



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097.13 DPWH
07.28.2025

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DEPARTMENT ORDER)

NO. 141)
Series of 2025)

on 7/28/2025

SUBJECT: Utilization of the Beneficiary Identification for Rainwater Collector System (BIRCS) Application for the Standardized Identification and Prioritization of Rainwater Collector System (RWCS) Beneficiaries

In support of the continued implementation of Department Order No. 41, Series of 1989, entitled "RA 6716 Implementing Guidelines – Accelerated Water Supply Program," to ensure compliance with the mandate of Republic Act No. 6716, "An Act Providing for the Construction of Water Wells, Rainwater Collectors, Development of Springs, and Rehabilitation of Existing Water Wells in All Barangays in the Philippines," this Department Order is hereby issued to institutionalize the use of the Beneficiary Identification for Rainwater Collector System (BIRCS) Application.

The BIRCS Application is a digital platform developed by the Department through Planning Service, Environmental and Social Safeguards Division (PS-ESSD) and Information Management Service (IMS) to enhance the efficiency, accuracy, and transparency of the implementation of the Rainwater Collector System (RWCS) Program. It standardizes the process of identifying and prioritizing project beneficiaries across all Implementing Offices at the Regional and District Engineering levels.

The Application applies key prioritization parameters including climate risk vulnerability, income classification of municipalities, El Niño-prone zones, waterless and underserved areas, and projected rainfall data. The tool enables data-driven planning and decision-making to ensure equitable resource allocation and optimize the implementation of RWCS projects.

Regional and District Engineering Offices are hereby directed to designate and train qualified personnel responsible for field-level data gathering and system operation. The PS-ESSD shall oversee the national database, provide technical support, and consolidate field submissions for prioritization under the annual Convergence and Special Support Program (CSSP).

To support effective implementation, a BIRCS User Manual is available for download from the official DPWH website. Furthermore, capacity-building to be initiated by PS-ESSD shall be organized in preparation for full system adoption and utilization beginning FY 2027 and succeeding years.

This Order shall take effect immediately.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN5Q53779

Encl: (1) Beneficiary Identification for Rainwater Collectors System (BIRCS) Manual

4.1.4 MCESU/RBdR

Beneficiary Identification for Rainwater Collectors System (BIRCS)

User Manual

2025



Department of
Public Works
and Highways
Bonifacio Drive, Port Area, Manila

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Revision Sheet

[illegible]

I. INTRODUCTION

A. Beneficiary Identification for Rainwater Collectors System (BIRCS)

In support of the Department Order No. 41, Series of 1989, 'RA 6716 Implementing Guidelines (Accelerated Water Supply Program)', the Information Management Service (IMS), in coordination with PS-ESSD, has developed the Beneficiary Identification for Rainwater Collectors System (BIRCS). BIRCS is a mobile, desktop, and web-based GIS application set that identifies, consolidates, manages and prioritizes the target RWCS projects and their beneficiaries for the DPWH Rainwater Collectors System Program. BIRCS enables coordinators to encode, upload, and map locations based on geotagged photos submitted through the Rainwater Collectors Beneficiary Data Form (RCBDF). This streamlined system ensures efficient beneficiary selection and prioritization for inclusion in the General Appropriations Act (GAA) – Convergence and Special Support Program (CSSP).

The scope of the application will be limited to the submission of the Rainwater Collectors Beneficiary Data Form, the viewing of the dashboard, and the generation of reports.

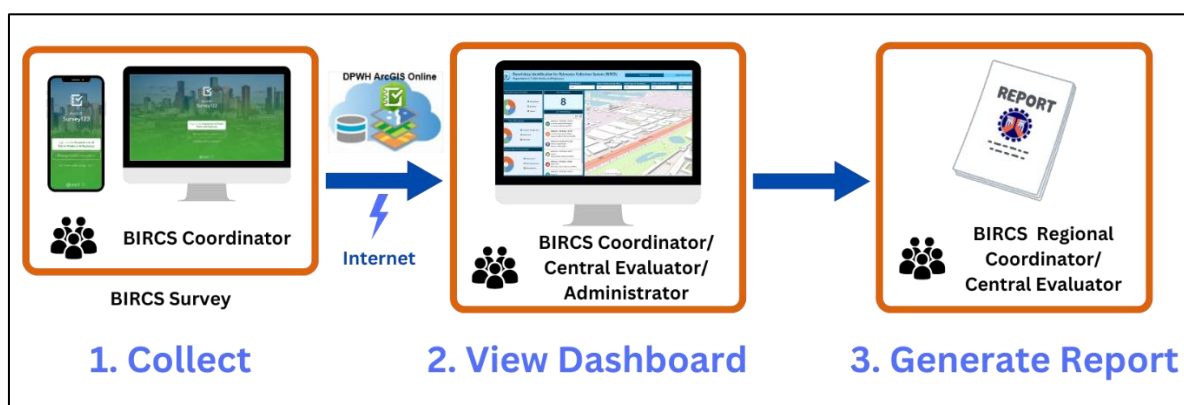


Figure 1: General Process Flow of BIRCS

B. Users Roles

BIRCS has different user types:

1. **BIRCS Coordinator**
 - a. **Regional Coordinator** – Authorized Representative/ Staff from DPWH Regional Office. They are responsible for encoding, uploading, and submitting the Rainwater Collectors Beneficiary Data Form (RCBDF). They are also tasked with generating various reports.
 - b. **District Engineering Coordinator** – Authorized Representative/ Staff from DPWH District Engineering Office. They are responsible for encoding, uploading, and submitting the Rainwater Collectors Beneficiary Data Form (RCBDF).
2. **BIRCS Central Evaluator** – Authorized Representative/ Staff from Planning Service-Environmental and Social Safeguards Division (PS-ESSD). They are responsible for evaluating the Rainwater Collectors Beneficiary Data Form (RCBDF) encoded/ submitted by the BIRCS Coordinator. They are also responsible for generating reports.

3. **BIRCS Administrator** – Division Chief/ Authorized Representative from PS-ESSD who has overall access to BIRCS.

C. How BIRCS works?

There are three (3) primary components of BIRCS: the Mobile and Desktop Application, the dashboard for collected data, and the Report Generator.

1. **Mobile and Desktop Application for Data Collection** - This component functions as a data collection tool for the BIRCS Coordinator to submit the Rainwater Collectors Beneficiary Data Form, capture or attach geotagged photos, as well as the location of a proposed project;
2. **Dashboard** - A web-based application designed to allow the viewing of submitted Rainwater Collector Beneficiary Data Forms. The BIRCS Coordinator will have access to view only the submissions from the region to which they are assigned;
3. **Report Generator** - A web-based application intended exclusively for the BIRCS Regional Coordinator and BIRCS Central Evaluator to generate various reports.

D. Requirements for BIRCS

Below are the lists of requirements for geotagging:

No.	Requirements	Instructions
1	GPS Capable Mobile Device	The users should use a mobile device that meets the minimum technical requirements for geotagging.
2	Survey123 for ArcGIS	The User shall download Survey123 for ArcGIS from Google Playstore. <i>Note: Copying the mobile app installer through Bluetooth or other file-sharing apps is not advisable because it can lead to problems/issues.</i>
3	ArcGIS Online Organization Account	The Users shall coordinate with their respective Application User Coordinator (AUC) or the Regional Office /IT Support Officer to provide a username and password.
4	Mobile Data /WIFI Connection for Submission of Data	Users can use mobile data to upload and view survey submissions. They may also request access to a WIFI connection if available.

II. INSTALL SURVEY123 APP AND DOWNLOAD SURVEY FORM

A. To install the Mobile Application

1. Download **Survey123 for ArcGIS** via the Google Play Store; see Figure 2.
2. Click on the **Install button**.

Note: It is advisable to set the app to auto-update always to have the newest version of the app. This can be done on the Google Play Store.

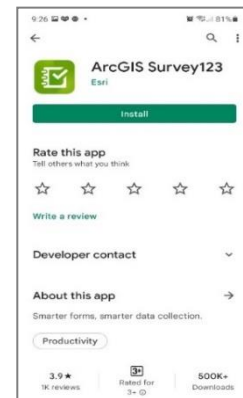


Figure 2: Installation of ArcGIS Survey123 on Mobile

B. To install the Desktop Application

To install the Survey123 Desktop Application, please contact the IT Service Desk or the Regional/District IT Support Officer. Once the installation is complete, a desktop shortcut named Survey123 for ArcGIS will be created.

