

## Client's Interface

To apply for a legal service through the university's website, the client must first visit the website and agree to the terms and conditions.

University of Southeastern Philippines  
Legal Services Center - Case Management System

**Important Note**

**For Appointments:**  
The Legal Services Center is available every Monday-Friday from 08:00am-05:00pm and on Saturday by appointment.

**Note:**  
Appointments are subject to the availability of the Attorney, Staff, and Students.

**Application for Legal Services Services**

Please complete all the questions in this form

1. Requested Legal Services

Select Here

**Attention!**

For applying at Legal Services Center your Personal Information are needed. By clicking Continue, you agree to the University of Southeastern Philippines' Data Privacy Statement.

Continue

Terms and conditions of University of Southeastern Philippines' Data Privacy Statement

## Application for Legal Services Page

After agreeing to the terms and conditions, the client can choose which legal service they would like to apply for.

University of Southeastern Philippines  
Legal Services Center - Case Management System

**Important Note**

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Appointments are subject to the availability of the Attorney, Staff, and Students.

**Application for Legal Services Services**

Please complete all the questions in this form

1. Requested Legal Services

Notarization

Select Here

Notarization


Legal Consultation

Litigation Assistance

Settlement/Mediation

These are the legal services that the LSC offers.

Once the desired legal service has been selected, the client will need to fill out and submit an application form.

**University of Southeastern Philippines**  
Legal Services Center - Case Management System

**Important Note**  
**For Appointments:**  
The Legal Services Center is available every Monday-Friday from 08:00am-05:00pm and on Saturdays by appointment.  
**Note:**  
Appointments are subject to the availability of the Attorney, Staff, and Students.

Important notes that the clients must know.

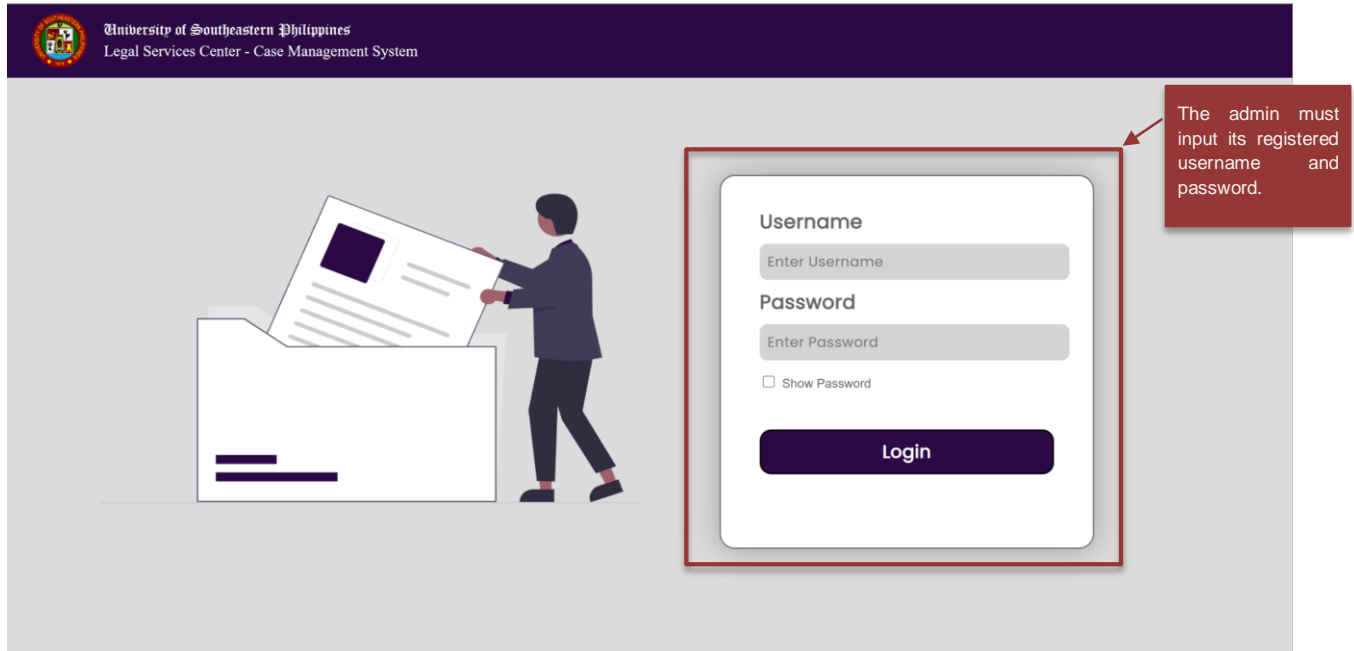
**Application for Legal Services Services**  
Please complete all the questions in this form  
**1. Requested Legal Services**  
Litigation Assistance  
**2. Personal Details**  
\* First name Middle name \* Last name Suffix  
Enter First Name Enter Middle Name Enter Last name e.g. Jr., III  
\* Date of Birth: \* Gender \* Sector \* Residence  
mm/dd/yyyy Select Select Select  
\* Address  
Enter your Address  
\* Cellphone Number \* Email Address \* Classification  
e.g. 09xxxxxxxxx Enter your email Select  
\* Supporting Documents  
e.g. Police Blotter, Barangay Certificate, ...  
-- Only for Litigation Assistance Request --  
\* Highest Educational Attainment \* Currently Employed \* Specify  
Enter highest educational attainment Select Select  
\* Family Monthly Income: ₱ \* Case Category \* Referred by  
Select Select Enter the Name here  
\* Brief Description of the Case  
\* Select a date for appointment  
mm/dd/yyyy  
Submit

Information that clients need to fill-out.

