

UPDATED STATUS OF ACCOMPLISHMENTS

Vis-à-vis

GCG PERFORMANCE SCORECARD

(January to March 2021)

**UPDATED STATUS OF SHFC ACCOMPLISHMENT BASED ON THE GCG
PERFORMANCE SCORECARD
(January to March 2021)**

Performance Indicator	Weight	2021 Target	Actual Accomplishment	Accomplishment Rate	GCG Weighted Rating
SOCIAL IMPACT					
SM 1: Increase Number of ISFs Provided with Housing Finance Assistance	35%	60,000 number of ISFs provided with housing finance assistance	8,282 ISFs	13.80%	4.83%
Sub-Total	35%				4.83%
STAKEHOLDERS					
SM 2a: Percentage of Satisfied Customers (Pre-Takeout)	5%	90% of the Respondents gave a Satisfactory Rating	Preparatory activities conducted by the Customer Relations and Complaints Division in relation to the conduct of the 2021 Client Survey Satisfaction	0.00%	0.00%
SM 2b: Percentage of Satisfied Customers (Post-Takeout)	5%	90% of the Respondents gave a Satisfactory Rating		0.00%	0.00%
Sub-Total	10%				0.00%
FINANCE					
SM 3: Improve Collection Efficiency Rate	10%	90% CER on Current and Delinquent Accounts	83.02% CER	92.24%	9.22%
SM 4: Improve Status of Problematic Accounts	10%	10% Reduction of Problematic Accounts	4.57% reduction in problematic accounts	45.7%	4.57%
SM 5: Increase Gross Revenue	5%	Php787.48 Million Total Revenues	Php142.69 Mn Gross Revenue	18.12%	0.91%


SM 6: Improve Budget Utilization Rate	10%	Not Less Than 90 % But Not More Than 100% of the GAA Allocation for SHFC's Programs	No Chargeable SARO and NCA to SHFC's CY 2021 GAA	-	-
Sub-Total	35%				14.70%
INTERNAL PROCESS					
SM 7: Percentage of Loan Applications Processed Within Prescribed Period	5%	100% Loan Applications Processed Within Prescribed Time	-	-	-
SM 8: Enhance Support Systems for the Effective and Efficient Processes	5%	100% Attainment of the ISSP Deliverables in the DICT- Approved ISSP 2018- 2020 ISSP 2022- 2024 Approved by / Submitted to DICT	Two (2) out of three (3) of the deliverables in the DICT-Approved ISSP 2016-2020 were already implemented (<i>Budget Management System, MIS- Reportwriter Tool</i>).	33.33%	1.67%
Sub-Total	10%				1.67%
LEARNING AND GROWTH					
SM 9: Attain Quality Management Certification	5%	Pass ISO Surveillance Audit (Head Office and 1 Regional Office) ISO Certification for two (2) Regional Branches	The Surveillance Audit for the Head Office and ISO 9001:2015 Certification Audit for the Regional Branch will be conducted in FY 2022.	0.00%	0.00%
SM 9: Improvement of the Competency	5%	Improvement in the Competency Baseline of	Competency Baseline will be computed by the	0.00%	0.00%

of the Organization		the Organization	last quarter of 2021.		
Sub-Total	10%				0.00%
TOTAL	100%				21.20%

Prepared by:


FLORENCIO R. CARANDANG, JR.
 OIC-VP, Corporate Planning and Communications Group

Audited by:


MS. LOURDES P. PANALIGAN
 OIC-VP, Internal Audit Department

STRATEGIC MEASURE 1:

**Increase Number of ISFs
Provided with Housing
Finance Assistance**



SOCIAL HOUSING FINANCE CORPORATION
Kaagapay ng Komunidad sa Maginhawang Pamumuhay
CMP TAKEN-OUT PROJECTS
January-March 2021