C. Download the BIRCS Survey Form

The BIRCS survey form is not publicly available for download; only users or accounts within the BIRCS group are authorized to download the form; see Figure 3.

Steps:


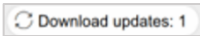
1. Open **ArcGIS Survey123 App**.
2. Click **Sign in** with the Department of Public Works and Highways.
3. Log in to the Survey123 app using the **BIRCS credential**.
4. Click **Download surveys**.
5. Find BIRCS and click the **download button** .



Figure 3: Download BIRCS Survey Form

D. Update the BIRCS Survey Forms

BIRCS requires users to download the latest updates to the survey form before data collection. A notification will be displayed if any update is available; see Figure 4.

1. Click the **notification**  to prompt the download of updates, as shown in Figure 4.
2. Click the **download updates button** .
3. A progress bar will appear to show the download status.
4. After downloading, the screen will return to the contents view.

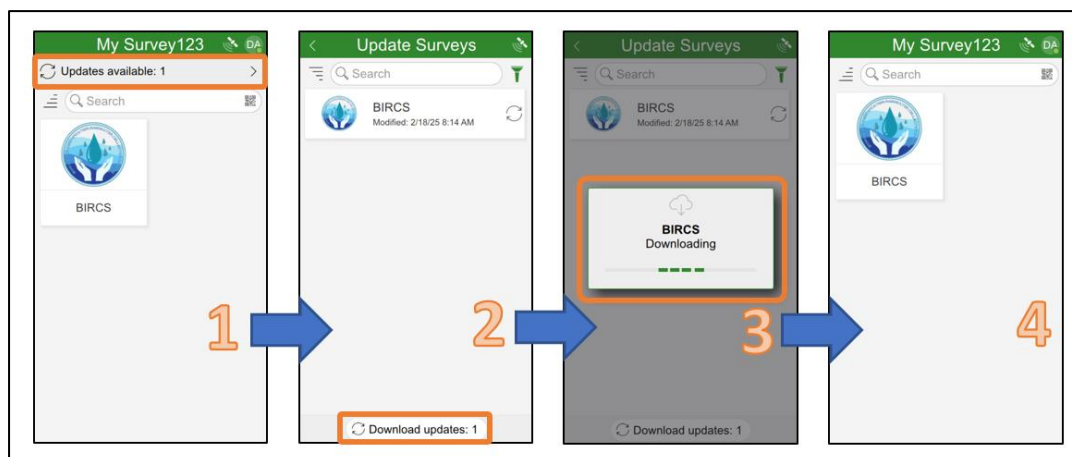


Figure 4: Process of Updating BIRCS Survey Form

E. To configure settings

The system comes with default settings. If the user wishes to modify them, refer to the configuration details below (Figure 5).

1. To change settings, select the **initials** in the upper right corner of the screen.
2. Select **Settings**.
3. The available settings are displayed. The text can only be changed to the user's preference. Text properties can be adjusted by selecting the **text**.
4. The font size can be adjusted by sliding the scale bar to the right. To change the font style, click on **Font** and select the preferred font style.

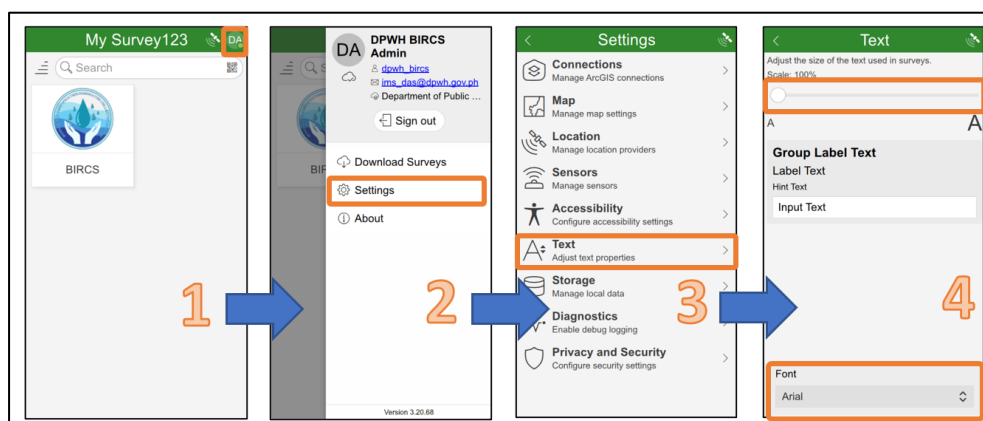


Figure 5: Settings Configuration

III. STEP-BY-STEP PROCEDURES ON HOW TO USE BIRCS

A. Data Collection

Step 1: Activate GPS on the device to ensure a more accurate survey location point; see Figure 6: GPS Activation

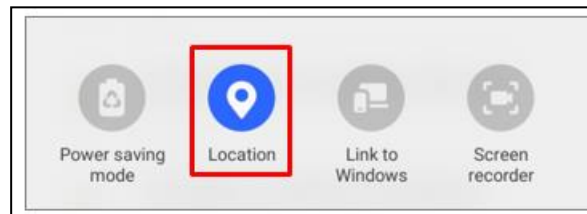


Figure 6: *GPS Activation*



It is a good practice for users to always check the GPS capability of their mobile devices. This will help the users to ensure that the data being collected have coordinates or geotagged.

- ✚ Make sure that the device is GPS-capable. To check this, the user shall go to device's **Settings** and turn on **Location**
- ✚ Make sure the camera app of device is also GPS-capable: Open device's camera app → go to camera's **Settings** → turn on **Location** or **GPS** or **GPS tag**

Step 2: Start data collection; see Figure 7.

1. Log in to the Survey123 app using the BIRCS credential.
2. Select **BIRCS**.
3. Click the **Collect** option to start the survey.

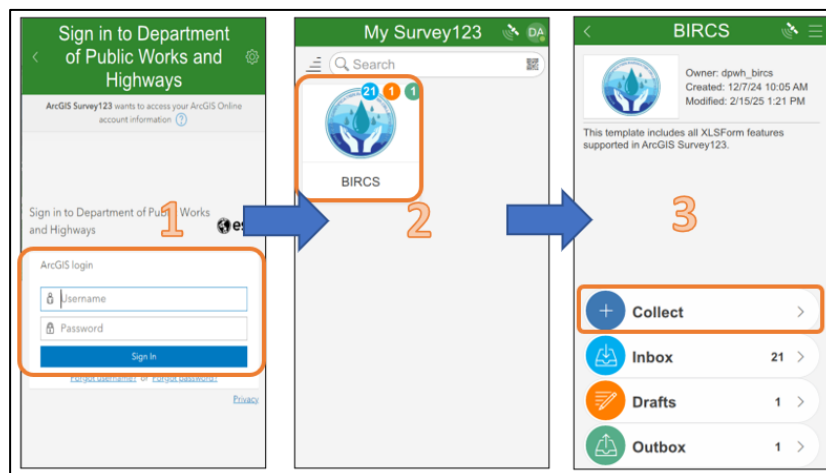


Figure 7: *Start data collection*

- **Collect** - Opens a new, blank survey page for inputting data.
- **Inbox** - Contains the records of all forms submitted to the survey's creator.
- **Drafts** - Opens to a form currently left uncompleted by closing the survey before sending it.
- **Outbox** - Opens to a listing of all forms finished but unsent, either by choice or due to the device being offline during submission.

Step 3: Program Profile


Upon opening the survey form, the Program Profile will be displayed; see Figure 8, which includes Program, Project, Legal Basis, and Objective. Click the **next button**  on the lower-right corner of this survey.

Figure 8: Program Profile

Step 4: Implementing Office Profile

Add details; objects with a red * asterisk are mandatory fields; see Figure 9.


1. Select **Region**.
2. Select the **Implementing Office**. The implementing offices are automatically filtered based on the selected region.
3. Click the **next button** .

Figure 9: Implementing Office Profile

Step 5: Beneficiary Profile

Beneficiary ID Number is automatically generated and formatted as [RWCS-R/D-MMDDYYYY-hhmmss]; see Figure 10.

Wherein:

R – Regional Office elected beneficiary
D – District Engineering Office elected beneficiary
MM – Month
DD – Day
YYYY – Year
hh – Hours
mm – Minutes
ss – Seconds

Figure 10: Beneficiary Profile

1. Type the **Name of Beneficiary**. The beneficiary's name must be the name of a public school, market, building/ office, barangay/ rural health facility, government hospital, or evacuation center. The name should not be abbreviated. The maximum number of characters allowed is 256.
2. Select the **Type of Beneficiary**.

