



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


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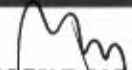
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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
DILG PPA IMPLEMENTATION MONITORING AND REPORTING									
QME-QP-R13-LGMED-01	DILG PPA Implementation Monitoring and Reporting Quality Monitoring and Evaluation	Lolita S. Go	LGMED QMS Cabinet	DILG PPA Implementation Monitoring and Reporting Assessment QME	Sequential	2 Years	2 Years	4 Years	Shredding/re-use
FM-QP-R13-LGMED-01-01	DILG PPA Implementation Monitoring and Reporting Process Summary Logsheets	Lolita S. Go	LGMED QMS Cabinet	DILG PPA Implementation Monitoring and Reporting Assessment Process Summary Logsheets	Sequential	2 Years	2 Years	4 Years	Shredding/re-use
	Administrative Issuances	ADC of LGMED	LGMED Cabinet	Administrative Issuances	Sequential	2 Years	2 Years	4 Years	Shredding/re-use
	Processed PSL of RFP	ADC of LGMED	LGMED Cabinet	Processed PSL of RFP	Sequential	2 Years	2 Years	4 Years	Shredding/re-use

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Name of Division/FOU: **Local Government Monitoring and Evaluation Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
DILG PPA IMPLEMENTATION MONITORING AND REPORTING							
QP-R13-LGMED-01	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-01	Quality Objective	10.16.17					
QME-QP-R13-LGMED-01	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-01-01	Process Summary Logsheet	10.16.17					

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Name of Division/FOU: **Local Government Monitoring and Evaluation Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
DILG PPA IMPLEMENTATION MONITORING AND REPORTING							

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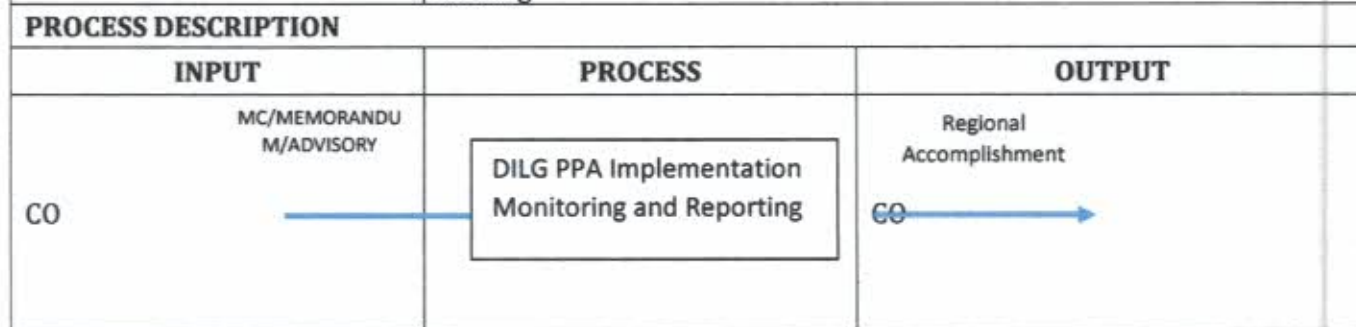
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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	DILG PPA IMPLEMENTATION MONITORING AND REPORTING
SCOPE	This procedure commence from the receipt of MC/Memorandum/ Advisory from Central Office up to the verification, analysis of provincial reports and submission of regional accomplishment/report to the Central Office
PURPOSE	To provide the higher management with information on the status of implementation of projects on a regular basis as a tool for decision making



DESCRIPTIVE STATEMENT:
Upon receipt of MC/Memorandum/Advisory from the Central Office, the Regional Office will prepare Memorandum/Advisory to Provincial Office for compliance. The Provincial Offices verify, analyze and consolidate LGU reports and submit it to the Regional Office. Regional Office will consolidate, verify and analyze provincial reports and submits regional accomplishment/progress reports to Central Office

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
Issuance of memorandum/advisory to the Provincial Offices				
1	Regional Records Officer	Receives and records MC/Memorandum/Advisory from CO	<ul style="list-style-type: none"> Receives and records MC/Memorandum/Advisory from CO Forwards communication to ORD ORD Routes the MC/Memorandum/Advisory to concerned division 	<ul style="list-style-type: none"> MC/Memorandum/Advisory from CO
2	Division Records Officer	Receives and records routed memorandum/advisory	<ul style="list-style-type: none"> Division Records Officer receives and records MC/Memorandum/Advisory and forwards to Division Chief Division Chief/ADC reviews and assigns to concerned Regional Focal Person for appropriate action 	<ul style="list-style-type: none"> MC/Memorandum/Advisory from CO MC/Memorandum/Advisory from RO
3	Regional Focal Person/Division Chief/RD	Prepares and send memorandum/ advisory to POs	<ul style="list-style-type: none"> Regional Focal Person prepares Memorandum/Advisory to POs 	





