

# WEB-BASED REGULATORY COST MODEL (RCM) CALCULATOR

**USER MANUAL** 

Development Academy of the Philippines April 2022

# **1. HOW TO ACCESS RCM?**

- a. RCM is accessible via web browser. Open Google Chrome or any web browser of your choice and key-in the provided URL (<u>http://rcm.dap.edu.ph</u>).
- b. The "Welcome" page will be displayed which contains links for you to either create a new profile or log-in to an existing profile. The link to the RCM Calculator Guidance Note can also be found here to provide you with the detailed information on the principal categories of regulatory costs

DAP - RCM		Home	Help ¥
Welcome to the Regulatory Cost Model (RC DAP, the RCM Calculator is a tool that fac Calculator employs activity based costing m government agencies in identifying areas wi	M) Calculator of the Development Academy ilitates the estimation of compliance costs ethodology and breaks down the cost of reg here undue regulatory burden can be dimin	of the Philippines (DAI s of existing and prop gulation into a range of ished.	P). Developed by the Modernizing Government Regulations Program of the osed regulations on businesses, organizations, and individuals. The RCM manageable components that can be measured. The RCM Calculator helps
The RCM calculator can be used to:	Calculate costs and benefits of proposed regulatory and non- regulatory actions (b and in the model) result for assessment the second secon		
Click here to view the RCM Calculator Guida	nce Note.		
Click here to create a profile.			
Already have a profile? Log-in to start using	the calculator and/or modify existing proces	sses.	
Note: The DAP-RCM ca	Iculator can be best viewed using Google Chrome. Safari	and Mozilla Firefox are also su	pported but the latest versions are required for better viewing.

Please note that RCM is best viewed when using Google Chrome. Mozilla Firefox and Safari are also supported but users are advised to use the latest versions of these browsers for optimal viewing.

# 2. CREATE AN ACCOUNT

a. From the lower-left corner of the RCM Welcome page, a link is provided for users to create an account/profile.



b. Users will be redirected to the Sign-up page where they will be required to keyin personal information. Populate the entry fields. Tick the box to agree with the "Privacy Policy" of the RCM Calculator. Then, click "Submit".

Sign Up		
The DAP fully recognizes the value of your accomplishing this form, you acknowledge and that may differ from your current or home juris	personal information, particularly as it may include sensitive personal information su lagree that your information may be transferred to and processed in the Philippines foll dictions.	uch as your gender, government-issued IDs, etc. Upon owing legal and regulatory standards for data protection
Username *		
Password *		
Re-type Password *		
Security Question *	Please select security question	*
Security Answer *		
Government Agency *	Please select government agency	+
Department *		
Position*		
Given Name *		
Middle Name *		
Family Name *		
Contact Number *		
Email Address *		
Office Address *		
		11
dkg8f		
I agree to the Privacy Policy. * Click here f	or more details.	
Fields with asterisk ( * ) are required.		
	Submit Reset	

c. After successfully populating the Sign-Up page, users will be redirected to another page to populate details about the regulation to be evaluated. Users can now work on the estimation of the cost of the regulation for evaluation or visit other pages of the RCM Calculator.

# **3. UPDATE AN ACCOUNT**

 Users will be required to log in when updating their accounts. From the lowerleft corner of the Welcome page, users can click log-in to be routed to the Login page.

Already have a profile? Log-in to start using the calculator and/or modify existing processes.

b. Provide the correct username and password when prompted.

DA	کمهو P-RCM User Login
Username	
Password	
	Login
Forgot password ?	
Return to home page	

c. Users will be redirected to the "List of Regulations for Evaluation Page." The calculator also allows the user to create a copy of the regulation by clicking on "Copy Regulation". On the upper right corner, click "Account" > "RCM User Profile" to update the account.

