



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

Document Code
FM-R13-SP-02-01

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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	
Review of the HUC and Provincial GAD Plan and Budget									
	GAD Plan and Budget and Accomplishment Report per LGU	DDDM	LGCCD Filer Box	All Municipalities, City and Provinces in CARAGA Region	Sequential by year (latest on top)	3 years	3 years	6 years	recycling

Prepared By

DONNA DIAL D. MADELO
 LGOU II
 Process Owner

Reviewed by

JOCELYN C. JAYOMA
 OIC, Division Chief
 Deputy QMR






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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
Review of the HUC and Provincial GAD Plan and Budget							
QP-R13-LGCDD-03	Quality Procedure	10.16.17					
QO-QP-R13-LGCDD-03	Quality Objective	10.16.17					
QME-QP-R13-LGCDD-03	Quality Monitoring and Evaluation	10.16.17					
FM-QP-13-LGCDD-03-01	Process Summary Logsheet	10.16.17					
FM-QP-13-LGCDD-03-02	GAD Checklist	10.16.17					
FM-QP-13-LGCDD-03-03	Certificate of Review	10.16.17					
FM-QP-13-LGCDD-03-04	Letter of Deficiencies and GPB Review Form	10.16.17					

Prepared By

JOB DANIEL B. CASSION
 LSOO VII
 Regional Document Controller

Noted By

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






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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Review of the HUC and Provincial GAD Plan and Budget							
	Guide on the Review and Endorsement of LGUs GAD Plan and Budget and Review of LGUs GAD Accomplishment Report Toward Gender Responsive Local Governance						

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 LGUO III
 Regional Document Controller

Noted By

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Review of the HUC and Provincial GAD Plan and Budget
SCOPE	This process starts from the receipt of the HUCs and Provincial GAD Plan and Budget for the ensuing year together with GAD Accomplishment Report of the preceding year, review and release of the Certificate of Review and Endorsement.
PURPOSE	To define the standard process in the review of the HUC and Provincial GAD Plan and Budget.
PROCESS DESCRIPTION	
INPUT	PROCESS
GAD Plan and Budget	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> Review of HUCs and Provincial GAD Plan and Budget </div>
	OUTPUT
	Certificate of Review and Endorsement
DESCRIPTIVE STATEMENT:	
DILG is mandated to review the GAD Plan and Budget of the LGUs based on the guidelines provided under JMC No. 1, s. 2016 entitled Amendments to PCW-DILG-DBM-NEDA JMC No. 2013- 01: Guidelines on the Localization of the Magna Carta of Women to ensure that the PPAs identified in the GAD Plans and Budgets of the LGUs are responsive to gender and development thrusts.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional Focal Person (RFP)	Receive GAD Plan and Budget (GPB)	-Receipt of GAD Plan and Budget (ensuing year) together with the GAD Accomplishment Report (preceding year) from the HUCs and Provinces	GAD Plan and Budget GAD Accomplishment Report
2	RFP/ Division Chief	Review GPB	-RFP shall review the GPB based on the guidelines provided under JMC No. 1, s. 2016 entitled Amendments to PCW-DILG-DBM-NEDA JMC No. 2013- 01: Guidelines on the :Localization of the Magna Carta of Women -After review, it will be forwarded to the Division Chief for signature	GAD Checklist
3	RFP	Prepare Certificate of Review and Endorsement for the Director's approval	-If submitted GPB are found fully compliant in forms and content, the RFP may prepare a Certificate of Review and Endorsement. -If there are findings,	Certificate of Review and Endorsement GAD Checklist





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			GPBs shall be returned to the concerned LGU through the DILG City/ Provincial Office together with the Letter of Observation and Recommendation. This will be complied and submitted back to the DILG Regional Focal Person for review until found compliant.	
4	Regional Director	Route for RD's approval	-If GPB are found fully compliant, Certificate of Review and Endorsement shall be forwarded to the Regional Director for approval.	Certificate of Review and Endorsement
5	LGCCD Administrative Staff	Release Certificate of Review and Endorsement	-LGCCD Admin. Staff releases signed Certificate of Review and Endorsement to the HUCs/ Province through the DILG City/ Provincial Office	Certificate of Review and Endorsement
6	RFP	Retain copy	-Retain records in accordance with ISO standards	Control of Retained Documented Information Procedures and Masterlist of Records

Definition of Terms:

- HUC- Highly Urbanized City

Legal References:

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





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

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QO-QP-R13-LGCDD-03		
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DIVISION/FOU	Local Government Capability and Development Division
QUALITY PROCEDURE TITLE	Review of the HUC and Provincial GAD Plan and Budget

