




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

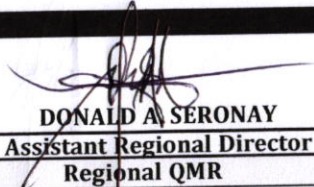
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Name of Division/FOU: LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of Performance Challenge Fund (PCF) Grant: Issuance of Check & Notice to Implement							
	Operational Guidelines on the Implementation of 2017 PCF, Memorandum Circular No. 2017-160						
	Issuances						
	Masterlist of Documentary Requirements for PCF 2017						
	Menu/ Project List/ Annex B						
	Notice of Eligibility						
	Notice to Implement						

Prepared By

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LGDO II
Regional Document Controller

Noted By

DONALD A. SERONAY
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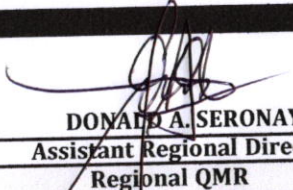
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Name of Division/FOU: LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of Performance Challenge Fund (PCF) Grant: Issuance of Check & Notice to Implement							
QP-R13-LGMED-27	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-27	Quality Objective	10.16.17					
QME-QP-R13-LGMED-27	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-27-01A	Process Summary Logsheets	10.16.17					
FM-QP-R13-LGMED-27-01B	Process Summary Logsheets	10.16.17					
FM-QP-R13-LGMED-27-02	Letter of Concurrence	10.16.17					

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QUALITY PROCEDURE (QP)

Document Code		
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PROCEDURE TITLE	Processing of Performance Challenge Fund (PCF) Grant: Issuance of Check and Notice to Implement (NTI)		
SCOPE	This process starts from receiving required documents from the identified recipient LGU up to the release of PCF Check and issuance of Notice to Implement		
PURPOSE	To define the processing of Performance Challenge Fund (PCF) Grant which covers the PCF Check Release and Issuance of PCF Notice to Implement		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
<div>Identified Recipient LGU</div> <div><div>-Letter of Intent with Documentary Requirements</div><div>-Guidelines for the release of Performance Challenge Fund</div></div>		<div>Processing of PCF Grant</div> <div><div>a. PCF Check Release</div><div>b. Issuance of Notice of Implement</div></div>	<div>Check; Notice to Implement</div> <div>Identified Recipient LGU</div>
DESCRIPTIVE STATEMENT:			
<div>A. PCF Check Release:</div> <div>The identified recipient LGU will submit to the MLGOO/PCF-PFP the Letter of Intent with pre-requisite Documentary requirements for the release of PCF Check. The MLGOO/PCF-PFP will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to DILG Region 13 the Letter of Intent with complete pre-requisite documentary requirements. The PCF-RFP will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to FAD for the issuance of PCF Check.</div>			
<div>B. Issuance of Notice of Implement:</div> <div>Thirty (30) Days after the Release of Check, the identified recipient LGU will submit to the MLGOO/PCF-PFP the remaining documentary requirements for the issuance of Notice to Implement. The MLGOO/PCF-PFP will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to DILG Region 13 the remaining documentary requirements. The PCF-RFP will Receive and Check the completeness, Evaluate the appropriateness, Create/Make Notice to Implement for Regional Director's signature and forward to the Division Chief. The Division Chief will review the Notice To Implement with pertinent attachments and forward to the Assistant Regional Director. The Assistant Regional Director will review the Notice To Implement with pertinent attachments, countersign the Notice to Implement and forward to the Regional Director for appropriate action.</div>			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A.	Issuance of Notice of Eligibility			
1.	DILG Regional Director	Issuance of Notice of Eligibility	Check and endorsed the list of eligible projects proposed by the LGUs' awardee of the SGLG	Menu/Checklist of Projects
B.	PCF Check Release			
1	C/MLGOO/PCF PFP	Receive, Evaluate and Endorse	Receive and Check the completeness, and Evaluate the appropriateness the Letter of Intent with pre-requisite documentary requirements.	Submitted Documents Checklist of Requirements for PCF Check Issuance