DAP -	RCM	File 🔻	Help 🔻	search here and press ente	Account -
		The second se			
List of Regulatio	ns for Evaluation				Add New Regulation
Government Agency :					
Seq. No.	Regulations for Evaluations	tion		Ac	tions
1	Submission of Self Mo	nitoring Reports (SMR)		Edit C Identify Compar Copy R Delete F	verview / Options e Options egulation legulation
1 Rows 1 - 1 Total F	Record/s Found : 1				

d. The "Update Profile" page will be loaded. Make the necessary changes, and then click the "Submit" button to save changes. Please note that the actual name of the user, government agency, and other details are deliberately hidden for privacy reasons.

ne war fully recognizes the value ( accomplishing this form, you acknowl hat may differ from your current or h	your personai information, particularly as it may include sensitive personal information such as your gender, government-is ige and agree that your information may be transferred to and processed in the Philippines following legal and regulatory standard me jurisdictions.	sued IDS, etc. s for data prote
Username *		
Password *		
Re-type Password *		
Security Question *	•	
Security Answer *		
Government Agency *	•	
Department *		
Position*		
Given Name *		
Middle Name *		
Family Name *		
Contact Number *		
Email Address *		
Office Address *	*	
cikg8f		
l agree to the terms and condition	* Click here for more details.	
Fields with asterisk ( * ) are required		

## 4. CREATE REGULATION FOR EVALUATION

a. From the "List of Regulation for Evaluation" page, click the button "Add New Regulation." Populate all required fields with an asterisk (\*) and click the Submit button to save changes.

For the current inflation rate, you may click on the link which will redirect you to the BSP website.

Provide Overview of the Perculation for Subjustion	Calculate Cost View Summary	
Provide Overview of the Regulation for Evaluation		
Selected Regulation for Evaluation*	Input regulation	
		4
Status of the Regulation for Evaluation*	Proposed +	
Government Agency		
Legal Basis of the Regulation for Evaluation*	Input legal basis of regulation	
		1
Problem Identification (Optional)	Input text or skip this if you only want to calculate regulatory burden of existing regulations'	
		4
Key Contents of the Regulation for Evaluation*	Input key contents of the regulation	
		1
Objectives of the Regulation for Evaluation* See sample here	Input objectives of the regulation	
		1
Inflation Rate *		
Social Discount Rate	10	
Is the process for new applications and renewals the same ? • Yes	○ No	
Does the number of regulated entities grow at constant rate 2 *	/es. ∩ No	
boos the number of regulated endues grow at constant rate ? • • • •	es one	
Type of Transaction	Select Transaction Type +	
Fields with asterisk ( * ) are required.		
Sut	omit Reset	

b. Users will be redirected to the "Identify Options" page upon successfully populating the required fields in the "Regulation for Evaluation" page. By default, only the "Status Quo" option is added. Users can add more options by clicking the "Add Options" button and copy the initially inputted options by clicking "Copy Option".

	Provide Overview	Calculate Cost	View Summary
Identify Options Identify Options	-		
Selected Regulation for Evaluation	Submission of Self Monitoring R	leports (SMR)	
Status of the Regulation for Evaluation	Proposed		
Key Contents of the Regulation for Evaluation	Establishments within the jurisc Order 99 series of 1966.	liction of the Regulatory Office are red	quired to submit monthly SMR to establish their compliance with the Executive
Objectives of the Regulation for Evaluation	Lower the total cost of regulatic	on by half within three years.	
Option Number Optio	n		Action
Opsion 1 Statu	s Quo		Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Denefits View Option Summary agent Copy Option
Option 2 Quar	terly Submission of SMR		Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SEC Calculate DFC Calculate Denefits View Option Summary seven Copy Option Edit Option Delete Option
Option 3 Onlin	e Quarterly Submission of SMR	)ptions	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SEC Calculate Denetits View Option Summary (www Copy Option Edit Option Delete Option
Legend: AB - Administrative Burden AEC - Administration and Enforcement Cost SCC - Substantive Compliance Cost DFC - Direct Financial Cost	Note: Plaza	populate AB_AEC, SCC before generating the	reports.

