FATIMA, BRGY. SUM-AG,  
BACOLOD CITY

Complainant/s  
----- Against -----  
[REDACTED]

PLACE OF BIRTH

Respondent/s

X-----X

**C O M P L A I N T**

I/We, hereby file complaint against above-named Respondent/s for violating my/our rights and interest in the following manners.

121212

Therefore, I pray that the following reliefs be granted to Me/Us in according with the law and/or equity.

Made this November 19, 2020.

[REDACTED]  
Complaint/s

KP Form No. 9

REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

ABELLA, MICHAEL DAYOT  
PUROK FATIMA, BRGY. SUM-AG,  
Complainant/s

----- Against -----  
ABELLA, MICHAEL DAYOT  
PLACE OF BIRTH

Respondent/s

**S U M M O N S**

TO : ABELLA, MICHAEL DAYOT

You are hereby summon to appear before me in person together with your witnesses on November 19, 2020 7:30 PM at the Barangay Hall of Sum-ag, Bacolod City then and there to answer to a complaint made before me copy of which is hereto attached for mediation of your dispute with complainant/s.

You are hereby warned that your refusal or willful failure to appear in obedience to this SUMMONS will entitle the complainant/s to proceed directly in Court/Government office where you may be barred from filing any counter-complaint from said complainant/s.

FAIL NOT OR ELSE FACE PUNISHMENT AS PER CONTEMPT OF COURT.

This 19th day of November, 2020.

ALIPO-ON, MICHELLE SANZO  
Lupon Chairman

**O F F I C E R ' S R E T U R N**

I served this SUMMONS upon respondent/s whose name/s above stated by:

1. Handling him/her/them said summon in person or
2. Handling to him/her/them said summons and he/she/they refused to received it, or
3. Leaving said summon at his/her/their dwelling with \_\_\_\_\_ a suitable person of suitable age and discretion therein or
4. Leaving said summon at his/her/their office place of business with \_\_\_\_\_ a competent person in charge thereof.

ANASTACIO, RONALYN BEARN  
Summon Server

Received by:  
ABELLA, MICHAEL DAYOT  
Complainant/s      ABELLA, MICHAEL DAYOT  
Respondent/s

Cc:  
Lupon Secretary  
Complainant/s  
Respondent/s

# SAMPLE GENERATED LETTER, HEARING, SETTLEMENT AND FILE ACTION



KP Form No. 8

REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

**TO :** ABELLA, MICHAEL DAYOT  
PUROK FATIMA, BRGY. SUM-AG,  
BACOLOD CITY

**Brgy. Case No :** 002

**For :** Unlawful use of means of publication and unlawful utterances (art. 154)

**Complainant/s**

**NOTICE OF HEARING  
(MEDIATION PROCEEDINGS)**

You are hereby required to appear before me on the November 19, 2020 at the Barangay Hall of Sum-ag, Bacolod City 7:53 PM o'clock in the morning/afternoon for the hearing of your complaint.

This 19th day of November, 2020.

**ALIPO-ON, MICHELLE SANSON**  
\_\_\_\_\_  
Punong Barangay/Lupon Chairman

**ABELLA, MICHAEL DAYOT**  
\_\_\_\_\_  
Complainant/s

Notified this 19th day of November, 2020

**ANASTACIO, RONALYN BEARN**  
\_\_\_\_\_  
Summon Server

**Cc:**  
Complainant/s

KP Form No. 16

REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

**ABELLA, MICHAEL DAYOT**  
PUROK FATIMA, BRGY. SUM-AG,  
BACOLOD CITY

**Complainant/s**

----- Against -----

**ABELLA, MICHAEL DAYOT**  
PLACE OF BIRTH

**Respondent/s**

**AMICABLE SETTLEMENT**

We Complainant/s and Respondent/s in the above case, hereby agree to settle our dispute as follows:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  
CCCCCCCCCCCCCCCCCCCCCCCCCCCC  
DDDDDDDDDDDDDDDDDDDDDDDDDD

and bind ourselves to comply honestly and faithfully with the above terms of settlement.

Entered into this 26th day of November, 2020.

**ABELLA, MICHAEL DAYOT**  
\_\_\_\_\_  
Complainant/s

**ABELLA, MICHAEL DAYOT**  
\_\_\_\_\_  
Respondent/s

**ATTESTATION**

I hereby certify that the foregoing amicable settlement was entered into by the parties freely and voluntarily, after I had explained to them that nature and consequence of such settlement.

