SAAD IT DEVELOPMENT AND DATABASE OPERATIONAL GUIDELINES

I. Rationale

In support to the Department Order (DO) No. 6 series of 2023 or the SAAD Phase 2 Implementing Guidelines and in response to the call of the DA to modernize the agriculture and fisheries sector in the country, the SAAD Program Phase 2 created innovations prioritizing the establishment of IT-related tools to enhance data collection, management, and processing. Specifically, the program established its SAAD database and website as its major activities under the SAAD IT Development and Database (IDD) Unit.

The SAAD IDD Unit was tasked to address the need for better data management, data processing, report generation and promotion of the program through various media platforms from the SAAD National and Regional offices. Generally, the National IDD Unit is tasked to create and maintain all SAAD IT-related tools necessary for the program while the Regional IDD Cluster will be responsible to oversee and implement data collection, validation and uploading.

In addition, the SAAD IDD Unit plays a major role in the evaluation of the success and failure of the program thru data collection established as baselines and may serve as basis for its beneficiaries' progress. Further, these data are used for various assessments with regard to the outcome and impacts of its implementation vis-à-vis its covered beneficiaries. Thus, the need for continuous improvement of the SAAD IDD Unit is substantial for the success of the program.

With this, these guidelines shall provide a general overview on the functions and deliverables of the program's IDD Unit from the National and Regional offices.

II. General Objective

Generally, this guidelines aims to provide guidance to all IDD Units of SAAD Program Phase 2 in conducting activities related to Information Technology. Specifically, it aims to:

1. Set the functions of the National IDD Unit and Regional IDD Sub-unit;
2. Define the processes and activities involved in the database management;
3. Identify collaborations with other DA-wide IT-related Offices; and
4. Mainstream RA 10173 or the Data Privacy Act on the IT-related activities of the program.

III. Functions of the National IDD Unit and Regional IDD Sub-units

All units, sub-units and clusters who will gather, process, consolidate, verify, submit and generate reports from the SAAD Program Phase 2 Database System shall base its general functions on the following:

A. Per Program Management Office

1. **NPMO IDD Unit** – shall be responsible for the development and maintenance of the SAAD database system and website. It shall also serve as the role Administrator of the Database System. Further it shall:
   a. Approve and deactivate users, create and assign roles to users including the final approval of the submitted entry from the region;
   b. Oversee the IDD processes and generate relevant IT-related reports;
   c. Craft and mainstream IT-related policies and guidelines for the national and regional IDD unit/sub-unit; and
   d. Craft and provide IT-related capacity development activities and technical assistance for the NPMO, NPMSO, and RPMSO.

   The **BFAR NPMSO IDD Unit** shall serve similar functions with the DA NPMO IDD Unit for the SAAD fishery sector. However, the DA NPMO IDD Unit shall oversee the implementation of the BFAR NPMSO IDD Unit to assure consistency in the program's IT-related activities.

2. **RPMSO IDD Sub-unit** – shall be responsible for the adoption, mainstreaming and completion of data needed for the SAAD database system and website. Further it shall:

   a. Cascade and capacitate the PPMSO on relevant policies and guidelines relative to IDD activities;
   b. Serve as encoders and verifiers for data submitted by the PPMSO
   c. Capacitate the PPMSO on technicalities related to IT activities such as profiling, geotagging and the likes;
   d. Update and recommend to the NPMO on addressing inconsistencies in the database system and website.
   e. If a personnel of the RPMSO IDD had resigned or did not renew his/her contract, the RMPSO IDD Unit should inform the NPMO IDD for account deactivation in the system.

3. **PPMSO** – shall be responsible for the data acquisition needed for the completion of the SAAD database system and website. Further it shall:

   a. Serve as data enumerators for the program guided by the RPMSO IDD;
   b. Geotag locations necessary and relevant to SAAD Profiling activities; and
   c. Perform other tasks needed by the National and Regional IDD Unit/Sub-units.

B. Intra SAAD IDD Functions

To further establish the inter connectivity of functions among the IDD units and sub-units, the following shall define further functions:

1. **NPMO and NPMSO** – both IDD units from DA and BFAR SAAD shall coordinate and update each office on the progress of the assigned functions defined on the previous section.
2. **NPMO to RPMSO** – the NPMO shall oversee all functions tasked to the RPMSO specially its compliance to the deliverables needed by the NPMO to accomplish the program's database and website.
3. **RPMSO to NPMO** – the RPMSO shall comply to the accomplishment of data requirements set by the NPMO including the provision of recommendations that may help update or enhance the current system of the program.
4. **RPMSO to PPMSO** – the RPMSO shall assure that the PPMSO is capacitated in conducting data gathering activities in the field level. It shall also oversee and evaluate the data gathering processes of the PPMSO to assure the accuracy and completeness of data submitted to the regional level.
5. **PPMSO to RPMSO** – the PPMSO shall require the RPMSO to provide guidance on technical level including providing strategies on the proper data gathering to assure quality and timely compliance.

For detailed individual functions per SAAD IDD unit and sub-unit, please see the HR Operations Manual for SAAD Program Phase 2.

IV. General Processes and Activities

A. General Activities

The SAAD IDD is responsible for all IT related activities of the program across the national, regional and provincial level. More so, it facilitates various activities internally and externally to assure accuracy on data transfer from field to the national level. Below are the activities of the IDD:

General Activities	Specific Activities	Timeline
Database	1. System Maintenance 2. System Security/ Hashing 3. Updating 4. Uploading 5. Inter-operability/ Linking 6. Encoding 7. Cleaning	Daily
Website	1. Creation 2. Maintenance 3. Updating	Daily
Profiling	Data Enumeration/ Gathering *(See Annex E: Profiling Forms)*	Weekly
Geo-mapping	1. Geotagging	Weekly

	2. Geo-Referencing	
Report Generation	1. Data Generation 2. Data Processing 3. Data Completeness 4. Data Filter/Cleaning	Monthly or as need arises
Workshops & Capacity Building	1. Database Management 2. Data Privacy 3. Geo-mapping 4. Data Enumeration/ Gathering	Periodic/ Needs Based
Assessments	Semestral IDD Performance Assessments *(See Annex F: Presentation Template)*	Semi-Annual

Definition of each activity may be referred to ***Annex A.***

B. Process

In general, the process of SAAD IDD shows a linear pattern from right to left that narrates the general activities needed for data collection up to generation. Upon generation, data is then used for report generation and website management.

Figure 1: Process Flow of SAAD IDD General Functions

Further, the specific process flow of the SAAD IDD across the national to the field level is based widely on these general activities cited in Figure 1. These specific and interconnected activities conducted by SAAD IDD shall be the basis of its specific process flow. The interconnectivity is linked on two processes: 1. Profiling and 2. Geo-mapping. *(refer to* ***Annex B****)*

1. Beneficiary Profiling Process

SAAD requires data profiling of beneficiaries in order to establish baselines, track interventions provided including the development of social status of its covered beneficiaries. Profiling includes the acquisition of basic socio-economic and agri-fishery related information of the beneficiaries. Such process would require an interplay among the PPMSO, RPMSO, NPMSO/ NPMO.

The SAAD Database System have a Roles Module this is where the level of access is created, below are the list of Access Levels and Roles:

Admin – Create Roles, assign roles and permissions, check status of User Accounts, accept encoded beneficiaries, Revert encoded beneficiaries. The Admin are from the NPMO/NPMSO;

Verifier – Review the completeness and correctness on what the Submit user approves, the Verifier may revert the submission. The Verifier role is the SAAD-RPMSO IT Lead;

Submit – Review the completeness and correctness on what the Encoder submitted, the Submit role may revert the submission. The Submit role is from the SAAD-RPMSO IDD unit;

Encoder – Review and encode the profiling form that the AC submitted, the Encoder should ensure that the correct data are encoded. The Encoder is for the SAAD-RPMSO;

Guest – The lowest level of a system user, after registering to the system a user will be assigned a Guest role, it can only view the dashboard.

