I.   Introduction

A. System Overview

The researchers in collaboration with Department of Education Region I to develop the Gender and Development Monitoring and Mainstreaming System for Department of Education Region I. The system allows the Division Office to submit the consolidated GAD Plan and GAD AR to Regional Office online. The system allows a real-time monitoring of the status of the reports.

B. Objective of the System

- Develop a system that allows the Division GAD Coordinators to upload their consolidated GPB and GAD AR to the Regional Office online.
- Develop a web based system wherein the submission of GPB and GAD AR from the Division Office will be easier for the Regional Office to monitor.
- Develop a web-based system wherein the consolidation of GPB and GAD AR will be easier because the reports will be uploaded online.

II.   Getting Started – System Access

Login

Legend:

   Arrow 1 - Username text field

   Arrow 2 - Password text field

   Arrow 3 - Login button

   Arrow 4 - Clear button

   Arrow 5 – Link to Region I information

Description:

   Login is for all the users. The login form will redirect you to a page based on your user level. Contact the system admin or the Regional GAD Coordinator for the creation of new account.

System Admin User – Home

Online Gender And Development Monitoring and Mainstreaming System

Department of Education
Regional Office I

Admin

Welcome Admin

1 User Management
Division Management 4
2 Position Management
Database ▾ 5
3 Logout
Help 6

All about region I

The Ilocos Region lies on the northwestern coast of Luzon. It is bounded by Cagayan, Kalinga, Apayao, Abra, Mt. Province, Benguet and Nueva Vizcaya on the east; Nueva Ecija, Tarlac and Zambales on the south; and the China Sea on the northwest. Its strategic location has made it the gateway to East Asia. Region 1 consists of four (4) provinces and eight (8) cities, namely: the province of Ilocos Norte, Ilocos Sur, La Union and Pangasinan; and the cities of Dagupan, San Carlos, Alaminos and Urdaneta in Pangasinan; Laoag in Ilocos Norte, Vigan and

Legend:

Arrow 1 – Link to user management

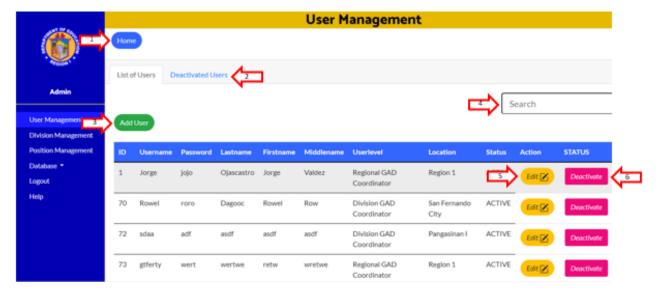Arrow 2 – Link to position management

Arrow 3 – Logout

Arrow 4 – Link to division management

Arrow 5 – Database

Arrow 6 – Help

System Admin User – User Management

Legend:

     Arrow 1 – Home button

     Arrow 2 – Link to the list of deactivated user

     Arrow 3 – Add user button

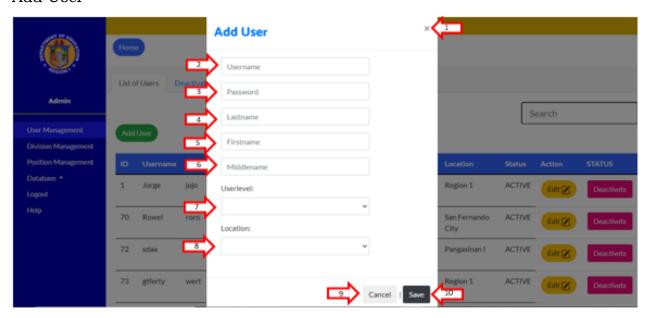   Arrow 4 – Search bar

     Arrow 5 – Edit user button

     Arrow 6 – Deactivate button

Description:

     When you click the add user button there's a modal that will pop up where you can enter the details of the user you want to add. When you click the edit button there's a modal that will pop up that shows the information of a certain user that you can edit or update. In the search bar you can type any information of the user you want to find. The deactivate button will deactivate the account of a user you want to deactivated. Once a certain user was deactivated, that user can't logged in anymore unless the admin will re-activate that user.
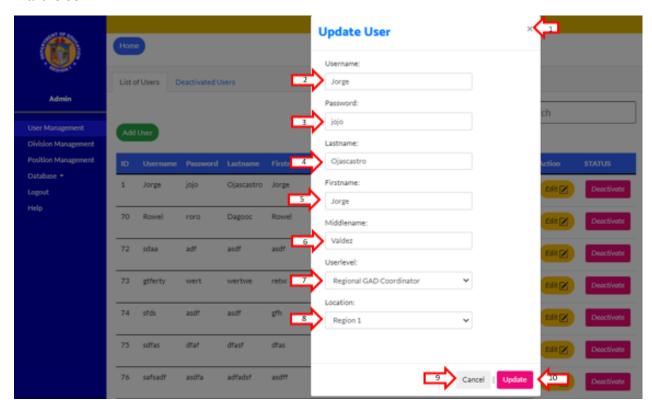
Add User

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Password text field

Arrow 4 – Last name text field

Arrow 5 – First name text field

Arrow 6 – Middle name text field

Arrow 7 – Dropdown user level option

Arrow 8 – Dropdown location option

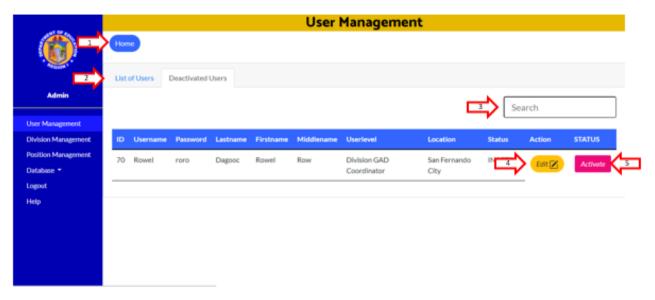Arrow 9 – Cancel button

Arrow 10 – Save button

Edit User

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Password text field

Arrow 4 – Last name text field

Arrow 5 – First name text field

Arrow 6 – Middle name text field

Arrow 7 – Dropdown user level option

Arrow 8 – Dropdown location option

Arrow 9 – Cancel button

Arrow 10 – Update button

Deactivated User

Legend:

Arrow 1 – Home button

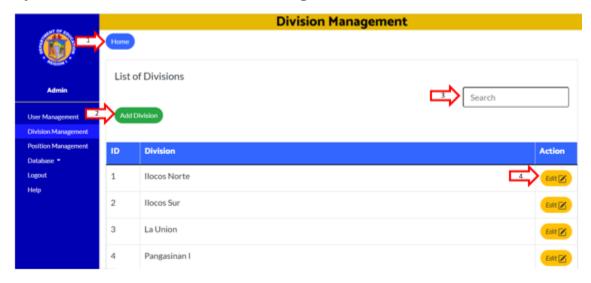Arrow 2 – Link to the list of active users

Arrow 3 – Search bar

Arrow 4 – Edit button

Arrow 5 – Activate button

Description:

When you click the activate button it will activate the account of the user that you deactivated.

