

#### 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-R	13-01A-0	1
Rev. No.	Eff. Date	Page
0	10.16.17	1 of 1

Name of Division/FOU: Office of the Regional Director

DOCUMENT CODE	DOCUMENT TITLE		REVISION				
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mplementation of Order, R	esolution or Decision of Judicial or Quasi-J	udicial Agencies		Maria Maria	State States		05
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 Logsheet	10.16.17					

repared	By	
	the	
	KAREN GRACE-S. GABINETE	
	LGOO II	
	Regional Document Controller	





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Document Code							
FM-	SP-I	R13-01B-0	1				
Rev	No	Eff Data	Dag				

Eff. Date	Page
10.16.17	1 of 1

Name of Division/FOU:

### MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

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KAREN GRACE'S. GABINETE	DØNALD A SERONAY
LGOO II	CAO/OIC-Asst. Regional Director
Regional Document Controller	Regional QMR



Document	t Code	
QP-R1	3-ORD-3	5
	Eff. Date	Page
Rev. No.	Ell. Date	1 age

IMPLEMENTATION OF ORDER, RESOLUTION OR DECISION OF JUDICIAL OR QUASI-JUDICIAL AGENCIES
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.
To clearly define the process of timely implementation of the Order, Resolution of judicial or quasi-judicial agencies.

INPUT		PROCESS	OUTPUT	
Judicial or Quasi-Judicial Agency	Order, Resolution or Decision	IMPLEMENTATION OF ORDER, RESOLUTION OR	Compliance Judicial or Quasi- Report Judicial Agency,	
Central Office	Authority to Implement	DECISION OF JUDICIAL OR QUASI-JUDICIAL AGENCIES	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> <li>Stamp "RECEIVED" on the Order, Resolution or Decision / Authority to Implement, write date and time of receipt and affix signature</li> <li>Scan document and encode the details of Order, Resolution or Decision / Authority to Implement in the Communication Tracking System (ComTrackS)</li> <li>Forward to ORD Secretary</li> </ul>	<ul> <li>Order, Resolution, Decision / Authority to Implement</li> </ul>

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Document CodeQP-R13-ORD-35Rev. No.Eff. DatePage010.16.172 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	ORD Secretary	Receive the Order, Resolution or Decision / Authority to Implement	<ul> <li>Attach routing slip to the Order, Resolution or Decision / Authority to Implement and forward to Regional Director</li> <li>Record details of the Order, Resolution or Decision / Authority to Implement in Logbook</li> </ul>	<ul> <li>Order, Resolution or Decision / Authority to Implement</li> <li>Routing Slip</li> <li>Logbook</li> </ul>
3	Regional Director	Assign implementation of Order, Resolution or Decision / Authority to Implement	• Assign the Order, Resolution or Decision / Authority to Implement to the Legal Officer and provide instructions in the routing slip	<ul> <li>Order, Resolution or Decision / Authority to Implement Routing Slip</li> </ul>
4	ORD Secretary	Forward request	• Forward Order, Resolution or Decision / Authority to Implement to Legal Officer and record the date and time when delivered	<ul> <li>Order, Resolution or Decision / Authority to Implement Routing Slip</li> <li>Logbook</li> </ul>
5	Legal Officer	Prepare draft Implementation Order / request for Authority to Implement	<ul> <li>*If Authority to Implement from the Central Office is received, prepare draft Implementation Order.</li> <li>*If Order, Resolution or Decision is received directly from the judicial or quasi- judicial agency, prepare draft request for Authority to Implement.</li> <li>Forward draftImplementation Order / request forAuthority to Imlement Order, Resolution or Decision to ARD for review</li> </ul>	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Implementation Order / request for authority to implement</li> </ul>
6	ARD	Initial review of draft Implementation Order / request for Authority to Implement	Conduct initial review of the draft Implementation Order / request for Authority to Implement	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Implementation Order / request for Authority to Implement</li> </ul>
7	Legal Officer	Incorporate correction	<ul> <li>Incorporate correction, if any.</li> <li>Forward the draft Implementation Order / request for Authority to Implement to ARD</li> </ul>	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Implementation Order / request</li> </ul>



