



EKP  
SYSTEM

# USER MANUAL

DILG CLUSTER A- LSPU PARTNERSHIP  
2023-2024

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## Part I. Login/Register

1. To register, go to the link <https://ekpsystem.com/eKPSys/registration.php>

The screenshot shows a registration form titled "Create Account". At the top is the logo for "DILG LAGUNA CLUSTER A". The form fields include:

- Select Municipality: A dropdown menu showing "Select".
- Username: An input field containing "Enter username".
- First Name: An input field containing "Enter Name".
- Last Name: An input field containing "Enter Name".
- Email: An input field containing "Enter Email".
- Contact Number: An input field containing "Enter Number".
- Password: An input field containing "Enter Password" with a visibility icon.
- Confirm Password: An input field containing "Enter Password" with a visibility icon.
- I am a: A dropdown menu showing "Select".

At the bottom, there is a link "Already have an account? [Login here.](#)" and a blue "Register" button.

1.a. Select your Municipality.

1.b. For username, enter "brgy" and then your barangay name. (Ex. brgybatongmalake)

1.c. On first name, enter the word "Barangay" and last name is your barangay name.  
(Ex. Barangay Batong Malake)

The screenshot shows the registration form with the following values entered:

- Select Municipality: Los Baños
- Username: brgybatongmalake
- First Name: Barangay
- Last Name: Batong Malake

1.d. Enter your email in this format: "cluster" underscore your barangay, underscore "ekp" (Ex. Clustera\_batongmalake\_ekp@gmail.com)

The screenshot shows the "Email:" field containing the value "clustera\_batongmalake\_ekp@gmail.co".

1.e. Enter your '11' digit phone number.

1.f. Enter a password with minimum of '8' characters including uppercase (A-Z), lowercase (a-z), number (0-9), and special character (!@#\$%^&\*).

<b>Password:</b>	<b>Confirm Password:</b>
Clusterera@bm123	Clusterera@bm123
	

1.g. Select your position. For user, choose 'Barangay Secretary' if an admin, choose 'C/LMGOOs'.

1.h. Select your barangay.

I am a:

Barangay Secretary
 

▼

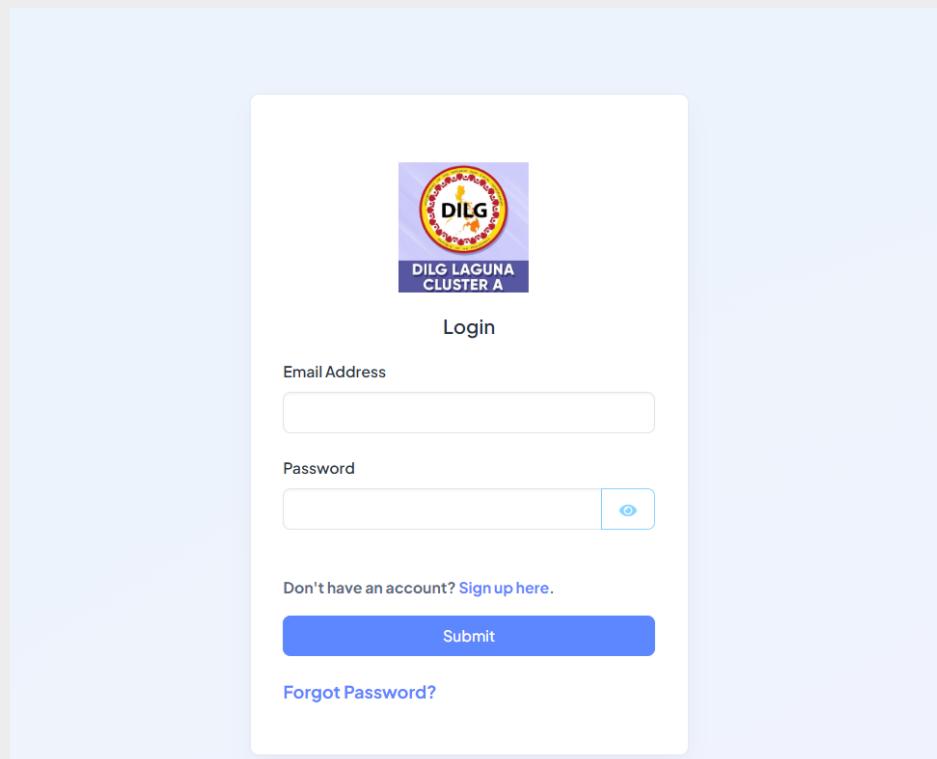
Select
 

**Barangay Secretary**

C/MLGOOs

Batong Malake

2. To login, go to <https://ekpsystem.com/eKPSys/login.php> and login with your email address and password as a user.



2 a. Your email address format should look like this:

Email Address

clusterera\_batongmalake\_ekp@gmail.com

3. After you login, you will see your dashboard. It should look like this:

The dashboard features a sidebar with user information and navigation links. The main area displays three summary boxes: Settled Cases (0), Unsettled Cases (0), and Pending Cases (0). Below these are two charts: a line graph titled 'Summary' showing the number of complaints from January to June, and a bar chart titled 'Nature of Cases' showing the count for Civil, Criminal, and Others categories.

Month	Number of Complaints
