



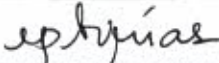
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII (Caraga)
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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Endorsement of Application for LGU Scholarship Grants									

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

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

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		00	01	02	03	04	05
Endorsement of Application for LGU Scholarship Grants							
QP-R13-LGCDD-02	Quality Procedure	10.16.17					
QO-QP-R13-LGCDD-02	Quality Objective	10.16.17					
QME-QP-R13-LGCDD-02	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGCDD-02-01	Process Summary Logsheets	10.16.17					

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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
Endorsement of Application for LGU Scholarship Grants							

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Endorsement of Application for LGU Scholarship Grants	
SCOPE	This process starts from the receipt of Communication from the Central Office, dissemination of scholarship invitation to the LGUs through the DILG Provincial /City Offices, receipt of documents from the applicants, review of the documents submitted and forwarding the same to Central Office	
PURPOSE	To define the standard procedures of endorsing LGU scholarship grants	
PROCESS DESCRIPTION		
	INPUT	PROCESS
	<p>Letter- invitation from LGA</p> <p>SOURCES: DILG CO Provincial/Cit y Office</p> <p>Checklist of Requirements (Varies by Scholarship Offerings)</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>(Processing of Application for Scholarship Grant)</p> </div>
		OUTPUT
		<p>Message to the LGUs through PD/CD</p> <p>Endorsement to Local Government Academy (LGA)</p>
DESCRIPTIVE STATEMENT:		
Dissemination of letter-invitation from Local Government Academy to the LGUs through the FOU's. (Part 1) Applications submitted to the Regional Office through the Provincial/City Office and LGCDD review the completeness of the requisites and endorse to Central Office. (Part 2)		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A				
1	LGCDD Receiving clerk	Receive the communication (Memorandum on scholarship invitation)	Receive and record the communication and route Regional Focal Person (RFP) per instruction from LGCDD Chief	Commtracks (online communications tracking) Memorandum
2	LGCDD through the RFP	Prepare message re Memorandum Record Memorandum on Logbook of Scholarship Invitation Disseminated	RFP will prepare message for dissemination of scholarship invitation to FOU's	Memorandum Logbook of Scholarship Invitations Disseminated
3	LGCDD Receiving clerk	Dissemination of Memorandum to FOU's	Once approved, the message is released through fax/email to the	





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			FOUs Outgoing communication recorded	Commtracks
4	Provincial/City (HUC) Office Receiving Clerk	Receive, record and route incoming communication	Receive and record the communication and route to Provincial/City Director	Logbook of Incoming Communications
5	City/Provincial Director	Route incoming communication to Provincial Focal Person (PFP) for action	P/CD routes message to PFP	Message from Regional Office Memorandum on scholarship invitation
6	Provincial Focal Person/City (HUC) Focal Person	Prepare transmittal/message to LGUs through C/MLGOOs/ City Focal Person	PFP prepares transmittal/message to local government units (LGUs) through C/MLGOOs City Focal Person prepares transmittal for Memorandum	Message from Regional Office Memorandum on scholarship invitation
7	Provincial/City (HUC) Releasing Officer	Dissemination of Memorandum to FOUs	Releasing Officer transmits Memo and transmittal to C/MLGOOs(Province) Releasing Officer transmits Memo and transmittal to LGU (City)	Memorandum and transmittal
8	C/MLGOOs	Dissemination of Memorandum to LGUs (End of Part 1 of the Process)	Provide copy of Memorandum on scholarship invitation to LCE for dissemination to LGU officials and functionaries	Memorandum and transmittal
9	C/MLGOOs	Endorsement of applications (Start of Part 2 of the Process)	MLGOOs prepare endorsement of application to Regional Office through Provincial Offices	Memorandum (scholarship invitation) Applicant's documents
10	Provincial/City Receiving Officer	Receive, record and route application for scholarship	Receiving Officer receives, records and routes application to P/CDirector.	Logbook of Incoming Communications Applicant's



