

6.3. Data Presentation

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7. DATA FILES LINKAGES

Linkages are logical connection between records in the data files. Through linkages, once the user's updates the source data, all data in the streams of linkages are dynamically updated. Linkages are the convenient tools of updating related data, these also shield the user's from the complexity of formula manipulation. With the aid of the data linkages the user's can concentrate more in validating the source data.

The following table lists the logical connections for each worksheet.

Table 2.6.2 Data File Linkages

Destination Link		Source Link				
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title	
Chapter - 3	MT 3.1.1	Outline of City and Municipality	Socio.xls	P.1.1	Municipality/City Status and No. of Barangay	
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	MF 3.4.2	Present Population Distribution	Socio.xls	P 1.2.2	Past Population	
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				Socio.xls	P 1.4	Past Population
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	MT 3.5.2		Reported Cases and Deaths of Notifiable Water related Diseases	Health.xls	P 3.1	Morbidity and Mortality Summary
	MT 3.6.1		Municipal Solid Waste Collection and Disposal, and Service Coverage	Socio.xls	P 1.4	Morbidity and Mortality Summary
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				Chap-3.xls	MT 3.3.2	Public Facilities and Services by Municipality
ST 3.3.3		Population Distribution by Occupation	Socio.xls	P 1.7	Family Income and Education	
Chapter - 4	MT 4.1.2	Information on Existing Level III Systems	Socio.xls	P 1.6	Occupation	
			Chap-4.xls	P 1.7	Family Income and Education	
				ST 4.1.1	Information on Existing Level III Systems	
				Sheet 1, 3, and 4		

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table,

M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), P - Questionnaire Form (Provincial Level).

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Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title
Chapter - 4	MT 4.1.3	Information on Water District Data	Chap-4.xls	ST 4.1.1 Sheet 1 & 4	Information on Existing Level III System
	MT 4.1.4	Information on Existing Level II System	Chap-4.xls	ST 4.1.2 Sheet 1 & 2	Existing Level II System
	MT 4.1.5	Estimation of Unserved Population by Municipality	Chap-4.xls	ST 4.1.4	Number of Level I Facilities by Safe and Unsafe Classification
	MT 4.1.7	Water Supply Service Coverage by Municipality	Chap-4.xls	ST 4.1.6 Sheet 1 & 2 ST 4.1.6 Sheet 2	Estimation of Population Covered by Safe and Unsafe Source by Municipality
	MT 4.2.1	Sanitation Facilities and Service Coverage of Household Toilets, Urban and Rural	Socio.xls Socio.xls	M 1.3 M 1.4	Estimation of Population Covered by Safe and Unsafe Source by Municipality Projected Population Household Number
	MT 4.2.2	School Toilets Facilities and Service Coverage	Sanitation.xls	P 6.3	Sanitation Facilities and Service Coverage of Household Toilets, by Type, by Municipality, Urban and Rural
	MT 4.2.3	Public Toilets Facilities and Service Coverage	Sanit.xls	P 6.4.1-3	School Toilets Public Toilets
	MF 4.1.1	Water Supply Coverage of the Province	Chap-4.xls	MT 4.1.7	Water Supply Service Coverage by Municipality
	ST 4.1.4	Number of Level I Facilities by Safe and Unsafe Classification	Water Supply.xls	(F) 5.3.1	Level I Facility
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			Socio.xls	P 1.4	Household Number
			Sanit.xls	P 6.1	Household Toilets

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Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title
Chapter - 4	ST 4.1.6(a)	Estimation of Population Covered by Safe and Unsafe Source by Municipality	Chap-4.xls	ST 4.1.4	Number of Level I Facilities by Safe and Unsafe Classification
	ST 4.1.6 (b)	Estimation of Population Covered by Safe and Unsafe Source by Municipality	Chap-4.xls	ST 4.1.5	Estimation of Unserved Population by Municipality
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Chapter - 8	MT 8.2.2	Base Year Coverage in Water Supply	Chap-4.xls Chap-8.xls	MT 8.5.2 MT 8.5.5 MT 8.5.6 ST 8.5.7 ST 8.6.6 MT 4.1.7 ST 8.2.1	Additional Number of Households to be Served by Target Year(Household Toilets) Population to be Served in Urban Sewerage in Phase II Add'l No.of Urban Households to be served by Municipal Solid Waste System in Phase I Number of Public Utilities with Sanitary Toilets in Phases I and II Public School Toilets Required by Target Year Water Supply Service Coverage by Municipality Estimation of Base Year Service Coverage of Water Supply
	MT 8.2.3	Base Year Service Coverage of Household Toilets	Chap-8.xls	MT 8.3.1	Future Population by Urban and Rural Area by Municipality
	MT 8.2.4	Base Year Service Coverage of Public School Toilets and Public Toilets	Chap-4.xls	ST 8.2.3 MT 8.3.1 MT 4.2.3	Number of Households Served by Sanitary Toilets in the Base Year Future Population by Urban and Rural Area by Municipality School Toilet Facilities and Service Coverage

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Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Title		
	Filename	Table/Form Number			
Chapter - 8	MT 8.2.4	Base Year Service Coverage of Public School Toilets and Public Toilets	Chap-8.xls	ST 8.2.4	Number of Public School Students Served by School Toilets in the Base Year
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	MT 8.2.5	Base Year Service Coverage of Municipal Solid Waste System	Chap-3.xls	MT 3.6.1	Municipal Solid Waste Collection and Disposal, and Service Coverage
			Chap-8.xls	ST 8.3.5	Projected No. of Households by Urban and Rural Area by Municipality by Target Year
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				P 1.3	Projected Population
	MT 8.3.2	Projected Public School Enrollment and Number of Public Utility Facilities by Municipality	Chap-8.xls	ST 8.3.6	Projected School Enrollment by Municipality by Target Year
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	MT 8.5.1	Population to be Served by Target Year(Water Supply)	Chap-8.xls	ST 8.2.2	Population Coverage in Phase I Provided by Served Population in the Base Year(Water Supply)
				ST 8.5.2	Population to be Served in Phase I (Water Supply)
				ST 8.5.3	Population to be Served in Phase II (Water Supply)
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				ST 8.5.6	Additional Number of Public School Students to be Served in Phases I and II(School Toilets)
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			MT 8.3.1	Future Population by Urban and Rural Area by Municipality	

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Chapter No.	Table No.	Filename	Table/Form Number
Chapter - 8	MT 8.5.5	Chap-8.xls	MT 8.5.1
	MT 8.5.6	Chap-8.xls	MT 8.2.1
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			ST 8.6.3
	MT 8.6.2	Chap-8.xls	MT 8.3.1
			MT 8.5.2
			ST 8.5.7
	MT 8.6.3	Chap-8.xls	ST 8.6.6
			MT 8.5.6
	ST 8.2.1	Chap-4.xls	MT 4.1.7
	ST 8.2.2	Chap-8.xls	MT 8.3.1
ST 8.2.3	Chap-4.xls	MT 8.3.1	