Below is a narrated process of profiling, also you may see the attached process flow in Annex B and the profiling forms in Annex E.

a. Upon approval of the BNA/PRA report, attached to it is a list of beneficiaries. The AC concerned prepares a list of beneficiaries and forwards it to the RPMSO-IDD unit for checking if the beneficiary is already enrolled in the RSBA.

b. The RPMSO-IDD unit, upon receiving the list of beneficiaries will check if the farmers/fisherfolk are already enrolled in the RSBSA, if not the RPMSO will prepare an endorsement to the RSBSA for enrollment. The RPMSO will then prepare the profiling form of the SAAD Program Phase 2. The RPMSO will ensure that all SAAD Program Phase 2 Beneficiaries are RSBSA enrolled.

c. The actual profiling will be conducted by the AC concerned, ensuring that all data requirements will be inputted in the profiling form. Upon completing the profiling form it will be forwarded to the RPMSO-IDD unit.

d. Once the IDD receives the profiling form with data, the IDD-Encoder may start encoding the beneficiaries in the Database System or may use the Excel template for batch uploading. When finished encoding or uploading the Encoder submit the data to the IDD-Submit User.

e. The IDD-Submit user verifies the data submitted for correctness and completeness. If the Submit user is satisfied with his/her review he/she may submit the data to the IDD-Verify User.

f. The Verify User is the last review stage before the acceptance of the Database System Administrator. The data submitted by the IDD-Submit User will go to the final review of the Verify User, once the Verify User reviews the information and is satisfied with the Correctness and Completeness review, he/she should submit it. It will be forwarded to the Systems Administrator.

g. Before the data can be used in report generation it has to be accepted by the System Administrators. The System Administrators are the IDD unit in the NPMO and NPMSO.

2. **Geo-mapping**

Geo-mapping is a process of converting data acquired from the field thru profiling using GPS devices (Smartphone and tablets) into geo maps that provides visualization on the location of beneficiaries and projects provided by the program. This process includes Geotagging and Georeferencing.

a. **Geo-tagging –** Is the process of adding geographical identification metadata (single coordinate) on beneficiary location during the time of profiling as part of the photo documentation of the beneficiary.

For SAAD Phase 2, this is conducted during profiling of the beneficiary to tag the site where the beneficiary was profiled.

b. **Geo-referencing –** is the process of associating geographic coordinates or a spatial reference system with a digital image, map, or other spatial data. It allows the user to align the data to its real-world location on the Earth's surface. Geo-referencing is commonly used in various applications, such as Surveying and Engineering, Geo-referencing is used to integrate survey data, such as GPS measurements or ground control points, into a common coordinate system.

For SAAD Phase 2, this is conducted during site validation of farm location where the project is intended to be established.

V. PARTNERSHIPS

Part of the activities of the program is to complement with other DA Operating Units that has a congruent function with the program. This is to assure that the funds of the government are being maximized including non-duplication of existing functions. Also, the partnership of SAAD IDD aims to maximize existing resources, harmonize data requirements and assure complementation within DA.

With this, the following DA and BFAR Operating units are identified as partners of SAAD IDD in the conduct of IT-related activities:

1. **Information and Communications Technology Service (ICTS)** – As the lead IT Unit of the Department of Agriculture, the ICTS shall provide technical guidance to SAAD based on its policy issuances and various activities necessary in the implementation of the program.

   Specifically, the ICTS shall provide the server for SAAD to establish its website and database. It shall also guide the program in the compliance of the Information Systems Strategic Plan (ISSP) in terms of policies and guidelines provided by ICTS for the program to cascade to its regional counterparts.

2. **Registry System for Basic Sectors in Agriculture (RSBSA)** – Based on Memorandum Order No. 34 series of 2022, "The RSBSA is an electronic compilation of basic information of farmers, farm laborers, and fisherfolk and agricultural activities, demographic, and socio-economic characteristics.

   As basis for beneficiary selection, the RSBSA system shall be used as the main reference for the profiling of the program by tagging the RSBSA ID of selected beneficiaries to the SAAD Database. Non-RSBSA selected beneficiaries shall be forwarded/endorsed to RSBSA for the actual profiling.

   The RSBSA shall also inform and provide policy-related issuances to the program relative to profiling activities of the DA as a whole. Also the RSBSA will provide and maintain an Application Programming Interface (API) to the SAAD Database System.

3. **Fisherfolk Registration System (FishR) –** Similar with the RSBSA, the program shall use FishR ID's in tagging selected fisherfolk beneficiaries. Non-registered fisherfolks shall be endorsed to FishR for the actual profiling.

   Thus, the FishR shall inform the program on its existing and future policy-related issuances and activities relative to its overall directions for the fishery sector.

4. **Farmer and Fisherfolk Enterprise Development Information System (FFEDIS) –** for SAAD CBEs, the FFEDIS shall provide guidance and guidelines to the program on the encoding and uploading of market related data needed in FFEDIS.

Lastly, partnerships identified may be expanded within or outside DA Operating Units to further enhance the SAAD IDD system and strategies. Tasks shall then be identified by SAAD and its identified partner during the preparatory stages of the partnerships being forged.

VI. DATA PRIVACY ACT

In line with existing laws and regulations, the program shall strictly practice Republic Act 10173 or the Data Privacy Act of 2012. As such, the program highlights two sections stated in its IRR, specifically:

> *"**IRR Rule IV Data Privacy Principles Section 17 General Principles:** The processing of personal data shall be allowed, subject to compliance with the requirements of the Data Privacy Act, other laws allowing disclosure of information to the public and these Rules. All natural and juridical persons and other body involved in processing of personal data must ensure implementation of personal data processing principles set out in the Act, these Rules and other issuances of the Commission."*

> ***"IRR Rule IV Data Privacy Principles Section 20.B****: Data sharing for the purpose of a public function or provision of a public service shall be allowed provided the personal information controller sharing information under its control or custody with another personal information controller enters into a data sharing agreement approved by the Commission prior to data sharing."*

As such, SAAD Phase 2 may share data or collaborate with other programs given that both parties shall create guidelines on how they will share data whether these data sharing agreements are confined within the two (2) parties (SAAD and a selected DA Operating Unit) or among multiple units of the Department. Further details may also be addressed on the attached Annex C or Frequently Asked Questions (FAQs)

Finally, the SAAD IDD shall conduct a Data Privacy Impact Assessment and craft a Data Privacy Manual.

VII. Limitations

This guideline only includes general directives based on the need to improve the current SAAD IDD Unit protocols. Other activities and deliverables of the SAAD IDD unit and sub-units shall further be referred to the SAAD IT Manual.

To reiterate, the program shall be bound in updating its IDD policy-related issuances to the existing rules and regulations related to handling information such as the Data Privacy Act.

Further updating shall be conducted by the SAAD NPMO thru the IDD Unit depending on the directions of the National Program Director and/or if the need arises.

VIII. Effectivity

These guidelines shall take effect upon the date of signing by the SAAD National Program Director. It shall be in effect until the end of the program unless revoked, revised, replaced or repelled by the National Program Director, or from any senior official of the Department of Agriculture.

IX. Repealing Clause

If any term or provision stated on these guidelines should be declared illegal or invalid by an office of competent jurisdiction, the remaining terms and provisions of these guidelines shall remain unimpaired and in full force.

X. References

Memorandum Circular (MC) No. 25 series of 2020 Subject: Procedural Guidelines for Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Registration.

Towers, L. 2013. FishR Project Helps Government Improve Fishermens' Livelihood. The Fish Site. https://thefishsite.com/articles/fishr-project-helps-government-improve-fishermens-livelihood)

SAAD HR Operations Manual 2022. Available at https://saad.da.gov.ph/issuances/from-da-secretary/saad-phase-2-human-resource-operations-manual

RA 10173 Data Privacy Act of 2012 and its Implementing Rules & Regulations. Available at https://bit.ly/ReferencesITguidlines.

NPC Privacy Toolkit 3rd Edition. Available at https://bit.ly/ReferencesITguidlines.

DA SO 228 series of 2023 Designation of Personal Information Controller(PIC), Data Protection Office(DPO), and Compliance Officer for Privacy (COP) for the SAAD Program. Available at https://bit.ly/ReferencesITguidlines.

RA 11321 Sagip Saka Act and its Implementing Rules & Regulation. Available at https://bit.ly/ReferencesITguidlines.

DA MC 25 series of 2020 Procedural Guidelines for the Farmer and Fisherfolk Enterprise Development Information System (FFEDIS) Registration. Available at https://bit.ly/ReferencesITguidlines.

RSBSA Protocol Prior to MO 55 series of 2021. Available at https://bit.ly/ReferencesITguidlines.

DA MO 55 series of 2021 Guidelines for the Validation Activity of the Updating of the Registry System for Basic Sector in Agriculture (RSBSA). Available at https://bit.ly/ReferencesITguidlines.

DA MO 34 series of 2022 General Guidelines for the Georeferencing Activity of the Updating of the Registry System for Basic Sector in Agriculture. Available at https://bit.ly/ReferencesITguidlines.

DA DO 4 series of 2023 Institutionalizing the Operational Linkage and Collaboration Between SAAD NPMO, DA Regional Offices (RFOs) and BFAR Regional Field Offices (RFOs) on the SAAD Program Phase 2 Implementation. Available at https://bit.ly/ReferencesITguidlines.

DA DO 6 series of 2023 Implementing Guidelines of the SAAD Program Phase 2. Available at https://bit.ly/ReferencesITguidlines.

