




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 | | |
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| FM-R13-SP-01A-01 | | |
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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

| DOCUMENT CODE | DOCUMENT TITLE | REVISION | | | | | |
|--|-------------------------------------|----------|----|----|----|----|----|
| | | 00 | 01 | 02 | 03 | 04 | 05 |
| CONTROL OF MAINTAINED INTERNAL DOCUMENTED INFORMATION | | | | | | | |
| R13-SP-01A-01 | System Procedure | 10.16.17 | | | | | |
| FM-R13-SP-01A-01 | Master List of Internal Documents | 10.16.17 | | | | | |
| FM-R13-SP-01A-02 | Document Control Request (DCR) Form | 10.16.17 | | | | | |
| FM-R13-SP-01A-03 | Distribution List | 10.16.17 | | | | | |
| FM-R13-SP-01A-04 | Recall List | 10.16.17 | | | | | |
| FM-R13-SP-01A-05 | DCR Log Sheet | 10.16.17 | | | | | |
| | | | | | | | |

Prepared By

JOB DANIEL B. CASSION
LG00 III
Regional Document Controller

Noted By

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



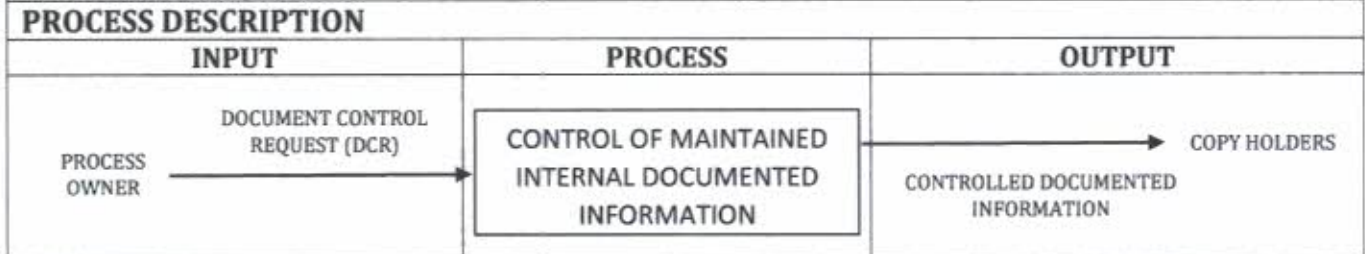


DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

Document Code
R13-SP-01A

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|------------------------|---|
| PROCEDURE TITLE | CONTROL OF MAINTAINED INTERNAL DOCUMENTED INFORMATION |
| SCOPE | This process starts from the identification of the need for creation/revision of document, control and issuance at points of use, up to recall of obsolete or deletion of internal documents. |
| PURPOSE/S | To manage and control the creation, revision, distribution and deletion of internal documents and recall of obsolete copies. |



DESCRIPTIVE STATEMENT:

The process owner submits a duly accomplished Document Control Request Form together with the draft of the document to be changed to the Regional Document Controller who reviews the request and the draft of the document, layouts accordingly and return to process owner for review and approval by the designated signatories. Upon approval, document controller subject the document to control, which includes updating the Master List, stamping of control status, recalling obsolete copies and distributing control copies.

| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|------------------------------------|---|--|--|
| 1 | PROCESS OWNER | Identify the need for document creation/revision/deletion | <ul style="list-style-type: none"> Accomplish the Document Control Request (DCR) Form (Internal Document) and have it signed by authorized signatories. For approved deletion of document, forward the DCR to the Regional Document Controller, and proceed to Step 3. | <ul style="list-style-type: none"> Document Control Request (DCR) Form (FM-R13-SP-01A-02) |
| 2 | PROCESS OWNER | Draft the new Document or proposed revision | <ul style="list-style-type: none"> Draft the Document following the prescribed format and forward to Regional Document Controller (RDC) together with the approved DCR and the e-copy of the Document. | <ul style="list-style-type: none"> DCR Form (FM-R13-SP-01A-02) New Document/Revised Document |
| 3 | REGIONAL DOCUMENT CONTROLLER (RDC) | Record the DCR Control Number and layout the Document | <ul style="list-style-type: none"> Review the DCR and if found okay, assign DCR Control No. and record in the DCR Log Sheet. <p>Note: For reference document (e.g. Policies, Memorandum, manual, brochure), proceed to Step 5.</p> | <ul style="list-style-type: none"> DCR Form(FM-R13-SP-01A-02) DCR Log Sheet(FM-R13-SP-01A-05) Soft copy of the Document Document |





