



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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Name of Division/FOU: Office of the Regional Director

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Preparation of Operational Plan and Budget									
	Operational Plan and Budget Quality Monitoring and Evaluation (QME)	Elenita S. Mandap	Cabinet Name: ORD (Layer 2)	Operational Plan and Budget	By Year (from latest)				
	Operational Plan and Budget Monitoring Logsheet (PML)	Elenita S. Mandap	Cabinet Name: ORD (Layer 2)	Operational Plan and Budget	By Year (from latest)				
	Approved Regional AOPB	Elenita S. Mandap	Cabinet Name: ORD (Layer 2)	Operational Plan and Budget	By Year (from latest)				

Prepared By

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DONALD A. SERONAY
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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Preparation of Operational Plan and Budget							
QP-R13-ORD-07	Quality Procedure	10.16.17					
QO-QP-R13-ORD-07	Quality Objective	10.16.17					
QME-QP-R13-ORD-07	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-07-01	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
Preparation of Operational Plan and Budget							
	Policy Guidelines re: Preparation of Operational Plan and Budget (OPB)						
	AOPB Form No. 2 (Regular PPAs)	Version 00 (10.1.15)					

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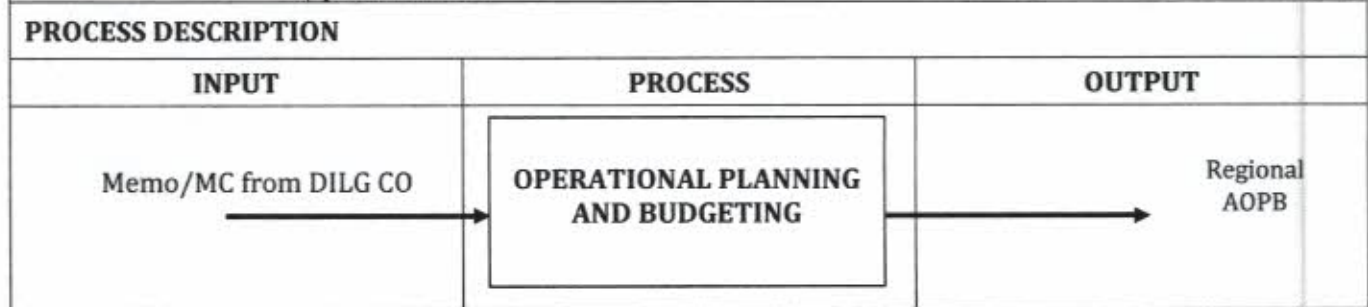
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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	PREPARATION OF OPERATIONAL PLAN AND BUDGET
SCOPE	This process starts from the receipt of instructions from the Regional Director on the preparation of Annual Operations Plan and Budget based on the Memorandum / Policy Guidelines received from the Central Office up to the submission of the approved AOPB to the Planning Service.
PURPOSE	To come up with an Annual Operations Plan and Budget (AOPB) in accordance with set deliverables that will serve as their basis in implementing various activities programmed for the year and as among the references in gauging performance.



DESCRIPTIVE STATEMENT:

The Regional Office crafts its Regional Annual Operations Plan and Budget based on the deliverables and key priorities set by DILG Central Office. This will be the basis for the Divisions, Provincial and City Offices for the crafting of their respective Work Plans.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Receiving Section, ORD/RD	Receive Memo /Memorandum Circular thru email/FAX from DILG CO as per set procedures on incoming communications (QP-R13-FAD-11)		<ul style="list-style-type: none"> Memorandum / Memorandum Circular
2	Planning Officer,	Preparation of draft AOPB	<ul style="list-style-type: none"> Prepare list of targets (LGUs) to be prioritized as targets for a specific project implementation based on previous year's accomplishments Confer with Focal Persons on the priorities of PPA implementation (apart from the deliverables given by PS). Plot the targets for priority PPAs in the AOPB Form 	<ul style="list-style-type: none"> Year End Report Status of Project Implementation (LFPs-Infra)





QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Budget Officer		<p>provided by the Planning Service</p> <ul style="list-style-type: none"> • Provide funding allocation for PPA implementation 	<ul style="list-style-type: none"> • NEP, • GAA
3	Planning Officer, Budget Officer and other MANCOM members (RD, ARD, Provincial Directors, CDs) with PPA Focal Persons	Presentation of the Department deliverables versus Regional Office physical targets	<ul style="list-style-type: none"> • Aligning CO deliverables with the targets of the Regional Office 	<ul style="list-style-type: none"> • CO Deliverables and draft AOPB
4	Provincial/City Offices	Presentation and Integration of Provincial Targets during their respective Team Conferences and Cluster Meetings	<ul style="list-style-type: none"> • Provincial Offices aligns their targets with that of the RO • Confirmation of targets • PDs/CD submit adjusted targets to Planning Officer 	<ul style="list-style-type: none"> •
5	Provincial/ City Offices	Submit confirmed targets to Regional Office thru the Planning Officer	<ul style="list-style-type: none"> • Provincial / City Offices submits their confirmed targets on the prescribed deliverables 	<ul style="list-style-type: none"> • Draft AOPB
6	Planning Officer and Budget Officer	Finalize AOPB (physical targets and funding requirements)	<ul style="list-style-type: none"> • Integrate adjustments on targets (physical) as submitted by PDs/CD/DCs 	<ul style="list-style-type: none"> • Draft AOPB
7	Planning Officer	Submit final AOPB for ARD's review and recommendation to RD	<ul style="list-style-type: none"> • Submit printed copy of signed AOPB (by PO and BO) for ARD's review and recommendation to RD 	<ul style="list-style-type: none"> • Draft AOPB
8	ARD	Review AOPB	<ul style="list-style-type: none"> • Review the submitted AOPB with comments, if any 	<ul style="list-style-type: none"> • Draft AOPB
9	Planning Officer	Submit AOPB to RD for approval/ signature	<ul style="list-style-type: none"> • Submit AOPB to RD for further comments/ corrections, if any. 	<ul style="list-style-type: none"> • Draft AOPB
10	RD	Review/approve the AOPB	<ul style="list-style-type: none"> • RD will review the AOPB • Sign the AOPB 	<ul style="list-style-type: none"> • Final Draft AOPB





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
11	Planning Officer	Submit AOPB to PS	<ul style="list-style-type: none"> Submit AOPB to PS with cover Memo cc Provincial/City Offices 	<ul style="list-style-type: none"> Approved AOPB
12	Planning Officer	Retain all records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control or Retained Documented Information Procedure and Masterlist of Records 	<ul style="list-style-type: none"> Control or Retained Documented Information Procedure (R13-SP-02) Masterlist of Records (FM-SP-R13-02-01)

DEFINITION OF TERMS:

- The Operations Plan and Budget (OPB) contains the activities that are planned to be carried out within a year. Activities indicated have corresponding quarterly physical targets and fund requirements. Said plan is used as bases by offices in implementing various activities and used as reference in gauging performance.

LEGAL REFERENCES:

- Memorandum
- Policy Guidelines

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Process Owner	Regional QMR	Top Management





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DIVISION/FOU	Office of the Regional Director
QUALITY PROCEDURE TITLE	Preparation of Operational Plan and Budget

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)			
Preparation of Operational Plan and Budget	Timely submission of AOPB on the deadline set by the Central Office issuance	100%	Date of submission – date of deadline	Annual	Planning Officer	<ul style="list-style-type: none"> Memorandum from Planning Service
	Accurate AOPB submitted without incidents of requests for lacking or inappropriate data	0	Number of instances of request for revision or additional data	Annual	Planning Officer	

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Process Owner	Regional QMR	Top Management



**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

DIVISON/FOU	Office of the Regional Director	
PROCEDURE TITLE	Preparation of Operational Plan and Budget	
OBJECTIVE STATEMENT	1. Timely submission of AOPB within 15 days upon receipt of Central Office issuance 2. Accurate AOPB submitted without incidents of requests for lacking or inappropriate data	
CURRENT PERIOD		
INDICATORS		
Objective 1: Timely submission of AOPB within 15 days upon receipt of Central Office issuance		
A	Date of submission	
B	Date submitted	
C	Formula: $A - B$	Target Result: ≤ 0
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met	
Objective 2: Accurate AOPB submitted without incidents of requests for lacking or inappropriate data		
A	Number of instances of request for revision or additional data	
B	Zero instances	
C	Formula: $A - B$	Target Result: ≤ 1
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.		

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DILG REGION XIII (Caraga)
**PROCESS SUMMARY
 LOG SHEET**

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OFFICE	Office of the Regional Director
QUALITY PROCEDURE TITLE	Preparation of Operational Plan and Budget
QUALITY OBJECTIVE	Timely submission of the Regional AOPB on the deadline set by DILG CO
FREQUENCY OF MONITORING:	Annually
CURRENT PERIOD:	

No	Period Covered	Deadline set by DILG Central Office	Date submitted to DILG Central Office	Objective Results			Notes
				Met (≥ 0)	Unmet (< 0)	Remarks (Indicate reason if target is unmet)	

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