A. LOT ACQUISITION

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF (ISFs) ASSISTED	LOT ACQUL TOD	LOT ACQUL LOAN AMOUNT (P)
2021								
1	XI	LGU-CMP	Unified People Homeowner's Association	Brgy Ula, Tugbok District, Davao City	LGU- Davao City	65	01/29/2021	11,500,000.00
2	XI	LGU-CMP	Villa Rosario Homeowner's Association	Barangay Riverside, Calinan District, Davao City	LGU- Davao City	204	02/05/2021	14,983,000.00
3	XI	LGU-CMP	Amazing Grace Homeowner's Association	Purok 3B, Upper Campo 3, Talomo River, Calinan District, Davao City	LGU- Davao City	168	02/19/2021	20,508,600.00
4	XI	LGU-CMP	Navales-Tablizo Homeowner's Association	Brgy. Matti, Digos City	LGU- Davao Del Sur	133	02/19/2021	19,214,100.00
5	XI	LGU-CMP	Green Hills Homeowner's Association	Talomo River, Davao City	LGU- Davao City	209	02/24/2021	19,977,456.00
6	IV-A	LGU-CMP	Shineville Homeowner's Association Ph. 2	Sitio Kamias II Brgy. Mambugan, Antipolo City	LGU- Antipolo	131	03/18/2021	7,783,736.00
7	XI	LGU-CMP	Sto. Niño Curbada Homeowners' Association	Brgy. Ula, Tugbok, Davao City	LGU- Davao City	190	03/19/2021	14,984,000.00
8	XI	LGU-CMP	Sunrise Homeowners' Association	Brgy. Taluya, Glan, Saranggani Province	LGU- Sarangani	112	03/30/2021	6,394,500.00
9	II	LGU-CMP	Villa Gregoria Homeowners Association	Soyung, Echague, Isabela	LGU- Isabela	122	03/30/2021	10,542,000.00
9	TOTAL (A) LOT ACQUISITION					1,334		125,887,392.00

B. SITE DEVELOPMENT

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF (ISFs) ASSISTED	SITE DEV. TOD	SITE DEV LOAN AMOUNT (P)
2021								
1	IV-B	LGU-CMP	Julian's Mayville Homeowner's Association (15% Mobilization Fee)	Brgy, Panapaan V, Bacoar City, Cavite	Welfare for the Community Foundation, Inc.	244	01/26/2021	
	IV-B	LGU-Assisted	San Antonio Ville Homeowner's Association (2nd Tranche)	Brgy. San Jose, San Antonio, Quezon	United Home Development Foundation, Inc.		02/19/2021	6,750,052.46
	IV-A	Resettlement CMP- Vertical	Ciudad de Strike Homeowners Association (5th Drawdown Billing)	Molino Road, Molino I, Bacoar City, Cavite	Isabela Faithful Servants Foundation Inc.		02/23/2021	6,853,337.65
2	X	LGU-CMP	Balubal Heights Subdivision Federation Inc. (15% Mobilization Fee)	Brgy. Balubal, Cagayan de Oro City	LGU-CDO	960	03/25/2021	
2	TOTAL (B) SITE DEVELOPMENT					1,204		13,603,390.11

C. HOUSE CONSTRUCTION

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF (ISFs) ASSISTED	HOUSE CON. TOD	HOUSE CON. LOAN AMOUNT (P)
2021								
1	IV-B	LGU-CMP	Julian's Mayville Homeowner's Association (15% Mobilization Fee)	Brgy, Panapaan V, Bacoar City, Cavite	Welfare for the Community Foundation, Inc.	244	01/26/2021	
	IV-B	LGU-Assisted	San Antonio Ville Homeowner's Association (2nd Tranche)	Brgy. San Jose, San Antonio, Quezon	United Home Development Foundation, Inc.		02/19/2021	29,451,449.32
	IV-A	Resettlement CMP- Vertical	Ciudad de Strike Homeowners Association (5th Drawdown Billing)	Molino Road, Molino I, Bacoar City, Cavite	Isabela Faithful Servants Foundation Inc.	-	02/23/2021	59,858,295.68
2	LGU-CMP	LGU-CMP	Balubal Heights Subdivision Federation Inc. (15% Mobilization Fee)	Brgy. Balubal, Cagayan de Oro City	LGU-CDO	960	03/25/2021	
2	TOTAL (C) HOUSE CONSTRUCTION					1,204		89,309,745.00

