

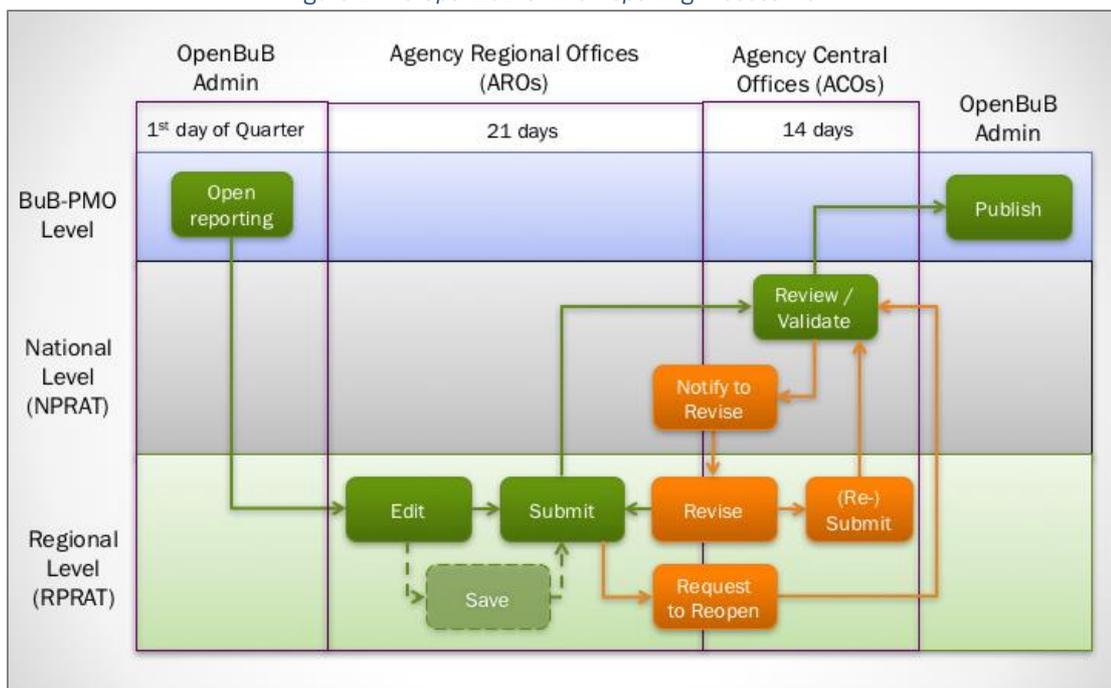
OpenBuB Portal: A User Guide for Online Reporting

I. OVERVIEW OF THE OPENBuB ONLINE REPORTING PROCESS

The OpenBuB Portal (with the URL address of openbub.gov.ph) is an online reporting system designed to monitor the status of implementation of all Bottom-up Budgeting (BuB) projects in the country. In compliance with existing policy guidelines, such as items 4.7.1 to 4.7.8 of the *DBM-DILG-DSWD-NAPC Joint Memorandum Circular (JMC) No. 6, s. 2015 and 6-A, s. 2016*, and items 5.14 and 5.15 of the *DBM-DILG-DSWD-NAPC Joint Memorandum Circular (JMC) No. 7, s. 2015 and 7-A, s. 2016*, all implementing NGAs and participating LGUs shall submit quarterly progress reports of the status of their BuB project implementation through the OpenBuB Portal.

The process flow of the online reporting for the OpenBuB Portal is shown as Figure 1 below. The online reporting process involves project reporting and monitoring at three levels (regional, national and PMO levels). There are three primary user groups that participates in the online reporting process—the Central and Regional Offices of implementing NGAs and the OpenBuB Admin Team, which is responsible for the management and administration of the portal. The different levels are shown horizontally while the different user groups are shown vertically.

Figure 1 The OpenBuB Online Reporting Process Flow



The online reporting process is conducted on a quarterly basis wherein report submission and validation is done every quarter of a particular reporting year. The process starts with the OpenBuB Admin team opening the portal for reporting at the first day of the reporting quarter. Prior to this, both the ACOs and their AROs are provided an indicative schedule of the online reporting for the year as part of the issuance of the JMC. The schedule for the 2016 Online Reporting is shown as Table 1 below.

Table 1 The 2016 OpenBuB Online Reporting Schedule

Quarter	Report submission (21 days)	Report validation (14 days)
Q1	April 4 – 24*	April 25 – May 8*
Q2	July 4 – 24*	July 25 – August 8*
Q3	October 3 – 23*	October 24 – November 7*
Q4	January 1 – 21, 2017	January 22 – February 4, 2017

*Actual dates

Immediately following the opening, the AROs are given a total of twenty-one (21) calendar days¹ to update on the progress and submit the status of their respective BuB projects for that quarter. Extension of the duration of the reporting period is sometimes given whenever the portal encounters minor bugs, glitches or errors. After the 21-day period has elapsed, the ACOs are given a total of fourteen (14) calendar days to conduct their validation of projects that were submitted by the AROs. During this time, ACOs will have to review and validate all submitted projects. The ACOs also has the options to notify the AROs to revise their submission (should it be deemed necessary). The ACOs can also grant requests made by AROs to reopen their submitted projects should they deem so.

