



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		
FM-SP-R13-01A-01		
Rev. No.	Eff. Date	Page
0	10.16.17	1 of 1

Name of Division/FOU: Office of the Regional Director

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
Review & Provision of Comments/ Recommendation of Legal Documents							
QP-R13-ORD-34	Quality Procedure	10.16.17					
QO-QP-R13-ORD-34	Quality Objective	10.16.17					
QME-QP-R13-ORD-34	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-34-01	Process Summary Logsheets	10.16.17					

Prepared By

KAREN GRACE S. GABINETE

LG00 II

Regional Document Controller

Noted By

DONALD A. SERONAY

Assistant Regional Director

Regional QMR



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		
FM-SP-R13-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Document Review and Provision of Comments / Recommendation							

Prepared By

KAREN GRACE S. GABINETE
IGOO II
Regional Document Controller

Noted By

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

**QUALITY
PROCEDURE (QP)**Document Code
QP-R13-ORD-34

Rev. No.	Eff. Date	Page
0	10.16.17	1 of 3

PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION
SCOPE	The procedure starts from the receipt request for document review/comment on a department policy, MOA, MOU, and contract from a Department Official, Bureau, Service, Division, or external client up to the release of the approved Comment/Recommendation to the requesting party.
PURPOSE	To clearly define the process of reviewing documents for review/comment and provide appropriate comments/recommendations to guide the concerned Department Official/Bureau/Service/Division or external client in conformity with existing laws, rules and recommendations
PROCESS DESCRIPTION	
INPUT	PROCESS
Requesting Party Request for document review/comment →	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION →
	Comment / Recommendation Requesting Party
DESCRIPTIVE STATEMENT:	
The Regional Office receives request for document review, assigns the request to the legal officer who evaluates the request, drafts the comment/recommendation and forwards the draft legal comment/recommendation to the Assistant Regional Director for review and recommendation for approval by the Regional Director. The approved comment/recommendation is released to the requesting party. All generated records are retained in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the request for document review	<ul style="list-style-type: none">Stamp "RECEIVED" on the document and write date and time of receipt and affix signatureScan document and encode the details of request in the Communication Tracking System (ComTrackS)	<ul style="list-style-type: none">Request for document review with attachment, if any.
2	ORD Secretary	Receive the request	<ul style="list-style-type: none">Attach routing slip to the letter request and forward request to Regional DirectorRecord details of the request in Logbook	<ul style="list-style-type: none">Routing SlipLogbook
3	Regional Director	Assign the request	<ul style="list-style-type: none">Assign the request to the Legal Officer and provide instructions in the routing slip	<ul style="list-style-type: none">Request for document reviewRouting Slip



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code

QP-R13-ORD-34

Rev. No.

0

Eff. Date

10.16.17

Page

2 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	ORD Secretary	Forward request	<ul style="list-style-type: none"> Forward request to Legal Officer and record the date and time when delivered 	<ul style="list-style-type: none"> Logbook
5	Legal Officer	Evaluate the request	<ul style="list-style-type: none"> Determine issue/s based on the submitted request *15 days – those requests that need minimal research or the references are available within the office *30 days – those requests that need fact-finding by the field office and/or thorough research Draft the comment/recommendation Forward the draft legal opinion to the ARD for review 	<ul style="list-style-type: none"> Request for document review Routing Slip Draft comment/recommendation
6	Division Chief/ARD	Initial review of draft comment/recommendation	<ul style="list-style-type: none"> Conduct initial review of the draft comment/recommendation 	<ul style="list-style-type: none"> Request for document review Routing Slip Draft comment / recommendation
7	Legal Officer	Incorporate correction	<ul style="list-style-type: none"> Incorporate correction, if any. Forward the draft comment/recommendation ARD 	<ul style="list-style-type: none"> Request for document review Routing Slip Draft comment / recommendation
8	ARD	Final review of draft comment / recommendation and recommend approval	<ul style="list-style-type: none"> Conduct final review of the draft comment/recommendation Recommend approval or revision *if for approval, forward to RD *if for revision, go back to steps 7 and 8 	<ul style="list-style-type: none"> Request for document review Routing Slip Draft legal comment / recommendation
9	RD	Review and approve comment / recommendation	<ul style="list-style-type: none"> If the comment / recommendation is acceptable, approve/sign the legal opinion; otherwise, refer back to Steps 7 to 8 	<ul style="list-style-type: none"> Request for document review Routing Slip Comment / Recommendation



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code
QP-R13-ORD-34

Rev. No.	Eff. Date	Page
0	10.16.17	3 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	Legal Officer	Maintain Record	<ul style="list-style-type: none">Photocopy approved Comment/ Recommendation and forward to Records Officer for release	<ul style="list-style-type: none">Approved Comment / Recommendation
11	Record Officer	Release legal opinion	<ul style="list-style-type: none">Stamp "RELEASED" with date and time of release and affix signature on the approved Comment / RecommendationSend approved Comment / Recommendation to requesting partyRetain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	<ul style="list-style-type: none">Approved Comment / RecommendationLogbookControl of Retained Documented Information ProcedureMasterlist of Records

Prepared By	Reviewed By	Approved By
 ATTY. ALLEN M. GASULAS ATTY IV	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR



DILG REGION XIII (CARAGA)

**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R13-ORD-34		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DIVISION/FOU	Office of the Regional Director-Legal
QUALITY PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsibl e for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	To review documents and provide comments / recommendation thereon within 15 working days from receipt of document	80%	Total number of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document / Total number of documents reviewed and comments/recommendations provided thereon	Monthly	Legal Officer	<ul style="list-style-type: none">• Comment or Recommendation• Request for for Review, Comment or Recommendation• Routing Slip• PSL

Prepared By	Reviewed By	Approved By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management



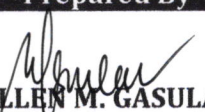
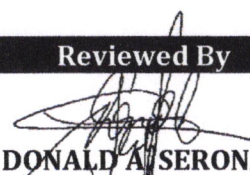
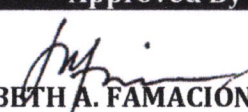
DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-QP-R13-ORD-34		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

C	Target result														
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.

Prepared By	Reviewed By	Approved By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 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)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code
QME-QP-R13-ORD-34

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

DIVISON/FOU	Office of the Regional Director-Legal													
PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS / RECOMMENDATION													
OBJECTIVE STATEMENT	To review documents and provide comments / recommendation thereon within 15 working days from receipt of document													
CURRENT PERIOD														
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document														
A	Total number of documents reviewed and comments/recommendations provided thereon within 15 working days from receipt of document													
B	Total number of documents reviewed and comments/recommendations provided thereon													
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													
Objective 2:														
A														
B														
C	Formula:	Target Result:												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 3:														
A														
B														



DILG REGION XIII (CARAGA)

**Document Review and Provision of Comments / Recommendation
Process Summary Logsheets (PSL)**

Document Code		
FM-QP-R13-ORD-34-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

QUALITY OBJECTIVE: 1) To review documents and provide comments/recommendation thereon within 15 working days from receipt of document

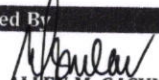

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Control No.	Requesting Party	Date of Request	Date received by RO Records Officer	Date Received by Legal Officer	Date of Comment /Recommendation	Date of Actual Release of Comment / Recommendation	Objective Results			Remarks/ Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Total Result								0	0	0	

Prepared By	Noted By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 DONALD A. SERONAY CAO/OIC Asst. Regional Director
Process Owner	Regional OMR