



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

Document Code		
FM-SP-R13-08-01		
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Name of Division/FOU:

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Document Review and Provision of Comments / Recommendation									
QME-QP-R13-ORD-04	Quality Monitoring and Evaluation	Legal Officer	Steel Cabinet Drawer 1	1	Per Year/Date; Latest on Top	1 year	2 years	3 years	Shredding/Reuse
FM-QP-R13-ORD-04-01	Process Summary Logsheets	Legal Officer	Steel Cabinet Drawer 1	1	Per Year/Date:	1 year	2 years	3 years	Shredding/Reuse

Prepared By:

ATTY. ALLEN M. GASULAS
 ATTY IV
 Process Owner

Reviewed By:

DONALD A. SERONAY
 CAO/Asst. Regional Director
 Regional QMR





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Name of Division/FOU: **Office of Regional Director**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Document Review and Provision of Comments / Recommendation							
QP-R13-ORD-04	Quality Procedure	10.16.17					
QO-QP-R13-ORD-04	Quality Objective	10.16.17					
QME-QP-R13-ORD-04	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-04-01	Process Summary Logsheet	10.16.17					

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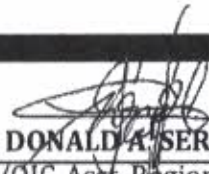
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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Document Review and Provision of Comments / Recommendation							

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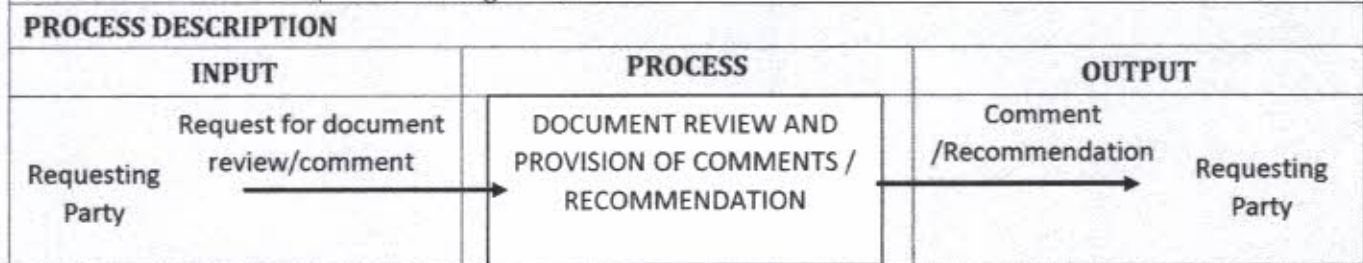


QUALITY PROCEDURE (QP)

Document Code
QP-R13-ORD-04

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PROCEDURE TITLE	Document Review and Provision of Comments / Recommendation
SCOPE	The procedure starts from the receipt request for document review/comment on a department policy, MOA, MOU, and contract from a Department Official, Bureau, Service, Division, or external client up to the release of the approved Comment/Recommendation to the requesting party.
PURPOSE	To clearly define the process of reviewing documents for review/comment and provide appropriate comments/recommendations to guide the concerned Department Official/Bureau/Service/Division or external client in conformity with existing laws, rules and recommendations



DESCRIPTIVE STATEMENT:
The Regional Office receives request for document review, assigns the request to the legal officer who evaluates the request, drafts the comment/recommendation and forwards the draft legal comment/recommendation to the Assistant Regional Director for review and recommendation for approval by the Regional Director. The approved comment/recommendation is released to the requesting party. All generated records are retained in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the request for document review	Stamp "RECEIVED" on the document and write date and time of receipt and affix signature Scan document and encode the details of request in the Communication Tracking System (ComTrackS)	Request for document review with attachment, if any.
2	ORD Secretary	Receive the request	Attach routing slip to the letter request and forward request to Regional Director Record details of the request in Logbook	Routing Slip Logbook
3	Regional Director	Assign the request	Assign the request to the Legal Officer and provide instructions in the routing	Request for document review Routing Slip





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			slip	
4	ORD Secretary	Forward request	Forward request to Legal Officer and record the date and time when delivered	Logbook
5	Legal Officer	Evaluate the request	<p>Determine issue/s based on the submitted request</p> <p>*15 working days - those requests that need research or the references are available within the office</p> <p>*those requests that need FACT-FINDING INVESTIGATION (QP-R13-ORD-09)</p> <p>Draft the comment/recommendation</p> <p>Forward the draft legal opinion to the ARD for review</p>	<p>Request for document review/ Routing Slip</p> <p>Draft comment/recommendation</p>
6	Division Chief/ARD	Initial review of draft comment/recommendation	Conduct initial review of the draft comment/recommendation	Request for document review Routing Slip Draft comment / recommendation
7	Legal Officer	Incorporate correction	<p>Incorporate correction, if any.</p> <p>Forward the draft comment/recommendation on ARD</p>	Request for document review Routing Slip Draft comment / recommendation
8	ARD	Final review of draft comment / recommendation and recommend approval	<p>Conduct final review of the draft comment/recommendation</p> <p>Recommend approval or revision</p> <p>*if for approval, forward</p>	Request for document review Routing Slip Draft legal comment / recommendation





QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			to RD *if for revision, go back to steps 7 and 8	
9	RD	Review and approve comment / recommendation	If the comment / recommendation is acceptable, approve/sign the legal opinion; otherwise, refer back to Steps 7 to 8	Request for document review Routing Slip Comment / Recommendation
10	Legal Officer	Reproduce document	Photocopy approved Comment/ Recommendation and forward to Records Officer for release	Approved Comment / Recommendation
11	Record Officer	Release of Comment/ Recommendation	Stamp "RELEASED" with date and time of release and affix signature on the approved Comment / Recommendation	Approved Comment / Recommendation
12	Legal Officer	Retain Record	Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	R13-SP-02 Masterlist of Records

Prepared By	Reviewed By	Approved By
 ATTY. ALLEN M. GASULAS ATTY IV	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-R13-ORD-04		
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DIVISION/FOU	Office of the Regional Director-Legal
QUALITY PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION

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 review documents and provide comments / recommendation thereon within 15 working days from receipt of document	80%	Total number of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document / Total number of documents reviewed and comments/recommendations provided thereon	Monthly	Legal Officer	<ul style="list-style-type: none"> • Comment or Recommendation • Request for for Review, Comment or Recommendation • Routing Slip • PSL

Prepared By	Reviewed By	Approved By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





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

Document Code		
QME-QP-R13-ORD-04		
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DIVISON/FOU	Office of the Regional Director-Legal												
PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION												
OBJECTIVE STATEMENT	To review documents and provide comments / recommendation thereon within 15 working days from receipt of document												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document													
A	Total number of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document												
B	Total number of documents reviewed and comments/recommendations provided thereon												
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 2:													
A													
B													
C	Formula:	Target Result:											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Objective 3:													
A													
B													





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

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C	Target result												
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	Reviewed By	Approved By
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Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)

Document Review and Provision of Comments / Recommendation Process Summary Logsheets (PSL)

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QUALITY OBJECTIVE: 1) To review documents and provide comments/recommendation thereon within 15 working days from receipt of document

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Control No.	Requesting Party	Date of Request	Date received by RO Records Officer	Date Received by Legal Officer	Date of Comment /Recommendation	Date of Actual Release of Comment / Recommendation	Objective Results			Remarks/ Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Total								0	0	0	
Result											

Prepared By	Noted By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 DONALD A. SERONAY CAO/OIC Asst. Regional Director
Process Owner	Regional QMR