SAAD Program Operations Manual

SAAD NPMO HR Operations Manual

SAAD Farmers/Fisherfolks Profiling Form

SAAD Cooperative & Associations Profiling Form

Online Information System Strategic Plan (oISSP Ver 1.0) User Manual and Policy Guidelines.

Internal Guidelines for the Preparation of Plan and Budget Proposals (PBPs) for Information and Communication Technology (ICT) Resource Requirements for FY 2024

ANNEX A

ACRONYMS

AC - Area Coordinator
APCO - Agricultural Program Coordinating Officer
BNA - Beneficiaries Needs Assessment
DPA – Data Privacy Act
FCA - Farmer Cooperative/Association.
FFEDIS - *Farmers and Fisherfolk Enterprise Development Information System*
FishR – Fisherfolk Registry System
IDD - Information Technology and Database Development.
ICTS - Information and Communications Technology Service
ISSP - Information System Strategic Plan
NPMO - National Program Management Office
NPMSO - National Program Management Support Office
PPMSO - Provincial Program Management Support Office
PRA - Participatory Rural Appraisal.
RFO - Regional Field Office
RPMSO - Regional Program Management Support Office
RSBSA - Registry System for Basic Sector in Agriculture
SAAD - Special Area for Agricultural Development

ANNEX B

Definition of Terms

Area Coordinator (AC) – SAAD staff under the PPMSO that implements necessary field activities required by the NPMO and RPMSO. (*Please refer to the SAAD Program HR Operations Manual)*

Application Programming Interface (API) – API is the acronym for application programming interface a software intermediary that allows two applications to talk to each other. APIs are an accessible way to extract and share data within and across organizations.

Beneficiaries Needs Assessment (BNA)/Participatory Rural Appraisal (PRA) – These are planning tools under the SAAD Social Preparation – Community Needs Assessment used to identify the needs of its target beneficiaries relative to the situation of its communities. *(Please see Social Preparation Guidelines for more details)*

Data Privacy Act (DPA) – known as RA10173 Data Privacy Act of 2012, it is an Act protecting personal information of any individual in the Philippines.

Farmer Cooperative/Association (FCA) – refers to the group beneficiaries of any DA Operating Unit.

Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) - The is a web-based information system designed to assist the government in formulating plans and programs on enterprise development, and to enable the producer groups, the private sector, and the LGU and potential donors to respond to the needs of the local and world markets and in generating resources for further enterprise development. The information system shall contain a list of possible and implemented programs and projects, a registry of agricultural and fisheries enterprise of have expressed interest in participating in the Programs, and other information that may be identified by the Department.

Fisherfolk Registry System (FishR) – is a registry of municipal fisherfolk that incorporates the data from the National Statistics Office's Registry System for Basic Sector in Agriculture and from the existing Fisherfolk Registration System of BFAR. The FishR is envisioned to guide the national government on what kind of assistance should be given to improve the livelihood and quality of life of fisherfolk as well as the appropriate assistance for the city or municipality.

FishR is designed to assist local government units to comply with the provision of RA 8550 or the Fisheries Code of 1998 which provides for the registration of municipal fisherfolk. The Bureau has devised mechanisms to ensure the full

implementation of this program, which admittedly is long-overdue, in close partnership with all coastal cities and municipalities.

Information Technology and Database Development (IDD) – The SAAD unit/sub-unit responsible for all the information technology and database system management of the SAAD Program Phase 2.

Information and Communications Technology Service (ICTS) – The Service provides the leadership in the development and implementation of reliable and cost effective information and communication technology systems of the Department at all levels of implementation. It undertakes measures to ensure the system's security, integrity and reliability. The ICTS provides over-all orchestration and guidance on ICT of all DA agencies in making the most of knowledge managed, stored or shared within the Department.

Information System Strategic Plan (ISSP) – is a written expression of how an organization intends to use ICT to support its data processing and decision-making processes. Also, it serves as a framework for the organization's effort to computerize its operations; shows the organization's strategies to use ICT to help realize its vision, mission, and goals; and, the formulation of an ISSP is aimed at directing ICT application toward "mission-critical, public-service-sensitive, development management supportive and revenue-generating areas of the government".

National Program Management Office (NPMO) – refers to the DA Central Office of SAAD that oversees all implementation processes of the program for both DA and BFAR SAAD.

National Program Management Support Office (NPMSO) – refers to the central office under the Bureau of Fisheries and Aquatic Resources (BFAR) that oversees the fishery implementation of SAAD.

Provincial Program Management Support Office (PPMSO) – guided by the RPMSO, it shall be headed by a hired Provincial Coordinator (PC) or Agricultural Program Coordinating Officer (APCO) and shall lead field implementation of the program.

Regional Field Office (RFO) – A regionwide office that implements programs and projects of the Department of Agriculture.

Regional Program Management Support Office (RPMSO) – serves as the implementing unit of SAAD from project identification, formulation, delivery and M&E.

Registry System for Basic Sector in Agriculture (RSBSA) – The Registry System for Basic Sectors in Agriculture (RSBSA) is an electronic compilation of basic information of farmers, farm laborers, and fisherfolk, and their agricultural activities, demographic, and socio-economic characteristics. This Registry aims to provide the DA a systematic way of directly reaching and supporting its beneficiary farmers and fishers and serve as a reference for the targeting and monitoring of programs, activities, and projects of the Department.

Database System Maintenance – refers to the ongoing activities and processes performed to ensure the optimal functioning, reliability, and performance of a database system. It involves a range of tasks aimed at preserving the integrity and availability of the database and its associated components.

Database System Security – refers to the measures and practices implemented to protect the confidentiality, integrity, and availability of data stored in a database. It involves various security controls, policies, and procedures aimed at preventing unauthorized access, ensuring data privacy, and mitigating potential risks and vulnerabilities.

Database System Updating – the process of making changes to a database system, including its structure, schema, data, or software components. Updating a database system can involve various activities, such as applying patches and updates, modifying schema design, altering data records, or upgrading the database management system (DBMS) software.

Database Uploading – the process of adding or importing data into a database system. It involves transferring data from external sources or files and inserting it into the database tables or collections.

Database Inter-operability/Linking – refers to the ability of different databases to communicate, exchange data, and work together seamlessly. It involves ensuring that databases from different vendors or systems can interoperate effectively, enabling data sharing, integration, and collaboration.

Database Encoding – is the process of inputting data or sets of information in a database system, in the case of SAAD Program Phase 2 encoding is done via systems interface or using template and uploading it to the system.

Website Creation – the SAAD website is created using a Content Management Systems (CMS) like WordPress. WordPress simplifies the process of website creation. It provides pre-designed templates called themes that allow you to customize the appearance and layout of your site. Themes are available for

various types of websites, such as blogs, portfolios, business websites, and e-commerce stores. The SAAD website is a digital media portal of the SAAD NPMO.

Website Updating & Maintenance – Website maintenance is an ongoing process that requires attention and regular updates to ensure your website remains secure, functional, and relevant. It's essential to allocate time and resources for maintenance activities to provide a positive experience for your website visitors and achieve your online goals.

Data Processing – Data processing is the collection and manipulation of digital data to produce meaningful information. Data processing is a form of information processing, which is the modification of information in any manner detectable by an observer. via Wikipedia.

Data Completeness – refers to the extent to which all required data elements or fields are present and available in a dataset or database. It measures the level of information coverage and ensures that no critical data is missing. Data completeness is crucial for accurate analysis, reporting, decision-making, and maintaining data integrity.

Data Filtering/Cleaning – an essential steps in the data preprocessing phase, aimed at improving data quality and removing inconsistencies, errors, or irrelevant information from a dataset. These processes help ensure that the data used for analysis, modeling, or reporting is accurate, reliable, and suitable for the intended purpose.

Data Enumeration/ Gathering – also known as data collection or data acquisition, refers to the process of systematically collecting information or data from various sources for analysis, research, or decision-making purposes. Effective data gathering involves planning, selecting appropriate methods, and ensuring data quality.

Report Generation – refers to the process of extracting data from a database and presenting it in a structured format to provide insights, summaries, or analysis of the stored information. Reports can be generated periodically or on-demand, depending on the specific requirements of the organization. Database report generation plays a vital role in data analysis, decision-making, and performance evaluation within organizations. By presenting data in a structured and meaningful way, reports enable stakeholders to gain valuable insights and make informed decisions based on the analyzed information.

