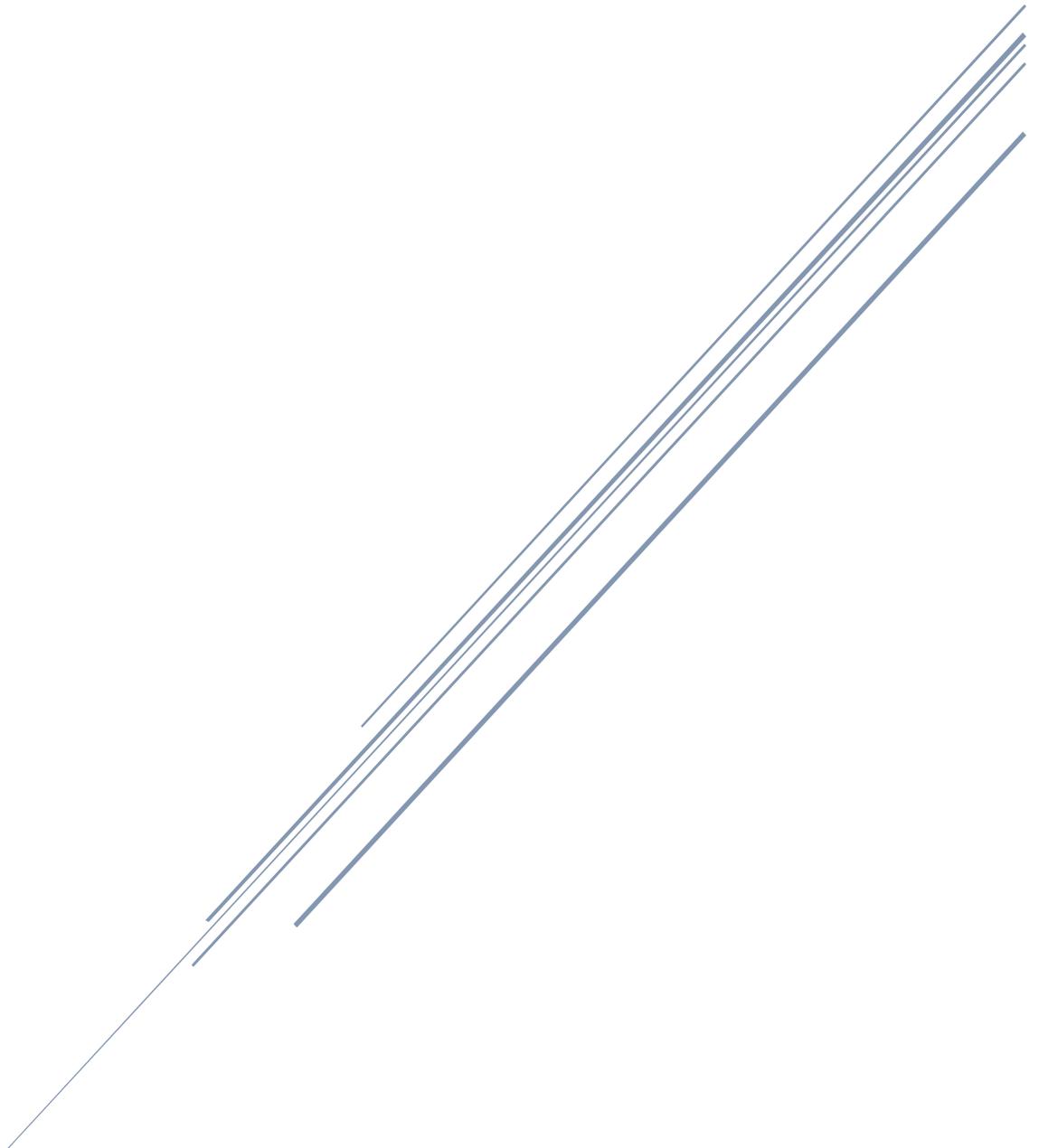




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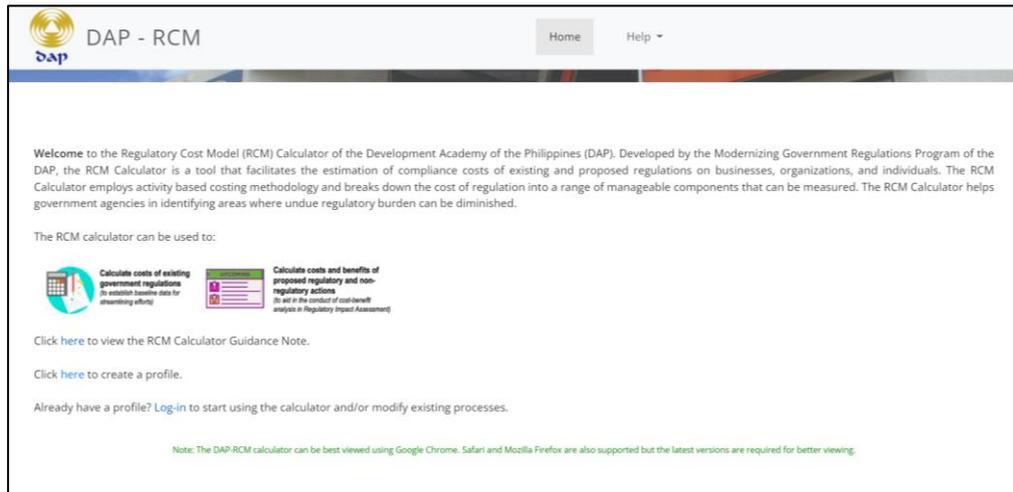
WEB-BASED REGULATORY COST MODEL (RCM) CALCULATOR

USER MANUAL



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 (<http://rcm.dap.edu.ph>).
- 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



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.

Click [here](#) to create a profile.

- b. Users will be redirected to the Sign-up page where they will be required to key-in 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 personal information, particularly as it may include sensitive personal information such as your gender, government-issued IDs, etc. Upon accomplishing this form, you acknowledge and agree that your information may be transferred to and processed in the Philippines following legal and regulatory standards for data protection that may differ from your current or home jurisdictions.

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 *



I agree to the Privacy Policy. * [Click here](#) for more details.

Fields with asterisk (*) are required.

- 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

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

- 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.

Seq. No.	Regulations for Evaluation	Actions
1	Submission of Self Monitoring Reports (SMR)	Edit Overview Identify Options Compare Options Copy Regulation Delete Regulation

- 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.

Update Profile