Table/Form Number	Title
MT 8.5.1	Population to be Served by Target Year(Water Supply)
MT 8.2.1	Provincial Sector Targets
MT 8.2.5	Base Year Service Coverage of Municipal Solid Waste System
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ST 8.6.1	Urban Water Supply Facilities Required by Target Year
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MT 8.3.1	Future Population by Urban and Rural Area by Municipality
MT 8.5.2	Additional No. of Household to be Served by Target Year(Household Toilets)
ST 8.5.7	Number of Public Utilities with Sanitary Toilets in Phases I and II
ST 8.6.6	Public School Toilets Required by Target Year
MT 8.5.6	Add'l No. of Urban Households to be Served by Municipal Solid Waste System in Phase I
MT 4.1.7	Water Supply Service Coverage by Municipality
MT 8.3.1	Future Population by Urban and Rural Area by Municipality
MT 8.2.2	Base Year Coverage in Water Supply
MT 8.3.1	Future Population by Urban and Rural Area by Municipality
ST 4.2.1	Sanitation Facilities and Service of Household Toilets by Type, by Municipality, Urban and Rural
MT 8.3.1	Future Population by Urban and Rural Area by Municipality

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Chapter No.	Table No.	Title	Filename	Table/Form Number	Title
Chapter - 8	ST 8.2.3	Number of Households Served by Sanitary Toilets in the Base Year	Chap-8.xls	ST 8.3.5	Projected Number of Households by Urban and Rural Area by Municipality by Target Year
	ST 8.2.4	Number of Public School Students Served by School Toilets in the Base Year	Chap-4.xls	MT 4.2.3	School Toilets Facilities and Service Coverage
	ST 8.2.5	Number of Public Utilities with Sanitary Toilets in the Base Year	Chap-8.xls	ST 8.3.6	Projected School Enrollment by Municipality by Target Year
	ST 8.2.6	Household Coverage in Phase I Provided by Existing Facilities in the Base Year (Household Toilets)	Socio.xls	MT 4.2.3	Public Toilets Facilities and Service Coverage
	ST 8.2.7	Public School Students and Public Utilities Coverage in Phase I Provided by Existing Facilities in the Base Year	Chap-8.xls	P 1.4	Household Number
				MT 8.2.3	Base Year Service Coverage of Household Toilets
				ST 8.2.3	Number of Households Served by Sanitary Toilets in the Base Year
				ST 8.3.5	Projected Number of Households by Urban and Rural Area by Municipality by Target Year
				ST 8.2.4	Number of Public School Students Served by School Toilets in the Base Year
				ST 8.2.5	Number of Public Utilities with Sanitary Toilets in the Base Year
				ST 8.3.6	Projected School Enrollment by Municipality by Target Year
				ST 8.3.7	Projected No. of Public Utilities by Municipality by Target Year
				P 1.2.2	Past Population
				P 1.3	Projected Population
			M 1.4	Household Number	
			P 1.2.2	Past Population	
			P 1.3	Projected Population	
			ST 8.2.5	Number of Public Utilities with Sanitary Toilets in the Base Year	

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table.
M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), P - Questionnaire Form (Provincial Level).

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Data File Linkages

Destination Link			Source Link			
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title	
Chapter - 8	ST 8.5.1	Population to be Served by Level II System in Phase I	Socio.xls Chap-8.xls	P 1.1 ST 8.3.5	Administrative Composition Projected Number of Households by Urban and Rural Area by Municipality by Target Year	
	ST 8.5.2	Population to be served in Phase I (Water Supply)	Socio.xls Chap-8.xls	P 1.3 MT 8.2.2 ST 8.5.1	Projected Population Base Year Coverage in Water Supply Population to be Served by Level II System in Phase I	
	ST 8.5.3	Population to be Served in Phase II(Water Supply)	Socio.xls Chap-8.xls	P 1.3 ST 8.5.2	Projected Population Population to be Served in Phase I (Water Supply)	
	ST 8.5.4	Additional Number of Households to be Served in Phase I(Household Toilets)	Chap-8.xls	MT 8.2.1	Provincial Sector Targets	
	ST 8.5.5	Additional Number of Households to be Served in Phase II(Household Toilets)	Chap-8.xls	ST 8.2.3 ST 8.3.5 MT 8.2.1	Number of Households Served by Sanitary Toilets in the Base Year Projected Number of Households by Urban and Rural Area by Municipality by Target Year Provincial Sector Targets	
	ST 8.5.6	Additional Number of Public School Students to be Served in Phases I and II (School Toilets)	Chap-8.xls	ST 8.3.5 ST 8.5.4 MT 8.2.1	Projected Number of Households by Urban and Rural Area by Municipality by Target Year Additional Number of Households to be Served in Phase I(Household Toilets) Provincial Sector Targets	
	ST 8.5.7	Number of Public Utilities with Sanitary Toilets in Phases I and II	Chap-8.xls	MT 8.2.1 ST 8.2.4 ST 8.3.6	Provincial Sector Targets Number of Public School Students Served by School Toilets in the Base Year Projected School Enrollment by Municipality by Target Year	
				MT 8.2.1	Provincial Sector Targets	
				ST 8.2.5		Number of Public Utilities with Sanitary Toilets in the Base Year
				ST 8.3.7		Projected Number of Public Utilities by Municipality by Target Year

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table,
M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), F - Questionnaire Form (Facility Data).
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Data File Linkages

Destination Link		Source Link				
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title	
Chapter - 8	ST 8.6.1	Urban Water Supply Facilities Required by Target Year	Socio.xls	P 1.3	Projected Population	
			Keypar.xls	ST 2.6.2	Key Parameter Table	
			Chap-4.xls	ST 4.1.1 Sheet 1 to 3	Details on Existing Level III Systems	
			Chap-8.xls	ST 8.3.5	Projected Number of Households by Urban and Rural Area by Municipality by Target Year	
				MT 8.4.1	Ground Water Productivity	
				ST 8.5.2	Population to be Served in Phase I (Water Supply)	
				ST 8.5.3	Population to be Served in Phase II (Water Supply)	
				ST 7.6.2	Standard Specification of Water in the Municipality	
				Chap-8.xls	ST 8.3.5	Projected Number of Households by Urban and Rural Area by Municipality by Target Year
				MT 8.4.1	Ground Water Productivity	
			ST 8.5.1	Population to be Served by Level II System in Phase I		
			Chap-8.xls	MT 8.5.2	Additional Number of Households to be Served by Target Year (Household Toilets)	
			Chap-8.xls	MT 8.5.2	Additional Number of Households to be Served by Target Year (Household Toilets)	
			Chap-8.xls	ST 8.5.6	Additional Number of Public School Student to be Served in Phase I and Phase II (School Toilets)	
			Chap-8.xls	ST 8.5.7	Number of Public Utilities with Sanitary Toilets in Phases I and II	
Chapter - 10	MT 10.2.1	Unit Cost of Facilities by Type and Service Level	Keypar.xls	ST 2.6.6	Unit Construction Cost of Different Facilities	
	MT 10.3.1	Construction Cost of Required Facilities by Municipality	Chap-10.xls	ST 10.3.1	Construction Cost of Water Supply Facilities Required for Phase I	
				ST 10.3.2	Construction Cost of Water Supply Facilities Required for Phase II	
				ST 10.3.3	Cost of Sanitation Facilities Required for Phase I	
				ST 10.3.4	Costs of Sanitation Facilities Required for Phase II	

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table,
M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), P - Questionnaire Form (Provincial level).

