MUNICIPALITY OF PLACER - SURIGAO DEL NORTE

BUYAWANONG PLACER

SYSTEM USER MANUAL

A Web-Based One-Stop Digital Information Portal for the Municipality of Placer

VERSION 1.0

Developed for the Municipality of Placer, Surigao del Norte

North Eastern Mindanao State University - Cantilan Campus

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SECTION 1

Business Owner Guide

This section guides business owners through creating an account, applying for permits, and managing their transactions.

1.1 Account Registration

Create your Buyawanong Placer account to start applying for business permits online.

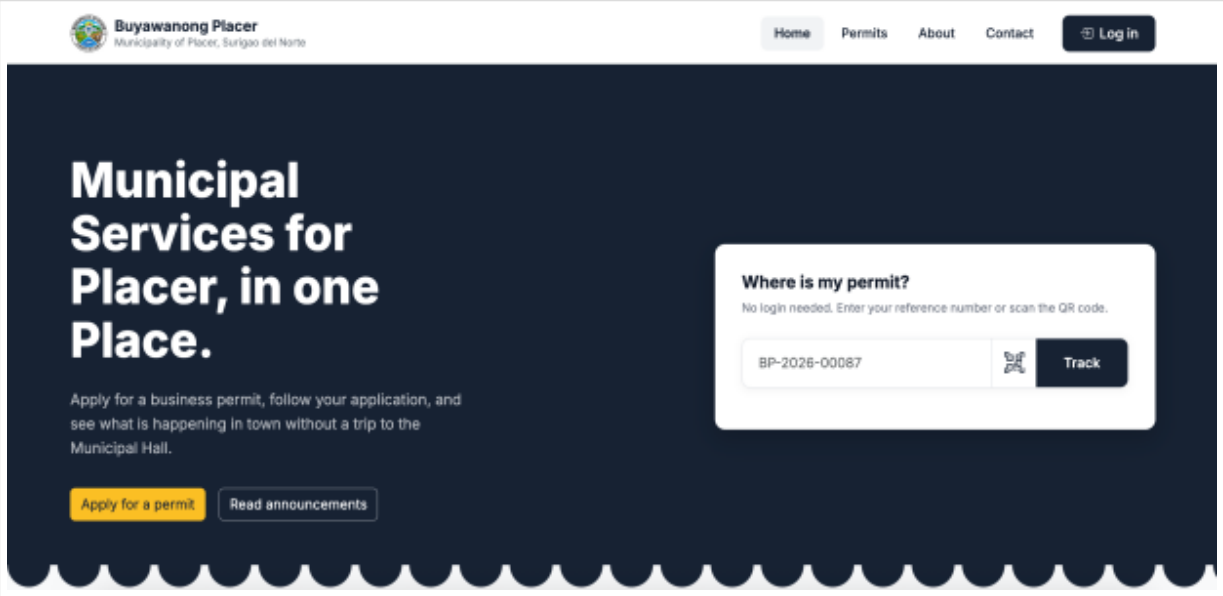


Figure 1.1a - Homepage and Login access

- On the portal homepage, click the "Log in" button on the top-right corner.
- In the login modal, select the "Create account" tab.

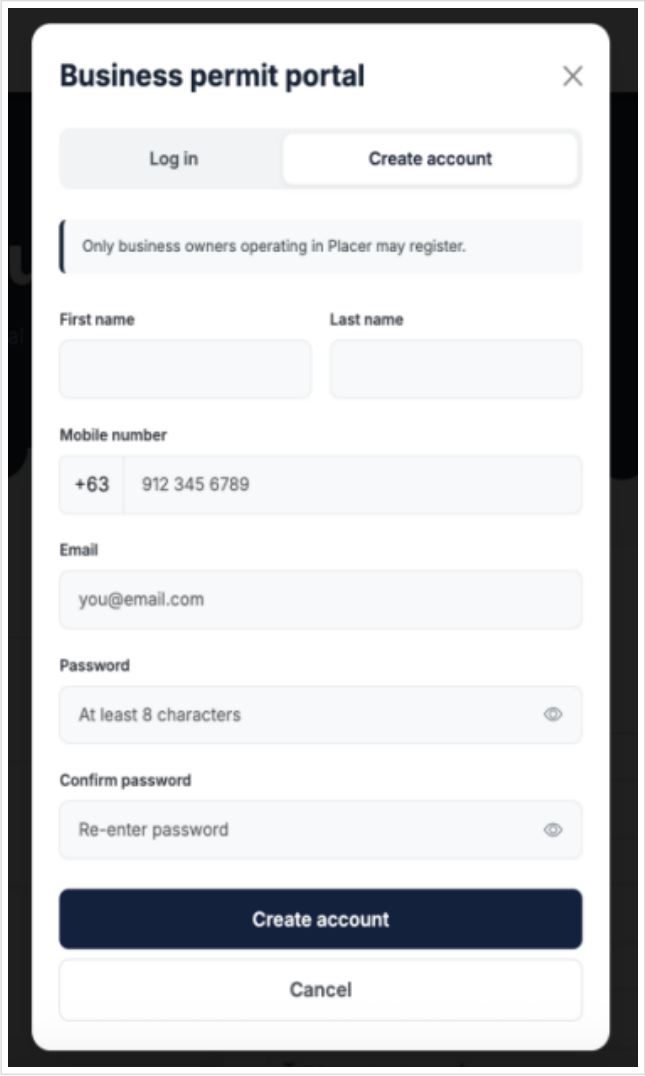


Figure 1.1b - Create Account form

- Enter your First Name, Last Name, Mobile Number, Email address and Password (at least 8 characters). Re-enter the password in the Confirm password field.
- Click the "Create account" button.
- Check your inbox for the One-Time Password (OTP). Enter the 6-digit code in the verification modal.

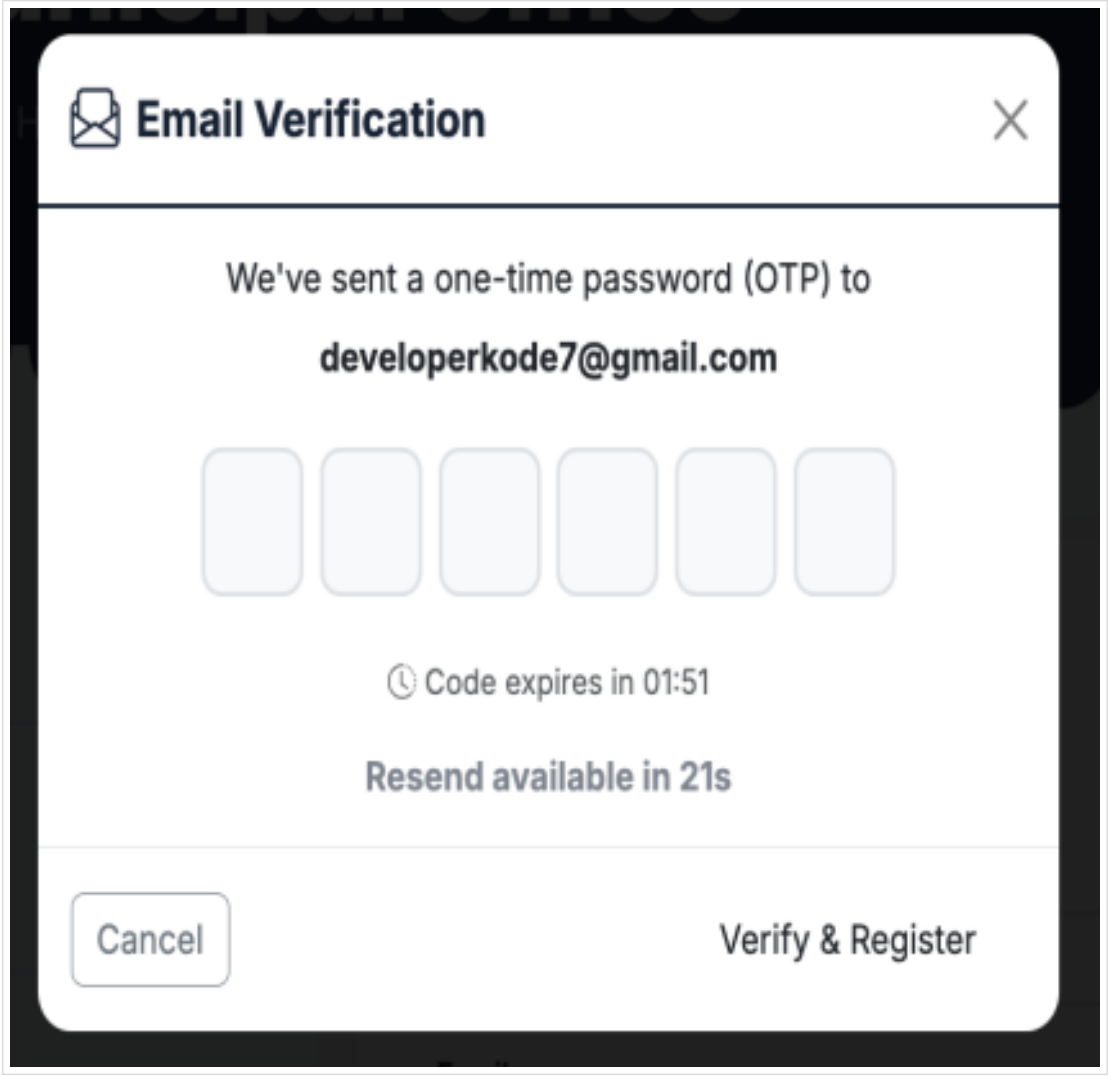


Figure 1.1c - OTP Verification modal

- Click "Verify & Register" to complete registration.

> **NOTE**
> Only business owners operating within the Municipality of Placer may register on this portal.

1.2 Logging In & Password Reset

To log in, open the login modal, select "Log in", enter your registered email and password, then click "Log in".

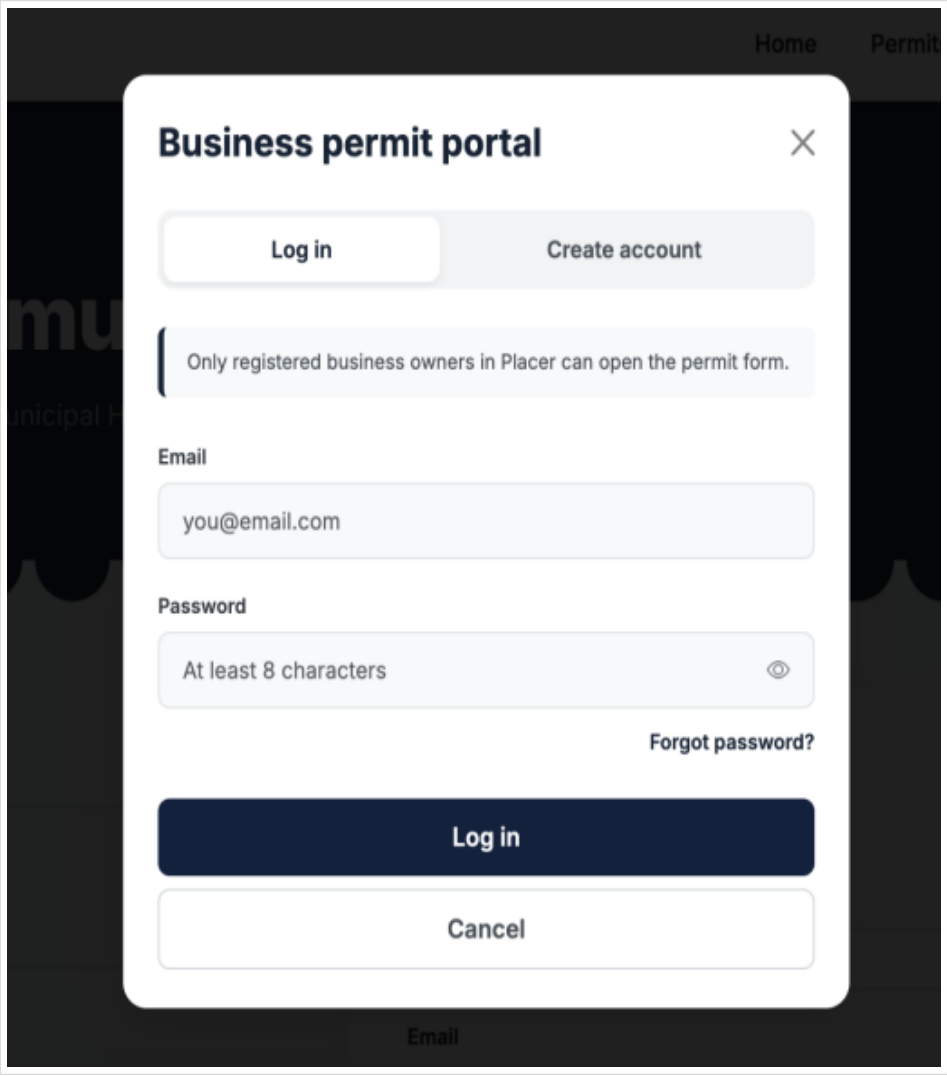


Figure 1.2a - Login Form

If you have forgotten your password, click "Forgot password?" below the password field. Enter your registered email and click "Send verification code". Check your inbox for the 6-digit reset code, enter it, and set a new password.

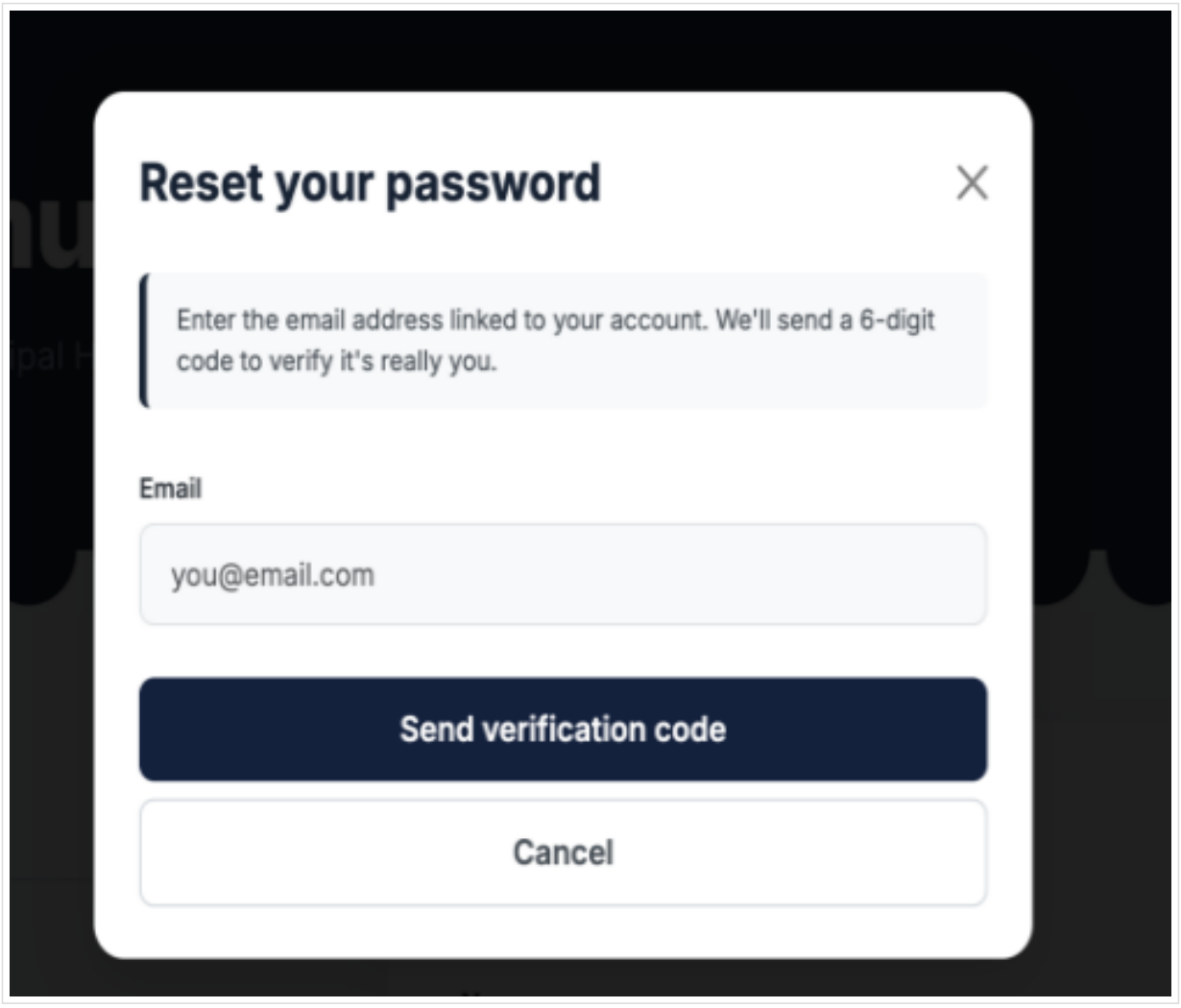


Figure 1.2b - Reset Password flow

1.3 Navigating Your Dashboard

Upon login you will land on your User Dashboard, which shows a summary of your applications and payments.

