

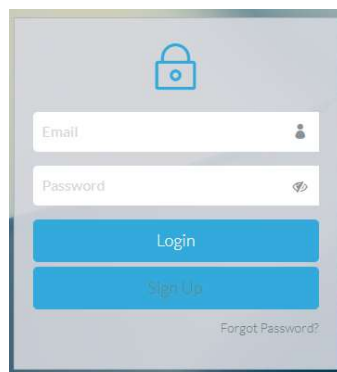
Monitoring and Managing Administrative Cases (MMAC)

JOB AID

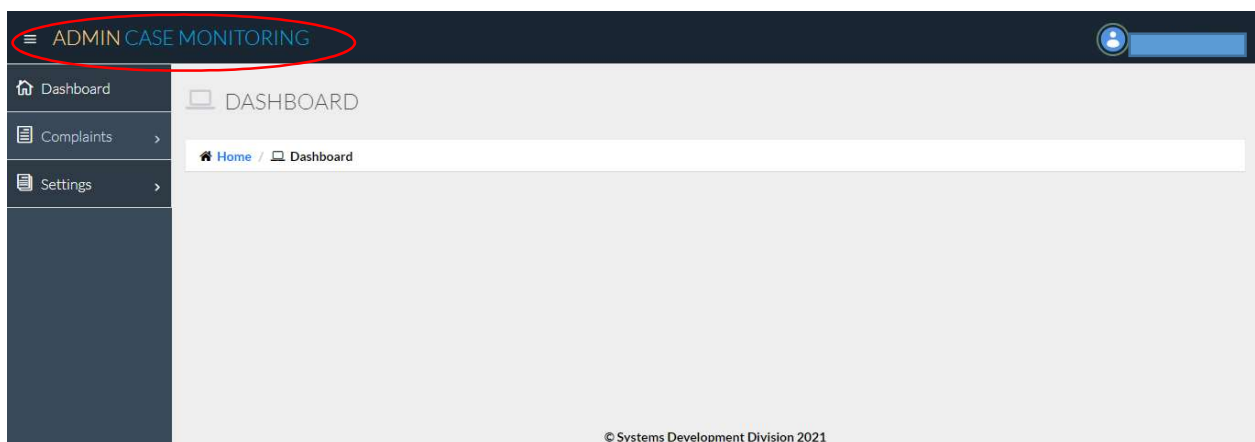
A. ENCODER

Internal Investigation Division (IID)/ Regional Investigation Division (RID)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



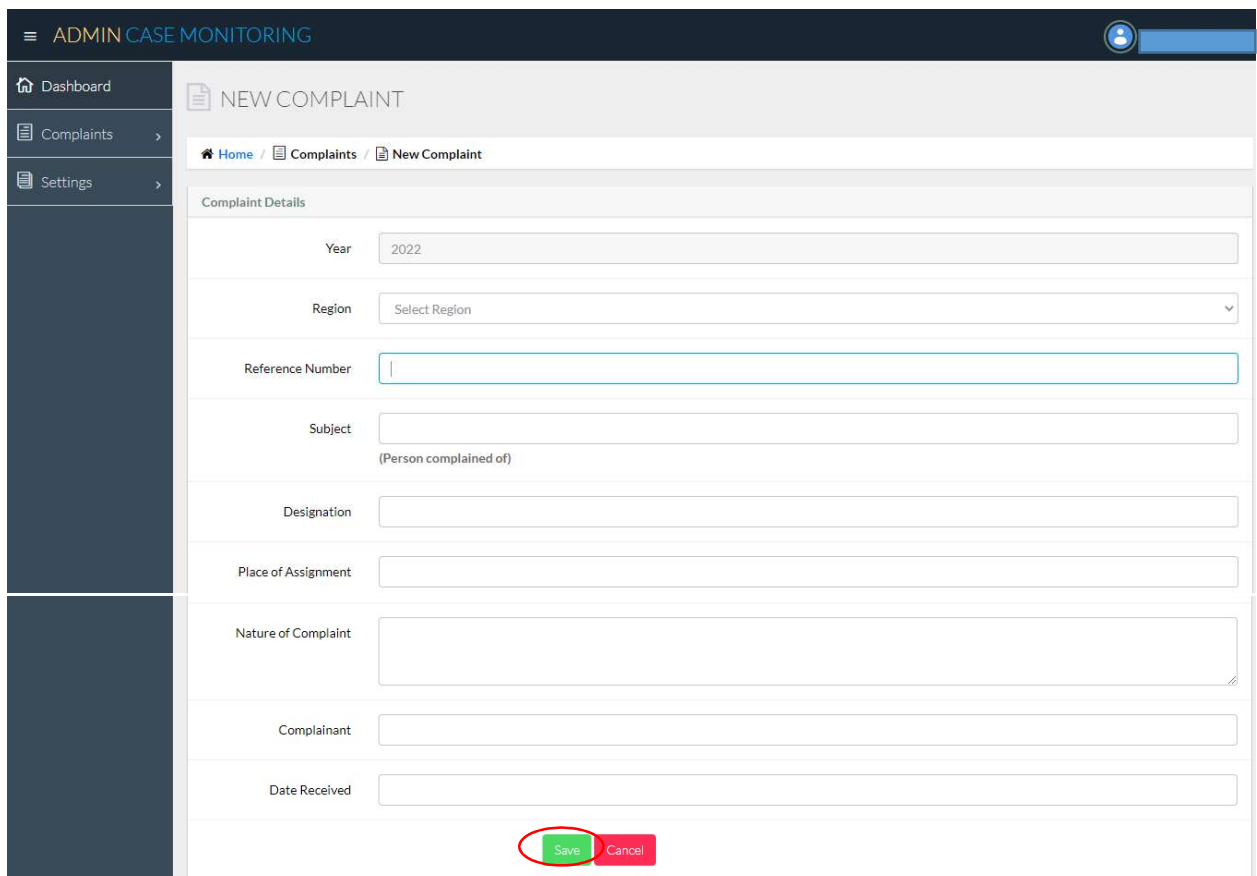
4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



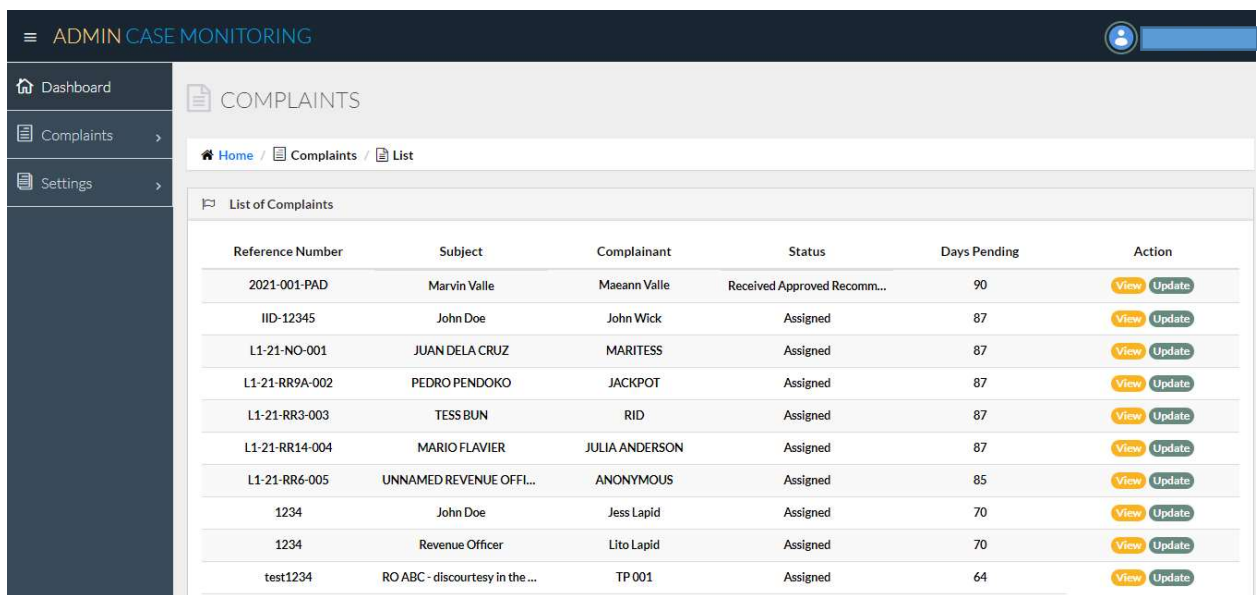
5. To add complaint, click **Complaints** to bring down the sub-menu, then click **New Complaint**.



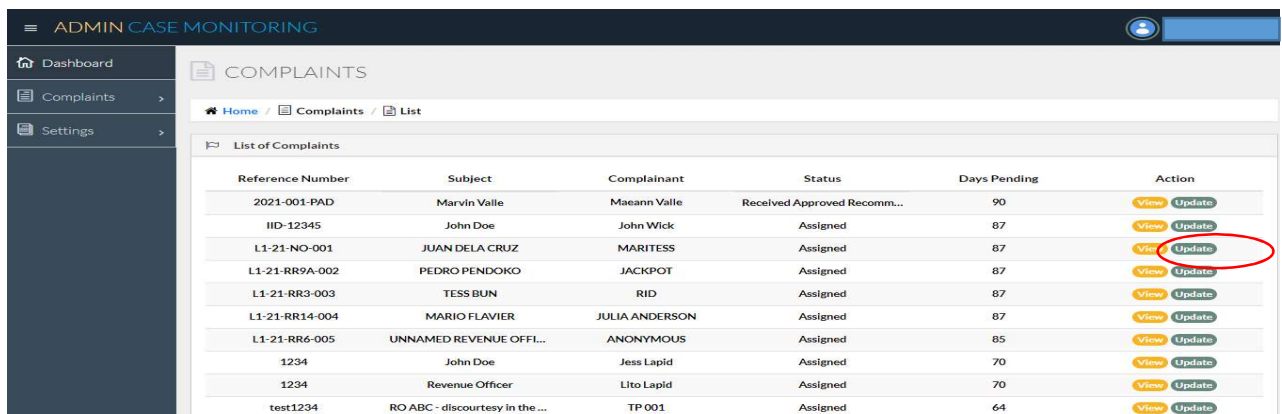
6. Provide required details then click **Save**.