## Admin's Interface

### Login Page

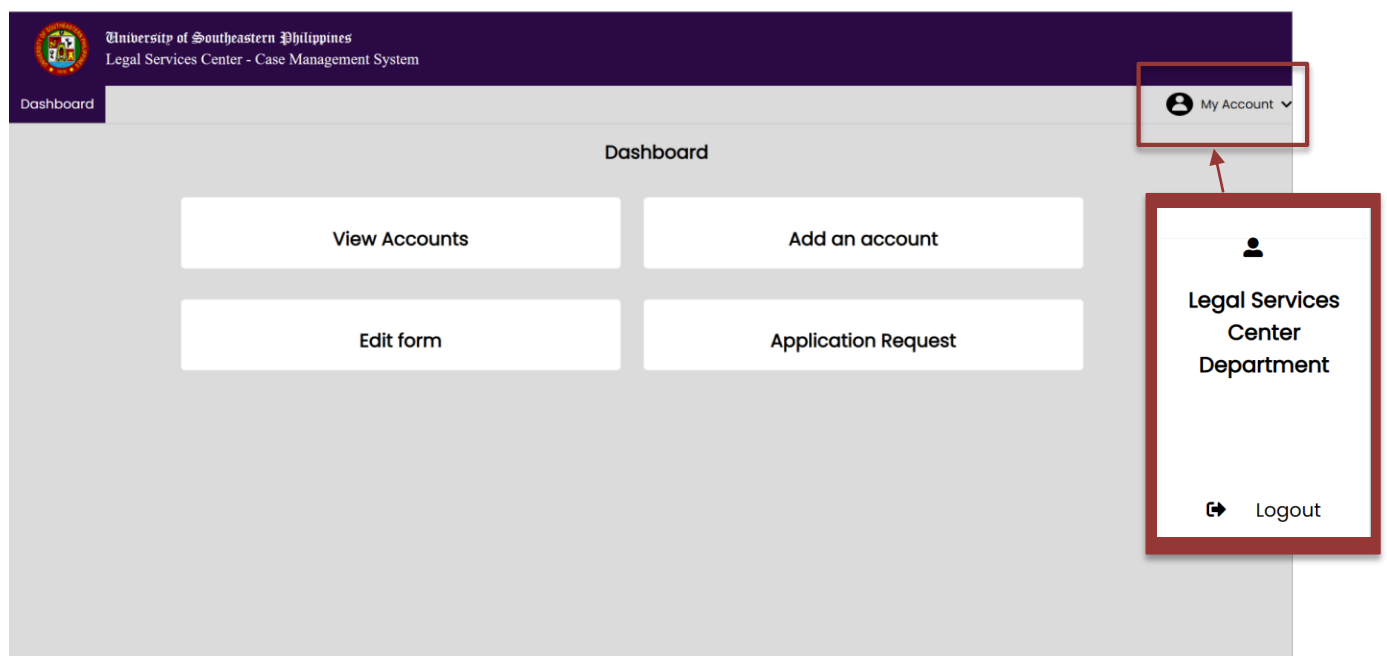
To gain administrative access to the system, the user must first log in.



The screenshot shows the login page of the University of Southeastern Philippines Legal Services Center - Case Management System. The page features a dark purple header with the university's logo and name. On the left, there is an illustration of a person in a suit placing a document into a folder. On the right, a white login form is highlighted with a red border. The form contains fields for 'Username' and 'Password', each with a placeholder text 'Enter Username' and 'Enter Password' respectively. Below the password field is a checkbox labeled 'Show Password'. A dark purple 'Login' button is at the bottom of the form. A red callout box with an arrow pointing to the login form contains the text: 'The admin must input its registered username and password.'

### Admin Dashboard

After the admin user logs into the system, they will typically be redirected to the dashboard page. The dashboard page displays View Accounts, Edit Form and Add an account options.



The screenshot shows the admin dashboard of the University of Southeastern Philippines Legal Services Center - Case Management System. The page has a dark purple header with the university's logo and name. Below the header, the word 'Dashboard' is displayed. The main content area contains four white buttons: 'View Accounts', 'Add an account', 'Edit form', and 'Application Request'. On the right side, there is a user profile dropdown menu highlighted with a red border. The dropdown menu shows a user icon, the text 'My Account', and a downward arrow. Below this, the user's name 'Legal Services Center Department' is displayed. At the bottom of the dropdown menu is a 'Logout' button with a right arrow icon. A red callout box with an arrow pointing to the dropdown menu contains the text: 'The admin must input its registered username and password.'

## To edit admin profile

University of Southeastern Philippines  
Legal Services Center - Case Management System

### Edit Profile

Username  
admin

Password  
.....

Re-enter Password  
Confirm Password

☐ Show Password

UPDATE

Password must contain the following:

- ☒ A lowercase letter
- ☒ A capital (uppercase) letter
- ☒ A number
- ☒ Minimum 8 characters

My Account ▾

Legal Services Center Department

To edit admin profile.

Edit Profile form.

If the admin chooses to navigate the View Accounts, they can view, edit, and delete staff accounts.

## To view accounts

Dashboard

View Accounts

Add an account

Edit form

Application Request

To view user accounts.

### User Accounts

ID	Username	First Name	Last name	Role	Action
7	Jose	Jose Mario	Bello	staff	
6	Maria	Maria	Pineda	staff	
5	Juan	Juan	Dela Cruz	staff	
1	admin	Legal Services Center	Department	admin	

Table for registered staff user account.

## To edit user account

University of Southeastern Philippines  
Legal Services Center - Case Management System

**Edit User Account**

Username:  
Juan

First Name:  
Juan

Last Name:  
Dela Cruz

Role: staff

Password:  
\*\*\*\*\*

☐ Show Password

Edit

Action

To edit user account.

## To delete user account

University of Southeastern Philippines  
Legal Services Center - Case Management System

My Account

**User Accounts**

ID	Username	First Name	Last name	Role	Action
7	Jose	Jose Mario	Bello	staff	
6	Maria	Maria	Pineda	staff	
5	Juan	Juan	Dela Cruz	staff	
1	admin	Legal Services Center	Department	admin	

To delete user accounts.

To add an account for the staff users, the admin can click “Add an account”.

The image shows a web application interface. At the top, a 'Dashboard' section contains four buttons: 'View Accounts', 'Add an account', 'Edit form', and 'Application Request'. The 'Add an account' button is highlighted with a red box, and a red callout box points to it with the text 'To add a new user account.' Below the dashboard is a dark purple horizontal bar. The main content area has a light gray background. On the right side of this area, there is a 'My Account' link with a dropdown arrow. In the center, a white modal form titled 'Add Staff' is displayed, outlined with a red border. This form contains four input fields: 'Enter Username:' (with placeholder 'Username'), 'Enter First Name:' (with placeholder 'First Name'), 'Enter Last Name:' (with placeholder 'Last Name'), and 'Enter Password:' (with placeholder 'Password'). Below the password field is a checkbox labeled 'Show Password'. At the bottom of the form is a dark purple button labeled 'Add User'. A red callout box points to the form with the text 'Add user form.'

Dashboard

View Accounts

Add an account

Edit form

Application Request

To add a new user account.

My Account

### Add Staff

Enter Username:

Username

Enter First Name:

First Name

Enter Last Name:

Last Name

Enter Password:

Password

☐ Show Password

Add User

Add user form.

