



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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Name of Division/FOU: Local Government Capability Development Division - Local Governance Regional Resource Center

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Development of Information, Education and Communication (IEC) Materials							
QP-R13-ORD-40	Quality Procedure	10.16.17					
QO-QP-R13-ORD-40	Quality Objective	10.16.17					
QME-QP-R13-ORD-40	Quality Monitoring and Evaluation	10.16.17					
FM-QP-RR13-ORD-40-01	Process Summary Logsheet	10.16.17					
	Logbook of Issuances Requiring Development of IEC Materials	10.16.17					
	Logbook of IEC Materials Developed	10.16.17					

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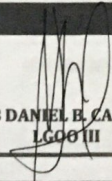
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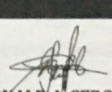
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Name of Division/FOU: Office of the Regional Director

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Development of Information, Education and Communication (IEC) Materials							
	Unnumbered Memorandum from LGA Executive Director Marivel Sacendoncillo entitled "Federalism Key Messages and IEC Materials" dated August 14, 2017						

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Name of Division/FOU:

Local Government Capability Development Division - Local Governance Regional Resource Center

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Process Name: PROCESSING OF PRESS RELEASES (WRITTEN)									
QP-R13-ORD-40	Quality Procedure	LGRRC Administrator	Blue Datafiler with cover # 2 beside steel cabinet at the back of the LGRRC	QP-R13-ORD-40	Chronological (latest on top)	3 years	3 years	6 years	Recycle/Reuse papers
QO-QP-R13-ORD-40	Quality Objective	LGRRC Administrator	Blue Datafiler with cover # 2 beside steel cabinet at the back of the LGRRC	QP-R13-ORD-40	Chronological (latest on top)	3 years	3 years	6 years	Recycle/Reuse papers
QME-QP-R13-ORD-40	Quality Monitoring and Evaluation	LGRRC Administrator	Blue Datafiler with cover # 2 beside steel cabinet at the back of the LGRRC	QP-R13-ORD-40	Chronological (latest on top)	3 years	3 years	6 years	Recycle/Reuse papers
FM-QP-R13-ORD-40-01	Process Summary Logsheet	LGRRC Administrator	Blue Datafiler with cover # 2 beside steel cabinet at the back of the LGRRC	QP-R13-ORD-40	Chronological (latest on top)	3 years	3 years	6 years	Recycle/Reuse papers

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**QUALITY
PROCEDURE (QP)**

PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials
SCOPE	This process covers the receipt of issuance from Central Office by the concerned division, coordination with LGRRRC for IEC development and receipt of newly-produced IEC Materials.
PURPOSE	To define the standard process in the development of IEC Materials that will promote/popularize PPAs advocacy and increase clients awareness and appreciation equip clients with relevant knowledge in the implementation of PPAs and maximize their potentials.
PROCESS DESCRIPTION	
INPUT	PROCESS
Issuances from Central Office	Development of IEC Materials
	OUTPUT
	Receipt & Issue Slip Issuance
DESCRIPTIVE STATEMENT:	
Part of the advocacy initiatives of the DILG is the development of IEC Materials to popularize program/projects in order to intensify massive awareness and appreciation of projects implemented.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional Focal Person (RFP)	Receive issuance / directive	-Receipt of issuance / directive from the Regional Director	- Issuances
2	RFP and LGRRRC Administrator	RFP coordinates with LGRRRC administrator for development of IEC materials	-RFP provides LGRRRC Administrator with copy of issuance and together, work on the format and design of IEC materials LGRRRC Administrator records issuance	-Issuance Issuances Requiring Development of IEC Materials
3	Division Chief	Review the proposed format and design of IEC materials Approval of proposed IEC materials	-DC reviews the format and design of the IEC materials as against the requirements of the issuance -DC approves proposed IEC materials	-Proposed IEC format and design -Issuance



**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Regional Focal Person (RFP)	For printed materials, preparation and submission of supporting administrative documents for the production of IEC materials for approval.	-RFP prepares requisite administrative documents for the production of IEC materials -Submit required documents for approval	-Activity Design -Purchase Request (PR) -Activity Design -Purchase Request
5	Regional Director	Approval of design	-RD approves the activity design and Purchase Request	- Activity Design - Purchase Request
6	RFP	Forward approved PR to General Services Section For IEC materials for web posting, forward approved materials to ITO for posting.	RFP forwards approved copy of the PR with attached Activity Design to GSS and retains copy of the design and PR. ITO to post approved IEC materials on official website and social media accounts.	Approved Activity Design and PR Approved IEC design
7	RFP	Provide copies of newly-produced IEC materials to LGRRC	RFP to provide copies of the produced IEC materials to the LGRRC Administrator	Newly-produced IEC materials
8	LGRRC Administrator	Receive copies of newly-produced IEC materials Record received IEC materials in Logbook of IEC Materials Developed	-LGRRC Administrator to receive and record newly-produced IEC materials and display same in LGRRC facility	Logbook of IEC Materials Developed
9	LGRRC Administrator	Retain records	-Retain records in accordance with the Control of Retained Documented Information Procedure and Master list of Records	Logbook of IEC Materials Developed