7. To view list of complaints, click **View Complaints**.



8. To update complaint status, click **update** then click **add status** or **add remarks**.



ADMIN CASE MONITORING

Dashboard | COMPLAINT

Home / Complaints / Action Taken

Complaint Details

Description	Details
Year	2021
Revenue Region	0-National Office
Reference Number	2021-001-PAD
Subject	Marvin Valle
Designation	Programmer
Place of Assignment	Systems Development Division
Nature of Complaint	Sample Complaint
Complainant	Maeann Valle
Date Received	2021-10-11
Assigned Officer	Deo A Urbi
Date Assigned	2021-11-05

Complaint Status

Status Date	Action Taken	Created By	Action
2021-11-05	Send	Deo A Urbi	Approved
2021-11-08	reviewed	Jason Rainier T Tan	
2021-11-18	November 11, 2021	Security Management Division	
2021-12-21	test	Security Management Division	

9. Click **save** to record changes.

ADMIN CASE MONITORING

Dashboard | COMPLAINT

Home / Complaint / Update Status

Complaint Details

Description	Details
Year	2021
Region	National Office
Reference Number	2021-001-PAD
Subject	Marvin Valle
Designation	Programmer
Place of Assignment	Systems Development Division
Nature of Complaint	Sample Complaint
Complainant	Maeann Valle
Date Received	2021-10-11
Current Status	Received Approved Recommendation

Assigned Investigator: Deo A Urbi

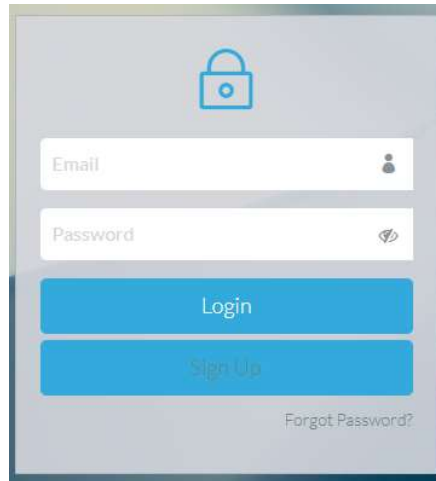
Status Date: 2021-12-21

Select Status:

Remarks:

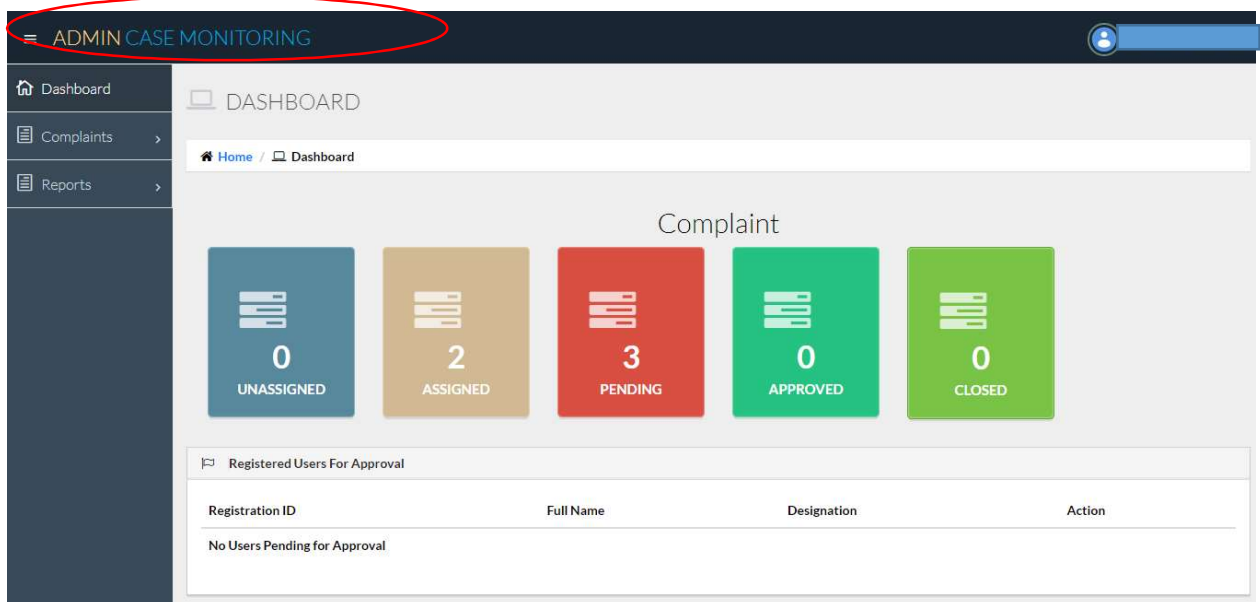
B. CHIEF/ASSISTANT CHIEF (IID/RID)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The login form consists of a central card with a light gray background. At the top center is a blue padlock icon. Below it are two white input fields: 'Email' with a person icon on the right, and 'Password' with an eye icon on the right. Underneath the password field is a blue 'Login' button. Below that is a blue 'Sign Up' button. At the bottom right of the card is a link that says 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



The dashboard has a dark blue header with 'ADMIN CASE MONITORING' in white text, circled in red. A sidebar on the left contains 'Dashboard', 'Complaints', and 'Reports'. The main content area shows 'DASHBOARD' and 'Home / Dashboard'. The 'Complaint' section has five cards: UNASSIGNED (0), ASSIGNED (2), PENDING (3), APPROVED (0), and CLOSED (0). Below is a table for 'Registered Users For Approval' with columns for Registration ID, Full Name, Designation, and Action. The table is empty with the text 'No Users Pending for Approval'.

Registration ID	Full Name	Designation	Action
No Users Pending for Approval			

5. To view list of complaints, click **View Complaints**, then click **View** for complaint details.

The dashboard shows the following complaint status summary:

Status	Count
UNASSIGNED	0
ASSIGNED	2
PENDING	3
APPROVED	0
CLOSED	0

Registered Users For Approval table:

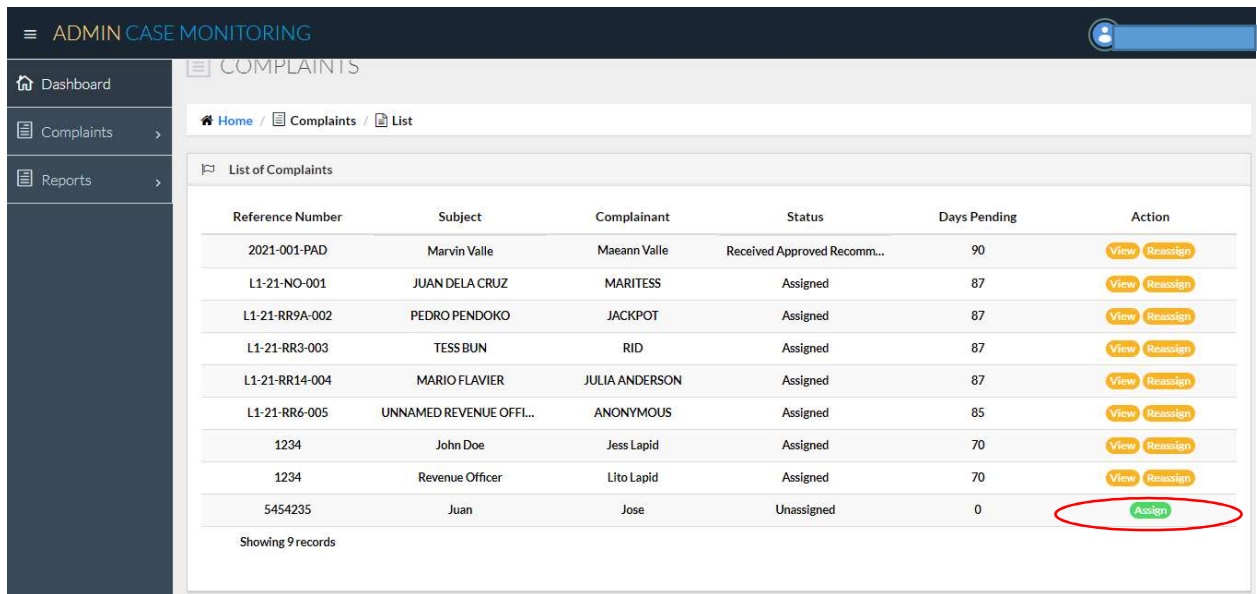
Registration ID	Full Name	Designation	Action
No Users Pending for Approval			

The 'List of Complaints' table contains the following data:

Reference Number	Subject	Complainant	Status	Days Pending	Action
2021-001-PAD	Marvin Valle	Maeann Valle	Received Approved Recomm...	90	View Reassign
L1-21-NO-001	JUAN DELA CRUZ	MARITESS	Assigned	87	View Reassign
L1-21-RR9A-002	PEDRO PENDOKO	JACKPOT	Assigned	87	View Reassign
L1-21-RR3-003	TESS BUN	RID	Assigned	87	View Reassign
L1-21-RR14-004	MARIO FLAVIER	JULIA ANDERSON	Assigned	87	View Reassign
L1-21-RR6-005	UNNAMED REVENUE OFFL...	ANONYMOUS	Assigned	85	View Reassign
1234	John Doe	Jess Lapid	Assigned	70	View Reassign
1234	Revenue Officer	Lito Lapid	Assigned	70	View Reassign
5454235	Juan	Jose	Unassigned	0	Assign

Showing 9 records

6. To assign complaint, click **assign** and provide required details.



ADMIN CASE MONITORING

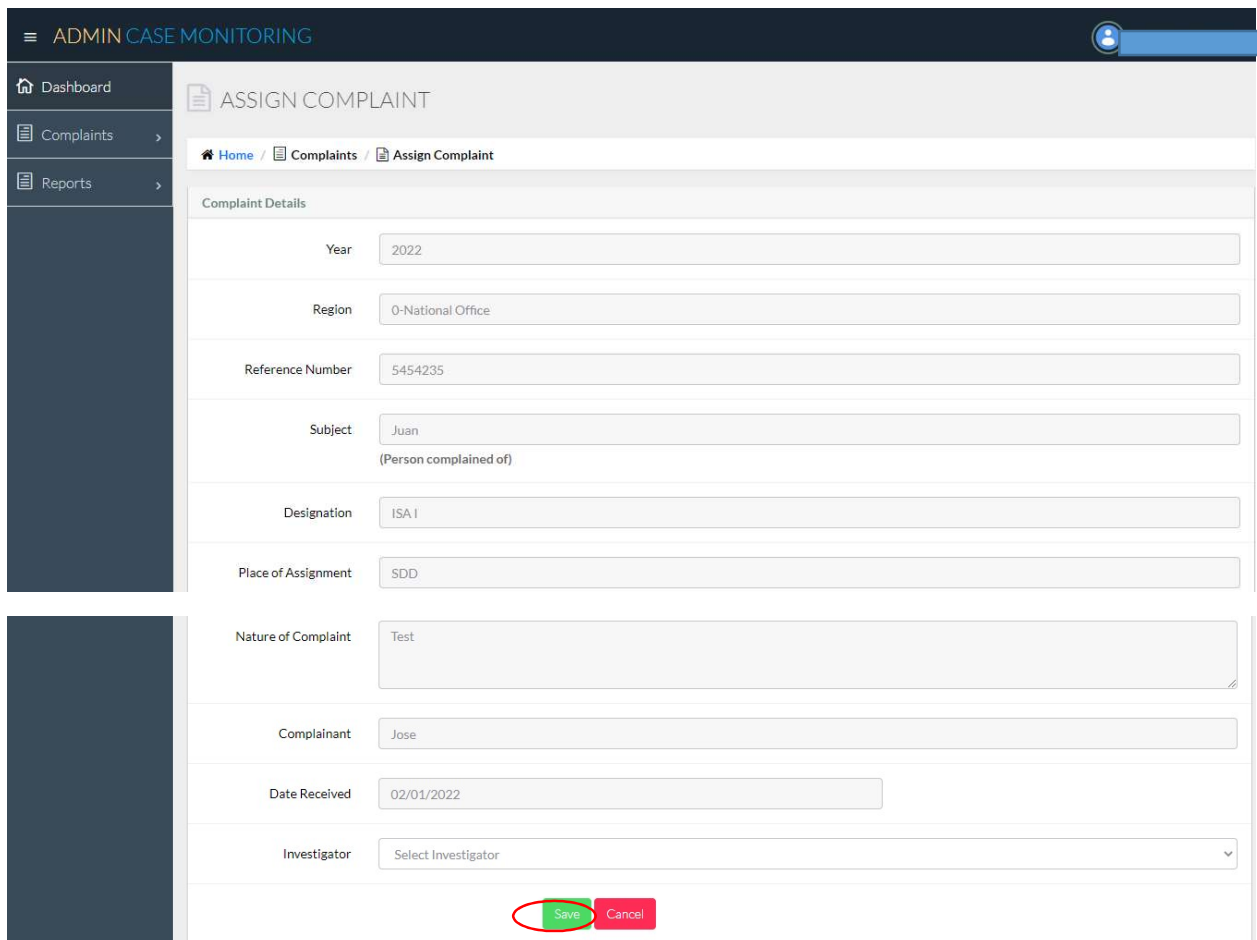
COMPLAINTS

Home / Complaints / List

List of Complaints

Reference Number	Subject	Complainant	Status	Days Pending	Action
2021-001-PAD	Marvin Valle	Maeann Valle	Received Approved Recomm...	90	View Reassign
L1-21-NO-001	JUAN DELA CRUZ	MARITISS	Assigned	87	View Reassign
L1-21-RR9A-002	PEDRO PENDOKO	JACKPOT	Assigned	87	View Reassign
L1-21-RR3-003	TESS BUN	RID	Assigned	87	View Reassign
L1-21-RR14-004	MARIO FLAVIER	JULIA ANDERSON	Assigned	87	View Reassign
L1-21-RR6-005	UNNAMED REVENUE OFFI...	ANONYMOUS	Assigned	85	View Reassign
1234	John Doe	Jess Lapid	Assigned	70	View Reassign
1234	Revenue Officer	Lito Lapid	Assigned	70	View Reassign
5454235	Juan	Jose	Unassigned	0	Assign

Showing 9 records



ADMIN CASE MONITORING

ASSIGN COMPLAINT

Home / Complaints / Assign Complaint

Complaint Details

Year: 2022

Region: 0-National Office

Reference Number: 5454235

Subject: Juan
(Person complained of)

Designation: ISA I

Place of Assignment: SDD

Nature of Complaint: Test

Complainant: Jose

Date Received: 02/01/2022

Investigator: Select Investigator

[Save](#) [Cancel](#)

7. Click **save** to record changes.

8. To update action, click **reassign**, **add status** or **add remarks**.

ADMIN CASE MONITORING

COMPLAINTS

Home / Complaints / List

List of Complaints

Reference Number	Subject	Complainant	Status	Days Pending	Action
2021-001-PAD	Marvin Valle	Maeann Valle	Received Approved Recomm...	90	View Reassign
L1-21-NO-001	JUAN DELA CRUZ	MARITESS	Assigned	87	View Reassign
L1-21-RR9A-002	PEDRO PENDOKO	JACKPOT	Assigned	87	View Reassign
L1-21-RR3-003	TESS BUN	RID	Assigned	87	View Reassign
L1-21-RR14-004	MARIO FLAVIER	JULIA ANDERSON	Assigned	87	View Reassign
L1-21-RR6-005	UNNAMED REVENUE OFFI...	ANONYMOUS	Assigned	85	View Reassign
1234	John Doe	Jess Lapid	Assigned	70	View Reassign
1234	Revenue Officer	Lito Lapid	Assigned	70	View Reassign
5454235	Juan	Jose	Unassigned	0	Assign

Showing 9 records

ADMIN CASE MONITORING

COMPLAINT

Home / Complaints / Action Taken

Complaint Details

Description	Details
Year	2021
Revenue Region	0-National Office
Reference Number	2021-001-PAD
Subject	Marvin Valle
Designation	Programmer
Place of Assignment	Systems Development Division
Nature of Complaint	Sample Complaint
Complainant	Maeann Valle
Date Received	2021-10-11
Assigned Officer	Deo A Urbi
Date Assigned	2021-11-05

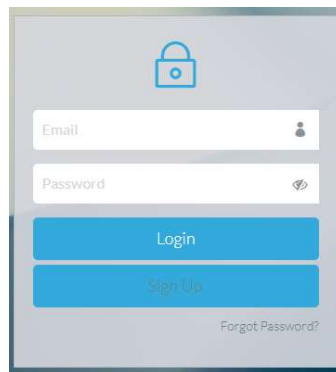
[Add Status](#) [Add Remarks](#) [Back](#)

Complaint Status

Status Date	Action Taken	Created By	Action
2021-11-05	Send	Deo A Urbi	Approved
2021-11-08	reviewed	Jason Rainier T Tan	Return Approve
2021-11-18	November 11, 2021	Security Management Division	Reviewed Return

C. INVESTIGATOR (IID/RID)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The image shows a login form with a blue padlock icon at the top. Below the icon are two input fields: 'Email' and 'Password'. The 'Email' field has a person icon on the right, and the 'Password' field has an eye icon. Below these fields are two blue buttons: 'Login' and 'Sign Up'. At the bottom right, there is a link that says 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



5. To view list of complaints, click **Complaints**.

The screenshot shows the 'ADMIN CASE MONITORING' dashboard. On the left sidebar, the 'Complaints' menu item is highlighted with a red circle. The main content area displays the 'COMPLAINTS' section with a breadcrumb trail: Home / Complaints / List. Below this, a sub-menu item 'List of Complaints' is also highlighted with a red circle. The main area contains a table with the following data:

Reference Number	Subject	Complainant	Status	Days Pending	Action
2021-001-PAD	Marvin Valle	Maeann Valle	Received Approved Recomm...	90	View
IID-12345	John Doe	John Wick	Assigned	87	View
L1-21-RR9A-002	PEDRO PENDOKO	JACKPOT	Assigned	87	View

Showing 3 records

8. To add or update action taken, click **View**, then click **add status** or **add remarks**.

This screenshot is similar to the previous one, but the 'View' button in the 'Action' column of the first row (Reference Number: 2021-001-PAD) is highlighted with a red circle. The rest of the interface, including the sidebar and table structure, remains the same.