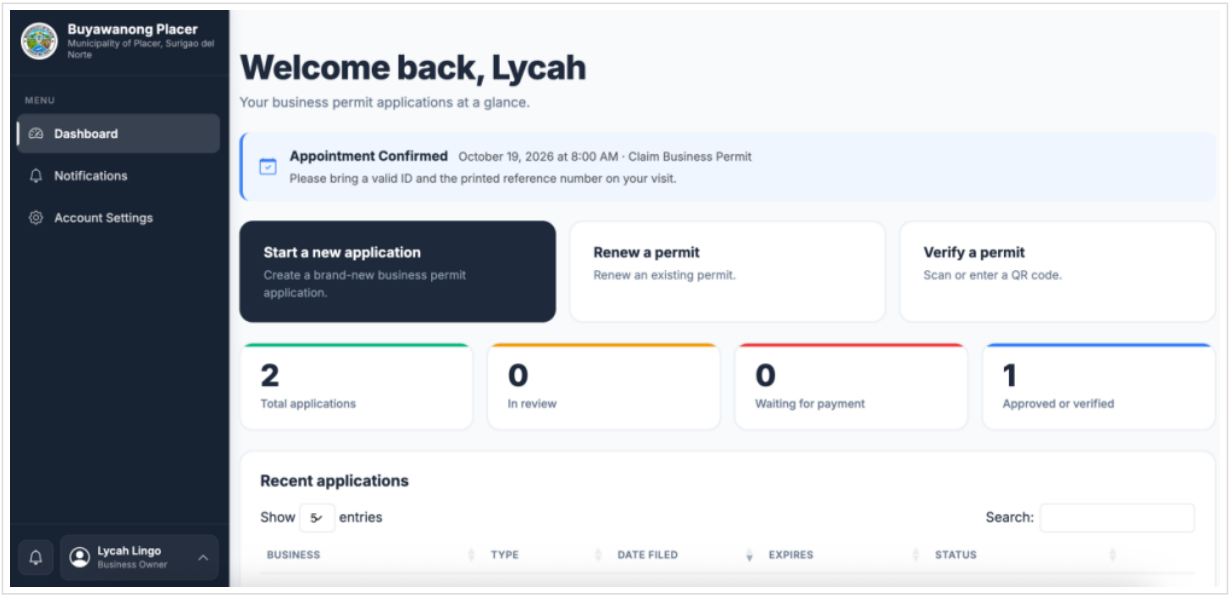


Figure 1.3a - User Dashboard Overview

Summary Widgets
Total Applications, In Review, Pending Payments and Approved Permits are shown at the top.

Recent Applications
Displays your latest applications, their status, date filed and expiry.

Payment History
Shows every PayPal transaction with amount, reference number and receipt.

Notifications Bell
Click the bell icon for real-time notifications (Permit Verified, Payment Received, Fee Assessment).

Account Settings
Click your profile name and select Account Settings to update your name, contact number or password.

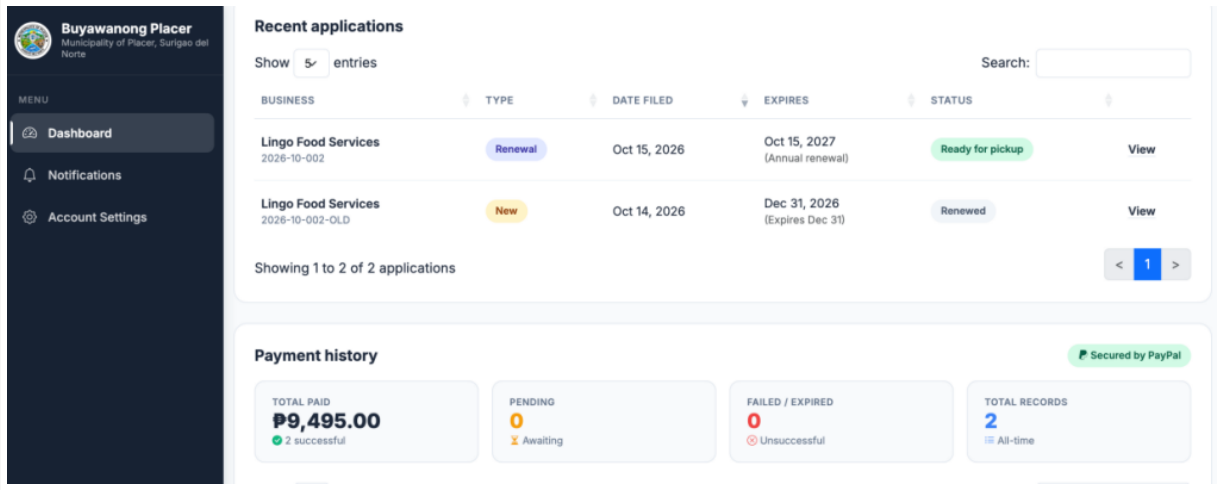


Figure 1.3b - Recent Applications table

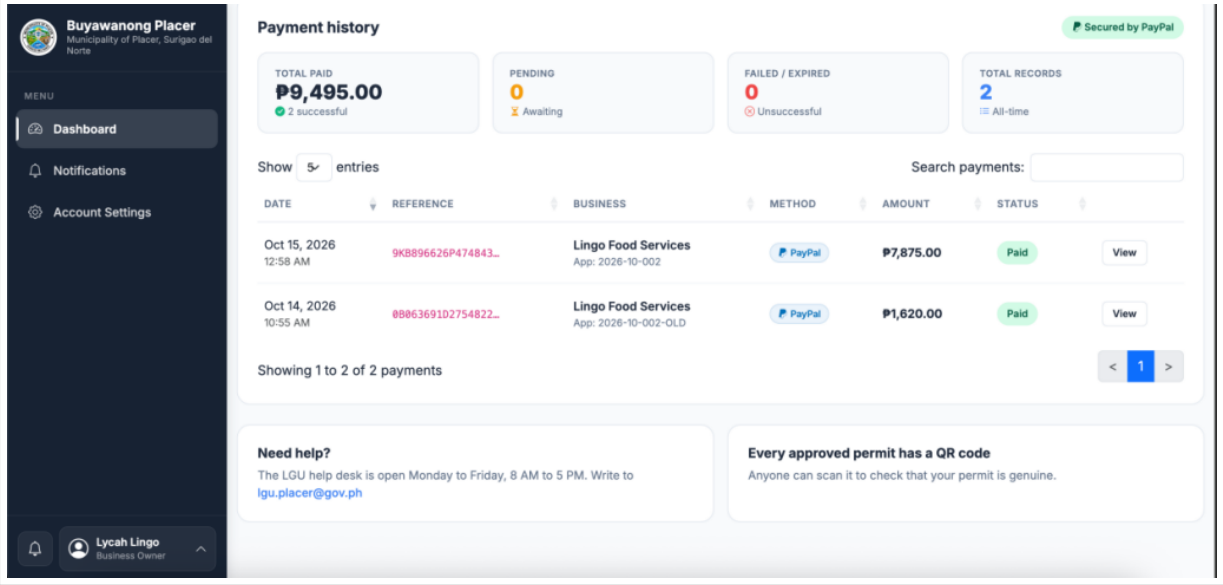


Figure 1.3c - Payment History table

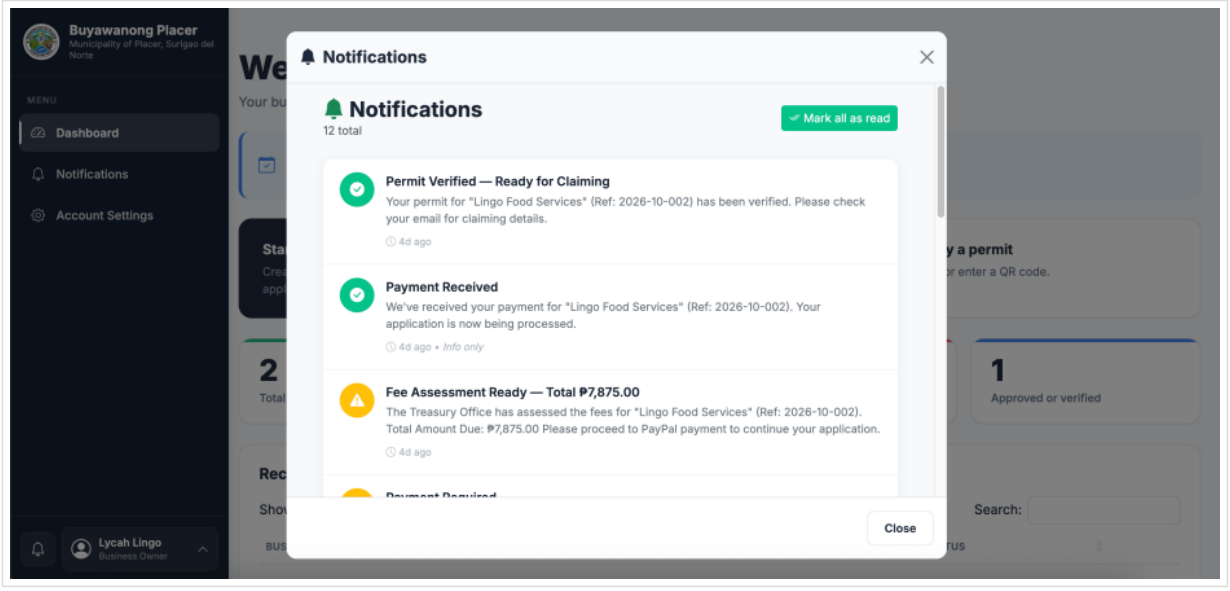


Figure 1.3d - Notifications dropdown

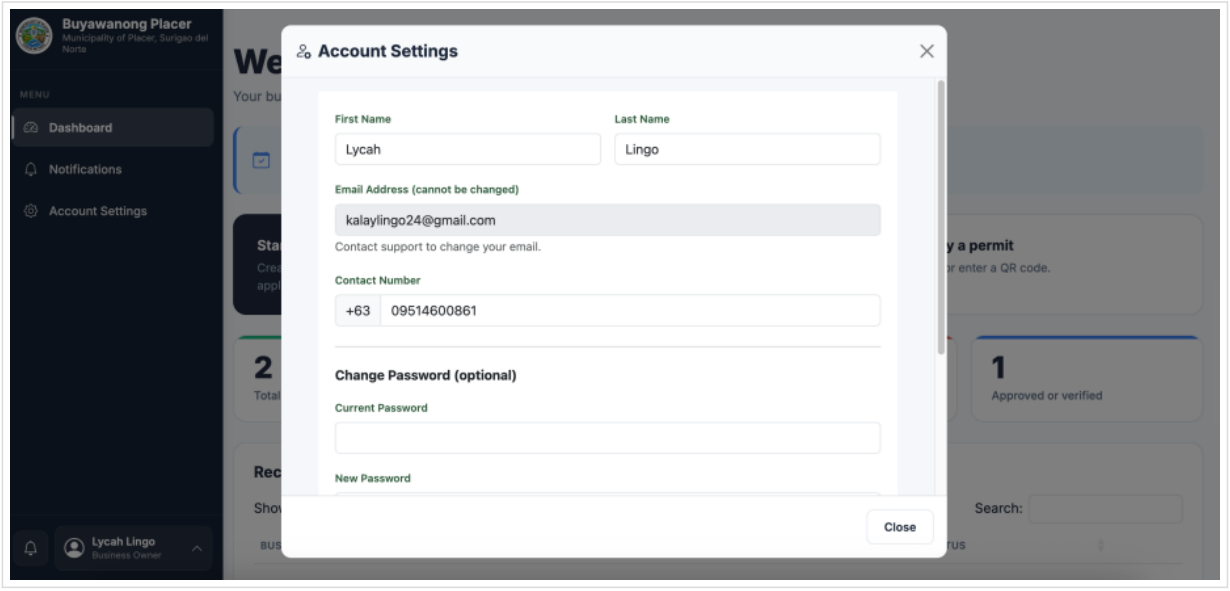


Figure 1.3e - Account Settings modal

1.4 Applying for a Business Permit

From your dashboard, click "New Application" (or "Renew" if renewing an existing permit). The application has 8 steps:

- Requirements - Review the 8 mandatory document checklist and click Continue.

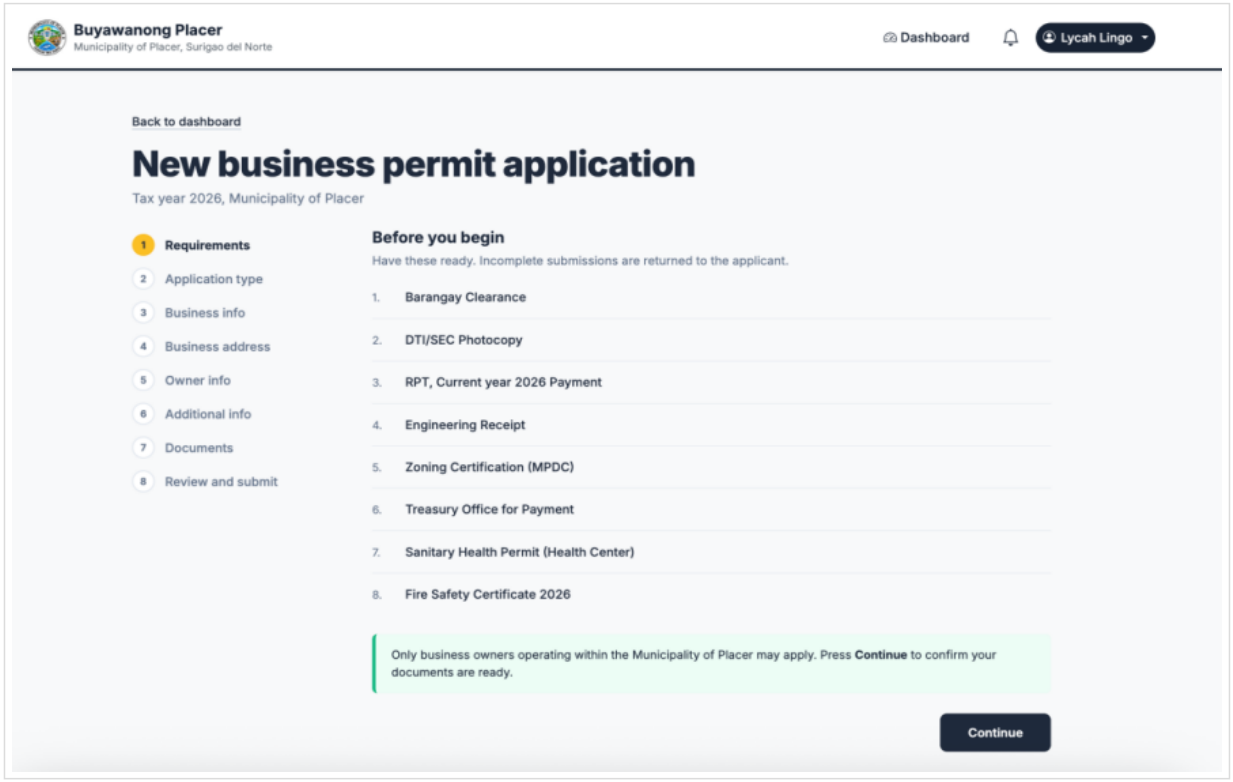


Figure 1.4a - Step 1: Requirements checklist

- Application Type - Select New, Renewal or Amendment. Choose your Mode of Payment and enter DTI/SEC Registration No. and TIN No.