13	GRAND TOTAL (A + B + C)	3,742	228,806,527.11
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Prepared by:



Wyndie Grace R. Pella
Project Development Officer, OSVP for Operations Group

Noted by:



Atty. Ronaldo B. Saco
OIC-Senior Vice President, OSVP for Operations Group



SOCIAL HOUSING FINANCE CORPORATION
Kaagapay ng Komunidad sa Maginhawang Panumuhay
HDH TAKEN-OUT PROJECTS
January-March 2021



A. LOT ACQUISITION (Phase 1)

NO.	REGION	TYPE OF PROJECT	BOARD APPROVAL DATE	PROJECT NAME	RELOCATION SITE	CSO PARTNER	NO. OF INFORMAL SETTLER FAMILIES (ISFs) FROM WATERWAYS/ DANGER AREAS ASSISTED	PHASE 1 AMOUNT RELEASED, PHP	PHASE 1 TAKEOUT DATE
1	IV-A			Bayan Greenfield Villa HOA	Tiniga, Cavite	SHORE Foundation, Inc.	1,068	82,552,260.00	03/12/2021
2	IV-A			Kaybigan HOA	Tiniga, Cavite	SHORE Foundation, Inc.	166	13,718,300.00	03/12/2021
2				Sub-total (Phase 1)			1,234	96,270,560.00	

B. SITE DEVELOPMENT & BUILDING CONSTRUCTION (Phase 2)

NO.	REGION	TYPE OF PROJECT	BOARD APPROVAL DATE	PROJECT NAME	RELOCATION SITE	CSO PARTNER	NO. OF INFORMAL SETTLER FAMILIES (ISFs) FROM WATERWAYS/ DANGER AREAS ASSISTED	PHASE 2 AMOUNT RELEASED, PHP	DRAWDOWN RELEASED DATE	PHASE 2 TAKE OUT DATE
	NCR	In-City Unisect	06/07/2017	Samahang Magkakapitbahay na Nagkakaisa (SAMGBANAI) HOA		Center for Urban Poor Services (CUPS) Inc.	-	8,802,980.70		02/24/2021
			11/20/2019	Ayusap ng Mamamayan ng Calocan (Ita Dravulawaj)		Kilos Maralita, Inc.	-	16,551,926.40		03/26/2021
0				Sub-total (Phase 2)			0	25,354,907.10		

C. REFINANCING SCHEME

NO.	REGION	TYPE OF PROJECT	BOARD APPROVAL DATE	PROJECT NAME	RELOCATION SITE	CSO PARTNER	NO. OF INFORMAL SETTLER FAMILIES (ISFs) FROM WATERWAYS/ DANGER AREAS ASSISTED	REFINANCING AMOUNT RELEASED, PHP	REFINANCING TAKEOUT DATE
0				Sub-total (Refinancing)			0	0.00	
2				TOTAL HDH (PHASES 1 AND 2 & REFINANCING)			1,234	121,625,467.10	

Prepared by:

[Signature]
 Wynndol Grace R. Peña
 Project Development Officer, OSVP for Operations Group

Noted by:

[Signature]
 Atty. Remaldo B. Saco
 OIC-Senior Vice President, OSVP for Operations Group



SM 1. Increase Number of ISFs Provided with Housing Finance Assistance
Marawi Shelter Project
January-March 2021

A. PHASE 1

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF INFORMAL SETTLER FAMILIES (ISFs) ASSISTED	BOARD APPROVED AMOUNT, Php	TOD
1			Marawi Shelter Project Phase III	Patani Marawi City		438	29,698,800.00	03/30/2021
1	TOTAL (A) LOT ACQUISITION					438	29,698,800.00	

B. PHASE 2 AND 3

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF INFORMAL SETTLER FAMILIES (ISFs) ASSISTED	BOARD APPROVED AMOUNT, Php	TOD
1			Marawi Shelter Project Phase III (15% Mobilization Fee)	Patani Marawi City		438		03/30/2021
1	TOTAL (B) SITE DEVELOPMENT					438	0.00	

2	GRAND TOTAL (A + B)					876	29,698,800.00	
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Wyndee Grace R. Peña
Project Development Officer, OSVP for Operations Group

Noted by:

Ang. Ronald B. Saco
OIC-Senior Vice President, OSVP for Operations Group



SOCIAL HOUSING FINANCE CORPORATION
Kaagapay ng Komunidad sa Maginhawang Pamumuhay
NORTH-SOUTH COMMUTER RAILWAY EXTENSION TAKEN-OUT PROJECT
January-March 2021



A. LOT ACQUISITION

NO.	REGION	PROJECT CLASSIF.	PROJECT NAME	LOCATION	CMP-MOBILIZER	NO. OF (ISFs) ASSISTED	LOT ACQUL TOD	LOT ACQUL. LOAN AMOUNT (P)
2021								
1			DOTR BSP Properties	Tanza, Cavite	SHARE Foundation, Inc.	2,430	03/30/2021	169,240,120.00
1	TOTAL (A) LOT ACQUISITION					2,430		169,240,120.00
1	GRAND TOTAL (A)					2,430		169,240,120.00

Prepared by:

Wyndee Grace R. Peña
 Wyndee Grace R. Peña
 Project Development Officer, OSVP for Operations Group

Noted by:

Atty. Ronald B. Saco
 Atty. Ronald B. Saco
 OFC-Senior Vice President, OSVP for Operations Group

SHFC PROJECTS TAKEN OUT
JANUARY-MARCH 2021

PROGRAM	NO. OF PROJECTS	NO. OF ISFs	AMOUNT, PhP
Community Mortgage Program	13	3,742	228,800,527.11
Phase 1	9	1,334	125,887,392.00
Phase 2	2	1,204	13,603,390.11
Phase 3	2	1,204	89,309,745.00
High Density Housing Program	2	1,234	121,685,967.10
Phase 1	2	1,234	96,331,060.00
Refinancing	0	0	0.00
Phase 2 and 3	0	0	25,354,907.10
Marawi Shelter Project	2	876	29,698,800.00
Phase 1	1	438	29,698,800.00
Phase 2	1	438	0.00
DOTr Project	1	2,430	169,240,120.00
Phase 1	1	2,430	169,240,120.00
Phase 2	0	0	0.00
Phase 3	0	0	0.00
TOTAL	18	8,282	549,425,414.21

STRATEGIC MEASURE 3:
Improve Collection Efficiency
Rate

SOCIAL HOUSING FINANCE CORPORATION
Corporate Accounting Division - Finance and Comptrollership Department
COLLECTION EFFICIENCY RATING (CORPORATE)
AS OF MARCH 31, 2021

MFO 2: Financial 3: Collection Efficiency Rate (for CMP)

COLLECTION, PhP	BILLING, PhP	CER
4,307,061,053	5,188,279,966	83.02%

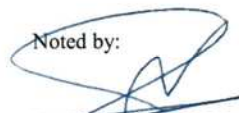
Prepared by:


NORMAN LARIOSA
AE III

Certified Correct:


JULIETA N. GREGORIO
OIC-Manager
Corporate Accounting Division

Noted by:


DANTE M. ANABE
OIC-Vice President
Finance & Comptrollership Department

STRATEGIC MEASURE 4:
**Improve Status of Problematic
Accounts**

SOCIAL HOUSING FINANCE CORPORATION
Finance and Comptrollership Department


STATUS OF PROBLEMATIC ACCOUNTS
CY 2021

Problematic Accounts	1st Quarter	2nd Quarter	3rd Quarter
Prior Year No. of Accounts	112,013	112,013	112,013
This Year No. of Accounts	106,898	108,595	109,814
No. of Accounts Reduction(-)/Addition	-5,115	-3,418	-2,199
Percent of reduction(-)/addition	-4.57%	-3.05%	-1.96%

Prepared by:


ARBEN D. PANDAC
SAS/OIC, DMD

Noted by:


for
DANTE M. ANABE
OIC-VP, FCD

STRATEGIC MEASURE 5:

Improve Gross Revenue



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



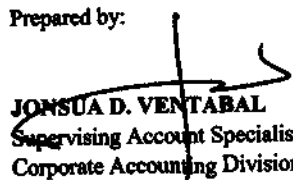
SOCIAL HOUSING FINANCE CORPORATION
Corporate Accounting Division - Finance and Comptrollership Department

