




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

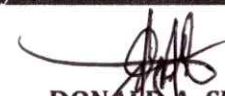
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FM-SP-R13-01A-01		
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Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
QP-R13-FAD-12	Quality Procedure	10.16.17					
QO-QP-R13-FAD-12	Quality Objective	10.16.17					
QME-QP-R13-FAD-12	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-03-12	Process Summary Logsheets	10.16.17					

Prepared By
 KAREN GRACE S. GABINETE LGOO II Document Controller

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



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Name of Division/FOU: Finance and Administrative Division

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
		00	01	02	03	04	05
	Project Procurement Management Plan						
	Annual Procurement Plan						

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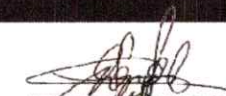
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Name of Division/FOU: Finance and Administrative Division - General Services Section

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

MASTERLIST OF RETAINED DOCUMENTED INFORMATION									
DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Preparation of Annual Procurement Plan									
	PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use
	ANNUAL PROCURERMENT PLAN (APP)	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use

Prepared By

EDGARDO T. CUBILLAS
Admin. Officer V
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DONALD A. SERONAY
CAO/ OIC-Asst. Regional Director
Regional QMR





DILG-CENTRAL OFFICE
**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R13-FAD-12		
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PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN		
SCOPE	This process starts from preparation of Project Procurement Management Plan (PPMP) by respective divisions/units and preparation of Annual Procurement Plan(APP) up to the submission of APP to DILG- Central Office and DBM – Procurement service (PS)		
PURPOSE	To ensure that all procurement activities are properly observed as stipulated in the guidelines issued by the Government Procurement Policy Board (GPPB).		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
End-User	PPMP Request →	Preparation of Annual Procurement Plan	APP APP Submission to DBM and DILG CO
Descriptive Statement: This process is in compliance with the requirement under RA 9184 to ensure the implementation of procurement system for transparency and competetiveness.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	End User/Division Concerned	Preparation of PPMP	<ul style="list-style-type: none"> Prepares PPMP for annual requirement as to supplies/equipment and services in a given year Submit to Budget Section for funding allocation 	PPMP
2	Budget Section	Review PPMP	<ul style="list-style-type: none"> Evaluate PPMP to ensure funding allocation based on the Agency's Budget for the given year according to Object of Expenditures. Forward to BAC Secretariat 	Operation Plan and Budget PPMP
3	BAC Secretariat	PPMP Consolidation and APP preparation	<ul style="list-style-type: none"> Review Annual Procurement Plan based on the consolidated PPMP Budget officer certifies the APP as to availability of funds Forward ther APP to the Head of Procuring Entity for 	PPMP APP
4	Head of Procuring Entity	Approval of APP	<ul style="list-style-type: none"> ARD, for initial on the APP Regional Director – approval on the 	
5	GSS	Submit approved APP to DBM and DILG-CO	<ul style="list-style-type: none"> Submit original copy of signed APP to DBM-PS not later than November 30 of every year; Submit ecopy (in PDF format) to app.nga.ps@gmail.com Submit ecopy to DILG Central 	<ul style="list-style-type: none"> ASPP consolidated





DILG-CENTRAL OFFICE
**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R13-FAD-12		
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4	Head of Procuring Entity	Approval of APP	<ul style="list-style-type: none"> ARD, for initial on the APP Regional Director – approval on the 	
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DILG REGION XIII (CARAGA)

Preparation of Annual Procurement Plan Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-FAD-12-01		
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QUALITY OBJECTIVE: Timely submission of Annual Procurement Plan to DILG-Central Office and DBM-PS

FREQUENCY OF MONITORING: Annual

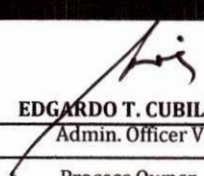
COVERED PERIOD:


Due Date of Submission: On or before Nov. 30 of each year

Legend:

No.	Operating Unit/End User	Date of PPMP submitted	No. of PPMP submitted	Date of APP submitted	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
1								
2								
3								
4								
5								
6								
7								
8								

Total
Result

Prepared By

EDGARDO T. CUBILLAS Admin. Officer V
Process Owner

Noted By

DONALD A. SERONAY CAO/ OIC-Asst. Regional Director
Regional QMR





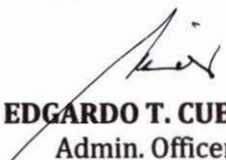
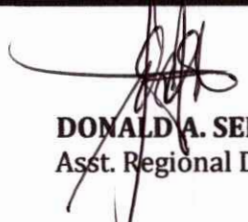
DILG REGION XIII (CARAGA)

**QUALITY
OBJECTIVE (QO)**

Document Code		
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DIVISION/FOU	Finance and Administrative Division, General Services Section
QUALITY PROCEDURE TITLE	Preparation of Annual Procurement Plan (APP)

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)			
Formulation of Annual Procurement Plan (APP)	Timely submission of APP to DILG Central Office and DBM- Procurement service	On or before November 30 of every year	<ul style="list-style-type: none">Expected date of submissionActual date of submissionNo. Of days elapsed = Expected date of submission – Actual date of submission	Annual	GSS, BAC Secretariat	<ul style="list-style-type: none">PPMPAPP

Prepared By	Reviewed By	Approved By
 EDGARDO T. CUBILLAS Admin. Officer V	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

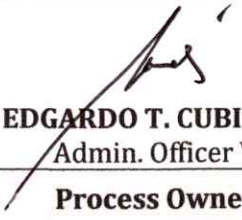




DILG REGION XIII (CARAGA)

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

Document Code		
QME-QP-R13-FAD-12		
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DIVISON/FOU	FINANCE AND ADMINISTRATIVE DIVISION			
PROCEDURE TITLE	PREPARATION OF ANNUAL PROCUREMENT PLAN (APP)			
OBJECTIVE STATEMENT	Timely submission of Annual Procurement Plan for submission to DILG Central Office and DBM-PS			
CURRENT PERIOD				
INDICATORS	YEAR 1	YEAR 2	YEAR 3	Total
Objective : Timely submission of APP to DILG Central and DBM - PS on or before November 30 each year.				
A	Expected date of submission of APP to DILG-CO and DBM-PS			
B	Actual date of submission to DILG-CO and DBM - PS			
C	No. of Days Elapsed = A-B	Target Result: >0		
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
 EDGARDO T. CUBILLAS Admin. Officer V Process Owner	 DONALD A. SERONAY CAO/ OIC-Asst. Regional Director Regional QMR	 LILIBETH A. FAMACION, CESO III Regional Director Top Management