



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)

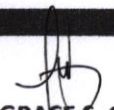
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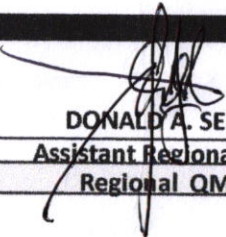
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Name of Division/FOU: Office of the Regional Director

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
Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies							
QP-R13-ORD-35	Quality Procedure	10.16.17					
QO-QP-R13-ORD-35	Quality Objective	10.16.17					
QME-QP-R13-ORD-35	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-35-01	Process Summary Logsheets	10.16.17					

Prepared By

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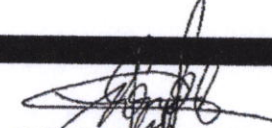
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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies							

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	IMPLEMENTATION OF ORDER, RESOLUTION OR DECISION OF JUDICIAL OR QUASI-JUDICIAL AGENCIES		
SCOPE	The procedure starts from the receipt the Order, Resolution or Decision of judicial or quasi-judicial agencies up to the submission of Compliance Report to directing or deciding agencies, copy furnished the Central Office and concerned Provincial Directors and Local Government Operations Officer.		
PURPOSE	To clearly define the process of timely implementation of the Order, Resolution of judicial or quasi-judicial agencies.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Judicial or Quasi-Judicial Agency Central Office	Order, Resolution or Decision Authority to Implement	IMPLEMENTATION OF ORDER, RESOLUTION OR DECISION OF JUDICIAL OR QUASI-JUDICIAL AGENCIES	Compliance Report Judicial or Quasi-Judicial Agency, Central Office, Concerned PD/LGOO
DESCRIPTIVE STATEMENT:			
The Regional Office receives Order, Resolution or Decision from the judicial or quasi-judicial agency to implement its decision against local government officials and employees and requests for Authority to Implement the same from the Central Office. Upon receipt of the Authority to Implement, an Implementation Order is prepared, reviewed, approved and released for implementation in coordination with the concerned Provincial Director and/or Local Government Operations Officer. After implementation, Compliance Report is prepared and sent to the judicial or quasi-judicial agency and Central Office, copy furnished the concerned Provincial Director and/or Local Government Operations Officer. Drafts of request for authority to implement, implementation order and Compliance Report are reviewed by the ARD, corrected by the legal officer and finally approved by Regional Director.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the Order, Resolution or Decision / Authority to Implement	<ul style="list-style-type: none"> Stamp "RECEIVED" on the Order, Resolution or Decision / Authority to Implement, write date and time of receipt and affix signature Scan document and encode the details of Order, Resolution or Decision / Authority to Implement in the Communication Tracking System (ComTrackS) Forward to ORD Secretary 	<ul style="list-style-type: none"> Order, Resolution, Decision / Authority to Implement



DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	ORD Secretary	Receive the Order, Resolution or Decision / Authority to Implement	<ul style="list-style-type: none"> • Attach routing slip to the Order, Resolution or Decision / Authority to Implement and forward to Regional Director • Record details of the Order, Resolution or Decision / Authority to Implement in Logbook 	<ul style="list-style-type: none"> • Order, Resolution or Decision / Authority to Implement • Routing Slip • Logbook
3	Regional Director	Assign implementation of Order, Resolution or Decision / Authority to Implement	<ul style="list-style-type: none"> • Assign the Order, Resolution or Decision / Authority to Implement to the Legal Officer and provide instructions in the routing slip 	<ul style="list-style-type: none"> • Order, Resolution or Decision / Authority to Implement • Routing Slip
4	ORD Secretary	Forward request	<ul style="list-style-type: none"> • Forward Order, Resolution or Decision / Authority to Implement to Legal Officer and record the date and time when delivered 	<ul style="list-style-type: none"> • Order, Resolution or Decision / Authority to Implement • Routing Slip • Logbook
5	Legal Officer	Prepare draft Implementation Order / request for Authority to Implement	<ul style="list-style-type: none"> • *If Authority to Implement from the Central Office is received, prepare draft Implementation Order. • *If Order, Resolution or Decision is received directly from the judicial or quasi-judicial agency, prepare draft request for Authority to Implement. • Forward draft Implementation Order / request for Authority to Implement Order, Resolution or Decision to ARD for review 	<ul style="list-style-type: none"> • Letter request • Routing Slip • Draft Implementation Order / request for authority to implement
6	ARD	Initial review of draft Implementation Order / request for Authority to Implement	<ul style="list-style-type: none"> • Conduct initial review of the draft Implementation Order / request for Authority to Implement 	<ul style="list-style-type: none"> • Letter request • Routing Slip • Draft Implementation Order / request for Authority to Implement
7	Legal Officer	Incorporate correction	<ul style="list-style-type: none"> • Incorporate correction, if any. • Forward the draft Implementation Order / request for Authority to Implement to ARD 	<ul style="list-style-type: none"> • Letter request • Routing Slip • Draft Implementation Order / request