Database Management – refers to the activities, processes, and techniques involved in efficiently organizing, storing, securing, and maintaining databases. Effective database management ensures that data is readily available, accurate, consistent, and secure. An effective database management is essential for ensuring data reliability, security, and availability. By implementing sound database management practices, organizations can maximize the value of their

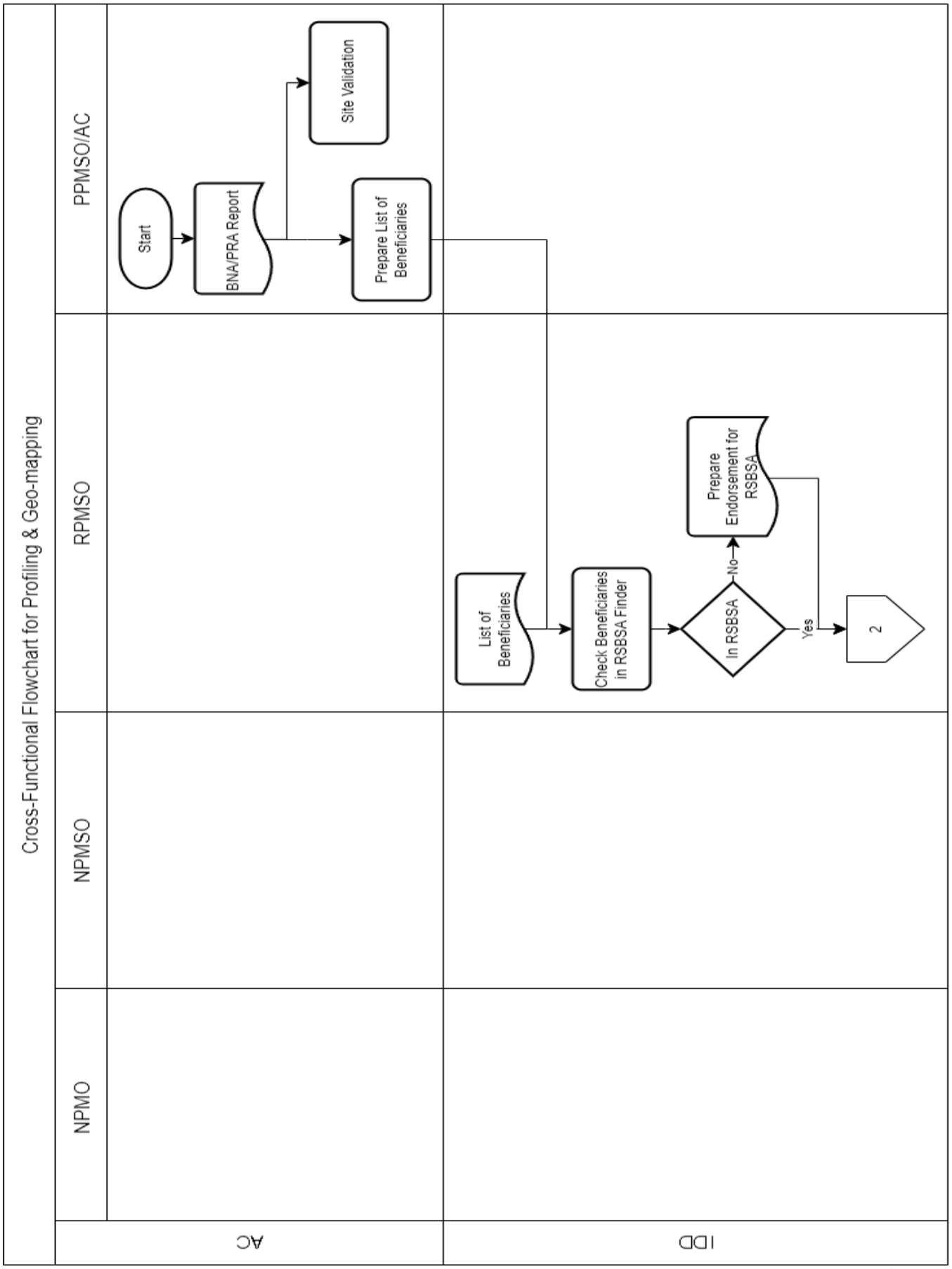
data, support business operations, and enable efficient data-driven decision-making.

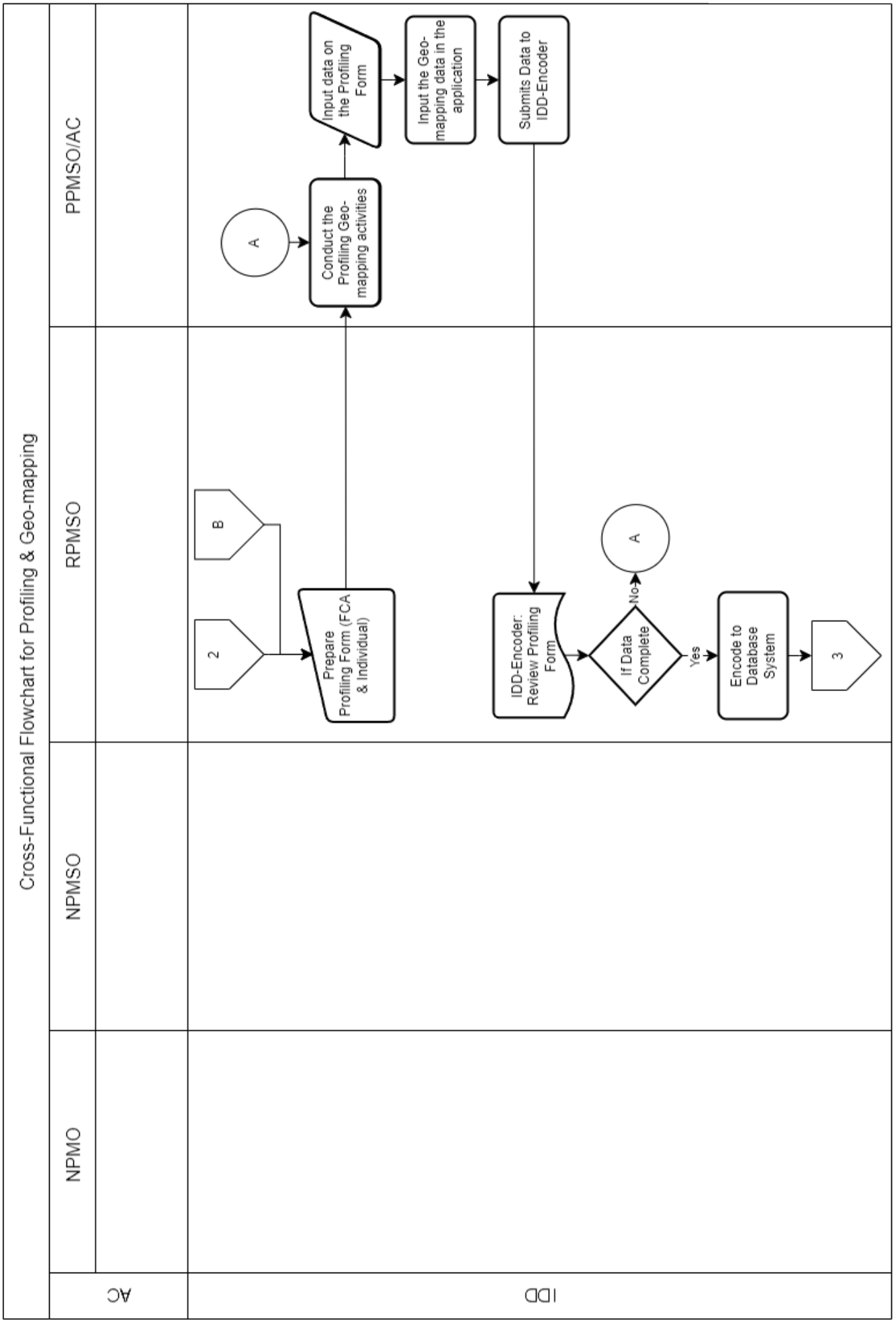
Data Privacy – refers to the protection and control of personal or sensitive information, ensuring that individuals have the right to determine how their data is collected, used, stored, and shared. It involves safeguarding data against unauthorized access, misuse, or disclosure, and respecting individuals' rights to privacy and data protection.

Geo-mapping – also known as geographic mapping or spatial mapping, refers to the process of visualizing and representing data on maps or geographical coordinates. It involves combining geographic information with data points to create visual representations that show spatial relationships and patterns. Geo-mapping enables the exploration, analysis, and interpretation of data in a geographical context.