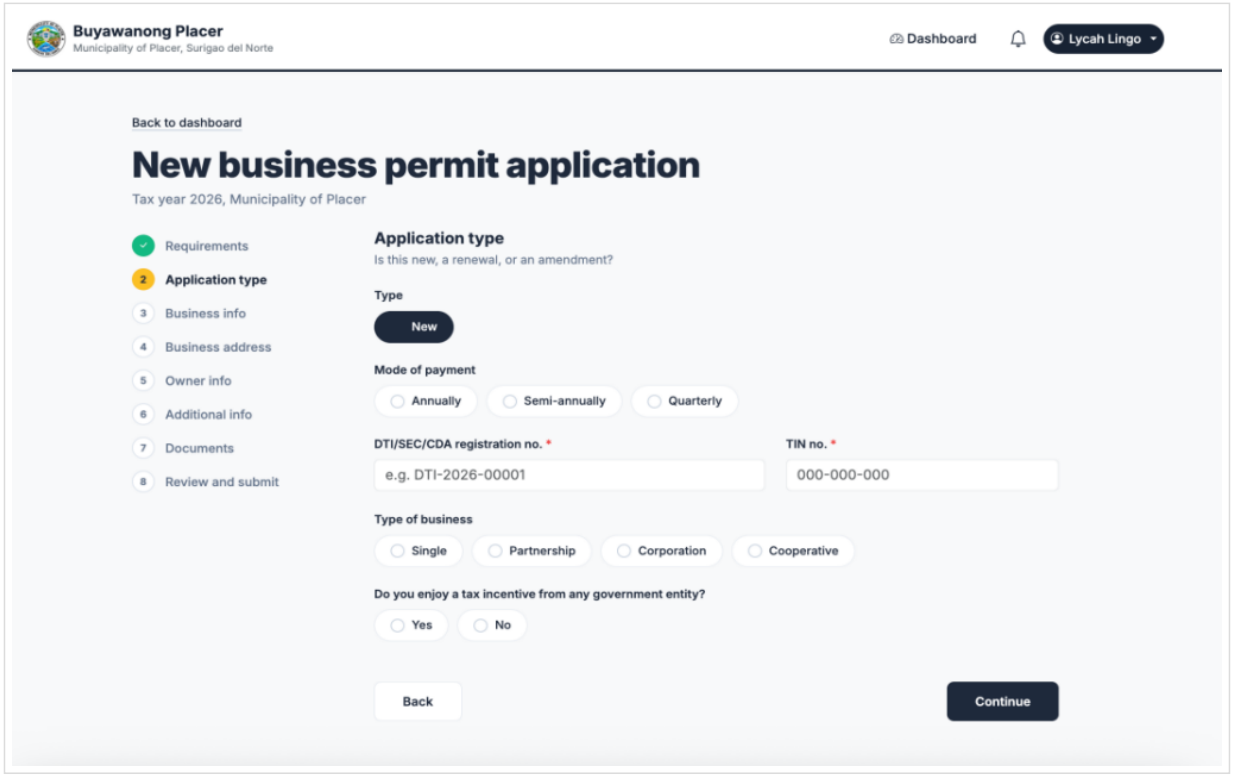


Figure 1.4b - Step 2: Application Type

- Business Info - Enter Owner Name, Business Name, Trade Name and Business Activity details.

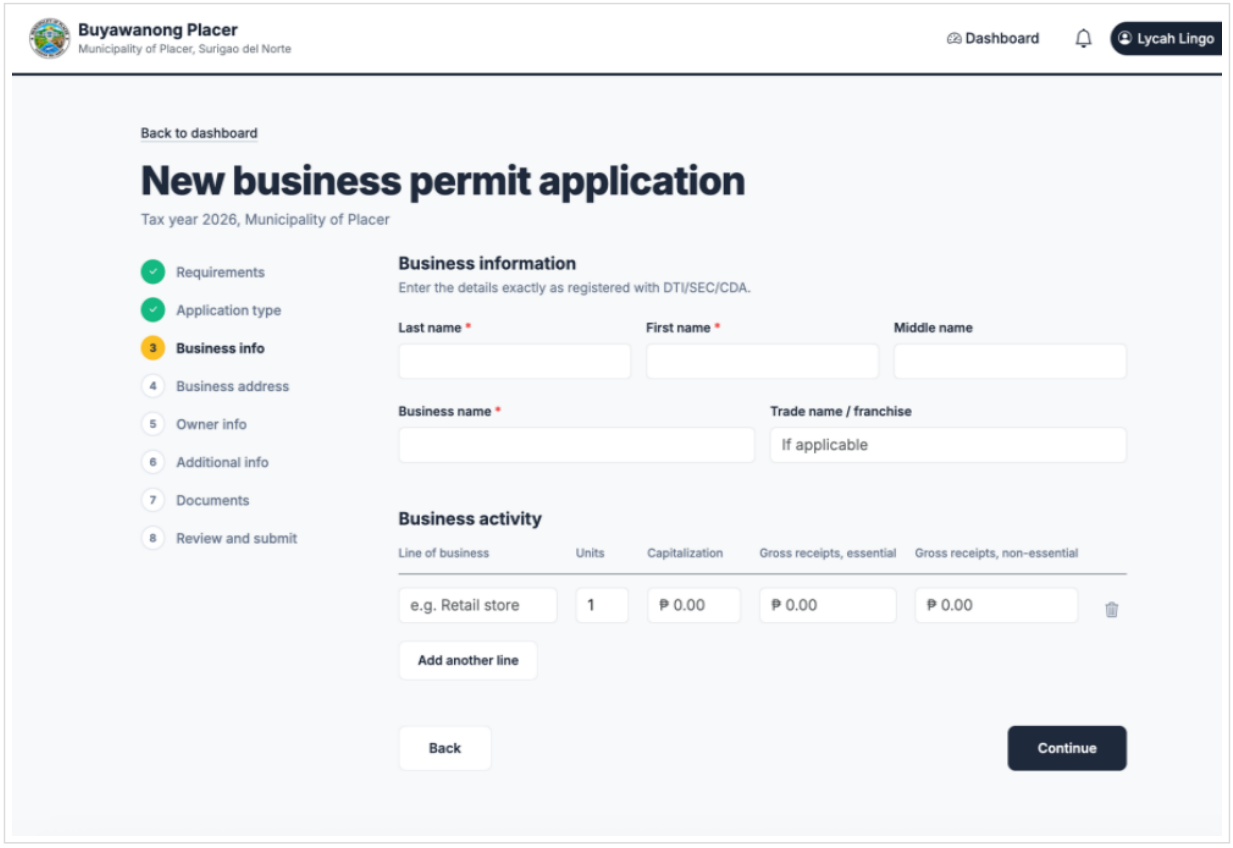


Figure 1.4c - Step 3: Business Information

- Business Address - Pin your business location on the map. Fill in address and employee details.

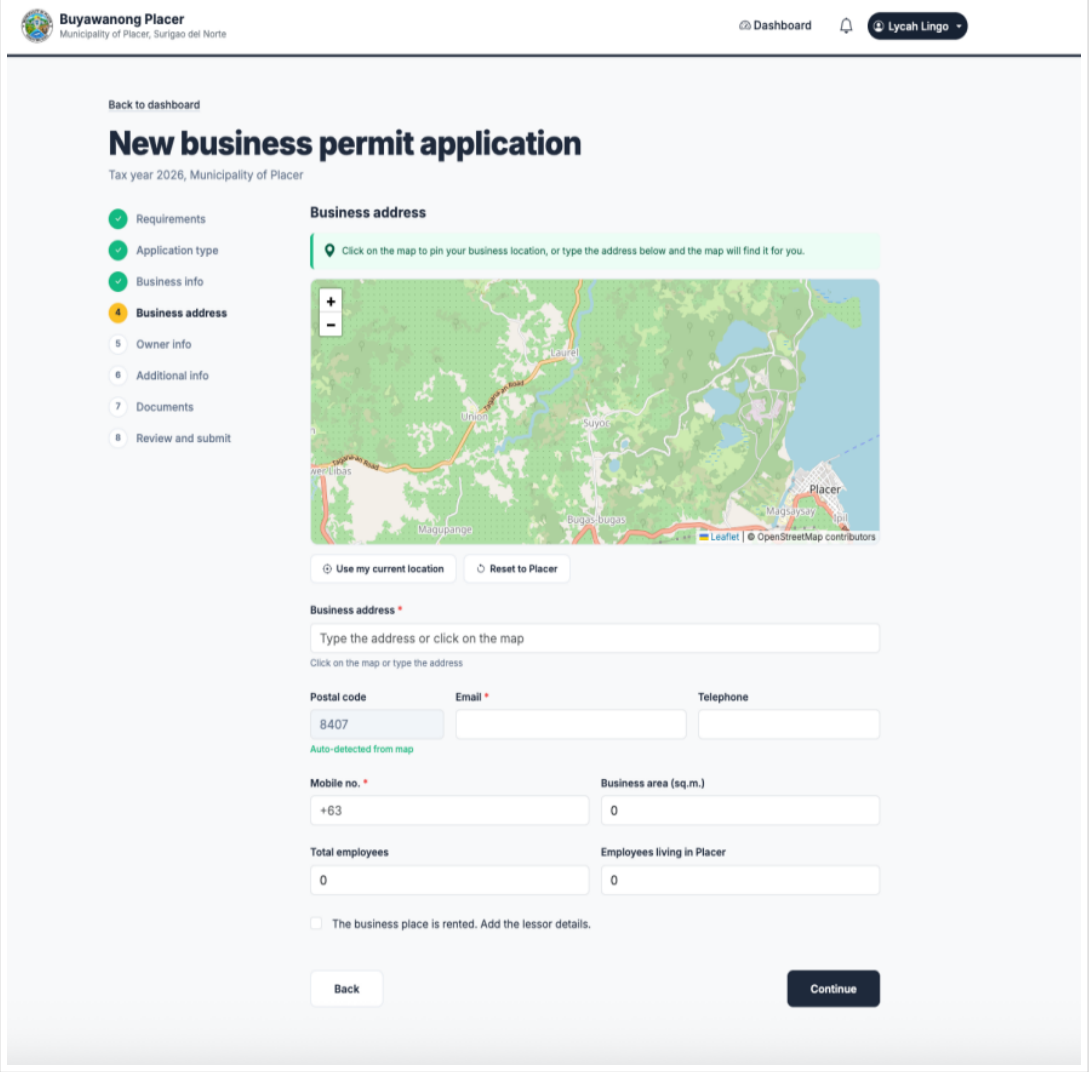


Figure 1.4d - Step 4: Business Address

- Owner Info - Enter the owner's home address and emergency contact details.

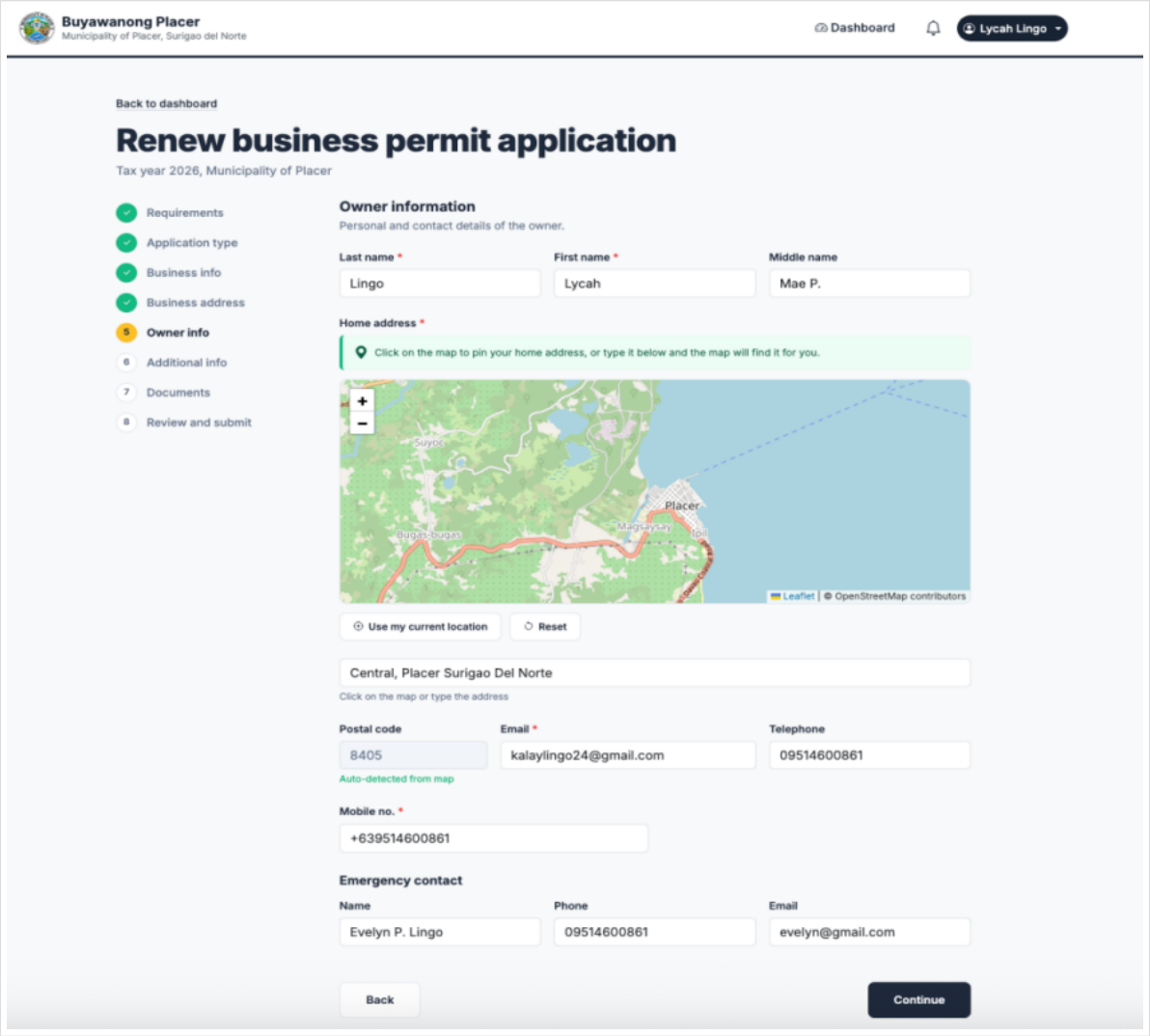


Figure 1.4e - Step 5: Owner Information

- Additional Info - Verify the Application No., enter Total Floor Area, Establishment Address, and check the declaration box.