The DAP fully recognizes the value of your personal information, particularly as it may include sensitive personal information such as your gender, government-issued IDs, etc. Upon accomplishing this form, you acknowledge and agree that your information may be transferred to and processed in the Philippines following legal and regulatory standards for data protection that may differ from your current or home jurisdictions.

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 *



I agree to the terms and conditions. * [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  Calculate Cost  View Summary

Provide Overview of the Regulation for Evaluation

Selected Regulation for Evaluation*	<input type="text" value="Input regulation"/>
Status of the Regulation for Evaluation*	<input type="text" value="Proposed"/>
Government Agency	
Legal Basis of the Regulation for Evaluation*	<input type="text" value="Input legal basis of regulation"/>
Problem Identification (Optional)	<input type="text" value="Input text or skip this if you only want to calculate regulatory burden of existing regulations"/>
Key Contents of the Regulation for Evaluation*	<input type="text" value="Input key contents of the regulation"/>
Objectives of the Regulation for Evaluation* See sample here	<input type="text" value="Input objectives of the regulation"/>
Inflation Rate *	<input type="text"/>
Social Discount Rate	10
Is the process for new applications and renewals the same ?	<input type="radio"/> Yes <input type="radio"/> No
Does the number of regulated entities grow at constant rate ? *	<input type="radio"/> Yes <input type="radio"/> No
Type of Transaction	<input type="text" value="Select Transaction Type"/>

Fields with asterisk (*) are required.

