

# 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' header and a 'Menu' section containing links to Dashboard, Login, Complaints, Announcements, Reports, Settings, and Help Center. The main content area is light blue and features the 'Barangay Complaints' section with a table of case files. Below the table is a 'Forms' section containing various complaint forms categorized into I. Complaint Forms, II. Mediation Forms, III. Arbitration Forms, IV. Execution Forms, and V. Certification Forms.

Case No.	Title	Complainants	Respondents	Date Made	Case Status	Actions
2023-1-01	Nabanggang Timbahan	Joey D. Mercado	Maria Christina Macario	2024-01-08	Annually Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2023-1-02	Penjualan barang di alam	Patrick John Chai	Raymond Maligos	2024-01-08	Annually Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2023-1-03	Pagmamahal sa nabanggang gata	Gloria G. De Peralla	Mark Anthony G. Melchor	2024-01-08	Annually Settled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Forms**

Case Number: 2023-1-01  
Case Title: Joey D. Mercado vs Maria Christina Macario  
Complaint: Nabanggang Timbahan

**I. Complaint Forms**

- [Form 1 Complaint](#) [Form 2 Complaint](#) [Form 3 Complaint](#)

**II. Mediation Forms**

- [Form 1 Mediation \(Case Pending Mediation\)](#) [Form 2 Mediation \(Case Pending Mediation\)](#) [Form 3 Mediation \(Case Pending Mediation\)](#) [Form 4 Mediation \(Case Pending Mediation\)](#) [Form 5 Mediation \(Case Pending Mediation\)](#) [Form 6 Mediation \(Case Pending Mediation\)](#) [Form 7 Mediation \(Case Pending Mediation\)](#)

**III. Arbitration Forms**

- [Form 1 Arbitration \(Case Pending Arbitration\)](#) [Form 2 Arbitration \(Case Pending Arbitration\)](#) [Form 3 Arbitration \(Case Pending Arbitration\)](#) [Form 4 Arbitration \(Case Pending Arbitration\)](#) [Form 5 Arbitration \(Case Pending Arbitration\)](#) [Form 6 Arbitration \(Case Pending Arbitration\)](#) [Form 7 Arbitration \(Case Pending Arbitration\)](#)

**IV. Execution Forms**

- [Form 1 Execution \(Case Pending Execution\)](#) [Form 2 Execution \(Case Pending Execution\)](#) [Form 3 Execution \(Case Pending Execution\)](#)

**V. Certification Forms**

- [Form 1 Certification \(Case Pending Certification\)](#) [Form 2 Certification \(Case Pending Certification\)](#) [Form 3 Certification \(Case Pending Certification\)](#) [Form 4 Certification \(Case Pending Certification\)](#) [Form 5 Certification \(Case Pending Certification\)](#) [Form 6 Certification \(Case Pending Certification\)](#) [Form 7 Certification \(Case Pending Certification\)](#)

**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.