Once the 14-day validation period has passed, the OpenBuB Admin Team publishes the newly updated reports in the OpenBuB Portal, which will then be available for viewing by the general public via the Projects Tab. It is important to note that each BuB project has its own **Date Updated** which displays the most recent date the said project has been updated. This will be further elaborated in the next section.

II. GLOSSARY OF TERMS

A. User Types

There are six (6) types of users for the OpenBuB portal. Each type has a specific role and responsibility that makes each user vital to the integrity and accuracy of the data entered into the portal. Table 2 outlines the different types of users and their respective functions.

It is important to distinguish that the general public can be further categorized into two types of users—those that are registered which has the ability to post comments and give feedback, and those that are not registered who visits the portal for viewing purposes only.

An individual user from each user group is provided an OpenBuB username, password and assigned user type. Accessibility within the portal is determined by the type of user.

¹ The number of days allotted for report submission is system-generated. In case the portal is down due to technical glitches, bugs or system error, the duration of the reporting period may be delayed and/or extended.

Table 2 Types of Users and their Functions

User Type	Roles and Responsibilities	User Group
Admin and Superadmin	<ul style="list-style-type: none"> Manages users and their access permissions Performs site updating if necessary Publishes the reports at the end of quarterly reporting cycles 	OpenBuB Admin Team (BuB-PMO)
Oversight	<ul style="list-style-type: none"> Monitors reporting compliance of agencies 	BuB Oversight Agencies (DBM, DILG, DSWD, NAPC, NEDA)
Validator	<ul style="list-style-type: none"> Reviews/validates submitted reports Can open reports which requires re-editing (request-to-reopen) 	Agency Central Offices
Submitter	<ul style="list-style-type: none"> Can access quarterly reports in their respective agency and region only Submits quarterly reports saved by reporters Can save and submit reports on their own Can request submitted reports to be reopened for revision 	Agency Regional Offices
Reporter	<ul style="list-style-type: none"> Can access quarterly reports in their respective agency and region only Can edit and update data Can save reports but not submit them 	Agency Regional Office
Registered User	<ul style="list-style-type: none"> May post comments on projects 	General Public

B. Project Status

All projects stored in the OpenBuB portal are displayed with a corresponding project status. Project implementation can be categorized into six (6) stages. Table 3 shows the different stages of project status with their corresponding operational definition. By default, new projects start out as **Proposed** in the OpenBuB portal.

Table 3 The Six Stages of Project Status

Project Status	Description
Proposed	The project has been proposed under the program but still has to undergo validation by the implementing agency.
Pipelined	The agency has validated the proposed project and preparatory activities are being undertaken, such as preparation of Work and Financial Plans, preparation of documents to be submitted by LGUs and procurement activities (bidding and awarding of project).
On-going	The implementation of the project has started and there is an already a visually verifiable physical accomplishment.

Project Status	Description
Completed	The project has been physically completed.
Dropped	Upon validation by the agency, it has been determined that the project will not be implemented.
No Status	No report received from the concerned implementing agency.

C. Quarterly Reports Tab

This tab can be accessed by Reporters and Submitters by clicking on it beside the Home icon (highlighted in green box). When a Reporter/Submitter clicks the link after logging into his/her account, the user is brought to this page shown as Figure 2. The Quarterly Reports Tab allows the editing, updating, saving and submitting of BuB projects one at a time.

Figure 2 The Quarterly Reports Tab

Username	Role	Agency	Region	Projects	Reports	Saved	Reopened
reporter	Reporter	DA	VII	525	525	1	0

Project year	Project id	Program name	Project type	Project status	NGA Funding allocation	Reporting status
2014	9728	DA VARIOUS PROGRAMS AND PROJECTS		dropped	711,693.00	SAVED

The blue section contains details about the user and counters for number of reports available, saved and reopened for the Reporter/Submitter. The yellow section contains project filters that can be used in changing views and editing. The red section displays the list of BuB projects available for the Reporter/Submitter. These are the projects being implemented by their agency in the region. Users can only access projects implemented by their agency within their region. Upon clicking on a project title, the page expands to show the details of that project as shown below.