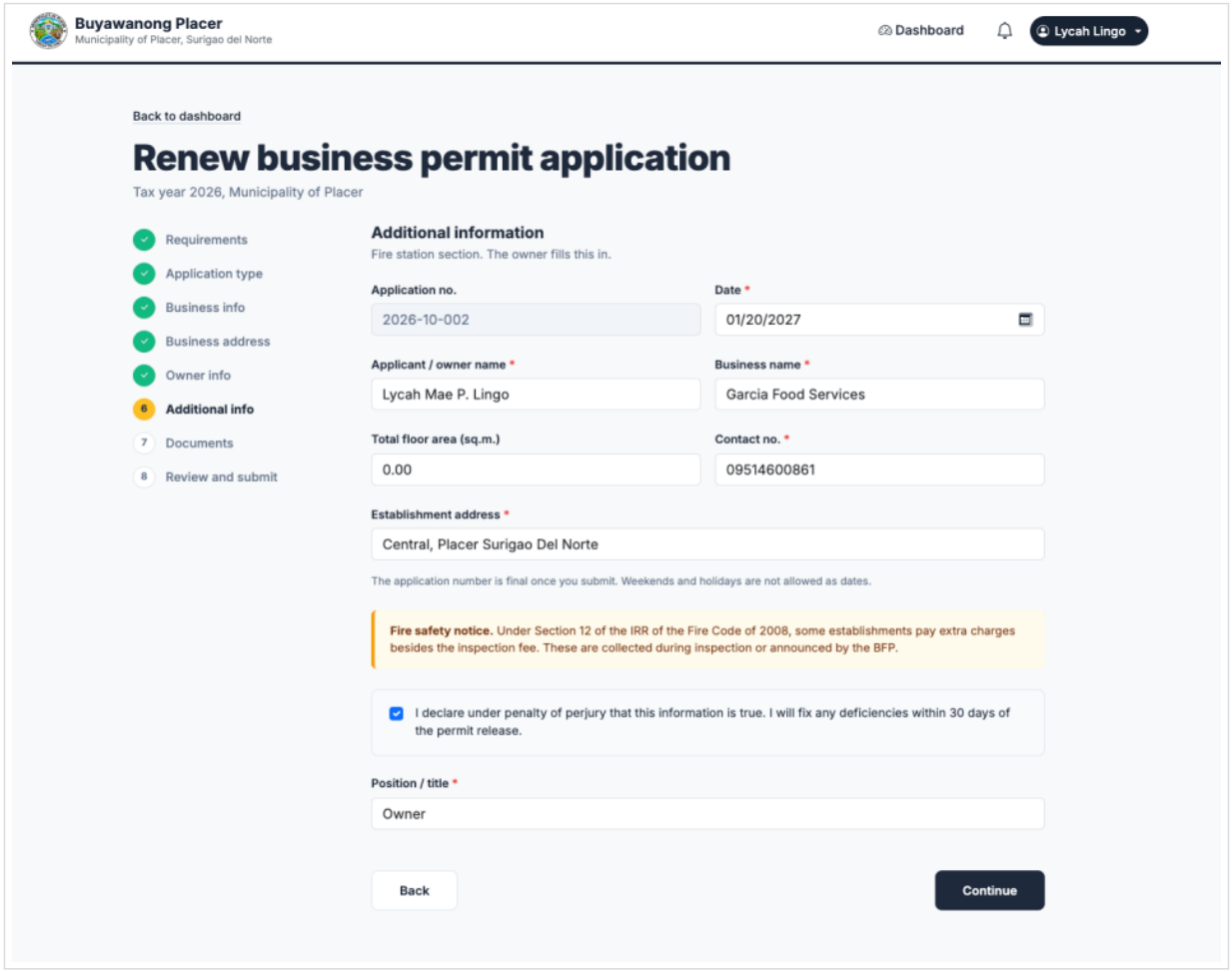


Figure 1.4f - Step 6: Additional Information

- Documents - Upload each required document (Barangay Clearance, DTI/SEC, RPT, Engineering, Zoning, Treasury, Sanitary, Fire Safety).

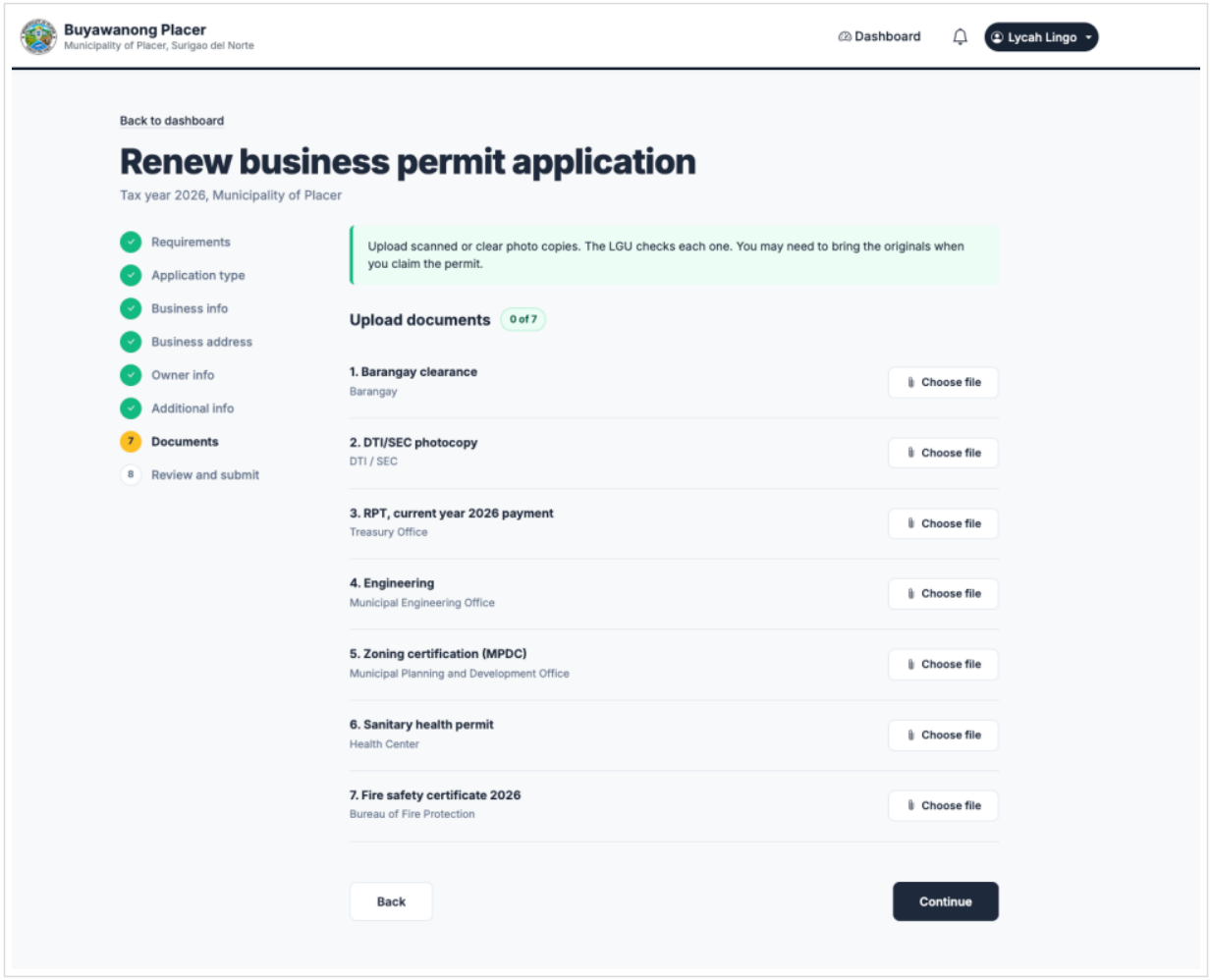


Figure 1.4g - Step 7: Upload Documents

- Review and Submit - Review all information, check the two declaration boxes and click "Submit application".

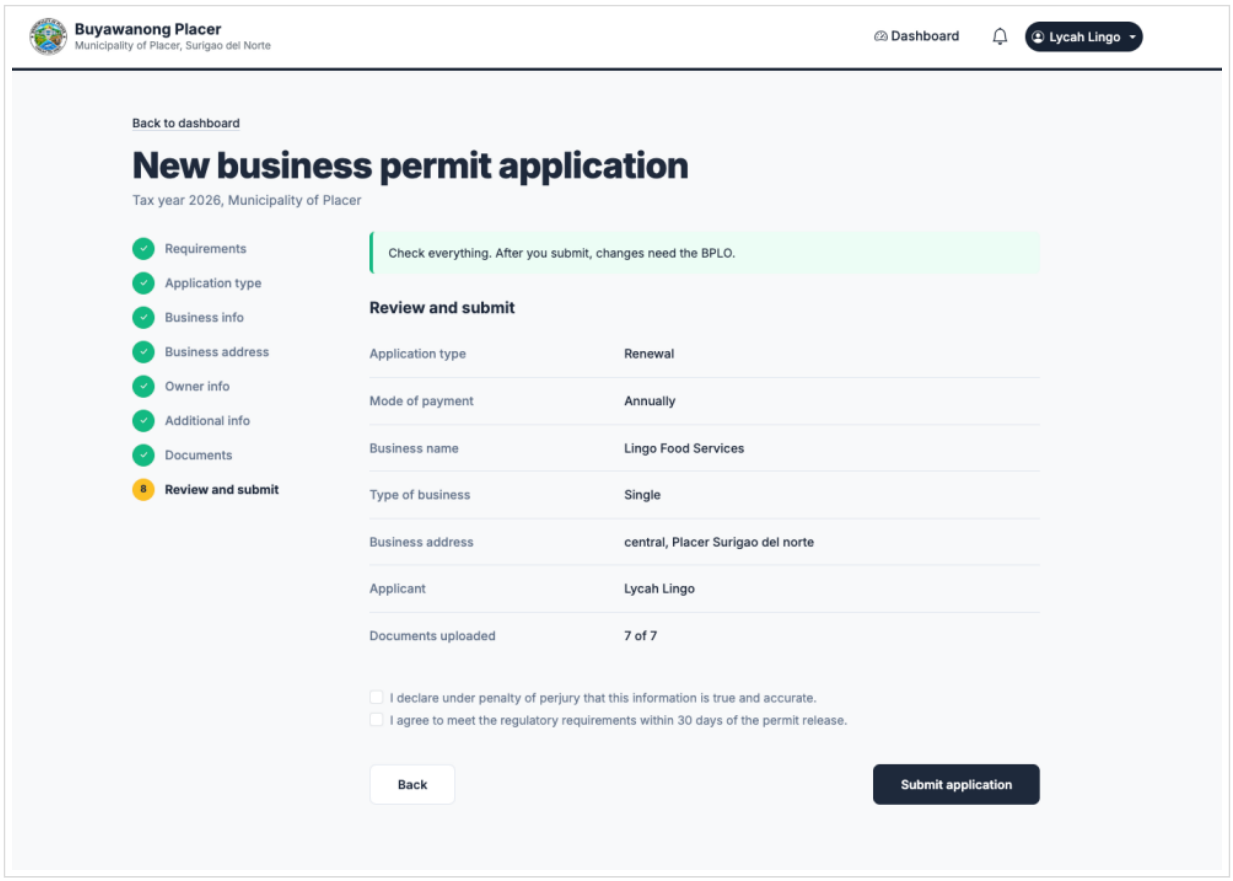


Figure 1.4h - Step 8: Review and Submit

TIP

Incomplete submissions are returned to the applicant. Double-check all required documents before submitting.

1.5 Tracking Your Application

You can track your application at any time - no login needed.

- Go to the "Track an application" section on the Permit page.
- Enter your Reference Number (e.g., BP-2026-00087) or click the QR Code Scanner icon to scan the QR code on your receipt.
- Click "Track" to view the real-time Application Progress timeline.

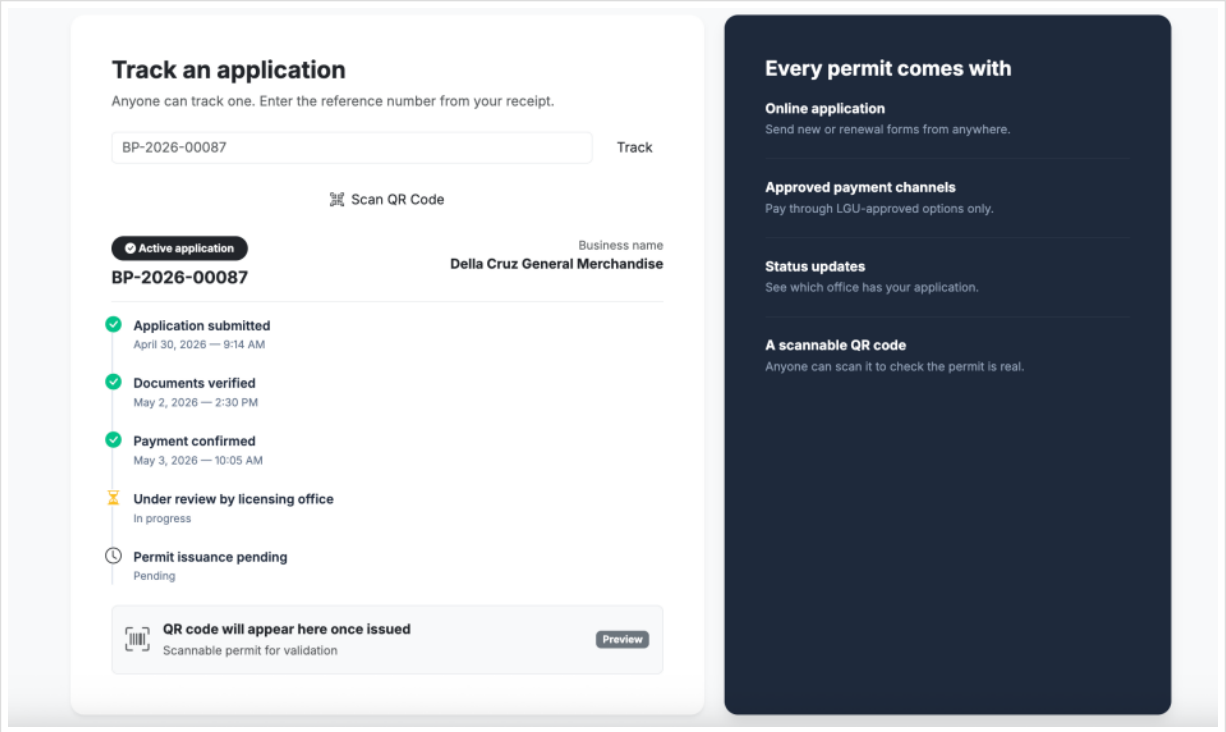


Figure 1.5 - Application Tracking Timeline

1.6 Viewing Your Permit and Scheduling a Claim

- Once approved, scroll down on your application view to see your Mayor's Business Permit and unique QR Code.
- Click "Print Permit" or "Download PDF" to save a copy.
- To claim the physical permit, click "Schedule Appointment".
- Select an available Date and Time from the calendar and click "Confirm".