**ABELLA, MICHAEL DAYOT**  
\_\_\_\_\_  
Punong Barangay/Lupon Chairperson

KP Form No. 20

REPUBLIC OF THE PHILIPPINES  
BARANGAY SUM-AG  
Province of Negros Occidental  
City of Bacolod

**ABELLA, MICHAEL DAYOT**  
PUROK FATIMA, BRGY. SUM-AG,  
BACOLOD CITY

**Complainant/s**

----- Against -----

**ABELLA, MICHAEL DAYOT**  
PLACE OF BIRTH

**Respondent/s**

**CERTIFICATION TO FILE ACTION**

This is to certify that:

1. There has been a personal confrontation between the parties before the Punong Barangay/ Pangkat ng Tagapglasalad;
2. A settlement was reached;
3. The settlement has been repudiated in a statement sworn to before the Punong Barangay by ABELLA, MICHAEL DAYOT on ground of 12; and
4. Therefore the corresponding complaint for the dispute may now be filed in an appropriate government agency or in proper court.

This 26th day of November, 2020.

**ALVAREZ, VILMA LOPEZ**  
\_\_\_\_\_  
Pangkat Secretary

Attested by:

**ALIPO-ON, MICHELLE SANSON**  
\_\_\_\_\_  
Lupon Chairman

111  
\_\_\_\_\_  
Pangkat Member

**ABELLA, MICHAEL DAYOT**  
\_\_\_\_\_  
Punong Barangay /  
Lupon Chairperson

111  
\_\_\_\_\_  
Pangkat Member

Noted by:



# SAMPLE PATIENT DIAGNOSIS SCREEN LAYOUT

Patient Diagnose Entry

Queue No.			Start Date	11/24/2020
Patient IDNo.			Physician IDNo.	
Remarks / Note				
[ Triage ]		[ Prescription ]		
Weight (kg)	Drug Name			Qty
Temperature (celc)				Note
Height (cm)				
Blood Pressure (mmHg)				
[ Vaccine/ Immunization ]				
Vaccine IDNo.	Vaccine Name	Next Dose		
[ Laboratory Requests ]				
Description				



# SAMPLE GENERATED PATIENT LAB REQUEST AND PRESCRIPTION



[REDACTED]		
PRK FATIMA, SUM-AG		
33	Male	11/24/2020
<b>Rx</b>		
IRACETAMOL 250MG		40 4x a day, 1 after lunch, 2 after meal, 1 bed time
[Large empty grid area for prescription notes]		

Patient Name : [REDACTED]  
Address : PRK FATIMA, SUM-AG  
Age : 33 Sex : Male Date : 11/24/2020

---

**LABORATORY REQUEST**

Fasting Blood Glucose  
Total Cholestrerol  
Uric Acid

[Large empty grid area for lab results]



# SAMPLE ACCOUNTABLE FORMS ISSUANCE SCREEN LAYOUT



Official Receipt, Accountable Form Entry  
Community Tax Individual

Receipt No.	20000	Cancel Receipt	Payment Type	<input checked="" type="radio"/> Cash <input type="radio"/> Check	
Type of Payment	COM00001	O.R. Date	11/25/2020	Brgy. Code	64501056
Collector Code	ADMIN	TIN	N/A		
Taxpayer Name	LOUINO G. OMBI-ON	Posted	<input checked="" type="checkbox"/>		
Remarks	FOR BIDS APPLICATION				
Collection No.	Description			Amount	
4010105001	Community Tax - Individual			53.80	
<hr/>					
Address	BRGY. CABUG, BACOLOD CI	Basic C.Tax	5.00	AMOUNT =	53.80
Citizenship	FILIPINO	Type	Business	CASH IN =	53.80
Place of Birth	BACOLOD CITY	Taxable Amt	35,000.00	CHANGE =	0.00
Date of Birth	2/18/1971	Tax Due	40.00		
Sex/CStatus	Male	Interest	8.80		

**Query**  
**Add**  
**Edit**  
**Delete**  
**Save**  
**Cancel**  
**Print**  
**Exit**



# SAMPLE REQUESTION OF ACCT-FORMS SCREEN LAYOUT



ACCOUNTABLE FORMS and CASH TICKETS, ISSUANCE

Reference No.	0000000001	Issued Date	11/25/2020
Collector IDNo	admin	Posted	<input checked="" type="checkbox"/>
Collector Name	ADMIN		
Remarks	ISSUANCE OF AF61		

Serial No.	Intended	Form No.	Per pc.	Issued	Total
20000 - 20050	10100000	AF16	50	1	50
50000 - 50050	10100000	AF51	50	1	50

Query  
Add  
Edit  
Delete  
Save  
Cancel  
Print  
Exit



# SAMPLE GENERATED, REQUISITION AND ISSUED SLIP



Republic of the Philippines  
PROVINCE OF NEGROS OCCIDENTAL  
**BARANGAY SUM-AG**  
OFFICE OF THE BARANGAY TREASURER

