Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
ISSUANCE OF CERTIFICATION ON GOOD FINANCIAL HOUSEKEEPING (GFH)							
QP-R13-LGMED-21	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-21	Quality Objective	10.16.17					
QME-QP-R13-LGMED-21	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-21-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-LGMED-21-02	Checklist of Documentary Requirements	10.16.17					
FM-QP-R13-LGMED-21-03	Certification Form	10.16.17					
FM-QP-R13-LGMED-21-04	Endorsement Form	10.16.17					

Prepared By
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LGOO II
Regional Document Controller

Noted By
DONALD A. SERONAY
Asst. Regional Director
Regional QMR

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		00	01	02	03	04	05
ISSUANCE OF CERTIFICATION ONGOOD FINANCIAL HOUSEKEEPING (GFH)							
QP-R13-LGMED-02	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-02	Quality Objective	10.16.17					
QME-QP-R13-LGMED-02	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-02-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-LGMED-02-02	Checklist of Documentary Requirements	10.16.17					
FM-QP-R13-LGMED-02-03	Certification Form	10.16.17					
FM-QP-R13-LGMED-02-04	Endorsement Form	10.16.17					

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Name of Division/FOU: Local Government Monitoring and Evaluation Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
ISSUANCE OF CERTIFICATION ONGOOD FINANCIAL HOUSEKEEPING (GFH)							
	DILG Memorandum Cicular No. 2010-83						
	COA Internal Memorandum dated October 8, 2010						
	DILG Memorandum Circular No. 2011-08A						
	DILG Memorandum Circular No. 2011-134						
	DILG Memorandum Circular No. 2012-141						
	General Appropriations Act of 2013						
	DILG Memorandum Circular No. 2013-140						

Prepared By	Noted By
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Regional Document Controller	**Regional QMR**

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
ISSUANCE OF CERTIFICATION ON GOOD FINANCIAL HOUSEKEEPING (GFH)									
	Processing of Request for the Issuance of Good Financial Housekeeping (GFH) Certificate Quality Procedure	ITO I Vincent Troy A. Calo	GFH Filer Box	GFH QP Folder	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised
	Processing of Request for the Issuance of Good Financial Housekeeping (GFH) Certificate Quality Objectives	ITO I Vincent Troy A. Calo	GFH Filer Box	GFH QO Folder	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised
	Processing of Request for the Issuance of Good Financial Housekeeping (GFH) Certificate Quality Monitoring and Evaluation	ITO I Vincent Troy A. Calo	GFH Filer Box	GFH QME Folder	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised
	Processing of Request for the Issuance of Good Financial Housekeeping (GFH) Certificate Process Summary	ITO I Vincent Troy A. Calo	GFH Filer Box	GFH PSL Folder	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised
	Processing of Request for the Issuance of Good Financial Housekeeping (GFH) Certificate Checklist of Documentary Requirments	ITO I Vincent Troy A. Calo	GFH Filer Box	GFH Checklist Folder	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised	Permanent until revised
	Retained Copies of LGU Requests and Certifications issued by the Central Office	AdA VI Amelita P. Platil	LGMED Steel Cabinet 2nd Drawer	Labeled per LGU name					

Prepared By	Reviewed By
VINCENT TROY A. CALO	RAY GREGORY F. JARANILLA
ITO I	Division Chief
Process Owner	Deputy QMR

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DILG – REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code		
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PROCEDURE TITLE	**ISSUANCE OF FDP CERTIFICATION AND ENDORSEMENT OF LGU REQUEST FOR GFH/FDP CERTIFICATION TO CENTRAL OFFICE**
SCOPE	The Good Financial Housekeeping (GFH) is a component of the Seal of Good Local Governance (SGLG), formerly known as the Seal of Good Housekeeping (SGH), which the DILG initiated in 2010. The GFH and SGH apply the same minimum criteria, namely: Unqualified or Qualified COA Opinion and Compliance with the Full Disclosure Policy (FDP). The GFH certification is a requirement for local governments in accessing loans and national program windows like the Bottom-Up Budgeting (BUB), Payapa at Masaganang Pamayanan (PAMANA) and Sagana at Ligtasna Tubig sa Lahat (SALINTUBIG). This process starts from the receipt of letter-request and documents, review of submitted documentary requirements, preparation of FDP certificate, approval and signing of FDP certificate, to the recording and releasing of FDP certificate.
PURPOSE	To define the process of objectively evaluating applications to ensure compliance to pertinent regulations.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
LGU Request Endorsement from PD/CD - Letter Request from LGU	**ISSUANCE OF CERTIFICATION ON FULL DISCLOSURE POLICY (FDP)** **PREPARATION OF ENORSEMENT FOR FDP/GFH**	Endorsement from RD - Regional FDP Certification DILG CO - BLGS