GROSS REVENUE

As of MARCH 31, 2021
(In Philippine Peso)

Income	
Service and Business Income	141,032,680.66
Financial Income	1,654,973.37
GROSS REVENUE	142,687,654.03

Prepared by:


JONSUA D. VENTABAL
Supervising Account Specialist
Corporate Accounting Division

Certified Correct:


JULIETA N. GREGORIO
OIC - Manager
Finance & Comptrollership Department

STRATEGIC MEASURE 6:

Improve Budget Utilization Rate

SOCIAL HOUSING FINANCE CORPORATION
FY2021 GAA BUDGET UTILIZATION REPORT
YEAR TO DATE QUARTER ENDING 31 MARCH 2021
AMOUNTS IN PHILIPPINE PESO (Php'000)

Description	Community Mortgage Program	High Density Housing Program
Budget per FY2021 General Appropriations Act	0	369,203
Statement of Allotment Release Order received from DBM	0	0
Notice of Cash Allocation received from Bureau of Treasury	0	0
Amount obligated	0	0
Amount disbursed	0	0
Budget Utilization Rate (Obligations/SARO)	0	0
Budget Utilization Rate (Disbursements/NCA)	0	0

Prepared by:



JASMIN V. LUYUN

OIC-Manager, Budget and Expense Management Division

Approved by:



DANTE M. ANABE

OIC-Vice President, Finance and Comptrollership Department

STRATEGIC MEASURE 8:
Enhance Support Systems for
Effective and Efficient
Processes

INFORMATION COMMUNICATION TECHNOLOGY DIVISION (ICTD)

Information System Strategic Plan (ISSP)

GCG Target – Phase III

As of March 2021

ZEUS Program	Actual Accomplishment	% of Completion
Budget Management System	<ul style="list-style-type: none"> - Planning and Elicitation - System Analysis and Design - Coding and Integration - Testing (Unit and End-User) - Training and Implementation - Signed User Acceptance 	100%
MIS - Reportwriter Tool	<ul style="list-style-type: none"> - Planning and Elicitation - System Analysis and Design - On-going Coding and Integration - Testing (Unit and End-User) - Training and Implementation - Signed User Acceptance 	100%
MIS - Dashboard	<ul style="list-style-type: none"> - Planning and Elicitation - System Analysis and Design - Coding and Integration 	50%
ISSP 2022-2024	<ul style="list-style-type: none"> - Requirement Gathering - Requirement Documentation 	40%

***Note:** Change of system/program development priority due to pandemic (COVID-19)

Prepared by:


Sharmaine Sarah J. Guiang
Technical Staff VI

Checked by:


Joselito A. Cada
Division Chief III

Approved by:

Digitally signed by Alanes Crisanto Ramos
Date: 2021.08.17 08:45:25 +08'00'
Crisanto R. Alanes
Manager



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



User Acceptance Budget Management System (BMS)

Information Communication Technology Division
(ICTD)

DOCUMENT ACCEPTANCE and RELEASE NOTICE


This is releasing Version 0.1 of the ZEUS Budget Management System (BMS).

This is a managed document. For identification of amendments, each page contains a page number. Changes will only be issued when a new document version is executed and the superseded version shall be immediately destroyed.


This document is authorized for release once all signatures have been obtained.

Approved by: CRISANTO R. ALANES  DATE: March 29, 2021
ICTD -Manager

Accepted by:


JASMIN V. LUYUN
OIC-Manager, Budget and
Expense Management Division

Date: _____


DANTE M. ANABE
OIC-VP, Finance and Controllershship
Department

Date: _____

1. BUILD STATUS:

Version	Date	Reason	Document Section(s)
0.1	March 29, 2021	Implementation of Budgets Management System (BMS)	

2. AMENDMENTS IN THIS RELEASE:

Section Reference	Amendment Summary
	This is the first release of ZEUS Budget Management System (BMS) documents

3. DISTRIBUTION:

Version 0.1 was distributed on March 29, 2021 for Budget Management System (BMS) to the following:

Copy No.	Issued To
1	Crisanto R. Alanes, Manager - Information Communication Technology Division (ICTD)
2	Jasmin V. Luyun, OIC-Manager, Budget and Expense Management Division (BEMD)

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1 Overview

1.1 Purpose

The purposes of this Budget Management System (BMS) are the following:

- Explain to all Social Housing Finance Corporation personnel that the test process to be undertaken will be appropriately managed and controlled by the Information Communication Technology Division (ICTD).
- By using the Budget Management System (BMS) all SHFC personnel will be knowledgeable in using the system.