**REQUISITION AND ISSUE SLIP**

REFERENCE NO.	: 0000000001			ISSUED DATE	: 11/25/2020
COLLECTOR IDNo.	: admin				
COLLECTOR NAME	: ADMIN				
STOCK NO.	FORM NO.	DESCRIPTION	PER PC.	ISSUED	TOTAL
20050	AF16	20000 - 20050	50	1	50
50050	AF51	50000 - 50050	50	1	50

**Purpose:**

ISSUANCE OF AF61

<b>Signature</b>  <b>Printed Name</b>	Request by:	Approved by:	Issued by:	Received by:
	ADMIN	ALVAREZ, VILMA LOPEZ	ALIPO-ON, ERWIN SANSON	ADMIN
<b>Designation</b>  <b>Date</b>	COLLECTOR	BARANGAY TREASURER	ACCOUNTABLE FORM CUSTODIAN	COLLECTOR

# SAMPLE CEDULA / RECEIPT ISSUANCE SCREEN LAYOUT



Official Receipt, Accountable Form Entry  
Community Tax Individual

Receipt No.	20000	Cancel Receipt	Payment Type	<input type="radio"/> Cash <input checked="" type="radio"/> Check	
Type of Payment	COM00001	O.R. Date	11/25/2020	Brgy. Code	64501056
Collector Code	ADMIN	TIN	N/A		
Taxpayer Name	LOUINO G. OMBI-ON	Posted	<input checked="" type="checkbox"/>		
Remarks	FOR BIDS APPLICATION				
Collection No.	Description			Amount	
4010105001	Community Tax - Individual			53.80	
Address			BRGY. CABUG, BACOLOD CI	Basic C.Tax	5.00
Citizenship			FILIPINO	Type	Business
Place of Birth			BACOLOD CITY	Taxable Amt	35,000.00
Date of Birth			2/18/1971	Tax Due	40.00
Sex/CStatus			Male	Interest	8.80
				AMOUNT =	53.80
				CASH IN =	53.80
				CHANGE =	0.00

Query

Add

Edit

Delete

Save

Cancel

Print

Exit



# SAMPLE OFFICIAL RECEIPT ISSUANCE SCREEN LAYOUT



2020	Himamaylan City	11 25 20
LOUNO G. OMBI-ON		
BRGY. CABUG, BACOLOD CITY		
FILIPINO	BACOLOD CITY	MALE
Married	02/18/1971	
	5.00	
	35.00	
	0.00	
	0.00	
	40.00	
	8.80	
	53.80	
FIFTY-THREE AND 80/100 PESOS		
XXXXXXXXXX		

50001
11/26/2020 11:25:06AM
SUSAN F. OMBI-ON
Mayor's Permit Fee 2,500.00
** PAYMENT FOR BID FORMS AND APPLICATION
2,500.00
TWO THOUSAND FIVE HUNDRED AND 00/100 PESOS
X - Check
112122
ADMIN



# SAMPLE DISBURSEMENT SCREEN LAYOUT



DISBURSEMENT VOUCHER ENTRIES

D.V. No.	<input type="text"/>	<input checked="" type="checkbox"/> CANCELLED VOUCHER
O.B.R No.	<input type="text"/>	
Payee Name	<input type="text"/>	
Particulars	<input type="text"/>	
Account No.	Account	
CASH DISBURSEMENT PRINT OPTIONS		
This option prints the Disbursement Voucher or Check.		
This will take some time.....		
<b>Print Options</b>		
<input checked="" type="radio"/> Print Check Voucher		
<input type="radio"/> Print Check		
<input checked="" type="checkbox"/> Print directly to printer?		
<input type="button" value="Print"/>		<input type="button" value="Exit"/>
TOTAL AMOUNT = <input type="text" value="0.00"/>		

Check Date: 11/24/2020

Bank Code:

Check No.:

Fund Type:

Amount:

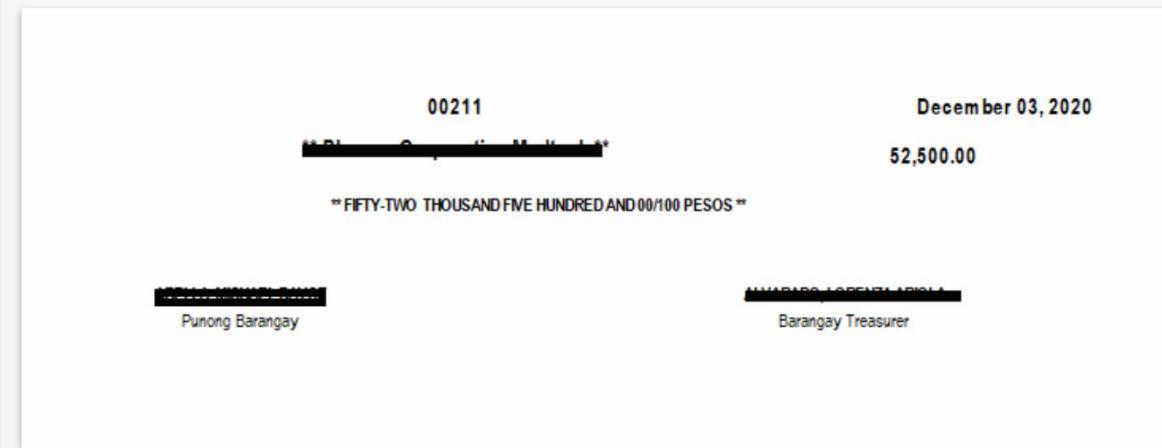
Buttons on the right side:

- Query
- Add
- Edit
- Delete
- Save
- Cancel
- Print
- Exit

# SAMPLE DISBURSEMENT PRINT VOUCHER AND CHECK LAYOUT



DISBURSEMENT VOUCHER			DV NO : 1120-001A
Barangay : BARANGAY SUM-AG	City/Municipality : Bacolod City	Date : 12/03/2020	
Payee : Pharma Corporation Medtech	Province : Negros Occidental	Fund : Gen-Fund	
Address : Cor. Balaon St., Ermita Manila	TIN No : 00-000-0000-00	OBR No. : 0001	
Particulars			Amount
As per document submitted by inspector board with regards PO #001 as full delivery of line item			52,500.00
A. Certified :	B. Certified :	C. Certified :	
As to availability of appropriation	As to availability of funds	As to validity, propriety, and legality of claim	
	As to completeness and propriety of supporting documents	Approved for Payment :	
(Signature Over Printed Name)	(Signature Over Printed Name)	(Signature Over Printed Name)	
Chairman, Committee on Appropriation	Barangay Treasurer	Punong Barangay	
Date : _____	Date : _____	Date : _____	
<b>D. Accounting Entries</b>			
Account	Account Code	Debit	Credit
Cash in Bank - Local Currency, Current Account	10102010	52,500.00	
Accounts Payable	20101010		
<b>E. Received Payment :</b>			
(Signature Over Printed Name)	Check No. : 00211		
	Bank Name : [REDACTED]		
	PHILIPPINES		
	OR No. : _____	Date : _____	



# CHALLENGES DURING THE MANUAL SYSTEM

---

- (!) The barangay personnel heavily rely on paper(s) and only use the computer for encoding barangay accounts and other information using a certain office application. Most of their records and documents are located in their physical filing cabinets. Whenever a request is made, the procedure is heavily relied to the Barangay Secretary and Treasurer.
- (!) During regular days, every request made by the client would take minutes, but there is a possibility of longer waiting for the client in order to be processed because of the tedious time in searching on records within their cabinets which in return paralyzes client service(s).
- (!) The project/program monitoring of the Barangay rely on paper(s). All of the relevant information are encoded in a spreadsheet application. The printed report(s) are placed on a long folder.
- (!) The proponent(s) would like to introduce the system of document management and keeping track of records in a modern approach where computers are the primarily medium reducing the consumption of paper.



## CHALLENGES DURING THE MANUAL SYSTEM

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## CHALLENGES DURING MANUAL

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## CHALLENGES DURING MANUAL

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## CHALLENGES DURING MANUAL

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# USING OF BMAHIS

---

- Residents and Households Centralized information
  - Faster and accurate retrieval of information
  - Easy lookup on record(s)
  - Reduce client request time
  - Faster client verification request
  - Fast and accurate computation of business/community taxes transaction, resulting to an increase of barangay collection
- Payments of business/community taxes and other daily transactions are streamlined
  - Daily collections can be determine at EOD
  - The barangay treasurer can monitor the issuance of accountable form by collector
  - Collector's report of accountable form can be printed/generated in an instant
  - Organize barangay records, requests, and reduce paper dependency



## USING OF CTOMIS

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- Residents and Households Centralized information.



## USING OF CTOMIS

---

- **Faster and accurate retrieval of information.**



## USING OF CTOMIS

---

- Easy lookup on record(s).



## USING OF CTOMIS

---

- **Reduce client request time.**



## USING OF CTOMIS

---



**Faster client verification  
request.**



## USING OF CTOMIS

---

- **Fast and accurate computation of business/community taxes transaction resulting to an increase of barangay collection.**



## USING OF CTOMIS

---

- **Payments of business/community taxes and other daily transactions are streamlined.**



## USING OF CTOMIS

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- ➊ Daily collections can be determine at EOD.



## USING OF CTOMIS

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- The barangay treasurer can monitor the issuance of accountable form by collector.



## USING OF CTOMIS

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- **Collector's report of accountable form can be printed/generated in an instant.**



## USING OF CTOMIS

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- **Organize barangay records, requests, and reduce paper dependency.**



PRIVATE. SECURE. HASSLE-FREE

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# THANK YOU!

