

Republic of the Philippines
National Irrigation Administration
Quezon City

MC No. 108, s. 2020

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR/ THE DEPUTY ADMINISTRATORS/ DEPARTMENT/ REGIONAL/ OPERATIONS/ PROJECT MANAGERS AND ALL OTHERS CONCERNED

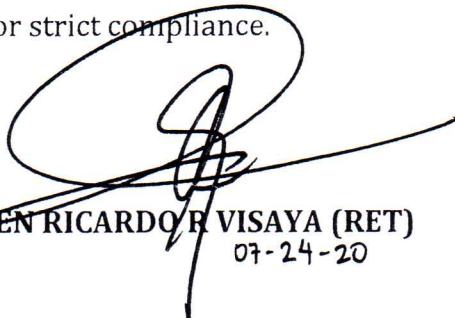
SUBJECT : IMPLEMENTATION OF THE ONLINE MONITORING SYSTEM FOR CONTRACTORS AND THEIR ONGOING CONTRACTS WITH NIA AS AN OFFICIAL REPORTING SYSTEM OF THE AGENCY

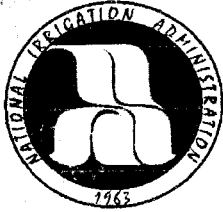
Online Monitoring System for Contractors and their Ongoing Contracts with NIA is developed to provide archive website data banking regarding the Contractors' performance and status of their on-going contract works which is essential and beneficial to the various monitoring offices/ agencies/ departments including Bids and Awards Committee (BAC).

The main feature of the system includes the following: a) List of all contracts of Engineering Monitored Projects. b) Physical Accomplishment and Slippage of ongoing contracts. c) Historical data of the contract (Contract Cost, Suspension Orders, Resumption Orders, Time Extension, etc.). Guidelines on the use of the Online Monitoring System for Contractors and their Ongoing Contracts with NIA for your guidance and reference is contained in page 14-19 of the hereto attached User's Manual.

In this regard, you are hereby strictly reminded on the timely updating of your respective contractor's accomplishments as entry/ies to the system may serve as reference of the Bids and Awards Committee in qualifying prospective bidders. The cut-off date for data encoding is every 25th of the month under review. Starting September 2020, all entries to the Online Monitoring System become official.

For strict compliance.


GEN RICARDO R. VISAYA (RET)
07-24-20



Users Manual

Online Project Monitoring for Physical and Financial Accomplishments

National Irrigation Administration

Table of contents

Introduction	3
Welcome	3
Getting Started	3
System requirements.....	4
How to Access Website?	4
Features	5
Register.....	5
Log In	6
Search Project	6
Financial Main Page.....	6
Obligation and Disbursement Page	8
Physical Main Page	10
Project Monitoring Page.....	11
Contract Monitoring Page.....	14
Profile of Contracts.....	15
Contact Status Accomplishment	16
Suspension of Contracts	17
Contractor Billing Status	18
Dam Inventory Page.....	19
Dam Profile.....	19
Dam Information.....	20
Rehabilitation/Modification	21
Dam Safety Inspection	22
Instrumentation	23
Log Off	26

Introduction

Welcome

Online Monitoring Information System for Physical and Financial Accomplishment is a web base information system developed for the National Irrigation Administration (NIA) intended to support the agency in monitoring the Physical and Financial Accomplishments.

The system offers function needed by the Engineering and Operations Department of the agency mainly in keeping record and monitoring of Physical Accomplishments related information. The system allow the end-users to update Physical Accomplishments general information via web interface through a centralize database located in the agencies Central Office. The system can generate summary report for monitoring and statistics purposes.

Another feature of the system is the monitoring of Financial Accomplishments which offers function needed by the Budget Revenue Division of the agency mainly in keeping record and monitoring of Financial Accomplishments. The system allow the end-users to update Financial Accomplishment information via web interface and can also generate summary report for monitoring and statistics purposes.

For the system to work accordingly it requires a computer unit where the system will operate, active internet connection and centralize database server which will hold the data entered by different users. The system is restricted only for the use of authorized personnel which are incorporated with the username and password for security reasons.

The system aims to provide efficiency and accuracy when it comes to handling information pertaining to the Physical and Financial Accomplishments of the agency.

Getting Started

System requirements

System Requirements

Operating System	Microsoft Windows 7 or higher
Display	1024 x 768 screen resolution
Network	Internet Connection
Web Browser	IE, Mozilla Firefox, Google Chrome, Safari, Palemoon etc.

How to Access Website?

How to Access Website?



Internet
Explorer

1. Click installed web browser
2. Type the website URL: bob.nia.gov.ph inside the address bar.

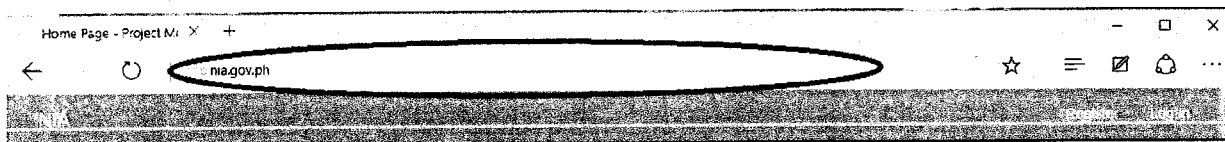
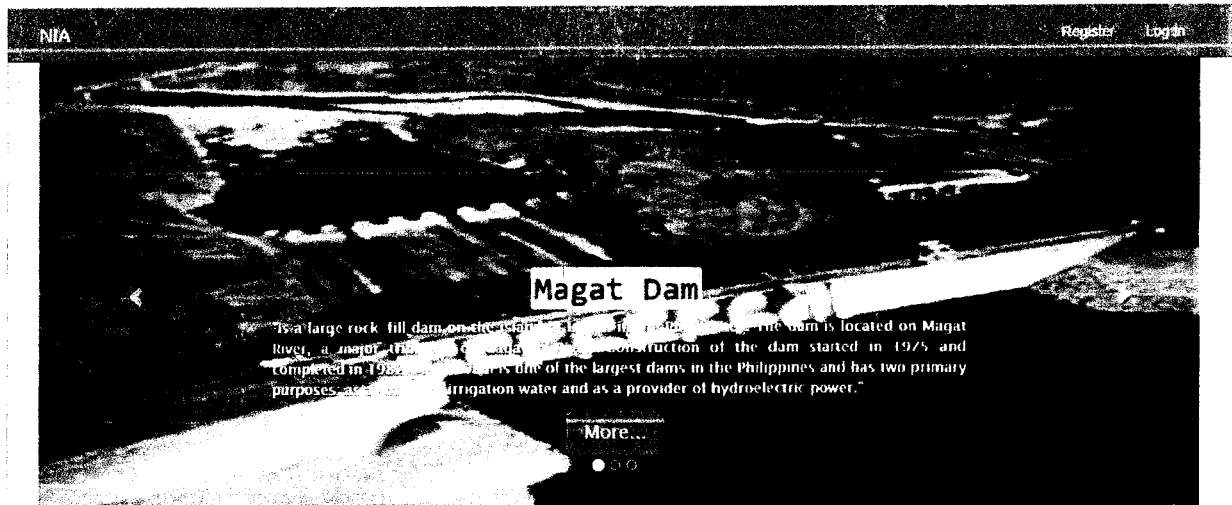


Figure 1 - Address Bar

3. Press the "Enter" keyboard button after typing the website URL.

4 The website "Home Page" is shown.




The National Irrigation Administration (NIA) is a government-owned and controlled corporation primarily responsible for irrigation development and management. It was created under Republic Act (RA) 3601 on 22 June 1963. Its charter was amended by Presidential Decree (PD) 552 on 11 September 1974 and PD 1702 on 17 July 1980. Both increased the capitalization and broadened the authority of the Agency.