Figure 3 Project Report Editing (Expanded View)

Project Year	Project ID	LGU	Program Name	Project Type	Project Status	Allocated Budget	Reporting Status
2016	2647	BALER (CAPITAL)	DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)	LIVELIHOOD	Completed	₱500,000	Validated

District	Province	Region
LONE	AURORA	III

LGU Counterpart Fund	Date of Last Update	Last Change By
₱125,000	02/08/2016	DOLE-CENTRAL-02

Annual NGA Funding	Quarterly Cumulative Disbursement	Project Status
500,000	6,100	Completed

Implementation Mode	Fund Transfer From NGA to LGU
NGA	

Extra Field 1
write extra 1

Remarks
write remarks here

In the figure shown above, the project details that are highlighted in yellow are pre-filled and cannot be edited. These are the following:

Table 4 Project Details That Are NOT Available for Editing

Heading	Description
Project Year	The year of when the project is implemented (also fiscal year)
Project ID	System-generated ID number for the project
LGU	The LGU where the project is being implemented
Program Name	The name of the program which the project belongs to
Project Type	The type of project being implemented
Project Status	The status of the project in the previous reporting quarter
Allocated Budget	The allocated budget for the project as stated in the GAA
Reporting Status	Tells the current status of reporting for the project
District	The district where the project is being implemented
Province	The province where the project is being implemented
Region	The region where the project is being implemented
LGU Counterpart Fund	The proposed LGU counterpart fund for the project as stated in the submitted and approved LPRAPs

The area of concern for Reporters/Submitters are highlighted in green. All fields under this section should be updated and filled-up by Reporters and/or Submitters during the reporting period based on the status of the project implementation for the reporting quarter. Table 5 summarized the project details that must be updated and submitted by Reporters and Submitters. As the following are updated, details for the **Date of Last Update** and **Last Change By** are automatically filled-up once the Reporter/Submitter has started to edit the project:

Table 5 Project Details for Updating by Reporters/Submitters

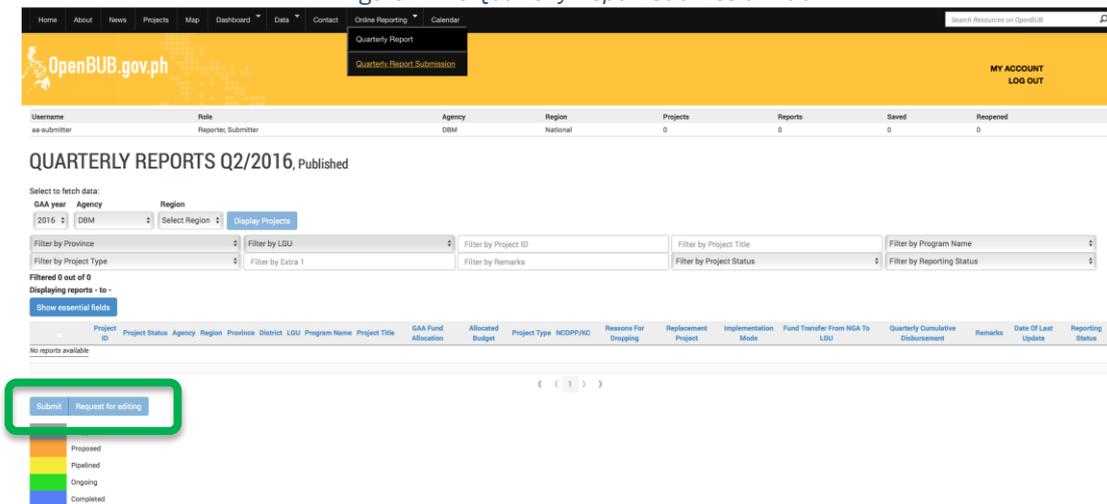
Heading	Description	Format
Actual NGA Funding	Finalized funding as known after procurement	Currency should be written in the following format: x,xxx,xxx.xx (with no spaces)
Quarterly Cumulative Disbursement	The total cumulative amount that has been disbursed	Currency should be written in the following format: x,xxx,xxx.xx (with no spaces)
Project Status	The current status of implementation of the project for the current reporting quarter	Dropdown menu (must choose one)
Implementation Mode	Determines whether the project is being implemented by the agency (NGA) or LGU	Dropdown menu (must choose one)

Heading	Description	Format
Fund Transfer from NGA to LGU	This is the date of check of the first tranche to the LGU from the NGA (if applicable)	If Implementation Mode is: <ul style="list-style-type: none"> • LGU – Use the format <i>MM/DD/YYYY</i> • NGA – Leave blank
Extra Field 1	An extra field used for communicating requests for changes in details that are not available for editing (in yellow)	For requests for changes, use the following format: <ul style="list-style-type: none"> • Project Name: <i>New name of the project</i> • Project Type: <i>New project type</i>
Remarks	An extra field used for communicating requests for deletion of projects (applicable for FY2014 projects only)	For requests for deletion of projects, indicate FOR DELETION (applicable only for FY2014 projects)

D. Quarterly Report Submission Tab

This tab can also be accessed by both Reporters and Submitters in a similar way as the Quarterly Reports Tab: by hovering over the Online Reporting menu tab and clicking on its link. The main difference between the Quarterly Reports and Quarterly Reports Submission tabs is that while the first allows for the submission of projects *one at a time*, the latter allows the Submitters to submit their BuB projects *all at once*. Figure 4 shows a screenshot of what this tab looks like. Please note that only Submitters have access to this tab.