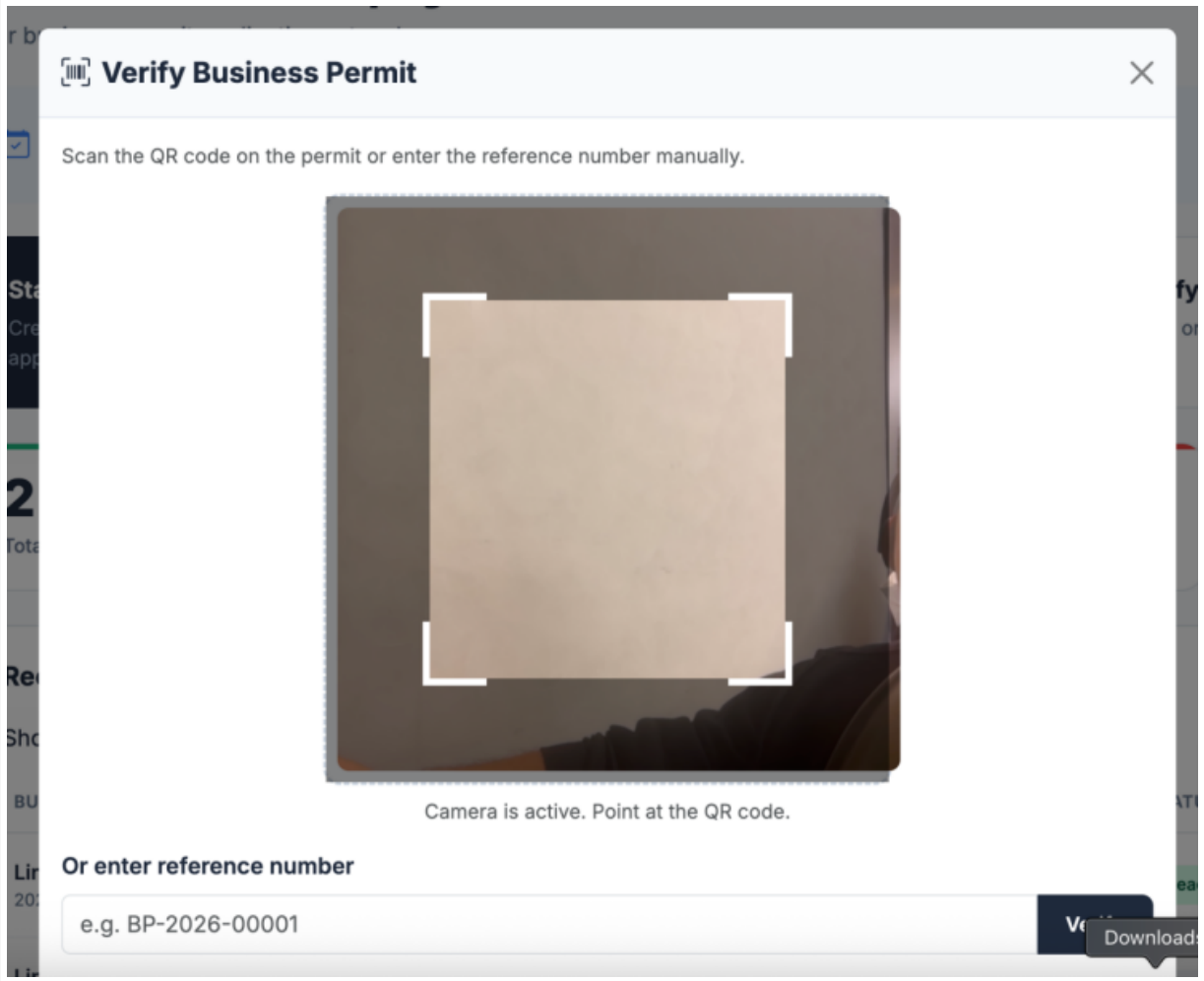


Figure 1.6a - Verify Permit via QR Scanner

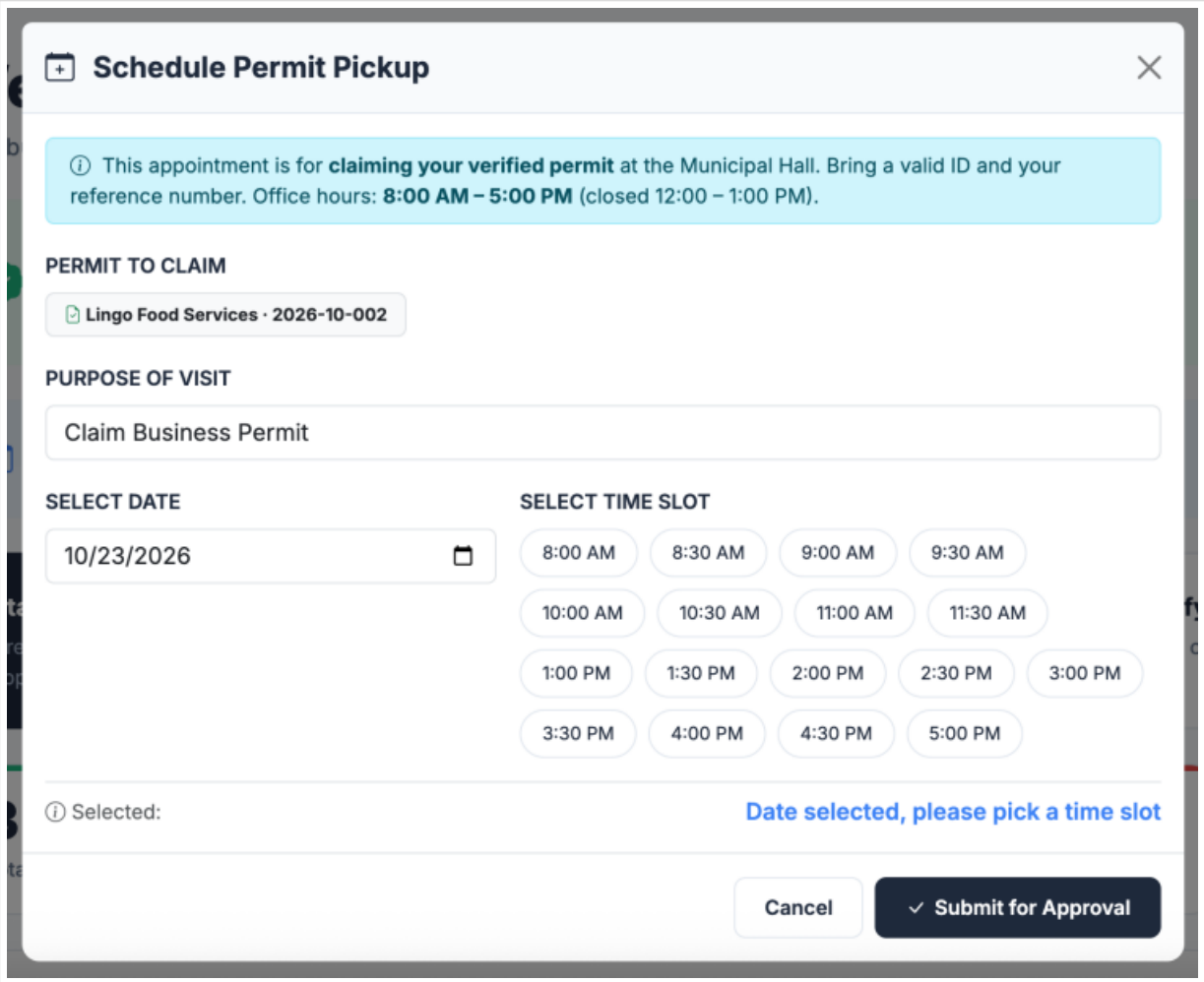


Figure 1.6b - Schedule Permit Pickup

REMINDER

Bring a valid government-issued ID and your reference number when claiming your permit at the Municipal Hall. Office hours: 8:00 AM - 5:00 PM (closed 12:00 - 1:00 PM).

2

SECTION 2

BPLO Staff Guide

This section guides Business Permits and Licensing Office personnel through their daily tasks.

2.1 Reviewing & Approving Applications

- On your BPLO Dashboard, locate the "Needs your review" table.

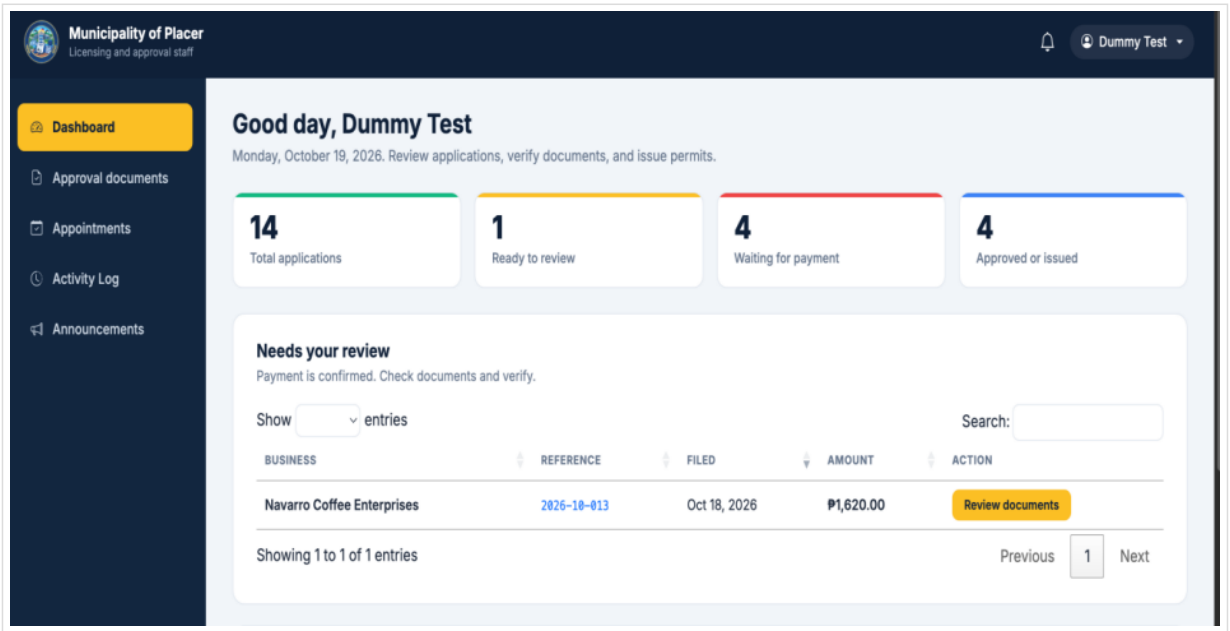


Figure 2.1a - BPLO Dashboard

- Click the "Review documents" button for a specific application.
- A split-screen modal opens. Use the left panel to read the submitted ANNEX 1 form.
- Use the right panel to click and download the uploaded documents.
- Click "Approve" to forward to Treasury, OR "Reject" and select the missing documents.

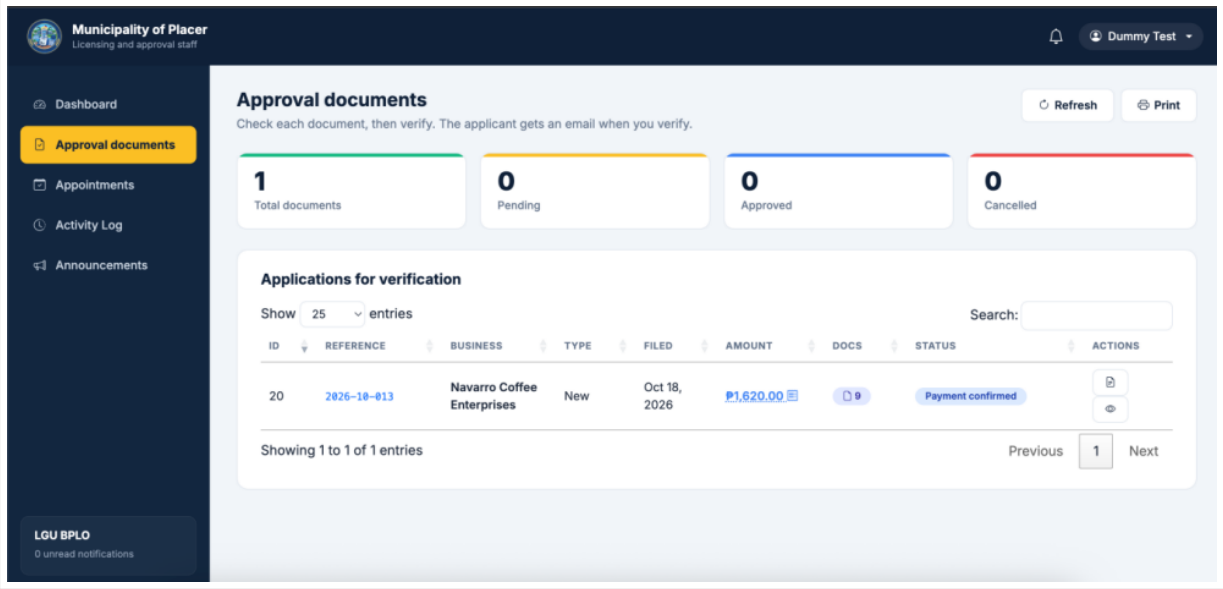


Figure 2.1b - Approval Documents view

TIP

When you verify an application, the applicant is automatically notified by email and can then schedule a pickup.

2.2 Managing Appointments

- Click "Appointments" on the left sidebar.
- Toggle between Calendar View and List View using the filter buttons.

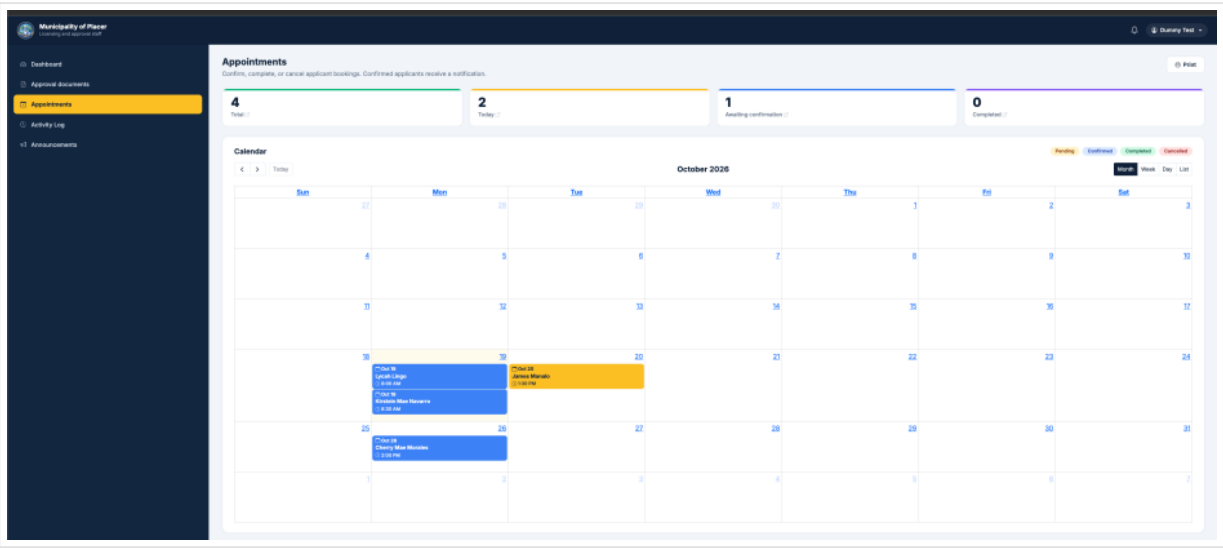


Figure 2.2a - Calendar View

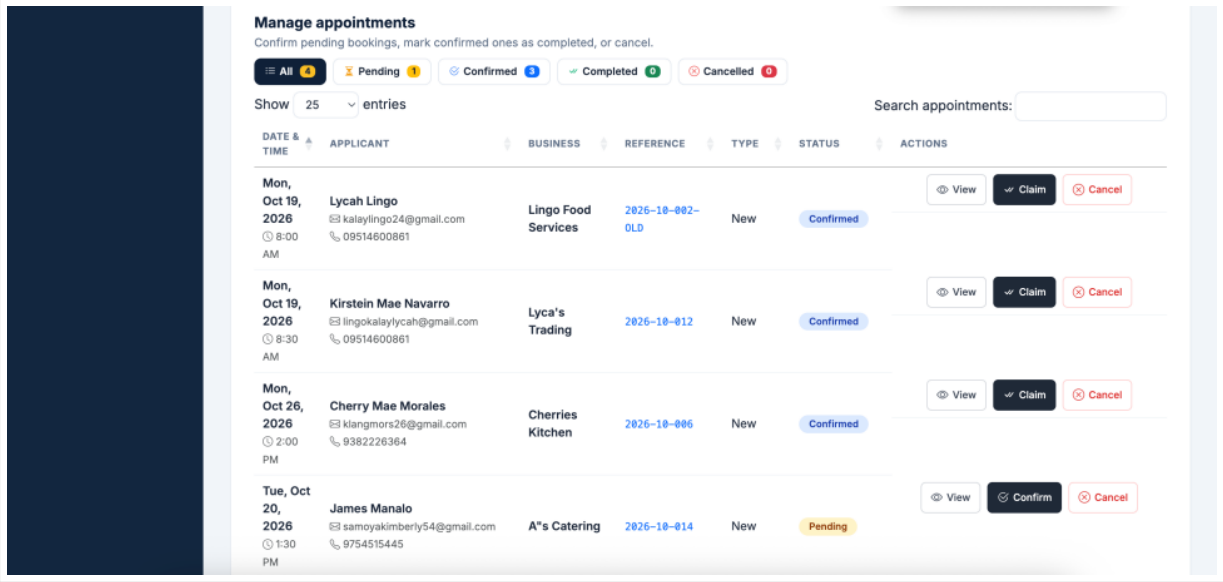


Figure 2.2b - Appointment List

- Locate a "Pending" appointment and click "Confirm" or "Cancel".
- Confirmed applicants receive a notification about their scheduled visit.