ADMIN CASE MONITORING

Dashboard
Complaints
View Tasks
Settings

COMPLAINT

Home / Complaints / Action Taken

Complaint Details

Description	Details
Year	2021
Revenue Region	O-National Office
Reference Number	2021-001-PAD
Subject	Marvin Valle
Designation	Programmer
Place of Assignment	Systems Development Division
Nature of Complaint	Sample Complaint
Complainant	Maeann Valle
Date Received	2021-10-11
Assigned Officer	Deo A Urbi

Date Assigned: 2021-11-05

Add Status **Add Remarks** **Back**

Complaint Status

Status Date	Action Taken	Created By	Action
2021-11-05	Send	Deo A Urbi	Approved
2021-11-08	reviewed	Jason Rainier T Tan	Approved
2021-11-18	November 11, 2021	Security Management Division	

9. Click **Save** to record changes.

ADMIN CASE MONITORING

Dashboard
Complaints
View Tasks
Settings

COMPLAINT

Home / Complaints / Action Taken

Complaint Details

Complainant	Maeann Valle
Date Received	2021-10-11
Assigned Officer	Deo A Urbi
Date Assigned	2021-11-05

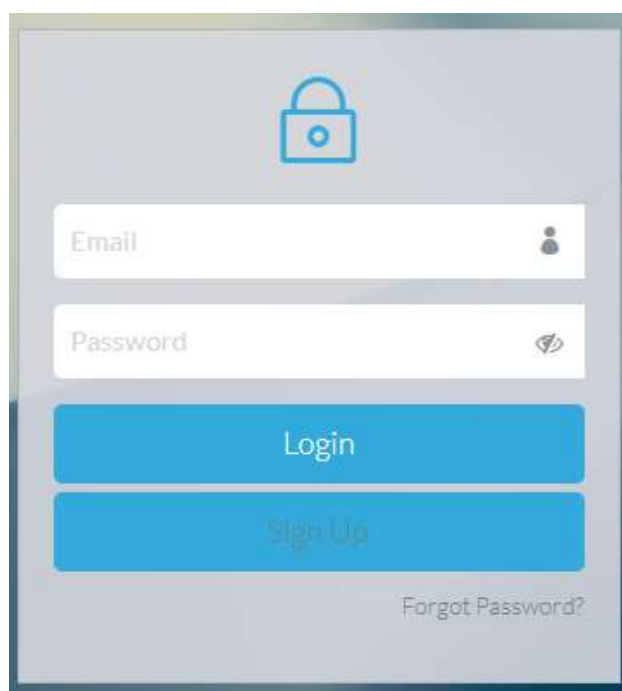
Add Status **Add Remarks** **Back**

Add Action Taken

D. ENCODER

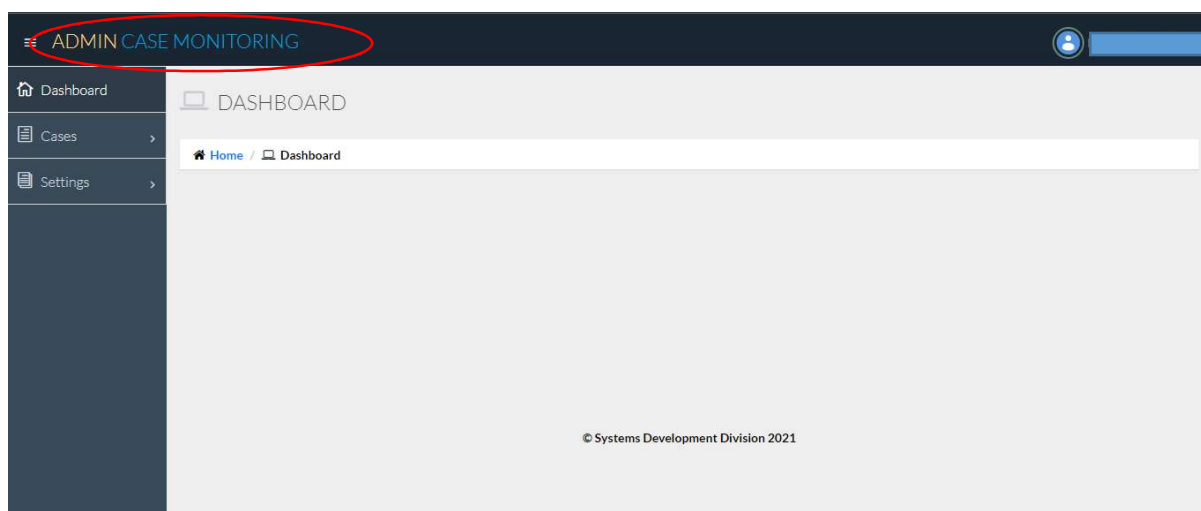
Personnel Adjudication Division (PAD)/Legal Division (LD)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The image shows a login form with a blue padlock icon at the top. Below the icon are two input fields: 'Email' and 'Password'. The 'Email' field has a person icon on the right, and the 'Password' field has an eye icon. Below the input fields are two blue buttons: 'Login' and 'Sign Up'. At the bottom right of the form, there is a link that says 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



5. To add a new case, click **Cases** to bring down the sub-menu, then click **New Case**.



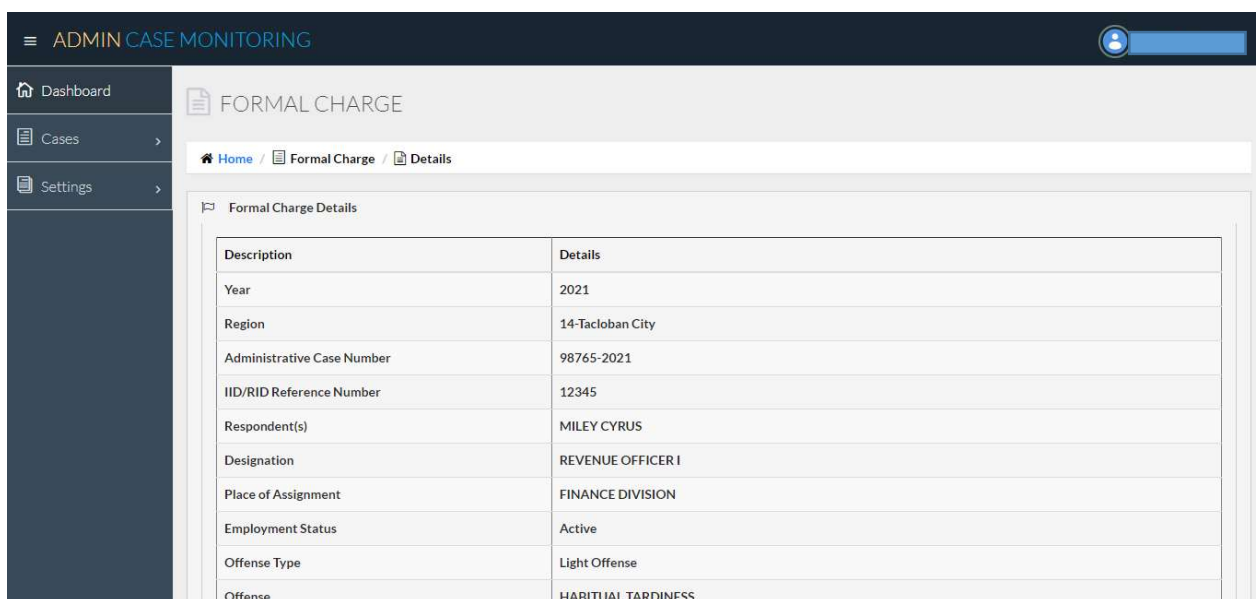
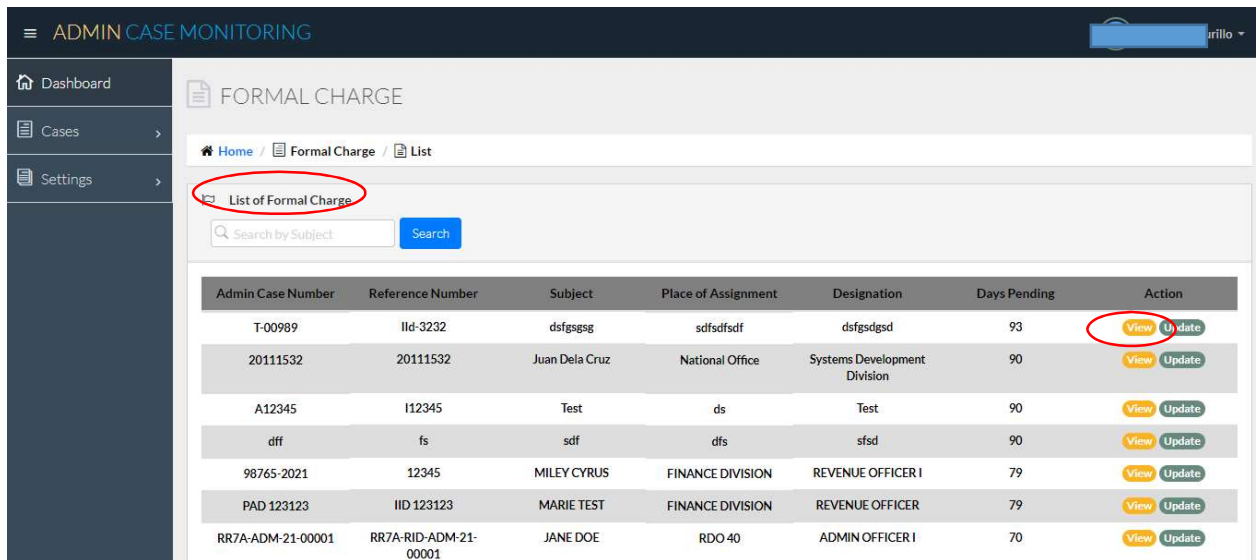
6. Provide required details then click **Submit**.