Figure 2- Home Page

Features

Register

Click  to start registration.

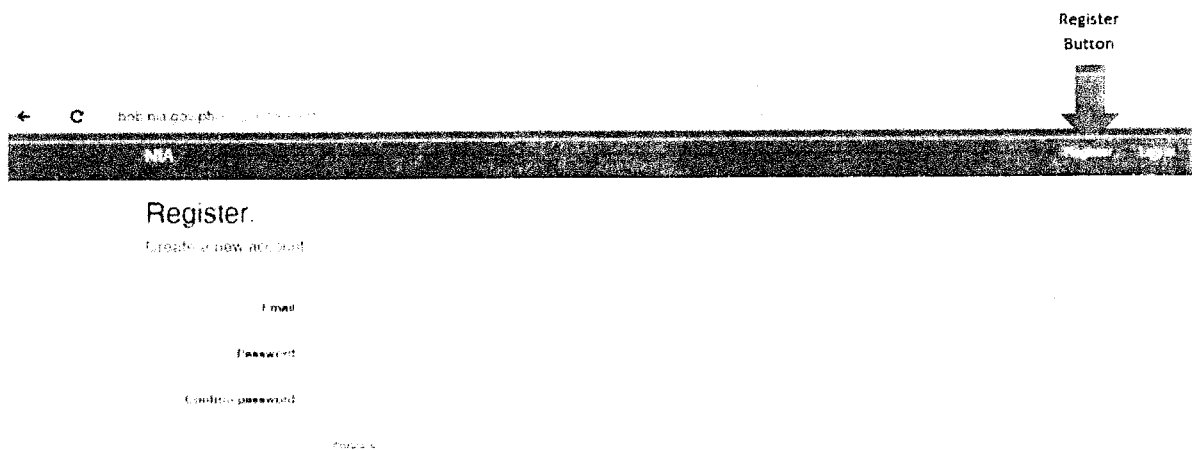


Figure 3 - Registration Page

To Register

1. Type in your valid "Email" on the provided text box.
2. Type in desired "Password" on the provided text box.

Note: Password must have one capital letter (A), number (1) and special character (@).

3. Retype password on the "Confirm Password" text box for verification.
4. Click [Register](#) to complete registration.

Log In

Click [Login](#) to access website.

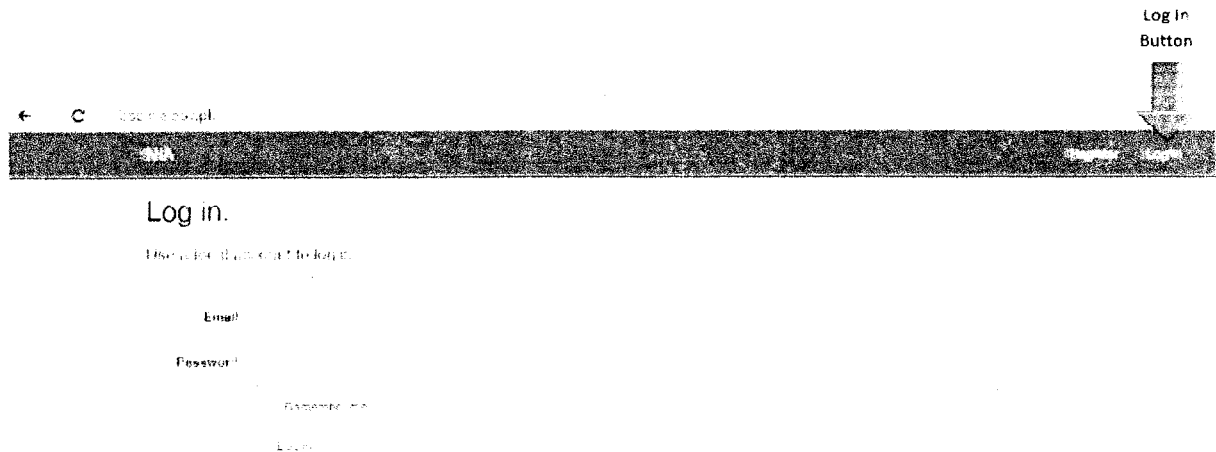


Figure 4 - Log In Page

To Log In

1. Type in registered "Email" and "Password" on the provided text box.

Note: By checking Remember me option, users Email address is saved and will no longer have to type it again while trying to login next time.

2. Click [Login](#) to access the Main Page of the website.

Search Project

To Search Subproject

- Type Subproject on the search box
- Click [Search](#) to display sub project corresponding to the entered parameter on the search box.

Financial Accomplishment Main Page



The National Irrigation Administration (NIA) is a government-owned and controlled corporation primarily responsible for irrigation development and management. It was created under Republic Act (RA) 3601 on 22 June 1963. Its charter was amended by Presidential Decree (PD) 552 on 11 September 1974 and PD 1702 on 17 July 1980. Both increased the capitalization and broadened the authority of the Agency.

NIA's forerunner was the Irrigation Division of the defunct Bureau of Public Works. NIA was placed under the Office of the President (OP) upon its creation. It was attached to the Department of Public Works, Transportation, and Communication under PD No. 1, dated 23 September 1972. The issuance also integrated all irrigation activities under the Agency. The Administrative Code of 1987

Figure 5 – Financial Accomplishment Main Page

Obligation and Disbursement Page

Click  seen on the **Financial Main Page** to show the List of Projects.

← C bob.nia.gov.ph

Obligation and Disbursement

Search by Subproject













TYPE RELEASE	REFERENCE NO.	ASA AMOUNT	BOB AMOUNT	OB AMOUNT	MAINPROJECT	SUBPROJECT	Municipality	Allocation (P'000)	Actions
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	
AS7	P46.2175.517	400000			REEDIE	Local Roads	Antena	4000	

Figure 6 - List of Project Page - Financial

1. Click  to display encoding page.

← C bob.nia.gov.ph

Obligation and Disbursement



MAINPROJECT	REEDIE	ALLOCATION (P'000)	4000
SUBPROJECT	Local Roads	MUNICIPALITY	Antena
PROVINCE	Antena	REFERENCE NO.	P46.2175.517
Financial			
<div>   </div>			
MONTH/YEAR	OBLIGATION	DISBURSEMENT	

