ANNEX A

RECOMMENDED REPORTING TEMPLATE: TECHNICAL GUIDE

A. JAPIC CERTIFICATION STATUS

ACTION	REPORTING SAMPLE

Objective: To provide a comprehensive report on the status of JAPIC Certifications. This includes the breakdown of those with certification, pending certification, and unqualified.

Data Parameters:

Reporting Period
e = **JAPIC Issuance Backlog**
a = **Not Qualified** (Number of surrenderers that have undergone JAPIC Certification yet did not meet the criteria for issuance)
b = **Certified (**Number of surrenderers with JAPIC Certification)
c = **Pending** (Number of Surrenderers Awaiting JAPIC Certification)
d = **Total Number of Surrenderers**

Instructions:

1. Calculate the status of JAPIC Certification using the formula below:

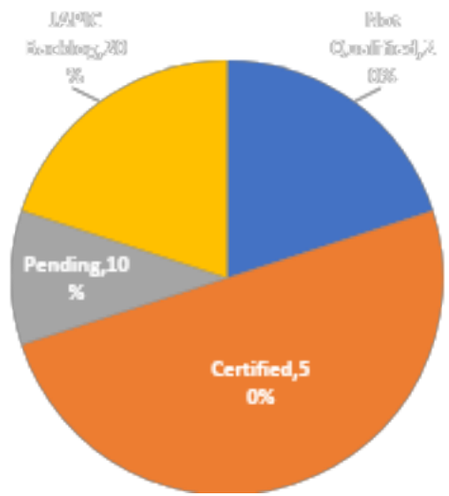
$$e = d - (a + b + c)$$

2. Fill the table provided in Annex C based on the computation.

This table presents the status of JAPIC certification issuance for surrenderers. It tracks the total number of surrenderers, those who have received JAPIC certification, those still awaiting certification, and the remaining backlog.

Reporting Period	Total Number of Surrenderers	Not Qualified	Certified	Pending	JAPIC Backlog
FY 2023 Q3	*100*	*20*	*50*	*10*	*20*

In **FY 2023 Q3**, a total of **100 individuals (d)** surrendered. Of these, **20** were classified as **not qualified (a)**, having undergone **JAPIC certification** but failed to meet the criteria for issuance. Meanwhile, **50 surrenderers (b)** successfully obtained their **JAPIC certification**, confirming their affiliation with recognized groups. However, **10 individuals (c)** remain in the **pending phase**, still awaiting certification. Additionally, there is a **backlog of 20 surrenderers (e)** whose certification process is delayed, possibly due to administrative bottlenecks or incomplete documentation. With only **50% of the surrenderers certified (b)**, the data reflects moderate progress, but the **30% still awaiting certification** (pending and backlog combined) highlights the need for **streamlined processing** and improved coordination to enhance the efficiency of the certification process.



3. Convert the table into a pie chart for easier understanding and appreciation of the data.	

B. DISAGGREGATION OF SURRENDERERS

ACTION	REPORTING SAMPLE

Objective: To classify surrenderers into specific groups, enabling targeted program interventions and accurate reporting of disaggregated data.

Data Parameters:

- **Reporting Period -** Timeframe covered by the report (e.g., monthly, quarterly).
- **NPA** (New People's Army Members)
- **MB** (Militia ng Bayan)
- **Abu Sayaff Group**
- **Maute Group**
- **Dawlah Islamiya**
- **Bangsamoro Islamic Freedom Fighter**
- **Turaife Group**
- **Others** (SPL, UGMO, and other groups that cannot be certified by JAPIC)

Instruction:

1. Fill in the table based on the data it requests per row.

2. Ensure the correctness of the number of FRs and FVEs by cross-checking its sum to the total number of JAPIC certified surrenders in the table in Item I.

Reporting Period	FRs		FVEs					Other
	NPA	MB	Abu Sayyaf Group	Maute Group	Dawlah Islamiya	Bangsamoro Islamic Freedom Fighter	Turaife Group	
FY 2023 Q3	*15*	*15*	*0*	*10*	*0*	*5*	*5*	*10 – SPL* *5 – UGMO* *5 – Not part of any CTG Groups.*

The table presents the disaggregated count of surrenderers who have undergone JAPIC authentication procedure in FY 2023 Q3, categorizing them into Former Rebels (FRs), Former Violent Extremists (FVEs), or others, based on their verified affiliation with insurgent or terrorist groups.