- 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 Reports (SMR)
Status of the Regulation for Evaluation	Proposed
Key Contents of the Regulation for Evaluation	Establishments within the jurisdiction of the Regulatory Office are required to submit monthly SMR to establish their compliance with the Executive Order 99 series of 1966.
Objectives of the Regulation for Evaluation	Lower the total cost of regulation by half within three years.

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary <small>report</small> Copy Option
Option 2	Quarterly Submission of SMR	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary <small>report</small> 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 DFC Calculate Benefits View Option Summary <small>report</small> Copy Option Edit Option Delete Option

Add Options
Compare Options report

Note: Please populate AB, AEC, SCC before generating the reports.

Legend:
 AB – Administrative Burden
 AEC – Administration and Enforcement Cost
 SCC – Substantive Compliance Cost
 DFC – Direct Financial Cost

c. Create Process

1. From the "Identify Options" page, click the "Calculate AB and AEC (Activity-based)" 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

Identify Options > View Process

View Process

Policy Option Quarterly Submission of Self-Monitoring Reports

Government Agency

Projected Days of Approval Delay 2.0 [Update Approval Delay](#) [See sample](#)

Development Stage

Seq. No.	Supplier *	Input *	Process *	Outputs *	Customer *	Action
<input type="text"/>	Save Row					

[Edit Development Stage](#)

Implementation Stage

Seq. No.	Supplier *	Input *	Process *	Outputs *	Customer *	Action
<input type="text"/>	Save Row					

[Edit Implementation Stage](#)

[Return to Identify Options](#)

Fields with asterisk (*) are required.

Identify Options > View Process

- 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

Identify Options > View Process

View Process

Policy Option: Quarterly Submission of SMR

Government Agency: _____

Projected Days of Approval Delay: 2.0

[See sample](#)

Development Stage

Seq. 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 Delete
2	Government Regulatory Staff	Draft Public Consultation Plan	Evaluation/Approval of Public Consultation Plan	Approved Public Consultation Plan	Regulatory Officer	View Activities Delete
3	Government Regulatory Staff	Approved Public Consultation Plan	Public Consultation	Public Consultation Report	Regulatory Officer	View Activities Delete
4	Government Regulatory Staff	Draft New Regulation	Approval/Publication of Regulation	Published New Regulation	Regulatory Officer	View Activities 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 Delete

Implementation Stage

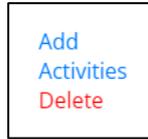
Seq. No.	Supplier *	Input *	Process *	Outputs *	Customer *	Action
1	Compliance Staff	Draft SMR	Preparation of Final SMR	Final SMR	Compliance Officer	View Activities Delete
2	Liaison Officer	Final SMR	Submission of Final SMR	Received SMR	Government Receiving Officer	View Activities Delete
3	Government Receiving Officer	Received SMR	Evaluation of SMR	Evaluated SMR	Government Evaluation Officer	View Activities Delete
4	Government Evaluation Officer	Evaluated SMR	Filing of SMR	Filed SMR	Government Records Officer	View Activities Delete

Fields with asterisk (*) are required.

Identify Options > View Process

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.

Identify Options > View Process > View Activities

View Activities

Policy Option: Quarterly Submission of SMR

Government Agency:

Process: Approval/Publication of Implementing Rules and Regulations (Development Stage)

Category	Frequency	Annual Frequency	Supplier	Monthly Rate (₱)	Internal/External	Spent Hours	Action
Enforcement Cost (AEC)	Non-Recurring	1.0	Government Regulatory Staff	40000.0	Internal	40.0	View Cost Edit Delete
Enforcement Cost (AEC)	Non-Recurring	1.0	Government Regulatory Staff	40000.0	Internal	8.0	View Cost Edit Delete

Enforcement Cost (AEC) | Non-recurring | 0 | Government Regulatory Staff | 0 | Internal | 0 | Save Row

Return to View Process | Edit Activities | View Option Summary reports

Fields with asterisk (*) are required.