January	12
February	18
March	3
April	4
May	1
June	2

Category	Count
Civil	10
Criminal	5
Others	3

**References**

- Related Laws KP Handbook
- Offenses within KP Jurisdiction for Admin
- LTIA-FORMS-6-7-1
- Revised KP Law
- Consolidated KP Compliance Report
- DILG Anna Claret-A SIRI GRC

**Image:** A photograph of four individuals in formal attire standing together, with the text "DILG OFFICIAL" overlaid.

## Part II. User Settings

1. The first thing you are required to do is go to settings, scroll to the bottom of the sidebar to see the button “settings”.



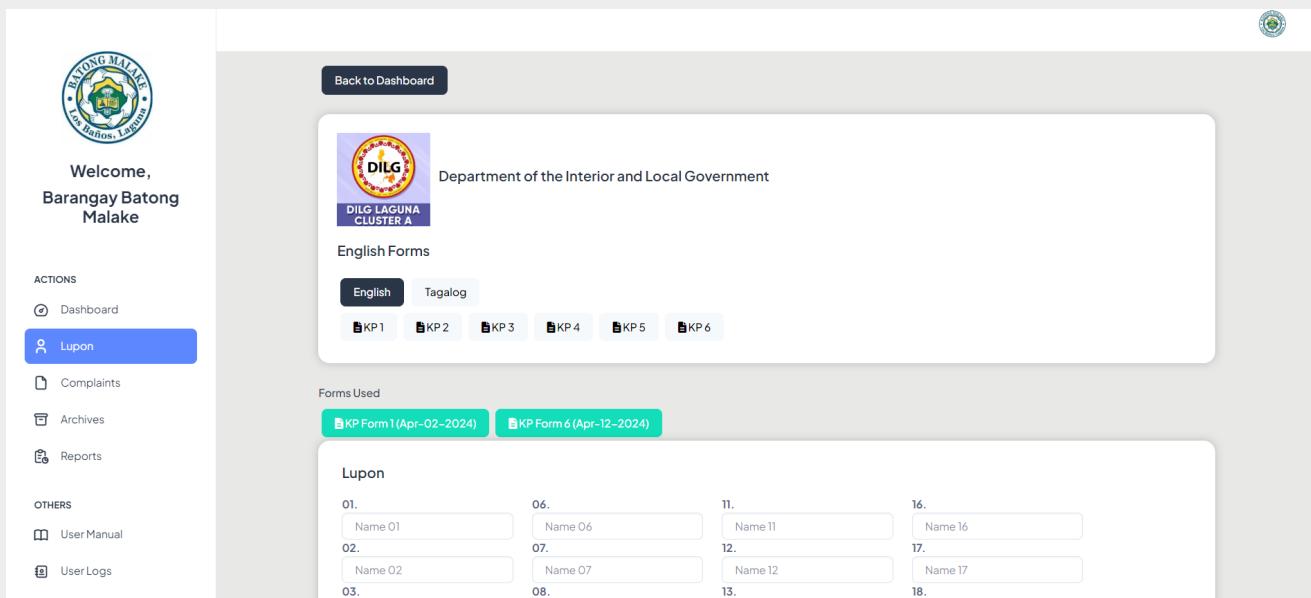
After that, set your account profile picture as your barangay logo, set your first name as “Barangay” and then last name as your barangay name (Ex. First name: Barangay, Last name: Batong Malake). Lastly, set your contact number.

