



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
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Name of Division/FOU: **FINANCE AND ADMIN. DIVISION/PERSONNEL SECTION**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Monitoring the Implementation of the Strategic Performance Management System (SPMS)							
QP-R13-FAD-09	Quality Procedure	10.16.17					
OO-QP-R13-FAD-09	Quality Objective	10.16.17					
QME-QP-R13-FAD-09	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-09-01	Process Summary Logsheet	10.16.17					

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Monitoring the Implementation of the Strategic Performance Management System (SPMS)							
DILG Circular No. 2017-10	DILG Circular No. 2017-10						
FM-QP-AS-HRMD-04-01	Office Performance Commitment and Review (SPMS Form 1)						
FM-QP-AS-HRMD-04-02	Division Performance Commitment and Review (SPMS Form 2)						
FM-QP-AS-HRMD-04-03	Individual Performance Commitment and Review (SPMS Form 3)						
FM-QP-AS-HRMD-04-04	SPMS Monthly DPCR Monitoring Form (SPMS Form 4)						
FM-QP-AS-HRMD-04-05	Performance Monitoring and Coaching Journal (SPMS Form 5)						
FM-QP-AS-HRMD-04-06	Coaching Report Form (SPMS Form 6)						
FM-QP-AS-HRMD-04-07	Professional Development Plan (SPMS Form 7)						
FM-QP-AS-HRMD-04-08	Individual Development Plan (SPMS Form 8)						
FM-QP-AS-HRMD-04-09	Summary List of Individual Performance Ratings (SPMS Form 9)						
FM-QP-AS-HRMD-04-10	Critical Incident Journal Form (SPMS Form 10)						
FM-QP-AS-HRMD-04-11	SPMS Monitoring Matrix (SPMS Form 11)						
FM-QP-AS-HRMD-04-12	Status of Submission (SPMS Form 12)						
FM-QP-AS-HRMD-04-13	Consolidated P/IDPs (SPMS Form 13)						
FM-QP-AS-HRMD-04-14	Individual Development Plan for Division Chiefs and Executive/Managerial Position in the 2nd Level						
CSC MC No. 6, s. 2012	CSC MC No. 6, s. 2012						

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