Identify Options > View Process > View Activities

e. View Cost

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

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.

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.

The screenshot shows the 'Identify Options' page with three navigation tabs: 'Provide Overview', 'Calculate Cost' (selected), and 'View Summary'. Below the tabs, there are four key-value pairs:

- Selected Regulation for Evaluation: Submission of Self Monitoring Reports (SMR)
- Status of the Regulation for Evaluation: Proposed
- Key Contents of the Regulation for Evaluation: Establishments within the jurisdiction of the Regulatory Office are required to submit monthly SMR to establish their compliance with the Executive Order 99 series of 1966.
- Objectives of the Regulation for Evaluation: Lower the total cost of regulation by half within three years.

Below this is a table with columns 'Option Number', 'Option', and 'Action':

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary <small>reports</small> Copy Option

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

The screenshot shows the 'Calculate Administration and Enforcement Costs (AEC) (Non activity-based)' page. It includes the same navigation tabs as the previous page. Below the tabs, there are four key-value pairs:

- Government Agency: Office of the President (OP)
- Selected Regulation: Submission of Self Monitoring Reports (SMR)
- Policy Option: Status Quo
- Inflation Rate (%): 3.0

Below this is a table with columns 'AEC Category *', 'Description *', 'Frequency *', 'Unit Cost *', 'Unit (Quantity) *', and 'Action':

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

Below the table, there is a form with a dropdown menu for 'Frequency' set to 'Recurring'. A dropdown menu is open, showing options: 'Recurring', 'Non-recurring', '2 Years Interval', '3 Years Interval', '4 Years Interval', '5 Years Interval', '6 Years Interval', '7 Years Interval', '8 Years Interval', '9 Years Interval', '10 Years Interval', and 'Specify Year/s'. There are also input fields for 'Unit Cost' and 'Unit (Quantity)', both set to 0, and a 'Save Row' button.

g. Assign Substantive Compliance Costs

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

Provide Overview **Calculate Cost** View Summary

Identify Options

Selected Regulation for Evaluation: Submission of Self Monitoring Reports (SMR)

Status of the Regulation for Evaluation: Proposed

Key Contents of the Regulation for Evaluation: Establishments within the jurisdiction of the Regulatory Office are required to submit monthly SMR to establish their compliance with the Executive Order 99 series of 1966.

Objectives of the Regulation for Evaluation: Lower the total cost of regulation by half within three years.

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary <small>reports</small> 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 SCC

Calculate Substantive Compliance Costs (SCC)

Government Agency: Office of the President (OP)

Selected Regulation: Submission of Self Monitoring Reports (SMR)

Policy Option: Status Quo

Inflation Rate (%): 3.0

Does the number of regulated entities grow at constant rate?: Yes

Growth Rate (%): 5.0

Number of Regulated Entities (Year 0)

SCC Category *	Description *	Frequency *	Unit Cost *	Unit (Quantity) *	Action
Direct Labor Costs		Annual (Recurring)	0	0	Save Row

Direct labor costs are costs of staff time devoted to complying with regulation.