Below are the choices:

- Public School
- Public Market
- Public Building/ Office
- Barangay/ Rural Health Facilities

- Evacuation Center
- Others (when "Others" is selected, a new field will be displayed, and the BIRCS Coordinator must specify the type of beneficiary)

Step 6: Location

Select the location of the proposed project; see Figure 11.

1. Select **Province**. Provinces are filtered based on the selected region in step 4.
2. Select **City/Municipality**. Cities/municipalities are filtered based on the chosen province.
3. Input **Barangay**. Note that the name should not be abbreviated.
4. Select **Ecosystem Type**. Below are the choices:
 - Upland
 - Lowland
 - Coastal


The Ecosystem Type is based on the Ridge-To-Reef Approach. Once the ecosystem type is selected, the areas corresponding to that type will be displayed.


The screenshot shows a mobile application interface for 'Beneficiary Identification for Rainwater Collectors System'. The 'Location' section is highlighted with a blue header. It contains four numbered steps: 1. 'Province' with a dropdown menu; 2. 'City / Municipality' with a dropdown menu; 3. 'Barangay' with a text input field and a note 'Please do not abbreviate. Eg., Talon Singko; Santa Maria, etc.'; and 4. 'Ecosystem Type' with three radio button options: 'Upland', 'Lowland', and 'Coastal Area'.

Figure 11: Location

Step 7: Geotagged Photo

Capture or attach a **geotagged photo**; see Figure 12.

Click the **camera icon**  to capture a geotagged photo. The photo must have a minimum 1920 x 1080 pixels resolution and a maximum file size of 10 megabytes.

If the BIRCS Coordinator wants to add more geotagged photos, click the **plus icon** .

The screenshot shows the 'Geotagged Photo' section of the application. It includes a text instruction: 'Photo must have a minimum resolution of 1920 by 1080 pixels and a maximum file size of 10 megabytes.' Below the text is a camera icon for capturing a photo. At the bottom, there is a trash icon, a counter showing '1 of 1', and a plus icon for adding more photos.

Figure 12: Geotagged Photo

Step 8: Classification of Location; see Figure 13
Below are four (4) classifications of locations that align with the priorities of RA 6716 implementation.

- CCAM-DDR Target Province
- 5th or 6th Income Class Municipalities
- El Niño Potential Risk Area
- Projected Provincial Risk Categorization in Climate Change between 2030-2040

If the selected location in Step 6 (province and city/municipality) satisfies the classification criteria, it will automatically display "Yes"; otherwise, it will display "No".

If three to four (3-4) classifications are satisfied, the priority level will be "High Priority". If two (2) classifications are satisfied, the priority level will be "Medium Priority". If only one (1) classification is satisfied, the priority level will be "Low Priority".

Click the **next button** in the  lower-right corner of the survey.

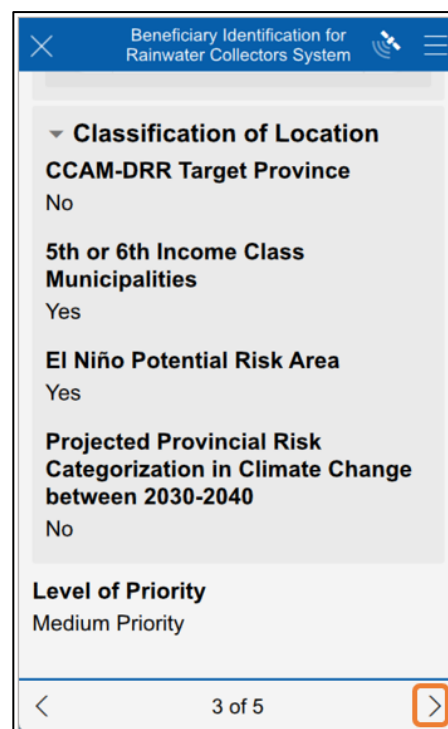


Figure 13: *Classification of Location*

Step 9: Screening Questions; see Figure 14

1. Select **"Yes"** if the beneficiary's location has no existing water supply or if the water source is limited/ scarce. Select **"No"** if otherwise. Refer to Figure 14.
2. Input the **Annual Rainfall** in millimeters of the project location. Input shall have two (2) decimal places. The coordinator can refer to the PAGASA's latest Climatological Normal Data by clicking the link ([PAGASA](#)) for the annual rainfall based on the proposed RWCS location.
3. Select **"Yes"** if an existing RWCS has been constructed by DPWH, and select **"No"** if it has not.

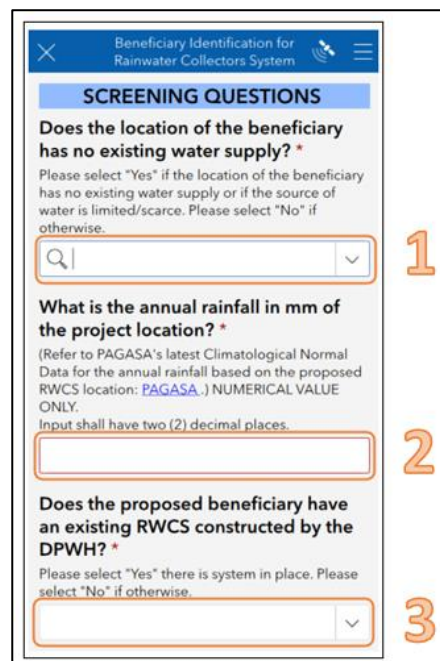


Figure 14: *Screening Questions*

If the BIRCS Coordinator selects "Yes", additional questions will appear, see Figure 15.

1. The BIRCS Coordinator must then select the **Expected Completion Date** of the existing project using the calendar date picker.
2. Select the **Status of RWCS**; see Figure 15.

Figure 15: With Existing RWCS



- If "Functional" is selected; see Figure 16:
 1. Provide a short **Justification** for the need for additional rehabilitation or maintenance requests for the system.
 2. Click the **attachment icon** . A supporting document for the justification should not exceed ten (10) megabytes.
 3. Click the **next button** .

Figure 16: Status of RWCS - Functional


- If "Non-Functional" is selected; see Figure 17:
 1. Select one or multiple causes of non-functionality. The choices are below:
 - Damage in Connections/ Fixtures (Gutter/ Pipe/ Faucet/ Downspout/ Valves)
 - Stolen/ Missing Fixtures
 - Relocation (due to construction/ demolition of a building or transfer to other structures)
 - Leakage
 - Clogging
 - RWCS Facility converted as Water Storage from the other sources (streams/ water districts/ etc.)
 - Other Causes (when "Other Causes" is selected, a new field will be displayed, and the BIRCS Coordinator must specify the cause of non-functionality)
 2. Click the **next button** .

Figure 17: Status of RWCS - Non-Functional

Step 10: Project Design and Component; see Figure 18.





1. Select the **System Type**.
The choices are below:
 - Concrete Storage Tank
 - Steel Tank
 - Plastic Tank
2. Select one or multiple **System Use**. The choices are below:
 - Drinking and other potable uses
 - Toilet Flushing
 - Garden Irrigation/ Ornamental
 - Others (when "Other" is selected, a new field will be displayed, and the BIRCS Coordinator must specify the purpose of the system)
3. Input the **System Capacity** in liters. The input must not be a negative number or zero. The decimal place should be rounded to the nearest hundredths; otherwise, the system will not be sent.
4. Input the **Number of Systems**. Input must be a whole number; otherwise, the system will not be sent.
5. Input the **Total Number of Beneficiary locations/ building occupants**.
6. Select the **Proposed Type of Construction**, choosing either New Construction, Rehabilitation, or Maintenance.
7. In the calendar date picker, select the **Planned Start Date** of the proposed construction.
8. Select the **Planned End Date** of the proposed construction in the calendar date picker. After the target planned start and end date are selected, Duration (Calendar days) will be automatically reflected based on the difference between the Target Planned Start Date and Target Planned End Date.
9. Input the **Total Project Component Cost** in Philippine Peso. Input must be in two (2) decimal places; otherwise, the system will not be sent.