The screenshot shows the EKP System dashboard. On the left, there's a sidebar with a logo for 'BATONG MALAKE' and 'Laguna', followed by 'Welcome, Barangay Batong Malake'. The sidebar has sections for 'ACTIONS' (Dashboard, Lupon, Complaints, Archives, Reports) and 'OTHERS' (User Logs, Settings, which is highlighted in blue). The main area has a 'Back to Dashboard' button. It shows 'Account Settings' with fields for Username (brgybatongmalake), First Name (Barangay), Last Name (Batong Malake), Contact Number (09104907052), Email (cluster\_a\_batongmalake\_ekp@gmail.com), and New Password (Leave empty to keep current password). There's also an 'Upload a picture' button. To the right, there are 'Security Settings' for three security questions, each with a 'Select a Question' dropdown and an 'Answer' input field. Below that are 'Upload LGU Logo' and 'Upload KP Logo' sections, each with an 'Upload' button and a 'Save' button. A 'Save Security Settings' button is at the bottom of the security section, and a 'Save Changes' button is at the bottom of the account settings section.

For the second part, add and answer security questions to help protect and verify your account. Last is upload and set your official LGU logo and then click save. Do the same with the KP logo.

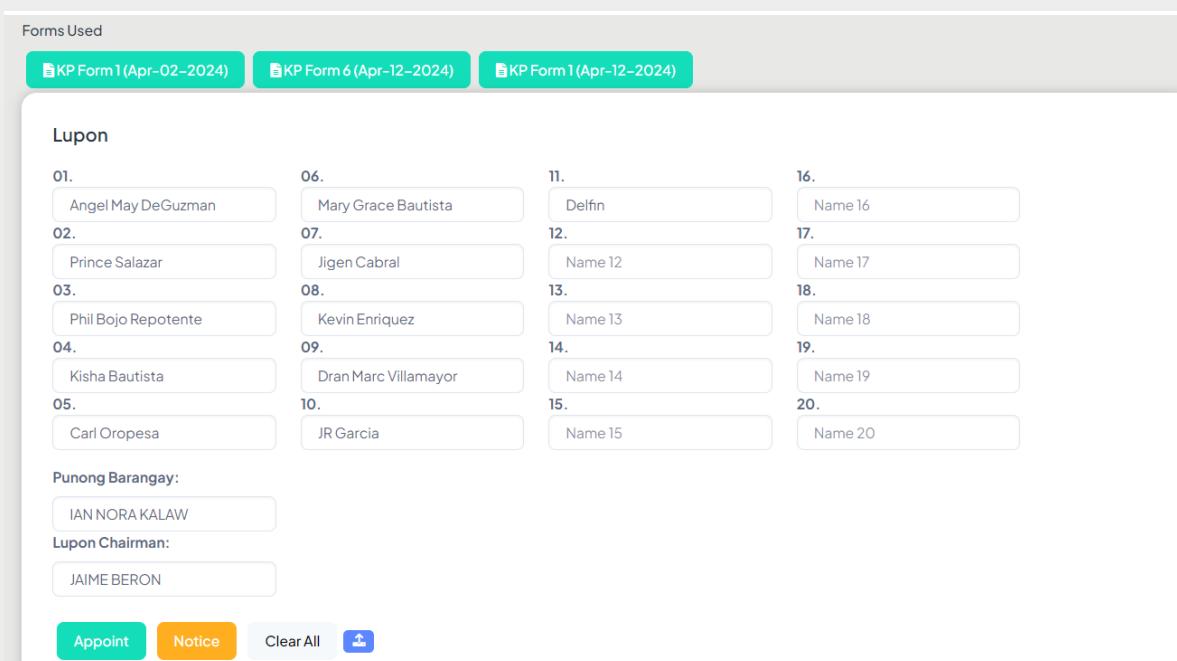
## Part III. Setting Lupon

1. After you are done with the settings, the next step is go to Lupon tab to set the names for your Lupon members.



The screenshot shows the EKP System interface. On the left, there's a sidebar with a logo for "BATONG MALLEKE Los Baños, Laguna" and a navigation menu with options like Dashboard, Lupon (which is highlighted in blue), Complaints, Archives, Reports, User Manual, and User Logs. The main content area has a header with the DILG Laguna Cluster A logo and the text "Department of the Interior and Local Government". Below this, there are tabs for English Forms (English is selected) and Tagalog. Under "Forms Used", there are three buttons: KP Form1(Apr-02-2024), KP Form 6 (Apr-12-2024), and KP Form1(Apr-12-2024). The "Lupon" section contains a grid of 20 input fields labeled 01 through 16, each containing a name. At the bottom, there are buttons for "Appoint", "Notice", "Clear All", and a refresh icon.

2. When you scroll down, you will see this panel for Lupon, add all your Lupon names, Punong Barangay, and Lupon Chairman, and then click notice and appoint. These names will automatically go to KP Form 1.