**As you can see, the total number of FRs and FVEs (50) is the same as that of the total number of JAPIC Certified surrenderers in Item I (50). Meanwhile, the number under "Others" is the same as that of the total number of Not Qualified under Item I (20). This table does not account for the JAPIC Backlog, nor those that have undergone JAPIC authentication procedures but are yet to receive their results as they have not been verified nor marked unqualified.*

Among the 50 JAPIC-certified surrenderers in **FY 2023 Q3**, **30 were Former Rebels (FRs), with 15 from the New People's Army (NPA)** and **15 from the Militia ng Bayan (MB)**, while **20 were Former Violent Extremists (FVEs), including 10 from the Maute Group, 5 from the Bangsamoro Islamic**

3. Encoder may add another group of FVE in the table provided that such group is identified by the JAPIC. 4. Under “Others”, add the name of the group across the number of the surrenderers. 5. Convert the table into a pie chart for easier understanding and appreciation of the data.	**Freedom Fighters, and 5 from Turaife Group**. Meanwhile, 20 are categorized as “Others”, representing the number of those that have undergone JAPIC authentication procedures but did not meet the criteria to be verified as an FR or FVE.

C. STATUS OF FIREARMS REMUNERATION

ACTION	REPORTING SAMPLE
Special Note: It needs to be emphasized that firearms can only be compensated if the surfacing individual is officially enrolled in the ECLIP-IS, which entails additional requirements such as the JAPIC and the ECLIP Enrollment Form, among others. **However, such determination does not necessarily render an application to be a delay, unless such request has lapsed the prescribed period of two (2) days processing in the DILG ECLIP-PMO.** However, as an alternative, the report may instead present the number of firearms eligible for remuneration against the total number of surrendered firearms. **Objective:** To provide summary of surrendered firearms under the ECLIP, categorizing them based on JAPIC certification status and eligibility for remuneration. **Data Parameters:** ● **Reporting Period** – Timeframe cover by the report	This table presents a summary of the surrendered firearms for remuneration under ECLIP, categorizing them based on JAPIC Certification status and eligibility for remuneration. In **FY 2023 Q3**, **60 firearms** were surrendered, with **67% eligible for remuneration—30 already compensated, 5 in processing, and 5 awaiting disbursement**. Meanwhile, **17% are pending JAPIC certification**, and **17% are ineligible**. While disbursement is progressing, delays in JAPIC certification and fund release should be addressed to ensure timely compensation.

Reporting Period	Total Firearms Surrendered	Eligible for Remuneration			Pending JAPIC Certification	Not Eligible
		Received Compensation	Processing Compensation	Awaiting Disbursement		
FY 2023 Q3	60	**30**	**5**	**5**	**10**	**10**

● **Total Firearms Surrendered** – The overall count of firearms turned-in by surrenderers. ● **Eligible for Remuneration** (JAPIC Certified) – Number of firearms surrendered by individuals who have completed JAPIC authentication and are officially enrolled in ECLIP-IS. - **Received Compensation** – Firearms for which remuneration has been disbursed. - **Processing Compensation** – Firearms that are enrolled in ECLIP-IS and are currently being processed. - **Awaiting Disbursement** – Firearms eligible for remuneration but are not yet encoded in ECLIP-IS. ● **Pending JAPIC Certification** – Firearms from individuals undergoing JAPIC authentication but not yet certified. ● **Not Eligible**– Firearms from individuals who do not meet (a) JAPIC or (b) DILG-Administered Package of Assistance requirements. **Instructions:** 1. Fill in the table based on the data it requests per row. 2. To ensure the correctness of reported data, the number of eligible firearms is cross-checked with DILG ECLIP's official record of remunerated firearms. Any discrepancies between these figures shall be flagged for further review, helping to identify possible errors, delays, or process inefficiencies.	

3. Convert the table into a pie chart for easier understanding and appreciation of the data.	

ANNEX B

REPORTING TEMPLATE

I. INTRODUCTION

XXXXX

II. SUMMARY REPORT

XXXXX

A. JAPIC CERTIFICATION STATUS

[Short background]

[Description of table]

Reporting Period	Total Number of Surrenderers	Not Qualified	Certified	Pending	JAPIC Backlog
X	*X*	*X*	*X*	*X*	*X*

[Chart]

[Results, analysis, and discussion]

B. DISAGGREGATION OF SURRENDERERS

[Short background]

[Description of table]

Reporting Period	FRs		FVEs					Other
	NPA	MB	Abu Sayyaf Group	Maute Group	Dawlah Islamiya	Bangsamoro Islamic Freedom Fighter	Turaife Group	
X	*X*	*X*	*X*	*X*	*X*	*X*	*X*	*X*

[Chart]

[Results, analysis, and Discussion]

C. STATUS OF FIREARMS REMUNERATION

[Short background]

[Description of table]

Reporting Period	Total Firearms Surrendered	Eligible for Remuneration			Pending JAPIC Certification	Not Eligible
		Received Compensation	Processing Compensation	Awaiting Disbursement		
X	X	X	X	X	X	X

[Chart]

[Results, analysis, and discussion]

III. CONCLUSION