2.3 Creating Announcements

- Click "Announcements" on the left sidebar.
- Click the "Add announcement" button.
- Enter the Title and Content.
- Click "Submit for approval" - an admin must approve it before it appears on the public homepage.

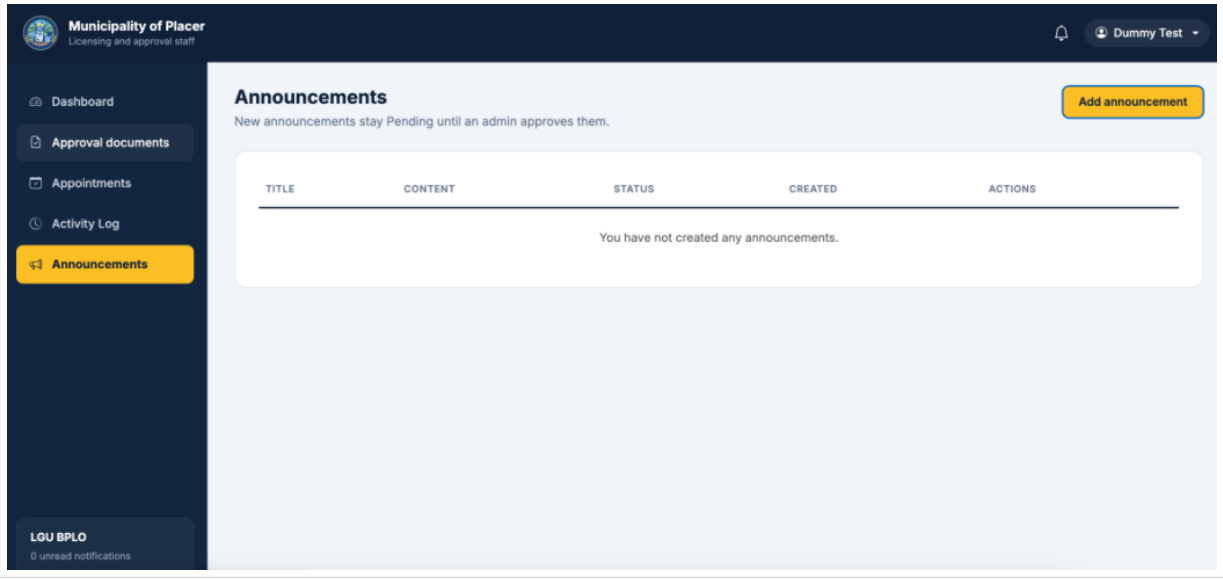


Figure 2.3a - BPLO Announcements page

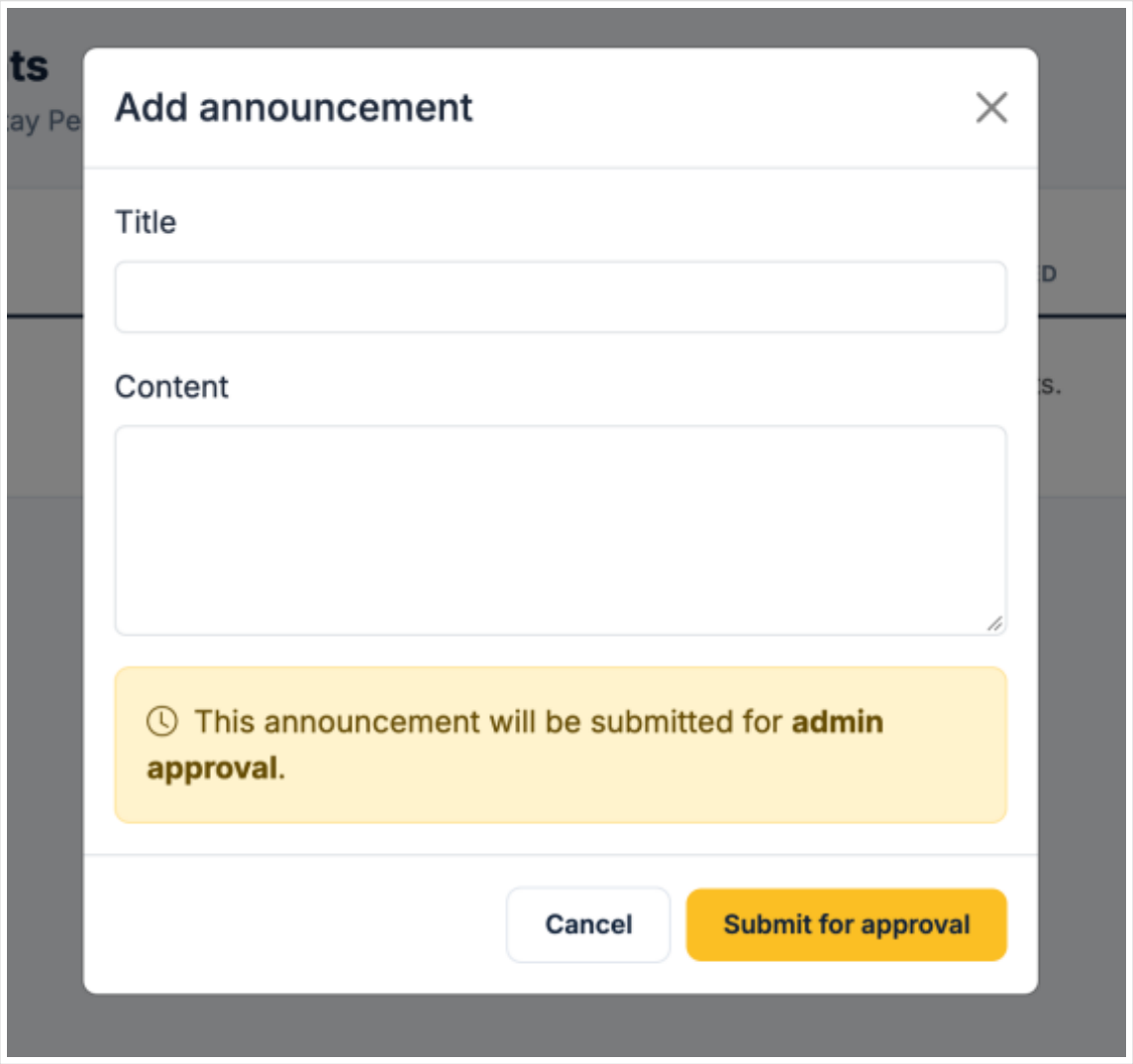


Figure 2.3b - Add Announcement modal

3

SECTION 3

Treasury Staff Guide

This section guides Municipal Treasurer's Office personnel through financial processing.

3.1 Assessing Permit Fees

- On your Treasury Dashboard, check the "Pending Payment" summary card.

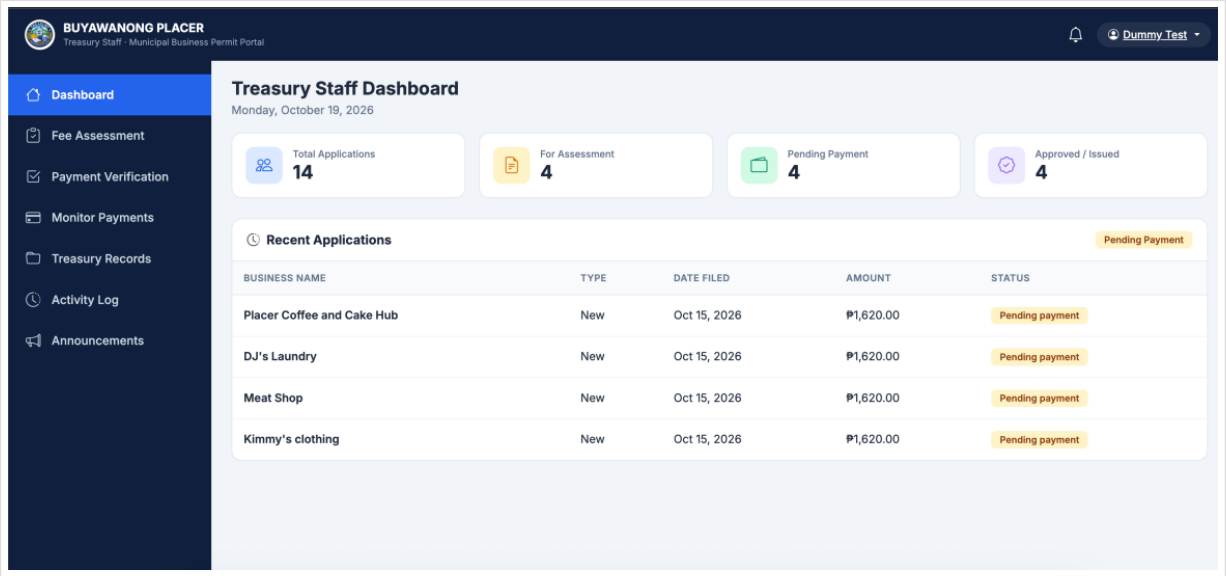


Figure 3.1a - Treasury Dashboard

- Click "Fee Assessment" on the left sidebar.

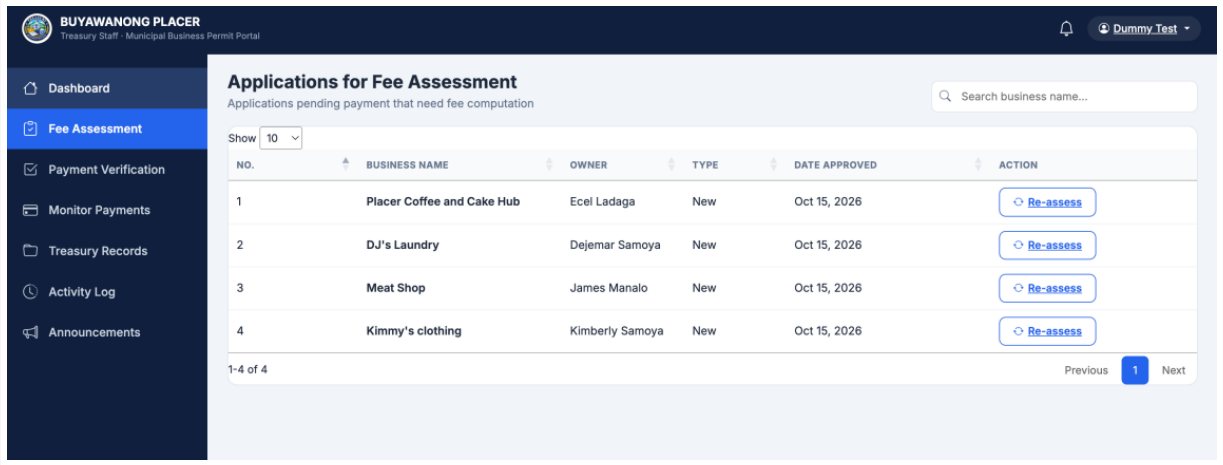


Figure 3.1b - Applications for Fee Assessment

- Locate the approved application and click "Re-assess".
- Review the fixed fees and taxes displayed.
- Click "Save Assessment". The system will notify the applicant to proceed with payment.

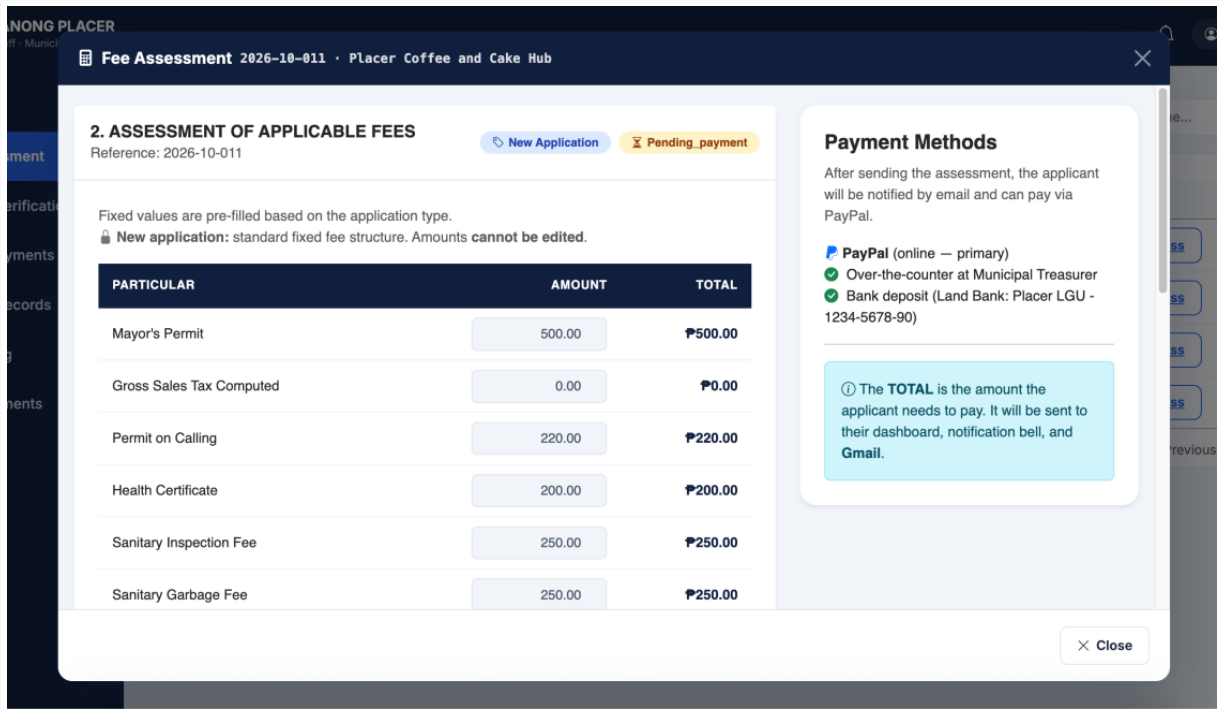


Figure 3.1c - Assessment of Applicable Fees modal

> **NOTE**
> Fixed values are pre-filled based on the application type. New applications use a standard fixed fee structure.

3.2 Verifying Payments

- Click "Payment Verification" on the left sidebar.

- Locate the applicant who has initiated a PayPal payment.
- Cross-check the amount and click "Confirm".

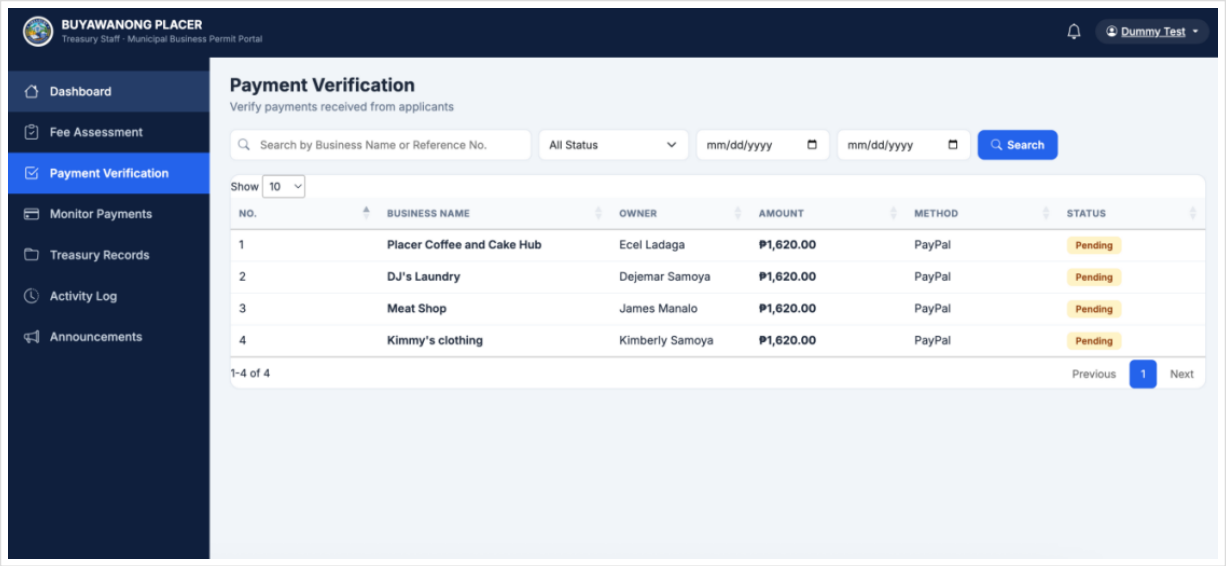


Figure 3.2 - Payment Verification page

- Once confirmed, the application is forwarded back to BPLO for final verification and permit issuance.