System Admin User – Division Management

Legend:

      Arrow 1 – Home button
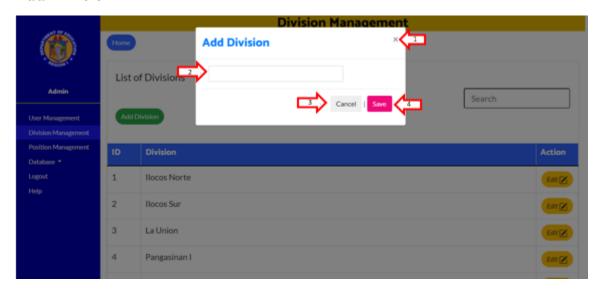
      Arrow 2 – Add division button

      Arrow 3 – Search bar

      Arrow 4 – Edit button

Description:

      When you click the add division button a modal will pop up wherein you can enter the name of the division you want to add. If you click the edit button it will display the division name and it allows you to edit and update it. Only a Division GAD Coordinator can be assigned to a division. A Regional GAD Coordinator is automatically assigned to Region I.
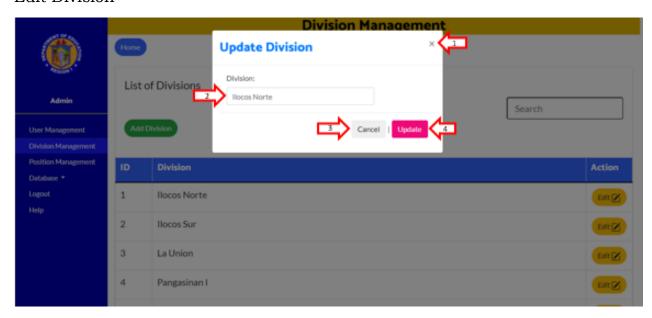
Add Division

Legend:

Arrow 1 – Close icon

Arrow 2 – Division text field

Arrow 3 – Cancel button
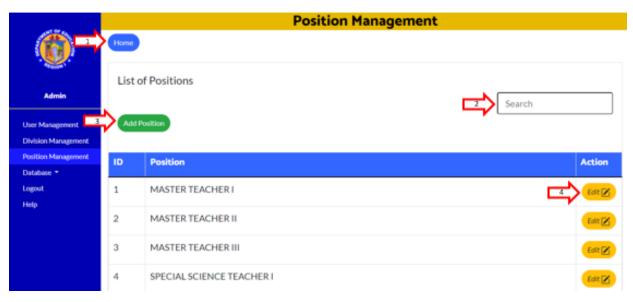
Arrow 4 – Save button

Edit Division

Legend:

        Arrow 1 – Close icon

        Arrow 2 – Division text field

        Arrow 3 – Cancel button

        Arrow 4 – Save button

Position Management

Legend:

        Arrow 1 – Home button

        Arrow 2 – Search bar

        Arrow 3 – Add position button

        Arrow 4 – Edit button

Description:

        When you click the add position button a modal will pop up wherein you can enter position details you want to add. If you click the edit button it will display the position details and it allows you to edit and update it. This positions are used in sorting trained personnel.
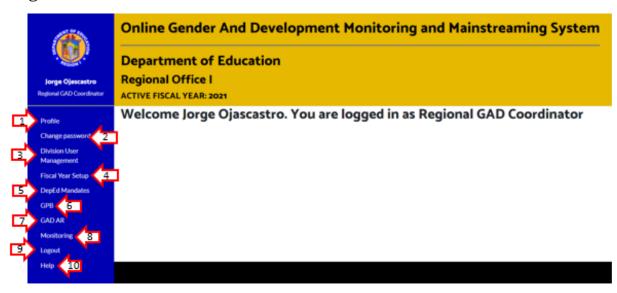
Backup and Restore

Legend:

   Arrow 1 – Backup

   Arrow 2 – Restore

Description:

   Backing up the database will be done through clicking backup. Upon clicking, it will download the database sql file and select the folder where you want to store the database sql file. While restore will restore your database record based on the last backed up.

Regional User – Home

Legend:

Arrow 1 – View profile

Arrow 2 – Change password

Arrow 3 – Link to division office user management

Arrow 4 – Link to Fiscal year setup

Arrow 5 – Link to DepEd mandates

Arrow 5 – Link to GAD Plan and Budget
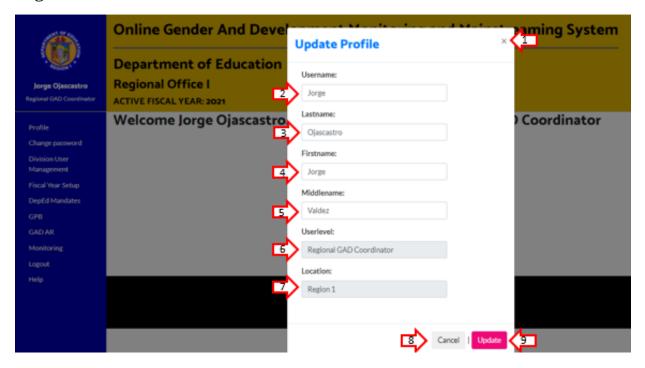
Arrow 6 – Link to GAD Accomplishment Report

Arrow 7 – Logout

Arrow 8 – Help

Description:

If you click the profile a modal will pop up that shows the information of the user who logged in and it allows the user to edit and update its own user information. While if you click the change password a modal will pop up that allows you to input your current password, your new password and confirm password.
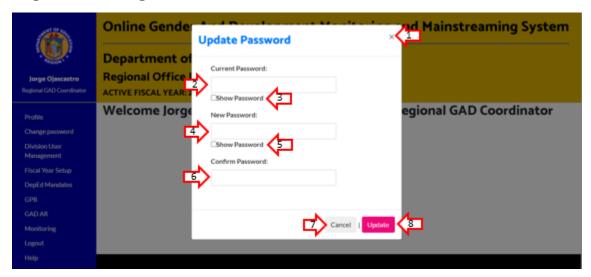
Regional - Edit Profile

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Last name text field

Arrow 4 – First name text field

Arrow 5 – Middle name text field

Arrow 6 – User level text field

Arrow 7 – Location text field

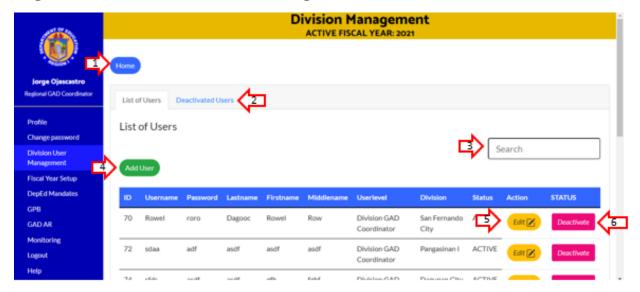Arrow 8 – Cancel button

Arrow 9 – Update button

Regional - Change Password

Legend:

Arrow 1 – Close icon

Arrow 2 – Current password text field

Arrow 3 – Show password checkbox

Arrow 4 – New pass word text field

Arrow 5 – Show password checkbox

Arrow 6 – Confirm password text field

Arrow 7 – Cancel button

Arrow 8 – Update button

Regional – Division Office User Management

Legend:

      Arrow 1 – Home button

      Arrow 2 – Link to the list of deactivated division office user

      Arrow 3 – Search bar

      Arrow 4 – Add user button

      Arrow 5 – Edit button

      Arrow 6 – Deactivate button

Description:

      The Regional GAD Coordinator can manage Division GAD Coordinators only, not all users. When you click the add user button there's a modal that will pop up where you can enter the details of the user you want to add. When you click the edit button there's a modal that will pop up that shows the information of a certain user that you can edit or update. In the search bar you can type any information of the user you want to find. The deactivate button will deactivate the account of a user you want to deactivated. Once a certain user was

deactivated, that user can't logged in anymore unless the admin will re-activate that user.
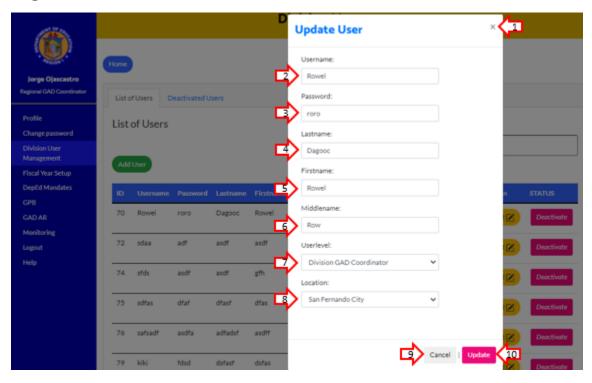
Regional – Add Division office User

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Password text field

Arrow 4 – Last name text field

Arrow 5 – First name text field

Arrow 6 – Middle name text field

Arrow 7 – User level dropdown option

Arrow 8 – Location dropdown option

Arrow 9 – Cancel button

Arrow 10 – Save button

Description:

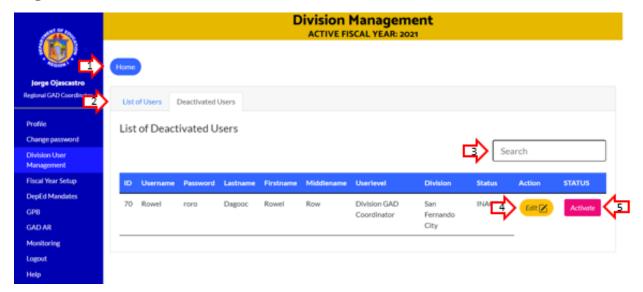The Regional GAD Coordinator can only add Division GAD Coordinators.

Regional – Edit Division Office User

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Password text field

Arrow 4 – Last name text field

Arrow 5 – First name text field

Arrow 6 – Middle name text field

Arrow 7 – User level dropdown option

Arrow 8 – Location dropdown option

Arrow 9 – Cancel button

Arrow 10 – Save button

Regional – Deactivated Division User

Legend:

Arrow 1 – Home button

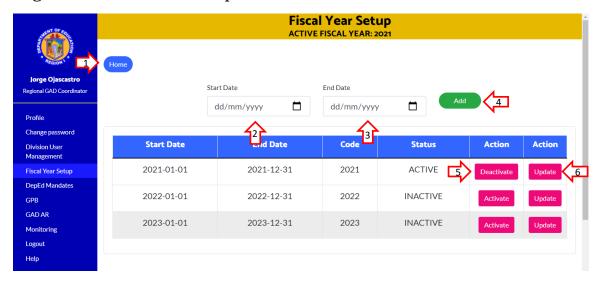Arrow 2 – Link to the list of active users

Arrow 3 – Search bar

Arrow 4 – Edit button

Arrow 5 – Activate button

Description:

Once a certain user was deactivated, that user can't logged in anymore unless the admin will re-activate that user.

Regional – Fiscal Year Setup

Legend:

      Arrow 1 – Home button

      Arrow 2 – Start date text field

      Arrow 3 – End date text field

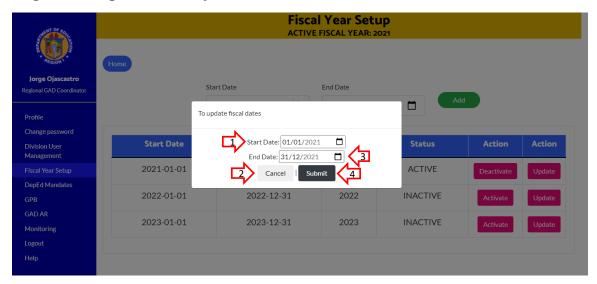   Arrow 4 – Add button

      Arrow 5 – Deactivate button

      Arrow 6 – Update button

Description:

Once you fill the start date text field and end date text field and press the add button, a fiscal year will be added, if you add a fiscal year according to the current date, once added it will automatically activated, but if you add a fiscal year before or after the current date it will not activate automatically, you will activate it manually. If you click the deactivate button you will choose another year that will activate and will replace the deactivated one, note that you can't activate a multiple fiscal year. And the update button allows you to update the start date and end date.
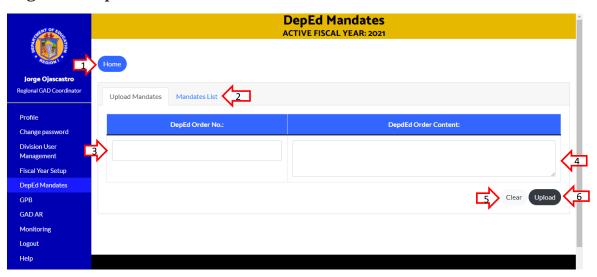
Regional – Update fiscal year

Legend:

Arrow 1 – Start date text field

Arrow 2 – Cancel button

Arrow 3 – End date text field

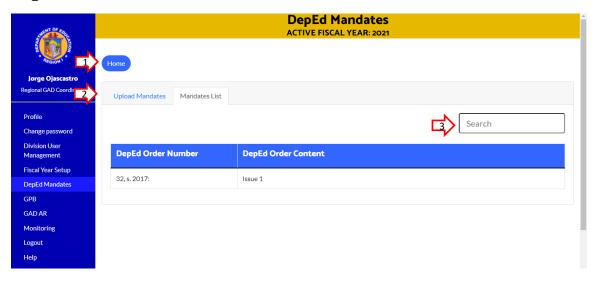Arrow 4 – Submit button

Regional – Upload Mandate

Legend:

Arrow 1 – Home button

Arrow 2 – Link to mandate list

Arrow 3 – DepEd order number text field

Arrow 4 – DepEd Order Content text field

Arrow 5 – Clear button

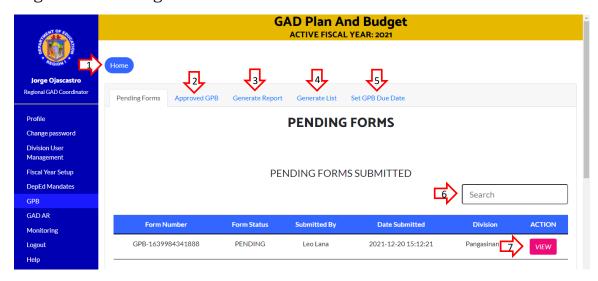Arrow 6 – Upload button

Regional – Mandate List

Legend:

Arrow 1 – Home button

Arrow 2 – Link to upload mandate

Arrow 3 – Search bar

Regional – Pending GPB

Legend:

       Arrow 1 – Home button

       Arrow 2 – Link to approved GPB

       Arrow 3 – Link to generate report

       Arrow 4 – Link to generate list
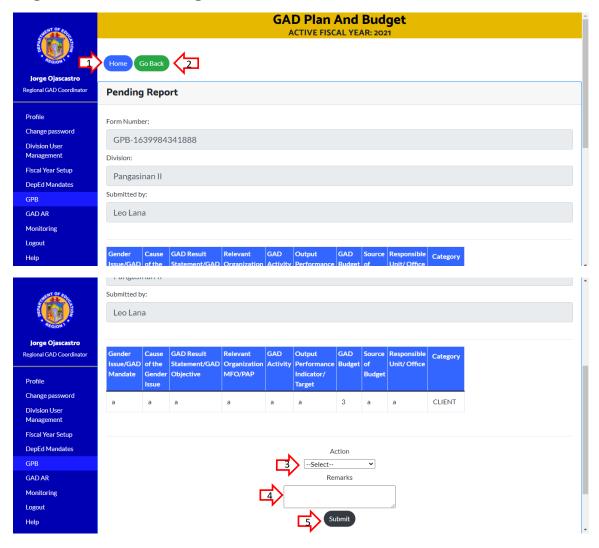
       Arrow 5 – Link to GPB due date setup

       Arrow 6 – Search bar

       Arrow 7 – View button

Description:

       If you click the view button it will redirect to a page wherein you can view the contents of the pending report.

Regional – View Pending GPB

Legend:

Arrow 1 – Home button

Arrow 2 – Go back button
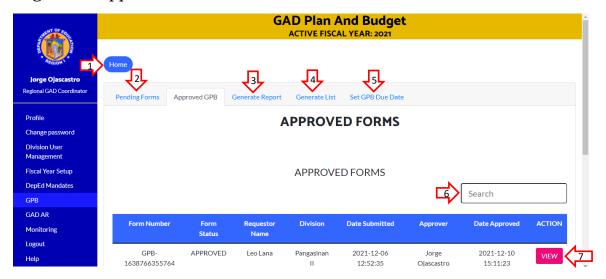
Arrow 3 – Action dropdown option

Arrow 4 – Remarks text field

Arrow 5 – Submit button

Description:

If you click the action dropdown option you can select from APPROVED wherein the report is already approved, ACTION REQUIRED wherein there is something that must be replaced or changed in the report and DISAPPROVED wherein the whole report must be changed.

Regional – Approved GPB

Legend:

   Arrow 1 – Home button

   Arrow 2 – Link to pending form

   Arrow 3 – Link to generate report

   Arrow 4 – Link to generate list

   Arrow 5 – Link to GPB due date setup

   Arrow 6 – Search bar

   Arrow 7 – View button

Description:

   If you click the view button it will redirect to a page wherein you can view the contents of the approved report.

Regional – View Approved GPB

Legend:

Arrow 1 – Home button

Arrow 2 – Go back button

Regional – Generate report

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Arrow 3 – Link to pending form
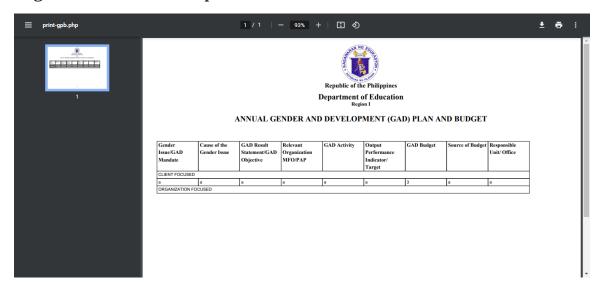
Arrow 4 – Link to approved form

Arrow 5 – Link to generate list

Arrow 6 – Link to GPB due date setup

Description:

If you click the print button it will open the generated report as PDF.

