



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

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FM-R13-SP-01A-01		
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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
LGU SGLG Assessment							
QP-R13-LGMED-22	Quality Procedure	10.16.17	04.16.18				
QO-QP-R13-LGMED-22	Quality Objective	10.16.17	04.16.18				
QME-QP-R13-LGMED-22	Quality Monitoring and Evaluation	10.16.17	04.16.18				
FM-QP-R13-LGMED-22-01	Process Summary Logsheet	10.16.17	04.16.18				

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

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
LGU SGLG Assessment							
	Memorandum Circular						
	LGU Profile and Technical Notes						
	Data Capture Forms						
	Certification Forms						
	Change Request Forms						
	Summary of Result Forms						

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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	
LGU SGLG ASSESSMENT									
QME-QP-R13-LGMED-22	SGLG Assessment Quality Monitoring and Evaluation	April Fritz P. Viscaya	SGLG Magazine Box	SGLG Assessment QME	Chronological	3 Years	2 Years	5 Years	Shredding/re-use
FM-QP-R13-LGMED-22-01	SGLG Assessment Process Summary Logsheet	April Fritz P. Viscaya	SGLG Magazine Box	SGLG Assessment PSL	Chronological	3 Years	2 Years	5 Years	Shredding/re-use

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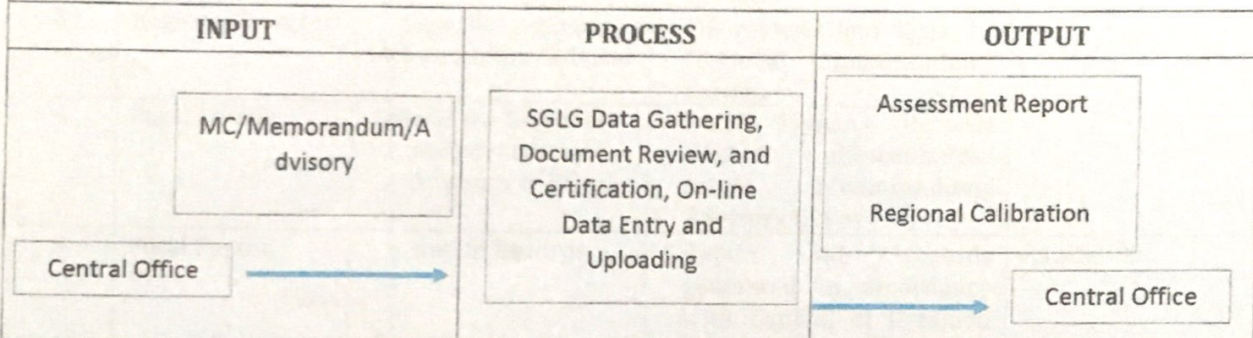
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Division Chief  
Deputy QMR



**QUALITY  
PROCEDURE (QP)****Document Code**  
QP-R13-LGMED-22

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<b>PROCEDURE TITLE</b>	<b>LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT</b>
<b>SCOPE</b>	This procedure starts from the receipt of Memorandum Circular (MC)/Memorandum/Advisory from the Central Office to the conduct of data gathering, validation and certification in the LGU and online data entry and uploading of the Data Capture Form (DCFs) in the Google Drive up to the submission of the calibration reports to the Central Office - BLGS.
<b>PURPOSE</b>	To define the assessment process or procedure in determining the SGLG LGU awardees.

**PROCESS DESCRIPTION****DESCRIPTIVE STATEMENT:**

Upon receipt of the MC/Memorandum/Advisory from the Central Office (CO), the Regional Office will prepare a Memorandum/Advisory to the Provincial Offices (POs). In the SGLG Regional Assessment, the P/C/MLGOO will facilitate the SGLG data gathering and the LGPMS-LGU Team for the LGU Profile. The Regional Assessment Team (RAT) take the lead in the validation and certification of the LGU evidence through documentary review. As such, the R/PFP encodes the data entry thru the online LGPMS database, scanning and uploading of the data capture forms in the SGLG Google Drive. Moreover, the Provincial Calibration facilitates the processing of initial results and verification of data quality while the Regional Calibration facilitates data quality check. The Regional calibration report shall be submitted to the CO-BLGS.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>Issuance of Memorandum/Advisory to LGU thru the Provincial Offices (POs)</b>				
1	Records Officer  Division Chief	Receives, records and routes Memorandum/Advisory from CO	<ul style="list-style-type: none"> <li>Receives and records Memorandum/Advisory from Central Office and routes to Division Chief</li> <li>Div. Chief/Asst. Div. Chief reviews and assigns to Regional Focal Person for action</li> </ul>	Please refer to QP-R13-FAD-11
2	Regional Focal Person	Prepare Memorandum/Advisory	<ul style="list-style-type: none"> <li>Focal Person reviews and prepares Regional Memorandum/Advisory to the Provincial Offices</li> </ul>	Regional Memorandum/Advisory







