



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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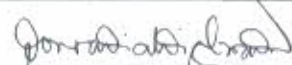
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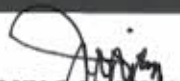
Name of Division /FOU:

Local Government Capability and Development Division

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Provision of Capacity Development Activities									

Prepared By

DONNA DIAL D. MADELO
 LGOO II
 Process Owner

Reviewed by

JOCELYN C. JAXOMA
 OIC, Division Chief
 Deputy DMR






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

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Capacity Development Activities							
QP-R13-LGCDD-01	Quality Procedure	10.16.17					
QO-QP-R13-LGCDD-01	Quality Objective	10.16.17					
QME-QP-R13-LGCDD-01	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGCDD-01-01	Process Summary Logsheets	10.16.17					
FM-QP-13-LGCDD-01-02	Activity Design	10.16.17					
FM-QP-13-LGCDD-01-03	Capacity Development Activity Checklist	10.16.17					
FM-QP-13-LGCDD-01-04	Office Order	10.16.17					
FM-QP-13-LGCDD-01-05	Regional Order	10.16.17					
FM-QP-13-LGCDD-01-06	Attendance Sheet	10.16.17					
FM-QP-13-LGCDD-01-07	Distribution List	10.16.17					
FM-QP-13-LGCDD-01-08	Pre Evaluation Questionnaire	10.16.17					
FM-QP-13-LGCDD-01-09	Post Evaluation Questionnaire	10.16.17					
FM-QP-13-LGCDD-01-10	Honorarium Computation	10.16.17					
FM-QP-13-LGCDD-01-11	Certificate of Appearance	10.16.17					
FM-QP-13-LGCDD-01-12	Activity Report	10.16.17					

Prepared By

JOB DANIEL B. CASSION
 EGO III
Regional Document Controller

Noted By

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






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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
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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
IGOU III
Regional Document Controller

Noted By

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

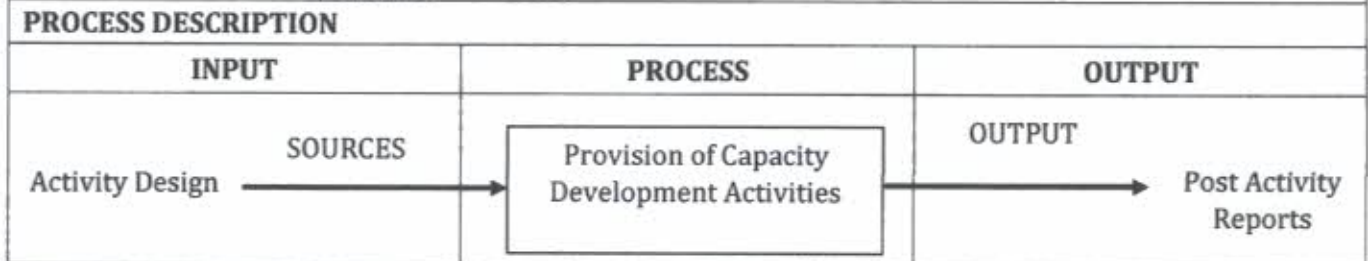




DILG – REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

Document Code		
QP-R13-LGCDD-01		
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PROCEDURE TITLE	Provision of Capacity Development Activities
SCOPE	This process covers the preparation of Activity Design, conduct of capacity development activities, and submission of Post Activity Reports.
PURPOSE	To define the standard process in the provision of capacity development activities that will equip clients with relevant knowledge in the implementation of PPAs.



DESCRIPTIVE STATEMENT:
 DILG is concerned with improving the overall effectiveness of its stakeholders in responding to the challenges presented by the nature of their functions. The conduct of capacity development activity is aimed towards generating new skills and capabilities and professional evolution.

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	Formulate Activity Design	-Draft Activity Design and prepare other documentary requirements for the conduct of activity	Activity Design
3	Division Chief	Review the design	-DC reviews the content of the design	Activity Design
4	Budget officer	Identify fund availability	-Route to Budget Officer for the availability of allotment	Activity Design
5	Accountant	Certify correctness of budgetary requirements	-Accountant confirms correctness of budgetary requirements	Activity Design
6	ARD	Recommend approval	-ARD reviews the design and recommends the same to RD for approval	Activity Design
7	Regional Director	Approve the design	-RD approves the activity design	Activity Design
8	RFP	Prepare Purchase Request	- RFP prepares purchase request for the meals, accommodation, supplies and tarpaulin. Once approved, GSS processes submitted purchase	Approved Activity Design PR