In the system, the admin user can edit the application forms as needed. To do this, the admin user can click on the "Edit form" option. Once the admin user has finished making their changes, they can save it by clicking the submit button and the changes will be reflected in the live version of the form.

Dashboard

View Accounts

Add an account

Edit form

Application Request

My Account

Edit Form

Gender

Form ID	Description	Action
48	Male	
49	Female	
50	LGBTQ++	
51	Prefer not to say	

Add Gender:

Sector

Form ID	Description	Action
52	PWD	
53	IP	
54	Senior Citizen	
55	Informal Settler	
56	N/A	

Add Sector:

Residence

Form ID	Description	Action
11	Owned	
12	Rented	
13	Staying with relatives	

Add Residence:

Classification

Form ID	Description	Action
57	Employee/CoS Personnel of the UseP	
58	Student of the UseP	
59	Non-Student/Non-Employee of UseP	

Add Classification:

Current Employment

Form ID	Description	Action
43	Yes	
60	No	

Add Employment:

Employment Specification

Form ID	Description	Action
61	Self-Employed	
62	Government Employment	

Add Specification:

To edit information in the form.

The existing information in form that can be deleted.

To add in the form with example.

Add Sector:

To add sector.

**Sector**

Form ID	Description	Action
52	PWD	
53	IP	
54	Senior Citizen	
55	Informal Settler	
56	N/A	
77	Student	

Add Sector:

New sector added successfully!

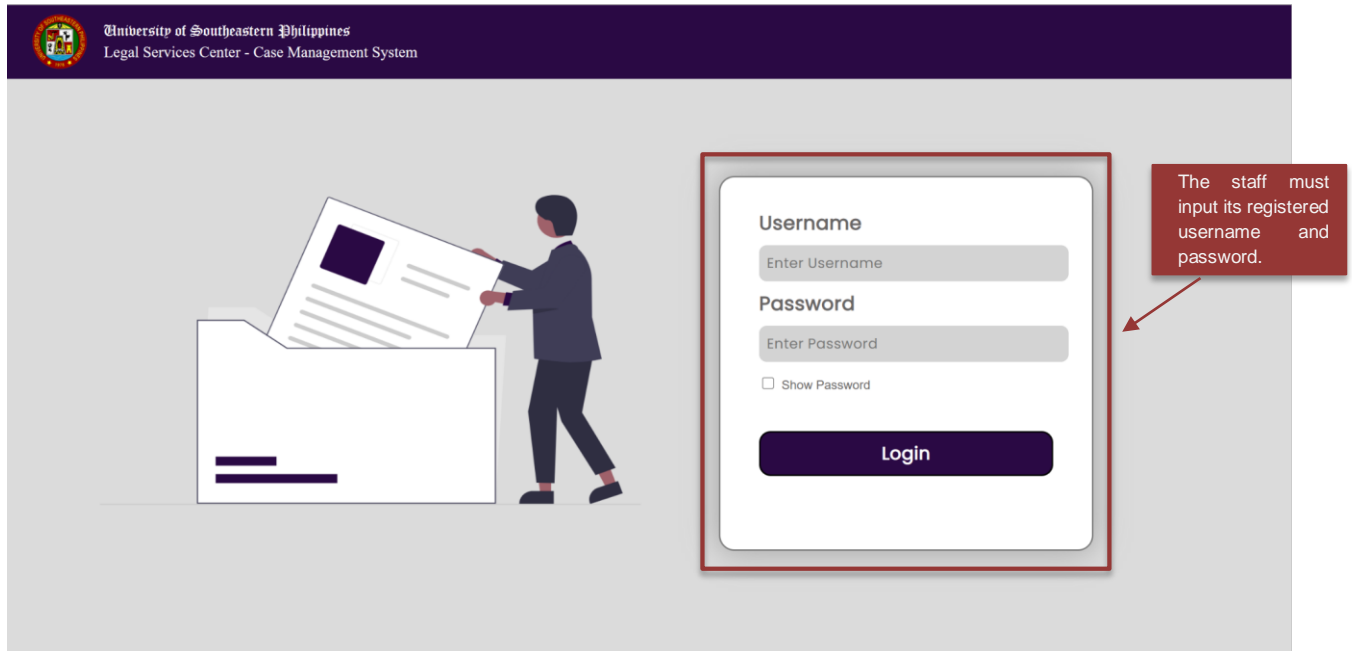
After submitting, the new sector will be added in the form.



