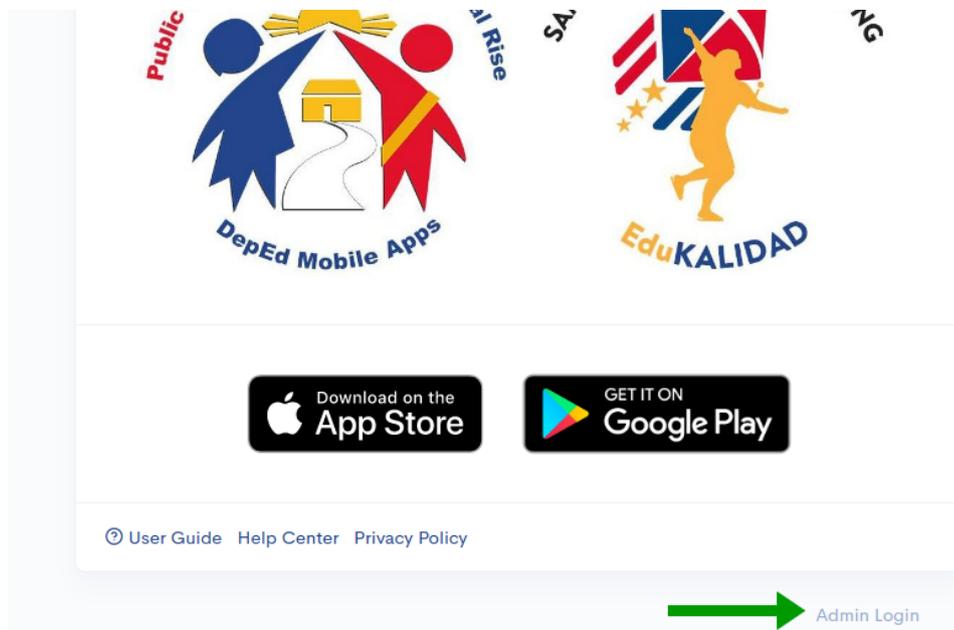


# Guide for RITO

## 1. Login as an Administrator

The homepage of DepEd Monitoring is at [mobileapp.deped.gov.ph](https://mobileapp.deped.gov.ph). To login as an administrator, you will see the "Admin Login" link at the lower right portion of the page. Click it and input your administrator credentials on the login form. Click login and you will be redirected to the Admin Portal Dashboard.

On your initial login, you will be redirected to your account profile. You will be asked to update your temporary password.



Public Schools of the Future - Digital Rise  
DepEd Mobile Apps

SAMA-SAMA SA PAGSULONG NG  
EduKALIDAD

### DepEd Monitoring Login

Email\*

Password\*

Remember me

Login

[Download \(Android\)](#) [Download \(iOS\)](#)

[User Guide](#) [Help Center](#) [Privacy Policy](#)

Figure 1. DepEd Monitoring Landing Page (left) and Admin Login Page (right)

# 2. Admin Portal Interface

The user interface for the Admin Portal is very straightforward and easy-to-use. In this chapter, we will discuss the four (4) main parts of this portal.

1. **Navigation Bar** - In this portion, you will see a list of links that will help you access different parts of the Admin Portal.
2. **Main Content** - In this portion, all of the information are displayed in table form. There will be action buttons (view, edit, or delete) for each row. In most modules, there will be a New button displayed on the upper-right part.
3. **Account actions** - you can view your account by clicking this button . To logout, simply click this button .
4. **Filter** - to narrow down the list or data displayed in the Main content, you can use the filter fields in this portion. The available fields will vary depending on which module you are currently in.