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				documents
11	City/Provincial Director	Route Applicant's documents to Provincial Focal Person (PFP) for action	P/CD routes Applicant's documents to PFP for preparation of Endorsement to Regional Office	Applicant's documents
12	Provincial Focal Person/City Focal Person	Prepare Endorsement to Regional Office	PFP prepares Endorsement to Regional Office City Focal Person prepares Endorsement to Regional Office	Applicant's documents
13	Regional Office Receiving Officer	Receive, record and route application for scholarship to LGCDD	Receive and record applicant's documents for scholarship and route to LGCDD	Commtracks Applicant's documents
14	LGCDD through the RFP	Review and endorsement of applications	If found complete and in order, prepare endorsement letter to Local Government Academy, copy furnished the applicant through the FOU concerned If there are lacking documents, notify the applicants through the PD/CD through letter	Memorandum (scholarship invitation)
15	LGCDD Receiving clerk		Once the endorsement letter is signed by the Regional Director, record Endorsement in Outgoing Communications and transmit the documents to Local Government Academy through email and through courier.	Endorsement Applicant's documents Commtracks
16	LGCDD through the RFP	Retain all records	Retain all records generated in accordance with Control of Retained Documented Information Procedure and Master list of Records	Control of Retained Documented Information Procedure Master list of Records



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

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Definition of Terms:

- C/MLGOO – City/Municipal Local Government Operations Officers
- FOU – Field Operating Units

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Process Owner	Deputy QMR	Regional QMR	Top Management





DIVISION/FOU	Local Government Capability Development Division
QUALITY PROCEDURE TITLE	Endorsement of Application for Local Government Units (LGUs) Scholarship Grants

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)			
Dissemination of invitation for scholarship grants	% of scholarship invitations disseminated not more than two days upon receipt at the division level	80% of scholarship invitations transmitted to FOU's not more than two days from receipt	$\frac{\text{Total number of scholarship invitations transmitted to FOU's not more than two days from receipt at division level}}{\text{Total number of scholarship invitations received at the division in two days}} \times 100$	Monthly	Regional Focal Person	<ul style="list-style-type: none"> • Commtracks • Logbook of Scholarship Invitations Disseminated
Endorsement of application for LGUs scholarship grants	% of Endorsements prepared within the day of receipt at the division level	80% of application for scholarship transmitted to LGA within the day of receipt	$\frac{\text{Total number of applications for scholarship grants Endorsed to LGA within the day of receipt}}{\text{Total number of applications for scholarship grants requesting for endorsement received in a day}} \times 100$	Monthly	Regional Focal Person	<ul style="list-style-type: none"> • Commtracks





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

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

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DIVISON/FOU	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION														
PROCEDURE TITLE	Endorsement of Application for Local Government Units (LGUs) Scholarship Grants														
OBJECTIVE STATEMENT	1. % of scholarship invitations disseminated to FOU's not more than two days upon receipt at the division level. 2. % of Endorsements prepared within the day of receipt at the division level.														
CURRENT PERIOD															
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Objective 1: 80% of scholarship invitations transmitted to FOU's not more than two days from receipt.															
A	Total number of scholarship invitations transmitted to FOU's not more than two days from receipt at division level.														
B	Total number of scholarship invitations received at the division in two days.														
C	Formula: $\frac{A}{B} \times 100$	Target Result: 90%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
Objective 2: 80% of application for scholarship transmitted to LGA within the day of receipt.															
A	Total number of applications for scholarship grants Endorsed to LGA within the day of receipt.														
B	Total number of applications for scholarship grants requesting for endorsement received in a day.														
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.															





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

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DILG 13- Caraga
ENDORSEMENT OF APPLICATION FOR LOCAL GOVERNMENT UNITS (LGUs) SCHOLARSHIP GRANTS

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QUALITY OBJECTIVE 1. 80% of scholarship invitations transmitted to FOU's not more than two days from receipt.
 2. 80% of application for scholarship transmitted to LGA within the day of receipt.

FREQUENCY OF MONITORING: Quarterly

CURRENT PERIOD:

Doc. No.	Receiving Control No.	LGU	Region	Date Memorandum of Scholarship Invitation Received	Date Message re Scholarship Invitation is Prepared and transmitted to FOU's	Date Applicant's documents are received at the Regional Office	Date Applicant's documents are received at the LGCDD	Action Undertaken (Endorsement prepared)				No of Days elapsed	Result (Date Memorandum Received vs. Date Memoandum Disseminated; Date Applicant's	
								Doc. Code	Date Prepared	Date Approved	Date Released to Records		Met <15 working days	Unmet > 15 working days

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