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Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title
Chapter - 10	ST 10.3.4	Cost of Sanitation Facilities Required for Phase II	Chap-8.xls	ST 8.6.6	Public School Toilets Required by Target Year
			Chap-10.xls	ST 8.6.7	Public Toilets Required by Target Year
Chapter - 11	MT 11.2.1	Projected Internal Revenue Allotment for Medium-Term Sector Development	Socio.xls	MT 10.2.1	Unit Cost of Facilities by Type and Service Level
			Keypar.xls	P.1.1	Administrative Composition
			Chap-6.xls	ST 2.6.2	Key Parameter Table
	MT 11.2.2	Project Allotment of IRA to the Revelant Sector by Component	Chap-11.xls	MT 6.2.2	Past Internal Revenue Allotment to the Province from Central Government
			Chap-10.xls	MT 11.2.1	Projected Internal Revenue Allotment for Medium - Term Sector Development
	MT 11.3.1		Financing Requirements by Sector Component for the Province	Chap-11.xls	ST 10.3.2
MT 11.3.2	Additional Fund Requirement for the Medium-Term Plan	Chap-11.xls	ST 11.3.1	Percentage for Annual Investments	
		Chap-11.xls	MT 11.3.1	Financing Requirements by Sector Component for the Province	
MT 11.3.3	Internal Revenue Allotment for Water Supply and Sanitation Sector by Municipality (Medium-Term Development)		Chap-10.xls	ST 10.3.1	Construction Cost of Water Supply Facilities Required for Phase I
			Chap-11.xls	ST 10.3.3	Cost of Sanitation Facilities Required for Phase I
			Chap-11.xls	MT 11.2.2	Project Allotment of IRA to the Revelant Sector by Component
			Chap-11.xls	MT 11.3.1	Financing Requirements by Sector Component for the Province
MT 11.4.1	Municipal Investment need Ranking for Urban Water Supply		Keypar.xls	MT 11.4.2	Distribution of Provincial IRA to Municipalities for Urban Water Supply
			Chap-8.xls	ST 2.6.7	Scoring Factor for Municipal Investment Ranking for Urban Water Supply
MT 11.4.2	Distribution of Provincial IRA to Municipalities for Urban Water Supply		Chap-8.xls	ST 8.2.2	Number of Households Served by Sanitary Toilets in the Base Year
			Chap-11.xls	MT 8.2.2	Base Year Coverage in Water Supply
			Chap-11.xls	MT 11.2.2	Project Allotment of IRA to the Revelant Sector by Component

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table,

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Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Table/Form Number		
Chapter - 10	MT 10.4.1	Recurrent Cost	Keypar.xls	ST 2.6.2	Key Parameter Table
			Chap-8.xls	MT 8.2.2	Base Year Coverage in Water Supply
				MT 8.2.4	Base Year Service Coverage of Public School Toilets and Public Toilets
				ST 8.3.5	Projected Number of Households by Urban and Rural Area by Municipality by Target Year
				MT 8.5.1	Population to be Served by Target Year(Water Supply)
				ST 8.6.6	Public School Toilets Required by Target Year
	ST 10.3.1	Construction Cost of Water Supply Facilities Required for Phase I		ST 8.6.7	Public Toilets Required by Target Year
				ST 11.3.1	Percentages for Annual Investments
				Chap-11.xls	Population to be Served by Target Year(Water Supply)
				Chap-8.xls	MT 8.5.1
	ST 10.3.2	Construction of Water Supply Facilities Required for Phase II		MT 8.6.1	Water Supply Facilities Required by Target Year
				ST 8.6.3	Number of Garbage Collection Trucks Required in Phase I
				Chap-10.xls	Unit Cost of Facilities by Type and Service Level
				Keypar.xls	ST 2.6.2
			Chap-8.xls	MT 8.5.1	Population to be Served by Target Year(Water Supply)
				ST 8.6.3	Number of Garbage Collection Trucks Required in Phase I
ST 10.3.3	Cost of Sanitation Facilities Required for Phase I		Chap-10.xls	MT 10.2.1	Unit Cost of Facilities by Type and Service Level
			Chap-8.xls	MT 8.6.2	Sanitation Facilities Required by Target Year
ST 10.3.4	Cost of Sanitation Facilities Required for Phase II		Chap-10.xls	ST 8.6.7	Public Toilets Required by Target Year
			Chap-8.xls	MT 10.2.1	Unit Cost of Facilities by Type and Service Level
			MT 8.3.1	Future Population by Urban and Rural Area by Municipality	
			MT 8.5.5	Population to be Served by Urban Sewerage in Phase II	
			MT 8.6.2	Sanitation Facilities Required by Target Year	

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table, M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), F - Questionnaire Form (Facility Data). *continue to next page ...*

Data File Linkages

Destination Link		Source Link			
Chapter No.	Table No.	Title	Filename	Table/Form Number	Title
Chapter-11	MT 11.4.2	Distribution of Provincial IRA to Municipalities for Urban Water Supply	Chap-4.xls	MT 11.3.1	Financing Requirement by Sector Component for the Province
			Chap-10.xls	MT 11.4.1	Municipal Investment need Ranking for Urban Water Supply
				ST 10.3.1	Construction Cost of Water Supply Facilities Required for Phase I
	MT 11.4.3	Municipal Investments Need Ranking	Chap-11.xls	ST 10.3.3	Cost of Sanitation Facilities Required for Phase I
	ST 11.3.1	Percentages for Annual Investments	Keypar.xls	ST 11.4.1	Comprehensive Investment need Ranking of Municipalities
	ST 11.4.1	Comprehensive Investment need Ranking of Municipalities	Keypar.xls	ST 2.6.4	Annual Distribution of Investment Cost Required by Sub Sector for Medium-Term Development Plan
			Chap-8.xls	ST 2.6.8	Scoring Factor for Municipal Comprehensive Investment Ranking
				ST 8.2.2	Population Coverage in Phase I Provided by Served Population in the Base Year (Water Supply)
				MT 8.2.3	Base Year Service Coverage of Household Toilets
			Chap-11.xls	MT 11.4.1	Municipal Investment need Ranking for Urban Water Supply

Note: MT - Main Report Table, MF - Main Report Figure, ST - Supporting Report Table,

M - Questionnaire Form (Municipal Data), S - Questionnaire Form (System Data), F - Questionnaire Form (Facility Data).