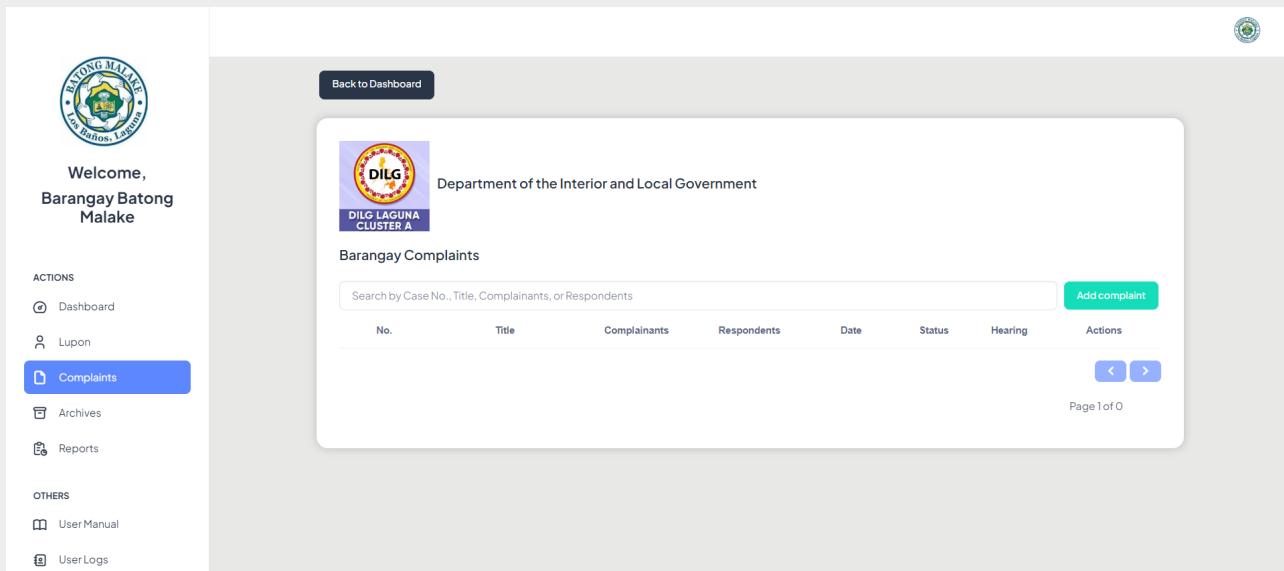


This screenshot shows the Lupon configuration panel. It lists 20 Lupon members with their names in input fields: 01. Angel May DeGuzman, 02. Prince Salazar, 03. Phil Bojo Repotente, 04. Kisha Bautista, 05. Carl Oropesa, 06. Mary Grace Bautista, 07. Jigen Cabral, 08. Kevin Enriquez, 09. Dran Marc Villamayor, 10. JR Garcia, 11. Delfin, 12. Name 12, 13. Name 13, 14. Name 14, 15. Name 15, 16. Name 16, 17. Name 17, 18. Name 18, 19. Name 19, 20. Name 20. Below this, there are fields for "Punong Barangay" (IAN NORA KALAW) and "Lupon Chairman" (JAIME BERON). At the bottom are buttons for "Appoint", "Notice", "Clear All", and a refresh icon.

If a Lupon member withdrawn, you can delete the name from the box and then click the “Notice” then “Appoint” button.

## Part IV. Adding a Complaint

1. Go to the “Complaint” tab on the sidebar.

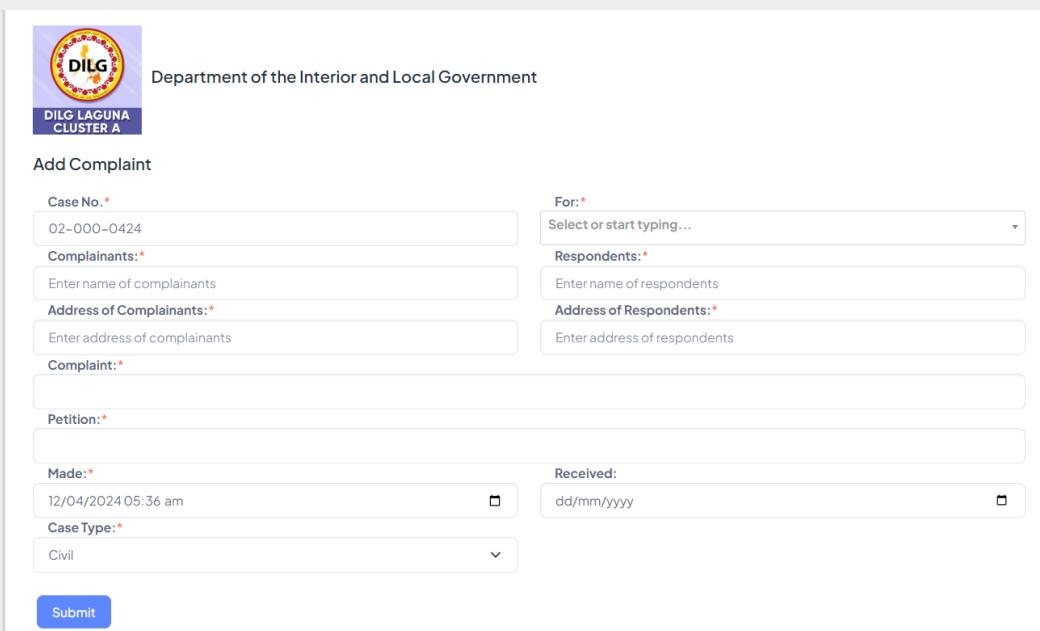


The screenshot shows the EKP System dashboard. On the left, there is a sidebar with the following sections and links:

- WELCOME**: Welcome, Barangay Batong Malake.
- ACTIONS**:
  - Dashboard
  - Lupon
  - Complaints** (highlighted in blue)
  - Archives
  - Reports
- OTHERS**:
  - User Manual
  - UserLogs

The main content area displays the "Barangay Complaints" section of the DILG LAGUNA CLUSTER A system. It includes a search bar, a table header with columns: No., Title, Complainants, Respondents, Date, Status, Hearing, and Actions, and a button labeled "Add complaint". The table body is currently empty, showing "Page 1 of 0".