The screenshot displays the 'PROJECT AND DESIGN COMPONENT' form within the 'Beneficiary Identification for Rainwater Collectors System' application. The form is divided into several sections, each with a title and a list of fields. The fields are numbered 1 through 9, corresponding to the steps in the instructions:

- System Type ***: A dropdown menu (1).
- System Use ***: A dropdown menu (2).
- System Use ***: A list of checkboxes for 'Others', 'Drinking and other potable uses', 'Toilet flushing', 'Garden irrigation/ Ornamental', and 'Others' (3).
- Other Purpose ***: A text input field (4).
- System Capacity(in Liters) ***: A text input field with a note: 'Cannot be a negative number and/or zero (0). Decimal place shall be rounded to the nearest hundredths.' (5).
- Number of Systems ***: A text input field with a note: 'Input shall be a whole number.' (6).
- Total Serving Population ***: A text input field with a note: 'Please input the total number of beneficiary location/ building occupants.' (7).
- Proposed Type Of Construction ***: A dropdown menu (8).
- Planned Start Date ***: A date picker (9).
- Planned End Date ***: A date picker (10).
- Duration (Calendar days)**: A text input field (11).
- Total Project Component Cost (in Philippine Peso) ***: A text input field with a note: 'Please input the Total Project Component Cost in whole numbers.' (12).

Figure 18: Project and Design Component

Step 11: Attachments; see Figure 19

1. Click the **attachment icon**  to upload a PDF copy of the Program of Works. The uploaded document must not exceed ten (10) megabytes in size.
2. Click the **attachment icon**  to upload a PDF copy of the Preliminary Plan. The uploaded document must not exceed ten (10) megabytes in size.
3. Click the **attachment icon**  to upload a PDF copy of DUPA. The uploaded document must not exceed ten (10) megabytes in size.
4. Review inputted data. After the review, click the **checkmark button**  in the lower-right corner of the survey to verify if the required data are provided. If there is a missing required field, a notification message will appear.

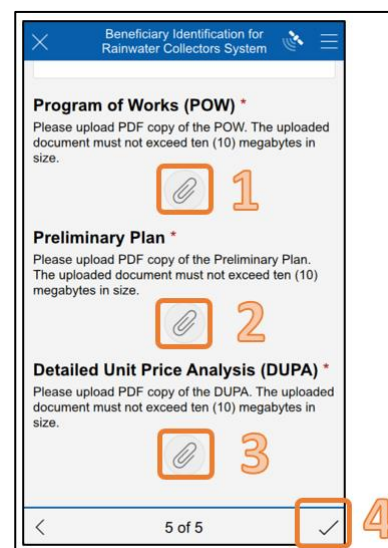


Figure 19: Attachments

If the device is online, the following options shall appear:

Send Now: the form will be sent and shall be kept in the Inbox

Continue this survey: The User can still edit the survey before sending

Save in Outbox: The form will be saved in the Outbox



Click **Send now** to submit the survey. The submitted survey will be saved in the Inbox.

If the device is offline, only the "Save in Outbox" and "Continue this survey" are accessible; see Figure 20.

Click **Save in Outbox** to save the survey. The survey will be saved in the Outbox and can be sent when online.

Please see below on how to send one or multiple surveys.

To send one survey; see Figure 21.

1. Click the **survey**. The name of the study is formatted as [Region - Implementing Office - Beneficiary Identification Number], which also refers to the Reference ID.
2. A pop-up window will appear after clicking the Reference ID and selecting "Yes".
3. Navigate the page by clicking the **next button**  on the lower-right corner of the survey.
4. In the last part of the survey, click the **checkmark button** .
5. Lastly, click **Send now** to submit the survey.

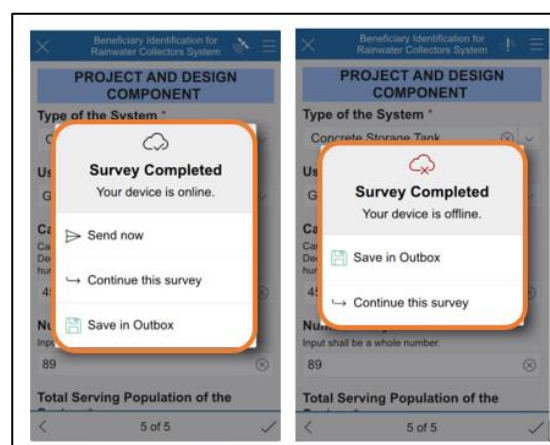


Figure 20: Submission Options

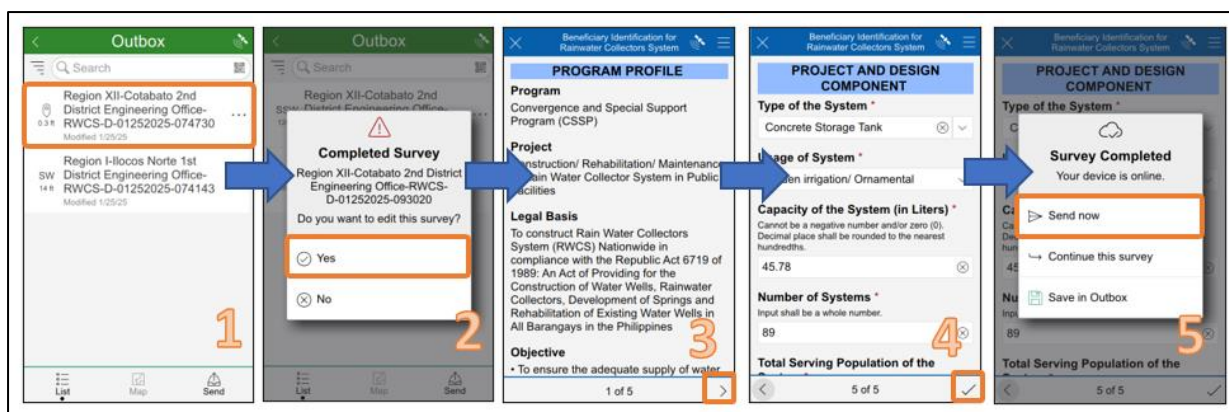



Figure 21: Sending one survey to Outbox

To send multiple surveys, click the **send button**  on the lower-right corner of the screen; see Figure 22.



Figure 22: Sending multiple surveys in Outbox

To verify if the survey has been successfully submitted, go to the Inbox and click the **refresh button** . The file will be displayed; see Figure 23.

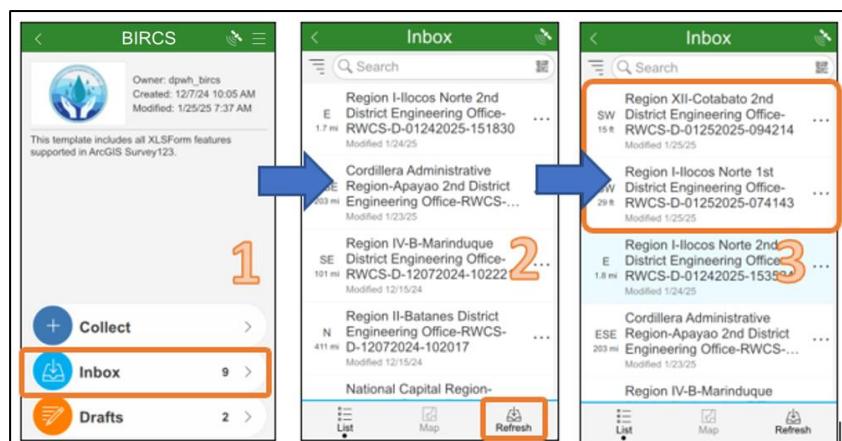






Figure 23: Verify the submitted survey

This feature allows users to edit their previously submitted survey. However, the previously submitted survey can only be edited upon the user's request and is subject to the administrator's approval; see Figure 24.

1. Click the **initials** in the upper-right corner of the screen.
2. Click **Download Surveys**.
3. Select **BIRCS (EDIT SUBMISSION)**.
4. Click the **back icon** .
5. The survey has now been added to the application. Select **BIRCS (EDIT SUBMISSION)**.
6. Click **Inbox** .
7. Then, click **Refresh** .
8. Select the **form** that needs editing.
9. On the pop-up window, select **Edit**.
10. Navigate to the field that needs editing.
11. Once completed, click the **checkmark button**  on the lower-right corner of the survey.
12. Lastly, click **Send now** to resubmit.