8. UPDATING PW4SP DATA BASE

The following procedures are guide in updating the base data of the PW4SP data management system. The word *column* and *row* in this procedure mean the internal column and row notation in the worksheet environment.

8.1. Updating Socio-economic Data Base

1. Click the **File** menu, select **O**pen.
Short-cut: Click the **O**pen button.
2. From the **Open Dialog Box**. Select the *socio.xls* filename.

3.1 To update the **Municipality/City Status and No. of Barangay** click the tab of *MunCity Status (P.1.1)* sheet.

- **Geographic code:** move mouse pointer to column A. Starting at the row below the column description, select the data you would like to update and type the new value.
- **Name of City or Municipality:** move mouse pointer to column B. Starting at the row below the column description, in reference to column A (Geographic code) select the data you would like to update and type the new value.
- **City/Municipality:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Class:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Barangay:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Barangay:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.2 To update the **Past Population Data**, click the tab of *Past Population (P.1.2.1)* sheet.

- **1903:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1918:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1939:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **1948:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1960:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1970:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1975:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1980:** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **1990:** move mouse pointer to column K. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

click the tab of *Past Population (P.1.2.2)* sheet.

- **Urban Population, Male (last POPCEN):** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Female (last POPCEN):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Male (last POPCEN):** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Female (last POPCEN):** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Male (last POPCEN):** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Female (last POPCEN):** move mouse pointer to column K. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Male (last POPCEN):** move mouse pointer to column M. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Female (last POPCEN):** move mouse pointer to column N. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.3 To update the **Population Projection Data**,
click the tab of *Project Population (P.1.3.1)* sheet.

- **Urban Population, Male (Medium-term):** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Female (Medium-term):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Male (Medium-term):** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Female (Medium-term):** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Male (Long-term):** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Urban Population, Female (Long-term):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Male (Long-term):** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Population, Female (Long-term):** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.4 To update the **Household Data**,
click the tab of *Household (P.1.4)* sheet.

- **Urban Household (Last POPCEN):** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rural Household (Last POPCEN):** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.5 To update the **Services Data**,
click the tab of *Services (P.1.5)* sheet.

- **Number of Public Elementary School:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Private Elementary School:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Public High School:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Number of Private High School:** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Vocational:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Colleges:** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Hospitals:** move mouse pointer to column K. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Banks:** move mouse pointer to column L. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.6 To update the **Occupation Data**,
click the tab of **Occupation (P.1.6)** sheet.

- **Number of Professional, Technical and Related Workers:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Administrative, Executive and Managerial:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sales Workers:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Service Workers:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Agricultural, Animal Husbandry & Forestry Workers, Fisherman and Hunters,** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Production & Related Workers, Transportation Equipment Operators and Laborers:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Occupation Not Adequately Defined or Reported:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.7 To update the **Family Income, Education and Literacy Data**,
click the tab of **Family Income (P.1.7)** sheet.

- **Number of Family Receiving Under ₱ 5,000:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving Between ₱ 5,000 to ₱ 14,999:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving Between ₱ 15,000 to ₱ 24,999:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving Between ₱ 25,000 to ₱ 34,999:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving Between ₱ 35,000 to ₱ 44,999:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving Between ₱ 45,000 to ₱ 59,999:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Family Receiving over ₱ 60,000:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.8 To update the Family Expenditure Pattern Data, click the tab of *Expenditure (P.1.8)* sheet.

- **Average Monthly Food Expenses:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Average Monthly Water Expenses:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Average Monthly Electricity Expenses:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Average Monthly Clothing Expenses:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Average Monthly House Rental Expenses:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Average Monthly Recreation Expenses:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Average Monthly Other Expenses:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.9 To update the Education and Literacy Data, click the tab of *Education (P.1.9)* sheet.

- **Highest Level of Education – Preschool (by population):** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Highest Level of Education – Elementary (by population):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Highest Level of Education – Secondary/High School (by population):** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Highest Level of Education – Tertiary (College & Post Graduate) (by population):** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Literate Population 10 years old and above:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Illiterate Population 10 years old and above:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

8.2. Updating Land Use Data Base

1. Click the **File** menu, select **Open**.
Short-cut: Click the **Open** button.
2. From the **Open Dialog Box**. Select the *landuse.xls* filename.

3.1 To update the Existing Land Use Data, click the tab of *Existing Land Use (P.2.1)* sheet.

- **Forest Land Area:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Grass Land Area:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Built-up Land Area:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Agricultural Land Area:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Fishponds, Mangrove, In-land Area:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Open Land Area:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.2 To update the **Future Land Use Data**,
click the tab of **Future Land Use (P.2.2)** sheet.

- **Forest Land Area:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Grass Land Area:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Built-up Land Area:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Agricultural Land Area:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Fishponds, Mangrove, In-land Area:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Open Land Area:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

8.3. Updating Health Data Base

1. Click the **File** menu, select **Open**.
Short-cut: Click the **Open** button.
2. From the **Open Dialog Box**. Select the *health.xls* filename.

3.1 To update the **Morbidity, Mortality and Infant Mortality Data**,
click the tab of **Morbidity and Mortality (P.3.1)** sheet.

- **Number of Morbidity Case - Male:** move mouse pointer to column E. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.
- **Number of Morbidity Case - Female:** move mouse pointer to column F. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.
- **Number of Mortality Case - Male:** move mouse pointer to column H. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.
- **Number of Mortality Case - Female:** move mouse pointer to column I. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.

- **Number of Infant Mortality Case - Male:** move mouse pointer to column K. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.
- **Number of Infant Mortality Case - Female:** move mouse pointer to column L. Starting at the row below the column description, in reference to column C (name of diseases) select the data you would like to update and type the new value.

3.2 To update the Facility and Practitioner Data click the tab of *Facility (P.3.2)* sheet.

- **Number of Hospital Facility:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Rural Health Unit (RHU):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Barangay Health Station (BHS):** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.3 To update the Medical Practitioner Data click the tab of *Facility (P.3.2)* sheet.

- **Number of Practicing Doctors - Male:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Doctors - Female:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Nurses – Male:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Nurses - Female:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Midwives - Male:** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Midwives - Female:** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Dentists - Male:** move mouse pointer to column L. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Practicing Dentists – Female:** move mouse pointer to column M. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Number of Other Medical Practitioner – Male:** move mouse pointer to column O. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Other Medical Practitioner – Female:** move mouse pointer to column P. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

8.4. Updating Water Supply Data Base

1. Click the **File** menu, select **Open**.
Short-cut: Click the **Open** button.
2. From the **Open Dialog Box**, Select the Chapter 4.xls filename.