 Document Code

 QP-R13-ORD-35

 Rev. No.
 Eff. Date
 Page

 0
 10.16.17
 2 of 5

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> <li>Conduct final review of the draft Implementation Order / request for Authority to Implement</li> <li>Recommend approval or revision</li> <li>*if for approval, forward to RD</li> <li>*if for revision, go back to Step 7</li> </ul>	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Implementation Order / request for Authority to Implement</li> </ul>	
9	9 RD Review and approve Implementation Order / request for Authority to Implement		• If the Implementation Order / request for Authority to Implement s acceptable, approve/sign the legal; otherwise, refer back to Steps 7 and 8	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Implementation Order / request for Authority to Implement</li> </ul>	
10	Legal Officer	Legal Officer       Assign control number <ul> <li>Assign control number</li> <li>Photocopy approved Implementation Order request for Authority Implement and forward Records Officer for red</li> </ul>		Approved Implementation Order / request for Authority to Implement	
11	1       Records Officer       Release Implementation         Order / request for       Authority to Implement		<ul> <li>Stamp "RELEASED" with date and time of release and affix signature on the approved Implementation Order / request for Authority to Implement</li> <li>*If Implementation Order, forward to Legal Officer for Implementation, proceed to Step 12.</li> <li>*If request for Authority to Implement, send to Central Office</li> </ul>	<ul> <li>Approved Implementation Order / request for Authority to Implement</li> <li>Logbook</li> </ul>	
12	L2 Legal Officer Implement Order, Resolution or Decision		<ul> <li>Coordinate with concerned Provincial Director and/or Local Government Operations Officer</li> <li>Implement the Order, Resolution, Decision within the specified prescriptive period</li> </ul>	<ul> <li>Approved Implementation Order</li> <li>Draft Compliance Report</li> </ul>	



Documen	t Code	
QP-R1	3-ORD-3	5
Rev. No.	Eff. Date	Page
0	10.16.17	Aofs

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References		
			Prepare draft Compliance     Report			
13	ARD	Initial review of draft Compliance Report	Conduct initial review of the draft Compliance Report	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Compliance Report</li> </ul>		
14	Legal Officer	Incorporate correction	<ul> <li>Incorporate correction, if any.</li> <li>Forward the draft Compliance Report to ARD</li> </ul>	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Compliance Report</li> </ul>		
15	ARD Final review of draft Compliance Report and recommend approval		<ul> <li>Conduct final review of the draft Compliance Report</li> <li>Recommend approval or revision</li> <li>*if for approval, forward to RD</li> <li>*if for revision, go back to Step 14</li> </ul>	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Draft Compliance Report</li> </ul>		
16	RD	Review and approve Compliance Report	• If the Compliance Report acceptable, approve/sign the legal; otherwise, refer back to Steps 14 and 15	<ul> <li>Letter request</li> <li>Routing Slip</li> <li>Compliance Report</li> </ul>		
17	Legal Officer	Assign control number	<ul> <li>Assign control number</li> <li>Photocopy approved Compliance Report and forward to Records Officer for release</li> </ul>	Approved Compliance Report		
18	Records Officer	Release Compliance Report	<ul> <li>Stamp "RELEASED" with date and time of release and affix signature on the approved Compliance Report</li> <li>Send approved Compliance Report to judicial or quasi judicial agency and Central Office, copy furnished the concerned PD and/or LGOO</li> </ul>	<ul> <li>Approved Compliance Report</li> <li>Logbook</li> </ul>		

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Documen	t Code	
QP-R1	3-ORD-3	5
Rev. No.	Eff. Date	Page

Step No.			Details	References			
19	Process Owner	Retain records	• Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	<ul> <li>Control of Retained Documented Information Procedure</li> <li>Masterlist of Records</li> </ul>			

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) PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Co	ide							
QME-QP-R13-ORD-35								
Rev. No.	Eff. Date	Page						
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	ROCEDURE TLE	Impleme	Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies													
	BJECTIVE ATEMENT	1. ' 2. ' 3. '	To request for authority to im To order the Provincial or City receipt of authority to implem To implement the order, resol To submit compliance report	plement y Office t tent lution or	the orde o impler decision	er, resolution	ution or o e order, r	decision esolution	of judicia n or decis	sion of ju	udicial or	r quasi-j	udicial a	gencies v	vithin 10	days upon
CU	RRENT PERIOD								n oo uuy	5 upon 1	eccipt of	aution	ty to ini	piement		
	DICATORS	1	54-64-64-64-65-66-64-65-64-66-64-64-64-64-64-64-64-64-64-64-64-	Jan	Feb	Mar	Apr	May	Terre	Teel			0.1			
Ol	jective 1:80% of	f request fo	or authority to implement the	order re	solution	ordoci	sion of it	Idicial or	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of days upon recei	<b>jective 1:</b> 80% of request for authority to implement the Total number of requests for authority sent within 10 days upon receipt			.5010001	of ucci			quasi-ju		gencies m		hin 10 d	ays upor	receipt	20
B	Total number received	of Order, I	Resolution or Decision													
C	Formula: <u>A</u> x 10 B	00	Target Result: 80%													
D	analysis why it is	s not met	bjective is not met, put your	1			1	L		L	1	1			19	
Ob aut			vincial or City Office to imple	ment the	order, r	esolutio	n or deci	sion of ju	idicial or	· quasi-j	udicial a	gencies	within 1	0 days u	pon recei	ptof
A	for the implement decision within a implement	ntation of c 10 days up	dum Order sent to PO/CO order, resolution or on receipt of authority to													
B	Total number of implemented	order, reso	olution or decision to be													
C	Formula: <u>A</u> x 10 B	0	Target Result: 80%							and the second secon						
D	Gap Analysis: In analysis why it is	case the ob	ojective is not met, put your	L	I	100					1			l		