#### c. Create Process

1. From the "Identify Options" page, click the "Calculate AB and AEC (Activitybased)" link found in the action column to create or view the existing process (if any) that are activity-based.

Please note that there are brief descriptions available when you hover the cursor over the words; to provide you with a brief explanation of what information is needed for a particular field.

2. Populate all required fields marked with an asterisk (\*) and click the "Save Row" button to save changes.

	Provide Overview	Calculate Cost	View Summary		
lentify Options > View Process 'iew Process			_		
Policy Option	Quarterly Submissio	n of Self-Monitoring Reports			
Government Agency					
Projected Days of Approval Delay	2.0 Update Ap	pproval Delay			
Development Stage					See sample
Seq. No. Supplier *	Input *	Process *	Outputs *	Customer *	Action
					Save Row
		Edit Development Stage	]		
Implementation Stage					
Seq. No. Supplier*	Input *	Process *	Outputs *	Customer *	Action
					Save Row
		Edit Implementation Stage			
		Return to Identify Options			
Fields with asterisk ( * ) are required.					
Fields with asterisk ( * ) are required. lentify Options > View Process					

3. The page will transition to view the encoded entries in the SIPOC table. See the sample screenshot with actual data.

		Provide Overview	Calculate Cost	View Summary		
entify Optic ew Proc	ons > View Process					
Policy Opti	ion	Quarterly Submission of S	MR			
Governme	nt Agency					
Projected [	Days of Approval Delay	2.0 Update Approv	al Delay			See san
Sea.	ent Stage					
No.	Supplier *	Input *	Process *	Outputs *	Customer *	Action
1	Government Regulatory Staff	Draft Concept Paper	Evaluation/Approval of Concept Paper	Approved Concept Paper	Regulatory Officer	View Activities Selete
2	Government Regulatory Staff	Draft Public Consultation Plan	Evaluation/Approval of Public Consultation Plan	Approved Public Consultation Plan	Regulatory Officer	View Activities S Delete
3	Government Regulatory Staff	Approved Public Consultation Plan	Public Consultation	Public Consultation Report	Regulatory Officer	View Activities S Delete
4	Government Regulatory Staff	Draft New Regulation	Approval/Publication of Regulation	Published New Regulation	Regulatory Officer	View Activities S Delete
5	Government Regulatory Staff	Draft Implementing Rules and Regulations	Approval/Publication of Implementing Rules and Regulations	Published Implementing Rules and Regulations	Regulatory Officer	View Activities S Delete
Implement	tation Stage		Edit Development Stage			Save Row
Seq. No.	Supplier *	Input *	Process *	Outputs *	Customer *	Action
1	Compliance Staff	Draft SMR	Preparation of Final SMR	Final SMR	Compliance Officer	View Activities Solution
2	Liaison Officer	Final SMR	Submission of Final SMR	Received SMR	Government Receiving Officer	View Activities S Delete
3	Government Receiving Officer	Received SMR	Evaluation of SMR	Evaluated SMR	Government Evaluation Officer	View Activities S Delete
4	Government Evaluation Officer	Evaluated SMR	Filing of SMR	Filed SMR	Government Records Officer	View Activities S Delete
Fields with	nasterisk (*) are required.		Edit Implementation Stage Return to Identify Options			Save Row

#### d. Create Activity

1. From the "View Process" page, click the "Add Activities" link in the action column to create new activities.



Note: The "Add Activities" link will change to "View Activities" once an activity exists in the process.



2. Populate all required fields and click the "Save Row" button to save changes. Other action items can be done here such as: Edit Activities, View Option Summary, and View Cost. See screenshot below.