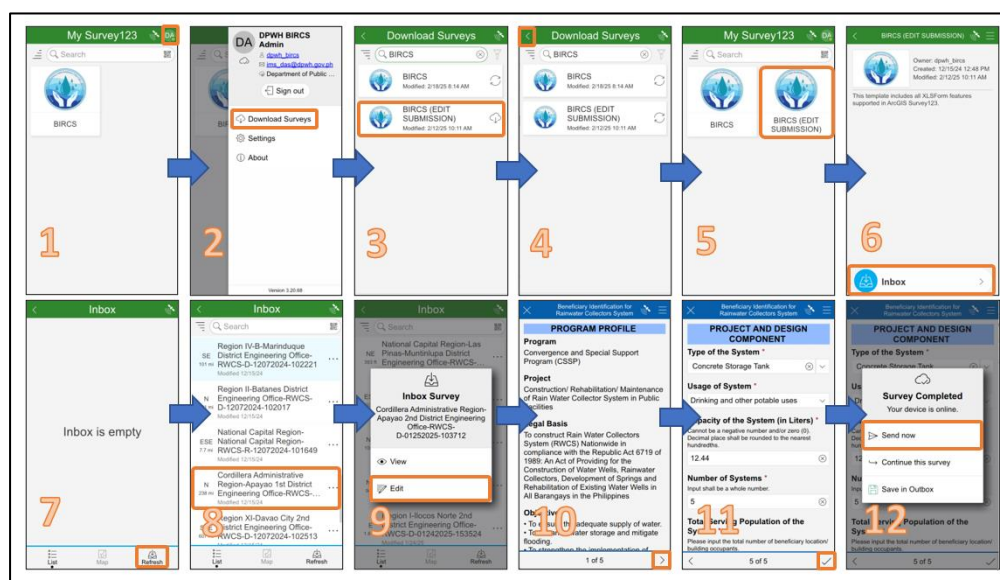


Figure 24: Edit submitted survey

Once the editing is complete, the BIRCS Central Evaluator will receive an email notification informing them that a user has edited their submission, see Figure 25.

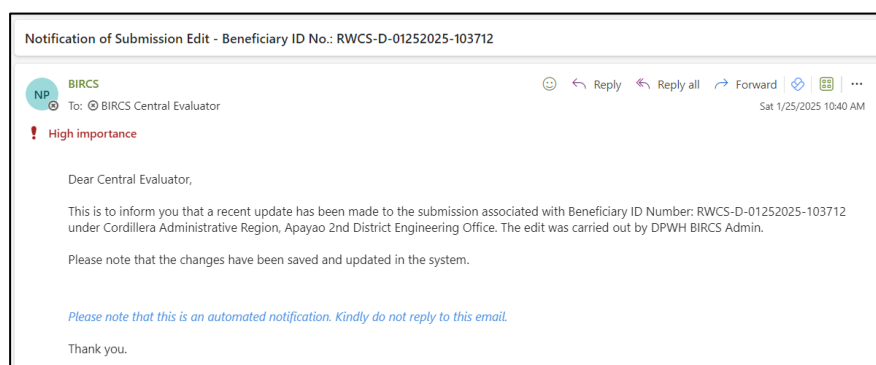


Figure 25: Edit Submission Email Notification

B. Delete saved Survey

To delete the saved surveys, see Figure 26 and follow the steps below:

1. On the contents view, select **BIRCS**.
2. Select **draft** or **Outbox**.
3. Click the **three (3) dots** next to the Reference ID.
4. Click the **trash bin icon**.
5. On the pop-up window, select **Delete**.

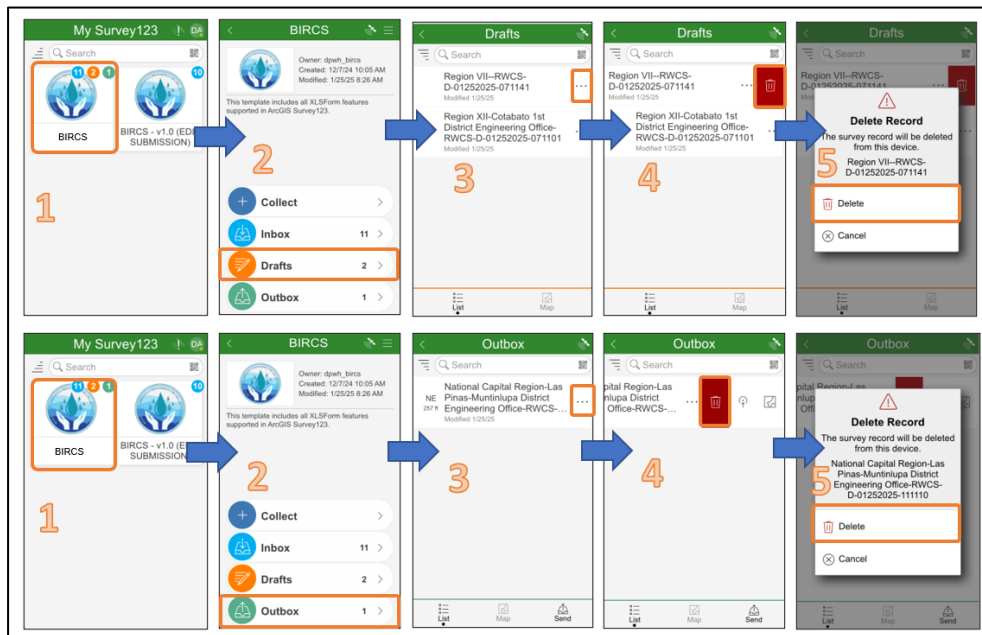


Figure 26: Delete saved survey

IV. WEB APPLICATION

A. BIRCS Dashboard

1. Links for BIRCS Dashboards

Each user has a personalized dashboard; only dashboards linked to their account will be visible. Users are assigned appropriate links and can access the relevant dashboard using their ArcGIS Online account. Below is the list of dashboard links for Central and Regional Offices.

1. **Central Evaluator/ Administrator**
<https://experience.arcgis.com/experience/d36cd8d33c7840df9acd7d914ff7a9da/>
2. **Cordillera Administrative Region**
<https://experience.arcgis.com/experience/b6efeb7e9de24af2bba1c96338e26aa7/>
3. **National Capital Region**
<https://experience.arcgis.com/experience/17937a73a0eb46c5957bdb4f6abe51af/>

4. **Region I**
<https://experience.arcgis.com/experience/537cbc100b924a3d98dafde1cc34c643/>
5. **Region II**
<https://experience.arcgis.com/experience/0c18d0d786344c3fb1bb49ac1d8a4dba/>
6. **Region III**
<https://experience.arcgis.com/experience/d7088f6d30ed429e890fd32aa62fe030/>
7. **Region IV-A**
<https://experience.arcgis.com/experience/51c28b2a5f4247088382f08966b58926/>
8. **Region IV-B**
<https://experience.arcgis.com/experience/f160dad9a2004f35bb2967aee50856ec/>
9. **Region V**
<https://experience.arcgis.com/experience/d7bcf39ac26442e79f4daf11f301442/>
10. **Region VI**
<https://experience.arcgis.com/experience/c4158a663bc34c4f937ed8baac637d60/>
11. **Region VII**
<https://experience.arcgis.com/experience/9d212ffe975f444e94d609c6fe1eba46/>
12. **Region VIII**
<https://experience.arcgis.com/experience/4820ef634e2842ba8bc8de933af89336/>
13. **Region IX**
<https://experience.arcgis.com/experience/1dfc4ba7414a44348498f6a08a2c527d/>
14. **Region X**
<https://experience.arcgis.com/experience/cb2877e6d0ce4f96a8c855f959c97243/>
15. **Region XI**
<https://experience.arcgis.com/experience/817038b53ef24134a62d1bb4673f2192/>
16. **Region XII**
<https://experience.arcgis.com/experience/918617579dde4aa7a616b61483245b7d/>
17. **Region XIII**
<https://experience.arcgis.com/experience/15553bd9785d4c9bb66a68edab1493dd/>
18. **Negros Island Region**
<https://experience.arcgis.com/experience/1b726eaf53e24d6d896dcd918b7c3042/>
19. **Bangsamoro Autonomous Region in Muslim Mindanao**
<https://experience.arcgis.com/experience/6ea24e028b0c43b18077f8f721026b28/>