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)			
Review of the HUC and Provincial GAD Plan and Budget	Timely review of GPB and release of Certificate of Review and Endorsement/ Letter of Deficiencies and GPB Review Form within 15 working days upon receipt	90%	$\frac{\text{Total number of request endorsed upon receipt}}{\text{Total number of request received} - \text{Total No. Of requests not yet due}} \times 100$ $= (A/B-C) \times 100$	Monthly	Focal Person	<ul style="list-style-type: none"> Process Summary Log Sheet Certificate of Review and Endorsement/ Letter of Deficiencies and GPB Review Form

Prepared By	Reviewed By	Approved By
 DONNA DIAL D. MADELO LGOO II	 JOCELYN C. JAYOMA OIC, LGCDD Chief	 LILIBETH A. FAMACION, GESO III Regional Director
Process Owner	Division Chief	Deputy QMR





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

Document Code		
QME-QP-R13-LGCDD-03		
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DIVISION/FOU	Local Government Capability and Development Division
PROCEDURE TITLE	Review of the HUC and Provincial GAD Plan And Budget
OBJECTIVE STATEMENT	90% timely review and release of Certificate of Review and Endorsement/ Letter of Deficiencies and GPB Review Form within 15 working days upon receipt
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 90% of the received GPB are reviewed and responded within the standard time.														
A	Total number of request endorsed within 15 working days upon receipt													
B	Total number of request received													
C	Total No. Of requests not yet due													
C	Formula: $\frac{A}{B-C} \times 100$ Target Result: 90%													
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
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Process Owner	Division Chief	Deputy QMR





DILG 13- Caraga
Review of the HUC and Provincial GAD Plan and Budger
Process Summary Logsheets and Database

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FM-QP-R13-LGCDD-03-01

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QUALITY OBJECTIVE: 80% satisfactory rating from the participants
FREQUENCY OF MONITORING: Quarterly
CURRENT PERIOD:

No.	Province/ HUC	Received		Acted		Response Time	Rating
		Date	Time	Date Deficiency	Time		

Prepared By

DONNA DIAL B. MADELO
LG00 II
Process Owner

Reviewed by

JOCELYN C. JAYOMA
OIC. Division Chief
Deputy QMR





DILG REGION XIII
GAD CHECKLIST

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LGU : _____

NO.	PARAMATER	COMPLIANT		REMARKS (If no, indicate the observations/ deficiencies)
		Yes	No	
1.	Correctness of form/ template of the GAD Plan and Budget			
2.	Content			
2.1	Gender Issue/s or GAD Mandate <ul style="list-style-type: none"> ● Contains LGUs Gender Issue or a GAD Mandate which comes from specific provisions from GAD related laws (e.g., RA 9710) ● Prioritization of Client-focused gender issues. ● Gender issues valid and relevant based on statistics/ situation of the LGU 			
	Client- Focused Gender Issue <ul style="list-style-type: none"> • Equality of women and men stakeholders, clients or constituents • Analysis of sex-disaggregated data and gender analysis result • Validity and relevance of gender issues 			
	Organizational- Focused Gender Issue <ul style="list-style-type: none"> • Integration of gender dimension in program, systems or structure 			
	<ul style="list-style-type: none"> • Spell-out acronyms to make GAD Plan and Budget more friendly 			
2.2	GAD Objective <ul style="list-style-type: none"> • Responsive to the gender issue or GAD Mandate 			
	<ul style="list-style-type: none"> • SMART (specific, measurable, attainable, realistic and time-bound) 			
2.3	Relevant LGU Program or Project <ul style="list-style-type: none"> • Gender perspective is mmainstreamed and sustained in the LGU's mandates and regular programs or projects 			
2.4	GAD Activity <ul style="list-style-type: none"> • Responsive to the gender issue or implement specific GAD Mandates • Contribution to the 			