Figure 7 - Obligation and Disbursement Encoding Page

2. To Add Obligation and Disbursement Details

2.1 Click  to Add details.

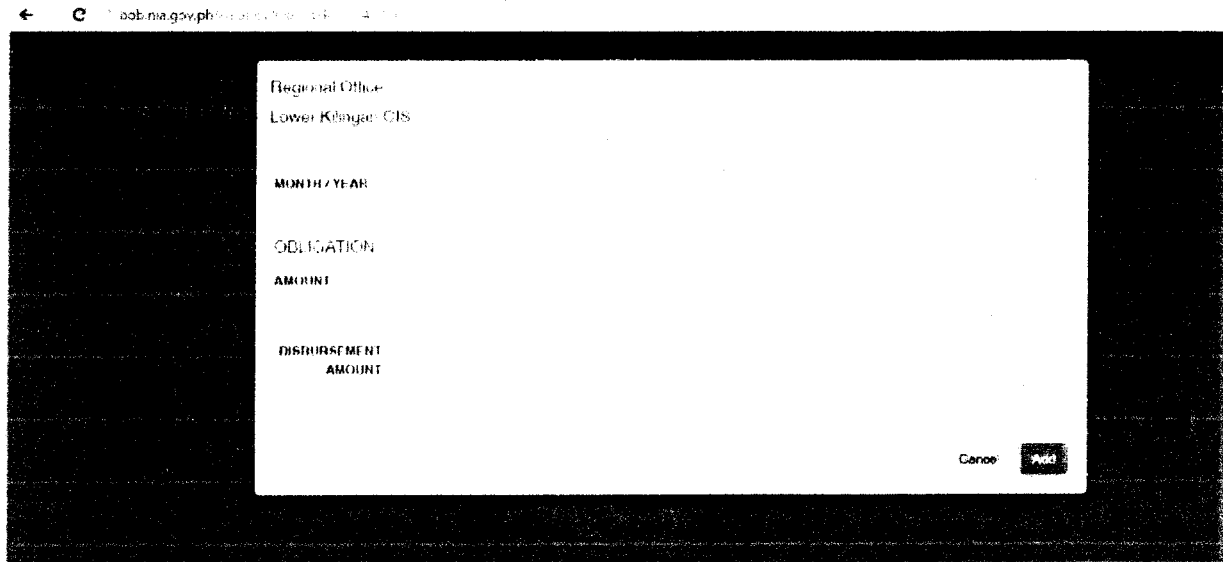




Figure 8 - Add Page

2.2 Type in Month/Year on the provided text box.

2.3 Type in Obligation Amount on the provided text box.

2.4 Type in Disbursement Amount on the provided text box.

2.5 Click  to save entered value. Added details are displayed on the Obligation and Disbursement table.

Click  to cancel adding details and return to Obligation and Disbursement Encoding Page.

3. To Edit Obligation and Disbursement Details

3.1 Click  to Edit details.

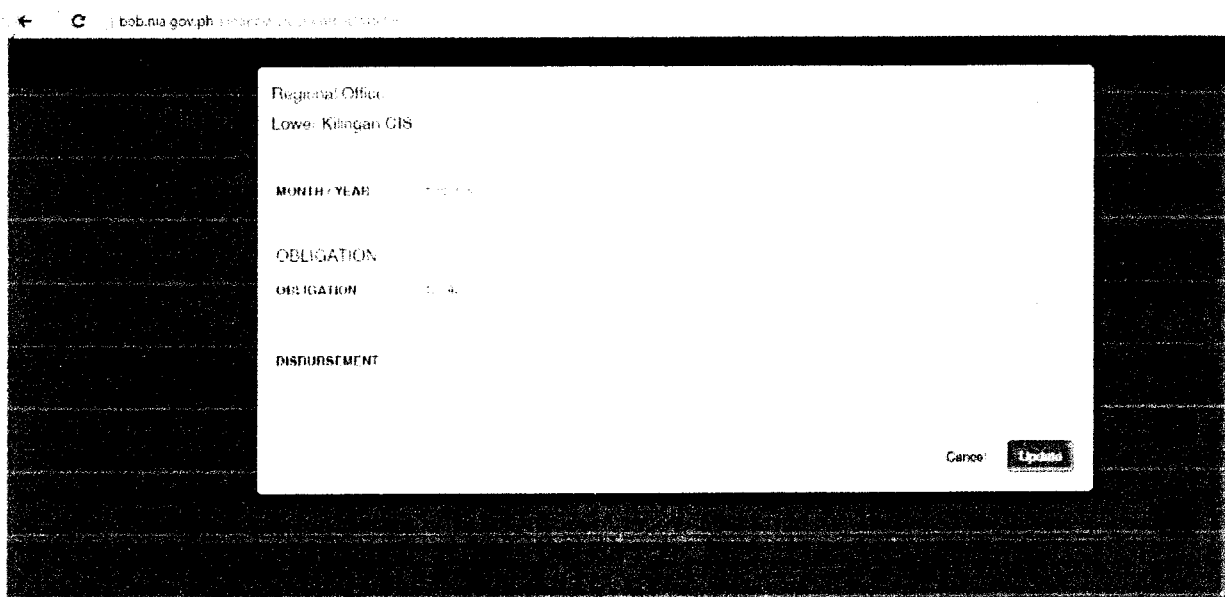


Figure 9 - Edit Page

3.2 Edit value of Obligation and Disbursement Details.

3.3 Click **Update** to save edited value.

Click **Cancel** to cancel editing details and return to Obligation and Disbursement Encoding Page.

4. Click **Back** to return to List of Project Page.

Physical Accomplishment Main Page



The National Irrigation Administration (NIA) is a government-owned and controlled corporation primarily responsible for irrigation development and management. It was created under Republic Act (RA) 3601 on 20 June 1963. Its charter was amended by Presidential Decree (PD) 552 on 11 September 1974 and PD 1702 on 17 July 1980. Both increased the capitalization and broadened the authority of the Agency.

NIA's forerunner was the Irrigation Division of the defunct Bureau of Public Works. NIA was placed under the Office of the President (OP) upon its creation. It was attached to the Department of Public Works, Transportation and Communication under PD No. 1 dated 23 September 1972. The issuance also integrated all irrigation activities under the Agency. The Administrative Code of 1987

Figure 10 – Physical Accomplishment Main Page

Project Monitoring Page

Click **Project Monitoring** seen on **Physical Accomplishment Main Page** to show List of Projects.

← ↻ bobnagov.ph

SEA **Project Monitoring** [Home](#) [Physical Accomplishment](#) [Log Out](#)

Index

Search by Subproject

Year	Mainproject	Province	Subproject	Municipality	Allocation (P1000)	Actions
2011	RRP11A	QUEZON	BALAY 11A	Polillo	2000	View
2011	RRP11A	RIZAL	San Mateo RRP	San Mateo	1600	View
2011	RRP11A	BATANGAS	RRP11A	San Jose	500	View
2011	RRP11A	CAVITE	RRP11A - ABIG MARIPOSA 11A	San Jose	4000	View
2011	RRP11A	BATANGAS	RRP11A	Nasipit	180	View
2011	RRP11A	QUEZON	RRP11A	San Francisco	800	View
2011	RRP11A	RIZAL	RRP11A	San Jose	1600	View
2011	RRP11A	QUEZON	Mangrove Rehabilitation CUS	San Jose	3500	View
2011	RRP11A	CAVITE	RRP11A	San Jose	800	View
2011	RRP11A	ANTIPHO CITY	Kay Sakat CUS	Antipho	3000	View
2011	RRP11A	LAGUNA	Tugbohan CUS	San Jose	1000	View
2011	RRP11A	BATANGAS	San Jose RRP	San Jose	500	View
2011	RRP11A	LAGUNA	San Jose RRP	San Jose	7000	View
2011	RRP11A	CAVITE	Kay-Akita RRP	Mangrove	8000	View
2011	RRP11A	LAGUNA	San Jose RRP	San Jose	210	View

