

TO BE CHANGE

1. Form

The screenshot shows the 'Barangay PITOGO City of Marikina' website. On the left, a 'Services' menu lists: Barangay Clearance, Barangay Certificate, Certificate of Indigency, Permit for Telecommunication, and Solo Parent Certification. The main content area displays the 'Barangay Certificate' form. The form includes a note about providing personal information for ID verification. It has fields for Name (First, Middle, Last, Suffix), Birthdate, Age, Address (Land, House, Street, Building, Floor, Village/District), and Purpose. Below the form is a 'Let Us Contact You' section with fields for Email and Phone Number, and a disclaimer about document review. 'Cancel' and 'Submit' buttons are at the bottom right.

Notes:

- Link yung Birthdate sa **Age**
- As is na lang yung ibang input type for address, but **remove** yung **village/district**, then

DROP DOWN yung **Street Name**

- **DROP DOWN** yung **Purpose**

List of Purpose:

- for Personal Transactions
- for Scholarship
- for School Requirements
- for Job Requirement
- for DSWD
- for SPES/GIP
- for Yellow Card
- for Makatizen Card

- **Remove** na yung **Services** sa gilid

2. Add New Entry – Resident Records

The screenshot shows the 'NEW RESIDENT RECORD' form on the PITOGO PORTAL. The portal header includes the logo, 'PITOGO PORTAL', and a user profile section with 'User Role: Admin' and 'April 16, 2022'. A 'Log Out' button is present. The left sidebar lists 'Manage' options: 'Resident Records', 'Resident Complaints', 'Resident Certificates', and 'Resident Certificate Requests'. The main form area is titled 'NEW RESIDENT RECORD' and contains a 'General Information' section with the following fields: 'First Name', 'Middle Name (Optional)', 'Last Name', 'E-mail', 'Mobile Number', 'Landline Number', 'Birthdate' (with a date picker icon), 'Address Line 1', 'Address Line 2 (Optional)', 'City' (dropdown menu showing 'Makati City'), and 'Region' (dropdown menu showing 'National Capital Region (NCR)'). A green 'ADD RECORD' button is at the bottom. A copyright notice '©Baragay Pitogo Makati City 2022' is in the bottom right corner.

Notes:

- **Add Select Option for Sex**
 - Male
 - Female
 - Other
- **Add DROP DOWN for Civil Status**

This screenshot shows a dropdown menu for 'Civil Status *'. The menu is open, displaying the following options: '-- Civil Status --', 'Single', 'Married', 'Widow/Widower', 'Separated/Annulled', and 'Living with Partner'. The text 'Civil Status * :' is visible above the dropdown. To the right of the dropdown, the letters 'Pr' are partially visible. Below the dropdown, the text '1 sites?*' is visible.

- **Add TEXT BOX for Citizenship**
- **Add TEXT BOX for Profession**
- **Add Field for Uploading Valid ID**
- **Add DROPDOWN for Category ID & Add TEXT BOX for Category ID No**

Category ID*:

-- Select Category ID --

This field is required

Category ID No * :

This field is required

List:

- e-Card / UMID
- Employee's ID / Office Id
- Driver's License*
- Professional Regulation Commission (PRC) ID *
- Passport *
- Senior Citizen ID
- SSS ID
- COMELEC / Voter's ID / COMELEC Registration Form
- Philippine Identification (PhilID)
- NBI Clearance *
- Integrated Bar of the Philippines (IBP) ID
- Firearms License *
- AFPSLAI ID *
- PVAO ID
- AFP Beneficiary ID
- BIR (TIN)
- Pag-ibig ID
- Person's With Disability (PWD) ID
- Solo Parent ID
- Pantawid Pamilya Pilipino Program (4Ps) ID *
- Barangay ID *
- Philippine Postal ID *
- Phil-health ID
- School ID **
- Other valid government-issued IDs

- **Add DATE of Accomplished**

3. Create New Complaints – Resident Complaints

The screenshot shows the 'NEW RESIDENT COMPLAINT' form on the PITOGO PORTAL. The left sidebar contains the portal logo, user role 'ADMIN', date 'April 26, 2022', a 'Log Out' button, and a 'Manage' section with links to Resident Records, Resident Complaints, Resident Certificates, and Resident Certificate Requests. The main form area has a breadcrumb trail 'Dashboard Overview / Resident Complaints / New' and the title 'NEW RESIDENT COMPLAINT'. The form fields include: 'Complaint Information' with a 'Resident' dropdown (placeholder 'Choose'), a 'Type' dropdown (placeholder 'Choose'), a 'Details' text area, a 'Date of Event' field (placeholder 'dd/mm/yyyy'), and an 'Evidence File' section with a 'Choose File' button and 'No file chosen' text. A green 'CREATE COMPLAINT' button is at the bottom. A footer note states 'Only provide evidence if there's any'. The bottom right corner has the copyright notice '©Barangay Pitogo, Makati City, 2022'.

Notes:

- **Change Resident Choose to Subject of Complaint**
- **Change Type of Complaints**

List of Complaints:

- Unlawful use of means of publication and unlawful utterances
 - Alarms and scandals
 - Using false certificates
 - Using fictitious names and concealing true names
 - Less serious physical injuries
 - Slight physical injuries and maltreatment
 - Unlawful arrest
 - Qualified trespass to dwelling (without the use of violence and intimidation)
 - Theft (if the value of the property stolen does not exceed p50.00)
 - Qualified theft
 - Occupation of real property or usurpation of real rights in property
 - Altering boundaries or landmarks
 - Incriminating innocent persons
 - Intriguing against honor
 - Issuing checks without sufficient funds
 - Swindling or estafa
- **Search Function** sa Choose ng Residents

- Add TEXT BOX for Complainant
- Add TEXT BOX for Place of Incident

4. Create New Certificate – Resident Certificates

Dashboard Overview / Resident Certificates / New

NEW RESIDENT CERTIFICATE

Certificate information

Resident
Choose

Certificate type
Choose

Purpose

Certificate File
Choose File No file chosen

IMPORTANT – Download the generated certificate below and upload the file to here.

SAVE CERTIFICATE TO DATABASE

Certificate Preview

Download Certificate

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Notes:

- Search Function sa Resident
- Change to DROP DOWN for Purpose