

# ANNEX B

## Systematic Maintenance of Records

### ANNEX B – 2 ANNEX B – 2.2

The screenshot displays the E-Katarungan system interface. On the left is a dark blue sidebar with a 'Welcome, Admin' message and a 'Menu' section containing links to Dashboard, Logon, Complaints, Address, Reports, Settings, and Help Center. The main content area is light blue and features the 'Barangay Complaints' section with a table of 'Your files'. The table has columns for Case No., Title, Complainants, Representatives, Date Made, Case Status, and Actions. It lists three cases: 2023-1-01 (Nabanggang Tindahan), 2023-1-02 (Participating in skimming), and 2023-1-03 (Pagpapalibutan sa nakasagang gabi). To the right of the table is a 'Forms' section with a list of complaint types: I. Complaint Forms, II. Mediation Forms, III. Arbitration Forms, IV. Execution Forms, and V. Certification Forms. Each type has a corresponding button to view or create a form.

Case No.	Title	Complainants	Representatives	Date Made	Case Status	Actions
2023-1-01	Nabanggang Tindahan	Jose O. Mercado	Maria Christina Macario	2024-01-20	Annulment Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2023-1-02	Participating in skimming	Patrick John Chai	Raymond Matipos	2024-01-20	Annulment Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2023-1-03	Pagpapalibutan sa nakasagang gabi	Gloria G. De Peralta	Mark Anthony G. Macthur	2024-01-20	Annulment Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Digital Filing:** One of our innovations this year is The "E-Katarungan: A Web-Based Local Government Unit Civil Case Report System" developed by the Information Technology students of LSPU-LB which we have adopted. This innovative system is a digital information management platform that enables centralized storage of complaints, making it an invaluable tool for organizing, managing, and accessing case documents and records. The E-Katarungan system provides the Barangay Secretary with essential tools to handle case documentation efficiently, enhancing their workflow and administrative capabilities. The platform streamlines their daily tasks, allowing them to serve their community more effectively. With this system, the Barangay Secretary can easily access and retrieve case documents and records, reducing the time and resources required for manual searching and retrieval. This system also ensures the security and confidentiality of case information, as it is stored and accessed digitally.