Figure 11 - List of Project Page - Physical

1. Click  to display encoding page.

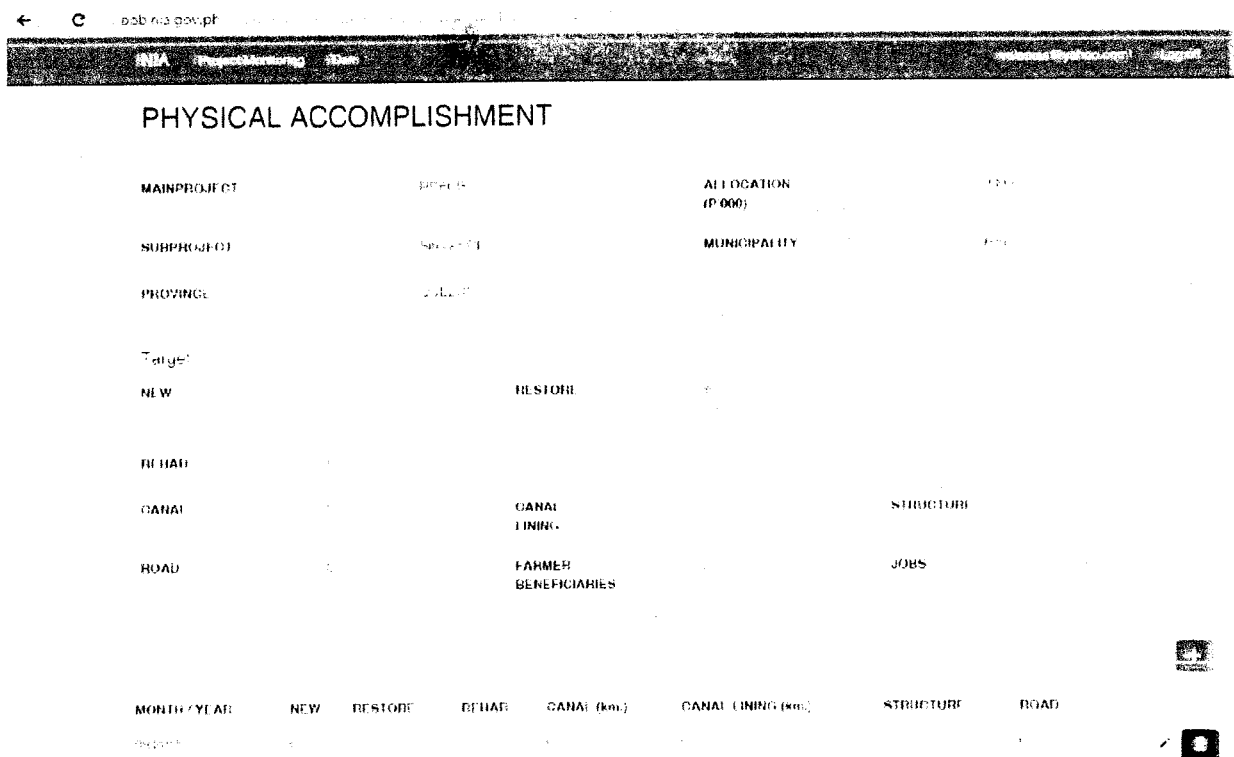


Figure 12 - Physical Accomplishment Encoding Page

2. To Add Physical Accomplishment

2.1 Click  to Add details.

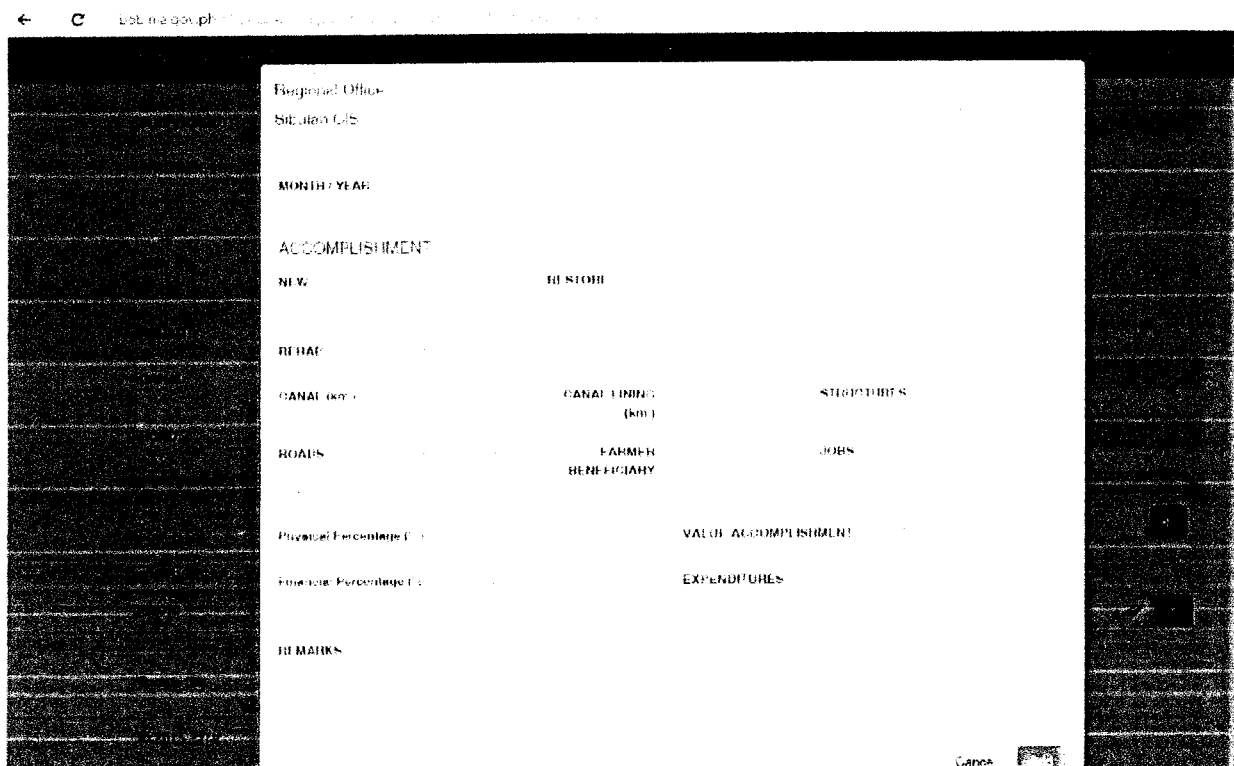


Figure 13 - Add Page

2.2 Type in Month/Year on the provided text box.

2.3 Type in value for the following Accomplishment on the provided text box.

- ☐ New
- ☐ Restore
- ☐ Rehab
- ☐ Canal
- ☐ Canal Lining
- ☐ Structures
- ☐ Roads
- ☐ Farmer Beneficiary
- ☐ Jobs

2.4 Type in value for Physical and Financial Percentage on the provided text box. Value Accomplishment and Expenditures is automatically generated.