	Provide Over	view	Calculate Cost	View Cost E	stimates		
Identify Options > View Process > View A View Activities	ctivities	_		_			
Policy Option	Quarterly Submissi	on of SMR					
Government Agency							
Process	Approval/Publicatio	on of Implementi	ng Rules and Regulations (Devel	opment Stage)			
⊧gory	Frequency	Annual Frequency	Supplier	Monthly Rate	Internal/External	Spent Hours	Action
ration and Enforcement Cost (AEC)	Non-Recurring	1.0	Government Regulatory Staff	40000.0	Internal	40.0	View Cost Edit Delete
ration and Enforcement Cost (AEC)	Non-Recurring	1.0	Government Regulatory Staff	40000.0	Internal	8.0	View Cost Edit Delete
tration and Enforcement Cost (AEC) 🗸	Non-recurring 🗸	0	Government Regulatory S	0	Internal 🗸	0	Save Row
4							•
	Return to	View Process	Edit Activities View	v Option Summary (re	port)		
Fields with asterisk ( * ) are required.							
Identify Options > View Process > View A	ctivities						

#### e. View Cost

1. From the "View Activities" page, click "View Cost" link found on the action column to view cost assigned.

			(FT)
Identify Options > View	Process > View Activities > View Cost	Calculate Cost Vie	wsummary
View Cost			
Policy Option	Quarterly Submission of Self-N	donitoring Reports	
Process	Approval/Publication of Impler	menting Rules and Regulations (Development Stage)	
Activity	Approve/Publish IRR		
Cost Category	Administration and Enforceme	ent Cost (AEC)	
Seq. No.	Supplier	Price (Hourly Rate + Benefits) ()	Hours Spent
Internal			
1	Government Regulatory Staff	307.77	8.0
2	Govt Regulatory Officer	455.68	8.0
Internal Total: 6,107.5	8		
Seq. No.	Acquisition	Unit Price	Quantity
1	Publication	20000.0	2.0
Acquisition Total: 40,0	100		
Grand Total: 46,107.5	8		
	Edit Cost Return to View Activities	Return to View Process View Option St	ummary (vejore) Calculate AEC
Identify Options > View	Process > View Activities > View Cost	·	

2. Click 'Edit Cost' to make changes on the cost assigned. Acquisition cost can also be populated on this page, should it be needed. Click the "Submit" button to save changes. The RCM will automatically calculate the cost upon saving. For information on the average salary rates of various private and public sector positions, kindly click on the "i" icon. See screenshot below.

	Provide Overviev	v	Calculate Cost	Viev	v Cost Estimates			
ntify Options > View Process > View Activ	ities > View Cost > Edit Co	ost						
lit Cost								
Policy Option	Quar	terly Submission o	f Self-Monitoring Rep	arts				
Process	Appr	oval/Publication of	Implementing Rules	and Regulations (D	evelopment Stag	e)		
Quantity: Annual Number of Activities								
Annual Frequency Compliance	1.0							
No. of Regulated Entities (Year 0)	1000	0.0						
Average Cost per Activity								
Activity	Appr	ove/Publish IRR ()						
Supplier	Internal / E	xternal *	Basic Salary	Employer Cos	0	Hours Spent * Note: For decimal input, beg Iomma is not allowed.)	jn with zero.	Action
Government Regulatory Staff (Regular)	Internal	•	40,000	14,166.66	[	8.0		Add Edit
Govt Regulatory Officer (Regular)	Internal	٢	60,000	20,200	[	8.0		Add Edit Delete
Acquisition	Acquisition Cost	Quantity	Freq	uency	Remarks		Action	
Publication	20000.0	2.0	Non	recurring			Delete	
dd Row ields with asterisk ( * ) are required.								

### f. Assign Administration and Enforcement Costs (Non-activity based)

For AEC that are not one-off or recurring annually, user can click 'Calculate AEC (Non-activity based)' to assign costs.