## Staff's Interface

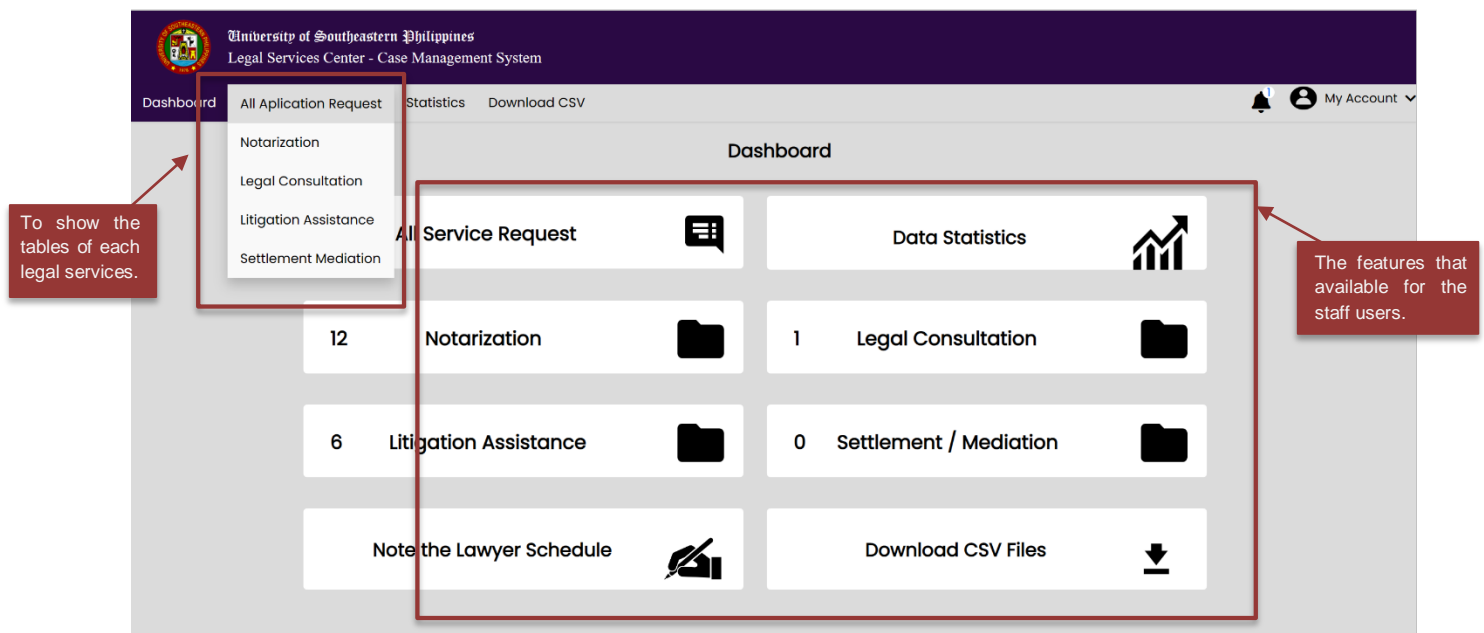
### Login Page

To access the system, the staff user is required to log in to their registered account using their unique login credentials. This ensures that only authorized staff users are able to access the interface and its features.



### Staff Dashboard

After successfully logging in to their registered account, the staff user will be redirected to the dashboard. The dashboard typically provides an overview of the staff's current tasks, recent activity, and any important updates or notifications. From the dashboard, the staff user can access various tools and features to process the application request.



The staff user can receive and show notification of the client's submitted application request.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard | All Application Request | Statistics | Download CSV

Notarization  
Legal Consultation  
Litigation Assistance  
Settlement Mediation

**Dashboard**

All Service Request

Data Statist

16 Notarization

1 Legal Consultation

7 Litigation Assistance

1 Settlement / Mediation

Note the Lawyer Schedule

Download CSV Files

Katherine Cajetas has submitted an application for Litigation Assistance

Show All Activities

To show notification

To show all activities.

University of Southeastern Philippines  
Legal Aid Center - Case Management System

Dashboard | Application Request | Statistics | Download CSV

**All Applications for Legal Aid Services**

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
112	2023-01-04	Cajetas	Katherine Joy	Litigation Assistance	2023-01-12	Pending Approval			
111	2023-01-04	Lambert	Leo	Notarization	2023-01-26	Pending Approval			
110	2023-01-04	Duerme	Zoe Daniel	Legal Consultation	2023-01-17	Pending Approval			
109	2023-01-04	Dela Cruz	Juan	Settlement/Mediation	2023-01-21	Pending Approval			
108	2023-01-04	Reyes	Anita	Settlement/Mediation	2023-01-10	Pending Approval			
107	2023-01-04	Infantes	Maria Clara	Settlement/Mediation	2023-01-21	Pending Approval			
106	2023-01-04	Cajetas	Katherine Joy	Legal Consultation	2023-01-21	Pending Approval			

Katherine Cajetas has submitted an application for Litigation Assistance

Show All Activities

To search for a specific application.

To show all activities.

All application request that are submitted by the client.

To show the submitted Notarization forms, click the “Notarization” tab.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Dashboard

47 All Service Request

23 Notarization

13 Litigation Assistance

Note the Lawyer Schedule

Data Statistics

7 Legal Consultation

4 Settlement / Mediation

Download CSV Files

To show the notarization table.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Notarization

Search by first name, last name, or application ID

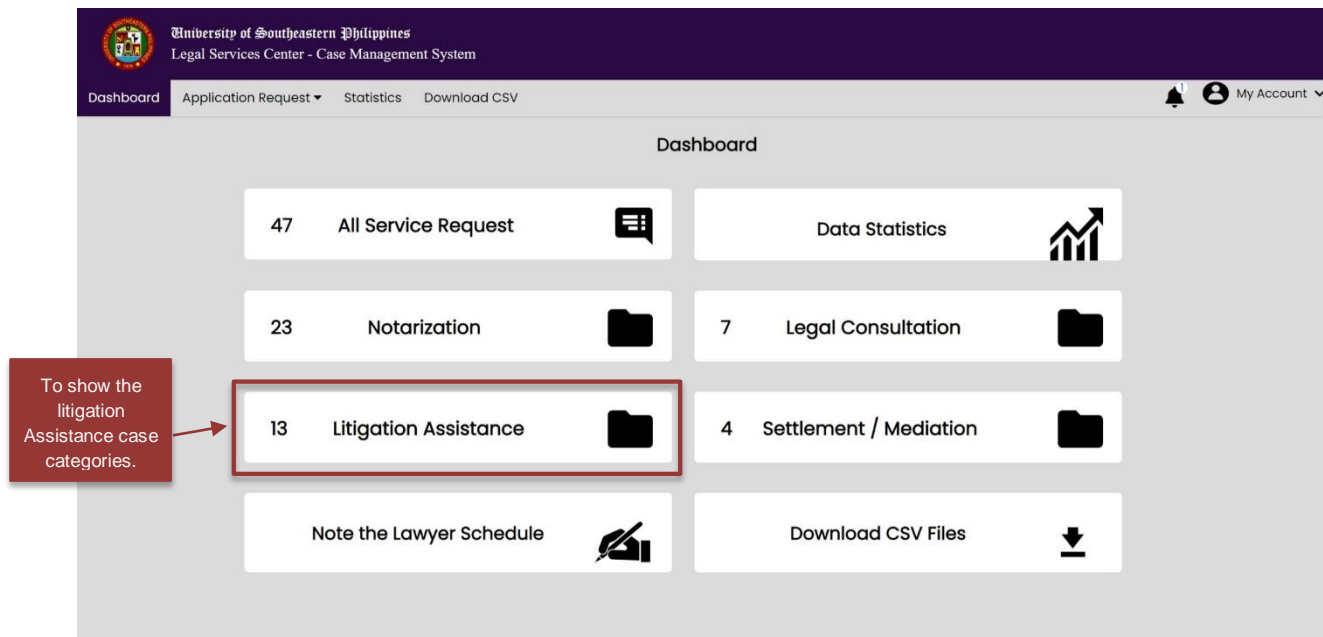
Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
114	2023-01-04	Lee	Samantha	Notarization	2023-01-18	Pending Approval			
111	2023-01-04	Lambert	Leo	Notarization	2023-01-26	Pending Approval			
103	2023-01-04	Cabaobao	Trisha Mae	Notarization	2023-01-13	Pending Approval			
102	2023-01-04	Daguplo	Ivy Alexist	Notarization	2023-01-06	Pending Approval			
86	2023-01-04	Cajetas	Katherine	Notarization	2023-01-30	Active		No	
79	2022-12-29	Bautista	Kailah Shane	Notarization	2022-12-30	Pending Approval		No	
78	2022-12-29	Bautista	Kailah Shane	Notarization	2022-12-22	Pending Approval		No	

To search for a specific application request.