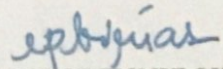
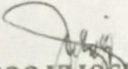
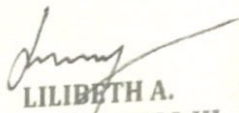
DILG - REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code

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Process Owner	Division Chief/Next Higher Supervisor	Regional QMR	Top Management





DILG - REGION XIII (CARAGA)

Development of Information, Education and Communication (IEC) Materials

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QUALITY OBJECTIVE: 1) % of Regional Focal Persons (RFPs) assisted in development of IEC materials
2) % of IEC materials developed as required by national policies

FREQUENCY OF MONITORING: Quarterly

COVERED PERIOD:

Due Date of Submission: Every 5th day of the 1st month of the quarter

Legend:

No.	Control No.	Number of Issuances Requiring Development of IEC materials	Number of draft IEC materials prepared with RFP	Number of newly-produced IEC materials provided by RFP to LGRRC	Percentage of IEC materials produced versus the number of issuances requiring development of IEC materials	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									
6									
7									
8									
						0	0	0	

Prepared by:
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LGRRC V. LGRRC Administrator
Process Owner

Noted by:
JOCELYN CLAYOMA
OIC Division Chief
Deputy QMR





DILG - REGION XIII (CARAGA)

LOGBOOK OF ISSUANCES REQUIRING DEVELOPMENT OF IEC MATERIALS

Date	Sender	Subject	Action Required	Remarks

Prepared By	Reviewed By	Approved By
 EMMYLOU P. BURIAS LG00 V - LGRRC Administrator	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

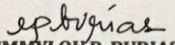

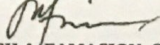




DILG - REGION XIII (CARAGA)

LOGBOOK OF OF IEC MATERIALS DEVELOPED

Date	Sender	Subject	Action Required	Remarks

Prepared By	Reviewed By	Approved By
 EMMYLOU P. BURIAS LG00 V - LGRRRC Administrator	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





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

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DIVISION/FOU	OFFICE OF THE REGIONAL DIRECTOR
QUALITY PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials

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)			
Development of Information, Education and Communication (IEC) Materials	% of Regional Focal Persons (RFPs) assisted in development of IEC materials	80% of RFPs provided assistance in development of IEC materials	Total number of RFPs provided assistance in development of IEC materials _____ x 100 Total number of RFPs requiring assistance in development of IEC materials	Quarterly	LGRRRC Administrator	• Logbook of IEC materials developed
	% of IEC materials developed as required by national policies	80% of issuances requiring development of IEC materials acted on	Total number of IEC materials developed _____ x 100 Total number of issuances requiring development of IEC materials	Quarterly	LGRRRC Administrator and LGRRRC Librarian	• Issuances Requiring Development of IEC Materials • Logbook of IEC materials developed

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 LILIBETH A. PAMACION, CESO III Regional Director		
Process Owner	Division Chief	Regional QMR
		Top Management

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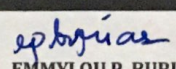
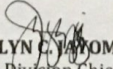
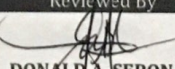
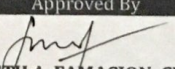


DILG REGION XIII (CARAGA)

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

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DIVISION/FOU	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION							
PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials							
OBJECTIVE STATEMENT	1. 80% of Regional Focal Persons (RFPs) assisted in development of IEC materials. 2. 80% of IEC materials developed as required by national policies.							
CURRENT PERIOD								
INDICATORS	1Q	2Q	3Q	4Q	Total			
Objective 1: 80% of RFPs provided assistance in development of IEC materials.								
A Total number of RFPs provided assistance in development of IEC materials.								
B Total number of RFPs requiring assistance in the development of IEC materials.								
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: 80% of IEC materials developed as required by national policies.								
A Total number of IEC materials developed.								
B Total number of issuances requiring development of IEC materials.								
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.								

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