The screenshot shows the 'NEW FORMAL CHARGE' form. The breadcrumb trail is 'Home / Formal Charge / New Formal Charge'. The form is titled 'Formal Charge Details' and contains the following fields:

- Year: 2022
- Date Received: mm/dd/yyyy
- Administrative Case Number: [Empty]
- IID/RID Reference Number: [Empty]
- Name Respondent(s): [Empty]
- Designation: [Empty]
- Place of Assignment: Section/Division/District
- Region: Select Region (dropdown)
- Employment Status: Select Employment Status (dropdown)
- Offense Type: Select Offense Type (dropdown)
- Offense/s Charged: [Empty]
- Offense Details: [Empty]

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red circle) and 'Back'.

7. To view list of Formal Charges, click **View Case**, then click **View** for case details.



Offense Details	TARDY FOR 3 CONSECUTIVE WEEKS FOR THE MONTH ON MAY, 2021
Date Received	2021-11-09
Assigned Officer	Ma. Brimar T Makasiar
Current Status	Received Approved Recommendation

[Action Taken](#)
[Remarks](#)
[Back](#)

Formal Charge Status

Status Date	Action Taken	Created By	Status	Action
2021-11-17	Served Formal Charge	Ma. Brimar T Makasiar	Approved	Approved!
2021-11-17	Schedule for Formal Investigation/Hearing	Ma. Brimar T Makasiar	Approved	Approved!

8. To update case status, click **update** then click **save** to record changes.

ADMIN CASE MONITORING
[User Profile]

Dashboard
Cases
Settings

FORMAL CHARGE

Home / Formal Charge / List

List of Formal Charge

Search

Admin Case Number	Reference Number	Subject	Place of Assignment	Designation	Days Pending	Action
T-00989	IId-3232	dsfgsgsg	sdfdsfsdf	dsfgsdgsd	93	View Update
20111532	20111532	Juan Dela Cruz	National Office	Systems Development Division	90	View Update
A12345	I12345	Test	ds	Test	90	View Update
dff	fs	sdf	dfs	sfsd	90	View Update
98765-2021	12345	MILEY CYRUS	FINANCE DIVISION	REVENUE OFFICER I	79	View Update
PAD 123123	IID 123123	MARIE TEST	FINANCE DIVISION	REVENUE OFFICER	79	View Update
RR7A-ADM-21-00001	RR7A-RID-ADM-21-00001	JANE DOE	RDO 40	ADMIN OFFICER I	70	View Update

- Dashboard
- Cases >
- Settings >

FORMAL CHARGE

Home / Formal Charge / Update Status

Formal Charge Details

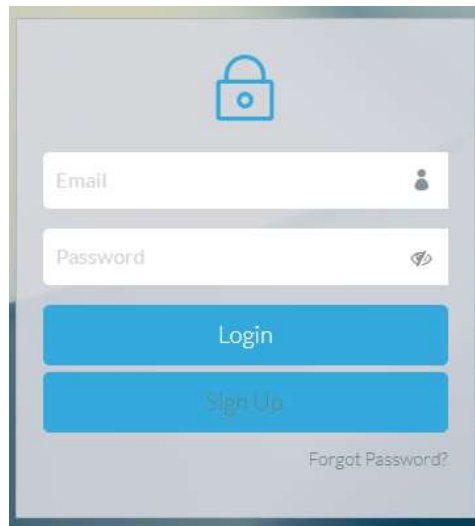
Description	Details
Year	2021
Region	14-Tacloban City
Admin Case Number	98765-2021
Reference Number	12345
Respondent(s)	MILEY CYRUS
Designation	REVENUE OFFICER I
Place of Assignment	FINANCE DIVISION
Employment Status	Active
Offense	HABITUAL TARDINESS
Offense Type	Light Offense
Offense Details	TARDY FOR 3 CONSECUTIVE WEEKS FOR THE MONTH ON MAY, 2021
Date Received	2021-11-09
Current Status	Received Approved Recommendation
Assigned Officer	Ma. Brimar T Makasiar
Last Action Taken	Schedule for Formal Investigation/Hearing
Disposition	

Select Status

Remarks

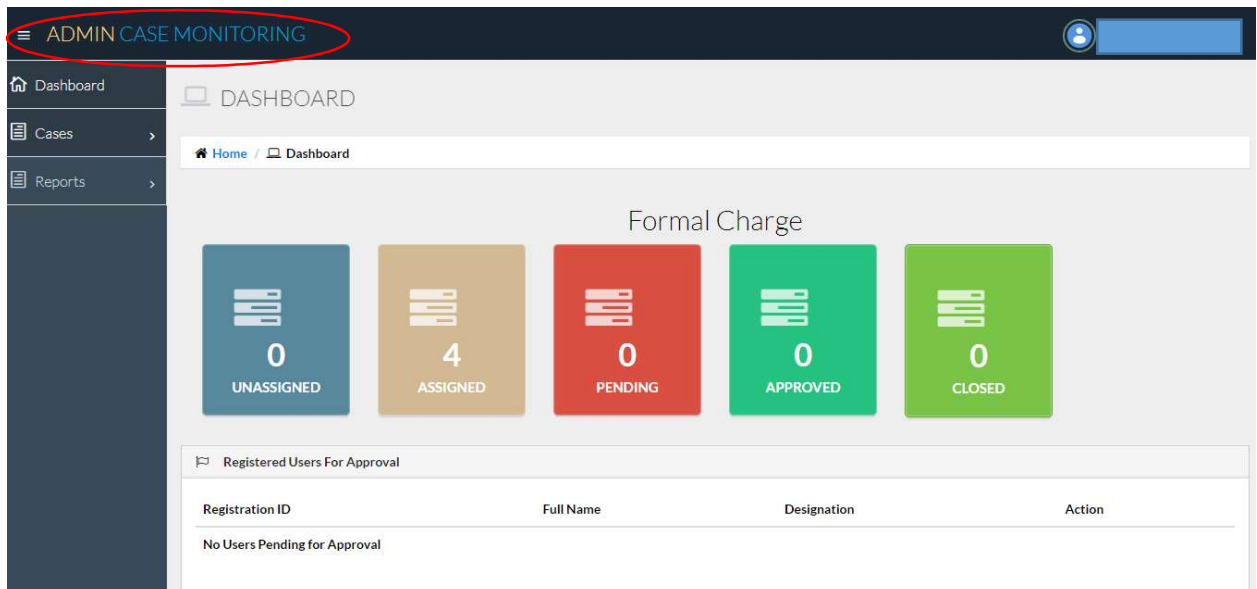
E. CHIEF/ASST. CHIEF (PAD)/(LD)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The login form consists of a central panel with a light gray background. At the top center is a blue padlock icon. Below it are two white input fields: the first is labeled 'Email' and the second is labeled 'Password'. Underneath the password field is a blue 'Login' button. Below the 'Login' button is a blue 'Sign Up' button. At the bottom right of the panel is a link that says 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



The dashboard interface includes a dark blue header with the text 'ADMIN CASE MONITORING' circled in red. A left sidebar contains navigation options: 'Dashboard', 'Cases', and 'Reports'. The main content area is titled 'DASHBOARD' and shows a breadcrumb 'Home / Dashboard'. The primary section is 'Formal Charge', which contains five colored cards representing different stages: UNASSIGNED (0), ASSIGNED (4), PENDING (0), APPROVED (0), and CLOSED (0). Below this is a section titled 'Registered Users For Approval' with a table that currently shows 'No Users Pending for Approval'.

Registration ID	Full Name	Designation	Action
No Users Pending for Approval			

5. To view list of Formal Charges, click **View Case**, then click **View** for case details

The screenshot shows the 'ADMIN CASE MONITORING' dashboard. The left sidebar has a 'Cases' menu with 'View Case' highlighted by a red circle. The main content area is titled 'DASHBOARD' and shows a 'Formal Charge' summary with five colored cards: UNASSIGNED (0), ASSIGNED (4), PENDING (0), APPROVED (0), and CLOSED (0). Below this is a section for 'Registered Users For Approval' with a table that currently shows 'No Users Pending for Approval'.

The screenshot shows the 'ADMIN CASE MONITORING' 'FORMAL CHARGE' list view. The left sidebar has 'Cases' and 'Reports' menus. The main content area is titled 'FORMAL CHARGE' and shows a 'List of Formal Charge' with a search bar. Below is a table with columns: Admin Case Number, Reference Number, Subject, Place of Assignment, Designation, Days Pending, and Action. The 'View' button in the first row is highlighted with a red circle.