The staff can send email, view and edit application.

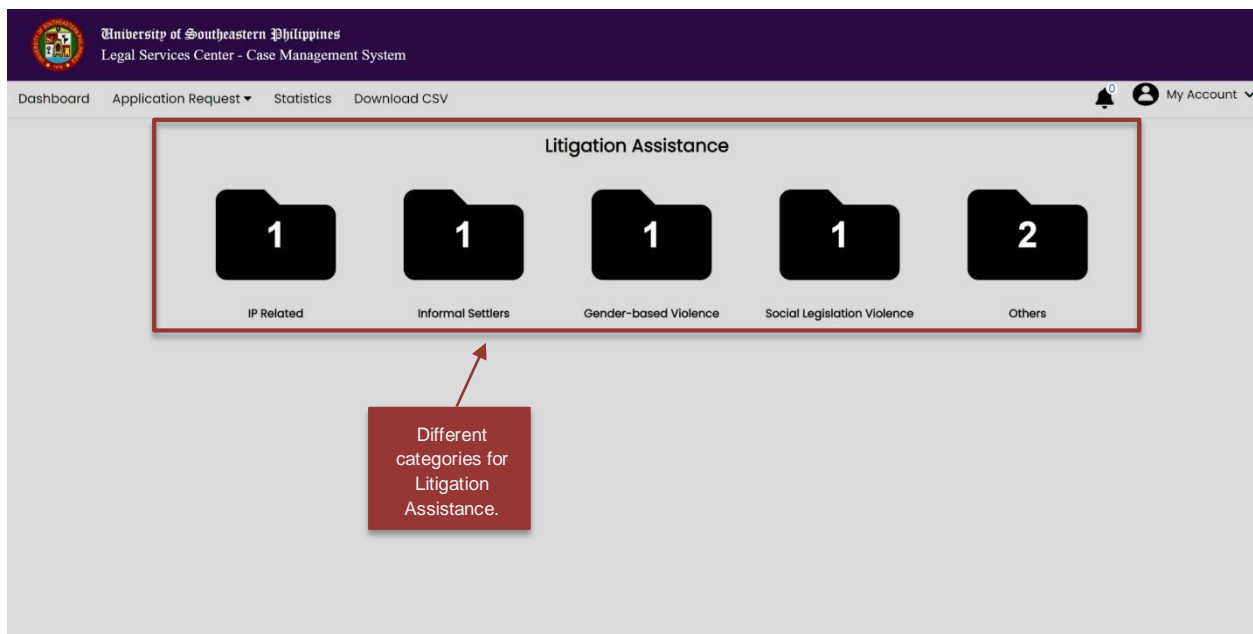
Application request for notarization

To show the different Litigation Assistance case categories, click the “Litigation Assistance” tab




### Litigation Assistance Page

For litigation assistance it caters cases such as gender-based violence, IP related, informal settlers, social legislation violence, and many more.



## IP Related Table




**University of Southeastern Philippines**  
Legal Services Center - Case Management System

Dashboard Litigation Assistance ▾

My Account ▾


### IP Related

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
12	2022-12-05	Lee	Arman	Litigation Assistance	2022-12-05	Approved/Accepted	Accepted. Proceed with the instructions.	Yes	  

Application request table for IP related.

## Informal Settlers Table




**University of Southeastern Philippines**  
Legal Services Center - Case Management System

Dashboard Litigation Assistance ▾

My Account ▾

### Informal Settlers

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
15	2022-12-06	Lee	Arman	Litigation Assistance	2022-12-07	Pending Approval	Follow up the documents	No	  

Application request table for Informal Settlers.







## Gender-based Violence Table

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Litigation Assistance

Gender-based Violence

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
112	2023-01-04	Cajetas	Katherine Joy	Litigation Assistance	2023-01-12	Pending Approval			  
10	2022-12-05	Torres	Kailah Shane	Litigation Assistance	2022-12-19	Pending Approval		No	  

1

Application request table for Gender-based Violence.




## Social Legislation Violence Table

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Litigation Assistance

Social Legislation Violence

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
10	2022-12-06	Cajetas	Katherine Joy	Litigation Assistance	2022-12-19	Pending Approval	Need to follow up documents	No	  

1

Application request table for Social Legislation Violence.










## Others Table

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Litigation Assistance

Others

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
113	2023-01-04	Dela Cruz	Juana	Litigation Assistance	2023-01-27	Pending Approval			  
11	2022-12-05	Torres	Kailah Shane	Litigation Assistance	2022-12-15	Pending Approval		No	  
9	2022-12-05	Cajetas	Katherine Joy	Litigation Assistance	2022-12-19	Pending Approval		No	  

1

Table for other category under litigation assistance.

To show the submitted Legal Consultation forms, click the “Legal Consultation” tab in the dashboard.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Dashboard

47 All Service Request

23 Notarization

13 Litigation Assistance

7 Legal Consultation

4 Settlement / Mediation

Data Statistics

Note the Lawyer Schedule

Download CSV Files

To view Legal consultation table.

## Legal Consultation Page

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Legal Consultation

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
110	2023-01-04	Duerme	Zoe Daniel	Legal Consultation	2023-01-17	Pending Approval			
106	2023-01-04	Cajetas	Katherine Joy	Legal Consultation	2023-01-21	Pending Approval			
105	2023-01-04	Lee	Arman Rex	Legal Consultation	2023-01-20	Pending Approval			
104	2023-01-04	Torres	Kailah Shane	Legal Consultation	2023-01-23	Pending Approval			

Application request for legal consultation table

To show the different Settlement Mediation forms, click the “Settlement Mediation” tab in the dashboard.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Dashboard

47 All Service Request Data Statistics

23 Notarization 7 Legal Consultation

13 Litigation Assistance 4 Settlement / Mediation

Note the Lawyer Schedule Download CSV Files

To view Settlement/ Mediation table.

### Settlement/ Mediation Page

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Settlement/Mediation

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
109	2023-01-04	Dela Cruz	Juan	Settlement/Mediation	2023-01-21	Pending Approval			
108	2023-01-04	Reyes	Anita	Settlement/Mediation	2023-01-10	Pending Approval			
107	2023-01-04	Infantes	Maria Clara	Settlement/Mediation	2023-01-21	Pending Approval			

Application request for settlement/mediation table



To view all the application service request, click the “All Service Request” tab in the dashboard.