Regional – Generated Report for GPB

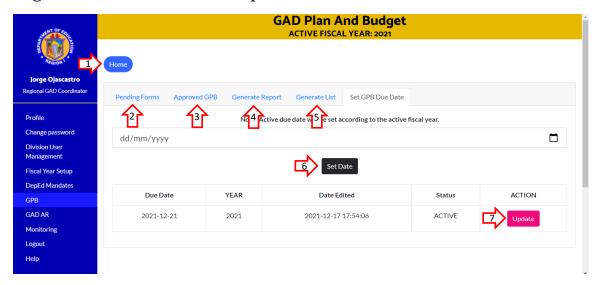Regional – Generate list

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Arrow 3 – Link to pending form

Arrow 4 – Link to approved form

Arrow 5 – Link to generate report

Arrow 6 – Link to GPB due date setup

Regional – Generated List of GPB

Regional - GPB Due Date Setup

Legend:

Arrow 1 – Home button

Arrow 2 – Link to pending form

Arrow 3 – Link to approved form

Arrow 4 – Link to generate report

Arrow 5 – Link to generate list
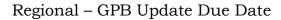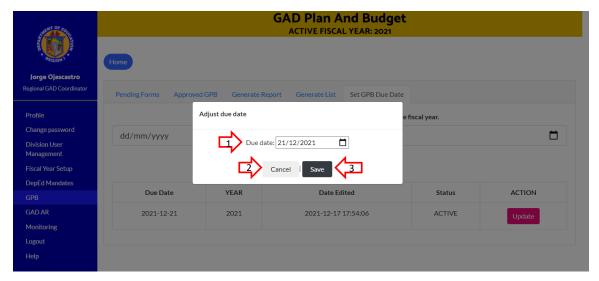
Arrow 6 – Set date button

Arrow 7 – Update button

Description:

Once you select the date for the GPB due date, click the set date button to setup the due date and when you click the update button it allows you to update the due date you setup.

Regional – GPB Update Due Date

Legend:

Arrow 1 – Due date text field

Arrow 2 – Cancel button

Arrow 3 – Save button

Regional – Pending GAD AR

Legend:

        Arrow 1 – Home button

        Arrow 2 – Link to approved GAD AR

        Arrow 3 – Link to generate report

        Arrow 4 – Link to generate list

        Arrow 5 – Link to trained personnel

        Arrow 6 – Link to list of personnel

        Arrow 7 – Link to upload template
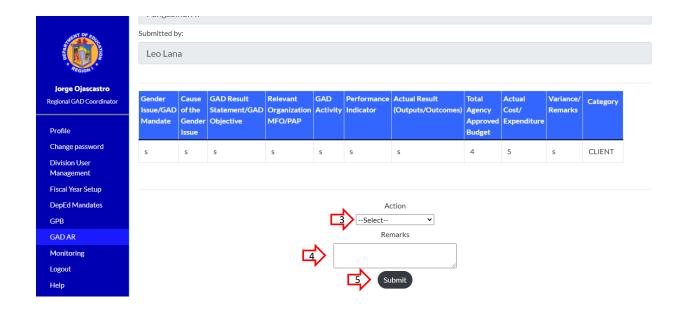
        Arrow 8 – Search bar

        Arrow 9 – View button

Description:

        When the view button is clicked you can view the contents of the pending GAD AR.

Regional – View Pending GAD AR

Submitted by:

Leo Lana

Gender Issue/GAD Mandate	Cause of the Gender Issue	GAD Result Statement/GAD Objective	Relevant Organization MFO/PAP	GAD Activity	Performance Indicator	Actual Result (Outputs/Outcomes)	Total Agency Approved Budget	Actual Cost/ Expenditure	Variance/ Remarks	Category
s	s	s	s	s	s	s	4	5	s	CLIENT

Action

3 --Select--

Remarks

4

5 Submit

Legend:

      Arrow 1 – Home button

      Arrow 2 – Go back button

      Arrow 3 – Action dropdown option

      Arrow 4 – Remarks text field

      Arrow 5 – Submit button

Description:

      If you click the action dropdown option you can select from APPROVED wherein the report is already approved, ACTION REQUIRED wherein there is something that must be replaced or changed in the report and DISAPPROVED wherein the whole report must be changed.

Regional – Approved GAD AR

Legend:

Arrow 1 – Home button

Arrow 2 – Link to pending form

Arrow 3 – Link to generate report

Arrow 4 – Link to generate list

Arrow 5 – Link to trained personnel

Arrow 6 – Link to upload template
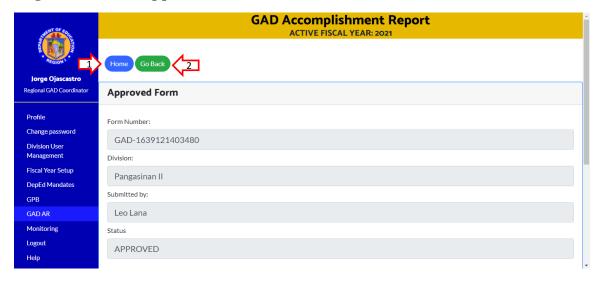
Arrow 7 – Link to GAD AR due date setup

Arrow 8 – Search bar

Arrow 9 – View button

Description:

If you click the view button you can view the content of the approved GAD AR.

Regional – View Approved GAD AR

Legend:

Arrow 1 – Home button

Arrow 2 – Go back button

Regional – Generate report

Legend:

Arrow 1 – Home button

Arrow 2 – Print button
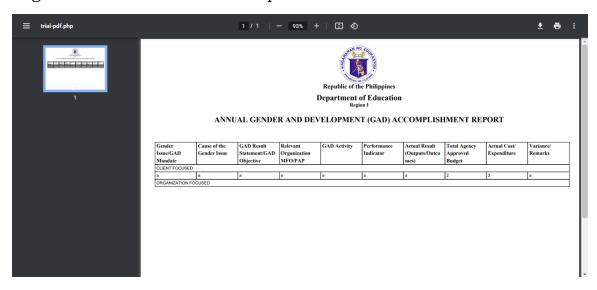
Arrow 3 – Link to pending form

Arrow 4 – Link to approved form

Arrow 5 – Link to generate list

Arrow 6 – Link to trained personnel

Arrow 7 – Link to upload template

Arrow 8 – Link to GAD AR due date setup

Description:

If you click the print button, it will open the generated report as PDF.