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	**Admin Staff**	Receive letter-request	• Receive and record letter-request with attached supporting documents and forward to Focal Person	• Letter-request of Local Chief Executive (LCE)
2	**Focal Person**	Check the supporting documents	• Identify the purpose of the request and check if the requesting LGU is a GFH passer or non-passer. • Check completeness and appropriateness of the GFH documentary requirements as to purpose as follows: • If for loan application: ○ For GFH passer, all supporting documents shall be submitted **except COA Audit**	• CY GFH List of Passers • Checklist: GFH Certification • GFH documentary requirements

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Certificate. **GFH Documentary Requirements:** ○ Letter request of the LCE; ○ Certificate of Compliance with the FDP posting on 3 conspicuous places for the last 2 preceding quarters by the DILG Regional Director (RD) attested by a Civil Society Organization representative; • For GFH non-passers, all supporting documents shall be submitted. In addition, if failure is due to COA Opinion, additional supporting documents shall be submitted by the requesting LGU, as follows: ○ If COA Opinion is Adverse or Disclaimer- Certification signed by the COA Supervising Auditor stating that the LGU has substantially responded or taken action to all audit recommendations. Substantial means more than 50% of the total recommendations were implemented. ○ If COA Opinion is Disclaimer or No Opinion due to force majeure or disaster beyond the control of the LGU - Letter-Justification stating the loss of financial documents duly certified and endorsed by the DILG RD • If supporting documents are incomplete or lacking, advise the concerned Provincial/HUC Office or	

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			the requesting LGU through email/call/SMS.	
3	**Focal Person; Division Chief**	Prepare Endorsement	• Focal Person: If supporting documents are found complete, prepare Endorsement. • Division Chief: Review the documents. If there are no errors and further queries, affix initial. Otherwise, return documents to the Focal Person for appropriate action. • Forward to the Regional Director for signature.	• Endorsement
4	**Regional Director**	Approve the Endorsement	• Sign the Endorsement. • Return to Focal Person for him to forward to Records Officer	• Endorsement
5	**Records Officer**	Forward the signed Endorsement to DILG CO - BLGS	• Scan the signed Endorsement and send to DILG Central Office – BLGS via email/courier • Photocopy in two the signed Certification and Endorsement and provide 1 copy to LGMED and 1 for file.	• Endorsement
6	**Process Owners**	Retain records	• Retain generated records in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	• Control of Retained Documented Information Procedure • Masterlist of Records (FM-SP-R13-02-01)

Prepared By		Reviewed By	Approved By
VINCENT TROY C. CALO Focal Person	**RAY GREGORY F. JARANILLA** Chief, LGMED	**DONALD A. SERONAY** OIC-Asst Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Division Chief/Next Higher Supervisor**	**Deputy QMR**	**Regional QMR**

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DILG REGIONXIII (CARAGA)

Issuance of Certification on Good Financial Housekeeping (GFH)

Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE: 1) 80 % of LGU requests are released within the standard processing time upon receipt.
FREQUENCY OF MONITORING: Monthly
COVERED PERIOD:
Due Date of Submission:
Legend:

No.	Control No.	PROVINCE	Date of Transmittal Letter	Date Received by RO Records Section/ Regional Focal Person	Date Submitted to BLGS	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									
6									
7									
8									
	Total Result					0	0	0	

Prepared By
VINCENT TROY A. CALO
ITO I
Process Owner

Reviewed By
RAY GREGORY F. TARANILLA
Division Chief
Deputy QMR

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DILG – Region [redacted]