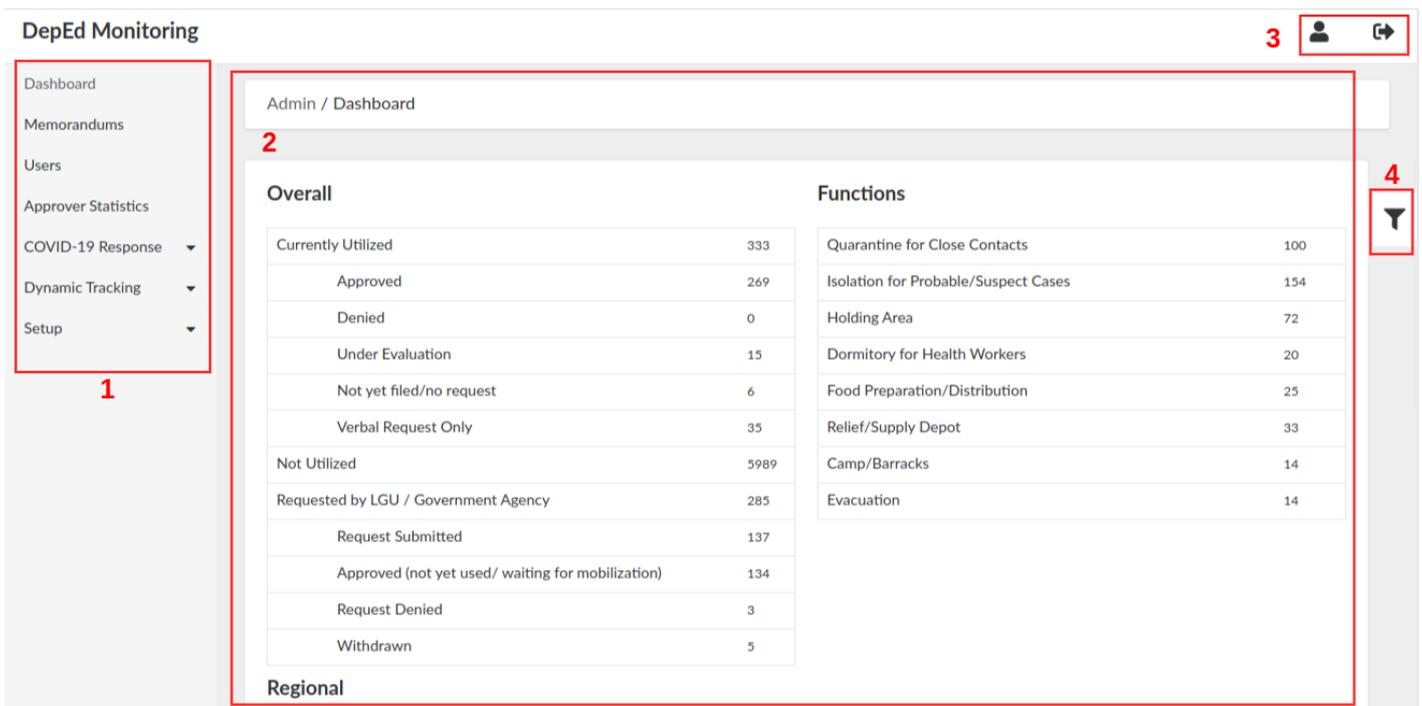


Figure 2. Admin Portal Dashboard

## 2.1. Dashboard

Dashboard is the homepage of the Admin Portal (see Figure 2). It contains the statistics of the responses gathered from the Facility Tracking survey (COVID-19 Responses).

The figures displayed here will change depending on what [type of administrator](#) is currently logged

in. For example, as a Regional IT Officer (RITO), you can see the data here within your designated region and the divisions under it. Another example is if a Division IT Officer (DITO) is currently logged in, the available data displayed for them is already filtered by their designated division. They could only see the statistics for their division and the schools under it.

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## **3. User Management**

There are two kinds of users in DepEd Monitoring: an administrator and a normal user (survey respondents). As a RITO, you have the access to manage them both. You can create, view, and edit an administrator and a user.

### **3.1. Administrator**

This chapter will focus on managing administrators. As a RITO, you can view the list of administrators, create a new one, and you can also view, or edit existing one.

#### **3.1.1. Admin Roles**

There are six (6) different admin roles available. Each one has its own access and permissions to the Admin Portal.

