

FM-SP-R13-01A-01

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

Prepared By

LGOO II

Document Controller

Noted By

Asst. Regional Director

Regional QMR



QUALITY PROCEDURE (QP)

PROCEDURE TITLE	PROVISION OF CAPACITY DEVELOPMENT ACTIVITIES		
SCOPE	This process covers the receipt of Activity Design by the concerned division, conduct of the capacity development activities, and submission of an Activity Report.		
PURPOSE	To define the standard process in the provision of capacity development activities to equip clients with relevant knowledge in the implementation of PPAs and maximize their potentials.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
SOURCES	Activity Design	Provision of Capacity Development Activities	Activity Report
DESCRIPTIVE STATEMENT:			
DILG is particularly concerned with improving the overall effectiveness of its personnel and other stakeholders in responding to the challenges presented by the nature of their functions. The conduct of capacity development activities is aimed towards professional evolution, generating new skills and capabilities.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional Focal Person (RFP)	Receive issuance / directive	<ul style="list-style-type: none"> Receipt of issuance / directive from the Regional Director 	<ul style="list-style-type: none"> Issuances
2	RFP	Formulate Activity Design	<ul style="list-style-type: none"> Draft Activity Design and prepare other documentary requirements for the conduct of activity 	<ul style="list-style-type: none"> Activity Design
3	Division Chief	Review the design	<ul style="list-style-type: none"> DC reviews the content of the design and fund allocation Route to Budget officer 	<ul style="list-style-type: none"> Activity Design
4	Budget officer	Appropriation of funds	<ul style="list-style-type: none"> Budget officer certifies the availability of funds Route to accounting section 	<ul style="list-style-type: none"> Activity Design
5	Accountant	Certify availability of funds	<ul style="list-style-type: none"> Accountant confirms budgetary requirements Route to ARD 	<ul style="list-style-type: none"> Activity Design
6	ARD	Recommendation of approval	<ul style="list-style-type: none"> ARD reviews the design and recommends the 	<ul style="list-style-type: none"> Activity Design



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> same to RD for approval • Route to RD 	
7	Regional Director	Approval of design	<ul style="list-style-type: none"> • RD approves the activity design • Route to RFP for implementation of the capacity development activity 	<ul style="list-style-type: none"> • Activity Design
8	FAD	Facilitate Purchase Request	<ul style="list-style-type: none"> • Submit purchase request to GSS for their processing 	<ul style="list-style-type: none"> • Approved Activity Design PR
9	RFP / Responsible division	Conduct capacity development activities	<ul style="list-style-type: none"> • Conduct capacity development activities in accordance with the approved activity design 	<ul style="list-style-type: none"> • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form • Office Order
10	RFP	Prepare and submit activity report	<ul style="list-style-type: none"> • Prepare Activity Report based on the activity conducted • Route report to DC 	<ul style="list-style-type: none"> • Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre-Evaluation Form • Post Evaluation Form
11	Division Chief	Recommend approval	<ul style="list-style-type: none"> • DC reviews and recommends for approval • Route to RD for approval of the report 	<ul style="list-style-type: none"> • Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				Appreciation • Pre- Evaluation Form • Post Evaluation Form
12	Regional Director	Approval of the activity report	• RD approves the report	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form
13	RFP / Process owner	Retain records	• Retain records in accordance with the Control of Retained Documented Information Procedure and Master list of Records	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form

Prepared By		Reviewed By	Approved By
 DONNA DIAL D. MADELO LGOO II	 JOCELYN C. JAYOMA LGOO VI / OIC-Chief, LGCDD	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Division Chief/Next Higher Supervisor	Deputy QMR	Regional QMR

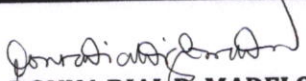


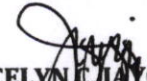
DILG 13- Caraga
Provision of Capacity Development Activities
Process Summary Logsheet and Database

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QUALITY OBJECTIVE: 80% satisfactory rating from the participants
FREQUENCY OF MONITORING: Monthly
CURRENT PERIOD:

No.	Type of Capacity Development Activity	Title of Capacity Development Activity	Date	Attendees	Office	Total Number of received satisfaction rating	Total Number of ratings received	Average Satisfaction Rating

Prepared By

DONNA DIAL B. MADELO
LG00 II
Process Owner

Reviewed by

JOCELYN C. JAYOMA
OIC, Division Chief
Deputy QMR



DILG REGION XIII
ACTIVITY DESIGN

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TITLE :

Prepared by	Reviewed by
Name:	Name:
Position:	Position:
Date:	Date:
Availability of Funds:	
Name: PRIMADONNA M. LINCUNA	Name: ROCHE LYNNE L. CUNANAN
Position: Budget Officer III	Position: Accountant III
Date:	Date:
Fund Source:	

Noted by:	Recommending Approval:
Name: ELENITA S. MANDAP	Name: DONALD A. SERONAY
Position: Planning Officer III	Position: OIC- Asst. Regional Director/ CAD
Date:	Date:

Approved by
Name: LILIBETH A. FAMACION, CESO III
Position: Regional Director
Date:



DILG REGION XIII
ACTIVITY DESIGN

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I. BASIC INFORMATION

Title	
Date	
Venue	
Responsible Person(s) / Division	
Total Budget Requested	

II. RATIONALE

III. OBJECTIVE

IV. METHODOLOGY

V. TARGET PARTICIPANTS

VI. BUDGETARY REQUIREMENTS

Particulars	Details	Amount

VII. FUND SOURCE

Prepared By	Reviewed By	Approved By
 DONNA DIAL D. MADELO LG00 II	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management



DILG REGION XIII
ACTIVITY REPORT

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I. BASIC INFORMATION

Title	
Date	
Venue	
Responsible Person(s)/Division	
Total Budget Requested	

II. RATIONALE

III. OBJECTIVE

IV. METHODOLOGY

V. HIGHLIGHTS

VI. PARTICIPANTS PROFILE

VII. ACTUAL EXPENSES

Particulars	Amount

Prepared By:

Noted By

Approved By

Prepared By	Reviewed By	Approved By
 DONNA DIAL D. MADELO LG00 II	 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)**

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DIVISION/FOU	Local Government Capability and Development Division
QUALITY PROCEDURE TITLE	Provision of Capacity Development Activities

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)			
Provision of Capacity Development Activities	Satisfactory rating from the participants	80%	Total Number of received Satisfaction Rating/ Total number of ratings received $= (A/B) \times 100$	Every after the conduct of activity	Focal Person	• Post Evaluation Form

Prepared By		Reviewed By		Approved By
 DONNA DIAL D. MADELO LG00 II	 JOCELYN C. JAYOMA OIC, Division Chief	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director	
Process Owner	Deputy QMR	Regional QMR	Top Management	



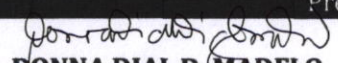

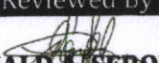



DILG REGION XIII (CARAGA)

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

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DIVISON/FOU	Local Government Capability and Development Division												
PROCEDURE TITLE	Provision of Capacity Development Activities												
OBJECTIVE STATEMENT	Satisfactory rating from the participants												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% satisfactory rating from the participants													
A Total no. of received Satisfaction Rating/ Total number of ratings received													
B Total number of ratings received													
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 Action Report (C AR) duly signed by the DILG-XIII Deputy QMR.													

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