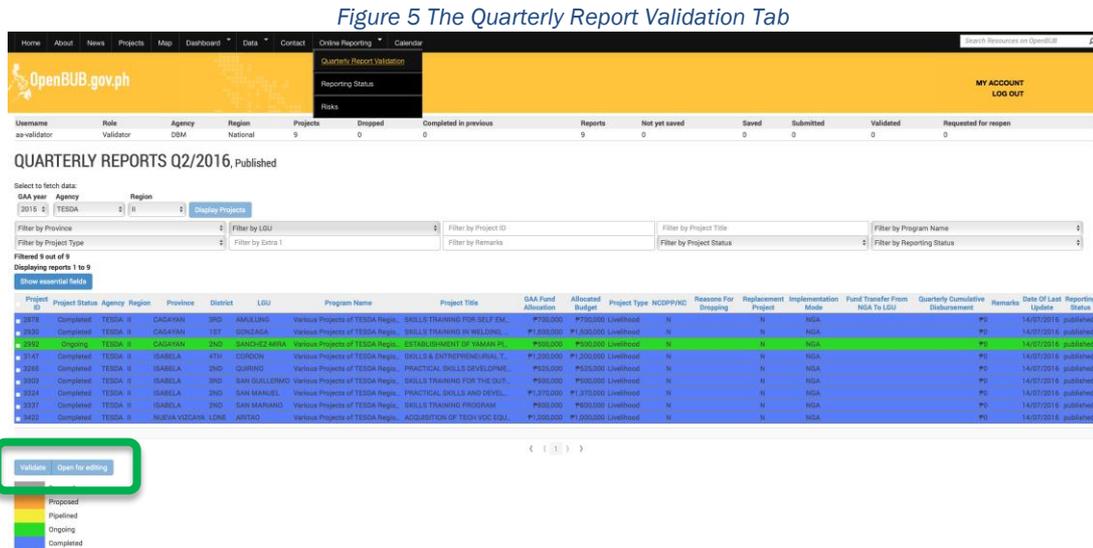
Figure 4 The Quarterly Report Submission Tab



There are two essential buttons within this tab: **Submit** and **Request for editing**. The **Submit** button gives the Submitter the capability to submit ALL BuB projects implemented by his/her agency within their assigned region. The **Request for editing** button allows the user to ask their respective Validators or the OpenBuB Admin/Superadmin to reopen projects that they have already submitted for editing again. The statuses of projects are denoted by colors with the legend key shown at the bottom of the page.

E. Quarterly Report Validation

This tab can be accessed by Validators by hovering the pointer over the Online Reporting menu tab and clicking the Quarterly Report Validation link. This tab allows the Validators to review and validate all submitted projects by the Reporters and Submitters. Projects that were not submitted by the Submitters cannot be validated by the Validators. Figure 5 shows a screenshot of what the validation page looks like. Only Validators have access to this particular tab.



Similar to Quarterly Report Submission tab, the Validation tab has two buttons: **Validate** and **Open for editing**. The Validate button gives the Validator the capability to validate ALL BuB projects submitted by their Submitters from all applicable regions. The **Open for editing** button grants the requests of Submitters to reopen their submitted projects for editing again. Please note that validated projects cannot be reopened for editing. Make sure that before validating, project details are accurate and up-to-date.

F. Reporting Status

This special tab is only accessible to the five oversight agencies of BuB, namely DILG, DBM, DSWD, NAPC and NEDA. The Reporting Status tab serves as a dashboard that provides an overview of the status of reporting compliance across implementing agencies and administrative regions per fiscal year. It shows which agencies have not submitted or validated their projects. This is denoted by a color key which can be summarized below:

Table 6 Legend for Status of Reporting Compliance

Color	Description
Red	No projects submitted (Least desirable)
Orange	At least one project submitted but not all
Blue	All projects submitted but not all validated
Green	All projects submitted and validated (Most desirable)

Figure 6 shows a screenshot of the final status of reporting compliance for 2016-Q2 Reporting Period.