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

My Account

### Dashboard

- 47 All Service Request
- Data Statistics
- 23 Notarization
- Legal Consultation 7
- Litigation Assistance 13
- Settlement / Mediation 4
- Note the Lawyer Schedule
- Download CSV Files

## All Applications for Legal Aid Services Page

University of Southeastern Philippines  
Legal Aid Center - Case Management System

Dashboard Application Request Statistics Download CSV

My Account

### All Applications for Legal Aid Services

Search by first name, last name, or application ID

Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
112	2023-01-04	Cajetas	Katherine Joy	Litigation Assistance	2023-01-12	Pending Approval			
111	2023-01-04	Lambert	Leo	Notarization	2023-01-26	Pending Approval			
110	2023-01-04	Duerme	Zoe Daniel	Legal Consultation	2023-01-17	Pending Approval			
109	2023-01-04	Dela Cruz	Juan	Settlement/Mediation	2023-01-21	Pending Approval			
108	2023-01-04	Reyes	Anita	Settlement/Mediation	2023-01-10	Pending Approval			
107	2023-01-04	Infantes	Maria Clara	Settlement/Mediation	2023-01-21	Pending Approval			

## Action Button

The action button in the table will allow the staff user to send an email to the client. By clicking on the action buttons, the staff user will be able to view and edit the client's application request as needed.

To edit application request.

The screenshot shows the 'Edit Application for Legal Services' form within the 'University of Southeastern Philippines Legal Services Center - Case Management System'. The form contains the following fields:

- REQUESTED LEGAL SERVICE: Notarization
- Name of the applicant: Katherine Cajetas
- Application Number: 86
- Select date and time for appointment: 30/01/2023
- Status: Pending approval (dropdown menu)
- Add Remarks: Enter the remarks of the applicant's request (text area)
- Paid: No (dropdown menu)
- Update button

Annotations and callouts:

- Edit application form:** Points to the main form area.
- To edit the application request:** Points to the 'Edit' icon (pencil) in the table header.
- To set application request status:** Points to the 'Status' dropdown menu.
- To set application request payment status:** Points to the 'Paid' dropdown menu.

Below the main form, two detailed views of the dropdown menus are shown:

- Status dropdown:** Options include Approved/Accepted, Pending Approval, Approved/Accepted, Released/Closed, and Active.
- Paid dropdown:** Options include No, Yes, and N/A.

To view application request.

The screenshot displays the 'Application for Legal Aid Services' form. The form includes fields for Application Number (102), Date Submitted (2023-01-04), and Appointment Date (2023-01-06). It also lists the requested legal service as Notarization. The personal details section includes fields for First name (Ivy Alexist), Middle name (Palco), Last name (Daguplo), Suffix, Birthday (2001-07-28), Address (Bo. Obrero Dvo City), Cellphone (09486640224), Email (iapdaguplo@usep.edu.ph), Residence (Owned), Gender (Female), Sector (N/A), Classification (Student of the UseP), Supporting Documents (Valid Government ID), Remarks (Still need to bring requirements), Status (Pending approval), and Paid (No).

**Application for Legal Aid Services**

Application Number: 102 Date Submitted: 2023-01-04

1. REQUESTED LEGAL SERVICE: Notarization Appointment Date: 2023-01-06

2. PERSONAL DETAILS:

First name: Ivy Alexist  
Middle name: Palco  
Last name: Daguplo  
Suffix:  
Birthday: 2001-07-28  
Address: Bo. Obrero Dvo City  
Cellphone: 09486640224  
Email: iapdaguplo@usep.edu.ph  
Residence: Owned  
Gender: Female  
Sector: N/A  
Classification: Student of the UseP  
Supporting Documents: Valid Government ID,  
Remarks: Still need to bring requirements  
Status: Pending approval  
Paid: No

To view the application request

The submitted application form

To send email.

The screenshot shows the 'Action' column of the application management system. A red box highlights the email icon, with a callout indicating 'To view the application request'. Another red box highlights the 'Email sent successfully!' message, with a callout indicating 'Confirmation that the email has been sent.' A third red box highlights the email content, with a callout indicating 'Example of email sent.'

**Legal Service Request Application Update**

Katherine Cajetas <kjscajetas@usep.edu.ph>  
to me

Hi Katherine Joy,

This is to follow up for your legal service application.

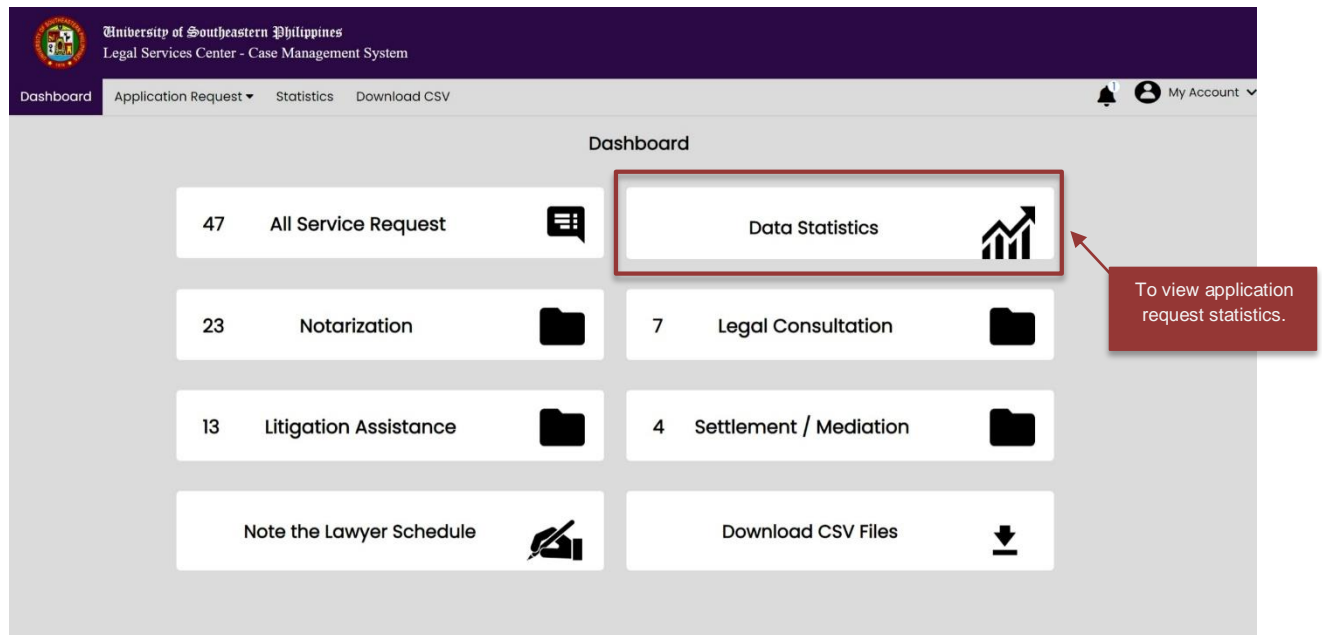
Application Number: 16  
Appointment Date: 2022-12-19