1.2 Scope

The User Acceptance Document (UAD) is exclusively for Budget and Expense Management Division (BEMD).

1.3 Methodology

Outputs to be generated from the Acceptance Testing are as follows:

- The Agile Methodology will be used as a strategy method wherein all developments are monitored and all the testing are recorded;
- The team strategy is akin to the Agile Methodology used in the system development wherein the strategy includes: (a) monitoring the testing of development; and (b) coordination with the acceptance test manager every time there is a need to change; and
- Record testing.

2 Testing

2.1 General Approach

- The Information Communication Technology Division (ICTD) will conduct a set of meetings to gather all the information needed in the process flow of the program;
- The team will conduct periodical system test for the enhancement of the program using agile methodology; and

- The Information Communication Technology Division (ICTD) will be the resource person should a user encounter errors and bugs during the system/s test.

In addition, the Budget Management System (BMS) will be tested many times upon implementation. This will also include re-testing for every change and problem corrected on the Budget Management System (BMS).

2.2 Responsibilities

The roles and responsibilities of Information Communication Technology Division (ICTD) Development Team and staff are detailed below.

- Maintain the system running and implement what is required;
- Develop and produce an accurate system;
- Assist the end-user in case of system error;
- Provide assistance on the use of the system; and
- Provide other technical assistance whenever deemed necessary.

The Budget and Expense Management Division (BEMD) responsibilities are:

- Verify fields to be included in the system;
- Review/check the system developed; and
- Encode and/or provide the needed data for the system.

2.2.1 Acceptance Testing

Nominee: Jasmin V. Luyun, OIC-Manager, Budget and Expense Management Division (BEMD).

- Manage the data needed by the Development Team
- Test the development with the assistance of the developer

2.2.2 ICTD Development Team

Nominee: Crisanto R. Alanes, Manager - Information Communication Technology Division (ICTD)

- Oversee the development as ICTD Head;
- Supervise the development team as a Senior Analyst;
- Liaise with the Acceptance Test Manager;
- Assist in the development of Test Cases;
- Coordinate the testing activities with the Budget and Expense Management Division (BEMD);
- Verify the system;
- Design the development; and
- Conduct Quality Assurance (QA) of the developer; and

Nominee: Titus James G. Del Castillo, Technical Writer

- Test system functions;
- Test the developed system;
- Test system documentation;
- Undertake tests as requested;
- Record test cases and conditions;
- Record and report successful completion of tests and document or system problems encountered; and
- Design and develop the Budget Management System (BMS)

Nominee: Neil Kevin I. Urrera, System Specialist

- Administer and initialize the system configuration data of Budget Management System (BMS)
- Administer and supervise the database;
- Undertake tests whenever requested;
- Record test cases and conditions; and

- Report successful completion of tests and system problems encountered.

2.2.3 Test Responsibility Matrix

All testing, system, and management apart from Acceptance Testing will be the sole responsibility of ICTD Development Team.

Acceptance Testing will be the responsibility of the Budget and Expense Management Division (BEMD).

2.3 Acceptance Testing

The planned schedule of activities for Acceptance Testing is detailed in Table 1.

Module/s	Quality Engineer	Date	Remarks
Budget Monitoring			
View List of PPMP from IMS			
Select PPMP Entries Year			
Add Budget			
Attach Supporting Docs			
Update Budget			
Attach Supporting Docs			
Remove Budget			
Realign Budget			
Print Annual Procurement Plan			
Budget Utilization			
View List of Budget Utilization			
View BUR Details			
Export BU Details			
Export Budget Utilization List			N/F
Filter by Date Range			
Reports			
View List of Report created in MIS – ReportWriter Tool			
View Quick Look			
Filter Data to Display			
Export Report			
Print Report			
Logout			

Table 1. Department/System Testing Schedule

2.4 System Evaluation

Kindly provide honest answers to the questions to gather different views regarding the development and evaluation of the system. Put a check (✓) in the box opposite to each statement signifying your opinion using the scale and interpretation provided.