Identify Options Identify Options	Provide Overview	Calculate Cost	View Summary	
Selected Regulation for Evaluation	Submission of Self Monitoring	g Reports (SMR)		
Status of the Regulation for Evaluation	Proposed			
Key Contents of the Regulation for Evaluation	Establishments within the juri Order 99 series of 1966.	isdiction of the Regulatory Office are r	equired to submit monthly SMR to establish their compliance with	the Executive
Objectives of the Regulation for Evaluation	Lower the total cost of regula	tion by half within three years.		
Option Number Option	n		Action	
Option 1 Status	s Quo		Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary imperio Copy Option	

Users will be redirected to the page below. On the 'Frequency', select appropriate recurrence of costs.

	Provide Over	vide Overview Calculate Cost		View Summary		
Identify Options > Calculate AEC (Non Calculate Administration a	a activity-based) nd Enforcement Cos	ts (AEC) (	Non activity-based)			
Government Agency		Office of t	he President (OP)			
Selected Regulation	Selected Regulation Submission of Self Monitoring Reports (SMR)					
Policy Option		Status Qu	0			
Inflation Rate (%)		3.0				
AEC Category *	Description *		Frequency *	Unit Cost *	Unit (Quantity) *	Action
Administration Cost	Training		Specified Year/s : 3,6,9	12000.0	5.0	Edit Delete
Administration Cost	Computer		Specified Year/s : 2,4,6,8,10	40000.0	1.0	Edit Delete
Administration Cost	d.		Recurring  Recurring Non-recurring Years Interval Years Interval Years Interval	0	0	Save Row
Identify Options > Calculate AEC (Non	activity-based)	View AEC	5 Years Interval 6 Years Interval 8 Years Interval 9 Years Interval 10 Years Interval 5 Pecify Year/s	/ Options		

## g. Assign Substantive Compliance Costs

From the "Identify Options" page, click "Calculate SCC" link found on the action column to properly assign costs.

Identify Options Identify Options	Provide Overview	Calculate Cost	View Summary			
Selected Regulation for Evaluation	Submission of Self Monitorin	g Reports (SMR)				
Status of the Regulation for Evaluation	Proposed	Proposed				
Key Contents of the Regulation for Evaluation	Establishments within the jur Order 99 series of 1966.	isdiction of the Regulatory Office are r	equired to submit monthly SMR to establish their complian	ce with the Executive		
Objectives of the Regulation for Evaluation	Lower the total cost of regula	tion by half within three years.				
Option Number O	ption		Action			
Option 1 St	atus Quo		Calculate AB and AEC (Activity-bas Calculate AEC (Non activity-based) Calculate SEC Calculate DFC Calculate Benefits View Option Summary event Copy Option	ed)		

Users will be redirected to the page below. On the 'Frequency', select appropriate recurrence of costs.

	Provide Overview	Calculate Cost	View Summary	
Identify Options > Calculate SCC Calculate Substantive Com	npliance Costs (SCC)		_	
Government Agency		Offi	ce of the President (OP)	
Selected Regulation		Sub	mission of Self Monitoring Reports (SM	R)
Policy Option		Stat	tus Quo	
Inflation Rate (%)		3.0		
Does the number of regulated entities	s grow at constant rate ?	Yes		
Growth Rate (%)		5.0		
Number of Regulated Entities (Year 0)	Description 1			
Direct Labor Costs	Description *	Annual (Recurring)		save Row
Direct labor costs are costs of staff	time devoted to complying with reg d. View	Annual (Recurring) One Off (Non-recurring) julation: 2 Years Interval 3 Years Interval 4 Years Interval 5 Years Interval 7 Years Interval 7 Years Interval 9 Years Interval 9 Years Interval 9 Years Interval 9 Years Interval 9 Years Interval 9 Years Interval	ntify Options	
dentify Options > Calculate SCC		10 Years Interval Specify Year/s		

## h. Assign Direct Financial Costs

From the "Identify Options" page, click "Calculate DFC" link found on the action column to properly assign costs.