Status: Approved/Accepted

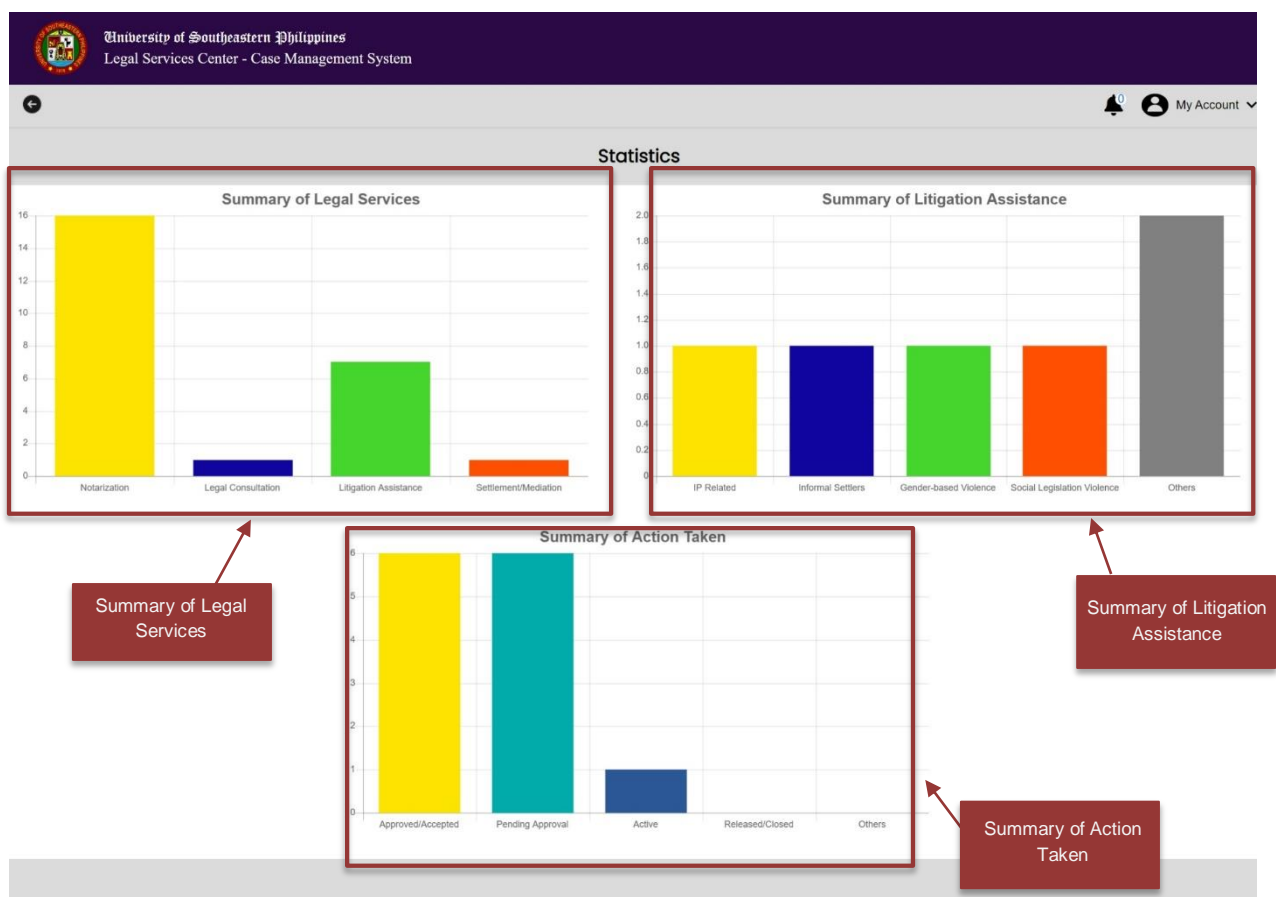
Remarks: Need to go to the office

Regards,  
Legal Service Center

To show the summary of all the submitted application requests, click the “Statistics” button in the dashboard.



## Data Statistics Page



To download the CSV files of the submitted legal applications, click the “Download CSV Files” button

University of Southeastern Philippines  
Legal Services Center - Case Management System

Dashboard Application Request Statistics Download CSV

Dashboard

47 All Service Request Data Statistics

23 Notarization 7 Legal Consultation

13 Litigation Assistance 4 Settlement / Mediation

Note the Lawyer Schedule Download CSV Files

To download CSV files.

## Download CSV Files Page

University of Southeastern Philippines  
Legal Services Center - Case Management System

Download CSV Files

All Application Request CSV Export Notarization CSV Export

Legal Consultation CSV Export Litigation Assistance CSV Export

Settlement/Mediation CSV Export

CSV files that can be downloaded.