Regional – Generated GAD AR report

Regional – Generate list

Legend:

      Arrow 1 – Home button

      Arrow 2 – Print button

      Arrow 3 – Link to pending form

      Arrow 4 – Link to approved form

      Arrow 5 – Link to generate report

      Arrow 6 – Link to trained personnel

      Arrow 7 – Link to upload template

      Arrow 8 – Link to GAD AR due date setup

Description:

      If you click the download list button, it will download the generated list of GAD AR.

Regional – Generated GAD AR List

Republic of the Philippines
Department of Education
Region I

FORM LIST OF GAD

Requestor Name	Division	Date Submitted	Approver	Date Approved
Leo Lana	Pangasinan II	2021-12-10 15:30:03	Jorge Ojascastro	2021-12-10 15:32:44

Regional – Trained personnel

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Arrow 3 – Link to pending form

Arrow 4 – Link to approved form

Arrow 5 – Link to generate report

Arrow 6 – Link to generate list

Arrow 7 – Link to upload template

Arrow 8 – Link to GAD AR due date setup

Arrow 9 – Filter position dropdown option

Arrow 10 – Filter division dropdown option

Description:

The filter position dropdown option allows you to view trained personnel based on their position. While the division dropdown option allows you to view trained personnel per division.

Regional – Generated trained personnel report

Republic of the Philippines
Department of Education
Region I

Attendees

Name	Position	Gender	Division	Mandate
Rowel	Master Teacher I	Male	Pangasinan II	s
Lea	Teacher II	Female	Pangasinan II	s
Jorge	Principal	Male	Pangasinan II	d
Georgina	Teacher I	Female	Pangasinan II	d

Regional – Upload Template

Legend:

Arrow 1 – Home button

Arrow 2 – Link to pending form

Arrow 3 – Link to approved form

Arrow 4 – Link to generate report

Arrow 5 – Link to generate list

Arrow 6 – Link to trained personnel

Arrow 7 – Link to GAD AR due date setup

Arrow 8 – Input file

Arrow 9 – Upload button

Description:

The Regional GAD Coordinator can upload a template for trained personnel for the Division GAD Coordinator to use.

Regional – GAD AR Due Date Setup

Legend:

Arrow 1 – Home button

Arrow 2 – Link to pending form

Arrow 3 – Link to approved form

Arrow 4 – Link to generate report

Arrow 5 – Link to generate list

Arrow 6 – Link to trained

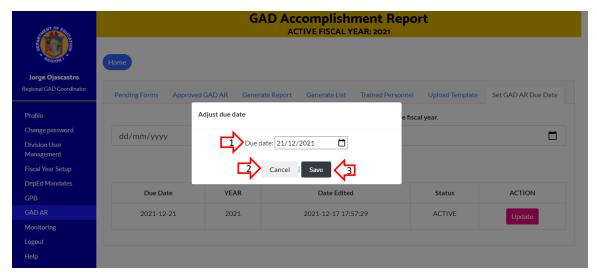Arrow 7 – Link to upload template

Arrow 8 – Date text field

Arrow 9 – Set date button

Arrow 10 – Update button

Description:

Once you select the date for the GAD AR due date, click the set date button to setup the due date and when you click the update button it allows you to update the due date you setup.
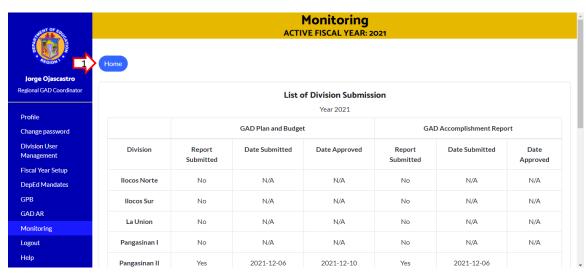
Regional – GAD AR Update Due Date

Legend:

Arrow 1 – Due date text field
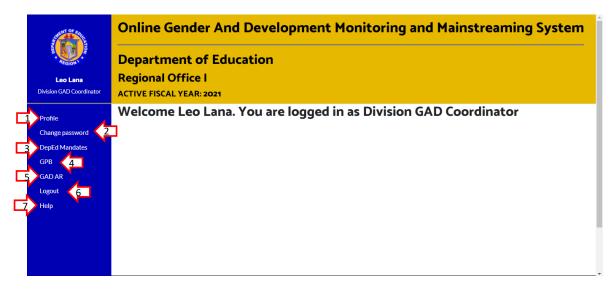
Arrow 2 – Cancel button

Arrow 3 – Save button

Regional – Monitoring

Legend:

Arrow 1 – Home button

Division User – Home

Legend:

Arrow 1 - View profile

Arrow 2 – Change password

Arrow 3 – Link to DepEd mandates

Arrow 4 – Link to GPB
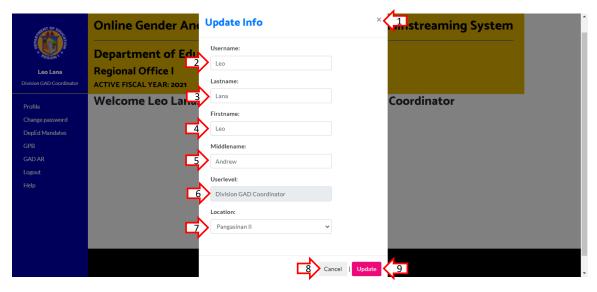
Arrow 5 – Link to GAD AR

Arrow 6 – Logout

Arrow 7 – Help

Description:

If you click the profile a modal will pop up that shows the information of the user who logged in and it allows the user to edit and update its own user information. While if you click the change password a modal will pop up that allows you to input your current password, your new password and confirm password.
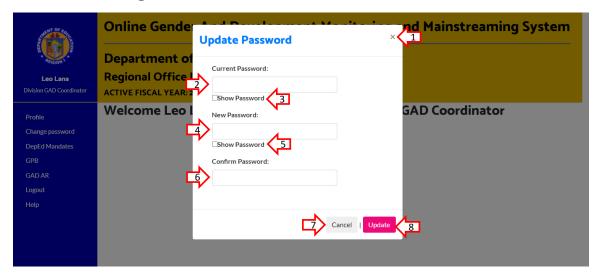
Division – Edit Profile