2. BIRCS Website Interface

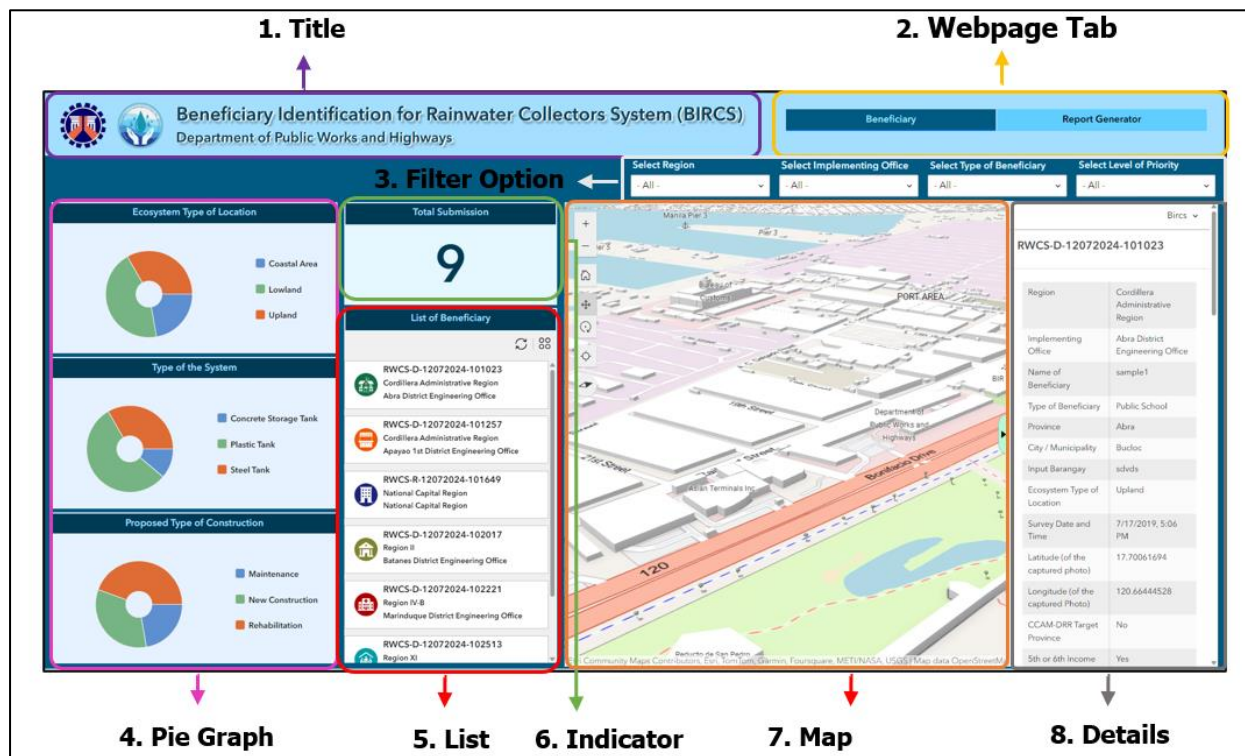


Figure 27: BIRCS Website Interface

- 1. Title Bar** – Displays the logo of the Department of Public Works and Highways (DPWH), the logo of BIRCS, and the website's title.
- 2. Webpage Tab** – Enables users to switch between various sections or pages of a website. The Beneficiary tab is the default homepage, while the Report Generator tab provides users access to the reporting features.
- 3. Filter Option** - Allows users to narrow down or refine the displayed content based on specific criteria. This includes options such as region, implementing office, type of beneficiary, and level of priority, helping users to find specific information more easily. By default, "All" is selected. To view the dashboard information of a particular Implementing Office, its corresponding details can be selected from the filter options.
- 4. Pie Graph** – Visually represents the number of submissions related to specific categories. It also functions as a filter; when clicked, it displays only the relevant information corresponding to the selected category.
- 5. List** – Displays submitted data, including details such as the Beneficiary ID number, region, and implementing office. Additionally, this section functions as a selection tool, allowing users to easily view, filter, and access specific submitted information.
- 6. Indicator** – Displays the total number of submissions. It updates dynamically based on the applied filters, reflecting only the relevant data based on the selected criteria.
- 7. Map** – Visually represents geographic data, enabling users to explore and interact with locations. The default map is on the Department of Public Works and Highways (DPWH) Central Office. The data points on the map are derived from geotagged

photos submitted through the BIRCS survey form. When a selection is made in the List section, the map will automatically zoom to where the geotagged photo was taken, providing a focused view of the beneficiary's specific geographic information.

8. **Details** – Refer to the complete information of a specific beneficiary. The relevant details are automatically displayed when a selection is made in the list section. These details provide a deeper understanding or clarification about the beneficiary, including categories, location, geotagged photos, and any files submitted in the BIRCS survey form.

B. Report Generator

Users must click the Report Generator tab on the BIRCS website to access the Report Generator; see Figure 28. BIRCS Central Coordinators and Administrators have access to all reports. In contrast, the BIRCS Regional Coordinators only have access to A and D. *(Please refer to the annexes for the report templates).*

Below is the list of Reports:

- A. Proposed Target List of Beneficiaries with Project Cost for the Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System (RWCS) in Public Facilities.
- B. Summary of Proposed Budget for the Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System in Public Facilities Three Year Rolling (FY <Year> to FY <Year>).
- C. Priority List of Beneficiaries and Budget for the Construction/ Rehabilitation/ Maintenance of Rainwater Collector System (RWCS) in Public Facilities FY <Year>
- D. Proposed List of Beneficiaries and Budget for RWCS Geotagged Location Photos.

Beneficiary Identification for Rainwater Collectors System (BIRCS)
Department of Public Works and Highways

Report Generator

1. Report Tab Navigation Button

2. Report Tab

3. Selection Menu

Beneficiary ID Number	Region	Implementing Office	Name of Coordinator
RWCS-D-12072024-101023	Cordillera Administrative Region	Abra District Engineering Office	DPWH BIRCS Admin
RWCS-D-12072024-101257	Cordillera Administrative Region	Apayao 1st District Engineering Office	DPWH BIRCS Admin
RWCS-R-12072024-101649	National Capital Region	National Capital Region	DPWH BIRCS Admin
RWCS-D-12072024-102017	Region II	Batanes District Engineering Office	DPWH BIRCS Admin
RWCS-D-12072024-102221	Region IV-B	Marinduque District Engineering Office	DPWH BIRCS Admin
RWCS-D-12072024-102513	Region XI	Davao City 2nd District Engineering Office	DPWH BIRCS Admin
RWCS-D-12072024-102841	Region V	Catanduanes District Engineering Office	DPWH BIRCS Admin
RWCS-R-12082024-184320	Cordillera Administrative Region	Cordillera Administrative Region	bircs bircs
RWCS-D-12152024-145102	Cordillera Administrative Region	Upper Kalinga District Engineering Office	Jannel Navarse
RWCS-D-12152024-111439	Region II	Batanes District Engineering Office	Jannel Navarse
RWCS-R-01172025-123609	Region I	Region I	Jannel Navarse
RWCS-D-01172025-131404	Cordillera Administrative Region	Abra District Engineering Office	Bircs Mobile Worker

4. Report Settings Window

5. Proposed Beneficiary List Table

Figure 28: Report Generator Page

1. **Report Tab Navigation Button** – Allows users to navigate between different report tabs.
2. **Report Tab** – Contains different categories of reports, and users can switch between them to generate different types of reports.
3. **Selection Menu** – This menu has different buttons, show selection, clear selection, refresh, show/hide columns, and actions that could filter or select specific criteria, such as date regions and implementing office.
4. **Report Settings Window** – Allows users to configure and customize report settings. This includes inputting the report name, selecting the folder in which the report will be saved, adjusting the format, and using the Generate button to create the report.
5. **Proposed Beneficiary List Table** – Displays the list of proposed beneficiaries. Each row in the table contains the following details: Beneficiary ID, Region, Implementing Office, and Name of Coordinator.

How to Generate Reports

Step 1: On the Report Generator page, the report to be generated can be selected by choosing a tab. Each tab contains different reports. By default, the Proposed Target List of Beneficiaries tab is displayed; see Figure 29.