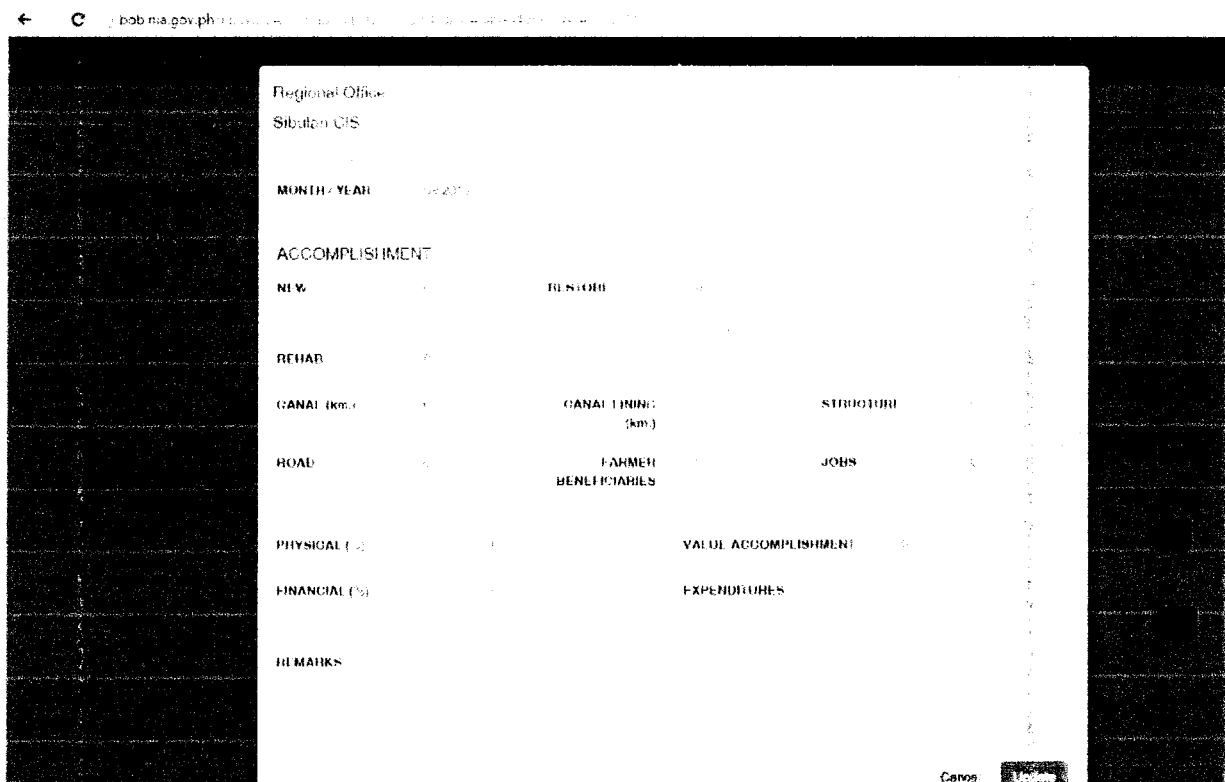
2.5 Type in Remarks on the provided text box.(Optional)

2.6 Click **Add** to save entered value. Added details are displayed on the Physical Accomplishment table.

Click **Cancel** to cancel adding details and return to Physical Accomplishment Encoding Page.

3. To Edit Physical Accomplishment

3.1 Click  to Edit details.



← C | bob.nia.gov.ph | Regional Office: Sibulan GIS

MONTH / YEAR Jan 2017

ACCOMPLISHMENT

NEW RESTORE

REHAB

CANAL (km.) CANAL LINING (km.) STRUCTURE

ROAD FARMER BENEFICIARIES JOBS

PHYSICAL (%) VALUE ACCOMPLISHMENT

FINANCIAL (%) EXPENDITURES

REMARKS


Cancel Update

Figure 14 - Edit Page

3.2 Edit value of Physical Accomplishment Details.

3.3 Click **Update** to save edited value.

Click **Cancel** to cancel editing details and return to Physical Accomplishment Encoding Page.


4. Click  to delete record of Physical Accomplishment.

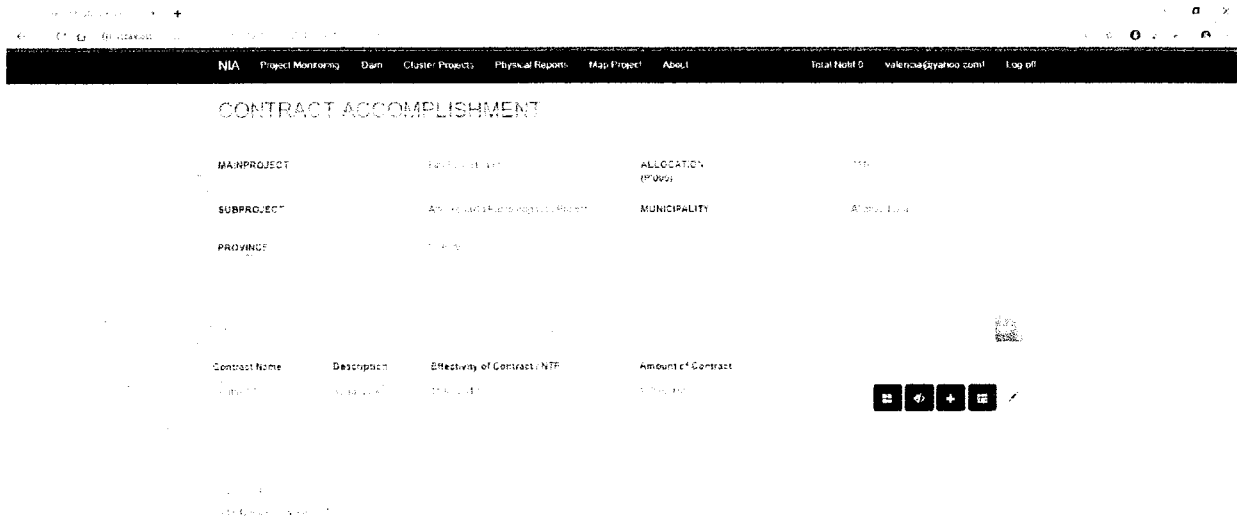
MONTH/YEAR	NEW	RESTORE	REHAB	CANAL (km.)	CANAL LINING (km.)	STRUCTURE	ROAD
01/2015	1	0	0	0	0	0	0

Figure 15 - Delete Page

5. Click  to return to List of Project Page.

Contract Monitoring Page


- Click  seen on **Physical Accomplishment Main Page** to show List of Projects.
- Select from the list of projects and click Contract.
- Contract Accomplishment Page is displayed.