A. Process Flowchart

a. https://bit.ly/ITguidelines

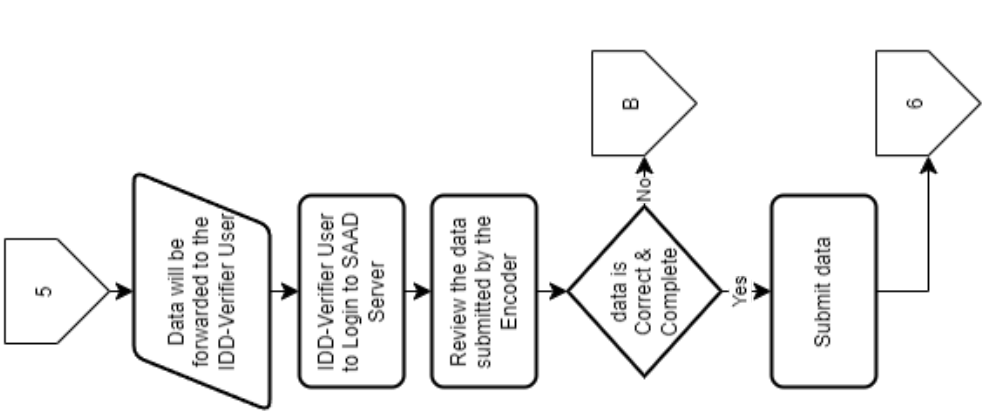


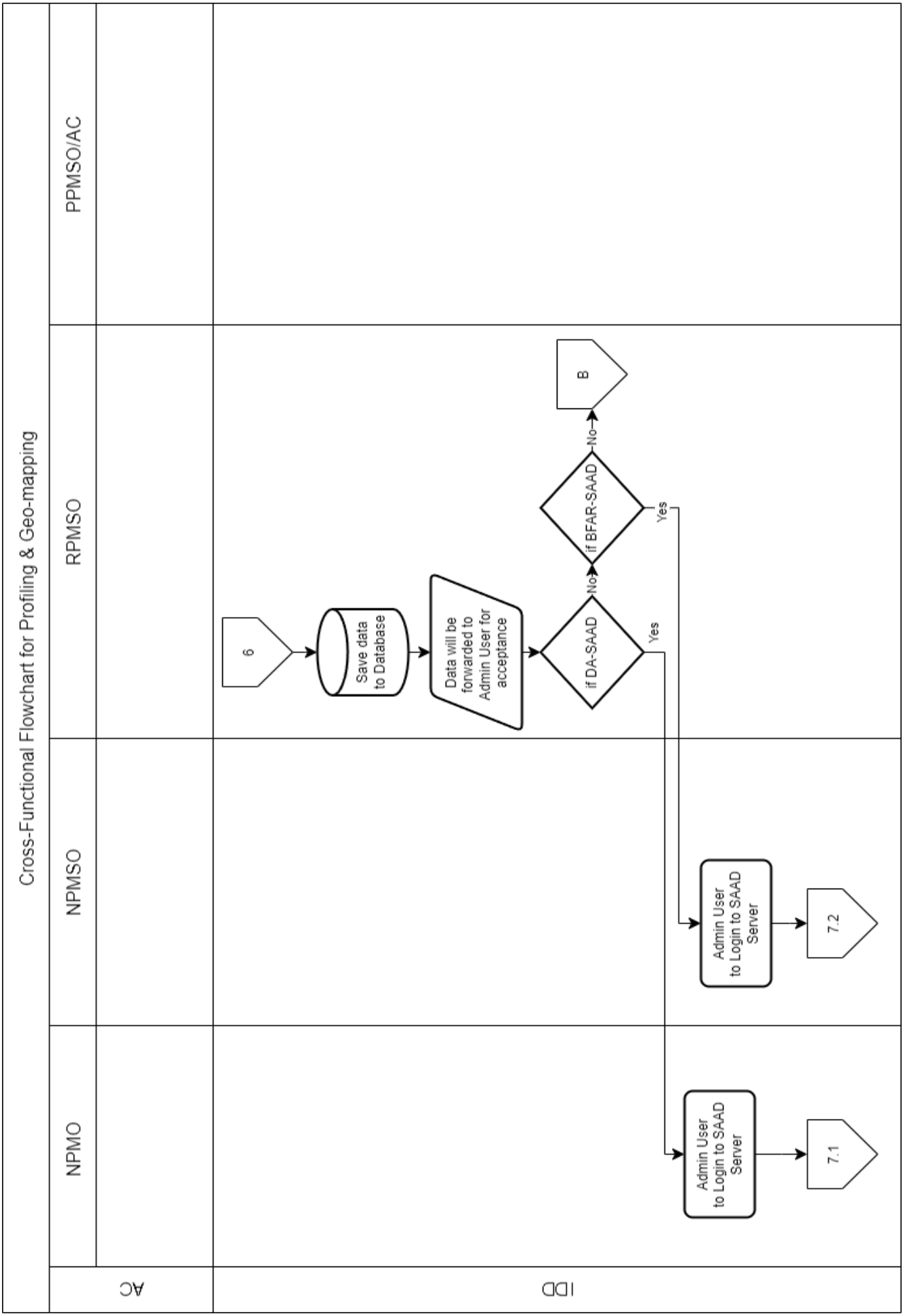

Cross-Functional Flowchart for Profiling & Geo-mapping
AC
IDD
NPMO
NPMSO
RPMSO
PPMSO/AC
2
B
Prepare Profiling Form (FCA & Individual)
A
Conduct the Profiling Geo-mapping activities
Input data on the Profiling Form
Input the Geo-mapping data in the application
Submits Data to IDD-Encoder
IDD-Encoder: Review Profiling Form
If Data Complete
No
A
Yes
Encode to Database System
3

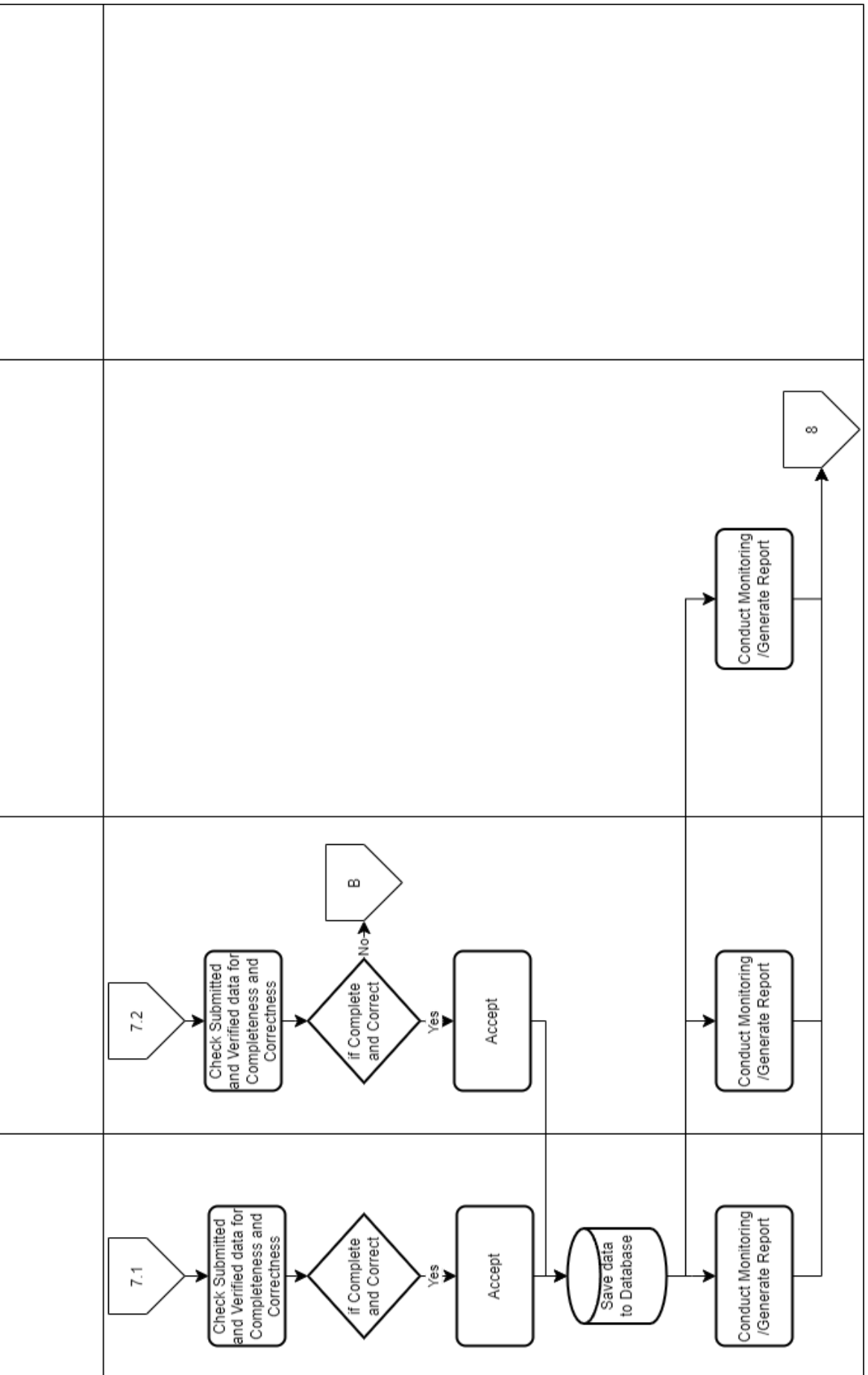
Cross-Functional Flowchart for Profiling & Geo-mapping