- 3.1 To update the Level III Water Supply Data
Click the tab STable 4.1.1 Sht 1

- Enter **Name of Municipality or City** under column A, starting from row 7.
- Enter **Name of Operating Body** under column B, starting from row 7.
- Enter **Number of Urban Barangay served by Level III services** under column D, starting from row 7.
- Enter **Number of Rural Barangay served by Level III services** under column E, starting from row 7.
- Enter **Number of Household in Urban area served by Level III services** under column G, starting from row 7.
- Enter **Number of Household in Rural area served by Level III services** under column H, starting from row 7.
- Enter **Number of Population in Urban area served by Level III services** under column J, starting from row 7.
- Enter **Number of Population in Rural area served by Level III services** under column K, starting from row 7.

Click the tab STable 4.1.1 Sht 2

- Copy the first two columns in STable 4.1.1 Sht. 1, starting from 7 up to the last entry.
- **Number of Public Faucet in Urban Area**, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Public Faucet in Rural Area**, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Household in Urban Area**, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Household in Rural Area**, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

- *Number of Population in Urban Area*, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Population in Rural Area*, move mouse pointer to column L. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab *STable 4.1.1 sheet 3*

- Copy the first two columns in STable 4.1.1 Sht. 2, starting from 7 up to the last entry.
- *Type of Water Source*, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Water Source*, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Production Capacity (cu.m./day)*, move mouse pointer to column G. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Domestic Consumption*, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Institutional Consumption*, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Commercial Consumption*, move mouse pointer to column J. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Industrial Consumption*, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab *STable 4.1.1 sheet 4*

- Copy the first two columns in STable 4.1.1 Sht. 3, starting from 7 up to the last entry.
- *Number of Metered Connection (Domestic House Connections)*, move mouse pointer to column D. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Unmetered Connection (Domestic House Connections)*, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Consumption, cu.m/day (Domestic House Connections)*, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

- **Number of Metered Connection (Domestic Public Faucet)**, move mouse pointer to column G. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Unmetered Connection (Domestic Public Faucet)**, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Consumption, cu.m/day (Domestic Public Faucet)**, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Metered Connection (Institutional Consumers)**, move mouse pointer to column J. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Unmetered Connection (Institutional Consumer)**, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Consumption, cu.m/day (Institutional Consumer)**, move mouse pointer to column L. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Metered Connection (Commercial Consumers)**, move mouse pointer to column M. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Unmetered Connection (Commercial Consumers)**, move mouse pointer to column N. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Consumption, cu.m/day (Commercial Consumers)**, move mouse pointer to column O. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Metered Connection (Industrial Consumers)**, move mouse pointer to column P. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Number of Unmetered Connection (Industrial Consumers)**, move mouse pointer to column Q. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- **Consumption, cu.m/day (Industrial Consumers)**, move mouse pointer to column R. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

3.2 To update the Level II Water Supply Data
Click the tab **STable 4.1.2 Sht 1**

- Enter **Name of Municipality or City** under column A, starting from row 7.

- Enter *Name of Operating Body* under column B, starting from row 7.
- Enter *Type of Water Source* under column D, starting from row 7.
- Enter *Number of Water Source* under column E, starting from row 7.
- Enter *Discharge of Water Source, cu. m/day*, under column E, starting from row 7.
- Enter *Length of Transmission Line (meter)* under column G, starting from row 7.
- Enter *Number of Reservoir* under column H, starting from row 7.
- Enter *Length of Distribution Line (meter)* under column J, starting from row 7.
- Enter *Name of Public Faucets* under column B, starting from row 7.

Click the tab *STable 4.1.2 Sht 2*

- Copy the first two columns in STable 4.1.2 Sht. 1, starting from 7 up to the last entry.
- *Number of Barangay in Urban Area*, move mouse pointer to column D. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Barangay in Rural Area*, move mouse pointer to column E. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Household in Urban Area*, move mouse pointer to column G. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Household in Rural Area*, move mouse pointer to column H. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Population in Urban Area*, move mouse pointer to column J. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Number of Population in Rural Area*, move mouse pointer to column K. Starting from row 6, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab *STable 4.1.2 Sht 3*

- Copy the first two columns in STable 4.1.2 Sht. 2, starting from 7 up to the last entry.
Delete the row with the municipal total.
- *Number of Water Supply in Hours/Day*, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Frequency of Dirty Water*, move mouse pointer to column D. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

- ***Taste or Smell of Water*** , move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Power Failure per Month***, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Pump Breakdown per Month***, move mouse pointer to column G. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Pipe Burst per Month***, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Others Water Supply Interruption per Month***, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Supply Water Pressure (Adequate)***, move mouse pointer to column J. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Supply Water Pressure (Inadequate)***, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab ***S*Table 4.1.2 Sht 4**

- Copy the first two columns in STable 4.1.2 Sht. 3, starting from 7 up to the last entry.
- ***Number of Technical Staff***, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Administrative Staff***, move mouse pointer to column D. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Collector Staff***, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Repair Work***, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- ***Number of Technical Staff***, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab ***S*Table 4.1.2 Sht 5**

- Copy the first two columns in STable 4.1.2 Sht. 4, starting from 7 up to the last entry.

- *Amount of Annual Expenditures*, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Expenditures for Annual Wages*, move mouse pointer to column D. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Expenditures for Fuel and Chemicals*, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Expenditures for Transport*, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Expenditures for Repair*, move mouse pointer to column G. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Expenditures for Loan Repayment*, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Other Expenditures*, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Annual Consumer Payment*, move mouse pointer to column J. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Cost per Pail*, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Cost per Cubic Meter*, move mouse pointer to column L. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Cost per Household*, move mouse pointer to column M. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Other Tariff*, move mouse pointer to column N. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Average Collection Efficiency (%)*, move mouse pointer to column O. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

Click the tab *S*Table 4.1.2 Sht 6

- Copy the first two columns in *S*Table 4.1.2 Sht. 5, starting from 7 up to the last entry.
- *Number of Annual Billing*, move mouse pointer to column C. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

- *Amount of Billing for Public Faucet Consumers*, move mouse pointer to column D. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Billing for House Connection Consumers*, move mouse pointer to column E. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount from Expected Subsidies*, move mouse pointer to column F. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount from Others*, move mouse pointer to column G. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Amount of Annual Income*, move mouse pointer to column H. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Payment by Public Faucet Consumers*, move mouse pointer to column I. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Payment by House Connection*, move mouse pointer to column J. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.
- *Revenue from Subsidies*, move mouse pointer to column K. Starting from row 7, in reference to column B (Name of Operating Body), select the data you would like to update and type the new value.