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			If incomplete and inappropriate, instruct LGU to submit the remaining documents within the deadline <i>else</i> , make Transmittal Letter for PD's signature and Endorse to Regional Office.	
2.	CD/PD	Review and Endorse	Review and Endorse (Sign Transmittal Letter with Documents)	Transmittal/Endorsement Letter Checklist of Requirements for PCF Check Issuance
3	Record Officer	Receipt of submitted documents from DILG Provincial Office (QP-R13-FAD-11)	Process the receipt documents according to standard operating procedures then route to PDMU	Receipt of submitted documents
4.	PCF- RFP	Receive, Check, Evaluate and Endorse	Receive and check the completeness and Evaluate the appropriateness. If incomplete and inappropriate, instruct PCF-PFP to submit the remaining documents within the deadline <i>else</i> , Endorse to FAD for the issuance of PCF Check.	Submitted Documents Transmittal/Endorsement Letter Checklist of Requirements for PCF Check Issuance
5.	FAD Personnel	Conduct process on Processing on Payment of Claims		
C.	Issuance of Notice to Implement			
1	C/MLGOO/PCF-PFP	Receive, Evaluate and Endorse	Receive and Check the completeness, and Evaluate the appropriateness of documents. If incomplete and inappropriate, instruct LGU to submit the remaining documents within the deadline <i>else</i> , make endorsement/ transmittal letter for PD's signature and Endorse to DILG Region 13.	Submitted Documents Checklist of Requirements for Issuance of PCF Notice to Implement
2	CD/PD	Review and Endorse	Review and Endorse (Sign Transmittal Letter with Documents)	Transmittal/Endorsement Letter



QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	Record Officer	Receipt of submitted documents from DILG Provincial Office (QP-R13-FAD-11)	Process the receipt documents according to standard operating procedures then route to PDMU	Receipt of submitted documents
4	PDMU	Receive, Evaluate, Prepare Notice to Implement and forward to the Division Chief	Receive and Check the completeness, and Evaluate the appropriateness of the documents. If incomplete and inappropriate, instruct PCF-PFP to submit the remaining documents within the deadline else, prepare Notice to Implement for Regional Director's signature and forward to the Division Chief	Submitted Documents Transmittal/ Endorsement Letter Checklist of Requirements for Issuance of PCF Notice to Implement
5	Division Chief / ARD	Review	Review the Notice To Implement with pertinent attachments and forward to the Assistant Regional Director	Draft Notice to Implement Checklist of Requirements for Issuance of PCF Notice to Implement
6	RD	Approve	Approve Notice of Implement with pertinent attachments Return to PDMU	Draft Notice to Implement Checklist of Requirements for Issuance of PCF Notice to Implement
8	PDMU	Send / Retain all records	Send communication to concerned LGU Retain all records generated in accordance with control of retained documented information procedure and master list of records	-Retained documented information -Master list of records

Definition of Terms:

- PCF- Performance Challenge Fund
- NTI- Notice to Implement
- PCF- PFP- Performance Challenge Fund Provincial Focal Person
- PCF- RFP- Performance Challenge Fund Regional Focal Person
- PD- Provincial Director
- CD – City Director
- ARD- Assistant Regional Director
- RD- Regional Director



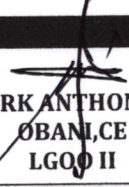
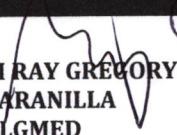
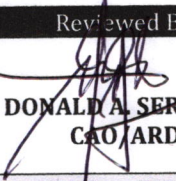
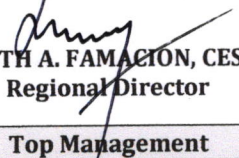
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QUALITY PROCEDURE (QP)

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Legal References:

1. DILG MC 2016-167 dtd November 23, 2016 Re: Operation Guidelines on the Implementation of 2016 Performance Challenge Fund (PCF).

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Process Owner	Division Chief	Regional QMR	Top Management



DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	Processing of Performance Challenge Fund (PCF) Grant: Issuance of Check and Notice to Implement

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)			
Releasing of PCF Subsidy	Timely Release of PCF subsidy to beneficiary LGUs upon receipt of the complete documents	80% release of subsidy	$\frac{\text{-total number of releases}}{\text{total number of beneficiary LGUs}}$	Annually	PCF Focal Person	<ul style="list-style-type: none"> -Guidelines -Document Evaluation and Approval Sheet -Documentary Requirements -ORS-DV -Bank-validated LDDAP-ADA/LGUs Official Receipt (OR)

Prepared By	Reviewed By	Approved By
MARK ANTHONY C. OBANI LGDO II	RAY GREGORY F. JARANILLA LGMED Chief	LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Division Chief	Top Management