Scale	Verbal Interpretation
5	Very Satisfied
4	Satisfied
3	Neutral
2	Unsatisfied
1	Very Unsatisfied

	1	2	3	4	5
1. Provide error messages that clearly tells the user how to fix the problem					
2. Data or information is always available for use					
3. Prevent unauthorized access to programs or data by username and password					
4. Data or information will not be altered by unauthorized user					
5. Provide user level access					
6. System is easy to learn.					
7. The environment is user friendly					
8. Navigation on the system is easy					
9. Easy to understand texts and tabular presentations					
10. Easy to operate and control					
11. Consistent use of terms throughout the system					
12. Informs the users of mandatory data					
13. Informs the users of incomplete data					
14. Error-free system functions					
15. Overall Assessment					

Conforme: _____

Acceptance

Management Information System (MIS – ReportWriter Tool)

Information Communication Technology Division
(ICTD)

DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is releasing Version 0.1 of the ZEUS MIS - ReportWriter Tool.

This is a managed document. For identification of amendments, each page contains a page number. Changes will only be issued when a new document version is executed and the superseded version shall be immediately destroyed.

This document is authorized for release once all signatures have been obtained.

Approved by: CRISANTO R. ALANES DATE: March 11, 2021
ICTD Manager

Accepted by:

RUBEN C. LASET
OIC-SVP, Corporate
Governance Cluster

ATTY. LEO B. DE OCAMPO
OIC-SVP - Legal, Asset
Management and Partner Cluster

Date: _____

Date: _____

ATTY. RONALDO B. SACO
OIC-SVP - Operations Group

1. BUILD STATUS:

Version	Date	Reason	Document Section(s)
0.1	March 01, 2021	Implementation of MIS – ReportWriter Tool	

2. AMENDMENTS IN THIS RELEASE:

Section Reference	Amendment Summary
	This is the first release of ZEUS MIS – ReportWriter Tool documents

3. DISTRIBUTION:

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Copy No.	Issued To
1	Crisanto R. Alanes, Manager - Information Communication Technology Division (ICTD)
2	Ruben C. Laset, OIC- SVP, Settlements Management Group
3	Atty. Leo B. De Ocampo, OIC-SVP, Legal, Asset Management and Partner Cluster
4	Atty. Ronaldo B. Saco, OIC – SVP, Operations Group

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1 Overview

1.1 Purpose

The purposes of this MIS – ReportWriter Tool are the following:

- Explain to all Social Housing Finance Corporation personnel that the test process to be undertaken will be appropriately managed and controlled by the Information Communication Technology Division (ICTD).
- By using the MIS – ReportWriter Tool all SHFC personnel will have an access, generate reports and summarized view of relevant information pertaining to SHFC projects and will consolidate all information from the various enterprise systems of ZEUS.

1.2 Scope

The User Acceptance Document (UAD) is for all SHFC Departments/Divisions.

1.3 Methodology

Outputs to be generated from the Acceptance Testing are as follows:

- The Agile Methodology will be used as a strategy method wherein all developments are monitored and all the testing are recorded;
- The team strategy is akin to the Agile Methodology used in the system development wherein the strategy includes: (a) monitoring the testing of development; and (b) coordination with the acceptance test manager every time there is a need to change; and
- Record testing.

2 Testing

2.1 General Approach

- **The Information Communication Technology Division (ICTD) will conduct a set of meetings to gather all the information needed in the process flow of the program;**
- The team will conduct periodical system test for the enhancement of the program using agile methodology; and

- The Information Communication Technology Division (ICTD) will be the resource person should a user encounter errors and bugs during the system/s test.

In addition, the MIS – ReportWriter Tool will be tested many times upon implementation. This will also include re-testing for every change and problem corrected on the MIS – ReportWriter Tool.