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QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				for Authority to Implement
8	ARD	Final review of draft Implementation Order / request for Authority to Implement and recommend approval	<ul style="list-style-type: none"> Conduct final review of the draft Implementation Order / request for Authority to Implement Recommend approval or revision *if for approval, forward to RD *if for revision, go back to Step 7 	<ul style="list-style-type: none"> Letter request Routing Slip Draft Implementation Order / request for Authority to Implement
9	RD	Review and approve Implementation Order / request for Authority to Implement	<ul style="list-style-type: none"> If the Implementation Order / request for Authority to Implement s acceptable, approve/sign the legal; otherwise, refer back to Steps 7 and 8 	<ul style="list-style-type: none"> Letter request Routing Slip Implementation Order / request for Authority to Implement
10	Legal Officer	Assign control number	<ul style="list-style-type: none"> Assign control number Photocopy approved Implementation Order / request for Authority to Implement and forward to Records Officer for release 	<ul style="list-style-type: none"> Approved Implementation Order / request for Authority to Implement
11	Records Officer	Release Implementation Order / request for Authority to Implement	<ul style="list-style-type: none"> Stamp "RELEASED" with date and time of release and affix signature on the approved Implementation Order / request for Authority to Implement *If Implementation Order, forward to Legal Officer for Implementation, proceed to Step 12. *If request for Authority to Implement, send to Central Office 	<ul style="list-style-type: none"> Approved Implementation Order / request for Authority to Implement Logbook
12	Legal Officer	Implement Order, Resolution or Decision	<ul style="list-style-type: none"> Coordinate with concerned Provincial Director and/or Local Government Operations Officer Implement the Order, Resolution, Decision within the specified prescriptive period 	<ul style="list-style-type: none"> Approved Implementation Order Draft Compliance Report



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Prepare draft Compliance Report 	
13	ARD	Initial review of draft Compliance Report	<ul style="list-style-type: none"> Conduct initial review of the draft Compliance Report 	<ul style="list-style-type: none"> Letter request Routing Slip Draft Compliance Report
14	Legal Officer	Incorporate correction	<ul style="list-style-type: none"> Incorporate correction, if any. Forward the draft Compliance Report to ARD 	<ul style="list-style-type: none"> Letter request Routing Slip Draft Compliance Report
15	ARD	Final review of draft Compliance Report and recommend approval	<ul style="list-style-type: none"> Conduct final review of the draft Compliance Report Recommend approval or revision *If for approval, forward to RD *If for revision, go back to Step 14 	<ul style="list-style-type: none"> Letter request Routing Slip Draft Compliance Report
16	RD	Review and approve Compliance Report	<ul style="list-style-type: none"> If the Compliance Report acceptable, approve/sign the legal; otherwise, refer back to Steps 14 and 15 	<ul style="list-style-type: none"> Letter request Routing Slip Compliance Report
17	Legal Officer	Assign control number	<ul style="list-style-type: none"> Assign control number Photocopy approved Compliance Report and forward to Records Officer for release 	<ul style="list-style-type: none"> Approved Compliance Report
18	Records Officer	Release Compliance Report	<ul style="list-style-type: none"> Stamp "RELEASED" with date and time of release and affix signature on the approved Compliance Report Send approved Compliance Report to judicial or quasi judicial agency and Central Office, _____, copy furnished the concerned PD and/or LGOO 	<ul style="list-style-type: none"> Approved Compliance Report Logbook



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QUALITY PROCEDURE (QP)