Figure 6 The Dashboard View for Reporting Status

Refresh	ARMM	CAR	I	II	III	IV-A	IV-B	IX	NCR	V	VI	VII	VIII	X	XI	XII	XIII	NCR	
ARMM	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
DA	N/A	99%/99%	✓✓✓	99%/99%	✓✓✓	✓✓✓	✓✓✓	99%/99%	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	99%/99%	0%/0%
DAR	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
DEHR	N/A	0%/0%	99%/99%	✓✓✓	0%/0%	✓✓✓	✓✓✓	99%/99%	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	72%/72%	✓✓✓	0%/0%
DepEd	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
DILG	N/A	99%/99%	✓✓✓	✓✓✓	0%/0%	✓✓✓	✓✓✓	0%/0%	✓✓✓	0%/0%	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	0%/0%
DOE	N/A	N/A	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	N/A	0%/0%	0%/0%
DoH	N/A	0%/0%	✓✓✓	0%/0%	0%/0%	99%/99%	✓✓✓	0%/0%	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	99%/99%	✓✓✓	0%/0%
DOLE	N/A	✓✓✓	✓✓✓	99%/99%	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	99%/99%	45/45%	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	99%/99%	✓✓✓	0%/0%
DOT	N/A	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	N/A	99%/99%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	0%/0%	✓✓✓	0%/0%	0%/0%
DSWD	N/A	✓✓✓	✓✓✓	97%/97%	99%/99%	0%/0%	✓✓✓	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	87%/87%	99%/99%	0%/0%
DTI	N/A	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
NEA	N/A	✓✓✓	✓✓✓	✓✓✓	N/A	✓✓✓	✓✓✓	✓✓✓	N/A	✓✓✓	✓✓✓	✓✓✓	N/A	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	N/A
TESDA	N/A	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	97%/97%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	66%/66%	47%/47%	✓✓✓
BFAR	N/A	0%/0%	✓✓✓	0%/0%	0%/0%	✓✓✓	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	91%/91%	99%/99%	0%/0%	✓✓✓	✓✓✓	0%/0%	0%/0%
DBM	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DILG-LGA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DILG-LGSF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LGSF-CBMS	N/A	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	N/A	✓✓✓	✓✓✓
LGSF-DRRM	N/A	✓✓✓	✓✓✓	0%/0%	0%/0%	0%/0%	✓✓✓	✓✓✓	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	99%/99%	0%/0%	0%/0%
LGSF-EDUCATION	N/A	0%/0%	10/11%	✓✓✓	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%
LGSF-FOOD	N/A	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	84%/84%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	91%/91%	99%/99%	75%/75%
LGSF-HEALTH	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%
LGSF-IRRIGATION	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%
LGSF-LOCAL	N/A	✓✓✓	✓✓✓	0%/0%	0%/0%	✓✓✓	N/A	✓✓✓	N/A	✓✓✓	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	N/A	✓✓✓	0%/0%
LGSF-ROADS	N/A	99%/99%	✓✓✓	0%/0%	0%/0%	✓✓✓	99%/99%	✓✓✓	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	99%/99%	99%/99%	0%/0%
LGSF-WATER	N/A	✓✓✓	✓✓✓	0%/0%	0%/0%	✓✓✓	✓✓✓	✓✓✓	N/A	99%/99%	0%/0%	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	99%/99%	0%/0%	0%/0%
LGU	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0%/0%	N/A	N/A	N/A	N/A	N/A
NAPC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NCIP	N/A	0%/0%	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	N/A	N/A	99%/99%	N/A	N/A	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%
NEA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PhilHealth	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

III. GENERAL INSTRUCTIONS

A. On Project Submission

1. Submitters must submit all their BuB projects available for editing within the allotted twenty-one (21) day period. This includes making changes and updates on the status of their projects.
2. Reporters must save all their BuB projects available for editing within the allotted twenty-one (21) day period given to Submitters. After ensuring that all projects have been saved, they should inform their Submitters that the projects are ready for submission. The Submitters should, in turn, ensure that the updates made by the Reporters are correct and accurate before submitting (pressing the Submit button).
3. Make sure that all BuB projects are submitted. This means that the Reporting Status displayed on each project should read as “Submitted”. If the project has already been completed or dropped, the project must still be submitted.
4. Reporters and Submitters must ensure that the following items are all filled-up and updated before pressing the Submit button. The first five items listed below are mandatory while the last two are optional:
 - Actual NGA Funding
 - Quarterly Cumulative Disbursement
 - Project Status
 - Implementation Mode
 - Fund Transfer from NGA to LGU
 - Extra Field 1 (OPTIONAL)
 - Remarks (OPTIONAL)

