



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph


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FM-SP-R13-01A-01		
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Name of Division/FOU: Office of the Regional Director

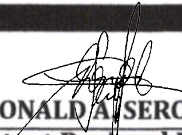
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Locally-Funded Projects Implementation Monitoring and Evaluation (Infrastructure Projects)							
QP-R13-ORD-38	Quality Procedure	10.16.17	11.26.18	01.03.19			
QO-QP-R13-ORD-38	Quality Objective	10.16.17	01.03.19				
QME-QP-R13-ORD-38	Quality Monitoring and Evaluation	10.16.17	01.03.19				
FM-QP-R13-ORD-38-01B	Process Summary Logsheets	10.16.17	01.03.19				
FM-QP-R13-ORD-38-01C	Process Summary Logsheets	01.03.19					
FM-QP-R13-ORD-38-02A	Final Inspection Report A	10.16.17					
FM-QP-R13-ORD-38-02B	Final Inspection Report B	10.16.17					

Prepared By


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Regional Document Controller

Noted By


DONALD A. SERONAY
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Regional QMR




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Name of Division/FOU: Office of the Regional Director

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE		DOCUMENT TITLE	REVISION					
			00	01	02	03	04	05
Locally-Funded Projects Implementation Monitoring and Evaluation (Infrastructure Projects)								
	Program Implementation Guidelines	Program Implementation Guidelines						
		Notice of Advice to Debit Account						
		Annex D / Fund Receipt						
		Annex E/ MLGU Certification						
		Annex F / Project Implementation Schedule						
		Project Completion Report						

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QUALITY PROCEDURE (QP)

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PROCEDURE TITLE	LOCALLY-FUNDED PROJECTS MONITORING		
SCOPE	This process provide details on locally-funded projects monitoring, from the transmission of communication of fund release to the monitoring of project implementation with report reflecting the findings and recommendations for the implementing units' action.		
PURPOSE	To provide DILG R13 management and DILG Central Office updated report on locally funded projects.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Bureau of the Treasury Notice of Advice to Debit Account Issued (NADAI)		Locally-funded projects monitoring	Project inspection and completion report LGU
DESCRIPTIVE STATEMENT: The process covers the monitoring of all locally-funded projects to ensure the timely and quality assurance of on-going and completed projects.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	RPDMU	Locally-funded projects monitoring	<ul style="list-style-type: none"> • Transmission of Notice of Advice to Debit Account (NADAI) to local Government Units on the fund release of locally-funded projects. • Monitoring of submission of documentary requirements by the beneficiary LGUs such as: Confirmation of fund transfer (Annex D), Notarized Certification of Compliance to Projects Implementation (Annex E), Project Implementation Schedule (Annex F) based on the program guidelines. 	<ul style="list-style-type: none"> • NADAI • Annex D • Annex E • Annex F



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**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none">• Conduct of project inspection and punchlisting to check on the following:<ul style="list-style-type: none">-actual physical accomplishment of the project-actual scope of works of the project implemented-quality of projects implemented, with aide memoire provided to LGUs immediately after the inspection.• Conduct of final inspection for completed locally-funded project with Project Completion Inspection Report stating: project information, works done during the site visit, findings and recommendations.	<ul style="list-style-type: none">• Report on Fund Utilization and Status of Program/Project Implementation• Program Implementation Guidelines• DED, POW• Aide Memoire• Project Completion Inspection Report
2	Process Owner	Retain all Records	<ul style="list-style-type: none">• Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.	<ul style="list-style-type: none">• Retained Documented Information• Master List of Records

LEGAL REFERENCES:

- Memorandum Circular from DILG Central Office

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Process Owner	Deputy QMR	Regional QMR	Top Management



DILG REGION XIII (CARAGA)
**QUALITY
 OBJECTIVE (QO)**

Document Code		
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DIVISION/FOU	OFFICE OF THE REGIONAL DIRECTOR
QUALITY PROCEDURE TITLE	LOCALLY-FUNDED PROJECTS MONITORING


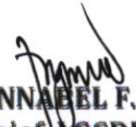
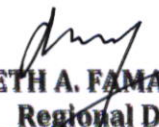
Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Monitoring and evaluation of locally- funded projects provided to Local Government Units.	To ensure transmission of Notice of Advice to Debit Account Issued (NADAI) to Local Government Units.	100%	Total number of NADAI transmitted to LGUs/ total number of NADAI received from the Bureau of the Treasury.	Quarterly	RPDMU Engineer	Summary Logsheet NADAI
	To ensure submission of documentary requirements by the beneficiary LGUs such as: Annex D, Annex E, and Annex F.	80%	Total number of documentary requirements received / total number of LGUs released with fund.	Quarterly	RPDMU Engineer	Annexes required as per guidelines
	To ensure findings observed during monitoring and recommendation s are communicated to LGU for action.	100%	Total number of Aide Memoire/Total number of on-going projects conducted with inspection.	Quarterly	RPDMU Engineer	Aide Memoire DED and POW



DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	To ensure completed projects are inspected within the year.	80%	Total number of completed projects conducted with final inspection/ Total number of completed project subject for final inspection.	Yearly	RPDMU Engineer	Project Completion Inspection Report

