



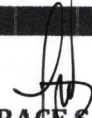
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
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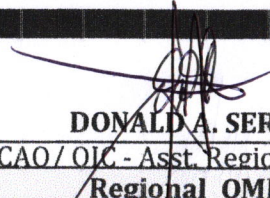
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
DILG PPA IMPLEMENTATION MONITORING AND REPORTING PROCEDURE							
QP-R13-LGMED-20	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-20	Quality Objective	10.16.17					
QME-QP-R13-LGMED-20	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-20-01	Process Summary Logsheets	10.16.17					

Prepared By

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Regional QMR



DILG REGION XIII (CARAGA)
DILG PPA IMPLEMENTATION MONITORING AND REPORTING PROCEDURE
Process Summary Logsheet (PSL)

QUALITY OBJECTIVE: 80% of the monitoring reports submitted to the Central Office within the set deadline

FREQUENCY OF MONITORING: Monthly
COVERED PERIOD:
Due Date of Submission:
Legend:

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No.	Regional Office									Provincial Office			Objective Results			Remarks/Particulars
	Date of Memo Received	PPA	Type of Mandatory Report	Method of Submission (Google drive, email ,hard copy)	Set Deadline	Date Communicated to PO	Report Received		Date Report submitted to CO	Date of Communication Received by PO	Date Communicated to C/MLGOO	Date of Report submitted to RO	Met	Unmet	Remarks, if unmet	
							FOU	Date								
1																
2																
3																
4																
5																
6																
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Prepared By		Reviewed By		Approved By	
	RAY GREGORY F. JARANILLA		DONALD A. SEBONAY		LILIBETH A. FAMACION, CESO III
LG00 VI	Division Chief	CAO / OIC/Asst Regional Director	Regional Director		
Process Owner	Deputy QMR	Regional QMR	Top Management		



QUALITY PROCEDURE (QP)

PROCEDURE TITLE	DILG Programs, Projects and Activities (PPA) Implementation Monitoring and Reporting Procedure		
SCOPE	This procedure starts from the receipt of Memorandum Circular/ Memorandum/ Advisory from DILG Central Office up to the verification and analysis of provincial reports and submission of regional accomplishment report to the Central Office.		
PURPOSE	To provide the higher management with information on the status of implementation of projects on a regular basis as a tool for decision making.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
CO MC/ Memorandum/ Advisory →		<div>DILG PPA Implementation Monitoring and Reporting</div>	→ Accomplishment Reports CO
DESCRIPTIVE STATEMENT: Upon receipt of MC/Memorandum/Advisory from the Central Office, the Regional Office will prepare Memorandum/Advisory to Provincial Office for compliance. The Provincial Offices verify, analyze and consolidate LGU reports and submit it to the Regional Office. Regional Office will consolidate, verify and analyzve provincial reports and submits regional accomplishment/progress reports to Central Office.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
Issuance of memorandum/advisory to the Provincial Offices				
1	Regional Records Officer	Receives and records MC/Memorandum/ Advisory from CO	<ul style="list-style-type: none"> Receives and records MC/Memorandum/ Advisory from CO Forwards communication to ORD ORD Routes the MC/Memorandum/ Advisory to concerned division 	<ul style="list-style-type: none"> MC/ Memorandum /Advisory from CO
2	Division Records Officer	Receives and records routed memorandum/advisory	<ul style="list-style-type: none"> Division Records Officer receives and records MC/Memorandum/ Advisory and forwards to Division Chief Division Chief/ADC reviews and assigns to concerned Regional Focal Person for appropriate action 	<ul style="list-style-type: none"> MC/Memora ndum/Advis ory from CO MC/Memoran dum/Advis ory from RO
3	Regional Focal Person/Division Chief/RD	Prepares and send memorandum/ advisory to POs	<ul style="list-style-type: none"> Regional Focal Person prepares Memorandum/Advisory to POs 	