Click the button “Add Complaint” to add a new case. You will see this form after you click it. You need to fill all the required information.



The screenshot shows the "Add Complaint" form. It includes the following fields:

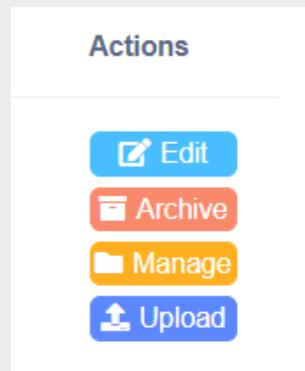
- Case No. \***: 02-000-0424
- For: \***: Select or start typing...
- Complainants: \***: Enter name of complainants
- Address of Complainants: \***: Enter address of complainants
- Respondents: \***: Enter name of respondents
- Address of Respondents: \***: Enter address of respondents
- Complaint: \***: A large text area for the complaint description.
- Petition: \***: A large text area for the petition details.
- Made: \***: 12/04/2024 05:36 am
- Received: \***: dd/mm/yyyy
- Case Type: \***: Civil
- Submit** button

Here, you can modify the case number based on your format. For the title, you can choose to select the given titles in the dropdown, if its ‘others’ just type the title in the box.

2. After filling all the required information, just click “Submit”, and data will be on the complaints table.

The screenshot shows a web application interface for managing barangay complaints. At the top left is a "Back to Dashboard" button. Below it is the DILG Laguna Cluster A logo and the text "Department of the Interior and Local Government". The main title is "Barangay Complaints". A search bar at the top right contains the placeholder "Search by Case No., Title, Complainants, or Respondents". To its right is a green "Add complaint" button. Below the search bar is a table with columns: No., Title, Complainants, Respondents, Date, Status, Hearing, and Actions. The first row in the table is for case number 02-000-0424, titled "Tumults and other disturbances of public order; Tumitous disturbances or interruption liable to cause disturbance (Art. 159)", involving complainant Angel May L. De Guzman and respondent Gina Gomez, dated 2024-04-11, status Pending, hearing Not Set. The "Actions" column for this row contains four buttons: Edit (blue), Archive (orange), Manage (yellow), and Upload (purple). At the bottom of the table are navigation buttons for back, forward, and page 1 of 1.

3. To manage a case, you have these options. You can either edit the information of the case, archive the case, manage KP's, and upload files. You will see these functions in the ‘Actions’ column of the complaint table.



4. Here's what the manage case looks like, you can check the KP forms of a specific case. You will see its form used, add hearing, and upload all the files that are needed.

The screenshot shows the "Manage Case" page. At the top left are tabs for "1st Hearing", "2nd Hearing", and "3rd Hearing", with "1st Hearing" selected. Below them is a blue "Add Hearing" button. The main title is "Manage Case". Underneath is a section for "Case Number: 02-000-0424" and "Case Title: Angel May L. De Guzman vs Gina Gomez". A detailed description of the complaint follows: "Complaint: Isang taon na hindi nakakapagbayad sa napagusapan na utang. Noong January 2023 nangutang siya ng limang libo sa akin, ipinangako niya na sa isang linggo pagkarating ng sahpd ng asawa ay magbabayad siya. Subalit ngayon ay taong 2024 na perohindi parin siya". Below this is a "English Forms" section with "English" and "Tagalog" buttons, and a grid of 25 small icons labeled KP 7 through KP 25. To the right is a "Used Forms" section, a "Signed Forms" section with a file upload input ("Choose File"), and a note "Click Choose File and select the file to Upload".