1. **Super Admin** - has access to all tasks (create, view, edit, and delete), modules, and reports; only role that has the ability to delete a record.
2. **Central Office** - has access to all modules and reports and with tasks to create, view, and edit records.
3. **RITO (Regional IT Officer)** - has access to modules, reports, and users within jurisdiction; can edit records within their designated Region.
4. **DITO (Division IT Officer)** - has access to modules, reports, and users within jurisdiction; can edit records within their designated Division.
5. **Survey Creator** - has access to modules and reports specific to survey management, and with tasks to create, view, and edit records.
6. **Support** - has view and edit capabilities on limited modules.

### 3.1.2. View Administrator List

To view all the administrators, go to **Setup**, then select **Admin Users**.

On the top, you can filter the list by clicking a specific role. For example, in Figure 3, DITO has been clicked, that is why the list only displayed administrators with that role. More filters are available if you click the filter icon on the right. Available filter fields are: Name, Email, Region, and Division.

On the bottom, you can download the list of administrators displayed by clicking CSV.

Admin / Admin Users

All (4)
  Super Admin (0)
  Support (0)
  Central Office (0)
  RITO (0)
  **DITO (4)**
 Survey Creator (0)

<input type="checkbox"/>	Id	Name	Email	Role	Current Sign In At	Sign In Count	Created At	
<input type="checkbox"/>	f6ad3c4a-5ad0-40ed-9798-cf3dc924fee1	Yolanda G Isidro	yolanda.isidro001@deped.gov.ph	DITO		0	April 22, 2020 01:36	View Edit
<input type="checkbox"/>	a1b00692-5da1-43f6-8d21-9bae21f23b80	Dale A Latawan	dale.latawan001@deped.gov.ph	DITO		0	April 22, 2020 01:36	View Edit
<input type="checkbox"/>	0bdcb44-ac06-4fc0-811d-f2d1779156c7	Eduardo L Kondo	eduardo.kondo001@deped.gov.ph	DITO	October 26, 2020 07:48	4	April 22, 2020 01:36	View Edit
<input type="checkbox"/>	04d1a2d5-0ada-45f0-94e4-02d7348f02d4	Jayson C Castro	jayson.castro001@deped.gov.ph	DITO	October 24, 2020 22:27	9	April 22, 2020 01:36	View Edit

Displaying **all 4** Admin Users  
 Download: CSV JSON

Figure 3. Administrator List

### 3.1.3. View a Specific Administrator

Step 1. Go to **Setup**, then select **Admin Users**.

Step 2. Search the specific administrator, and click their Administrator ID or the View button on the right.



Figure 4. Administrator ID (green box) and Action Buttons (yellow box)

In the view page, you can see the administrator details and a list of users this specific administrator has approved. The user approval process will be discussed in detail on [Chapter 3.2.4](#).

### 3.1.4. Edit an Administrator

Step 1. Go to **Setup**, then select **Admin Users**.

Step 2. Search the specific administrator, and click the Edit button on the right.

Step 3. Update the administrator user details.

Step 4. Click the "Update Admin user" button.

## 3.2. User/Respondent

This chapter will focus on managing normal users or respondents. As a RITO, you can view the list of users, and you can also view, or edit an existing one.

### 3.2.1. View User List

To view all the respondents, simply click **Users** on the navigation bar. As a RITO, only users within your designated region will be displayed in the list.

On the top, you can filter the list by clicking a specific status:

- **Active** - approved users

- **Pending Approval** - users that have confirmed their account, but are not yet approved
- **Rejected** - users that have confirmed their account, but are rejected
- **Unconfirmed Registrations** - users that have not yet confirmed their account

More filters are available if you click the filter icon on the right. Available filter fields are: Email, Email validation status, Name, Mobile, Created at.