3.1 To update the Level I Facility Data,
click the tab of *Level I (P.5.1)* sheet.

Public Facility:

- *Deep Well*: move mouse pointer to column F. Starting at the row below the column description, in reference to column B (Name of Municipality)/column C (Area)/ column E (Operating Condition), select the data you would like to update and type the new value.
- *Shallow Well*: move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- *Covered/Improved Dug Well*: move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- *Developed Spring*: move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- *Open Dug Well*: move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Undeveloped Spring:** move mouse pointer to column K. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rain Water Collector:** move mouse pointer to column L. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

Private Facility:

- **Deep Well:** move mouse pointer to column N. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Shallow Well:** move mouse pointer to column O. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Covered/Improved Dug Well:** move mouse pointer to column P. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Open Dug Well:** move mouse pointer to column Q. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Rain Collector:** move mouse pointer to column R. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

8.5. Updating Environmental Sanitation Data base

1. Click the **File** menu, select **Open**.

Short-cut: Click the **Open** button.

2. From the **Open Dialog Box**. Select the *Sanitation.xls* filename.

3.1 To update the **Household Toilet Data**,
click the tab of *Household Toilet (P.6.1)* sheet.

- **Number of Urban Households Using Water Sealed Flush Toilet:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Rural Households Using Water Sealed Flush Toilet:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Urban Households Using Water Sealed Pour Flush Toilet:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Rural Households Using Water Sealed Pour Flush Toilet:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Urban Households Using VIP Latrine Toilet:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Number of Rural Households Using VIP Latrine Toilet:** move mouse pointer to column II. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Urban Households Using Unsanitary Toilet:** move mouse pointer to column K. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Rural Households Using Unsanitary Toilet:** move mouse pointer to column L. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Urban Households Without Toilet:** move mouse pointer to column N. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Rural Households Without Toilet:** move mouse pointer to column O. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.2 To Update the School Toilet

click the tab of *School & Student (P.6.2)* sheet

- **Number of Sanitary Toilets in Public School:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Private School:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Public School:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Private School:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

click the tab of *School Toilets (P.6.3)* sheet.

- **Number of Public School:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Private School:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Student in Public School:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Student in Private School:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

3.2 To Update the Public Toilet

For Public Market

click the tab of *Public Toilets (P.6.4.1)* sheet

- **Number of Public Markets:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Public Markets - Male:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Public Markets - Female:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Public Markets - Male:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Public Markets - Female:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

For Jeepney/Bus Terminal Data
click the tab of *Public Toilet (P.6.4.2)*

- **Number of Jeepney/Bus Terminals:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Jeepney/Bus Terminal-Male:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Jeepney/Bus Terminal-Female:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Jeepney/Bus Terminal-Male:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Jeepney/Bus Terminal-Female:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

For Parks/Playground Data
click the tab of *Public Toilet (P.6.4.3)*

- **Number of Parks/Playground:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Parks/Playground-Male:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Sanitary Toilets in Parks/Playground-Female:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Number of Unsanitary Toilets in Parks/Playground-Male:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Unsanitary Toilets in Parks/Playground-Female:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

click the tab of **Drainage Facility (P.6.5)** sheet.

- **Length of Drainage Main:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Length of Open Channel (with concrete and masonry):** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Length of Open Ditches And Unlined Laterals:** move mouse pointer to column E. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Length of Reinforced Concrete Circular Pipes:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Length of Street Gutters:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Length of Outfalls To Rivers From Drainage Mains:** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

click the tab of **Solid Waste (P.6.6)** sheet.

- **Number of Open Dump Trucks:** move mouse pointer to column C. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Closed Type Trucks:** move mouse pointer to column D. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Households Served By Open Dump Site:** move mouse pointer to column F. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Households Served By Sanitary Landfill:** move mouse pointer to column G. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Households by Manner of Disposal (Land or Water):** move mouse pointer to column H. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.
- **Number of Households by Manner of Disposal (Burying):** move mouse pointer to column I. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

- **Number of Households by Manner of Disposal (Composting):** move mouse pointer to column J. Starting at the row below the column description, in reference to column B (name of municipality) select the data you would like to update and type the new value.

8.6. Updating Investment Data Base

1. Click the **F**ile menu, select **O**pen.

Short-cut: Click the **O**pen button.

2. From the **O**pen Dialog Box. Select the *invest.xls* filename.

3.1 To update the **P**ast Investment Data, click the tab of *(P) Past Invest* sheet.

- **Shallow Well:** move mouse pointer to column C. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Deep Well:** move mouse pointer to column D. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Spring Development:** move mouse pointer to column E. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Well Rehabilitation:** move mouse pointer to column F. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Rain Collector:** move mouse pointer to column G. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Level II System:** move mouse pointer to column H. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Level III System:** move mouse pointer to column I. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Sewer System:** move mouse pointer to column J. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Private Latrines:** move mouse pointer to column K. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **School Toilets:** move mouse pointer to column L. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.
- **Public Toilets:** move mouse pointer to column M. Starting at the row below the column description, in reference to column A (name of funding agency) select the data you would like to update and type the new value.

3.2 To update the **P**lanned Future Investment Data click the tab of *(P) Future Invest* sheet.

- **Project Name:** move mouse pointer to column A. Starting at the row below the column description, type the project identification.
- **Type of Project:** move mouse pointer to column B. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Phase of Project:** move mouse pointer to column C. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Project Location:** move mouse pointer to column D. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Implementing Agency:** move mouse pointer to column E. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Start Date of Project:** move mouse pointer to column F. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Completion Date of the Project:** move mouse pointer to column G. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Accomplishment Status (%):** move mouse pointer to column H. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Number of Household Covered by the Project:** move mouse pointer to column I. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Finance Agency:** move mouse pointer to column J. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost of Level I Facility (Thousand of pesos):** move mouse pointer to column K. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost of Level II System (Thousand of pesos):** move mouse pointer to column L. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost of Level III System (Thousand of pesos):** move mouse pointer to column M. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost of Sewer System (Thousand of pesos):** move mouse pointer to column N. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Private Latrine (Thousand of pesos):** move mouse pointer to column O. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost School Toilets (Thousand of pesos):** move mouse pointer to column P. Starting at the row below the column description, in reference to column A (name of project) type the new value.
- **Cost of Public Toilets (Thousand of pesos):** move mouse pointer to column Q. Starting at the row below the column description, in reference to column A (name of project) type the new value.

8.7. Updating Key Parameter Data Base

1. Click the **F**ile menu, select **O**pen.
Short-cut: Click the **O**pen button.
2. From the **O**pen Dialog Box. Select the *Keyparameter.xls* filename.
3. To update the **K**ey Parameter Data,
click the tab of *S*Table 2.6.2 sheet.

Water Supply:

- *Number of Household to be Served by Level I Facility:* move mouse pointer to column H-Row 5. Type the new value.
- *Water Consumption Rate for Level III System:* move mouse pointer to column H-Row 6. Type the new value.