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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"> Division Chief reviews and counter sign the Memorandum/Advisory and forward to ORD RD/ARD approves/signs the memorandum/advisory Focal Person forward to Record Officer for stamp "Release" of memorandum/advisory Division Clerk scan/send memorandum/advisory to POs Regional Focal Person retain documented information 	
Receipt and submission of accomplishment/progress reports				
1			-	QP-R13-FAD-11
2	Division Records Officer	Receives and records routed reports	<ul style="list-style-type: none"> Division Records Officer receives and records report and forwards to Division Chief Division Chief assigns the report to concerned Focal Person 	<ul style="list-style-type: none"> Accomplishment/Progress Report
3	Regional Focal Person	Consolidation, Verification, Analysis and Evaluation of Provincial Reports	<ul style="list-style-type: none"> Reviews, verify, analyze and evaluate the reports submitted by the POs Consolidates and prepares the regional accomplishment/progress report together with the transmittal letter Division Chief reviews the regional accomplishment/progress report together with the transmittal letter and forwards it to ORD 	<ul style="list-style-type: none"> Accomplishment/Progress Report Transmittal Letter
4	RD/ARD	Approves Regional Accomplishment/Progress Report	<ul style="list-style-type: none"> RD/ARD reviews and approves the regional accomplishment/progress report together with the transmittal letter 	<ul style="list-style-type: none"> Accomplishment/Progress Report Transmittal Letter
5	Regional Focal	Submits report to CO	<ul style="list-style-type: none"> Regional Focal Person 	<ul style="list-style-type: none"> Accomplishment



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Person		submits (hard and/or e-copy) report to CO-concerned bureau. For e-copy, RFP submits the the regional accomplishment/progress report together with the transmittal letter through email. For hard copy RFP forwards the report to the Regional Records Officer for sending to CO through post-mail/courier	ent/Progress Report • Transmittal Letter
6	Regional Focal Person	Retain documented information	<ul style="list-style-type: none"> Retain documented information in accordance with the control of documented information procedures Provide copy of PSL to ADC of LGMED 	<ul style="list-style-type: none"> SP-R13-02 Process Summary Logsheet
7	ADC of LGMED	Consolidate PSL	<ul style="list-style-type: none"> ADC of LGMED receives, records and consolidates submitted PSL ADC of LGMED prepares report and forward to LGMED Chief LGMED Chief sign and submit to ORD ADC of LGMED retain documented information of the consolidated PSL 	<ul style="list-style-type: none"> Process Summary Logsheet

Definition of Terms:

- RD/ARD - Regional/Assistant Regional Director
- ORD - Office of the Regional Director
- ADC - Assistant Division Chief
- CO - Central Office

Legal References:

- Memorandum Circulars
- Advisories
- Other administrative issuances



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QUALITY PROCEDURE (QP)

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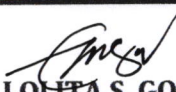
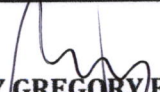


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Process Owner	Deputy QMR	Regional QMR	Top Management




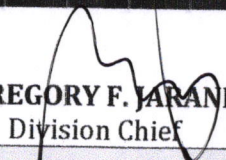
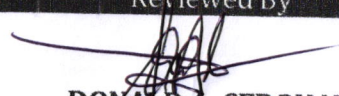
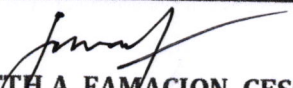
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**QUALITY
OBJECTIVE (QO)**Document Code
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DIVISION/FOU	Local Government Monitoring and Evaluation Division (LGMED)
PROCEDURE TITLE	DILG PPA Implementation Monitoring and Reporting Procedure

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 Reporting of PPA	Timely submission of monitoring reports to Central Office on set deadlines	80%	Total number of monitoring reports submitted on time / total number of reports x 100%	Monthly	MLGOO Provincial Focal Person Regional Focal Person ADC of LGMED	Process Summary Log Sheet

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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 Monitoring and Evaluation Division (LGMED)													
PROCEDURE TITLE	DILG PPA Implementation Monitoring and Reporting Procedure													
OBJECTIVE STATEMENT	80% of the Accomplishment/Progress Reports are submitted to Central Office on the set deadline													
CURRENT PERIOD														
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 1: 80% of the Accomplishment/Progress Reports are submitted to Central Office on the set deadline														
A	Total no. of report submitted on set deadline													
B	Total No. of reports submitted.													
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 (CAR) duly signed by the DILG-XIII Deputy QMR.														

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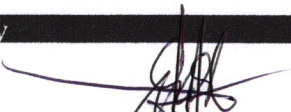
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NONE							

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