<input type="checkbox"/>	Name	Email	Email Verified	Mobile	School	Is Approved	Approved At	Current Sign In At	In Count	Created At	
<input type="checkbox"/>	John Edward Ardevela Lalusis	john.lalusis@deped.gov.ph	UNVERIFIED	09099268095	136851 - Guillermo S. Sanchez Memorial ES, Malabon City (NCR)	YES	June 01, 2020 23:06			April 21, 2020 19:28	View Edit
<input type="checkbox"/>	Rodel Cabanes Oclares	rodel.oclares@deped.gov.ph	DELIVERABLE	09282464201	136631 - Talipapa ES, Caloocan City (NCR)	YES	June 01, 2020 23:06			May 18, 2020 07:00	View Edit
<input type="checkbox"/>	Jessa Ramos Salaum	jessa.salaum@deped.gov.ph	DELIVERABLE	09286355162	136616 - Bagong Silang ES, Caloocan City (NCR)	YES	June 01, 2020 23:06			May 17, 2020 13:40	View Edit
<input type="checkbox"/>	Gemo Dioquino Parajas	gemo.parajas@deped.gov.ph	UNVERIFIED	09272560347	319903 - Barangka NHS, Marikina City (NCR)	YES	June 01, 2020 23:06			April 21, 2020 18:43	View Edit
					136588 - Padre						

Figure 5. User List

### 3.2.2. View a Specific User

Step 1. On the navigation bar, click **Users**.

Step 2. Search the specific user, and click the View button on the right.

In the view page, you can see the following data:

- **User details** - general information of the user
- **Special assignments** - surveys they are assigned to answer

### 3.2.3. Approve or Reject a User

An account can only be approved or rejected if the user has already confirmed their email address.

To approve or reject a user, follow these simple steps:

Step 1. On the navigation bar, click **Users**.

Step 2. For easier search, click the "Pending Approval" filter on top of the page, then search using their email, name, or mobile number.

Step 3. Click the View button on the right.

Step 4. Click the Approve or Reject button on the upper-right portion of the view page.

- Some users registered twice using a DepEd email and personal email. Reject non-DepEd email registration.

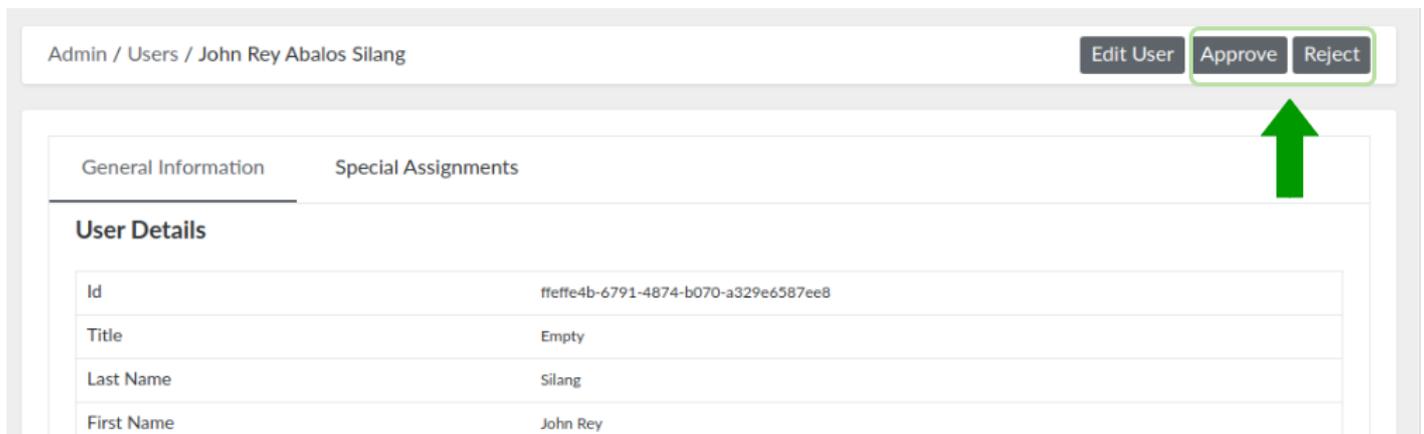


Figure 6. Approve User Button

Approved users will receive a welcome email and will be eligible to use the DepEd Mobile Application. While rejected users will only receive a rejection email, and will not gain access to use the mobile application.

### 3.2.3.1. Approver Statistics

In this module, you can view a list of administrators within your designated region and their corresponding number of users approved. To access this, simply click **Approver Statistics** on the navigation bar.

You can generate a CSV report of this by clicking the "Export to CSV" button on the upper-right.