Admin Case Number	Reference Number	Subject	Place of Assignment	Designation	Days Pending	Action
T-00989	IId-3232	dsfgsgsg	sdfdsfdf	dsfgsgsd	93	View
20111532	20111532	Juan Dela Cruz	National Office	Systems Development Division	90	View
A12345	I12345	Test	ds	Test	90	View
dff	fs	sdf	dfs	sfsd	90	View
98765-2021	12345	MILEY CYRUS	FINANCE DIVISION	REVENUE OFFICER I	79	View
PAD 123123	IID 123123	MARIE TEST	FINANCE DIVISION	REVENUE OFFICER	79	View
12345	RID-56789	JAMIROQUAI BALAJUUJ	FINANCE	REVENUE OFFICER I	79	View
1234-2021	122323	Juan Dela Cruz	Regional Investigation ...	Administrative Assistant III	69	View

ADMIN CASE MONITORING

Dashboard

Cases

Reports

FORMAL CHARGE

Home / Formal Charge / Details

Formal Charge Details

Description	Details
Year	2021
Region	7B-East NCR
Administrative Case Number	20111532
IID/RID Reference Number	20111532
Respondent(s)	Juan Dela Cruz
Designation	Systems Development Division
Place of Assignment	National Office
Employment Status	Resigned
Offense Type	Grave Offense
Offense	Test

Offense Details	Test
Date Received	2021-11-04
Assigned Officer	Aristotle H Bonifacio
Current Status	Assigned

Action Taken Remarks Back

6. To assign Formal Charge, click **assign**, provide required details, then click **Save**.

ADMIN CASE MONITORING

Dashboard

Cases

Reports

Admin Case Number	Reference Number	Subject	Place of Assignment	Designation	Days Pending	Action
PAD 999 111	IID 666 000	Freddie Memory	RDO 31	Revenue Collection Officer	69	View
PAD 768 123	IID 987 444	Paul Gorge	ITAD	Legal Assistant II	69	View
PAD 654 777	IID 333 111	Rey Valencia	Procurement Division	Administrative Assistant II	69	View
pad123456	iid456456	caloy calay	RDO19	ROI	63	View
PAD 876 777	IID 777 666	Rico Banko	General Services Division	Utility	63	View
PAD 654 565	IID 098 678	Bob Hoi	RDO 3	Revenue Officer I	63	View
PAD 446 789	IID 098 765	Tiño Engkanto	RDO 7	Revenue Officer IV	0	Assign View
PAD 675 675	IID 654 321	Harry Duque	RDO 27	Revenue Officer III	0	Assign View
23132312	32324	Test	Test	Test	0	View

<< < 1 2 > >>

- Dashboard
- Cases
- Reports

ASSIGN FORMAL CHARGE

Home / Formal Charge / Assign Formal Charge

Formal Charge Details

Year	2021
Region	2-CAR
Admin Case Reference Number	PAD 446 789
IID/RID Reference Number	IID 098 765
Subject	Tiño Engkanto (Person complained of)
Designation	Revenue Officer IV
Place of Assignment	RDO 7
Employment Status	Retired
Offense Type	Grave Offense
Offense/s Charged	Gross Neglect of Duty
Offense Details	Failed to terminate tax investigation Select Hearing Officer Ma. Brimar T Makasiar Aristotle H Bonifacio Williard B De Leon Ronnie B Morales Ma. Eva Z Paner Eden M Robrigado Colleen D Babalcon
Date Received	
Hearing Officer	Select Hearing Officer

Save Back

7. To update action, click **action taken** or **remarks**.

ADMIN CASE MONITORING

Dashboard
Cases
Reports

FORMAL CHARGE

Home / Formal Charge / Details

Formal Charge Details

Description	Details
Year	2021
Region	6-Manila
Administrative Case Number	A12345
IID/RID Reference Number	I12345
Respondent(s)	Test
Designation	Test
Place of Assignment	ds
Employment Status	Active
Offense Type	Less Grave Offense
Offense	asd
Offense Details	sad
Date Received	2021-11-01
Assigned Officer	Aristotle H Bonifacio
Current Status	Filed FC and Transmitted Docket to PAD

Action Taken Remarks Back

Formal Charge Status

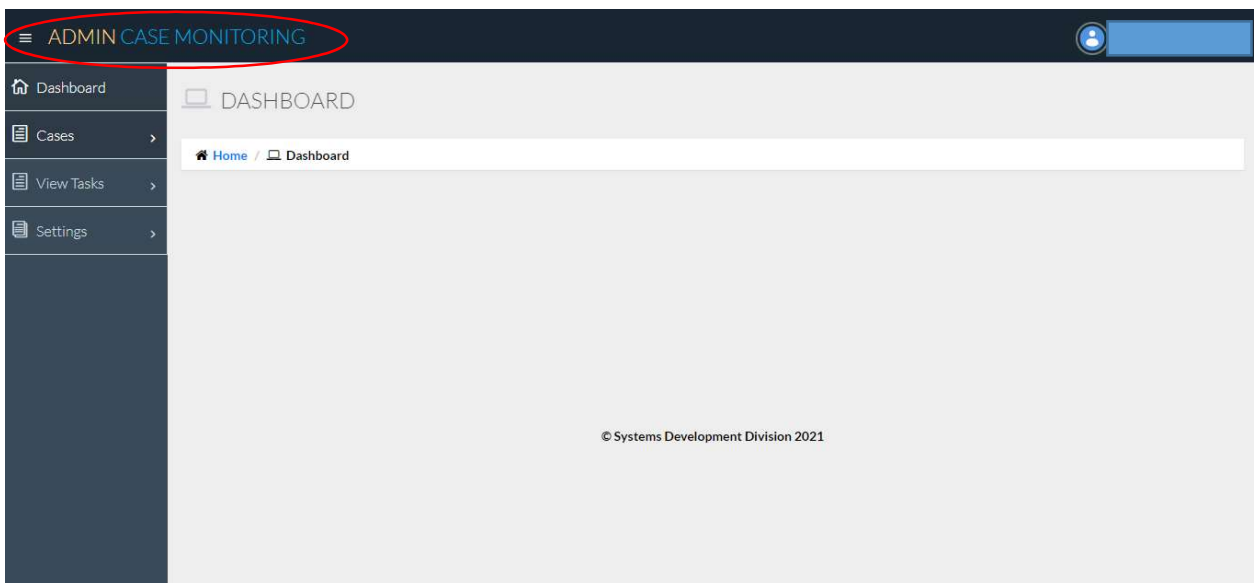
Status Date	Action Taken	Created By	Status	Action
2021-11-26	Subject case docket was received by Releasing Officer for transmittal to IAS for review.	Aristotle H Bonifacio	Draft	Return Reviewed
2021-11-26	Subject case docket was received by Releasing Officer for transmittal to IAS for review.	Aristotle H Bonifacio	Draft	Return Reviewed

F. HEARING OFFICER (PAD)/(LD)

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.

A login form with a blue padlock icon at the top. It contains two input fields: 'Email' with a person icon and 'Password' with an eye icon. Below the fields are two blue buttons: 'Login' and 'Sign Up'. At the bottom right, there is a link for 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



5. To view list of Formal Charges, click **View Case**, then click **View** for case details

ADMIN CASE MONITORING

Dashboard

Cases

View Case

Search Case

View Tasks

Settings

DASHBOARD

Home / Dashboard

© Systems Development Division 2021

ADMIN CASE MONITORING

Dashboard

Cases

View Tasks

Settings

FORMAL CHARGE

Home / Formal Charge / List

List of Formal Charge

Search by Subject Search

Admin Case Number	Reference Number	Subject	Place of Assignment	Designation	Days Pending	Action
T-00989	IId-3232	dsfgsgsg	sdfsdfsdf	dsfgsdgsd	93	View
20111532	20111532	Juan Dela Cruz	National Office	Systems Development Division	90	View
A12345	I12345	Test	ds	Test	90	View
dff	fs	sdf	dfs	sfsd	90	View
1234-2021	122323	Juan Dela Cruz	Regional Investigation ...	Administrative Assistant III	69	View

Showing 5 records

ADMIN CASE MONITORING

Dashboard

Cases

View Tasks

Settings

FORMAL CHARGE

Home / Formal Charge / Details

Formal Charge Details

Description	Details
Year	2021
Region	7B-East NCR
Administrative Case Number	20111532
IID/RID Reference Number	20111532
Respondent(s)	Juan Dela Cruz
Designation	Systems Development Division
Place of Assignment	National Office
Employment Status	Resigned
Offense Type	Grave Offense
Offense	Test
Offense Details	Test
Date Received	2021-11-04
Assigned Officer	Aristotle H Bonifacio
Current Status	Assigned

Action Taken Remarks Back

6. To add action, click **Action Taken** then click **Save** to record changes.

ADMIN CASE MONITORING

Dashboard

Cases

View Tasks

Settings

Region

Administrative Case Nu

IID/RID Reference Num

Respondent(s)

Designation

Place of Assignment

Employment Status

Offense Type

Offense

Offense Details

Date Received

Assigned Officer

Current Status

National Office

Resigned

Grave Offense

Test

Test

2021-11-04

Aristotle H Bonifacio

Assigned

Action Taken Remarks Back

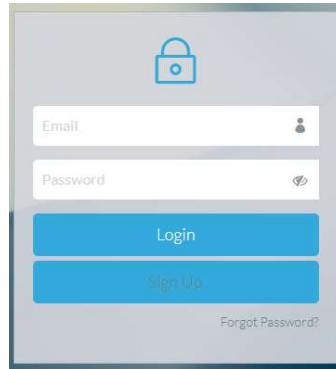
Add Action Taken

Drafted decision on case.