5. In filling-up the Actual NGA Funding field, the finalized amount after procurement should be indicated and inputted into the field.
6. In filling-up the Quarterly Cumulative Disbursement, the total cumulative amount that has been disbursed should be indicated. For example, if the total amount already disbursed is 2/3 of a P1-million project, the amount indicated should be 666,666.67.
7. In updating the Project Status, the user must select from a dropdown menu of status where the project falls into. For the working definition of the project statuses, please refer to Item II.B.
8. In updating the Implementation Mode, the user must select who is implementing the project, either NGA or LGU. More importantly, if the project is funded through the Local Government Support Fund (LGSF), the user must select LGU from the menu.
9. In filling-up the Fund Transfer from NGA to LGU, the user must input the date of check of the first tranche to the LGU from the NGA (if the project is being implemented by the LGU). If the NGA is implementing, leave this field blank.
10. If the user wants to request to reopen a project that has already been submitted, the Submitter must tick the checkbox of the project being requested to be reopened in the Quarterly Report Submission tab and click the Request for editing button. The Submitter must inform either their Validators or the Admin/ Superadmin that they have a pending request for reopening. Only submitted projects can be reopened.

B. On Project Validation

1. Validators must validate all the BuB projects under their agencies from all regions (wherever applicable) that were submitted by their Submitters/Reporters within a period of fourteen (14) days immediately after the 21-day reporting phase ends.
2. Prior to clicking the Validate button, the Validators must ensure that the details of the projects being validated are correct and accurate. Once validated, the projects can no longer be reopened for editing.
3. Only submitted projects can be validated by the Validators.
4. Only submitted projects can be requested to be reopened. Validated projects are considered final.
5. If a Validator has granted a request to reopen, s/he must inform the Submitters that their request has been granted. This is to make sure that the reopened projects will be updated and submitted again.

6. Validators also has the capability to directly change details that were available to the Submitters/Reporters for updating (see Table 5). If the Validator wants to change a detail, the user must click on a specific item in the Quarterly Report Validation page and proceed updating. For example, if the Validator wants to change the project status from Pipelined to Ongoing, s/he must click on the status and choose Ongoing from the dropdown menu.
7. Only project details that were available for editing to the Reporters and Submitters will be available for editing to the Validators. Fields in Table 4 are also not available for editing to the Validators.

IV. SPECIAL INSTRUCTIONS

A. FOR BuB PROJECTS UNDER FY2014

1. For this reporting period, the following projects under FY2014 will be open for updating (see Table 7 below). All FY2014 projects that were reported as DROPPED starting the 2016-2nd Quarter Online Reporting or earlier will be LOCKED (not open for updating).

Table 7 Accessibility of FY2014 Projects

Portal accessibility	Status in the portal as of end-Q2 2016 Reporting Period	Special Instructions
Open for editing	Completed	See Item I.B.
	Ongoing	Update as usual
	Pipelined	Update as usual
	Proposed	See Item I.C.
Locked (Not open for editing)	Dropped	

2. For FY2014 projects reported as COMPLETED starting the 2016-2nd Quarter Online Reporting or earlier, make sure to update the items listed in Table 5, especially the Quarterly Cumulative Disbursement and Fund Transfer date.
3. For projects that are requested for deletion, indicate "**FOR DELETION**" in the Remarks field box. Project deletion is only allowed for FY2014 projects.
4. Project replacement is no longer allowed. The **Add Project** function has been disabled across all fiscal years (FY2013-2016) starting the 2016 reporting period. Users can no longer drop and replace, merge or split projects. If, upon implementation, the project has been merged or split, reporters are advised to submit updates to the original project stated in the portal.
5. If there are any changes that need to be made on any items included in Table 4, the users may input their requested changes in the **Extra Field I** box, using the following format: the Heading that needs to be changed followed by the new/updated detail. An example has been given below:

- Project Name: *New name of the project*
 - Project Type: *New project type*
6. For **BFAR and NIA projects for FY2014**, the BFAR and NIA Regional Offices shall forward the project status of their projects to their DA Regional counterparts. The Reporters/Submitters from DA Regional Offices shall be responsible for updating and submitting these projects in the portal.
 7. For **Negros Island Region (NIR) projects in FY2014**, the Agency Regional Offices shall forward the project status of their project to the AROs of Region VI (for Negros Occidental) and Region VII (for Negros Oriental). The Reporters/Submitters from Regional Offices No. VI and VII shall be responsible for updating and submitting these projects in the portal.