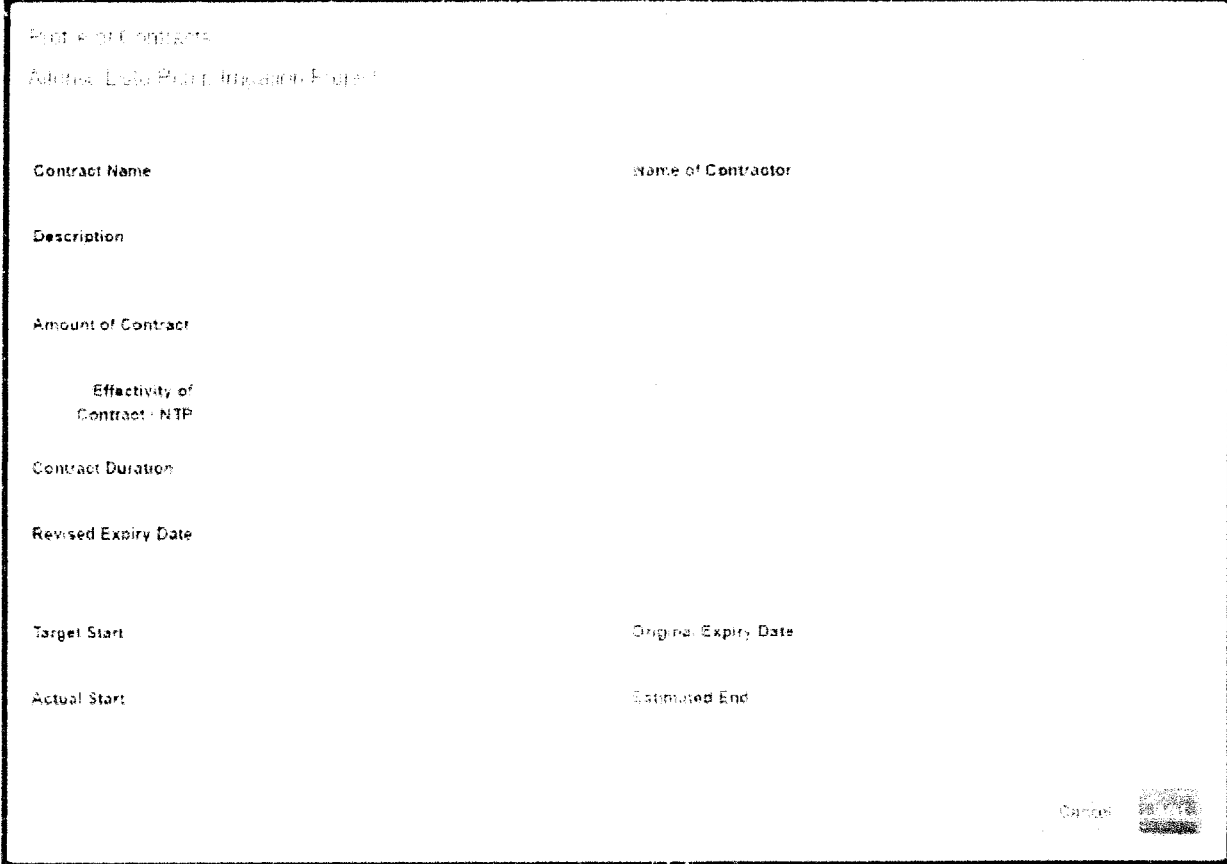


The screenshot shows the 'CONTRACT ACCOMPLISHMENT' page. At the top, there is a navigation bar with links: NIA, Project Monitoring, Dam, Cluster Projects, Physical Reports, Map Project, and About. The user is logged in as 'valencia@yahoo.com'. Below the navigation bar, there is a table with the following columns: MAINPROJECT, SUBPROJECT, PROVINCE, ALLOCATION (PPO), and MUNICIPALITY. The table contains one row of data. Below the table, there is a section for 'Contract Accomplishment' with a table that has columns: Contract Name, Description, Effectivity of Contract: NTP, and Amount of Contract. The table contains one row of data. At the bottom right, there are icons for print, refresh, add, and delete.

Figure 16 - Contract Monitoring Page

Profile of Contracts

1. Click  to add Profile of Contracts.



Profile of Contracts

Add New Profile of Contracts

Contract Name

Name of Contractor

Description

Amount of Contract

Effectivity of Contract - NTP

Contract Duration

Revised Expiry Date

Target Start

Original Expiry Date

Actual Start


Estimated End

Cancel Save

Figure 17 - Profile of Contracts Page

2. To Add Profile of Contracts

2.1 Type in value for Profile of Contracts on the provided text box.

- 2.2. Click  to save/add Profile Contracts .

3. Click  to Edit data on Profile of Contracts.


Contract Status Accomplishment

1. Click  to add Contract Status Accomplishment.

Profile of Contract	
Add Profile of Contract	
Year	
Month	
Target	
Revised	
Actual	
Remarks	
<input type="button" value="Save"/>	

2. To Add Profile of Contracts

2.1 Type in value for the following Profile of Contracts on the provided text box.

- 2.2. Click  to save/add Profile Contracts Information.

3. Click  to Edit data of Profile of Contracts.


Figure 18 - Contract Status Accomplishment Page

2. To Add Status of Contracts


2.1 Type in value for Status of Contracts on the provided text box.

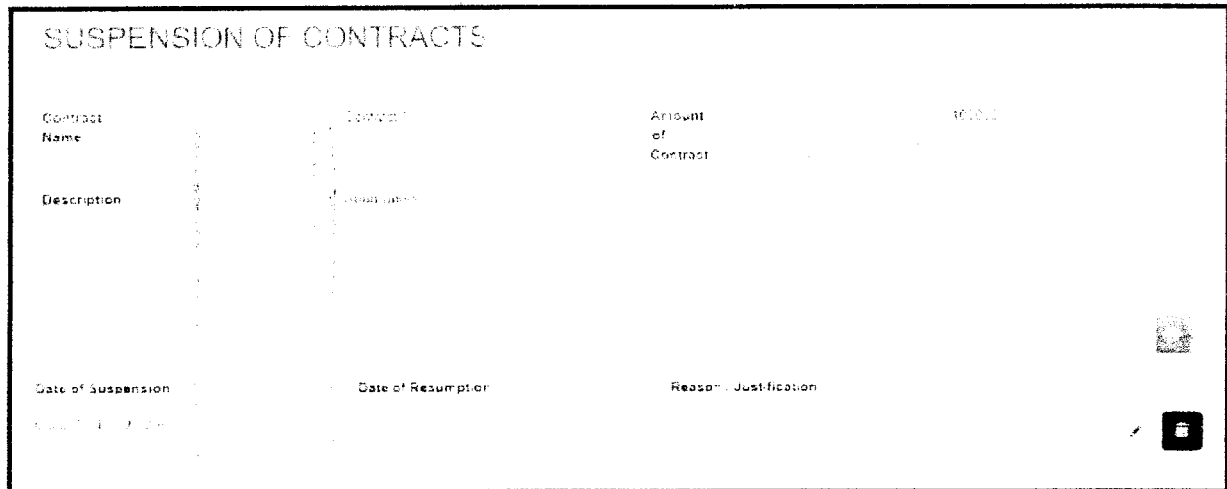
- 2.2. Click  to save/add Status of Contracts.

3. Click  to Edit data on Status of Contracts.

4. Click  to Delete data on Status of Contracts

Suspension of Contracts

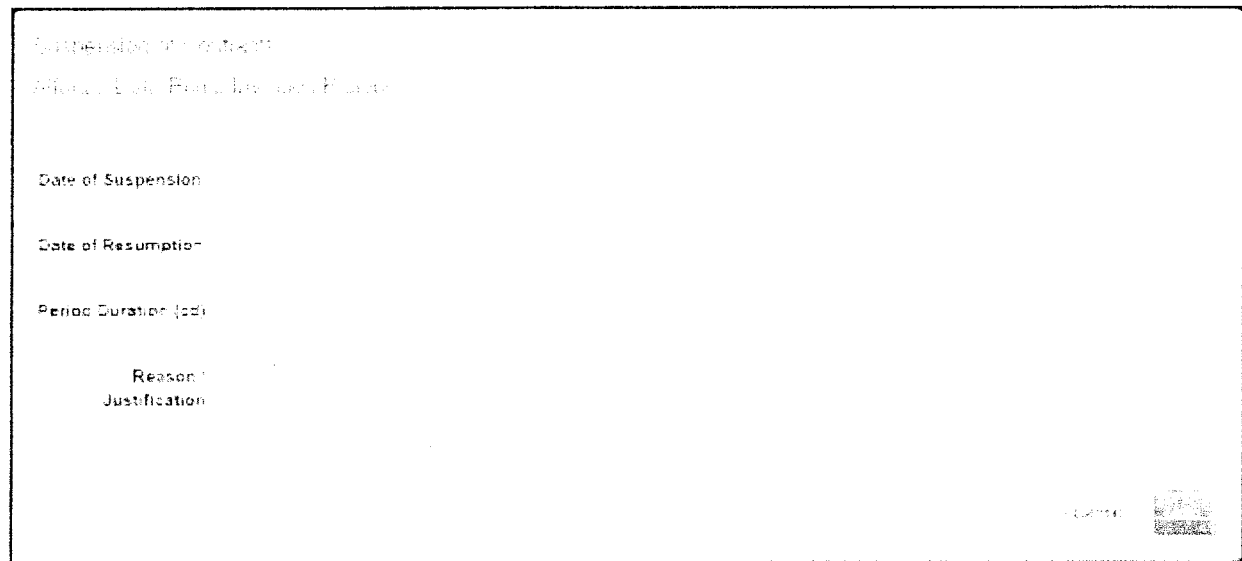
1. Click  to add Suspension of Contracts.