CHECKLIST OF DOCUMENTARY REQUIRMENTS

Document Code			
FM-QP-R13-LGMED-21-02			
Technical Assistance Reference			
No.	17	05	1

Date of Letter Request		
Date Received		
Name of Local Chief Executive		
Requesting LGU		
A. Documentary Requirements	Complete	Incomplete (Specify Deficiencies)
1. Letter Request		
2. Certification of FDP Compliance issued by City / Municipal Local Government Operations Officer attested by CSO Representative		
3. Certification of FDP Compliance issued by City / Provincial Director attested by CSO Representative		
B. Good Financial Housekeeping (GFH) Passer *(Put Check Mark)*	☐ Yes ☐ No	
C. Remarks / Actions Taken		
Prepared By:		

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)

CERTIFICATION

This is to certify that the _____ is compliant with the Full Disclosure Policy (FDP) posting requirements in three (3) conspicuous places in the local government for the _____

_____

per Certification issued by _____ Provincial Director, DILG _____ duly attested by _____, _____, _____.

This certification is being issued in connection with the request of the Local Government Unit of _____ for whatever legal intent it may serve.

Issued this _____ day of _____ at the DILG Regional Office XIII, Km. 4 Libertad, Butuan City, Philippines.

LILIBETH A. FAMACION, CESO III
Regional Director

Attested by:

_____
_____
_____
_____

"Matino, Mahusay at Maaasahan"

1559 Matimco Bldg., Km. 4, Libertad, Butuan City
Tel. Nos. : (085) 342-2135, 341-1976, 342-2045

Email Address: official@caraga.dilg.gov.ph
Website: www.caraga.dilg.gov.ph

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII (CARAGA REGION)

Basic: Letter dated _____ of **Hon.** _____, _____, _____, requesting for issuance of certification on Good Financial Housekeeping.

_____ Indorsement

Respectfully forwarded to **Usec. EDUARDO M. AÑO**, Officer-in-Charge, Department of the Interior and Local Government, DILG-NAPOLCOM Building, EDSA corner Quezon Avenue, Quezon City, through **Usec. AUSTERE A. PANADERO, CESO I**, Undersecretary for Local Government, the herein basic communication, with the information that the said municipality is compliant with the Full Disclosure Policy (FDP) posting requirements in three (3) conspicuous places in the local government.

Attached is the Certification from the undersigned duly attested by a CSO representative.

Recommending favorable action.

LILIBETH A. FAMACION, CESO III
Regional Director

Cc: **Hon.** _____
_____
_____

_____
Provincial Director
DILG _____

"Matino, Mahusay at Maaasahan"

1559 Matimco Bldg., Km. 4, Libertad, Butuan City
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DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

Document Code		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	**ISSUANCE OF CERTIFICATION ON GOOD FINANCIAL HOUSEKEEPING (GFH)**

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 process all GFH / FDP Certification requests of Local Government Units across the Region	• LGU requests are released within the standard processing time upon receipt.	• 80 %	• Total number of endorsed LGU request within the standard processing time / Total number of received LGU requests	• Monthly	• Releasing Clerk / FDP Program Focal Person	• Process Summary Log Sheet

Prepared By	Reviewed By		Approved By
VINCENT TROY A. CALO ITO I	**RAY GREGORY F. JARANILLA** Division Chief	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Deputy QMR**	**Regional QMR**	**Top Management**

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PROCESS QUALITY MONITORING AND EVALUATION (QME)

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DIVISON/FOU	Local Government Monitoring and Evaluation Division
PROCEDURE TITLE	Issuance of Certification on Good Financial Housekeeping (GFH).
OBJECTIVE STATEMENT	1. 80 % of LGU requests are released within the standard processing time upon receipt.
CURRENT PERIOD	

INDICATORS		**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 1: 80 % of LGU requests are released within the standard processing time upon receipt.														
A	Total number of requests endorsed within the 2 working days upon receipt													
B	Total Number of requests received													
C	Formula: (A/B)x 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
VINCENT TROY A. CALO ITO I	**RAY GREGORY F. JARANILLA** Division Chief	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION,CESO III** Regional Director
Process Owner	**Deputy QMR**	**Regional QMR**	**Top Management**

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