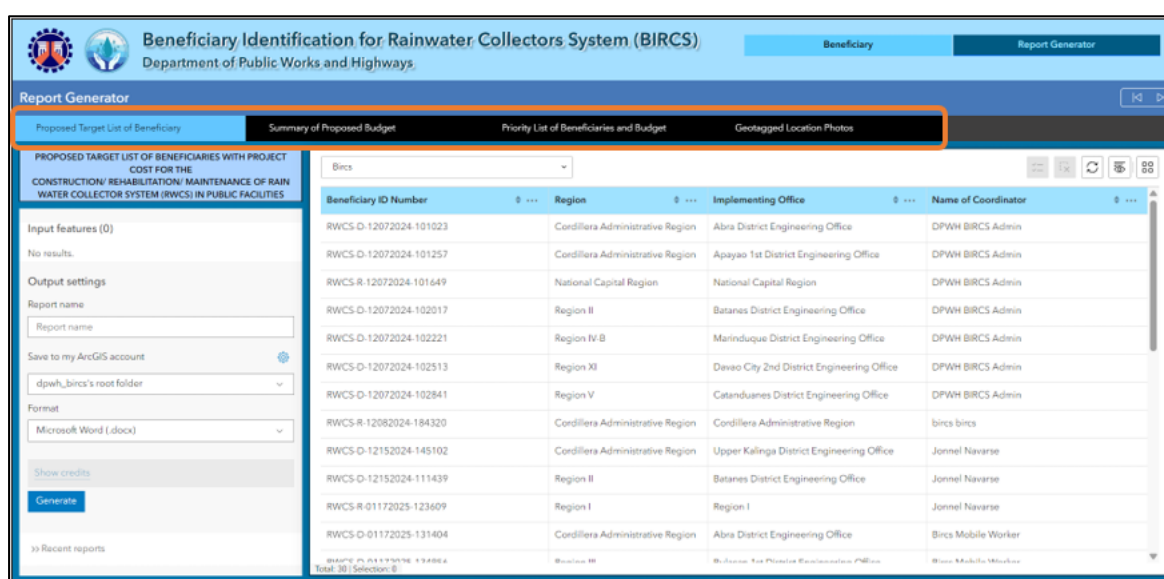







Figure 29: Report Generator Tabs

Step 2: By default, all data is displayed in the table. Set a filter in the table, whether by region or implementing office; see Figure 30. Follow the steps below:

1. Click the **action button** , and select **Set filter** .
2. Click the **Add button**  and select **Clause**.
3. In the Clause, select **Region** or **Implementing Office**.
4. Click the **source type button**  and select **Unique**.
5. Select the desired **Region** or **Implementing Office** to filter by.
6. Turn on the **toggle**  and close the window.

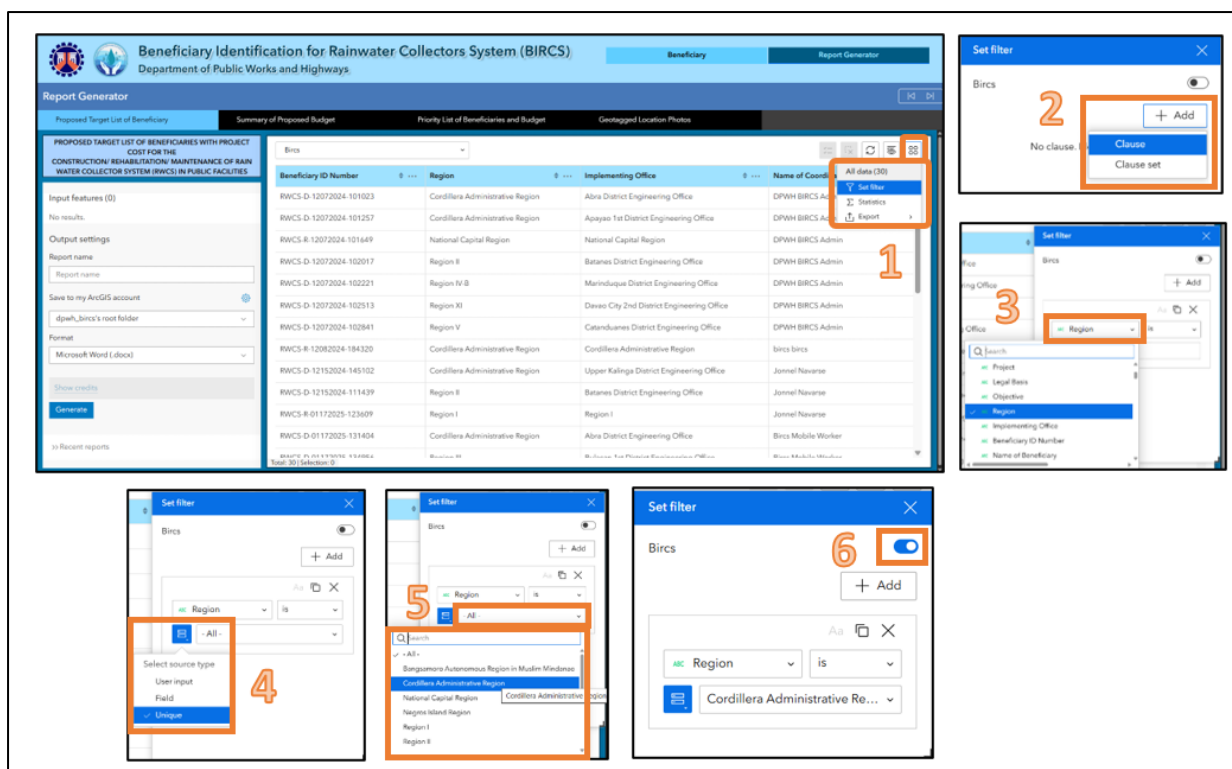


Figure 30: Set Table Filter

Step 3: Select row(s) from the table that wants to be generated. A single or multiple rows can be selected; see Figure 31.

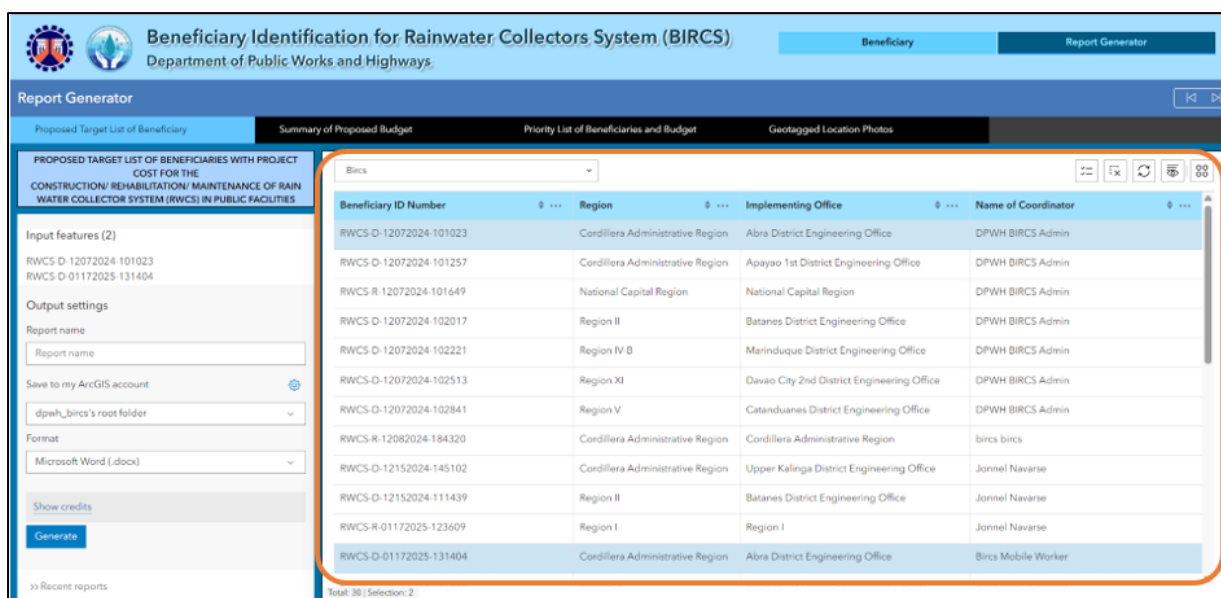


Figure 31: Beneficiary Selection

Step 4: Output settings; see Figure 32.

1. Input the **report name** under the report settings window.
2. On Save to the ArcGIS account, each region has a different folder. Select **folder** where the generated report will be stored.
3. Click **Generate**.

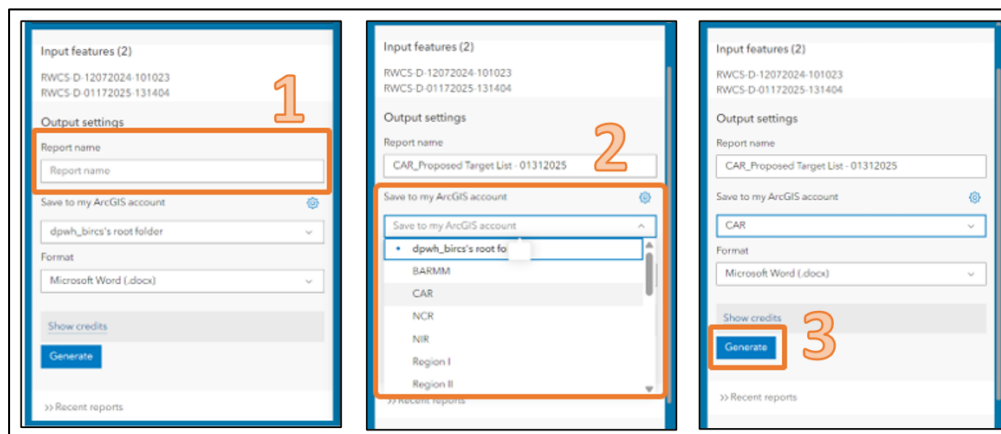



Figure 32: *Output settings*

V. ASK FOR SUPPORT

Using the IT Service Desk

The DPWH IT Service Desk can be used to log concerns. On the desktop, double-click the **IT Service Desk icon**  MyIT.