These statistics can only be filtered depending on the date of approval of the users. You can select whether the users are approved within the day, week or month.

Name	Email	Number of Users Approved
Josephine L Dignadice	phinelim85@yahoo.com	384
Geronimo Jr C Burce Jr	geronimo.burce@deped.gov.ph	280
Nesty Joy F Tabaosares	neztyjoy@gmail.com	85
Jerome P Absin	jerome.absin@deped.gov.ph	43
Jimmy Santos	jimmy.santos001@deped.gov.ph	41
Joseph Gemina	joseph.gemina@deped.gov.ph	35
Lea Imelda E Ibayan	awareadyact@gmail.com	18
Amelia T Naras	amelia.naras@deped.gov.ph	10
Supra	admin@intelimina.com	2

9 total entries

Figure 7. Approver Statistics

To see the list of users that a specific administrator has approved, simply click the administrator's name, and you will be redirected to the administrator's profile. On the profile page, look for the table named "Users Approved".

### Users Approved

Name	Email	School	Approved at
Diana Gomez Oblea	diana.oblea@deped.gov.ph	109745 - Lucena West IV Elementary School, Lucena City (Region IV-A)	2020-06-19 09:59:08 +0800
Ma. Cherie Gonzales Resurreccion	cherieresurreccion22@gmail.com	109723 - Lucena North III Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:53 +0800
Adora Atajar De La Peña	adora.delapena001@deped.gov.ph	109745 - Lucena West IV Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:39 +0800
Dianne Fontamillas Rala	dianne.rala@deped.gov.ph	109718 - Elvira Razon Aranilla Elementary School, Lucena City (Region IV-A)	2020-06-19 09:58:17 +0800
Elyzar Mercurio Montes	elyzar.montes@deped.gov.ph	109721 - Lucena North I Elementary School, Lucena City (Region IV-A)	2020-06-19 09:57:46 +0800
Maria Corazon Adion Rubio	mariacorazon.rubio@deped.gov.ph	109724 - Reymar Compound Elementary School, Lucena City (Region IV-A)	2020-06-09 14:20:04 +0800
Archieson Gojo Rogelio	archieson.rogelio@deped.gov.ph	500427 - Ransohan Integrated School, Lucena City (Region IV-A)	2020-06-09 14:19:57 +0800
Gilbert Racsag Raet	gilbert.raet@deped.gov.ph	308502 - Cotta National High School, Lucena City (Region IV-A)	2020-06-09 14:19:47 +0800
Xyra Villanueva Nicdao	xyra.nicdao@deped.gov.ph	109729 - BLISS Elementary School, Lucena City (Region IV-A)	2020-06-09 14:19:29 +0800
KarenJane Rotoni Reyes	karenjane.reyes@deped.gov.ph	109714 - Lucena East VII Elementary School, Lucena City (Region IV-A)	2020-06-09 14:19:06 +0800

10 total entries

Figure 8. Users Approved Table

## 3.2.4. Edit a User

Step 1. On the navigation bar, click **Users**.

Step 2. Search the specific user, and click the Edit button on the right.

Step 3. Update the user details.

Step 4. Click the "Update User" button.

Another thing that can be done on the user edit form is assigning the user to survey(s). This will be discussed in detail on [Chapter 4.3](#).

## 4. Questionnaire Management

### 4.1. View Questionnaire List

To view all the questionnaires, go to **Dynamic Tracking**, then select **Questionnaires**.

On the top, you can filter the list by the questionnaire's allowed respondents (DepEd Users, Limited, Parents, or Students). You can also view all the archived ones by clicking the "Show Archived Questionnaires" button.

More filters are available if you click the filter icon on the right. Available filter fields are: Title, Description, Status, Created at and Updated at. Email validation status, Name, Mobile, Created at.

The screenshot shows the 'Admin / Questionnaires' page. At the top right, there is a button labeled 'Show Archived Questionnaires'. Below this, there are filter buttons for 'All (10)', 'DepEd Users (1)', 'Limited (5)', 'Parents (2)', and 'Students (2)'. The main content is a table with the following columns: Title, Description, Status, Is Publicly Shareable, Created At, Updated At, and a View button. Two rows of questionnaires are visible.