	NPMO	NPMSO	RPMSO	PPMSO/AC
AC				
IDD				

Cross-Functional Flowchart for Profiling & Geo-mapping
NPMO
NPMSO
RPMSO
PPMSO/AC
AC
IDD
4
IDD-Submit User to Login to SAAD Server
Review the data submitted by the Encoder
data is Correct & Complete
No
B
Yes
Submit data
Save data to Database
5


5
Data will be forwarded to the IDD-Verifier User
IDD-Verifier User to Login to SAAD Server
Review the data submitted by the Encoder
data is Correct & Complete
No
B
Yes
Submit data
6


Cross-Functional Flowchart for Profiling & Geo-mapping
AC
IDD
NPMO
NPMSO
RPMSO
PPMSO/AC
6
Save data to Database
Data will be forwarded to Admin User for acceptance
if DA-SAAD
No
Yes
if BFAR-SAAD
No
Yes
B
Admin User to Login to SAAD Server
7.2
Admin User to Login to SAAD Server
7.1


7.1
Check Submitted and Verified data for Completeness and Correctness
if Complete and Correct
Yes
Accept
Save data to Database
Conduct Monitoring /Generate Report
7.2
Check Submitted and Verified data for Completeness and Correctness
if Complete and Correct
No
B
Yes
Accept
Conduct Monitoring /Generate Report
Conduct Monitoring /Generate Report
8

Cross-Functional Flowchart for Profiling & Geo-mapping

	NPMO	NPMSO	RPMSO	PPMSO/AC
IDD				
AC				

FAQs on SAAD Data Privacy

DPA IRR. Rule 1 Section 3. Definitions

1. **Security Incident** – an event or occurrence that affects or tends to affect data protection.
2. **Data Sharing** – the disclosure or transfer of personal data under custody of a natural or juridical person or other entity involved in the processing of personal data.
3. **Data Processing Systems** – the structure and procedure by which personal data is collected and further processed in an information and communications system.
4. **Automatic Processing Systems** – the use of information and communications system to perform operation or set of operations on personal data.
5. Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive or privileged information.
6. Data subject refers to an individual whose personal, sensitive or privileged information is processed.
7. Information and Communications System refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system.
8. Personal data refers to personal information, sensitive information and privileged information, collectively, which are in an information and communications system.
9. Personal information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent.
10. Personal information controller refers to a natural or juridical person or any other body who controls the processing of personal data or instructs another to process personal data on his or her behalf.
11. Personal information processor refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject.
12. Processing refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.
13. Privileged information refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.
14. Sensitive personal information refers to personal information; (1.) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2.) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings; (3.) Issued by government agencies peculiar to an

individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and (4.) Specifically established by an executive order or an act of Congress to be kept classified.

On the Scope of DPA please refer to DPA IRR Rule II Section 4 to 7.

Q: What services does SAAD provide?
A: The program hopes to help alleviate poverty in the areas where it operates through the provision of agricultural and related intervention to the farming fisheries sector, it provides specialized intervention to its intervention.

Q: What is the actual personal information you collect?
A: We collect basic information of the beneficiaries such as Full Name, Data or Birth, Address from Region up to Sito/Purok, and Sex.

Q: How do you collect personal information from people?
A: The SAAD Program Phase 2, conducts profiling activities of its beneficiaries.

Q: When do you collect personal information?
A: The profiling activity is a year-round process.

Q: Why do you collect this information? Is all information collected necessary?
A: The SAAD Program Phase 2, crafted a profiling form, the basic information collected are used for report generation and for decision support of the DA-SAAD.

Q: How do you store and transmit personal information?
A: The SAAD Program Phase 2 NPMO-IDD unit developed a Web-based system in capturing the beneficiaries basic information. The Data is stored in c cloud database

Q: How do you protect stored personal data?
A: Only registered, verified, and with level clearance users can access the SAAD Program Phase 2 Web-based system

Q: How do you protect personal data in transit?
A: The database is behind the DA wide firewall system.

Q: Will the personal information be used as it is?
A: Yes. It will be used to generate reports for DA-SAAD management use.

Q: Will you use the personal information collected other than your listed services above? **A:** No. The information will be used by DA-SAAD only.

Q: Where do you store the personal information that you have collected and processed?
A: The data are stored on a MariaDB cloud database, with a front-end web-based application. The Database is hosted by the DA-ICTS Network Operations Group.

Q: Where do you store the personal information that you have collected and processed?
A: The database is hosted by the DA-ICTS Network Operations Group with a Physical Server located at the DA-OSEC Compound, and with 3 other undisclosed server redundancy protocols.

Farmer's Cooperative & Associations Profiling Form

Special Area for Agricultural Development
Department of Agriculture

Date: _____
Time: _____

SAAD ID.: _____

ORGANIZATION PROFILE

ORGANIZATION NAME | SHORTENED NAME

ADDRESS
REGION | PROVINCE | MUNICIPALITY/CITY
BARANGAY | SITIO / PUROK

TYPE OF ORGANIZATION ☐ COOPERATIVE ☐ ASSOCIATION ☐ OTHERS

REGISTERED WITH ☐ SEC ☐ DOLE ☐ CDA
REGISTERED ID:
DATE REGISTERED: (MM/DD/YYY)
NO OF YEARS OF OPERATION:

COMMUNITY BASED ESTABLISHED?: ☐ YES ☐ NO
CBE CREATED (MM/DD/YYY)

PRIMARY COMMODITY
OTHER COMMODITY

ENTERPRISE
☐ PRODUCTION ☐ MARKETING
☐ PROCESSING ☐ OTHERS

RECURRENCE

YEAR COVERED: Y Y Y Y | PROJECT TITLE: | PROJECT COST:

MEMBERS: (USE RSBSA FORM)

NUMBERS OF MEMBERS:

INTERVENTIONS

TYPES OF INTERVENTION	INTERVENTION	QUANTITY	UNIT OF MEASUREMENT
	(USE BACK OF PAGE FOR ADDITIONAL INTERVENTIONS)		

I hereby declare that all information indicated above are true and correct, and that they may be used by Department of Agriculture for the purposes of registration to the Special Area for Agricultural Development (SAAD) Database and other legitimate interests of the Department pursuant to its mandates

DATE	SIGNATURE ABOVE PRINTED NAME OF PRESIDENT/FOUNDER	THUMBMARK

Data Definitions for the Farmers Cooperative & Associations Profiling Form				
NO.	**DATA**		**INSTRUCTION / DESCRIPTION**	
1.	SAAD ID.		Please input the SAAD ID number if they already have one.	
ORGANIZATION PROFILE				
2.	ORGANIZATION NAME		This is the name of the group of beneficiaries. Write the complete name of the organization.	
3.	SHORTENED NAME		A short name or an abbreviated name of the association/organization.	
4.	ADDRESS	**REGION**	These are also important data that must be collected to identify the place where the organization/association resides.	
		PROVINCE		
		CITY/ MUNICIPALITY		
		BARANGAY		
		SITION/PUROK		
5.	TYPE OF ORGANIZATION		Choose among the following:	
			COOPERATIVE	
			ASSOCIATION	
			OTHERS	Write if cooperative or association is not applicable.
6.	REGISTERED WITH		**SEC**	Check if registered to Securities and Exchange Commission.
			DOLE	Check if registered to Department of Labor and Employment.
			CDA	Check if registered to Cooperative Development Authority.
7.	REGISTERED ID		A unique identification number given by the registering government agency such as SEC, DOLE, or CDA.	
8.	DATE REGISTERED		The date that the Association/Cooperative was registered to the government agency, please follow the format 'MM/DD/YYYY'	

