



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG 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
00	10.16.17	1 of 1

Name of Division/FOU: Finance and Administrative Division

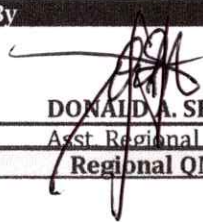
**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Capacity Development Activities							
QP-R13-LGCDD-16	Quality Procedure	10.16.17					
QO-QP-R13-LGCDD-16	Quality Objective	10.16.17					
QME-QP-R13-LGCDD-16	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGCDD-16-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-LGCDD-16-02	Activity Design	10.16.17					
FM-QP-R13-LGCDD-16-03	Activity Report	10.16.17					
FM-QP-R13-LGCDD-16-04	Attendance Sheet	10.16.17					
FM-QP-R13-LGCDD-16-05	Certificate of Appearance	10.16.17					
FM-QP-R13-LGCDD-16-06	Distribution List	10.16.17					
FM-QP-R13-LGCDD-16-07	Pre Evaluation	10.16.17					
FM-QP-R13-LGCDD-16-08	Post Evaluation	10.16.17					
	Certificate of Participation	10.16.17					
	Office Order	10.16.17					

Prepared By

  
**KAREN GRACE S. GABINETE**  
LG00 II  
Document Controller

Noted By

  
**DONALD A. SERONAY**  
Asst. 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		
<b>FM-R13-SP-01B-01</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

**Name of Division/FOU:**                    **Local Government Capability and Development Division**

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Capacity Development Activities							

Prepared By  
  
**JOB DANIEL B. CASSION**  
**LGDO III**  
**Regional Document Controller**

Noted By  
  
**DONALD A. SERONAY**  
**CAO/ OIC- Asst. 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-R13-SP-02-01**

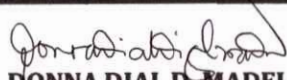
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

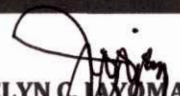
Name of Division/FOU:

Local Government Capability and Development Division

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTOD IAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAG E	TOTAL	
Provision of Capacity Development Activities									

Prepared By  
  
**DONNA DIAL D. MADELO**  
**LG00 II**  
**Process Owner**

Reviewed by  
  
**JOCELYN C. JAXOMA**  
**OIC, Division Chief**  
**Deputy QMR**





**QUALITY  
PROCEDURE (QP)**

PROCEDURE TITLE	PROVISION OF CAPACITY DEVELOPMENT ACTIVITIES		
SCOPE	This process covers the receipt of Activity Design by the concerned division, conduct of the capacity development activities, and submission of an Activity Report.		
PURPOSE	To define the standard process in the provision of capacity development activities to equip clients with relevant knowledge in the implementation of PPAs and maximize their potentials.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
SOURCES	Activity Design	Provision of Capacity Development Activities	Activity Report
DESCRIPTIVE STATEMENT:			
DILG is particularly concerned with improving the overall effectiveness of its personnel and other stakeholders in responding to the challenges presented by the nature of their functions. The conduct of capacity development activities is aimed towards professional evolution, generating new skills and capabilities.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional Focal Person (RFP)	Receive issuance / directive	<ul style="list-style-type: none"> <li>Receipt of issuance / directive from the Regional Director</li> </ul>	<ul style="list-style-type: none"> <li>Issuances</li> </ul>
2	RFP	Formulate Activity Design	<ul style="list-style-type: none"> <li>Draft Activity Design and prepare other documentary requirements for the conduct of activity</li> </ul>	<ul style="list-style-type: none"> <li>Activity Design</li> </ul>
3	Division Chief	Review the design	<ul style="list-style-type: none"> <li>DC reviews the content of the design and fund allocation</li> <li>Route to Budget officer</li> </ul>	<ul style="list-style-type: none"> <li>Activity Design</li> </ul>
4	Budget officer	Appropriation of funds	<ul style="list-style-type: none"> <li>Budget officer certifies the availability of funds</li> <li>Route to accounting section</li> </ul>	<ul style="list-style-type: none"> <li>Activity Design</li> </ul>
5	Accountant	Certify availability of funds	<ul style="list-style-type: none"> <li>Accountant confirms budgetary requirements</li> <li>Route to ARD</li> </ul>	<ul style="list-style-type: none"> <li>Activity Design</li> </ul>
6	ARD	Recommendation of approval	<ul style="list-style-type: none"> <li>ARD reviews the design and recommends the</li> </ul>	<ul style="list-style-type: none"> <li>Activity Design</li> </ul>