Legend:

Arrow 1 – Close icon

Arrow 2 – Username text field

Arrow 3 – Last name text field

Arrow 4 – First name text field

Arrow 5 – Middle name text field

Arrow 6 – User level text field

Arrow 7 – Location dropdown option

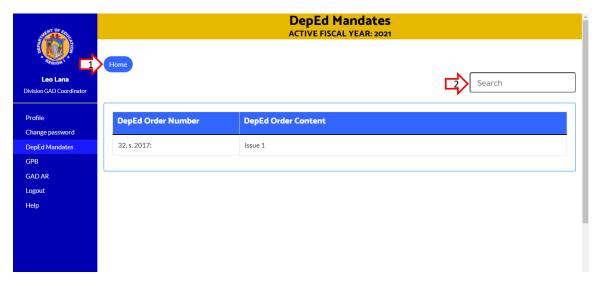Arrow 8 – Cancel button

Arrow 9 – Update button

Division – Change Password

Legend:

Arrow 1 – Close icon

Arrow 2 – Current password text field

Arrow 3 – Show password checkbox

Arrow 4 – New password text field

Arrow 5 – Show password checkbox

Arrow 6 – Confirm password text field

Arrow 7 – Cancel button

Arrow 8 – Update button

Division – Mandate List

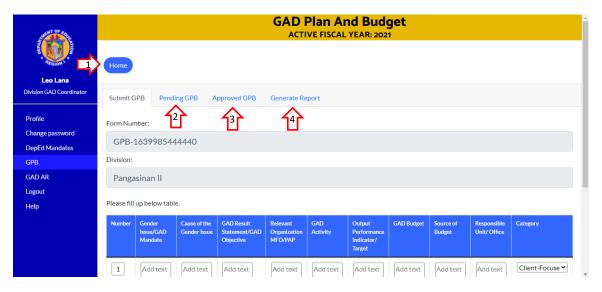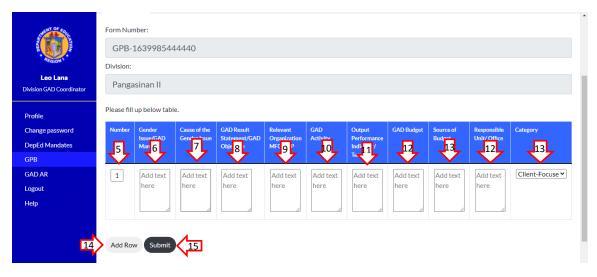
Legend:

      Arrow 1 – Home button

      Arrow 2 – Search bar

Division – Submit GPB

Legend:

       Arrow 1 – Home button

       Arrow 2 – Link to pending form

       Arrow 3 – Link to approved form

       Arrow 4 – Link to generate report

       Arrow 5 – Field number

       Arrow 6 – Text field

       Arrow 7 – Text field

       Arrow 8 – Text field

       Arrow 9 – Text field

       Arrow 10 – Text field

       Arrow 11 – Text field

       Arrow 12 – Text field

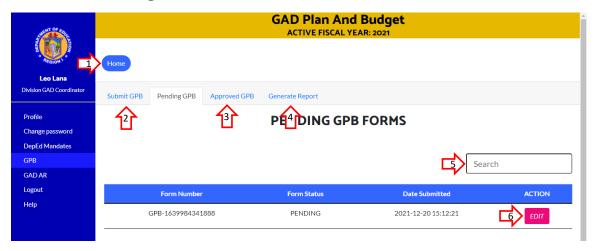   Arrow 13 – Category dropdown option

       Arrow 14 – Add row button

       Arrow 15 – Submit button

Description:

       The add row button allows you to add rows for additional content. While the category dropdown option allows you to choose from Client-focused and Organization-focused based from the contents of you report.

Division – Pending GPB

Legend:

       Arrow 1 – Home button

       Arrow 2 – Link to submit GPB

       Arrow 3 – Link to Approved GPB

       Arrow 4 – Link to generate report
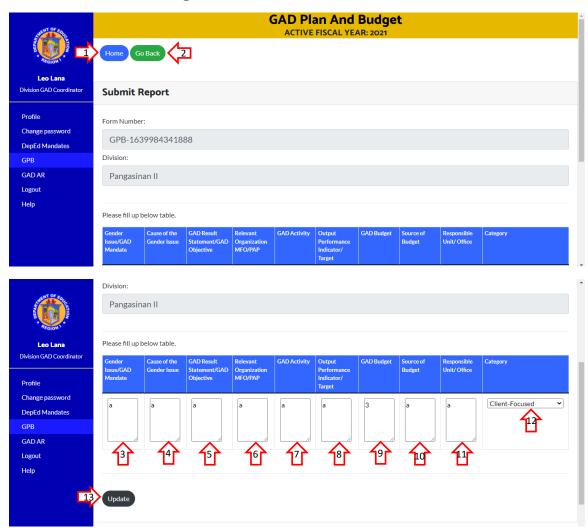
       Arrow 5 – Search bar

       Arrow 6 – Edit button

Description:

       The edit button redirects to a page wherein you can edit and update the report you submitted. Note you can only edit it if it is still pending.

Division – Edit Pending GPB

Legend:

Arrow 1 – Home button

Arrow 2 – Go back button

Arrow 3 – Text field

Arrow 4 – Text field

Arrow 5 – Text field

Arrow 6 – Text field

Arrow 7 – Text field

Arrow 8 – Text field

Arrow 9 – Text field
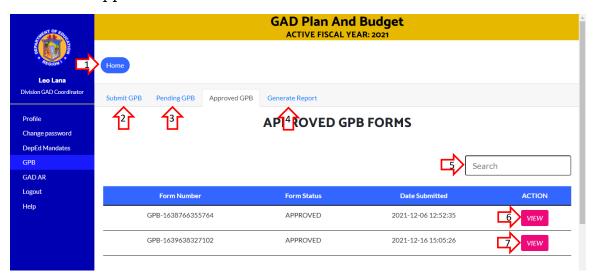
Arrow 10 – Text field

Arrow 11 – Text field

Arrow 12 – Category dropdown option

Arrow 14 – Submit button

Description:

This page allows you to update the pending GPB report you submitted.