Data Definitions for the Farmers Cooperative & Associations Profiling Form				
9.	NO. OF YEARS OF OPERATION	The number of years that the group has been in operation.		
10.	COMMUNITY BASED ENTERPRISES ESTABLISHED	Choose between yes or no:		
		YES	Check if the CBE is already established, also input the date of CBE registration following the format "MM/DD/YYYY".	
		NO	Check if not yet registered, the date can be blank.	
11.	PRIMARY COMMODITY	The primary commodity that the group is producing or selling, write the primary commodity.		
12.	OTHER COMMODITY	List down the other commodities that the group is producing or selling.		
13.	ENTERPRISE	Choose what is applicable, you may choose more than one.		
		Production	Choose if the group is engaged in production.	
		Processing	Choose if the group is engaged in processing.	
		Marketing	Choose if the group is engaged in marketing.	
		Others	Write in here if the list above is not applicable.	
REGURRENCE				
14.	YEAR COVERED	The year that the SAAD project will be implemented		
15.	PROJECT TITLE	The SAAD project title that the group is implementing.		
16.	PROJECT COST	The total project cost from SAAD program		
MEMBERS				
17.	NUMBERS OF MEMBERS	Total number of members of the group.		
INTERVENTIONS				

Data Definitions for the Farmers Cooperative & Associations Profiling Form		
18.	TYPE OF INTERVENTIONS	Type of invention that will be given to the group or association. (e.g. Aquaculture, Capture Fisheries, Production Support, Postharvest, Market Related etc)
19.	INTERVENTION	The actual intervention. (e.g. bag of seeds, seedling, corn sheller, garden tools)
20.	QUANTITY	The actual number of interventions that will be given to the group.
21.	UNIT OF MEASUREMENT	The unit of intervention. (e.g. box, pcs, kg, sacks)
22.	DATE	The date of interview.
23.	SIGNATURE OVER PRINTED NAME OF THE PRSIDENT / FOUNDER	Should be written and signed by the interviewed officer of the group/association.
24.	THUMBMARK	If the interviewed officer of the group/association is unable to write or sign the form he/she may use a thumbmark.

Farmers / Fisherfolks Profiling Form

Special Area for Agricultural Development
Department of Agriculture

Date: _____
Time: _____

FARMERS PROFILE

RSBSA / FISHR ID No.: _____ SAAD ID No.: _____ ENUMERATOR: _____

SURNAME | FIRST NAME

MIDDLE NAME | EXTENSION NAME

ADDRESS: REGION | PROVINCE | MUNICIPALITY/CITY

BARANGAY | SITIO / PUROK

DATE OF BIRTH: (MM/DD/YYY) SEX: ☐ Male ☐ Female

Member of an Indigenous Group: ☐ YES ☐ NO
If yes, please specify:

PERSON WITH DISABILITY (PWD): ☐ YES ☐ NO

NAME OF THE SPOUSE: *(if married)*

FARMERS COOPERATIVE AND ASSOCIATION

ORGANIZATION NAME: DATE OF MEMBERSHIP: (MM/DD/YYY)

POSITION: ☐ President ☐ Vice-President ☐ Member ☐ Other, please specify: _____

RECURRENCE

YEAR COVERED: ☐☐☐☐

MAIN COMMODITY:
- ☐ Rice
- ☐ Corn
- ☐ High Value Crops
- ☐ Livestocks
- ☐ Poultry

MONTHLY GROSS FAMILY INCOME:
- ☐ Php 2,000.00 below
- ☐ Php 2,000.00-3,999.00
- ☐ Php 4,000.00-5,999.00
- ☐ Php 6,000.00-7,999.00
- ☐ Php 8,000.00-9,999.00
- ☐ Php 10,000.00 and above

NO. OF FAMILY MEMBERS:
MALE:
FEMALE:

NO. OF YEARS IN FARMING:

MONTHLY GROSS FAMILY INCOME DERIVED FROM FARM-RELATED ACTIVITIES ONLY:

MAIN SOURCE OF INCOME:

OTHER SOURCES OF INCOME: *(except any monetary interventions from government Agencies)*

Land Tenureship: ☐ Owned ☐ Co-Owned ☐ Rent / Lease ☐ Other, please specify: _____

I hereby declare that all the information indicated above is true and correct and that it may be used by the Department of Agriculture for the purpose of registration with the Special Area for Agricultural Development (SAAD) Database and other legitimate interests of the Department pursuant to its mandates.

DATE	SIGNATURE ABOVE PRINTED NAME OF FARMER	THUMBMARK

DATA PRIVACY POLICY

The collection of personal information is for documentation, planning, reporting, and processing purposes in relation to agricultural-related interventions. Processed data shall only be shared with partner agencies for planning, reporting, and other purposes in accordance with the mandate of the agency. This is in compliance with the Data Sharing Policy of the department. You have the right to exercise your data subject rights as enumerated under Sec. 16 of the Data Privacy Act of 2012. To do so, please email the **Data Protection Officer** at **dpo@da.gov.ph**.

THIS FORM IS NOT FOR SALE

Required Fields

Data Definitions for the Farmers/Fisherfolks Profiling Form for Pre-implementation			
NO.	**DATA**		**INSTRUCTION / DESCRIPTION**
FARMERS PROFILE			
1.	RSBSA / FISHR ID No.		Please input the RSBSA or FISHR ID number if they are already registered; if not, leave it blank and continue with other data. At the end of the data collection, please endorse the beneficiary for RSBSA or FISHR registration.
2.	SAAD ID No.		Please input the SAAD ID number if they already have one.
3.	ENUMERATOR		Please input the complete name of the interviewer.
4.	NAME	SURNAME/LAST NAME	These are important data that must be collected for the identification of the beneficiary. Please collect it without initials. The extension name may include Jr., Sr., I, II, III, etc.
		FIRST NAME	
		MIDDLE NAME	
		EXTENSION NAME	
5.	ADDRESS	REGION	These are also important data that must be collected to identify the place where the beneficiary lives.
		PROVINCE	
		CITY/MUNICIPALITY	
		BARANGAY	
		SITION/PUROK	
6.	DATE OF BIRTH		This is to identify the age and age group of the beneficiary.
7.	SEX		Choose among the following: **MALE** **FEMALE**
8.	Member of an Indigenous Group		Choose among the following:
			YES
			NO
			If yes, please specify — You can fill out this portion with the specific name of the tribe.
9.	PERSON WITH DISABILITY (PWD)		Choose among the following: **YES** **NO**

Data Definitions for the Farmers/Fisherfolks Profiling Form for Pre-implementation			
NO.	**DATA**	**INSTRUCTION / DESCRIPTION**	
10.	NAME OF THE SPOUSE	Please fill out the complete name of the spouse of the farmer.	
FARMERS COOPERATIVE AND ASSOCIATION			
11.	ORGANIZATION NAME	This is the name of the group of beneficiaries.	
12.	DATE OF MEMBERSHIP	Membership date in DOLE.	
13.	POSITION	Choose among the following: **PRESIDENT** **VICE-PRESIDENT** **MEMBER**	
		Other, please specify	You can input other positions that were not mentioned.
RECURRENCE			
14.	YEAR COVERED	The year in which the profiling is conducted.	
15.	MAIN COMMODITY	Choose among the following:	
		Rice	
		Corn	
		High Value Crops	crops other than traditional crops which include but are not limited to: coffee and cacao, fruit crops (e.g., citrus, cashew, guyabano, papaya, mango, pineapple, strawberry, jackfruit, rambutan, durian, mangosteen, guava, lanzones, and watermelon), root crops (e.g., potato and ubi), vegetable crops (e.g., asparagus, broccoli, cabbage, celery, carrots, cauliflower, radish, tomato, bell pepper, and patola), legumes, pole sitao (e.g., snap beans and garden pea), and spices and condiments (e.g., black pepper, garlic, ginger, and onion).
		Livestock	This is a category that encompasses primarily swines, sheep, goats, cattle, horses, water buffaloes, etc.
		Poultry	varieties include chicken, turkey, goose, duck, etc.
16.	MONTHLY GROSS FAMILY INCOME	Choose among the following:	

Data Definitions for the Farmers/Fisherfolks Profiling Form for Pre-implementation				
NO.	**DATA**		**INSTRUCTION / DESCRIPTION**	
			Php 2,000.00 below **Php 2,000.00-3,999.00** **Php 4,000.00-5,999.00** **Php 6,000.00-7,999.00** **Php 8,000.00-9,999.00** **Php 10,000.00 and above**	Income and receipts received by all family members. It includes salaries and wages, commissions, tips, bonuses, etc., and the monetary interventions are not included.
17.	NO. OF FAMILY MEMBERS	MALE	Collect the number of each category to identify the number of sexes in the family; please also count and include the head of the family in this category. With this, we identify the total number of family members.	
		FEMALE		
18.	NO. OF YEARS IN FARMING		The year when the beneficiary started farming.	
19.	MONTHLY GROSS FAMILY INCOME DERIVED FROM FARM-RELATED ACTIVITIES ONLY		Compute all the income that comes from farm-related activities and input the total amount in this portion.	
20.	MAIN SOURCE OF INCOME		Identify the main source of income for the beneficiary (e.g., farming, etc.).	
21.	OTHER SOURCES OF INCOME		Provide a list of the income of each member of the family, and do not include any monetary interventions from any government agencies or offices.	
22.	Land Tenureship		Choose among the following:	
			Owned	Registered owner.
			Co-owned	The beneficiary is one of the owners of the farm.
			Rented / Leased	If the farm is rented or leased from another person.
			Other, please specify	The interviewer may specify the farmer as a tenant of the land in this space.
23.	DATE		The date of the interview.	
24.	SIGNATURE OVER PRINTED NAME OF THE MEMBER		Should be written and signed by the interviewed member.	
25.	THUMBMARK		If the interviewed farmer/fisherfolk is unable to write or sign the form he/she may use a thumbmark.	