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**QUALITY  
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Division Chief		<ul style="list-style-type: none"> <li>Division Chief reviews and countersign the Regional Memorandum/ Advisory prepared by the Regional Focal Person, then forwards the same to the Office of the Regional Director.</li> </ul>	
3	Regional Director	Sign the Regional Memorandum/Advisory	<ul style="list-style-type: none"> <li>RD reviews and signs the Regional Memorandum/ Advisory</li> </ul>	
4	Focal Person	Send the Regional Memorandum/ Advisory to POs	<ul style="list-style-type: none"> <li>Focal Person/ Records Officer disseminates/ sends Memorandum/ Advisory to Pos</li> </ul>	
5	Focal Person	Retain Records	<ul style="list-style-type: none"> <li>Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records</li> </ul>	R13-SP-02
Regional Assessment: Data Gathering, Document Review, On-line Data Entry and G-Drive Uploading				
1	DILG Field Officers P/C/MLGOO	Gather Data	<ul style="list-style-type: none"> <li>The P/C/MLGOO coordinates for the data gathering of the SGLG</li> </ul>	SGLG Guidelines DCF
2	Regional Focal Person	Prepares Deployment Plan	<ul style="list-style-type: none"> <li>The Regional Focal Person prepares and print the Deployment Plan.</li> </ul>	Deployment Plan (Assigned LGUs of RAT/Sub-RATs for the document review)
	Division Chief		<ul style="list-style-type: none"> <li>The Division Chief reviews and countersigns the Deployment Plan.</li> </ul>	
	Regional Director/Asst. Regional Director	Sign the Deployment Plan	<ul style="list-style-type: none"> <li>The Regional Director/Asst. Regional Director approves.</li> </ul>	
	Regional Focal Person	Regional Validation and Certification / Document Review	<ul style="list-style-type: none"> <li>The RFP prepares the invitation letters and confirms participation of CSO as member of the RAT for the Regional Assessment</li> </ul>	Invitation Letters
	Regional Focal Person		<ul style="list-style-type: none"> <li>The RFP prepares Activity</li> </ul>	





**QUALITY  
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Regional Director	Approves the activity design and PR	<ul style="list-style-type: none"><li>Design and Purchase Request (PR) for the activity, for approval of the RD/ARD</li><li>The Regional Director will approved the activity design and PR for the conduct of activity</li></ul>	SGLG Guidelines SGLG Accomplished DCF and supporting documents
	Regional Assessment Teams (RATs) / Sub RATs	Regional Calibration/ Assessment	<ul style="list-style-type: none"><li>The Regional Assessment Teams lead in the validation and certification of LGU evidences through documentary review</li><li>After the table top review of each LGU, the RAT /Sub RAT leader prepares and submits the shortlisted LGUs with accomplished DCFs with MOVs and Photos to the Regional Office</li></ul>	
	Provincial Director		<ul style="list-style-type: none"><li>The Provincial Director submits shortlisted LGUs to the RO within the prescribed period</li></ul>	
	Regional LGPMS Team	> Regional	<ul style="list-style-type: none"><li>The Regional LGPMS team facilitates data quality check and consolidates reports from the provinces.</li></ul>	
3	R/PFP	Monitoring of Data Entry thru the online LGPMS database and Uploading of the DCFs in the Google Drive	<ul style="list-style-type: none"><li>The RFP reviews submitted DCFs of provinces, HUCs and encodes in the LGPMS online data entry. Then upload the DCFs including MOVs in the G-Drive, while the PFP will do the encoding of DCFs of component LGUs and uploading of MOVs in the G-Drive</li></ul>	SGLG Guidelines SGLG Accomplished DCF and supporting documents