DILG – REGION XIII (CARAGA)

**QUALITY  
PROCEDURE (QP)**

Document Code

**QP-R13-LGCDD-16**

Rev. No.	Eff. Date	Page
0	10.16.17	2 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			same to RD for approval • Route to RD	
7	Regional Director	Approval of design	• RD approves the activity design • Route to RFP for implementation of the capacity development activity	• Activity Design
8	FAD	Facilitate Purchase Request	• Submit purchase request to GSS for their processing	• Approved Activity Design PR
9	RFP / Responsible division	Conduct capacity development activities	• Conduct capacity development activities in accordance with the approved activity design	• Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form • Office Order
10	RFP	Prepare and submit activity report	• Prepare Activity Report based on the activity conducted • Route report to DC	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre-Evaluation Form • Post Evaluation Form
11	Division Chief	Recommend approval	• DC reviews and recommends for approval • Route to RD for approval of the report	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of







DILG - REGION XIII (CARAGA)

**QUALITY  
PROCEDURE (QP)**

Document Code

**QP-R13-LGCDD-16**

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

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				Appreciation • Pre- Evaluation Form • Post Evaluation Form
12	Regional Director	Approval of the activity report	• RD approves the report	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form
13	RFP / Process owner	Retain records	• Retain records in accordance with the Control of Retained Documented Information Procedure and Master list of Records	• Activity Report • Activity Design • Attendance Sheet • Distribution List • Certificate of Appearance • Certificate of Participation • Certificate of Appreciation • Pre- Evaluation Form • Post Evaluation Form

Prepared By		Reviewed By	Approved By
 <b>DONNA DIAL D. MADELO</b> LGOO II	 <b>JOCELYN C. JAYOMA</b> LGOO VI / OIC-Chief, LGCDD	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION,</b> CESO III Regional Director
Process Owner	Division Chief/Next Higher Supervisor	Deputy QMR	Regional QMR



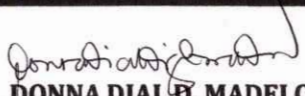


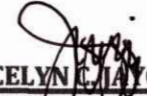
DILG 13- Caraga  
Provision of Capacity Development Activities  
Process Summary Logsheet and Database

Document Code		
FM-QP-R13-LGCDD-16-01		
Rev.No.	Eff.Date	Page
00	10.16.17	1 of 1

**QUALITY OBJECTIVE:** 80% satisfactory rating from the participants  
**FREQUENCY OF MONITORING:** Monthly  
**CURRENT PERIOD:**

No.	Type of Capacity Development Activity	Title of Capacity Development Activity	Date	Attendees	Office	Total Number of received satisfaction rating	Total Number of ratings received	Average Satisfaction Rating

Prepared By  
  
**DONNA DIAL B. MADEJO**  
**LG00 II**  
**Process Owner**

Reviewed by  
  
**JOCELYN C. MAYOMA**  
**OIC, Division Chief**  
**Deputy QMR**





DILG REGION XIII  
**ACTIVITY DESIGN**

Document Code

**FM-QP-R13-LGCDD-16-02**

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

**TITLE :**

<b>Prepared by</b>	<b>Reviewed by</b>
Name:	Name:
Position:	Position:
Date:	Date:
<b>Availability of Funds:</b>	
Name: <b>PRIMADONNA M. LINCUNA</b>	Name: <b>ROCHE LYNNE L. CUNANAN</b>
Position: Budget Officer III	Position: Accountant III
Date:	Date:
<b>Fund Source:</b>	