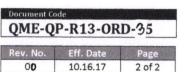


Document	Code								
QO-QP-R13-ORD-35									
Rev. No.	Eff. Date	Page							
00	10.16.17	2 of 3							

		Key Per	rformance Indicator	nance Indicators (KPI)			Applicable
Func	tion Object	ctive Ta	rget In	dicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Documents (e., Tracker, Monitoring Lo, Sheet, Summar Log Sheet, Repo Memo, etc.)
	Provincia Office to implement order, res or decisio judicial or judicial ag within 10 upon rece authority	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 implement80%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 implementedWithin 10 days upon receipt of authority to implementTotal 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		Monthly	Legal Officer	<ul> <li>Memorandu m Order</li> <li>Authority to Implement</li> <li>Order, Resolution or Decision</li> <li>Routing Slip</li> <li>PSL</li> </ul>	
	To implem order, reso or decision judicial or judicial ag within 30 upon recei authority t implement	olution n of quasi- encies days pt of to	or decisio days upo implemen	nber of order, resolution on implemented within 30 n receipt of authority to nt / Total number of solution or decision nted	Monthly	Legal Officer	<ul> <li>Implemention Order</li> <li>Authority Implement</li> <li>Order, Resolution or Decisio</li> <li>Routing SI</li> <li>PSL</li> </ul>



## DILG REGION XIII (CARAGA) PROCESS QUALITY MONITORING AND EVALUATION (QME)



A	Total number of order, resolution or decision												
	implemented within 30 days upon receipt of authority to implement												
В	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									1		1	
Ob	<b>pjective 4:</b> To submit compliance report with certificatio	n of imple	ementatio	on within 3	30 days upo	on receipt	ofautho	rity to im	nlemen	 t			
A	Total number of compliance report with certification of implementation made within 30 days upon receipt of authority to implement												
В	Total number of compliance report with certification of implementation made												
С	Formula: <u>A</u> x 100 Target Result: 80% B												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met										1		
Not	e For upmet targets the OWS Second of the U.S.												

Note: For unmet targets, the QMS Secretariat will issue Corrective

Action Report (( 'AR) duly signed by the DILG-XIII Deputy QMR.

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Process Owner	Regional QMR	Top Management



Document Code					
Q0-QI	P-R13-0	RD-35			
Rev. No.	Eff. Date	Page			
00	10.16.17	1 of 3			

DIVISION/FOU		ORD-Legal						
QUALITY PROCEDU TITLE	RE	mplementa	ation of Order, R	esolution or Decision of Judicial or Qua	si-Judicial Agencies			
Function	Obje	ective	Key Performan Target	ce Indicators (KPI) Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)	
	To reque authority impleme order, re or decisi judicial o judicial a within 10 upon rec	y to ent the esolution on of or quasi- agencies 0 days	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> <li>Request for Authority to Implement</li> <li>Order, Resolution or Decision</li> <li>Routing Slip</li> <li>PSL</li> </ul>	

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Implementation of Decisions, Orders or Resolutions of Judicial and Quasi-Judicial Agencies Process 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

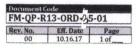
### FREQUENCY OF MONITORING: Monthly COVERED PERIOD: Due Date of Submission: Legend:

			Date of Receipt of Memorandum Order						Objective Results	1	
No.	Control No.	Judicial or Quasi- Judicial Agency	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	Met	Unmet	Remarks, if unmet	Remarks/Particulars
2											
3											
4											
5											
6											
7								1			
8											
9											
10											
	Total										
	Result							0	0	0	

Prepared By ALLE aular

M. GASULAS /Legal Officer es Owner

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	DONALITAISERONAY
	CAO/OIC Asst. Regional Director
Lannanananan	Regional QMR





 Document Code

 QO-QP-R13-ORD-35

 Rev. No.
 Eff. Date
 Page

 O0
 10.16.17
 3 of 3

	1	Key Performan	ce Indicators (KPI)			Applicable	
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)	
	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> <li>Compliance Report</li> <li>Certification of Implementation</li> <li>Implementation Order</li> <li>Request for Authority to Implement</li> <li>Order, Resolution or Decision</li> </ul>	

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Process Owner	Regional QMR	Top Management