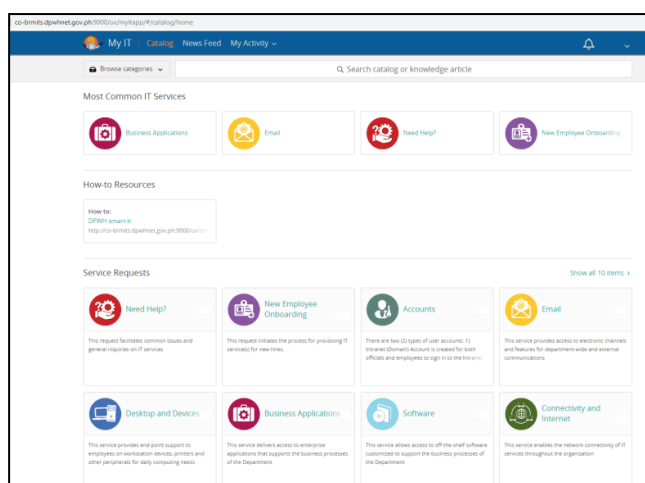


Figure 33: *IT Service Desk*

Note:

The user must have the following credentials to use the Service Desk:

- *Active DPWH Network ID*
- *Valid DPWH email address*


Contact the IT Support Officer to inquire about the details of acquiring these requirements.¹

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ANNEX A

Proposed Target List of Beneficiaries with Project Component Cost for the Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System (RWCS) in Public Facilities.



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
<NAME OF OFFICE>
<Address of Office>



Convention:
<- Required
[] - External Input

**PROPOSED TARGET LIST OF BENEFICIARIES WITH PROJECT COST FOR THE
CONSTRUCTION/ REHABILITATION/ MAINTENANCE OF RAIN WATER COLLECTOR SYSTEM (RWCS) IN PUBLIC FACILITIES**
 <NAME OF IMPLEMENTING OFFICE>

No	Beneficiary ID Number	Region	Implementing Office	Type of Work	Name of Beneficiary	City/ Municipality	Latitude	Longitude	Target Planned Start Date (mm/dd/yyyy)	Target Planned End Date (mm/dd/yyyy)	Duration (Calendar Days)	Total Project Component Cost (in PHP)	Level of Priority
1	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System (RWCS)	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>
2													
3													
4													
5													
												<Sum of Total Project Component Cost>	

Prepared by:

[NAME OF BIRCS COORDINATOR]
[Position of BIRCS Coordinator]
[Name of Implementing Office]

Reviewed by:

[NAME OF DIVISION CHIEF]
[Position of Head of Office]
[Name of Implementing Office]

Reviewed and Submitted by:

[NAME OF HEAD OF OFFICE]
[Position of Head of Office]
[Name of Implementing Office]

Website: <https://www.dpw.gov.ph>
Tel. No(s): <Office Trunk Line Number>






Figure 34: Report No. 1

ANNEX B

Summary of Proposed Budget for the Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System in Public Facilities Three Year Rolling (FY <Year> to FY <Year>)



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
<NAME OF OFFICE>
<Address of Office>



Convention:
 <- Required
 [] - External Input

**SUMMARY OF PROPOSED BUDGET FOR THE CONSTRUCTION/ REHABILITATION/ MAINTENANCE OF
RAINWATER COLLECTORS SYSTEM IN PUBLIC FACILITIES
THREE YEAR ROLLING (FY <YEAR> to FY <YEAR>)**

No	Region	Implementing Office	FY < YEAR>		FY < YEAR>		FY < YEAR>	
			Physical Target (No of Beneficiaries)	Total Project Component Cost (in PHP)	Physical Target (No of Beneficiaries)	Total Project Component Cost (in PHP)	Physical Target (No of Beneficiaries)	Total Project Component Cost (in PHP)
1	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>	<Auto generated from BIRCS>
2								
3								
4								
5								
6								
7								
8								
9								
(n+1)			Sum of Total Number of Physical Target	Sum of Total Project Component Cost	Sum of Total Number of Physical Target	Sum of Total Project Component Cost	Sum of Total Number of Physical Target	Sum of Total Project Component Cost

GENERATED by: _____
 [Position of BIRCS Central Evaluator]
 [Name of Office]

REVIEWED by: _____
 [Position of Head of Office]
 [Name of Office]

RECOMMENDED: _____
 [Position of Head of Office]
 [Name of Office]

ENDORSED: _____
 [Position of Head of Office]
 [Name of Office]

SUBMITTED: _____
 [Position of Head of Office]
 [Name of Office]

RWCS Beneficiaries for FY [Current Fiscal Year]
 Page ___ of ___

Website: <https://www.dpw.gov.ph>
 Tel. No(s): <Office Trunk line Number>






Figure 35: Report No. 2

ANNEX C

Priority List of Beneficiaries and Budget for the Construction/ Rehabilitation/ Maintenance of Rainwater Collectors System in Public Facilities FY <Year>



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
<NAME OF OFFICE>
<Address of Office>



Convention:
 <-> - Required
 [] - External Input

**PRIORITY LIST OF BENEFICIARIES AND BUDGET FOR THE
CONSTRUCTION/ REHABILITATION/ MAINTENANCE OF RAIN WATER COLLECTORS SYSTEM IN PUBLIC FACILITIES
FY <YEAR>**

No	Beneficiary ID Number	Region	Implementing Office	PROGRAM ACTIVITY/ PROJECT (PAP)	Type of Work	Name of Beneficiary	Type of Beneficiary	City/ Municipality	Latitude	Longitude	Type of RWCS	Type of Construction	Target Planned Start Date (mm/dd/yyyy)	Target Planned End Date (mm/dd/yyyy)	Duration (Calendar Days)	Total Project Component Cost (in PHP)	Level of Priority
1	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	CONVERGENCE AND SPECIAL SUPPORT PROGRAM: Construction/ Rehabilitation of Rainwater Collectors in Public Facilities	Construction/ Rehabilitation of Rainwater Collectors System (RWCS)	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>	<Autogenerated from BIRCS>
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
TOTAL																<Sum of Total Project Component Costs>	

GENERATED by:

[NAME OF BIRCS CENTRAL EVALUATOR]
[Position of BIRCS Central Evaluator]
[Name of Office]

Page ____ of ____

REVIEWED by:

[NAME OF BIRCS CENTRAL EVALUATOR]
[Position of Head of Office]
[Name of Office]

RECOMMENDED:

[NAME OF HEAD OF OFFICE]
[Position of Head of Office]
[Name of Office]

SUBMITTED:

[NAME OF HEAD OF OFFICE]
[Position of Head of Office]
[Name of Office]

ENDORSED

[NAME OF HEAD OF OFFICE]
[Position of Head of Office]
[Name of Office]

<https://www.dpw.gov.ph>
L: <Office Trunk line Number>




Figure 36: Report No. 3

ANNEX D

Geotagged Location Photos of the Proposed List of Beneficiaries and Budget for the Rainwater Collectors System




	Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS <NAME OF IMPLEMENTING OFFICE> <Address of Implementing Office>	
PROPOSED LIST OF BENEFICIARIES AND BUDGET FOR RWCS GEOTAGGED LOCATION PHOTOS		
<Geotagged Photo of RWCS Beneficiary location>		
1	Construction/Rehabilitation of Rainwater Collectors System (RWCS), <Name of Beneficiary>, <Name of City/Municipality>	
(continue in separate sheet if necessary)		
Prepared by: <u>[NAME OF BIRCS COORDINATOR]</u> [Position of BIRCS Coordinator] [Name of Office]		Reviewed and Submitted by: <u>[NAME OF HEAD OF OFFICE]</u> [Position of Head of Office] [Name of Office]
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Website: https://www.dpwh.gov.ph Tel. No(s): [Trunkline Number of IO] </div> <div style="text-align: right;">  </div> </div>		

Figure 37: Report No. 4