Identify Options Identify Options	Provide Overview	Calculate Cost	View Summary	
Selected Regulation for Evaluation	Submission of Self Monitorin	g Reports (SMR)		
Status of the Regulation for Evaluation	Proposed			
Key Contents of the Regulation for Evaluation	Establishments within the jur Order 99 series of 1966.	isdiction of the Regulatory Office are r	equired to submit monthly SMR to establish their compliance with	the Executive
Objectives of the Regulation for Evaluation	Lower the total cost of regula	tion by half within three years.		
Option Number Op	tion		Action	
Option 1 Stat	tus Quo		Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SEC Calculate DFC Calculate DFC Calculate Benefits View Option Summary segue Copy Option	

Users will be redirected to the page below. On the 'Frequency', select appropriate recurrence of costs.

	Provide Overview	Calculate Cost	View Summary	
Identify Options > Calculate DFC Calculate Direct Financial Costs ([	DFC)		-	
Government Agency			Office of the President (OP)	
Selected Regulation			Submission of Self Monitoring Reports (SMR)	
Policy Option			Status Quo	
Does the number of regulated entities grow at c	onstant rate ?		Yes	
Growth Rate (%)			5.0	
Number of Regulated Entities (Year 0)				
DFC Description	Frequency	Amo	punt	Action
Filing Fee	Annual (Recurring)	500	0	Edit Delete
Fields with asterisk ( * ) are required.	Recurring Recurring 2 Years Interval 3 Years Interval 4 Years Interval 5 Years Interval 7 Years Interval 9 Years Interval 10 Years Interval 10 Years Interval	mmary Return to Iden	tify Options	Save Row

## i. Assign Benefits

From the "Identify Options" page, click "Identify Benefits" link found on the action column to properly assign benefits.

Identify Options Identify Options	Provide Overview	Calculate Cost	View Summary	
Selected Regulation for Evaluation	Submission of Self Monitorin	g Reports (SMR)		
Key Contents of the Regulation for Evaluation	Establishments within the jur Order 99 series of 1966.	isdiction of the Regulatory Office are r	equired to submit monthly SMR to establish their complian	nce with the Executive
Objectives of the Regulation for Evaluation	Lower the total cost of regula	tion by half within three years.		
Option Number Optio	n		Action	
Option 1 Statu	s Quo		Calculate AB and AEC (Activity-base Calculate AEC (Non activity-base Calculate SEC Calculate DEC Calculate Denefits View Option Summary seven Copy Option	sed) j)

Users will be redirected to the page below.

		Provide Overvi	2W	Calculate Cost		View Cost Estimate	s		
Identify Options > Calculate B	enefits								
Calculate Benefits									
Government Agency				Office of the Pre	sident (OP)				
Selected Regulation for Evalua	tion			Submission of Se	elf Monitoring Repo	rts (SMR)			
Policy Option				Status Quo					
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Benefits	(Year 1)	(Year 2)	(Year 3)	(Year 4)	(Year 5)	(Year 6)	(Year 7)	(Year 8)	(Year 9)
4									
			View Benefit Sum	mary Retu	rn to Identify Opti	ons			
dentify Options > Calculate B	enefits								

# **5. GENERATE REPORTS**

#### a. Compare Options

There are several ways to generate this report:

1. "View Summary" in the floating bar



2. "Compare Options" button in the "Identify Options" page



#### b. Option Summary

There are several ways to generate this report:

1. "View Option Summary" in the "Identify Options" page

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate SCC Calculate Benefits View Option Summary aware Copy Option
Option 2	Quarterly Submission of SMR	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate SCC Calculate Benefits View Option Summary even Copy Option Edit Option Delete Option
Option 3	Online Quarterly Submission of SMR	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate BERC Calculate BERC View Option Summary www Copy Option Edit Option Delete Option

2. "View Option Summary" in the "View Activities" page

Return to View Process	Edit Activities	View Option Summary (report)	
	l		۰.