B. FOR BuB PROJECTS UNDER FY2015

1. As per Joint Memorandum Circular (JMC) No. 6, replacement, renaming, splitting or merging of **FY2015 BuB projects are not allowed** (Sec. 4.5.5). As such, projects that were dropped and then replaced/split/merged, or projects created by reporters using the decimal rule (12345.1, 12345.01, and 12345.001) were deleted. Reporters and Submitters are advised to update what is displayed in the portal using the details they have on hand.
2. For this reporting period, ALL projects under FY2015 will be open for updating.
3. Even if the project has been previously tagged as Completed or Dropped, please make sure to submit these projects. To save time, Submitters may utilize the SUBMIT ALL function under the Quarterly Report Submission. Projects that were not submitted cannot be validated by Agency Central Offices.
4. Project deletion is not allowed for FY2015 projects. Users are advised to update what is displayed in the portal, which are all based on the GAA.
5. For **BFAR projects for FY2015**, the BFAR Regional Offices shall forward the project status of their projects to their DA Regional counterparts. The Reporters/Submitters from DA Regional Offices shall be responsible for in updating and submitting these projects in the portal.
6. For **Negros Island Region (NIR) projects in FY2015**, the Agency Regional Offices shall forward the project status of their project to the AROs of Region VI (for Negros Occidental) and Region VII (for Negros Oriental). The Reporters/Submitters from Regional Offices No. VI and VII shall be responsible for updating and submitting these projects in the portal.
7. For **LGSF projects for FY2015**, the RPMT shall be responsible for updating and submitting projects to the portal.

8. For **CapDev projects under DILG for FY2015**, the DILG-LGA shall be responsible for updating and submitting projects to the portal.
9. For **FY2015 projects that are fully funded by LGU Counterpart Fund**, the RPMT shall be responsible for updating and submitting projects to the portal.

C. FOR BuB PROJECTS UNDER FY2016

1. Project replacement and deletion are not allowed for FY2016 projects. Users are advised to update what is displayed in the portal, which are all based on the GAA.
2. For this reporting period, ALL projects under FY2016 will be open for updating.
3. Even if the project has been previously tagged as Completed or Dropped OR if it has not changed from its previous status from the last reporting quarter, please make sure to submit these projects as well. To save time, Submitters may utilize the SUBMIT ALL function under the Quarterly Report Submission. Projects that were not submitted cannot be validated by Agency Central Offices.
4. For **LGSF projects for FY2016**, user roles of Reporters/Submitters and Validators from LGSF oversight agencies have been expanded. That is, users from DILG, NAPC, DepEd, NIA, and DoH will have access to these projects to submit and update implementation status. The LGSF type assigned to each oversight agency is shown below.

Table 8 Assignment of Oversight Agencies for LGSF

Oversight Agency	LGSF Type (based on GAA)
DILG	LGSF-DRRM
	LGSF-LOCAL (Others)
	LGSF-ROADS
	LGSF-WATER
NIA	LGSF-IRRIGATION
NAPC	LGSF-CBMS (RCBMS)
	LGSF-FOOD (ICFP)
DepEd	LGSF-EDUCATION
DoH	LGSF-HEALTH

- To access **FY2016 LGSF projects**, click on the drop down option under the Agency box and click on the Display Projects button, as shown below:

The screenshot shows the reporting portal interface. At the top, there are fields for 'GAA year' (2016), 'Agency' (DILG), and 'Region' (NCR). A green box highlights the 'Agency' dropdown menu, which is open and shows 'DILG' selected. A green arrow points to the 'Display Projects' button. Below these fields are several filter options: 'Filter by LGSF Type' (with options LGSF-ROADS, LGSF-DRRM, LGSF-LOCAL, LGSF-WATER), 'Filter by LGU', 'Filter by Project ID', 'Filter by Project Title', 'Filter by Program Name', 'Filter by Extra 1', 'Filter by Remarks', 'Filter by Project Status', and 'Filter by Reporting Status'. Below the filters, there are 'Previous 20 reports' and 'Next 20 reports' buttons. At the bottom, there is a table titled 'CONSTRUCTION OF EVACUATION CENTER' with columns for Project Year, Project ID, LGU, Program Name, Project Type, Project Status, Allocated Budget, and Reporting Status. The table shows one project for 2016 with Project ID 6977, LGU PATEROS, Program Name EVACUATION FACILITY, Project Type DRM, Project Status Pipelined, Allocated Budget ₱2,082,000, and Reporting Status Locked.

5. For **BFAR projects for FY2016**, Reporters/Submitters from BFAR Regional Offices shall be responsible for updating and submitting these projects in the portal using their existing BFAR user accounts (if applicable). If the accounts are blocked or the Regional Offices need additional reporter accounts, BFAR Regional Offices may send a request to the OpenBuB Admin Team.
6. For **Negros Island Region (NIR) projects in FY2016**, Reporters/Submitters from NIR shall be responsible for updating and submitting these projects in the portal. AROs are asked to request new user accounts for NIR projects by sending a request to the OpenBuB Admin Team.
7. For **CapDev projects under DILG for FY2016 (CBMS)**, these can be updated and submitted with a DILG user account.
8. For **FY2016 projects that are fully funded by LGU Counterpart Fund**, the RPMT shall be responsible for updating and submitting projects to the portal.
9. For **NCIP projects for FY2016**, Reporters/Submitters from NCIP Regional Offices as well as Validators from NCIP Central Office shall be responsible for updating, submitting and validating these projects in the portal. NCIP Central Office and AROs are asked to request new user accounts for NIR projects by sending a request to the OpenBuB Admin Team.
10. The default 714,300 amount found in Actual NGA Funding and Quarterly Cumulative Disbursement boxes is a system error (see figure below). To resolve this issue, users must input the correct amounts in the respective boxes simply by overwriting it.