Close Save

G. ENCODER - Finance Division

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The image shows a login form with a blue padlock icon at the top. Below the icon are two input fields: 'Email' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the input fields are two blue buttons: 'Login' and 'Sign Up'. At the bottom right, there is a link for 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



5. To add Unreported/Unremitted Collection, click **Finance** to bring down the sub-menu, then click **New**.



6. Provide required details then click **Save**.

ADMIN CASE MONITORING

Dashboard

Finance

NEW UNREPORTED/UNREMITTED COLLECTION

Home / Finance / New Unreported/Unremitted Collection

Unreported/Unremitted Collection Details

Year: 2022

RDO Number: |

Revenue Collection Officer:

Assigned Municipalities:

Unremitted/Unreported Revenue Collection:

Over Remittance Revenue Collection:

Action Taken:

Remarks:

Save Cancel

7. To view List of Unreported/Unremitted Collection, click **View**.

ADMIN CASE MONITORING

Dashboard

Finance

New

View

Report

DASHBOARD

Home / Dashboard

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ADMIN CASE MONITORING

Dashboard

Finance

UNREPORTED/UNREMITTED COLLECTION

Home / Finance / List of Unreported/Unremitted Collection

List of Unreported/Unremitted Collection

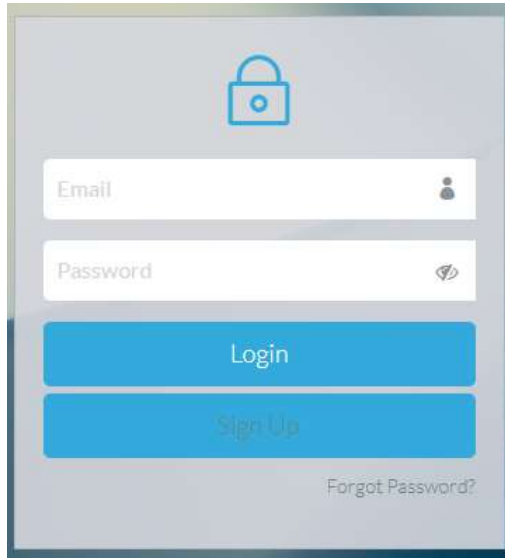
RDO Code	Revenue Collection Officer	Assigned Municipality/ies	Unremitted	Over Remittance	Action Taken	Remarks	Status	Action
28	TEST CASE	TEST CASE	N/A	N/A	TEST CASE	TEST CASE	PENDING	Details

Total Items: 1 Page 1 of 1
First Previous 1 Next Last

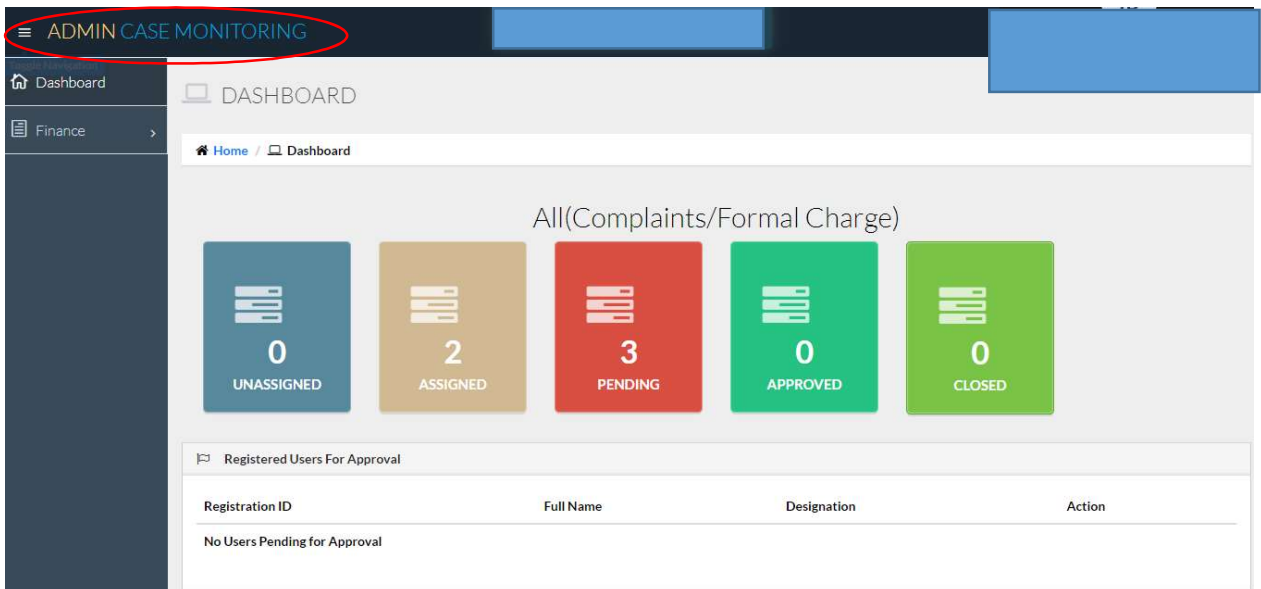
Add New

H. CHIEF - Finance Division

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.



ADMIN CASE MONITORING

Dashboard

Finance

DASHBOARD

Home / Dashboard

All(Complaints/Formal Charge)

0 UNASSIGNED	2 ASSIGNED	3 PENDING	0 APPROVED	0 CLOSED
-----------------	---------------	--------------	---------------	-------------

Registered Users For Approval

Registration ID	Full Name	Designation	Action
No Users Pending for Approval			

5. To view List of Unreported/Unremitted Collection, click **Finance** to bring down sub-menu, then click **View**.

The screenshot shows the ADMIN CASE MONITORING dashboard. On the left sidebar, the 'Finance' menu is expanded, and the 'View' option is circled in red. The main content area displays a summary of 'All(Complaints/Formal Charge)' with five colored cards: UNASSIGNED (0), ASSIGNED (2), PENDING (3), APPROVED (0), and CLOSED (0). Below this is a table titled 'Registered Users For Approval' which is currently empty, showing 'No Users Pending for Approval'.

The screenshot shows the UNREPORTED/UNREMITTED COLLECTION page. The breadcrumb navigation 'Home / Finance / List of Unreported/Unremitted Collection' is visible, with the final link circled in red. Below the breadcrumb is a table with the following data:

RDO Code	Revenue Collection Officer	Assigned Municipality/ies	Unremitted	Over Remittance	Action Taken	Remarks	Status	Action
28	TEST CASE	TEST CASE	N/A	N/A	TEST CASE	TEST CASE	PENDING	Details

At the bottom of the table, it says 'Total Items: 1 Page 1 of 1' and 'First Previous 1 Next Last'. There is an 'Add New' button on the right.

6. To approve Newly Encoded Unreported/Unremitted Collection, go to List of Unreported/Unremitted Collection then click **Approve**.

The screenshot shows the UNREPORTED/UNREMITTED COLLECTION page with two rows of data. The 'Approve' button for the second row is circled in red.

RDO Code	Revenue Collection Officer	Assigned Municipality/ies	Unremitted	Over Remittance	Action Taken	Remarks	Status	Action
110	Marvin Valle	San Juan	1000	997	test	Sample return remarks	APPROVED	Details
100	Marvin Valle	Carmona	1000	N/A	No Data	No Data	PENDING	Approve

At the bottom of the table, it says 'Total Items: 2 Page 1 of 1' and 'First Previous 1 Next Last'.

7. To update action taken, click **Details**, then click **Update Action Taken** or **Update Remarks**.

ADMIN CASE MONITORING

Dashboard

Finance

UNREPORTED/UNREMITTED COLLECTION

Home / Finance / List of Unreported/Unremitted Collection

List of Unreported/Unremitted Collection

RDO Code	Revenue Collection Officer	Assigned Municipality/ies	Unremitted	Over Remittance	Action Taken	Remarks	Status	Action
110	Marvin Valle	San Juan	1000	997	test	Sample return remarks	APPROVED	Details
100	Marvin Valle	Carmona	1000	N/A	No Data	No Data	PENDING	Approve