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Division Chief reviews and counter sign the Memorandum/Advisory and forward to ORD RA/ARD approves/signs the memorandum/advisory Focal Person forward to Record Officer for stamp "Release" of memorandum/advisory Division Clerk scan/send memorandum/advisory to POs Regional Focal Person retain documented information 	
Receipt and submission of accomplishment/progress reports				
1			-	QP-R13-FAD-11
2	Division Records Officer	Receives and records routed reports	<ul style="list-style-type: none"> Division Records Officer receives and records report and forwards to Division Chief Division Chief assigns the report to concerned Focal Person 	<ul style="list-style-type: none"> Accomplishment/Progress Report
3	Regional Focal Person	Consolidation, Verification, Analysis and Evaluation of Provincial Reports	<ul style="list-style-type: none"> Reviews, verify, analyze and evaluate the reports submitted by the POs Consolidates and prepares the regional accomplishment/progress report together with the transmittal letter Division Chief reviews the regional accomplishment/progress report together with the transmittal letter and forwards it to ORD 	<ul style="list-style-type: none"> Accomplishment/Progress Report Transmittal Letter





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	RD/ARD	Approves Regional Accomplishment/Progress Report	<ul style="list-style-type: none"> RD/ARD reviews and approves the regional accomplishment/progress report together with the transmittal letter 	<ul style="list-style-type: none"> Accomplishment/Progress Report Transmittal Letter
5	Regional Focal Person	Submits report to CO	<ul style="list-style-type: none"> Regional Focal Person submits (hard and/or e-copy) report to CO-concerned bureau. For e-copy, RFP submits the the regional accomplishment/progress report together with the transmittal letter through email. For hard copy RFP forwards the report to the Regional Records Officer for sending to CO through post-mail/courier 	<ul style="list-style-type: none"> Accomplishment/Progress Report Transmittal Letter
6	Regional Focal Person	Retain documented information	<ul style="list-style-type: none"> Retain documented information in accordance with the control of documented information procedures Provide copy of PSL to ADC of LGMED 	<ul style="list-style-type: none"> SP-R13-02 Process Summary Logsheet
7	ADC of LGMED	Consolidate PSL	<ul style="list-style-type: none"> ADC of LGMED receives, records and consolidates submitted PSL ADC of LGMED prepares report and forward to LGMED Chief LGMED Chief sign and submit to ORD ADC of LGMED retain documented information of the consolidated PSL 	<ul style="list-style-type: none"> Process Summary Logsheet









QUALITY PROCEDURE (QP)

Definition of Terms:

- RD/ARD - Regional/Assistant Regional Director
- ORD - Office of the Regional Director
- ADC - Assistant Division Chief
- CO - Central Office

Legal References:

- Memorandum Circulars
- Advisories
- Other administrative issuances

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Process Owner	Deputy QMR	Regional QMR	Top Management		





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

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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	DILG PPA Implementation Monitoring and Reporting

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)			
Monitoring and Reporting of PPA	Timely submission of monitoring reports to CO on set deadlines	80%	Total number of monitoring reports submitted on time / total number of reports x 100%	Monthly Quarterly Semestral Annual One-shot	MLGOO Provincial Focal Person Regional Focal Person ADC of LGMED	Process Summary Log Sheet

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		 LILIBETH A. FAMACION, CESO III Regional Director
		Top Management





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

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DIVISON/FOU	Local Government Monitoring and Evaluation Division
PROCEDURE TITLE	DILG PPA Implementation Monitoring and Reporting
OBJECTIVE STATEMENT	80% of the Accomplishment/Progress Reports are submitted to Central Office on the set deadline
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of the Accomplishment/Progress Reports are submitted to Central Office on the set deadline														
A	Total no. of report submitted on set deadline													
B	Total No. of reports submitted.													
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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Process Owner	Deputy QMR	Regional QMR	Top Management





DILG REGION XIII (CARAGA)


**Local Government Unit Seal of Good Local Governance (SGLG) Assessment
Process Summary Logsheet**

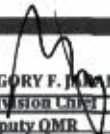
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QUALITY OBJECTIVE: 1) 100% timely encoding of accomplished LGU Profile Forms in the LGPMS on the set deadline
2) 90% timely encoding of accomplished SGLG DCFs in the LGPMS and Google Drive on the set deadline

FREQUENCY OF MONITORING: Annual
COVERED PERIOD:
Due Date of Submission:
Legend:

No.	Regional Office						Provincial Office			Objective Result			Remarks
	Date Memo Received from CO	Date Communicated to PO	Mandatory Report	Submission Method (Google Drive, Email, Hard Copy)	Set Deadline	Actual Date Encoded/Uploaded	Date Memo Received by PO	Date Memo Communicated to C/MLGOO	Actual Date Encoded/Uploaded	Met (on or before set deadline)	Unmet (beyond set deadline)	Remarks (indicate reason if target is unmet)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Total													
Result													

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