The screenshot shows a web page titled "SUSPENSION OF CONTRACTS". It contains a table with the following columns: Contract Name, Contract ID, Amount of Contract, Description, Contract Label, Date of Suspension, Date of Resumption, and Reason Justification. The table is currently empty. At the bottom right, there are two buttons: an "Add" button with a plus icon and a "Delete" button with a trash icon.

Figure 19 - Suspension of Contracts Page

2. To Add Suspension of Contracts





The screenshot shows a data entry form titled "Suspension of Contract". It includes the following fields: "Contract Name" (with a dropdown arrow), "Amount of Contract" (with a dropdown arrow), "Date of Suspension", "Date of Resumption", "Period Duration (dd)", and "Reason Justification" (a large text area). At the bottom right, there are two buttons: an "Add" button with a plus icon and a "Delete" button with a trash icon.


Figure 20 - Suspension of Contracts Data Entry

- 2.1 Type in value for Suspension of Contracts on the provided text box.



- 2.2. Click  to save/add Suspension of Contracts.

3. Click  to Edit data on Suspension of Contracts.

4. Click  to Delete data on Suspension of Contracts.

Contractor Billing Status

1. Click  to add Contractor Billing Status.

CONTRACTOR BILLING STATUS			
Contract Name	Contract	Amount of Contract	100000
Description	Asphalt Paving		
Amount Billed	Date Applied	Date Received	
10000	05/20/2015 09:00 AM	05/20/2015 09:00 AM	








Figure 21 - Contractor Billing Status Page

2. To Add Contractor Billing Status

Project Name:

Assigned to:

Date Applied	Date Received
Amount Billed	
Remarks	





Figure 22 - Contractor Billing Status Data Entry

2.1 Type in value for Contractor Billing Status on the provided text box.



2.2. Click  to save/add Contractor Billing Status.

3. Click  to Edit data on Contractor Billing Status.

4. Click  to Delete data on Contractor Billing Status.

Dam Inventory Page

1. Click **Dam** button seen on **Physical Accomplishment Main Page**.

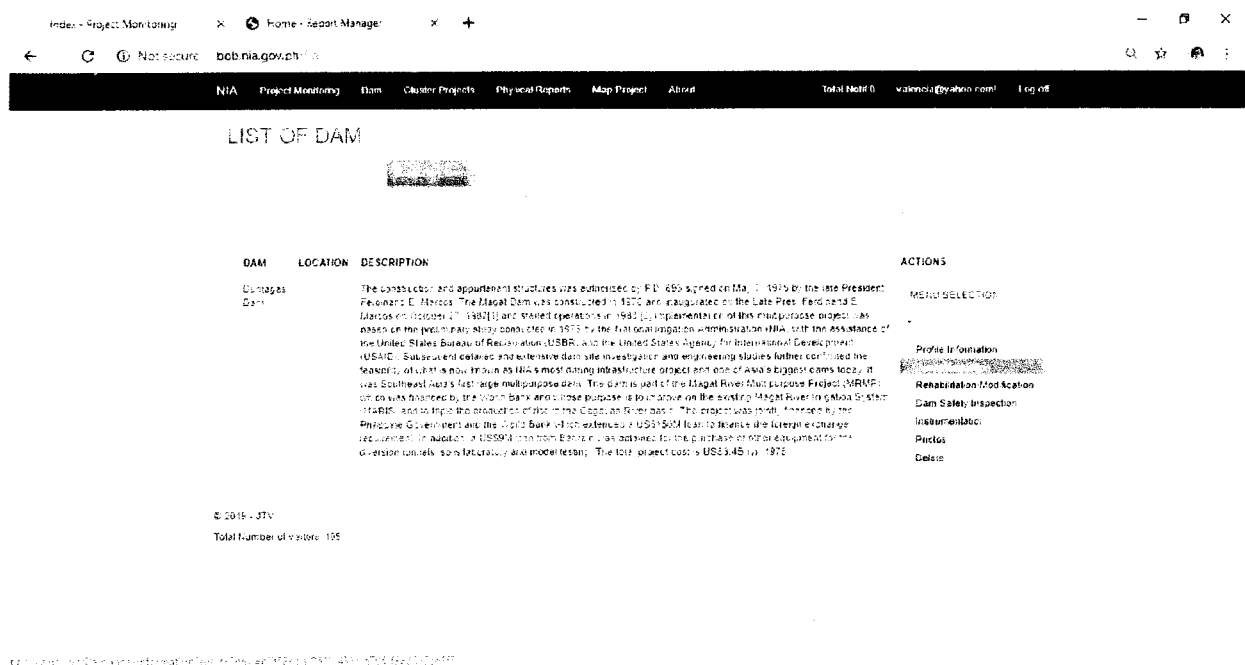


Figure 23 - List of Dam Page

Profile Information

1. Click **Profile Information** button from the Menu Selection.

The screenshot shows the 'Create' form for adding a new dam. The form is titled 'Create' and 'Create a new dam'. It contains several input fields: Name of Dam, Province, Municipality, Location, Type of Dam (based on the function), Service Area (ha), Point of Diversion, Longitude, Latitude, Completion Date, Construction Cost, Source of Water, and Description. A 'Create' button is at the bottom. The page footer shows '© 2019 - JTV'.

Figure 24 - Dam Profile Information Data Entry

2. To Add Dam Profile

2.1 Type in value for Dam Profile on the provided text box.

2.2. Click **Create** to save/add Dam Profile.

Dam Information

1. Click **Dam Information** button from the Menu Selection.

Index/Rebas - Project Monitoring x Home - Report Manager x +

← C Not secure | bob.nia.gov.ph/Dam/Info/Dumagas-Dam/Details/Details.aspx?DamID=100

NIA Project Monitoring New Create Project Page of Report Map Project About Feedback Home

Dumagas Dam

YEAR: 2014

DESIGN CAPACITY: 1000000

CREST LENGTH: 100

Figure 25 - Dam Information Page

Index/Rebas - Project Monitoring x Home - Report Manager x +

← C Not secure | bob.nia.gov.ph/Dam/Info/Dumagas-Dam/Details/Details.aspx?DamID=100

Dumagas Dam

YEAR: 2014

DESIGN CAPACITY: 1000000

CREST LENGTH: 100

APPURTENANCE DETAILS

Type: Dimension

DESIGN CAPACITY: 1000000

CREST LENGTH: 100

GULLET WORKS

Type: Dimension

DESIGN CAPACITY: 1000000

CREST LENGTH: 100

CONSTRUCTION SUPERSON

Type: Dimension

DESIGN CAPACITY: 1000000



CREST LENGTH: 100

DAVELAND

CREST LENGTH: 100

Figure 26 - Dam Information Data Entry

2. To Add Dam Information

- 2.1 Click  to display Dam Information data entry form.
- 2.2 Type in value for Dam Information on the provided text box.
- 2.3 Click  to save/add Dam Information.