CONTROLLED COPY
 DILG XIII QP



DILG REGION XIII
GAD CHECKLIST

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	attainment of the GAD Objective <ul style="list-style-type: none"> Alignment from the Gender Issue to be addressed/GAD Mandate to the GAD Objective and to the proposed GAD Activity 			
2.5	Performance Indicator and Target <ul style="list-style-type: none"> Quantitative or qualitative (e.g. presence of, absence of, %, no. of and ration) Targets are attainable within the implementation period and is set against a baseline data 			
2.6	GAD Budget <ul style="list-style-type: none"> States the specific details of expenditures such as MOOE, CO and PS 			
2.7	Responsible Office/ Unit <ul style="list-style-type: none"> Relevance of the assigned office/unit in the implementation of GAD PPAs 			
2.8	Title of the LGU Program or Project <ul style="list-style-type: none"> Copy of the result of the HGDG Assessment Correctness of the checklist box on the HGDG Tool 			
2.9	HGDG Design/ Funding Facility/ Generic Checklist Score <ul style="list-style-type: none"> LGUs score per HGDG Assessment Result 			
2.10	Total Annual Program/ Project Budget <ul style="list-style-type: none"> Correctness of the total annual budget of the program/project 			
2.11	GAD Attributed Program/Project Budget <ul style="list-style-type: none"> Amount to be attributed to the GAD Plan and Budget per result of the HGDG Assessment 			
2.12	Lead of Responsible Office <ul style="list-style-type: none"> Unit or Office in the LGU tasked to implement the program/project being attributed to GAD 			
3	Submission of the GPB is accompanied by GAD Accomplishment Report <ul style="list-style-type: none"> Consistency with the endorsed GPB of the previous year 			





DILG REGION XIII
GAD CHECKLIST

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4	Total LGU Budget is reflected			
5	Total GAD Budget is computed			
	<ul style="list-style-type: none"> At least 5% of the LGUs annual appropriation 			
	<ul style="list-style-type: none"> Reasonable and consistent with the performance indicators and targets 			
	<ul style="list-style-type: none"> Consistency of GAD Budget 			
6	GPB and GAD AR are duly signed by concerned authorities/ officials			
7	Date of Submission			

Prepared By:

Noted 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 REVIEW AND ENDORSEMENT

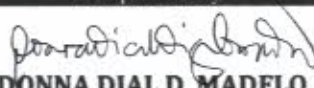

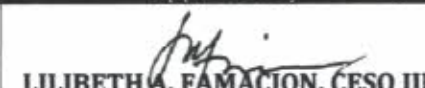
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This is to certify that the GAD Plan and Budget (GPB) for Calendar Year **2018** of the **Province of Agusan del Sur** has been reviewed and was found fully compliant in form and contents with the provisions of JMC Nos. 2016-01 and 2013-01 re: Localization of Magna Carta of Women.

Thus, said GAD Plan and Budget (GPB) of the **Province of Agusan del Sur** is hereby officially endorsed for incorporation in the Provincial Annual Investment Program (AIP) and Budget.

Issued this **31st** day of **July 2017** at DILG Regional Office 13 (Caraga), Km. 4, Libertad, Butuan City, Philippines.

LILIBETH A. FAMACION, CESO III
Regional Director

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





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

Date: _____

HON. _____

Thru: _____

Dear _____:

Greetings from DILG Region XIII!

This office acknowledges receipt of the FY ___ GAD Plan and Budget (GPB) of your LGU. We, however, defer endorsement of the same due to the following general observation and recommendations:

1. Use of the correct format/ template of the GAD Plan and Budget (GPB) as required by the law.
2. Total budget is not reflected in your GPB.
3. The GPB and GAD AR are not duly signed by concerned authorities/ officials.
4. The statutory requirement of at least 5% of the LGU's annual general appropriations for GAD programs, projects and activities (PPAs) is not met.
5. Kindly review and ensure that entries from columns one to nine of GPB are congruent and related to each other. Also, some of the items in the GPB may be undertaken by the LGU but may not necessarily be in your FY ___ GPB.
6. Some of the GAD objectives, activities, targets and performance indicators are for enhancement to better articulate the responses to the identified gender issues and/ or its causes.
7. To surface gender issues pertaining to the women and children, we recommend gathering and analysis of sex- disaggregated data.
8. There are activities with performance indicators that need baseline data. As such, kindly attach the necessary support documents.
9. In enhancing your GPB please ensure that gender issues and causes should be clearly articulate as these are the bases in the formulation of entries in the succeeding columns of the LGU GPB.
10. Kindly state if the issues are client or organizational- focused.
11. There are rows that are not filled- out. Kindly provide the needed information or at least merge the entries with the same issues, causes, objectives and relevant PPAs.
12. Kindly spell- out all acronyms to make your GAD Plan and Budget more user- friendly.
13. Please attach GAD Accomplishment Report for FY ____.
14. For guidance in enhancing your GPB and GAD Accomplishment Report, kindly refer to JMC ____ Guidelines on the Localization of Magna Carta of Women.



Specific Observations and Recommendations

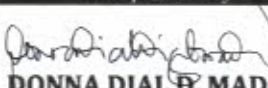

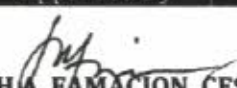
Section	Observation & Recommendation
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In relation to the forgoing , please the indicated recommendations within two (2) weeks after receipt of this letter or as soon as possible for our second review and finally for the issuance of Certificate of review and Endorsement.

Best regards.

Truly yours,

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