Sanitation:

- *Standard Number of Student to be Served by a Unit of Sanitary Toilet:* move mouse pointer to column H-Row 9. Type the new value.
- *Standard Number of Toilets for Public Facility:* move mouse pointer to column H-Row 10. Type the new value.

Medium-term Plan:

- *Percentage of Population Covered by Urban Water Supply:* move mouse pointer to column H-Row 12. Type the new value.
- *Percentage of Population Covered by Rural Water Supply:* move mouse pointer to column H-Row 13. Type the new value.
- *Percentage of Population Covered by Sanitary Toilet in Urban Area:* move mouse pointer to column H-Row 16. Type the new value.
- *Percentage of Urban Household Covered by Flush Toilet:* move mouse pointer to column H-Row 17. Type the new value.
- *Percentage of Urban Household Covered by Pour Flush Toilet:* move mouse pointer to column H-Row 18. Type the new value.
- *Percentage of Urban Household Covered by VIP Latrine:* move mouse pointer to column H-Row 19. Type the new value.
- *Percentage of Population Covered by Sanitary Toilet in Rural Area:* move mouse pointer to column H-Row 20. Type the new value.
- *Percentage of Rural Household Covered by Flush Toilet:* move mouse pointer to column H-Row 21. Type the new value.
- *Percentage of Rural Household Covered by Pour Flush Toilet:* move mouse pointer to column H-Row 22. Type the new value.
- *Percentage of Rural Household Covered by VIP Latrine:* move mouse pointer to column H-Row 23. Type the new value.
- *Percentage of Public Student Covered by School Toilet:* move mouse pointer to column H-Row 24. Type the new value.
- *Percentage of Public Utility Covered by Public Toilet:* move mouse pointer to column H-Row 25. Type the new value.
- *Percentage of Population Covered by Solid Waste Collection:* move mouse pointer to column H-Row 26. Type the new value.

Long-term Plan:

- **Percentage of Population Covered by Urban Water Supply:** move mouse pointer to column H-Row 28. Type the new value.
- **Percentage of Population Covered by Rural Water Supply:** move mouse pointer to column H-Row 29. Type the new value.
- **Percentage of Population Covered by Sanitary Toilet in Urban Area:** move mouse pointer to column H-Row 32. Type the new value.
- **Percentage of Urban Household Covered by Flush Toilet:** move mouse pointer to column H-Row 33. Type the new value.
- **Percentage of Urban Household Covered by Pour Flush Toilet:** move mouse pointer to column H-Row 34. Type the new value.
- **Percentage of Urban Household Covered by VIP Latrine:** move mouse pointer to column H-Row 35. Type the new value.
- **Percentage of Population Covered by Sanitary Toilet in Urban Area:** move mouse pointer to column H-Row 36. Type the new value.
- **Percentage of Rural Household Covered by Flush Toilet:** move mouse pointer to column H-Row 37. Type the new value.
- **Percentage of Rural Household Covered by Pour Flush Toilet:** move mouse pointer to column H-Row 38. Type the new value.
- **Percentage of Rural Household Covered by VIP Latrine:** move mouse pointer to column H-Row 39. Type the new value.
- **Percentage of Public Student Covered by School Toilet:** move mouse pointer to column H-Row 40. Type the new value.
- **Percentage of Public Utility Covered by Public Toilet:** move mouse pointer to column H-Row 41. Type the new value.
- **Percentage of Population Covered by Urban Sewerage:** move mouse pointer to column H-Row 42. Type the new value.

Rehabilitation:

- **Percentage of Level I Wells for Rehabilitation:** move mouse pointer to column H-Row 43. Type the new value.

Sector Management Cost:

- **Percentage of Feasibility and Detail Design:** move mouse pointer to column H-Row 45. Type the new value.
- **Percentage of Construction Supervision:** move mouse pointer to column H-Row 46. Type the new value.

Community Development and Training Cost:

- **Percentage for Level III System:** move mouse pointer to column H-Row 48. Type the new value.
- **Percentage for Level I Facility and Level II System:** move mouse pointer to column H-Row 49. Type the new value.

Recurrent Cost:

- **Operating Cost for Level III System:** move mouse pointer to column H-Row 50. Type the new value.
- **Cost of Spare Parts/Equipment for Level III System:** move mouse pointer to column H-Row 51. Type the new value.
- **Cost of Spare Parts/Equipment for Level II System:** move mouse pointer to column H-Row 52. Type the new value.
- **Cost of Spare Parts/Equipment for Level I Facility:** move mouse pointer to column H-Row 53. Type the new value.
- **Public School Toilet Maintenance Cost:** move mouse pointer to column H-Row 54. Type the new value.
- **Public Utility Toilet Maintenance Cost:** move mouse pointer to column H-Row 55. Type the new value.

Allocation Factors/Percentages of IRA:

- **Percentage Share from Provincial IRA:** move mouse pointer to column H-Row 57. Type the new value.
- **Percentage Share from Municipal/Barangay IRA:** move mouse pointer to column H-Row 58. Type the new value.

Funding Levels/Percentages for Different Financing Scenarios:

- **1st Scenario:** move mouse pointer to column H-Row 60. Type the new value.
- **2nd Scenario:** move mouse pointer to column H-Row 61. Type the new value.
- **3rd Scenario:** move mouse pointer to column H-Row 62. Type the new value.
- **4th Scenario:** move mouse pointer to column H-Row 63. Type the new value.
- **5th Scenario:** move mouse pointer to column H-Row 64. Type the new value.

click the tab of **Well Source Composition** sheet:

- **Percentage Proportion of Water Source:** move mouse pointer to column D. Starting at the row below the column description, in reference to column A (name of municipality), column B (type of area), column C (type of source) select the data you would like to update and type the new value.
- **Range Depth of Well:** move mouse pointer to column E. Starting at the row below the column description, in reference to column A (name of municipality), column B (type of area), column C (type of source) select the data you would like to update and type the new value.
- **Average Specific Capacity:** move mouse pointer to column F. Starting at the row below the column description, in reference to column A (name of municipality), column B (type of area), column C (type of source) select the data you would like to update and type the new value.

click the tab of **Level I Safe and Unsafe** sheet.

- **Unsafe Percentage:** move mouse pointer to column C. Starting at the row below the column description, in reference to column A (name of municipality) select the data you would like to update and type the new value.

click the tab of *Unit Cost* sheet.