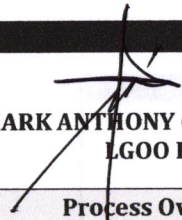
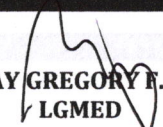
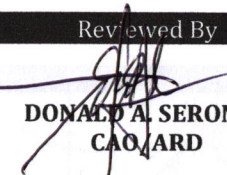
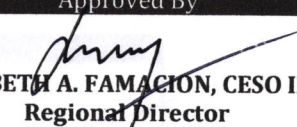


DILG REGION XIII (CARAGA)

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

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DIVISION/FOU	Local Government Monitoring and Evaluation Division												
PROCEDURE TITLE	Processing of Performance Challenge Fund (PCF) Grant: Issuance of Check and Notice to Implement												
OBJECTIVE STATEMENT	Timely release of PCF subsidy to 80% target beneficiary LGU upon receipt of the complete documents												
CURRENT PERIOD	2017												
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective: Timely release of PCF subsidy to 80% target beneficiary LGU upon receipt of the complete documents													
A	Total number of recipient LGUs												
B	Total number of LGUs released with PCF subsidy within working 30 days												
C	Percentage Disbursement												
D	Formula: $\frac{B}{A} \times 100$		Target Result: 80%										
E	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.													

Prepared By		Reviewed By	Approved By
 MARK ANTHONY C. OBANI,CE LG00 II	 LG00 VII RAY GREGORY F. JARANILLA LGMED	 DONALD A. SERONAY CAO IARD	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Division Chief	Regional QMR	Top Management



DILG REGION XIII (CARAGA)

PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUS **Process Summary Logsheets (PSL)**

QUALITY OBJECTIVE: Timely Release of PCF subsidy to 80% target beneficiary LGUs upon receipt of the complete documents

FREQUENCY OF MONITORING: Annually

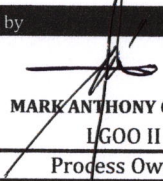
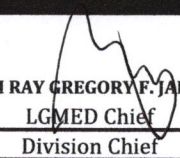
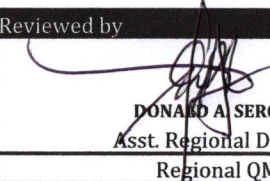
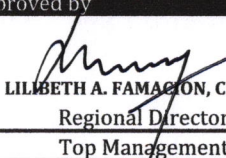
COVERED PERIOD:

Due Date of Submission:

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NO.	LGU	Date of Receipt of Complete Documentary Requirements	Date Endorsed to RO for the Release of Check	Result		Remarks
				Met	Unmet	
				(on or before the last working day of the year)	(beyond the last working day of the year)	

Prepared by		Reviewed by		Approved by	
 MARK ANTHONY C. OBANI LG00 II Process Owner		 LGOO VII RAY GREGORY F. JARANILLA LGMED Chief Division Chief		 DONALD A. SERONAY Asst. Regional Director Regional QMR	
				 LILIBETH A. FAMAGON, CESO III Regional Director Top Management	

(DILG Letterhead)

Date _____

Hon. _____
 Provincial/City/Municipal _____

Thru : _____
 Provincial/City Director
 DILG - _____

Dear _____:

Greetings from DILG!

This refers to your letter expressing intent to change the project under Performance Challenge
 Fund (PCF) FY 2017 from _____ to _____.

Please be informed that DILG Regional Office XIII has **NO OBJECTION** to your request for change of project. However, the following provisions under the *Operational Guidelines on the Implementation of 2017 Performance Challenge Fund Memorandum Circular No. 2017-160, dated November 29, 2017* must be complied with:





- 1) *Projects must be implemented within a period of one year (1) upon receipt of the Notice to Implement (NTI) from the DILG Regional Office;*
- 2) *Proposed project must be a whole single project and not a component of other projects;*
- 3) *And proposed project shall be included in Annual Investment Plan (AIP) or Local Development Investment Program (LDIP) for 2017 or 2018.*

In this regard, we are requesting your good office to submit all pertinent documents such as *Project Proposal, Executive Order creating PCF-PIU, Program of Works, Detailed Engineering Design, Bar Chart/S-Curve and Pictures of the Proposed Site* for the issuance of Notice to Implement (NTI).

Thank you and best regards.

Truly yours,

LILIBETH A. FAMACION, CESO III
 Regional Director

Prepared by:		Reviewed by:	Approved by:
 MARK ANTHONY C. OBANI LGOO II	 LGOO VII RAY GREGORY F. JARANILLA LGMED Chief	 DONALD A. SERONAY CAO/ARD	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Division Chief	Regional QMR	Top Management

"Matino, Mahusay at Maaasahan"