Total Items: 2 Page 1 of 1
First Previous 1 Next Last

ADMIN CASE MONITORING

Dashboard

Finance

Update Action Taken

Unreported/Unremitted Collection

Description

Year

RDO Code: 110

Revenue Collection Officer: Marvin Valle

Assigned Municipality/ies: San Juan

Unremitted: 1000

Over Remittance: 997

Action Taken: test

Remarks: Sample return remarks

Status Date: 2022-02-03

Close Save

Back To List Update Action Taken Update Remarks

ADMIN CASE MONITORING

Dashboard

Finance

Update Remarks

Unreported/Unremitted Collection

Description

Year

RDO Code: 110

Revenue Collection Officer: Marvin Valle

Assigned Municipality/ies: San Juan

Unremitted: 1000

Over Remittance: 997

Action Taken: test

Remarks: Sample return remarks

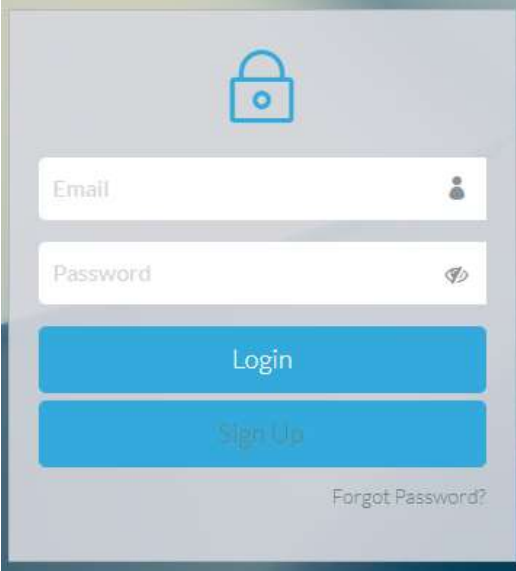
Status Date: 2022-02-03

Close Save

Back To List Update Action Taken Update Remarks

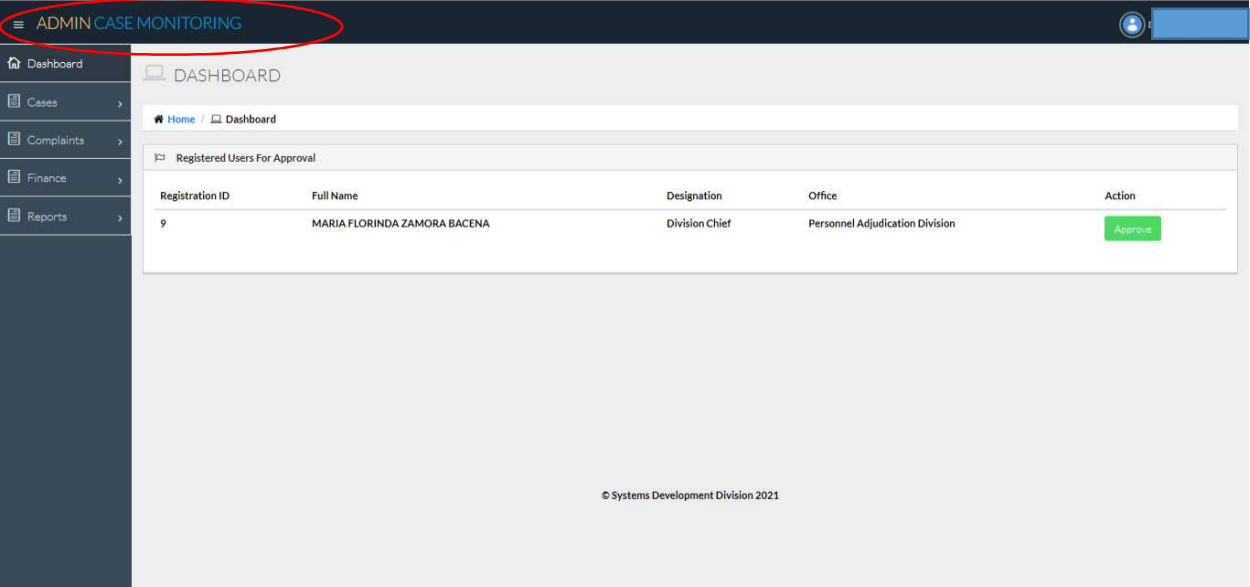
I. REPORTS

1. Open web browser.
2. On the address bar, enter <https://mmac.bir.gov.ph/mmac>
3. Enter your username and password on the fields provided and click **Login** button.



The image shows a login form with a blue padlock icon at the top. Below the icon are two input fields: 'Email' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the input fields are two blue buttons: 'Login' and 'Sign Up'. At the bottom right, there is a link that says 'Forgot Password?'.

4. Upon successful login, user will be directed to the Admin Case Monitoring dashboard.

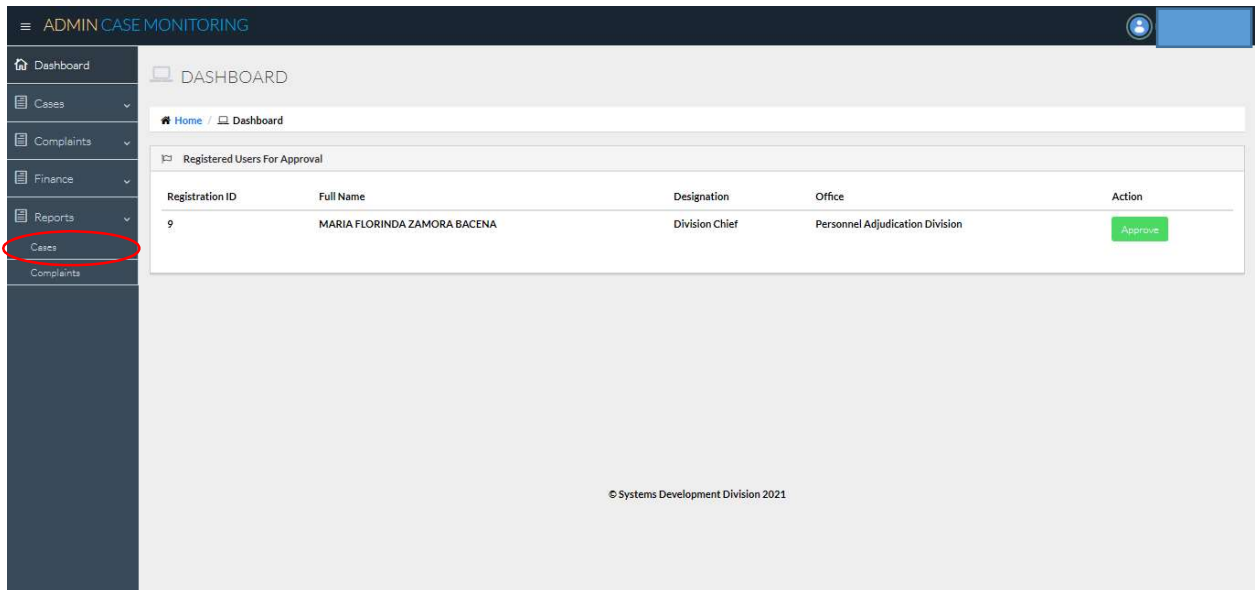


The screenshot shows the Admin Case Monitoring dashboard. The top navigation bar is dark blue with the text 'ADMIN CASE MONITORING' circled in red. The left sidebar contains a menu with items: Dashboard, Cases, Complaints, Finance, and Reports. The main content area is titled 'DASHBOARD' and shows a table of 'Registered Users For Approval'. The table has columns for Registration ID, Full Name, Designation, Office, and Action. One user is listed: MARIA FLORINDA ZAMORA BACENA, Designation: Division Chief, Office: Personnel Adjudication Division, with an 'Approve' button.

Registration ID	Full Name	Designation	Office	Action
9	MARIA FLORINDA ZAMORA BACENA	Division Chief	Personnel Adjudication Division	Approve

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5. To view Monthly Accomplishment Report on Administrative/Criminal Cases, Inventory of Pending Administrative Cases and List of Inventory of Pending Criminal Cases, click **Reports**, then click **Cases**.

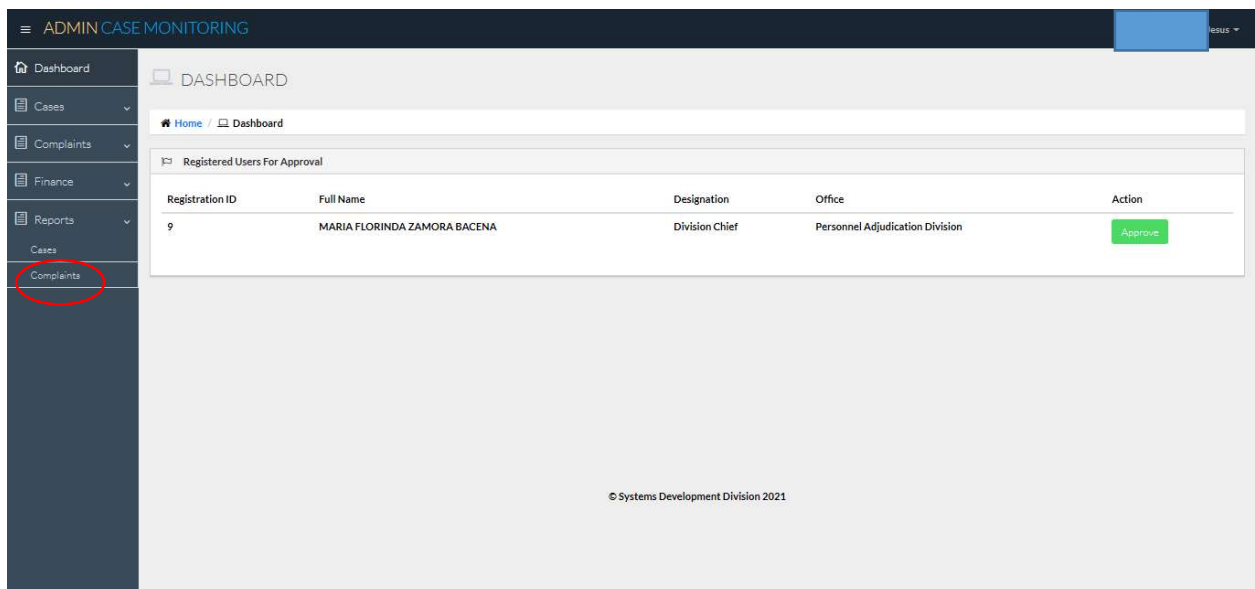


The screenshot shows the ADMIN CASE MONITORING dashboard. The left sidebar contains a menu with the following items: Dashboard, Cases, Complaints, Finance, Reports, Cases (highlighted with a red circle), and Complaints. The main content area displays the 'Registered Users For Approval' table.

Registration ID	Full Name	Designation	Office	Action
9	MARIA FLORINDA ZAMORA BACENA	Division Chief	Personnel Adjudication Division	Approve

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6. To view Monthly Accomplishment Report on Administrative/Criminal Cases, List of Complaints/Denunciations Received, List of Approved Formal Charge/Closing Report and List of Administrative Cases Forwarded to IID (Grave or Less Grave Offense), click **Reports**, then click **Complaints**.



The screenshot shows the ADMIN CASE MONITORING dashboard. The left sidebar contains a menu with the following items: Dashboard, Cases, Complaints, Finance, Reports, Cases, and Complaints (highlighted with a red circle). The main content area displays the 'Registered Users For Approval' table.

Registration ID	Full Name	Designation	Office	Action
9	MARIA FLORINDA ZAMORA BACENA	Division Chief	Personnel Adjudication Division	Approve

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