5. To see your archived cases, just go to the ‘Archives’ tab on your sidebar. To unarchive a case, just click the red button.

Welcome, Barangay Batong Malake

ACTIONS

- Dashboard
- Lupon
- Complaints
- Archives**
- Reports

OTHERS

- User Manual
- User Logs

Back to Dashboard

Department of the Interior and Local Government  
DILG LAGUNA CLUSTER A

Barangay Complaint Archives

No.	Title	Complainants	Respondents	Date	Actions
01-000-0424	Nagkasuntukan	Jayson Cuason	Popoy Kaloy	2024-04-11	<b>Unarchive</b>
03-000-0424	Unlawful use of means of publication and unlawful utterances (Art. 154)	Erning Diamonddd	Popoy Kaloy	2024-04-11	<b>Unarchive</b>
03-000-0424	Unlawful use of means of publication and unlawful utterances (Art. 154)	Erning Diamonddd	Popoy Kaloy	2024-04-11	<b>Unarchive</b>
03-001-0424	Alarms and Scandals (Art.155)	Angel May L. De Guzman	Aaron Banaag	2024-04-11	<b>Unarchive</b>
04-023-	Alarms and Scandals (Art.155)	Glenndel Paccial	Kyle	2024-04-	<b>Unarchive</b>

6. To edit your case, just click the ‘Edit’ button on the action. And edit details that you need to edit.

Edit Information

Case No. \*

For: \*

Tumults and other disturbances of public order; Tumitous disturbances or interruption liable to cause disturbance (Art. 153)

Complainants: \*

Respondents: \*

Complain: \*

Isang taon na hindi nakakapagbayad sa napagusapan na utang. Noong January 2023 nangutang siya ng limang libo sa akin, ipinangako niya na sa isang linggo pagk

Petition: \*

magbayad ng utang ayon sa napagkasunduang araw.

Complainant Address: \*

Respondent Address: \*

Made: \*

Received:

Pangkat:

Case Status: \*

Unsettled

Case Method: \*

Pending

Case Type: \*

Civil

**Update**

6. For uploading of other documents and signed forms in your case, just click the 'Upload' button in the action bar.

[Back to Complaints](#)

Upload Files for Case: 02-000-0424  
Title: Tumults and other disturbances of public order; Tumltuous disturbances or interruption liable to cause disturbance (Art. 153)

Choose FileNo file chosen

[Upload](#)

**Uploaded Files**

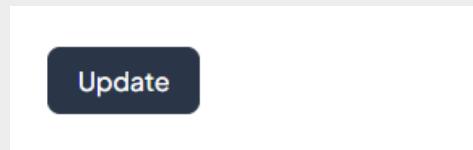
Click Choose File and select the file to Upload.

## Part V. Reports

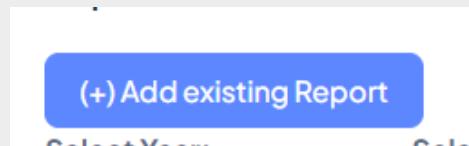
1. To see the summary of cases, go to the 'Reports' tab on your sidebar.

The screenshot shows the EKP System's Reports overview page. On the left, there's a sidebar with the logo of 'Barangay Batong Malake' and a list of actions: Dashboard, Lupon, Complaints, Archives, Reports (which is highlighted in blue), User Manual, and UserLogs. The main content area has the 'DILG LAGUNA CLUSTER A' logo and the text 'Department of the Interior and Local Government'. It includes sections for 'Report Overview' (with a button '(+) Add existing Report'), 'Annual Report (2024)' (with dropdowns for Select Year: 2024 and Select Month: April 2024), and 'Monthly Report (April 2024)'. Below these are two tables: 'NATURE OF CASES' (Criminal: 0, Civil: 1, Others: 0, Total: 1) and 'ACTION TAKEN - SETTLED' (Mediation: 0, Conciliation: 0, Arbitration: 0, Total: 0). To the right, there's a 'Information' section with fields for Mayor (Anthony Ton Genuino), Region (IV-A), Budget Allocated (4,970,354,459.84), Population (115,353), Land Area (165,797.6525), Total No. of Cases (1), Number of Lupons (11), Male (0), and Female (0). A large 'Update' button is at the bottom of this section.