<b>Noted by:</b>	<b>Recommending Approval:</b>
Name: <b>ELENITA S. MANDAP</b>	Name: <b>DONALD A. SERONAY</b>
Position: Planning Officer III	Position: OIC- Asst. Regional Director/ CAD
Date:	Date:

<b>Approved by</b>
Name: <b>LILIBETH A. FAMACION, CESO III</b>
Position: Regional Director
Date:







DILG REGION XIII

**ACTIVITY DESIGN**

Document Code

**FM-QP-R13-LGCDD-16-02**

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

**I. BASIC INFORMATION**

Title	
Date	
Venue	
Responsible Person(s) / Division	
Total Budget Requested	

**II. RATIONALE****III. OBJECTIVE****IV. METHODOLOGY****V. TARGET PARTICIPANTS****VI. BUDGETARY REQUIREMENTS**

Particulars	Details	Amount

**VII. FUND SOURCE**

Prepared By	Reviewed By	Approved By
 <b>DONNA DIAL D. MADELO</b> LGOO II	 <b>DONALD A. SERONAY</b> CAO/OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





DILG REGION XIII

**ACTIVITY REPORT**

Document Code

FM-QP-R13-LGCDD-16-03

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

**I. BASIC INFORMATION**

Title	
Date	
Venue	
Responsible Person(s)/Division	
Total Budget Requested	

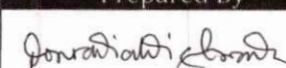
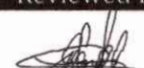
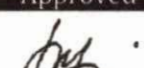
**II. RATIONALE****III. OBJECTIVE****IV. METHODOLOGY****V. HIGHLIGHTS****VI. PARTICIPANTS PROFILE****VII. ACTUAL EXPENSES**

Particulars	Amount

Prepared By:

Noted By

Approved By

Prepared By	Reviewed By	Approved By
 <b>DONNA DIAL D. MADELO</b> LGOO II	 <b>DONALD A. SERONAY</b> CAO/OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>










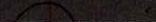
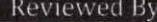
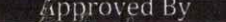
DILG REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R13-LGCDD- 16</b>		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

<b>DIVISION/FOU</b>	Local Government Capability and Development Division
<b>QUALITY PROCEDURE TITLE</b>	<b>Provision of Capacity Development Activities</b>

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)			
Provision of Capacity Development Activities	Satisfactory rating from the participants	80%	Total Number of received Satisfaction Rating/ Total number of ratings received  $= (A/B) \times 100$	Every after the conduct of activity	Focal Person	• Post Evaluation Form

Prepared By		Reviewed By		Approved By	
 <b>DONNA DIAL D. MADELO</b> LG00 II	 <b>JOCELYN C. JAYOMA</b> OIC, Division Chief	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director		
<b>Process Owner</b>	<b>Deputy QMR</b>	<b>Regional QMR</b>	<b>Top Management</b>		





DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**Document Code  
**QME-QP-R13-LGCDD-116**

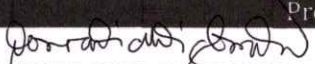

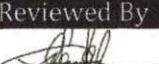

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

<b>DIVISION/FOU</b>	Local Government Capability and Development Division												
<b>PROCEDURE TITLE</b>	Provision of Capacity Development Activities												
<b>OBJECTIVE STATEMENT</b>	Satisfactory rating from the participants												
<b>CURRENT PERIOD</b>													

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Objective 1: 80% satisfactory rating from the participants</b>														
A	Total no. of received Satisfaction Rating/ Total number of ratings received													
B	Total number of ratings 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													

**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	
	<b>DONNA DIAL D. MADELO</b> LG00 II		<b>JOCELYN CUAYOMA</b> OIC, Division Chief		<b>DONALD A. SERONAY</b> OIC-Asst. Regional Director
	<b>LILIBETH A. FAMACION, CESO III</b> Regional Director				
<b>Process Owner</b>	<b>Deputy QMR</b>	<b>Regional QMR</b>	<b>Top Management</b>		