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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|------------------------------------|--|--|--|
| | | | <ul style="list-style-type: none"> ● For deletion, proceed to Step 5 ● For creation or change/revision, review the document and layout in appropriate form indicating the document controls such as: Document Code; Revision Number; Effectivity Date; Authorized Signatories; and other Document Control indicators (Header/Footer). ● Print the Document and forward to the designated signatories. | |
| 4 | DESIGNATED SIGNATORIES | Approve the document | <ul style="list-style-type: none"> ● Review the document and if found okay, sign the document, otherwise, return to RDC for appropriate action. ● Return signed document to RDC. | ● Document |
| 5 | REGIONAL DOCUMENT CONTROLLER (RDC) | Update the Master List of Internal Documents | <ul style="list-style-type: none"> ● Update the corresponding Master List of Internal Document to include the approved changed/created document. ● Sign the updated Master List and secure signature of concerned Deputy QMR or QMR. | ● Master List of Internal Documents (FM-R13-SP-01A-01) |
| 6 | REGIONAL DOCUMENT CONTROLLER (RDC) | Control the master copy of the updated documents | <ul style="list-style-type: none"> ● Stamp "MASTER COPY" at the lower-right corner at the back page of the updated documents and affix initial. ● Note: Reference documents distributed through and by Regional Records Unit or other concerned Office (e.g. Policies, Memorandum, manual, brochure) are not subject to stamping for identification of control status. ● Scan the master copies of the updated documents. ● Distribute the scanned master copies of the updated documents to the Deputy Document Controllers. | ● Master copy |





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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|---|---|--|---|
| 7 | REGIONAL DOCUMENT CONTROLLER (RDC) | Retain the Obsolete Master Copy | <ul style="list-style-type: none"> ● Retrieve the previous (obsolete) master copy of the updated document and stamp "OBSOLETE COPY" on the lower right corner and affix initial. ● Record the obsolete document in the Registry of Obsolete Documents | <ul style="list-style-type: none"> ● Obsolete master copy ● Registry of Obsolete Documents |
| 8 | DEPUTY DOCUMENT CONTROLLER (DDC) | Recall the obsolete controlled copies of the document, if any | <ul style="list-style-type: none"> ● Upon receipt of the scanned master copies of the updated documents, retrieve the previous Distribution List, if any, and prepare the Recall List. ● Tag the scanned obsolete master copy by renaming the file, OBSxxfilename. Where xx stands for the revision no and filename is the default filename as distributed by the RDC. ● Recall the obsolete controlled copies, if any, and record the document retrieval with indicated date of recalling the Recall List. ● Mark the retrieved obsolete controlled copies with page-wide "X" and re-use. | <ul style="list-style-type: none"> ● Recall List (FM-R13-SP-01A-04) ● Obsolete copies |
| 9 | DEPUTY DOCUMENT CONTROLLER (DDC) | Reproduce the document and stamp "Controlled Copy" | <ul style="list-style-type: none"> ● Prepare the Distribution List. ● Reproduce the document based on the distribution list. ● Stamp the reproduced copies "CONTROLLED COPY" and affix initial on the lower right corner, as follows: <ul style="list-style-type: none"> ● For bound documents, on the top sheet, only; ● For non-bound documents, on each page. | <ul style="list-style-type: none"> ● Master copy of approved document ● Controlled copies of the document ● Distribution List (FM-R13-SP-01A-03) |
| 10 | DEPUTY DOCUMENT CONTROLLER (DDC) | Distribute the Document | <ul style="list-style-type: none"> ● Distribute the document based on the Distribution List. ● Record the distribution of the document in the Distribution List. | <ul style="list-style-type: none"> ● Document ● Distribution List (FM-R13-SP-01A-03) |





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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
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| 11 | RDC and DDCs | Retain Records | <ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented Information procedure and the Master List of Records. | <ul style="list-style-type: none"> Control of Retained Documented Information Procedure Master List of Records (FM-R13-SP-02-01) |

DEFINITION OF TERMS:

- Process Owner - The personnel who has the highest number of and/or immense activities/steps in the process, thereby having the ultimate responsibility for the process performance and has the authority and ability to initiate necessary changes in the process.
- Regional and Deputy Document Controller - The designated personnel with the ultimate responsibility to carry-out specified QMS Document controls in the DILG Regional Office XIII.
- Designated Signatories - The initiating, reviewing and approving authorities as defined in the QMS Documentation Responsibility Matrix in the Quality Manual.

| Prepared By | Reviewed By | Approved By |
|--|---|--|
| DON MANUELO O. PATRIMONIO LG00 V | DONALD A. SERONAY Chief Admin Officer/OIC-Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| QMS Secretariat Head | Regional QMR | Top Management |





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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

| DOCUMENT CODE | DOCUMENT TITLE | REVISION | | | | | |
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Prepared By

Regional Document Controller

Noted By

Regional QMR

Prepared By

[Signature]
DON MANUELO O. PATRIMONIO
 LGOO V

QMS Secretariat Head

Reviewed By

[Signature]
DONALD W. SERONAY
 Chief Admin Officer/OIC-Asst. Regional Director

Regional QMR

Approved By

[Signature]
LILIBETHA. FAMACION, CESO III
 Regional Director

Top Management





DILG REGION XIII (CARAGA)
**DOCUMENT CONTROL
 REQUEST (DCR) FORM
 (Internal Document)**

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|--|-----------------------------------|---------------------------------|-----------------------------------|
| DATE OF REQUEST | | | |
| REQUEST FOR Please tick <input checked="" type="checkbox"/> appropriate checkbox. | <input type="checkbox"/> CREATION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION |
| TITLE OF DOCUMENT | | | |
| DOCUMENT CODE | | | |
| PROPOSED CHANGE | | | |
| REVISION NO. | FROM/CURRENT: | TO: | |
| EFFECTIVITY DATE | | | |

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|---|
| REASON FOR THE REQUEST (State Purpose of the New Document or Reason for Change or Deletion) |
| |

Note: For creation (new document), signatories are as identified in the Document Responsibility Matrix. For change and creation, signatories are the same with the signatories in the original document being requested for revision/deletion.

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| Prepared By: | Reviewed By: | Approved By: |
| Name: | Name: | Name: |
| Date: | Date: | Date: |
| Position Title: | Position Title: | Position Title: |
| Date Received by the QMS Secretariat | | DCR Control No. _____ |

| Prepared By | Reviewed By | Approved By |
|---|---|--|
| DON MANDELO O. PATRIMONIO LGOO V | DONALD A. SERONAY Chief Admin Officer/OIC- Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| QMS Secretariat Head | Regional QMR | Top Management |





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DISTRIBUTION LIST FORM

Name of Office:
 Date of Distribution:

| DOCUMENT CODE | DOCUMENT TITLE | REVISION / EDITION | COPY HOLDERS [Indicate Office/Process Owner (PO)] | | | | | |
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Prepared By

Regional Document Controller

Noted By

Deputy QMR

Prepared By

DON MANUELO O. PATRIMONIO
 L800 V
QMS Secretariat Head

Reviewed By

DONALD A. SYRONAY
 Chief Admin Officer/QC-Asst. Regional Director
Regional QMR

Approved By

LILIBETH A. FAMACION, CESO III
 Regional Director
Top Management





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RECALL FORM

| DOCUMENT CODE | DOCUMENT TITLE | REVISION / EDITION | Document RECALLED / WITHDRAWN [Indicate Office/Process Owner (PO)] (Document Controller to sign upon receipt of document from copy holder) | | | | | | | | | | | | | | | | | | |
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Prepared By

Regional Document Controller

Noted By

Deputy QMR

Prepared By

[Signature]
 DON MANUELO O. PATRIMONIO
 LGOUV
 QMS Secretariat Head

Reviewed By

[Signature]
 DONALD A. SERONAY
 Chief Admin Officer/OIC-Asst. Regional Director
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 LILIBETH A. GAMBICION, CESO III
 Regional Director
 Top Management





DILG REGION XIII (CARAGA)
DCR LOG SHEET

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Prepared By

QMS Secretariat

Noted By

Regional Document Controller

Prepared By

DON MANUEL O. PATRIMONIO
IGSO V
QMS Secretariat Head

Reviewed By

DONALD A. SERONAY
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Regional QMR

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LILIBETH A. FAMACION, CESO III
Regional Director
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