Title	Description	Status	Is Publicly Shareable	Created At	Updated At	View
Survey for students: Learning Continuity and Safe School Operations	Deadline of submission: March 15, 2021	DRAFT	YES	March 30, 2021 10:12	April 22, 2021 20:13	View
Water, Sanitation, and Hygiene (WASH) in Schools Monitoring Program for SY 2020-2021	[Submit by April 2021] To ensure the safety, health and well-being of learners as well as the teachers and other personnel, DepEd issued the Guidelines on the Required Health Standards in Basic Education Offices and Schools (DepEd Order No. 14, s. 2020). Schools are also encouraged to comply with the standards set out in the WinS Program which is at the forefront in preventing the spread of the COVID-19 virus. While schools are currently closed, infrastructure and other mitigating measures should be in place for safe school physical reopening and operations.	ACTIVE	NO	March 29, 2021 20:24	March 30, 2021 14:58	View

Figure 9. Questionnaire List

## 4.2. View a Specific Questionnaire

Step 1. Go to **Dynamic Tracking**, then select **Questionnaires**.

Step 2. Search the specific questionnaire, and click the View button on the right.

The view page of a questionnaire has three (3) parts:

- **Questionnaire details** - general information and configuration of the questionnaire
- **Questions, Assignments, etc.** - in this part, you can view the list of questions of the survey. If a questionnaire is for limited users, you can assign the questionnaire to multiple users on the Assignment tab.
- **Report recipients** - in this tab, you can assign recipients who will receive a daily report via email. The report contains submissions of the questionnaire.
- **Response Stats/ Downloads** - you can view and download the response statistics by: region, division or municipality.

If a questionnaire is a tracker, the response stats can be narrow down by an as-of-date filter.

### 4.2.1. Questionnaire Reports

- **Show Responses** - click this button to see the list of response entries from the questionnaire. Select a specific entry, and click its view button. This will show you the Report Information of the respondent and their individual response to the questionnaire. A revision history is also available if users are allowed to resubmit responses.

If a questionnaire is a tracker, a unique user can have multiple response entries. If a questionnaire is a survey, a unique can only have exactly one response entry.

- **Show Response Stats** -click this button to see the statistics for each option of all the questions
- **Extract Responses to CSV** - click this button to download a CSV file containing all the responses of the survey
- **Regional / Division / Municipality Response Stats** - click this to see the number of responses per region, division, or municipality. There is a column for the number of responses from the public schools and private schools along with the sex of the respondent. There is also a column for the percentage of respondents from the total.
- **CSV Download** - response statistics can be downloaded in a CSV format. You may specify the geographic location of the response stats by selecting region, division, municipality

and/or school.

## 4.3. Assign Respondents to a Questionnaire

If the allowed respondents of a questionnaire is "Limited DepEd Users", you must assign the survey to specific users. To do this, follow these steps:

Step 1. Click **Users** on the navigation bar.

Step 2. Search for the specific user, and click the Edit button on the right.

Step 3. Click "Special Assignments".

Step 4. Click "Add New Survey assignment".

Step 5. On the Questionnaire field, search for the survey using its name.

**NOTE:** Only active questionnaires with "Limited DepEd Users" as the allowed respondents will be available on this list.

Step 6. Click the "Update User" button.

## 4.4. Unassign Respondent from a Questionnaire

The steps for removing the assignment of a respondent from a questionnaire is similar to the steps described in the previous chapter.

Step 1. Click **Users** on the navigation bar.

Step 2. Search for the specific user, and click the Edit button on the right.

Step 3. Click "Special Assignments".

Step 4. Tick the checkbox for "Remove this assignment?"

Step 5. Click the "Update User" button.

Questionnaire\*

WASH Facility Survey

x ▾

Remove this assignment?

Figure 10. Remove Survey Assignment from Respondent

---

## 5. Facility Tracking (COVID-19 Response)

The Facility Tracking module is a list of responses submitted by the approved DepEd users who have answered the COVID-19 Facility Tracker survey, which is specifically about the use of school facilities during this pandemic. This list is filtered within your designated region only.