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-QP-R13-ORD-38		
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DIVISON/FOU	OFFICE OF THE REGIONAL DIRECTOR				
PROCEDURE TITLE	LOCALLY-FUNDED PROJECTS MONITORING				
OBJECTIVE STATEMENT	1. To ensure transmission of Notice of Advice to Debit Account Issued (NADAI) to Local Government Units. 2. To ensure submission of documentary requirements by the beneficiary LGUs such as: Annex D, Annex E, and Annex F as per guidelines. 3. To ensure findings observed during monitoring and recommendations are communicated to LGU for action. 4. To ensure completed projects are inspected within the year.				
CURRENT PERIOD					
INDICATORS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Objective 1: To ensure transmission of Notice of Advice to Debit Account Issued (NADAI) to Local Government Units.					
A	Total number of NADAI transmitted to LGUs				
B	Total number of NADAI received from the BTr				
C	Formula: $\frac{A}{B} \times 100$ Target Result: 100%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				
Objective 2: To ensure submission of documentary requirements by the beneficiary LGUs such as: Annex D, Annex E, and Annex F.					
A	Total number of documentary requirements received.				
B	Total number of LGUs released with fund.				
C	Formula: $\frac{A}{B} \times 100$ Target result =80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				
Objective 3: To ensure findings observed during monitoring and recommendations are communicated to LGU for action.					
A	Total number of Aide Memoire				



DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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B	Total number of on-going projects conducted with inspection.					
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Objective 4: To ensure completed projects are inspected within the year.						
A	Total number of completed projects conducted with final inspection					
B	Total number of completed project subject for final inspection.					
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.						

Prepared by:



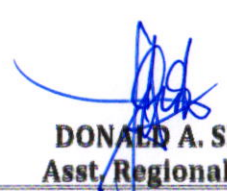
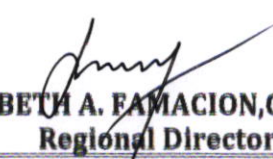
JESREEL B. YANEZ

Process Owner

Noted by:

ANNABEL F. YANGSON

Deputy QMR

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Process Owner	Deputy QMR	Regional QMR	Top Management



DILG REGION XIII (CARAGA)
LOCALLY-FUNDED PROJECTS MONITORING
Process Summary Logsheets

Document Code		
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Frequency of Monitoring: Yearly
Covered Period: One (1) year
Due date of submission: 3rd week of January
Quality Objective 4: To ensure completed projects are inspected within the year

No.	Name of Project	Program	Project Type	Date of Completion	Date of Inspection	Objective Results			Remarks/ Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
TOTAL						0	0	0	
RESULT									

Prepared by:

Noted by:

Process Owner

Deputy QMR

Prepared By		Reviewed By	Approved By
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Process Owner	Deputy QMR	Regional QMR	Top Management



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Frequency of Monitoring:	Quarterly
Covered Period:	One (1) Quarter
Due date of submission:	25th day of the last month of the quarter

Quality Objective 1: To ensure transmission of NADAI to Local Government Units

No.	Name of Project	Program/Year	Project Type	Status					NADAI No.	NADAI Transmitted to LGU	Objective Results			Remarks/Particulars
				Released w/ Fund	Under Prep	Under Procurement	On-going	Completed			Met	Unmet	Remarks, if unmet	
TOTAL														
RESULT														

Quality Objective 2: To ensure submission of documentary requirements by the beneficiary LGUs such as : Annex D, Annex E, Annex F (based on the program guidelines).

No.	Name of Project	Program/Year	Project Type	Status					Annex D	Annex E	Annex F	Objective Results			Remarks/Particulars
				Released w/ Fund	Under Prep	Under Procurement	On-going	Completed				Met	Unmet	Remarks, if unmet	
TOTAL															
RESULT															

Quality Objective 3: To ensure findings observed during monitoring and recommendations are communicated to LGUs for action.





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Noted by:

Process Owner

Deputy QMR

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DILG REGION XIII

**PROJECT COMPLETION INSPECTION
REPORT-A**

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Date:

PROJECT COMPLETION INSPECTION REPORT

Project Name : _____

Project Location : _____

Contact Price (original) : _____

Contract Price (revised) : _____

Duration : _____

Effectivity Date : _____

Expiry Date : _____

Revised Expiry Date : _____

Actual Date of Completion : _____

Contractor : _____

Implementing Office : _____

Date of Inspection : _____

Inspectorate Team : _____

Findings :

Recommendations :

Prepared	
	PDMU Engineer
Reviewed	
	Chief, LGCDD/Program manager
Approved	
	Regional Director/ Provincial Director


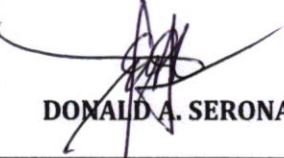
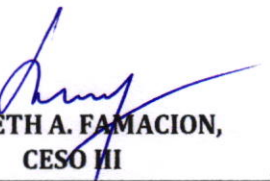
Project Pictures



DILG REGION XIII

PROJECT COMPLETION INSPECTION REPORT-A

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Process Owner	Regional QMR	Top Management



DILG REGION XIII

PROJECT COMPLETION INSPECTION REPORT-B

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Project Name:

Location:

Allocation:

Fund:

Item No.	Description	Contract Cost					LGU Reported Accomplishments	PDMU Evaluated Accomplishments	Remarks
		Unit	Unit Cost	Qty	Cost	Rel. Wt.	%	%	
Total									

Note: a. Quantities of item of works which were already embedded/ submerged during final inspection (eg. pipes, foundations and other similar works), are presumed fully undertaken during the project implementation by the implementing partner.

b. In case of discrepancy between DILG Team report and COA-TAS report, the latter shall prevail.

Prepared by:

Noted by:

Approved by:

PDMU Engineer

LGCCD Chief

Regional Director

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LG00 III		OIC- Asst Regional Director		Regional Director	
Process Owner		Regional QMR		Top Management	

LG00 VI JOCELYN C. JAYOMA

OIC- Chief- LGCCD

Deputy QMR