DILG – REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			request .	
9	RFP	Prepare logistics	-RFP prepares the necessary logistics. This includes preparation of the Regional/ Office Order and other necessary items identified in the Checklist.	-Regional/ Office Order -Capacity Development Activity Checklist - Honorarium Computation with necessary attachments (CV, Salary Certification, Program and Invitation Letter) -Program -Hand-outs (if applicable)
9	RFP / Responsible division	Conduct capacity development activities	-Conduct capacity development activities in accordance with the approved activity design	-Program -Attendance Sheet -Distribution List -Certificate of Appearance -Certificate of Participation, if applicable) -Certificate of Appreciation -Pre- Evaluation Form, if applicable -Post Evaluation Form, if applicable
10	RFP	Prepare Post Activity Report	-Prepare Activity and Special Report (if applicable) based on the activity conducted.	-Pre- Evaluation Form, if applicable -Post Evaluation Form, if applicable -Workshop Result -Activity Design
11	Division Chief	Recommend approval of Post Activity Report	-DC reviews and recommends for approval	-Activity Report -Special Report, if applicable)
12	Regional Director	Approve Post Activity Report	-RD approves the report	-Activity Report -Special Report, if applicable)
13	RFP	Submit Post Activity Report	-Submit approved activity/ special report to the following: 1. Accounting	-Activity Report -Special Report, if applicable) -Activity Design





DILG – REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

Document Code		
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			2. GS 3. Bureau (if applicable)	-Attendance Sheet -Distribution List
13	RFP / Process owner	Retain records	-Retain records in accordance with the Control of Retained Documented Information Procedure and Master list of Records (R13-SP-02)	-Activity Report -Special Report (if applicable) -Activity Design -Attendance Sheet -Distribution List -Pre- Evaluation Form -Post Evaluation Form

Definition of Terms:

- Capacity Development Activities- refers to the desired intervention deemed necessary to capacitate the Local Government Units. Related activities are the following:
 - Coaching- method of directing, instructing and training a person or group of people in order to acquire new skills especially when there are new system or program.
 - Mentoring- a process of sharing knowledge and experience from a senior or most experienced individual.
 - Cascading- a process of passing-on an information or knowledge.
 - Training- the process for providing required skills in order to perform a specific job.
 - Workshop- a type of interactive training where participants carry out a number of training activities rather than listening to a lecture or presentation
- Pre- Evaluation Form- Form used to gauge the knowledge/ skills of the participants prior to the conduct of the capacity development activities. This, however, shall be utilized only during trainings and workshop.
- Post Evaluation Form- Form used to assess the effectiveness of the activity. It covers evaluation of resource person, content, venue and the general satisfaction. This, however, shall be utilized only during trainings and workshops.

Legal References:

Prepared By	Reviewed By	Approved By
 DONNA DIAL D. MADELO LGOO II	 JOCELYN C. LAYOMA OIC, 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





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

Document Code		
QO-QP-R13-LGCDD-01		
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DIVISION/FOU	Local Government Capability and Development Division
QUALITY PROCEDURE TITLE	Provision of Capacity Development Activities

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	<ul style="list-style-type: none"> Post Evaluation Form

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





DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

Document Code		
QME-QP-R13-LGCDD-01		
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DIVISION/FOU	Local Government Capability and Development Division												
PROCEDURE TITLE	Provision of Capacity Development Activities												
OBJECTIVE STATEMENT	Satisfactory rating from the participants												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% satisfactory rating from the participants													
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	
 DONNA DIAL D. MADELO LG00 II	 JOCELYN C. JAYOMA OIC, Division Chief	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director		
Process Owner	Deputy QMR	Regional QMR	Top Management		





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

Document Code
FM-QP-R13-LGCDD-01-01

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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. MADELO
LG00 II
Process Owner

Reviewed by

JOCELYN E. JAYOMA
OIC, Division Chief
Deputy QMR





DILG REGION XIII
ACTIVITY DESIGN

Document Code		
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TITLE :

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

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

Approved by
Name: LILIBETH A. FAMACION, CESO III
Position: Regional Director
Date:





DILG REGION XIII
ACTIVITY DESIGN

Document Code		
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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
 DONNA DIAL D. MADELO LGOO II	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
**CAPACITY DEVELOPMENT
 ACTIVITY CHECKLIST**

Document Code		
FM-QP-R13-LGCDD-03		
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Title of Activity: _____

Date: _____

	Particulars	Remarks
1	Activity Design	
2	Letter of Invitation	
3	Attendance Sheets	
4	Distribution List	
5	Certificate of Appearance	
6	Certificate of Participation	
7	Certificate of Appreciation	
8	Program	
9	Tarpaulin	
10	Laptop	
11	Printer	
12	LCD Projector	
13	Pointer	
14	Extension Wire	
15	Table name tags	
16	Seminar Kits/ hand	
17	Bond paper	
18	Secretariat Box:	
	Pentel Pen	
	Stapler, staple wire	
	Ballpens	
	Tapes (masking tape,scotch tape)	
	Metacard	
	Others:	
19	Documenter	
20	Photographer	
21	Secretariat	

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





DILG REGION XIII
OFFICE ORDER

Document Code		
FM-QP-R13-LGCCD-01-04		
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No. ___ - ___

SUBJECT :

DATE :

The DILG Regional Office 13 will conduct a "Title of Activity" for the Participants on Date at Venue.