2.2 Responsibilities

The roles and responsibilities of Information Communication Technology Division (ICTD) Development Team and staff are detailed below.

- Maintain the system running and implement what is required;
- Develop and produce an accurate system;
- Assist the end-user in case of system error;
- Provide assistance on the use of the system; and
- Provide other technical assistance whenever deemed necessary.

The Departments/Divisions responsibilities are:

- Verify fields to be included in the system;
- Review/check the system developed; and
- Encode and/or provide the needed data for the system.

2.2.1 Acceptance Testing

Nominee: Ruben C. Laset, OIC-SVP, Corporate Governance Cluster

Atty. Leo B. De Ocampo, OIC – SVP, Legal, Asset Management and Partner Cluster

Atty. Ronaldo B. Saco, OIC – SVP, Operations Group

- Manage the data needed by the Development Team
- Test the development with the assistance of the developer

2.2.2 ICTD Development Team

Nominee: Crisanto R. Alanes, Manager - Information Communication Technology Division (ICTD)

- Oversee the development as ICTD Head;
- Supervise the development team as a Senior Analyst;
- Liaise with the Acceptance Test Manager;
- Assist in the development of Test Cases;
- Coordinate the testing activities with the Departments/Divisions;
- Verify the system;
- Design the development; and
- Conduct Quality Assurance (QA) of the developer; and

Nominee: **Titus James G. Del Castillo, Technical Writer**

- **Test system functions;**
- **Test the developed system;**
- **Test system documentation;**
- Undertake tests as requested;
- Record test cases and conditions;
- Record and report successful completion of tests and document or system problems encountered; and
- Design and develop the MIS – ReportWriter Tool

Nominee: **Raymund M. Barameda, Junior Programmer**

- **Administer and initialize the system configuration data of MIS – ReportWriter Tool;**
- **Administer and supervise the database;**
- Undertake tests whenever requested;
- Record test cases and conditions; and

- Report successful completion of tests and system problems encountered.

2.2.3 Test Responsibility Matrix

All testing, system, and management apart from Acceptance Testing will be the sole responsibility of ICTD Development Team.

Acceptance Testing will be the responsibility of the Departments/Divisions.

2.3 Acceptance Testing

The planned schedule of activities for Acceptance Testing is detailed in Table 1.

Module/s	Quality Engineer	Date	Remarks
View List of Reports			
Create New Report			
Details of Report			
Input Filename and Description			
Select Report Template			
View List of Database (Tables, Fields)			
Expand List			
Collapse List			
Apply Action			
View Column to Display			
Select Column Name			
Check Output			
Sort by Type			
Input Alias of the Column			
Click Action			
View Filter			
Select Field Name			
Select Condition			
Input Values (1)			
Input Values (2)			
Choose Join i.e. And/Or			
Click Action			
Save Report Details			

Quick Look of Report			
View Initial 2000 Records			
View All Records			
Export Report into Excel			
Print Report			
Show Sum, Min., Max, Count and Average Summary			
Share report on other User's			
View Users List			
Add New User			
View Users			
Apply Action			
Click Read Only			
Save Report Users			
Update Report			
Delete Report			
Logout			

Table 1. Department/System Testing Schedule

2.4 System Evaluation

Kindly provide honest answers to the questions to gather different views regarding the development and evaluation of the system. Put a check (✓) in the box opposite to each statement signifying your opinion using the scale and interpretation provided.

Scale	Verbal Interpretation
5	Very Satisfied
4	Satisfied
3	Neutral
2	Unsatisfied
1	Very Unsatisfied

	1	2	3	4	5
1. Provide error messages that clearly tells the user how to fix the problem					
2. Data or information is always available for use					
3. Prevent unauthorized access to programs or data by username and password					
4. Data or information will not be altered by unauthorized user					
5. Provide user level access					
6. System is easy to learn.					
7. The environment is user friendly					
8. Navigation on the system is easy					
9. Easy to understand texts and tabular presentations					
10. Easy to operate and control					
11. Consistent use of terms throughout the system					
12. Informs the users of mandatory data					
13. Informs the users of incomplete data					
14. Error-free system functions					
15. Overall Assessment					

Conforme: _____