Figure 7 Resolving the 714,300 Issue

Project Year	Project ID	LGU	Program Name	Project Type	Project Status	Allocated Budget	Reporting Status
2016	4027	NASUGBU	MULTI	HEALTH	Proposed	₱1,500,000	Published
District 1ST				Province BATANGAS		Region IVA	
LGU Counterpart Fund PO				Date Of Last Update 27/05/2016		Last Change By ██████████	
Actual NGA Funding 714,300				Quarterly Cumulative Disbursement 714,300		Project Status Proposed	
Implementation Mode NGA					Fund Transfer From NGA to LGU mm/dd/yyyy		
Extra Field 1 write extra 1							
Remarks write remarks here							

Online Reporting Frequently Asked Questions (FAQs)

USER ACCOUNT ACCESS

1. Why can I not log in to *openbub.gov.ph* using my account?
 - Make sure your account has been reactivated. To reactivate your account, send the following info to onlinebub@gmail.com: username, email address used to register, and agency.
 - If your account has been reactivated, make sure you have typed correctly your username and password provided by the Department of Budget and Management (DBM). The username uses the format agency-region-user (Ex. DBM-IVA-02).
 - Check if you have written the correct code in the captcha box. The captcha box is found below the password box.
 - If you still cannot access your account, inform the Open BuB Online Administrator at onlinebub@gmail.com.
2. “I can access my account but the projects won’t load.”
 - Slow display of projects may be caused by weak internet connection.
 - Perform basic troubleshooting and inform the Open BuB Online Administrator. Refer to the Basic Troubleshooting guidelines.

PROBLEMATIC PROJECT LIST

1. What to do if a project is not found in the OpenBuB reporting system?
 - Inform the OpenBuB Online Administrator via email at onlinebub@gmail.com.
2. What to do if a project is incorrectly categorized (e.g. listed under wrong agency or region)?
 - If a project is listed but does not belong to your agency, region or municipality, please write in the Remarks field the concerns about the project and save the report.

PROJECT REPORTING

1. What amount do I report on the “Fund Transfer from NGA to LGU” field?
 - The “Fund Transfer from NGA to LGU” is a date field, not an amount field.
 - The date of the first tranche should be entered in the field.

2. Fund transfer from NGA to LGU might happen in several tranches. How do I indicate this in the online reporting system?
 - The date of the first check should be indicated. Enter the date of the first check in the field.

3. What to do if I accidentally submitted a report?
 - The user should request for re-opening the report via Open BuB online reporting tool.
 - The Agency Central Offices shall grant the requests for re-opening the report for editing.
 - After revising, please do not forget to save the report.

4. When I refreshed the page, all the information that I have encoded was deleted.
 - Users are encouraged to save the information they encoded after updating each project to prevent data loss, particularly in cases of poor or weak internet connection

5. Where do I update FY2015 drop-replaced/merged/split projects that were deleted?
 - Reporters are advised to revert to the original project ID to update project status. If, upon implementation, the project were split into three projects and two out of three are already completed, update the status as on-going; only when all the split projects are completed can the reporter submit the status as completed.

6. How do I update FY2016 LGSF projects?
 - Agencies with projects funded under LGSF will act as oversight. User roles of reporters from these agencies are expanded to view LGSF projects, apart from their regular BuB projects. See item no. 7 in the How-To Guide for more details.

BASIC TROUBLESHOOTING

1. Make sure the most recent version of Google Chrome is used (preferred browser).
2. Refresh page/window.
3. Restart computer.
4. Restart Wi-Fi connection (router, pocket Wi-Fi, hotspot, etc.)
5. Run speed test.
6. Inform Open BuB Online Administrator for further assistance.

NEW USER REQUEST

Should reporters/submitters need additional reporter accounts, kindly provide the OpenBuB Portal Admin Team the following information and send it to the Open BuB Online Administrator at onlinebub@gmail.com:

- Complete name of reporter or submitter
- Position and/or designation of reporter or submitter
- Valid email address (*Email addresses that were already given an OpenBuB user account cannot be used for another OpenBuB user account) are reported
- Agency and region (for example, DOT-IVA)

OPENBUB HOTLINE CHANNELS



1. New landline number: (02) 925 0357
2. Email: onlinebub@gmail.com
3. Facebook group: OpenBuB Users

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