Rehabilitation/Modification

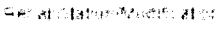
1. Click  button from the Menu Selection.



Figure 27 - Rehabilitation/Modification Page


DATE	REHABILITATION	NATURE OF REVISION

Cancel

Figure 28 - Rehabilitation/Modification Data Entry

2. To Add Rehabilitation/Modification

2.1 Type in value for Rehabilitation/Modification on the provided text box.

2.2. Click  to save/add Rehabilitation/Modification.

Dam Safety Inspection

1. Click  button from the Menu Selection.

Dumagas Dam
DAM SAFETY INSPECTION

DATE
11/4/2016

REMARKS
The dam is in good condition

Save

Figure 29 - Dam Safety Inspection Page


DATE	TYPE OF INSPECTION (PERIODIC/SPECIAL)	Remarks

Cancel

Figure 30 - Dam Safety Inspection Data Entry

2. To Add Dam Safety Inspection

2.1 Type in value for Dam Safety Inspection on the provided text box.

2.2. Click  to save/add Dam Safety Inspection.

Instrumentation

1. Click **Instrumentation** button from the Menu Selection.


INSTRUMENT	LOCATION	REMARKS

Cancel

Figure 31 - Instrumentation Page

2. To Add Instrument

2.1 Select Instrument from the drop down box.

2.2. Click  to save/add Instrument on the list.

3. To Add Instrument Details

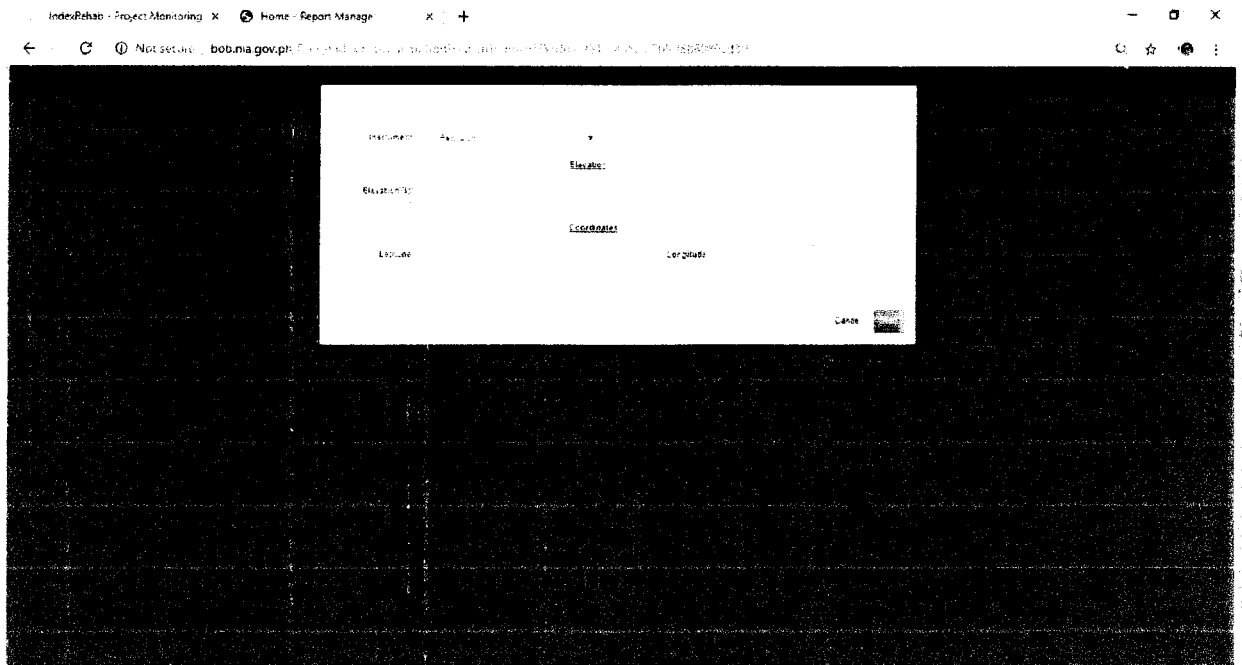


Figure 32 - Instrument Data Entry

3.1 Type in value for selected Instrument.

3.2 Click  to save/add Instrument Details.

4. Instrument Reading

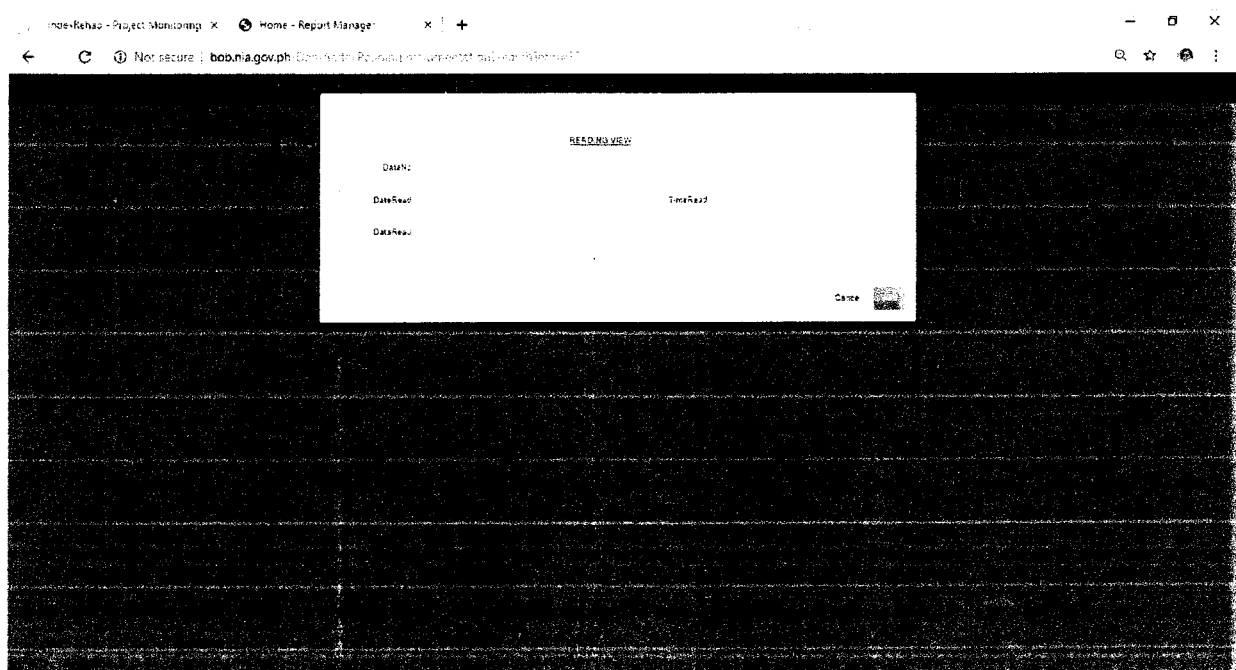


Figure 33 - Instrument Reading Data Entry