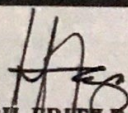
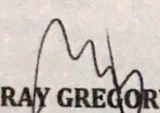
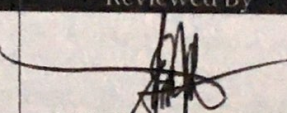
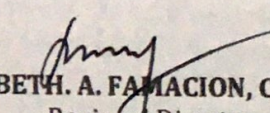
DILG - REGION XIII (CARAGA)

## QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Regional Focal Person	Retain Documented Information	<ul style="list-style-type: none"><li>Retain documented information in accordance with Control of Retained Documented Information Procedure and Masterlist of Records</li></ul>	R13-SP-02

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DILG REGION XIII (CARAGA)

**Local Government Unit Seal of Good Local Governance (SGLG) Assessment  
Process Summary Logsheet**

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**QUALITY OBJECTIVE:** 1) 100% of LGUs assessed  
2) 90% timely encoding/uploading of accomplished LGU DCF to the Google Drive on the set deadline

**FREQUENCY OF MONITORING:** Annual


**COVERED PERIOD:** FY 2018

**Due Date of Submission:**

**Legend:**

No.	Title of Issuance (Le Memo/Advisory/JMC)	Regional Office							Objective Result			Remarks
		Date Memo Received from CO	Date Communicated to PO	Mandatory Report	Submission Method (Google Drive, Online, Hard Copy)	Set Deadline	Date Completed/Started	No. of LGUs Assessed/Complied	Met (on or before set deadline)	Unmet (beyond set deadline)	Remarks (indicate reason if target is unmet)	
A	B	C	D	E	F	G	H	I	J	K	L	M
1												
2												
3												
4												
5												
6												
7												

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DILG – Region XIII (CARAGA)  
**QUALITY  
 OBJECTIVE (QO)**

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<b>OFFICE/ SECTION/ UNIT</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT</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)			
Assess compliance of LGUs to SGLG criteria	% of LGUs assessed	100 %	$(A/B) \times 100\%$ A. Total no. of assessed LGUs B. Total number of LGUs	Annual	RAT Members/ Sub-RAT  SGLG RFP SGLG PFP	SGLG Data Capture Forms (DCF) LGPMS Technical Notes SGLG Guidelines
	% of Timely uploading of accomplished LGU DCF to the Google Drive on the set deadline	90 %	$(A/B) \times 100\%$ A Total number of LGUs with accomplished SGLG DCF uploaded on the set deadline B Total number of LGUs	Annual	SGLG RFP SGLG PFP	Checklist of documents to be uploaded SGLG DCF SGLG Guidelines

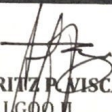

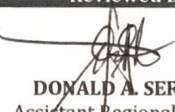
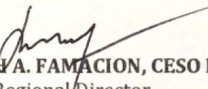
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**QUALITY  
OBJECTIVE (QO)**

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## PROCESS MONITORING AND EVALUATION (QME)

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<b>DIVISION/FOU</b>	Local Government Monitoring and Evaluation Division (LGMED)
<b>QUALITY PROCEDURE TITLE</b>	LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT
<b>OBJECTIVE STATEMENT</b>	100% of LGUs ASSESSED WITHIN THE PRESCRIBED TIME
<b>CURRENT PERIOD</b>	FY 2018

INDICATORS		Year: 2018
<b>Objective 1:</b> 100% of LGUs assessed		
A	Total number of LGUs assessed	
B	Total number of LGUs (5 Provinces, 5 Component Cities, 1 HUC, and 67 municipalities)	
C	Formula: Variance (A/B)x100	Target Result = 100%
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met	
<b>Objective 2:</b> 90% timely encoding/uploading & scanning of accomplished LGU DCF to the Google Drive on the set deadline		
A	Total number of LGUs with accomplished SGLG DCFs encoded/uploaded on the set deadline	
B	Total number of LGUs	
C	Formula: (A/B)x100	Target Result = 90%
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met	
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective Action (CAR) duly signed by the DILG-RO Deputy QMR.</b>		

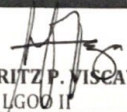
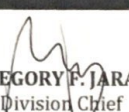
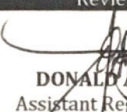
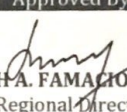
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**PROCESS MONITORING AND  
EVALUATION (QME)**

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