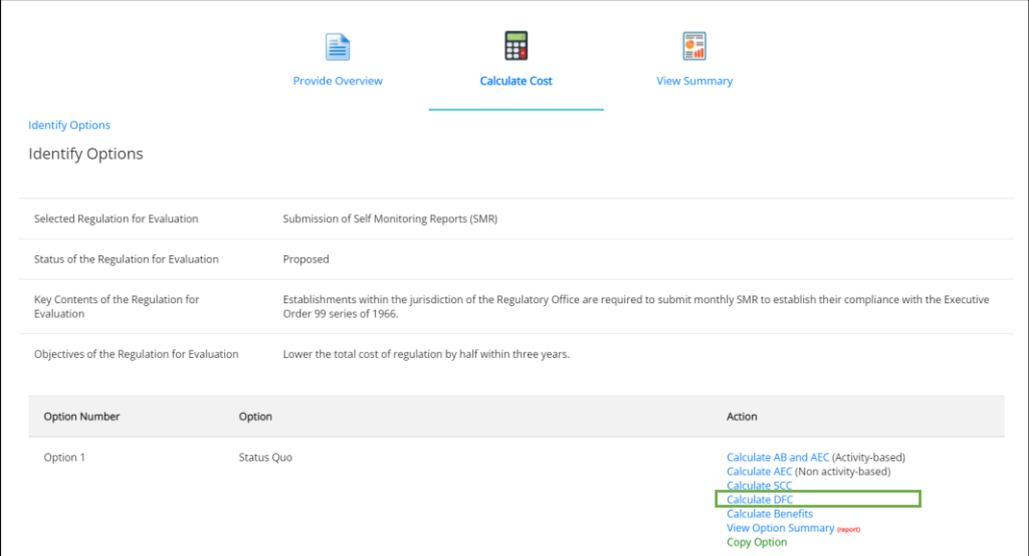
Fields with asterisk (*) are required.

Identify Options

Identify Options > Calculate SCC

h. Assign Direct Financial Costs

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



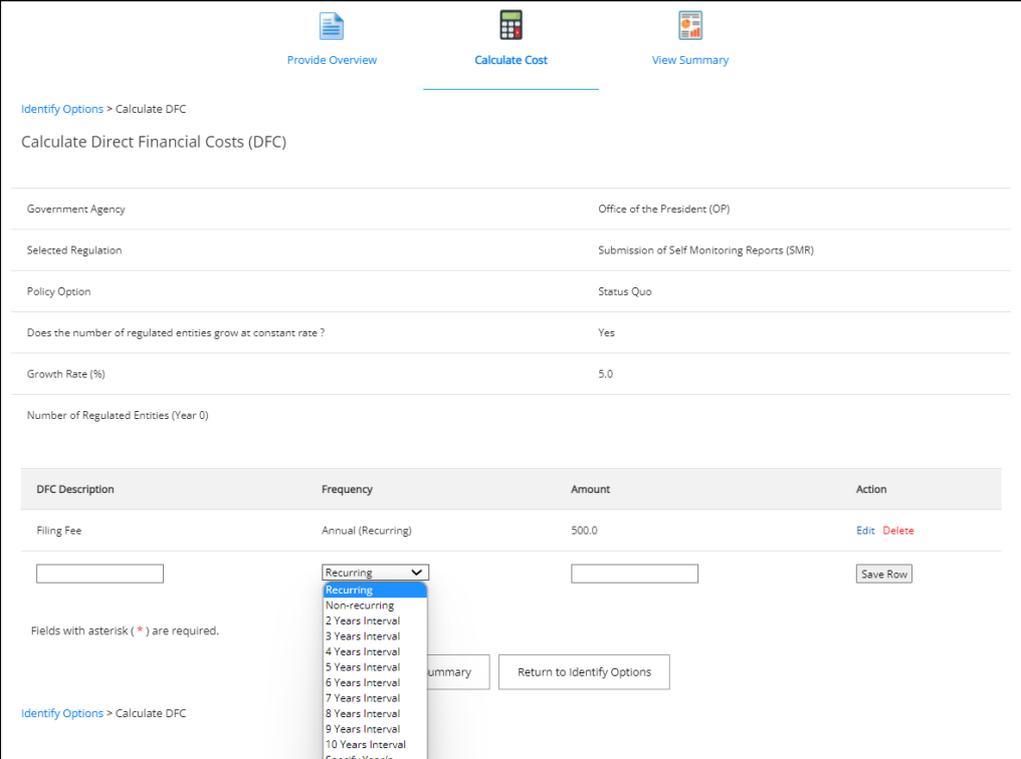
The screenshot shows the 'Identify Options' page with three navigation tabs: 'Provide Overview', 'Calculate Cost' (which is active), and 'View Summary'. Below the tabs, there is a breadcrumb 'Identify Options' and a table with the following data:

Selected Regulation for Evaluation	Submission of Self Monitoring Reports (SMR)
Status of the Regulation for Evaluation	Proposed
Key Contents of the Regulation for Evaluation	Establishments within the jurisdiction of the Regulatory Office are required to submit monthly SMR to establish their compliance with the Executive Order 99 series of 1966.
Objectives of the Regulation for Evaluation	Lower the total cost of regulation by half within three years.

Below the table is a table with columns 'Option Number', 'Option', and 'Action'. The first row is:

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary <small>reports</small> Copy Option

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



The screenshot shows the 'Calculate Direct Financial Costs (DFC)' page. It has navigation tabs 'Provide Overview', 'Calculate Cost' (active), and 'View Summary'. The breadcrumb is 'Identify Options > Calculate DFC'. The page contains a form with the following fields:

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 constant rate?	Yes
Growth Rate (%)	5.0
Number of Regulated Entities (Year 0)	

Below the form is a table with columns 'DFC Description', 'Frequency', 'Amount', and 'Action'. The first row is:

DFC Description	Frequency	Amount	Action
Filing Fee	Annual (Recurring)	500.0	Edit Delete

Below the table, there is a dropdown menu for 'Frequency' with the following options:

- Recurring
- Non-recurring
- 2 Years Interval
- 3 Years Interval
- 4 Years Interval
- 5 Years Interval
- 6 Years Interval
- 7 Years Interval
- 8 Years Interval
- 9 Years Interval
- 10 Years Interval
- Specify Year/s

Other elements on the page include a 'Save Row' button, a 'Return to Identify Options' button, and a note: 'Fields with asterisk (*) are required.'

i. Assign Benefits

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

Provide Overview Calculate Cost View Summary

Identify Options

Identify Options

Selected Regulation for Evaluation Submission of Self Monitoring Reports (SMR)

Status of the Regulation for Evaluation Proposed

Key Contents of the Regulation for Evaluation Establishments within the jurisdiction of the Regulatory Office are required to submit monthly SMR to establish their compliance with the Executive Order 99 series of 1966.

Objectives of the Regulation for Evaluation Lower the total cost of regulation by half within three years.

Option Number	Option	Action
Option 1	Status Quo	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary report Copy Option

Users will be redirected to the page below.

Provide Overview Calculate Cost View Cost Estimates

Identify Options > Calculate Benefits

Calculate Benefits

Government Agency Office of the President (OP)

Selected Regulation for Evaluation Submission of Self Monitoring Reports (SMR)

Policy Option Status Quo

Benefits	Amount (Year 1)	Amount (Year 2)	Amount (Year 3)	Amount (Year 4)	Amount (Year 5)	Amount (Year 6)	Amount (Year 7)	Amount (Year 8)	Amount (Year 9)
<input type="text"/>									

View Benefit Summary Return to Identify Options

Identify Options > Calculate Benefits

5. GENERATE REPORTS

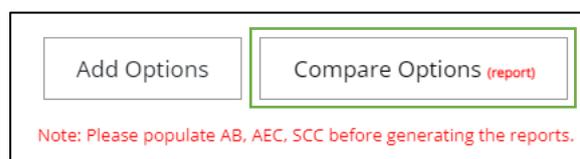
a. Compare Options

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 DFC Calculate Benefits View Option Summary (report) Copy Option
Option 2	Quarterly Submission of SMR	Calculate AB and AEC (Activity-based) Calculate AEC (Non activity-based) Calculate SCC Calculate DFC Calculate Benefits View Option Summary (report) 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 DFC Calculate Benefits View Option Summary (report) Copy Option Edit Option Delete Option

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