Division – Approved GPB

Legend:

Arrow 1 – Home button

Arrow 2 – Link to submit GPB

Arrow 3 – Link to Pending GPB
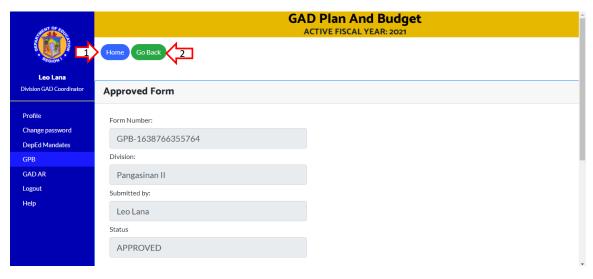
Arrow 4 – Link to generate report

Arrow 5 – Search bar

Arrow 6 – View button

Description:

The view button allows you to view the approved GPB report.
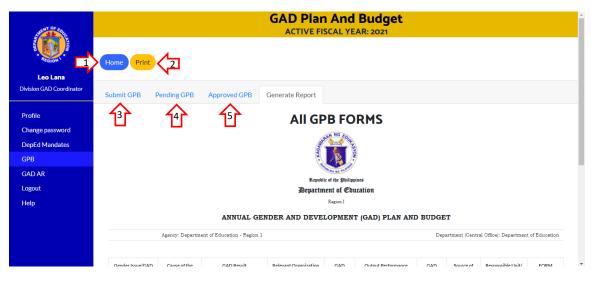
Division – View Approved GPB

Legend:

Arrow 1 – Home button

Arrow 2 – Go back button

Division – Generate Report

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Arrow 3 – Link to submit GPB

Arrow 4 – Link to Pending GPB

Arrow 5 – Link to approved GPB

Description:

When you click the print button it will open the generated GPB as PDF.

Division – Generated Report as PDF

Division – Submit GAD AR

Legend:

Arrow 1 – Home button

Arrow 2 – Link to pending GAD AR

Arrow 3 – Link to approved GAD AR

Arrow 4 – Link to generate report

Arrow 5 – Link to trained personnel

Arrow 6 – Link to templates

Arrow 7 – Field number

Arrow 8 – Text field

Arrow 9 – Text field

Arrow 10 – Text field

Arrow 11 – Text field

Arrow 12 – Text field

Arrow 13 – Text field

Arrow 14 – Text field

Arrow 15 – Text field

Arrow 16 – Text field

Arrow 17 – Text field

Arrow 18 – Category dropdown option

Arrow 19 – Input file

Arrow 20 – Add row

Arrow 21 – Submit button

Description:

The add row button allows you to add rows for additional content. While the category dropdown option allows you to choose from Client-focused and Organization-focused based from the contents of you report. And the input file allows you to input excel files only for the trained personnel.

Division – Pending GAD AR

Legend:

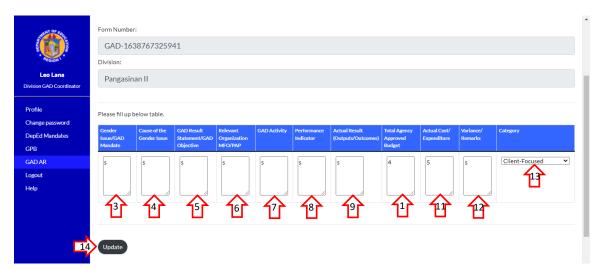Arrow 1 – Home button

Arrow 2 – Search bar

Arrow 3 – Edit button

Description:

The edit button redirects to a page wherein you can edit and update the report you submitted. Note you can only edit it if it is still pending.

Division – Edit Pending GAD AR

Legend:

       Arrow 1 – Home button

       Arrow 2 – Go back button

       Arrow 3 – Text field

       Arrow 4 – Text field

       Arrow 5 – Text field

       Arrow 6 – Text field

       Arrow 7 – Text field

       Arrow 8 – Text field

       Arrow 9 – Text field

       Arrow 10 – Text field

       Arrow 11 – Text field

       Arrow 12 – Text field

       Arrow 13 – Category dropdown option

       Arrow 14 – Update button

Description:

       This page allows you to update the pending GPB report you submitted.

Division – Approved GAD AR

Legend:

     Arrow 1 – Home button

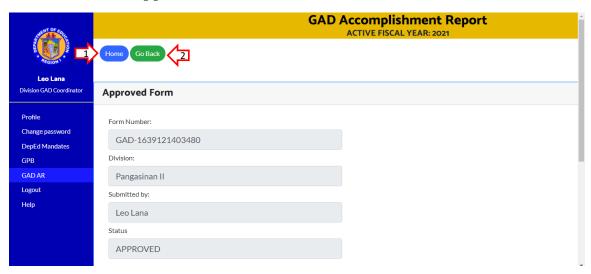   Arrow 2 – Search bar

     Arrow 3 – View button

Description:

     View button allows you to view the approved GAD AR report.

Division – View Approved GAD AR

Legend:

     Arrow 1 – Home button

Arrow 2 – Go back button

Division – Generate Report

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Description:

The print button will open the generated GAD AR report as PDF.

Division – Generated Report as PDF

Republic of the Philippines
Department of Education
Region I

ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT

Gender Issue/GAD Mandate	Cause of the Gender Issue	GAD Result Statement/GAD Objective	Relevant Organization MFO/PAP	GAD Activity	Performance Indicator	Actual Result (Outputs/Outcomes)	Total Agency Approved Budget	Actual Cost/ Expenditure	Variance/ Remarks	FORM STATUS
CLIENT FOCUSED										
s	s	s	s	s	s	s	4	5	s	PENDING
a	a	a	a	a	a	a	2	3	a	APPROVED
a	a	a	a	a	a	a	2	3	a	PENDING
a	a	a	a	a	a	a	2	3	a	PENDING
s	s	s	s	s	s	s	5	6	s	PENDING
ORGANIZATION FOCUSED										
s	s	s	s	s	s	s	3	4	s	PENDING
d	d	d	d	d	d	d	7	8	d	PENDING

Division – View Personnel

Legend:

Arrow 1 – Home button

Arrow 2 – Print button

Arrow 3 – Filter position dropdown option

Arrow 4 – Filter division dropdown option

Description:

The filter position dropdown option allows you to view trained personnel based on their position. While the division dropdown option allows you to view trained personnel per division.

Division – Trained Personnel PDF Form

Division – Download Template

Legend:

Arrow 1 – Home button

Arrow 2 – Download link

Description:

The download link will download the template uploaded by the regional office.