Example of downloaded CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Application ID	Legal Service Firstname	Lastname	Middlename Suffix	Birthdate	Address	Cellphone	Email	Residence	Gender	Sector	Classification	Supporting Document	Appointment Date	Education	Employer	Employer Income	Government	Self-Employed	Other
1	116	1	Litigation A Juan	Dela Cruz	Santos	#####	Baguio Day	9.4876+09 jlelacruz@Rented	Female	IP	Student of Ibarangay Certificate	20/01/2023	High School	Yes	Freelance	8/7			
2	115	1	Notarization Juan	Dela Cruz	Santos	#####	Baguio Day	9.4876+09 jlelacruz@Owned	Male	N/A	Student of Valid Government	16/01/2023							
3	112	1	Litigation A Katherine J	Cajetas	Segador	#####	Toril Davao	9.4876+09 kjcajetas@Owned	Female	N/A	Student of Ibarangay Certificate	12/01/2023	High School	Yes	Self-Employed	8/7			
4	110	1	Legal Cons. Zoe Daniel	Duermie	#####	Calinan Dai	9.4876+09 zduermie@Owned	Male	N/A	N/A	Non-Student Barangay Certificate	17/01/2023							
5	109	1	Settlement Juan	Dela Cruz	Santos	#####	Bo. Obrenro	9.55664782 juandela@Rented	Male	N/A	Employee/Ibarangay Certificate	21/01/2023							
6	108	1	Settlement Anila	Reyes	Sentillas	#####	Buhangin D	9.4876+09 anila@gma.Rented	Female	N/A	Non-Student Barangay Certificate	10/01/2023							
7	107	1	Settlement Maria Clara	Infantes	Pepito	#####	Prk. African	9.4876+09 klay@gma.Owned	Female	N/A	Non-Student Barangay Certificate	21/01/2023							
8	106	1	Legal Cons. Katherine J	Cajetas	Segador	#####	Toril Davao	9.5576+09 kjcajetas@Owned	Female	N/A	Student of Ibarangay Certificate	21/01/2023							
9	105	1	Legal Cons. Arman Rex	Lee	Lipat	#####	Tagum City	9.5576+09 arlee@juse.Owned	Male	N/A	Student of Ibarangay Certificate	20/01/2023							
10	104	1	Legal Cons. Kailah Shan	Torres	Sentillas	#####	Buhangin D	9.5576+09 kstortes@Owned	Female	N/A	Student of Ibarangay Certificate	23/01/2023							
11	103	1	Notarization Trisha Mae	Cabaobao	Pepito	#####	Prk. African	9.0956+09 tpmcabaob@Owned	Female	N/A	Student of Ibarangay Certificate	13/01/2023							
12	102	1	Notarization Ivy Alexist	Daguplo	Palco	#####	Bo. Obrenro	9.4876+09 iadaguplo@Owned	Female	N/A	Student of Valid Government	06/01/2023							
13	87	1	Litigation A Katherine	Cajetas	Segador	#####	Davao City	9.55664782 kjcajetas@Staying with rela LGBTQ+	Female	PWD	Employee/Ibarangay Certificate	09/01/2023							
14	86	1	Notarization Katherine	Cajetas	Segador	#####	Davao City	9.55664782 kjcajetas@Rented	Female	Prefer not to list	Student of Ibarangay Certificate	30/01/2023							
15	79	1	Notarization Kailah Shan	Bautista	Torres	#####	Carmen Bay	9.4876+09 jullioria@gr.Rented	Female	Senior Citizen	Student of Ibarangay Certificate	30/12/2022							
16	78	1	Notarization Kailah Shan	Bautista	Torres	#####	Carmen Bay	9.4876+09 iadaguplo@Rented	Female	IP	Non-Student Affidavit	22/12/2022							
17	77	1	Notarization Kailah Shan	Bautista	Torres	#####	Carmen Bay	9.4876+10 jullioria@gr.Rented	Female	PWD	Student of Ibarangay Certificate	14/12/2022							
18	76	1	Notarization Kailah Shan	Bautista	Torres	#####	Carmen Bay	9.4876+10 arlee@juse.Staying With Rel LGBTQ+	Female	IP	Student of Valid Government	17/12/2022							
19	71	1	Notarization Katherine	Cajetas	Segador	N/A	#####	Davao City	9.4876+09 iadaguplo@Owned	Female	IP	Student of Ibarangay Certificate	22/12/2022						
20	70	1	Notarization Gimbong Jr	Bautista	Boret	#####	Carmen Bay	9.4876+09 ascheche@Owned	Male	N/A	Student of Ibarangay Certificate	17/12/2022							
21	72	1	Notarization Katherine J	Cajetas	Rex	#####	333 San Vic	9.5056+09 kstortes@Owned	Male	N/A	Student of Ibarangay Certificate	14/12/2022							
22	17	1	Litigation A Katherine J	Cajetas	Segador	N/A	#####	333 San Vic	9.9836+09 kjcajetas@Rented	Female	IP	Student of Ibarangay Certificate	10/12/2022	High School	Employed	Freelance			
23	15	1	Litigation A Arman	Lee	Rex	#####	Tagum City	9.9836+09 arlee@juse.Staying With Rel	Male	PWD	Student of Ibarangay Certificate	07/12/2022	High School	Employed	Freelance				
24	12	1	Litigation A Arman	Lee	Rex	#####	333 San Vic	9.9836+09 arlee@juse.Rented	Male	PWD	Student of Ibarangay Certificate	09/12/2022	High School	Employed	Freelance				
25	11	1	Litigation A Kailah Shan	Torres	Sentillas	#####	Davao City	9.9836+09 kstortes@Rented	Female	IP	Student of Ibarangay Certificate	15/12/2022	High School	Employed	Freelance				
26	10	1	Litigation A Kailah Shan	Torres	Sentillas	#####	Davao City	9.9836+09 kstortes@Rented	Female	IP	Student of Ibarangay Certificate	16/12/2022	High School	Employed	Freelance				
27	9	1	Litigation A Katherine J	Cajetas	Segador	#####	333 San Vic	9.9836+09 kat@jemail.Rented	Female	Informal Settler	Student of Ibarangay Certificate	16/12/2022	High School	Employed	Freelance				
28	6	1	Notarization Arman	Lee	Rex	#####	Tagum City	9.9836+09 arman@Ben Staying With Rel	Male	IP	Non-Student Valid Government	12/12/2022							
29	2	1	Notarization Katherine J	Cajetas	Segador	S.	#####	333 San Vic	9.9836+09 kat@jemail.Rented	Female	IP	Student of Valid Government	03/12/2022						

To edit the note at the Application form, click the “Note the Lawyer Schedule” tab in the dashboard.

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Dashboard Application Request Statistics Download CSV

Dashboard

47	All Service Request		Data Statistics	
23	Notarization		7	Legal Consultation
13	Litigation Assistance		4	Settlement / Mediation
Note the Lawyer Schedule			Download CSV Files	

To edit the note for the Lawyer schedule

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Note the Lawyer Schedule

Enter office operating hours here:  
The Legal Services Center is available every Monday-Friday from 08:00am-05:00pm and on Saturdays by appointment.


Enter note here:  
Appointments are subject to the availability of the Attorney, Staff, and Students.

Update





Edit note form.

## Search Bar Feature


The search feature will allow the staff user to quickly and easily locate a specific application request within the table. By entering the first name, last name, or id into the search bar, the staff user will be able to filter the table and display only those requests that are relevant to their search.







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### Search Notarization Applications






Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
115	2023-01-04	Dela Cruz	Juan	Notarization	2023-01-16	Approved/Accepted	Lacking documents	No	  


Results for "Juan"




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### Search All Applications



Application ID	Date Submitted	Lastname	Firstname	Request Type	Appointment	Status	Remarks	Paid	Action
No Record Found									

Example showing of no record found.