3.3 Monitoring Payments & Treasury Records

- Click "Monitor Payments" to view the line graph of monthly collections and PayPal transactions.

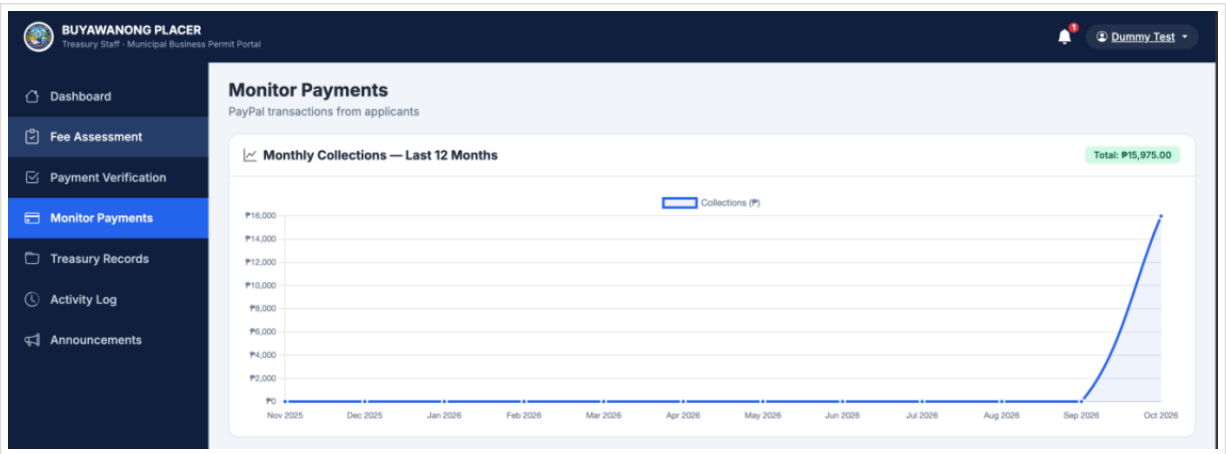


Figure 3.3a - Monthly Collections chart

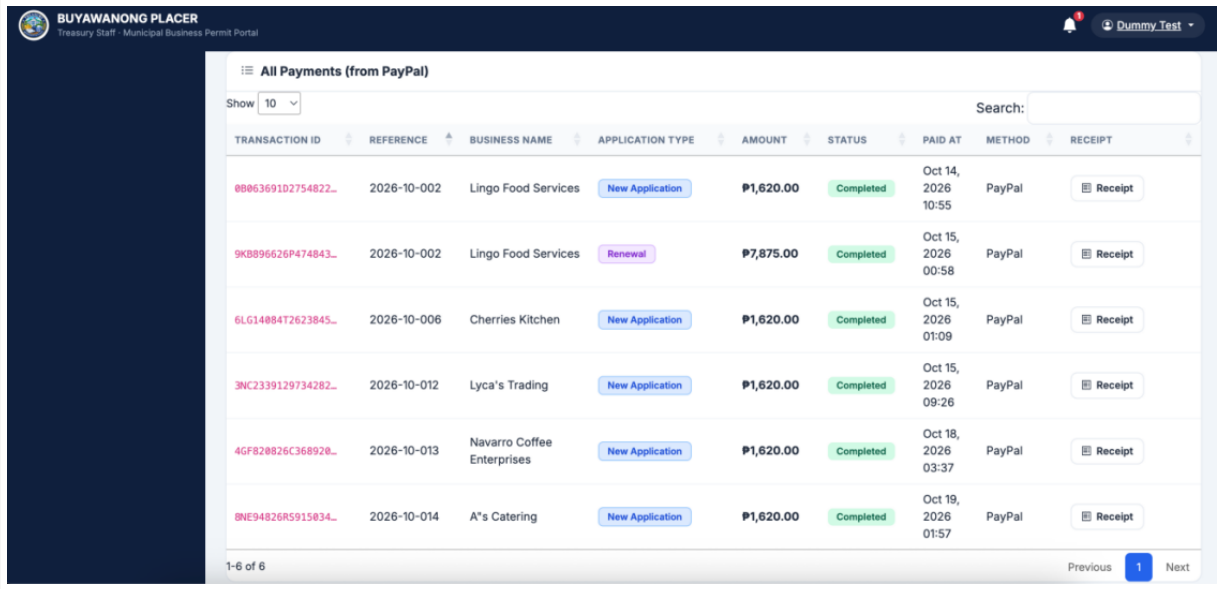


Figure 3.3b - All Payments list

- Click "Treasury Records" to view and print official digital receipts.

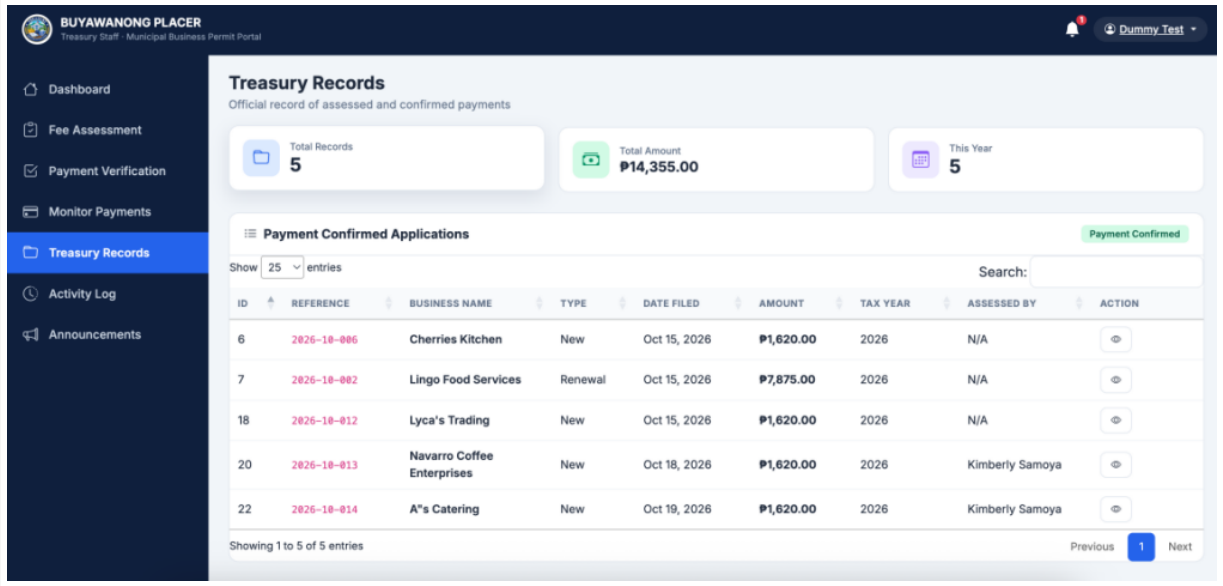


Figure 3.3c - Treasury Records table

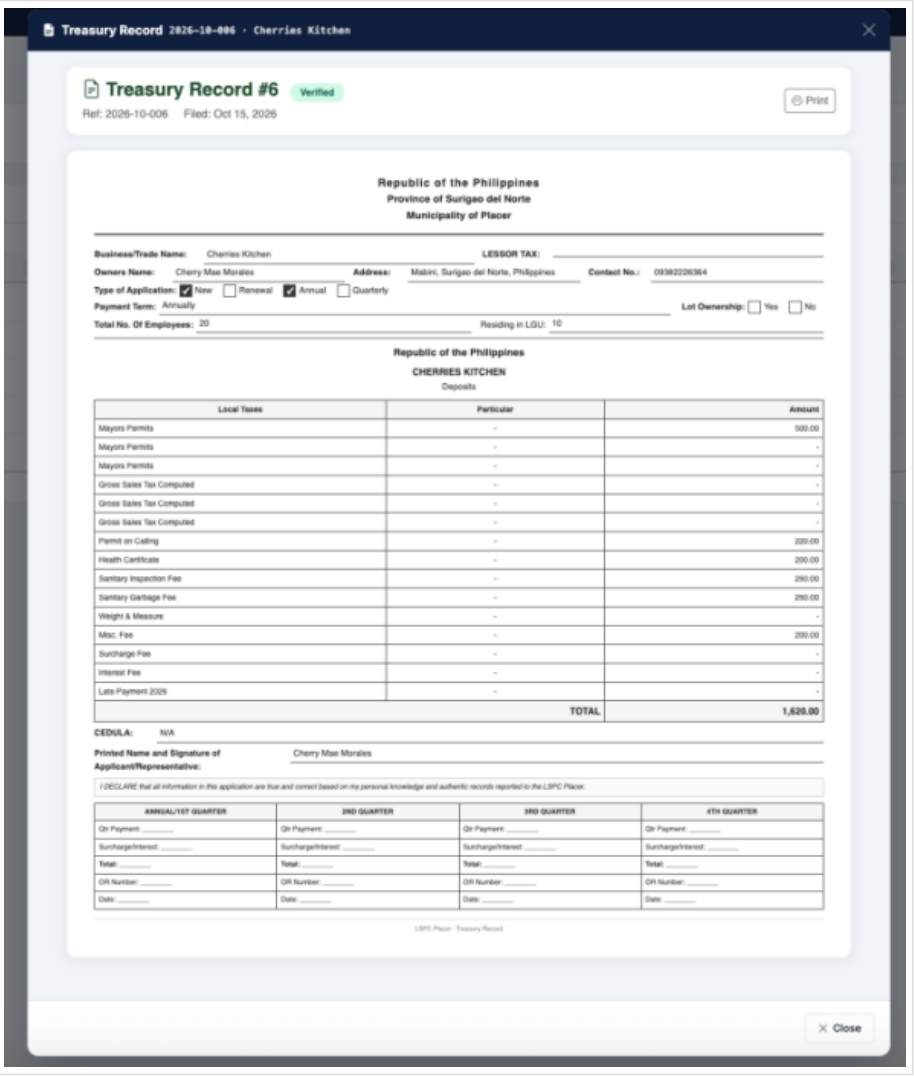


Figure 3.3d - Treasury Record Receipt modal

- Use the search bar to filter by business name, reference number or date.

4

SECTION 4

System Administrator Guide

This section guides the System Administrator in managing the overall portal.

4.1 Managing Employee Accounts

- Click "Employees" on the left sidebar.

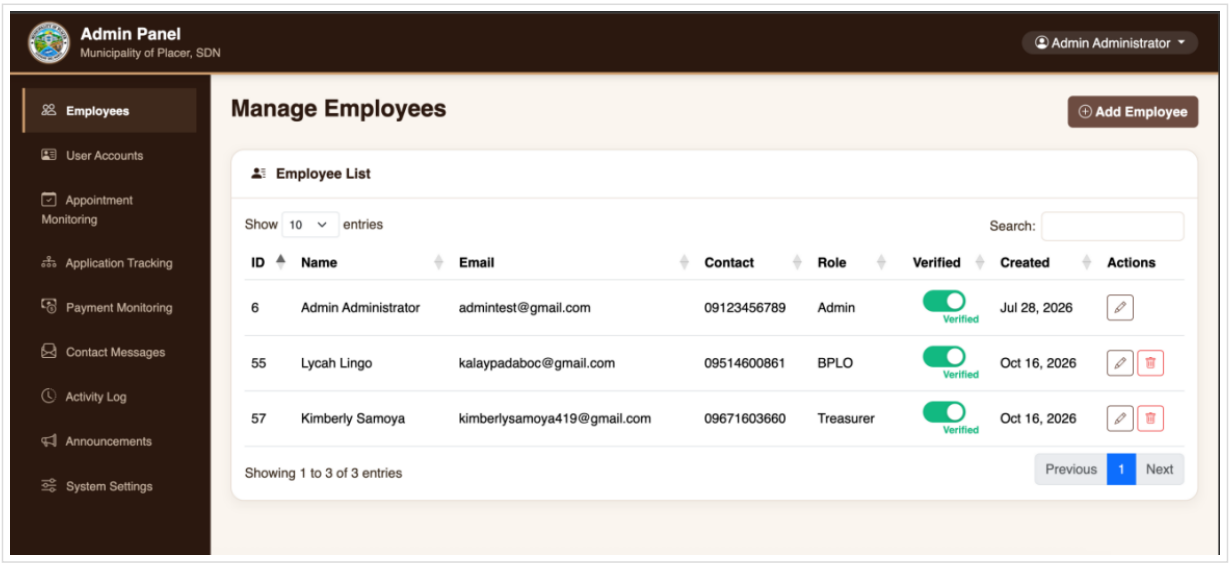


Figure 4.1a - Manage Employees list

- Click the "Add Employee" button.

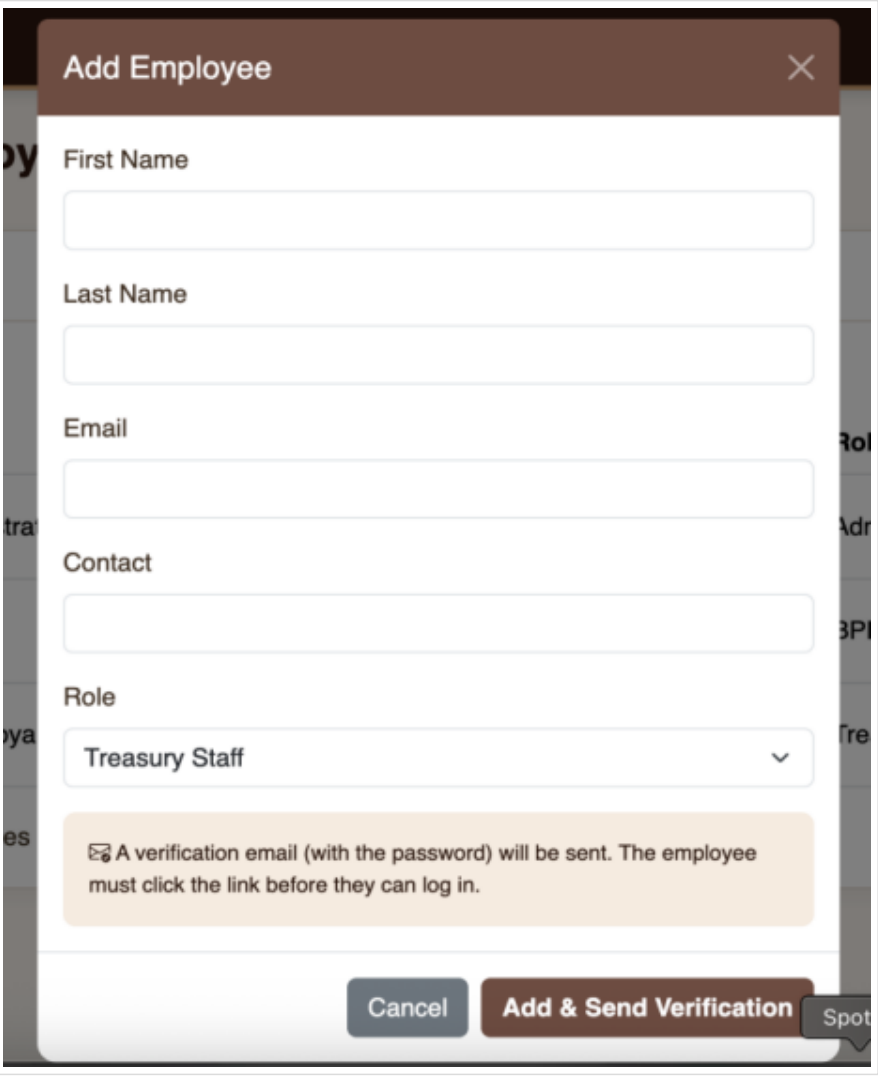


Figure 4.1b - Add Employee modal

- Enter the staff's Name, Email and Contact. Select their Role (Treasury Staff, BPLO Staff, Admin).
- Click "Add & Send Verification". A verification email with a password is sent automatically.
- To edit a role, click the Edit (pencil) icon next to their name.