Farmers / Fisherfolks Profiling Form

Special Area for Agricultural Development
Department of Agriculture

Date: _____
Time: _____

BENEFICIARY MONITORING

ENUMERATOR: _____

SAAD ID No.:

FULL NAME:

RECURRENCE

YEAR COVERED: ☐☐☐☐

MAIN COMMODITY:

- ☐ Rice
- ☐ Corn
- ☐ High Value Crops
- ☐ Livestocks
- ☐ Poultry

MONTHLY GROSS FAMILY INCOME:

- ☐ Php 2,000.00 below
- ☐ Php 2,000.00-3,999.00
- ☐ Php 4,000.00-5,999.00
- ☐ Php 6,000.00-7,999.00
- ☐ Php 8,000.00-9,999.00
- ☐ Php 10,000.00 and above

NO. OF FAMILY MEMBERS:
MALE:
FEMALE:

NO. OF YEARS IN FARMING:

MONTHLY GROSS FAMILY INCOME DERIVED FROM FARM-RELATED ACTIVITIES ONLY:

MAIN SOURCE OF INCOME:

OTHER SOURCES OF INCOME: *(except any monetary interventions from government Agencies)*

Land Tenureship: ☐ Owned ☐ Co-Owned ☐ Rent / Lease ☐ Other, please specify: _____

MEMBERSHIP STATUS

ORGANIZATION NAME: DATE OF MEMBERSHIP: (MM/DD/YYY)

POSITION: ☐ President ☐ Vice-President ☐ Member ☐ Other, please specify: _____

I hereby declare that all the information indicated above is true and correct and that it may be used by the Department of Agriculture for the purpose of registration with the Special Area for Agricultural Development (SAAD) Database and other legitimate interests of the Department pursuant to its mandates.

DATE	SIGNATURE ABOVE PRINTED NAME OF FARMER	THUMBMARK

DATA PRIVACY POLICY

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THIS FORM IS NOT FOR SALE

Required Fields

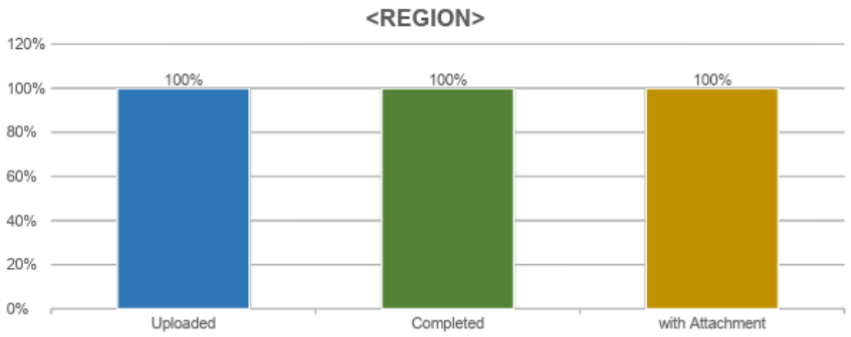
The IDD conducts a semestral performance assessment to present and review the status of the profiling of beneficiaries per province including issues, concerns, and best practices. Also, identify future issues and concerns to provide appropriate recommendations in addressing such issues and concerns. A presentation template will be used for the performance assessment. The NPMO-IDD may add, remove, change the appearance of the slides depending on the needs and requirements of the performance assessment, the design of the template is based on the DA wide branding kit for communications. Link to the presentation template https://bit.ly/IDDpresentationTemplate.

DA SAAD
PHASE 2

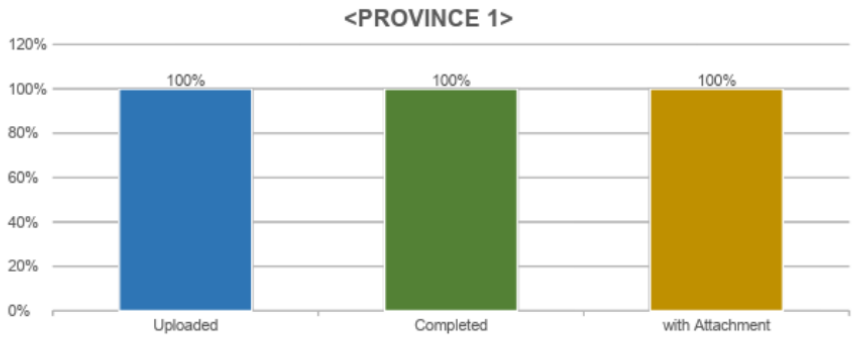
IT ASSESSMENT

<REGION> – DA SAAD

<REGION> Profiling Status



Provincial Profiling Status



Municipality Profiling Status

Municipality	Target		Uploaded *		Completed **		Remarks
	Association	Member	Association Total (Percentage)	Member Total (Percentage)	Association Total (Percentage)	Member Total (Percentage)	
Muni 1	1	25	1 (100%)	24 (96%)	1 (100%)	24 (96%)	
Muni 2	2	50	1 (50%)	50 (100%)	1 (50%)	50 (100%)	
Muni 3	1	25	1 (100%)	25 (100%)	1 (100%)	25 (100%)	
Muni 4	1	25	1 (100%)	25 (100%)	1 (100%)	25 (100%)	

* Uploaded to saadserver.da.gov.ph
** with sex, household size, household income, association and project

Municipality Profiling Status (with Attachment)

Municipality	Uploaded		With Attachment *		Remarks
	Association	Member	Association Total (Percentage)	Member Total (Percentage)	
Muni 1	1	24	1 (100%)	24 (96%)	
Muni 2	1	50	1 (50%)	50 (100%)	
Muni 3	1	25	1 (100%)	25 (100%)	
Muni 4	1	25	1 (100%)	25 (100%)	

* Attachments (Profile Picture, Profile Form, ID or Supporting Documents)

RSBSA Verification Status

Municipality	Without RSBSA ID	RSBSA Verified	Remarks
Muni 1	10	10	
Muni 2	10	10	
Muni 3	10	10	
Muni 4	10	10	

Issues & Concern

Good Practices

Data Definitions for the Presentation Template for the IDD Assessment		
NO.	**DATA**	**INSTRUCTION / DESCRIPTION**
1.	<REGION>	SAAD Region that made the presentation
2.	<REGION> Profiling Status	The overall percentage of profiling for the region concerned. For Bar Graph: Uploaded, total beneficiary encoded over the total target based on the BED 2; Completed, total beneficiary with all data required that are encoded over the total beneficiary uploaded; and With Attachment, total number of beneficiaries with complete attachment uploaded over completed.
3.	Provincial Profiling Status	The percentage of profiling per provincial coverage of SAAD projects.
4.	Municipal Profiling Status	The percentage of profiling per municipal coverage of SAAD projects.
5.	Uploaded	It pertains to the encoded beneficiaries in the SAAD Database System.
6.	Completed	It pertains to the encoded beneficiaries with a complete data that required by the SAAD Database System. The required data field to be tagged as completed are: For FCA: Organization Name; Address (Region, Province, Municipality/Province, Barangay); Community Based Enterprises Established; and Year Covered. For Members: Surname; First Name; Middle Name; Extension Name; Address (Region, Province, Municipality/City, Barangay, Sitio/ Purok); Data of Birth; Sex; Member of an Indigenous Group; Person with Disability; Monthly Gross Family Income; No. of Family Members.
7.	With Attachment	It pertains to the encoded beneficiaries with uploaded the required attachments. (for now, the required attachments are Profile Form, Picture of the beneficiary)
8.	Without RSBSA ID	For those beneficiaries encoded to the system without RSBSA ID.
9.	RSBSA Verified	For those beneficiaries encoded to the system that are RSBSA verified in the SAAD Database System.

10.	Remarks	A small explanation about the data if needed. It can be blank.
11.	Issues and Concerns	Issues and Concerns that the SAAD regional office would to share to the assessment.
12.	Good Practices	A Good Practices that the SAAD regional office would like to share to the assessment.