To update the number of cases, ensure all required information is filled out, then proceed by clicking the "Update" button. This action is necessary for updating the case count.



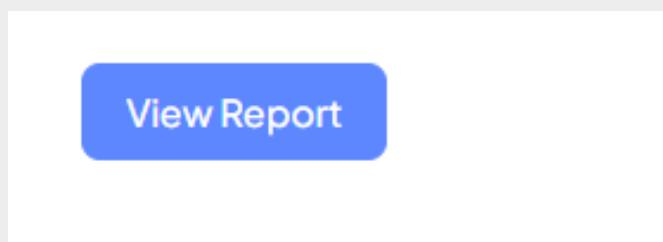
To add an existing data, just click this button.



Fill all the required information and then click 'Submit'. It will automatically be added to your reports overview.

The screenshot shows the 'Add Existing Report' form. On the left, there's a 'Basic Information' section with fields for Mayor, Totalcase, Landarea, Population, Female, and their respective Budget, Numlupon, Region, Male, and Other details. Below this is a 'Nature of Cases' section with fields for Criminal and Others. On the right, there's a preview table titled 'Existing Reports' showing a single entry for 'Report Date: April 2024' with 'Actions' (Edit, Delete) buttons. Further right is a detailed data entry section for 'Action Taken - Settled' and 'Action Taken - Unsettled' cases, each with multiple input fields for Media, Concil, Arbit, Pending, Dropped, Dismissed, and their respective totals. A large 'Submit' button is at the bottom of this section.

3. To see the report summary in LTIA format, click the 'View Report' button.



and then you will see this table, you can download it as PDF.

CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA) LTIA FORM 07-PERFORMANCE HIGHLIGHTS																
CATEGORY: BARANGAY																
FINALIST LUPONG TAGAPAMAYAPA : SAMPLE BARANGAY				POPULATION: 115,353 LAND AREA: 165,797.6525												
PUNONG BARANGAY : JAN NORA KALAW CITY/MUNICIPALITY : SAMPLE MUNICIPALITY MAYOR : Anthony Ton Genuino PROVINCE : LAGUNA REGION : IV-A				TOTAL NO. OF CASES: 1 NUMBER OF LUPONS: 11 MALE: 0 FEMALE: 0												
General instructions: Please read the Technical Notes at the back before accomplishing this form. Supply only the number.																
NATURE OF CASES (1)				ACTION TAKEN						OUTSIDE THE JURISDICTION OF THE BARANGAY (4)	TOTAL (cases filed) (5)	BUDGET ALLO- CATED (6)				
				SETTLED (2)			NOT SETTLED (3)									
CRIMI- NAL (1a)	CIVIL (1b)	OTHERS (1c)	TOTAL (1d)	MEDIA- TION (2a)	CONCI- LIATION (2b)	ARBIT- RATION (2c)	TOTAL (2d)	PEN- DING (3a)	DIS- MISSED (3b)	REPUB- DIATED (3c)	CERTIFIED TO FILE ACTION IN COURT (3d)	DROP- PED/ WITH- DRAWN (3e)	TOTAL (3f)			
0	1	0	1	0	0	0	0	1	0	0	0	0	1	1	1	4,970,354,459.84

[Generate PDF](#)

# Vision and Mission

## Vision

A highly trusted Department and Partner in nurturing local governments and sustaining peaceful, safe, progressive, resilient, and inclusive communities towards a comfortable and secure life for Filipinos by 2040

## Mission

The Department shall ensure peace and order, public safety and security, uphold excellence in local governance and enable resilient and inclusive communities



EKP SYSTEM



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