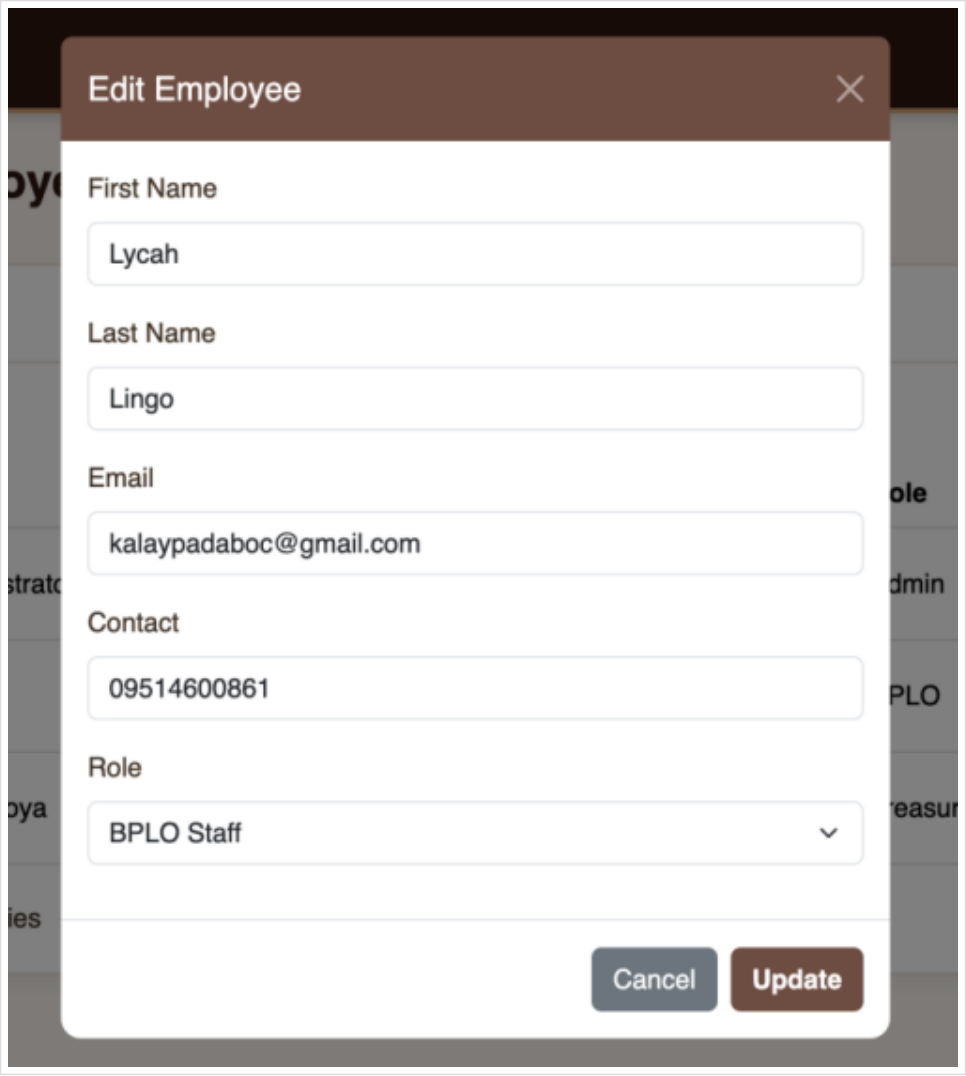


Figure 4.1c - Edit Employee modal

4.2 Verifying User Accounts

- Click "User Accounts" on the left sidebar.
- Locate the registered Business Owner.
- Toggle the "Verified" switch to the ON position to allow them to log in.

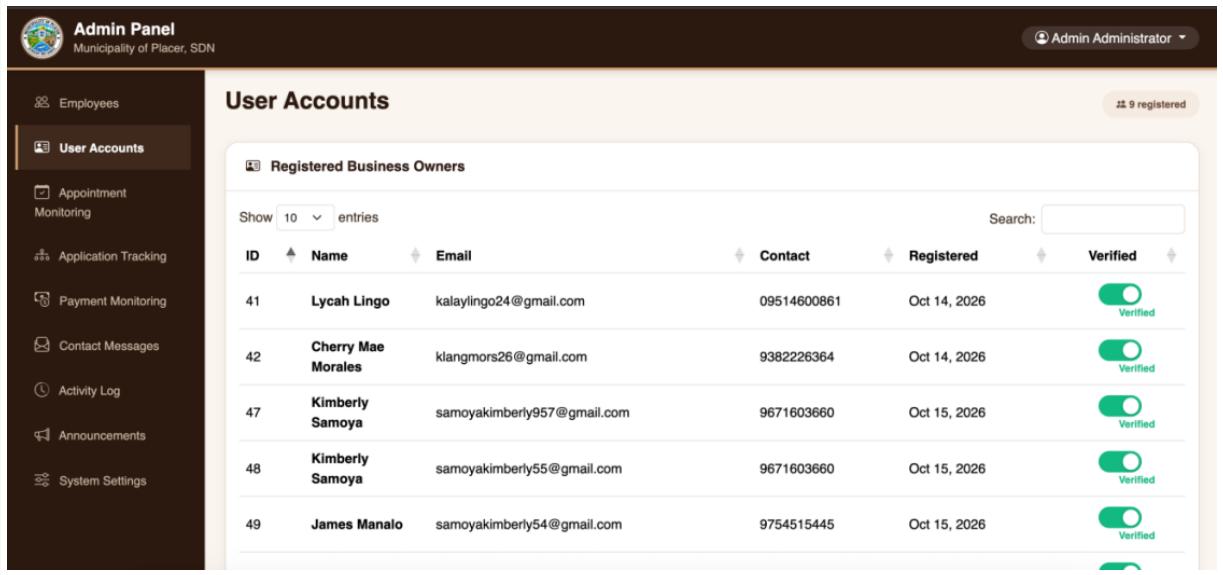


Figure 4.2a - Registered Business Owners list

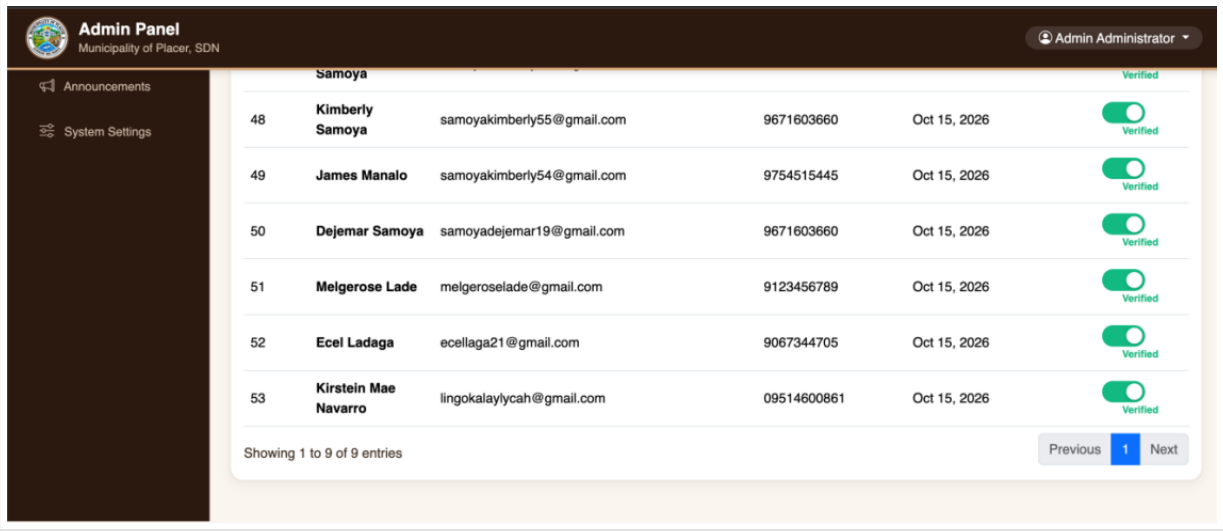


Figure 4.2b - Registered Business Owners list (cont.)

> **NOTE**
> Only verified accounts can log in and apply for permits.

4.3 Managing Announcements

- Click "Announcements" on the left sidebar.
- Review the list of pending announcements submitted by BPLO staff.
- Click the Check (Approve) icon to publish, or the Trash (Reject) icon to decline.

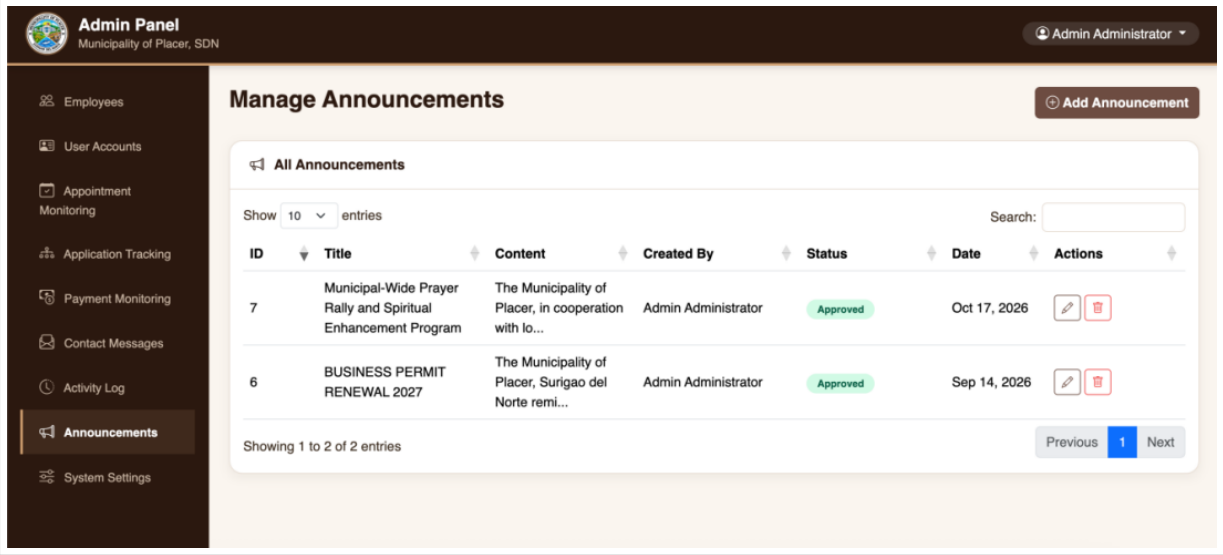


Figure 4.3 - Manage Announcements page

4.4 Editing Portal Content (System Settings)

- Click "System Settings" on the left sidebar.
- Select the page tab you want to edit (Home Page, About Page, etc.).
- Click into the text fields to edit the Hero Title, Hero Subtitle, or Info Cards.
- Click "Save Changes" to update the live website.

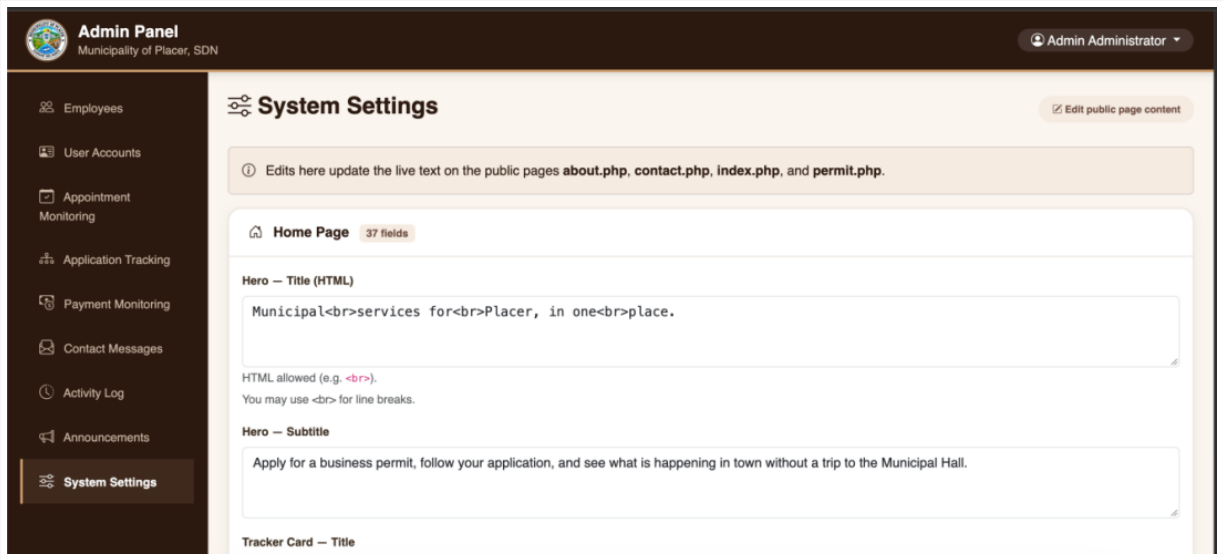


Figure 4.4a - System Settings page

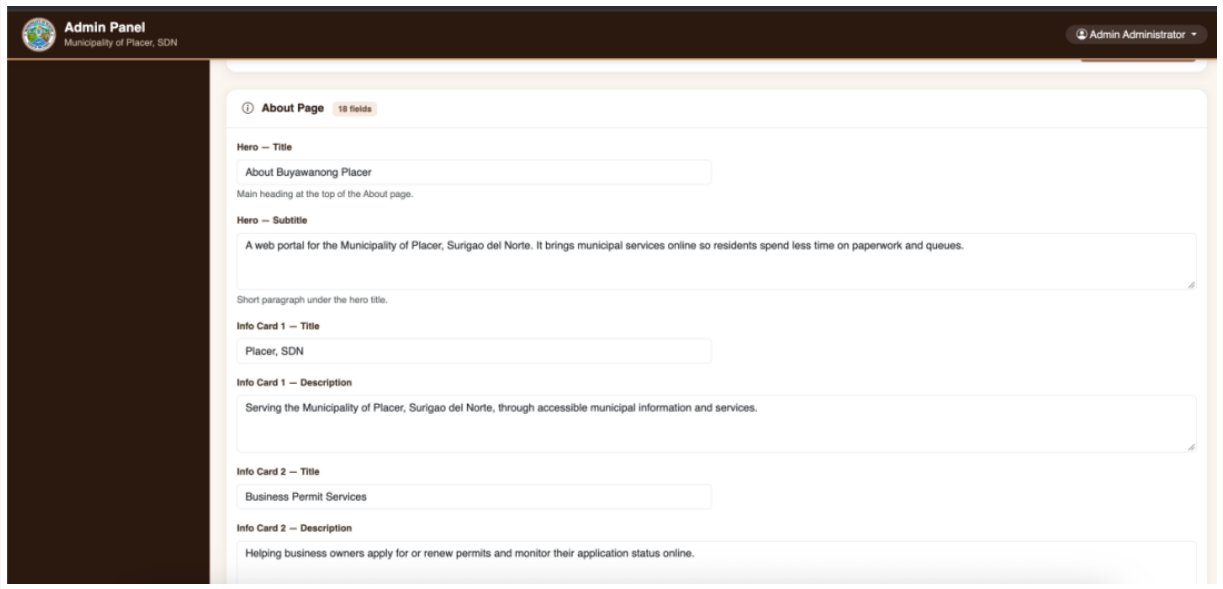


Figure 4.4b - System Settings (About Page)

THANK YOU

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