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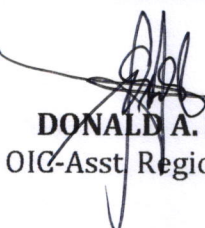
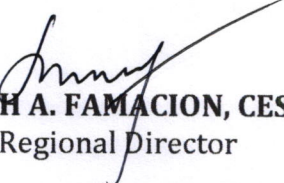
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
19	Process Owner	Retain records	<ul style="list-style-type: none">Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	<ul style="list-style-type: none">Control of Retained Documented Information ProcedureMasterlist of Records

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 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)

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

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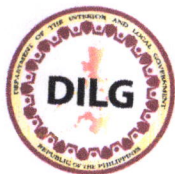
DIVISON/FOU	ORD-Legal													
PROCEDURE TITLE	Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies													
OBJECTIVE STATEMENT	<ol style="list-style-type: none">1. To request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt2. To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement3. To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement4. To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement													
CURRENT PERIOD														
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies made within 10 days upon receipt														
A	Total number of requests for authority sent within 10 days upon receipt													
B	Total number of Order, Resolution or Decision 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													
Objective 2: To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement														
A	Total Number of Memorandum Order sent to PO/CO for the implementation of order, resolution or decision within 10 days upon receipt of authority to implement													
B	Total number of order, resolution or decision to be implemented													
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 3: To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement														



DILG REGION XIII (CARAGA)
**QUALITY
 OBJECTIVE (QO)**

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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)			
	To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement	80%	Total Number of Memorandum Order sent to PO/CO for the implementation of order, resolution or decision within 10 days upon receipt of authority to implement / Total number of order, resolution or decision to be implemented	Monthly	Legal Officer	<ul style="list-style-type: none"> • Memorandum Order • Authority to Implement • Order, Resolution or Decision • Routing Slip • PSL
	To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement	80%	Total number of order, resolution or decision implemented within 30 days upon receipt of authority to implement / Total number of order, resolution or decision implemented	Monthly	Legal Officer	<ul style="list-style-type: none"> • Implementation Order • Authority to Implement • Order, Resolution or Decision • Routing Slip • PSL



DILG REGION XIII (CARAGA)

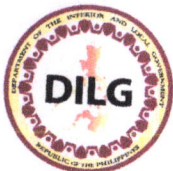
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**Document Code
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A	Total number of order, resolution or decision implemented within 30 days upon receipt of authority to implement														
B	Total number of order, resolution or decision implemented														
C		Target result													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
Objective 4: To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement															
A	Total number of compliance report with certification of implementation made within 30 days upon receipt of authority to implement														
B	Total number of compliance report with certification of implementation made														
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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Process Owner	Regional QMR	Top Management



DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

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DIVISION/FOU		ORD-Legal				
QUALITY PROCEDURE TITLE		Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies				
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)			
	To request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt	80%	Total number of requests for authority sent within 10 days upon receipt / Total number of Order, Resolution or Decision received	Monthly	Legal Officer	<ul style="list-style-type: none">• Request for Authority to Implement• Order, Resolution or Decision• Routing Slip• PSL



DILG PROVINCIAL OFFICE OF

Implementation of Decisions, Orders or Resolutions of Judicial and Quasi-Judicial Agencies Process Summary Logsheet (PSL)

QUALITY OBJECTIVES: 1) To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement
2) To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

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No.	Control No.	Judicial or Quasi-Judicial Agency	Date of Receipt of Memorandum Order with attached Authority to Implement the Order Resolution or Decision	Date of Implementation Order	Date of Actual Implementation	Date of Compliance Report and Certificate of Implementation	Date of Release of Compliance Report and Certificate of Implementation	Objective Results			Remarks/Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Total Result								0	0	0	

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DILG REGION XIII (CARAGA)
**QUALITY
OBJECTIVE (QO)**

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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)			
	To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement	80%	Total number of compliance report with certification of implementation made within 30 days upon receipt of authority to implement / Total number of compliance report with certification of implementation made	Montly	Legal Officer	<ul style="list-style-type: none">• Compliance Report• Certification of Implementation• Implementation Order• Request for Authority to Implement• Order, Resolution or Decision

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Process Owner	Regional QMR	Top Management