To ensure success of the activity, the following personnel are directed to attend:

NAME OF PERSONNEL	POSITION	RESPONSIBILITY

Subject of personnel shall be at the venue on _____ at _____.

For compliance.

LILIBETH A. FAMACION, CESO III
Regional Director

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





DILG REGION XIII
REGIONAL ORDER

Document Code		
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No. ____ - ____

TO :

SUBJECT :

DATE :

In relation to the conduct of the **Title of Activity** for **Attendees** on **Date** in **Venue**, the following are directed to supervise, facilitate and provide technical assistance and secretariat services during the above-mentioned activity:

NAME OF PERSONNEL	POSITION	RESPONSIBILITY

This order is made of record for compliance.

LILIBETH A. FAMACION, CESO III
Regional Director

cc: Personnel Concerned
Bulletin Board
File

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





DILG REGION XIII
ATTENDANCE SHEET

Document Code		
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Name	Office	Position/ Designation	Gender		Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	ACCOMMODATION
			M	F						

Prepared By	Reviewed By	Approved By
<i>Donna Dial D. Madeo</i> DONNA DIAL D. MADELO LGOO II	<i>Donald A. Seronay</i> DONALD A. SERONAY CAO/OIG-Asst. Regional Director	<i>Lilibeth A. Famacion</i> LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

CONTROLLED COPY
 DILG XIII QMS



DILG REGION XIII
**PRE EVALUATION
 QUESTIONNAIRE**

Document Code		
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Name: _____ Date: _____

Title of Training/Workshop: _____

Office: _____

Instructions: Please answer this form prior to the training/ workshop:

1. What are your expectations of this workshop?

2. What would you like to learn during the training/ workshop?

3. Rate your level of knowledge/skills/ability on a scale of 1 to 5 regarding the subject matter (5 being the highest, 1 being the lowest)

- 1 ()
- 2 ()
- 3 ()
- 4 ()
- 5 ()

Prepared By	Reviewed By	Approved By
 DONNA DIAL D. MADEJO LGOO II	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CES0 III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
**POST EVALUATION
 QUESTIONNAIRE**

Document Code FM-QP-R13-LGCCDD-01-09		
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Name: (Optional) _____ Date: _____

Title of Activity/Assistance: _____

Office: _____

Instructions: Please check (√) the number which best corresponds to your assessment of this activity using the rating scale below:

- 1 - Very Poor
- 2 - Poor
- 3 - Satisfactory

- 4 - Very Satisfactory
- 5 - Outstanding

1. Please rate your over-all satisfaction of the training?

- | | |
|-------|-------|
| () 1 | () 4 |
| () 2 | () 5 |
| () 3 | |

2. Resource Person

Items for Evaluation	CLIENT SATISFACTION RATING														
	Name of Speaker 1					Name of Speaker 2					Name of Speaker 3				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Mastery of subject matter															
Manner of delivery															
Ability to answer Queries															
Use of visuals															

3. Rate the following aspects of the Activity

Items	CLIENT SATISFACTION RATING					Remarks
	1	2	3	4	5	
2.1 Content						
Time allotted for every topic						
Applicability of topics						
Relevance of topics discussed						
Training materials provided						
2.2 Activity Flow						
2.3 Facilitators						
2.4 Secretariat						
2.5 Venue (equipment, sound system, etc.)						
2.6 Meals/Food Served						
3.7. Overall impression						

4. Do you have any other comments about this activity (e.g. Suggestion/s for improvement)

Thank you for your feedback!





DILG REGION XIII
**POST EVALUATION
QUESTIONNAIRE**

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





HONORARIUM COMPUTATION

Document Code		
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Title of Activity:	
Date	
Venue	
Name of the Speaker	
Monthly Salary Rate	
Factor*	
Rate per Hour	
Number of Lecture Hours*	
Participants in excess of 50 (19 pax)*	
Honorarium Due	
*Based on DILG Circular 2016-01	

Prepared By:

Noted By

Approved By

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





DILG REGION XIII
CERTIFICATE OF APPEARANCE

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Name: _____

Designation: _____

Office: _____

Date(s) Appeared: _____

Purpose: _____

Given this ____ day of **Month and Year** in **Venue of the Activity**.

LILIBETH A. FAMACION, CESO III

Regional Director

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





DILG REGION XIII
ACTIVITY REPORT

Document Code		
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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
 DONNA DIAL D. MADELO LGOO II	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