To access this module, click **COVID-19 Response** on the navigation bar, then select **Facility Tracking**. The responses can be categorized in three (3) statuses:

- **In Utilization** - schools that are currently used during this COVID-19 situation
- **LGU Requested** - schools which have been requested for use
- **Not Used** - schools which are not in use

On the top, you can filter the list by clicking a specific status. For example, in Figure 16, "In Utilization" has been clicked, that is why the list only displayed responses with that status.

On the bottom, you can download the list of responses displayed by clicking CSV.

Admin / Facility Trackings

Batch Actions ▾

All (504) In Utilization (15) LGU Requested (17) Not Used (472)

<input type="checkbox"/>	School	User	Is school currently utilised for the COVID-19 Crisis?	Created At	Updated At	
<input type="checkbox"/>	136828 - Dampalit ES, Malabon City (NCR)	Eric Resare Bron	Yes	April 26, 2020 05:54	April 26, 2020 17:17	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	305370 - Pasay City South High School, Pasay City (NCR)	Emmily Arajo Saez	Yes	April 26, 2020 19:10	June 18, 2020 21:46	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	112768 - San Roque ES, Camarines Sur (Region V)	Cyril Arellano Asido	Yes	April 26, 2020 11:45	April 26, 2020 11:45	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	136595 - Rivera Village Elementary School, Pasay City (NCR)	Anicia Eusebio Monton	Yes	April 26, 2020 15:49	April 27, 2020 17:20	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	112989 - Sagñay CS, Camarines Sur (Region V)	Michelle Borja Coralde	Yes	April 26, 2020 10:32	April 26, 2020 10:32	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	117468 - A.L. Jayme ES, Bacolod City (Region VI)	Mark Edwin Jiz Solis	Yes	April 26, 2020 13:16	April 26, 2020 13:16	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	111980 - Balinad Elementary School, Albay (Region V)	Trixie Abonita Santor	Yes	April 26, 2020 08:52	April 26, 2020 08:52	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	120480 - Tayak Elementary School, Negros Oriental (Region VII)	Asterio Palalon Badon	Yes	April 26, 2020 08:24	June 10, 2020 07:10	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	136589 - Rafael Palma ES, Pasay City (NCR)	Pedrito Velasco Dela Rosa	Yes	April 26, 2020 16:27	April 28, 2020 14:42	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	112685 - Mambayawas ES, Camarines Sur (Region V)	Eva Villamer Balagot	Yes	April 26, 2020 03:45	April 26, 2020 03:45	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	113063 - Salvacion ES, Camarines Sur (Region V)	Baymelyn Ilagan Lontok	Yes	April 26, 2020 19:37	April 26, 2020 19:37	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	136588 - Padre Burgos Elementary School, Pasay City (NCR)	Jeanne Rejuso	Yes	April 26, 2020 18:09	April 26, 2020 18:42	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	136471 - Bacood Elementary School, Manila (NCR)	Irene Gumabon Tesoro	Yes	April 26, 2020 09:54	May 12, 2020 17:36	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	107997 - Kaytambog Elementary School, Cavite (Region IV-A)	Melanne Baldo Baculanlan	Yes	April 26, 2020 12:03	April 26, 2020 12:03	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	305367 - Pasay City East HS, Pasay City (NCR)	Peter Remarata Cannon Jr.	Yes	April 26, 2020 12:44	April 26, 2020 12:52	<a href="#">View</a> <a href="#">Delete</a>

Displaying all 15 Facility Trackings  
Download: CSV JSON

Figure 11. Facility Tracking

## 6. Memorandums

Administrators can setup memos and official announcements published on the DepEd Mobile Application that can be viewed by the approved DepEd users. To view these, click **Memorandums** on the navigation bar.

Figure 12. Sample Memorandum on DepEd Mobile Application

← **Memorandum**

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### How to Use the FACILITIES TRACKER - (ECQ)

Revision #15

Created Thu, Apr 22, 2021 8:00 AM by Admin  
need to be responded to truthfully;

Updated Wed, Jul 27, 2022 11:48 PM by Admin