- ***Unit Construction Cost for New Level III System for 5,000 population:*** move mouse pointer to column B-Row 7. Type the new value.
- ***Unit Construction Cost for New Level III System for 10,000 population:*** move mouse pointer to column B-Row 8. Type the new value.
- ***Unit Construction Cost for New Level III System for 15,000 population:*** move mouse pointer to column B-Row 9. Type the new value.
- ***Unit Construction Cost for Level III System Expansion for 5,000 population:*** move mouse pointer to column B-Row 11. Type the new value.
- ***Unit Construction Cost for Level III System Expansion for 10,000 population:*** move mouse pointer to column B-Row 12. Type the new value.
- ***Unit Construction Cost for Level III System Expansion for 15,000 population:*** move mouse pointer to column B-Row 13. Type the new value.
- ***Unit Construction Cost for Level II System:*** move mouse pointer to column B-Row 14. Type the new value.
- ***Unit Construction Cost for Level I Facility (Deep Well - 40 meter depth):*** move mouse pointer to column B-Row 16. Type the new value.
- ***Unit Construction Cost for Level I Facility (Deep Well - 80 meter depth):*** move mouse pointer to column B-Row 17. Type the new value.
- ***Unit Construction Cost for Level I Facility (Deep Well - 120 meter depth):*** move mouse pointer to column B-Row 18. Type the new value.
- ***Unit Construction Cost for Level I Facility (Shallow Well):*** move mouse pointer to column B-Row 19. Type the new value.
- ***Unit Construction Cost for Level I Facility (Shallow Well):*** move mouse pointer to column B-Row 20. Type the new value.
- ***Unit Construction Cost for Rehabilitation of Level I Facility:*** move mouse pointer to column B-Row 21. Type the new value.
- ***Cost for Disinfection of Level I Wells:*** move mouse pointer to column B-Row 22. Type the new value.
- ***Unit Construction Cost for Flush Toilet:*** move mouse pointer to column B-Row 24. Type the new value.
- ***Unit Construction Cost for Pour Flush Toilet:*** move mouse pointer to column B-Row 25. Type the new value.
- ***Unit Construction Cost for VIP Latrine Toilet:*** move mouse pointer to column B-Row 26. Type the new value.
- ***Unit Construction Cost for School Toilet:*** move mouse pointer to column B-Row 27. Type the new value.
- ***Unit Construction Cost for Public Toilet:*** move mouse pointer to column B-Row 28. Type the new value.
- ***Unit Construction Cost for Urban Sewerage:*** move mouse pointer to column B-Row 29. Type the new value.

click the tab of *Annual Investment* sheet.

Urban Water Supply (Level III System):

- **Feasibility Study and Detail Design:** move mouse pointer to Row 5. Starting at Column E (start year of medium-term plan) up to Column I (end of year of medium-term plan) select the data you would like to update and type the new value.
- **Construction and Supervision:** move mouse pointer to Row 6. Starting at Column E (start year of medium-term plan) up to Column I (end of year of medium-term plan) select the data you would like to update and type the new value.
- **Community Development and Training:** move mouse pointer to Row 7. Starting at Column E (start year of medium-term plan) up to Column I (end of year of medium-term plan) select the data you would like to update and type the new value.

Rural Water Supply (Level I Facility):

- **Detail Design:** move mouse pointer to Row 9. Starting at Column E (start year of medium-term plan) up to Column J (end year of medium-term plan) select the data you would like to update and type the new value.
- **Construction and Supervision:** move mouse pointer to Row 10. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Community Development and Training:** move mouse pointer to Row 11. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.

Rural Water Supply (Level II System):

- **Detail Design:** move mouse pointer to Row 13. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Construction and Supervision:** move mouse pointer to Row 14. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Community Development and Training:** move mouse pointer to Row 15. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.

Sanitation:

- **Urban Household Toilet:** move mouse pointer to Row 16. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Rural Household Toilet:** move mouse pointer to Row 17. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Public School Toilet:** move mouse pointer to Row 18. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Public Toilet:** move mouse pointer to Row 19. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.

- **Disinfection of Level I Wells:** move mouse pointer to Row 20. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Detail Design:** move mouse pointer to Row 21. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Construction and Supervision:** move mouse pointer to Row 22. Starting at Column E (start year of medium-term plan) up to Column I (end year of medium-term plan) select the data you would like to update and type the new value.
- **Community Development and Training:** move mouse pointer to Row 23. Starting at Column F (start year of medium-term plan) up to Column J (end year of medium-term plan) select the data you would like to update and type the new value.

click the tab of **Scoring Factor** sheet.

Scoring Factor for Municipal Investment Ranking for Urban Water Supply:

- **Minimum Percentage of Underserved and Unserved Population in Base Year:** move mouse pointer to column B, in reference to column A (score) select the data you would like to update and type the new value.
- **Maximum Percentage of Underserved and Unserved Population in Base Year:** move mouse pointer to column D, in reference to column A (score) select the data you would like to update and type the new value.
- **Weight Allocation Score for Underserved and Unserved Population in Base Year:** move mouse pointer to column B-Row 9. Type the new value.
- **Minimum Percentage of Underserved and Unserved Population in Phase I:** move mouse pointer to column E, in reference to column A (score) select the data you would like to update and type the new value.
- **Maximum Percentage of Underserved and Unserved Population in Phase I:** move mouse pointer to column G, in reference to column A (score) select the data you would like to update and type the new value.
- **Weight allocation Score for Underserved and Unserved Population in Phase I:** move mouse pointer to column E-Row 9. Type the new value.
- **Minimum Percentage of Underserved and Unserved by Level III System in the Base Year:** move mouse pointer to column H, in reference to column A (score) select the data you would like to update and type the new value.
- **Maximum Percentage of Underserved and Unserved by Level III System in the Base Year:** move mouse pointer to column J, in reference to column A (score) select the data you would like to update and type the new value.
- **Weight Allocation Score for Underserved and Unserved by Level III System in the Base Year:** move mouse pointer to column H-Row 9. Type the new value.

Scoring Factor for Municipal Comprehensive Investment Ranking:

- **Minimum Percentage of Rural Water Supply:** move mouse pointer to column E, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.

- *Maximum Percentage of Rural Water Supply:* move mouse pointer to column G, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.
- *Weight Allocation Score for Rural Water Supply:* move mouse pointer to column E-Row 20. Type the new value.
- *Minimum Percentage of Urban Sanitation:* move mouse pointer to column H, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.
- *Maximum Percentage of Urban Sanitation:* move mouse pointer to column J, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.
- *Weight Allocation Score for Urban Sanitation:* move mouse pointer to column H-Row 20. Type the new value.
- *Minimum Percentage of Rural Sanitation:* move mouse pointer to column K, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.
- *Maximum Percentage of Rural Sanitation:* move mouse pointer to column M, in reference to column A (score) at starting at row 15, select the data you would like to update and type the new value.
- *Weight Allocation Score for Rural Sanitation:* move mouse pointer to column K-Row 20. Type the new value.

9. Standard Report Format

The following page describes the standard report format. Please refer to MS-Word Basic Operation in Section 5 for procedure in setting the MS-Word environment.

Specification for Standard Report Format



