



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

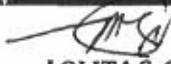
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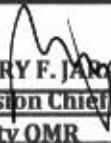
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**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>LGU SGLG ASSESSMENT</b>									
QME-QP-R13-LGMED-03	SGLG Assessment Quality Monitoring and Evaluation	Lolita S. Go	LGMED QMS Cabinet	SGLG Assessment QME	Chronological	3 Years	2 Years	5 Years	Shredding/re-use
FM-QP-R13-LGMED-03-01	SGLG Assessment Process Summary Logsheet	Lolita S. Go	LGMED QMS Cabinet	SGLG Assessment Process	Chronological	3 Years	2 Years	5 Years	Shredding/re-use

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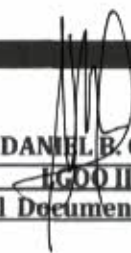
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Name of Division/FOU: **Local Government Monitoring and Evaluation Division**

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>LGU SGLG Assessment</b>							
QP-R13-LGMED-03	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-03	Quality Objective	10.16.17					
QME-QP-R13-LGMED-03	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-03-01	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
<b>LGU SGLG Assessment</b>							
	DCF Form 1 LGU Profile Technical Notes						
	DCF Form 1 LGU Profile						
	DCF Form 2 City/Municipality Certification						
	DCF Form 2 Data Collection Validation						
	DCF Form 2 Provincial Certification						

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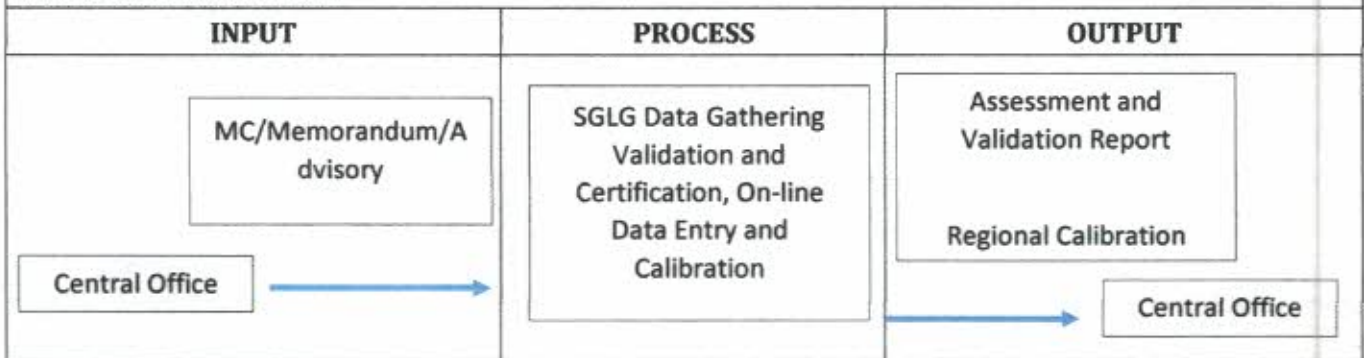




# QUALITY PROCEDURE (QP)

<b>PROCEDURE TITLE</b>	<b>LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT</b>
<b>SCOPE</b>	This procedure starts from the receipt of Memorandum Circular (MC)/Memorandum/Advisory from the Central Office to the conduct of data gathering, validation and certification in the LGU and online data entry and uploading of the Data Capture Form (DCFs) in the Google Drive up to the submission of the calibration reports to the Central Office - BLGS.
<b>PURPOSE</b>	To define the assessment process or procedure in determining the SGLG LGU awardees.

**PROCESS DESCRIPTION**



**DESCRIPTIVE STATEMENT:**

Upon receipt of the MC/Memorandum/Advisory from the Central Office (CO), the Regional Office will prepare a Memorandum/Advisory to the Provincial Offices (POs). In the SGLG Regional Assessment, the P/C/MLGOO will facilitate the SGLG data gathering and the LGPMS-LGU Team for the LGU Profile. The Regional Assessment Team (RAT) take the lead in the validation and certification of the LGU evidence through documentary review, interview and onsite inspection. As such, the R/PFP encodes the data entry thru the online LGPMS database, scanning and uploading of the data capture forms in the SGLG Google Drive. Moreover, the Provincial Calibration facilitates the processing of initial results and verification of data quality while the Regional Calibration facilitates data quality check. The Regional calibration report shall be submitted to the CO-BLGS.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>Issuance of Memorandum/Advisory to LGU thru the Provincial Offices (POs)</b>				
1	Records Officer  Division Chief	Receives, records and routes Memorandum/Advisory from CO	<ul style="list-style-type: none"> <li>Receives and records Memorandum/Advisory from Central Office and routes to Division Chief</li> <li>Div. Chief/Asst. Div. Chief reviews and assigns to Regional Focal Person for action</li> </ul>	Please refer to QP-R13-FAD-11
2	Regional Focal Person	Prepare Memorandum/Advisory	<ul style="list-style-type: none"> <li>Focal Person reviews and prepares Regional Memorandum/Advisory to the Provincial Offices</li> </ul>	Regional Memorandum/Advisory





# QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Division Chief		<ul style="list-style-type: none"> <li>Division Chief reviews and countersign the Regional Memorandum/ Advisory prepared by the Regional Focal Person, then forwards the same to the Office of the Regional Director.</li> </ul>	
3	Regional Director	Sign the Regional Memorandum/Advisory	<ul style="list-style-type: none"> <li>RD reviews and signs the Regional Memorandum/ Advisory</li> </ul>	
4	Focal Person	Send the Regional Memorandum/ Advisory to POs	<ul style="list-style-type: none"> <li>Focal Person/ Records Officer disseminates/ sends Memorandum/ Advisory to Pos</li> </ul>	
5	Focal Person	Retain Records	<ul style="list-style-type: none"> <li>Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records</li> </ul>	R13-SP-02
<b>Regional Assessment: Data Gathering, Validation and Certification, On-line Data Entry and Calibration</b>				
1	DILG Field Officers P/C/MLGOO	Gather Data	<ul style="list-style-type: none"> <li>The P/C/MLGOO gathers data for the SGLG</li> </ul>	SGLG Guidelines DCF
2	Regional Focal Person  Division Chief  Regional Director/Asst. Regional Director  Regional Focal Person  Regional Focal Person	Prepares Deployment Plan      Regional Validation and Certification	<ul style="list-style-type: none"> <li>The Regional Focal Person prepares and print the Deployment Plan.</li> <li>The Division Chief reviews and countersigns the Deployment Plan.</li> <li>The Regional Director/Asst. Regional Director approves.</li> <li>The RFP will encode the data of the Deployment Plan to the Google Drive.</li> <li>The RFP prepares the invitation letters and confirms participation of CSO as member of the RAT for the Regional Validation</li> </ul>	Deployment Plan      Invitation Letters







# QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Regional Focal Person  Division Chief  Regional Assessment Teams (RATs)		<p>and Certification.</p> <ul style="list-style-type: none"> <li>The RFP prepares Activity Design for the activity.</li> <li>The Division Chief monitors/tracks LGUs covered by RAT.</li> <li>The Regional Assessment Teams lead in the validation and certification of LGU evidence through documentary review, interview and onsite inspection.</li> <li>After the validation of each LGU, the RAT Leader prepares and submits accomplished DCFs with MOVs and Photos to R/PFP within 5 working days after the assessment</li> </ul>	
3	R/PFP	Data Entry thru the online LGPMS database and Uploading of the DCFs in the Google Drive	<ul style="list-style-type: none"> <li>The RFP reviews submitted DCFs and encodes in the LGPMS online data entry and scan and upload the DCFs in the Google Drive for provinces and HUC, while the PFP will do for component cities and municipalities</li> </ul>	SGLG Guidelines SGLG Accomplished DCF and supporting documents
4	R/Provincial LGPMS-SGLG Team  Provincial Director  Regional LGPMS	Calibration > Provincial          > Regional	<ul style="list-style-type: none"> <li>The Provincial LGPMS-SGLG Team facilitates the provincial calibration for the processing of initial results, and verification of data quality.</li> <li>The Provincial Director submits calibration report to the RO within the prescribed period</li> <li>The Regional LGPMS team facilitates data quality</li> </ul>	SGLG Guidelines SGLG processed data base Accomplished DCFs






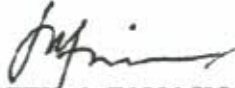


# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Team		check and consolidates reports from the provinces.	
5	Regional Director	Approves the Regional Calibration Reports	<ul style="list-style-type: none"> <li>The RD reviews and approves the regional calibration report.</li> </ul>	SGLG guidelines Regional Calibration Reports
6	Regional Focal Person	Upload the Approved Calibration Reports	<ul style="list-style-type: none"> <li>The RFP encode, scan and upload the approved Regional calibration Reports in the LGPMS-SGLG Google Drive.</li> </ul>	
7	Regional Focal Person	Retain Documented Information	<ul style="list-style-type: none"> <li>Retain documented information in accordance with Control of Retained Documented Information Procedure and Masterlist of Records</li> </ul>	R13-SP-02

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DILG – Region XIII (CARAGA)  
**QUALITY  
 OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R13-LGMED-03</b>		
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<b>OFFICE/ SECTION/ UNIT</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT</b>

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)			
Validate and assess compliance of LGUs to SGLG criteria	Timely encoding of accomplished LGU Profile Forms in the LGPMS on the set deadline	100%	$(A/B) \times 100\%$ A Total number of accomplished LGU Profile Form encoded on the set deadline  B Total number of LGUs (5 Provinces, 5 Component Cities, 1 HUC, and 67 municipalities)	Annual	SGLG RFP SGLG PFP	SGLG Logsheet Monitoring Forms SGLG Report SGLG Directive
	Timely encoding and uploading of accomplished SGLG DCFs in the LGPMS and Google Drive on the set deadline (5 Provinces and HUC)		$(A/B) \times 100\%$ A Total number of accomplished SGLG DCFs encoded/uploaded on the set deadline  B Total number of SGLG DCFs		Regional Assessment Team	SGLG DCF SGLG Logsheet SGLG Directive SGLG Technical Notes SGLG Guidelines











DILG – Region XIII (CARAGA)  
**QUALITY  
 OBJECTIVE (QO)**

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DILG – Region XIII (CARAGA)  
**PROCESS MONITORING AND  
 EVALUATION (QME)**

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<b>DIVISION/FOU</b>	<b>Local Government Monitoring and Evaluation Division (LGMED)</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>LOCAL GOVERNMENT UNIT SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT</b>
<b>OBJECTIVE STATEMENT</b>	100% of LGUs ASSESSED AND VALIDATED WITHIN THE PRESCRIBED TIME
<b>CURRENT PERIOD</b>	




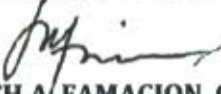
INDICATORS		Period 1	Period 2	Period 3	Period 4	Period n <sup>th</sup>	Total
<b>Objective 1: 100% timely encoding of accomplished LGU Profile Forms in the LGPMS on the set deadline</b>							
A	Total number of accomplished LGU Profile Form encoded on the set deadline						
B	Total number of LGUs (5 Provinces, 5 Component Cities, 1 HUC, and 67 municipalities)						
C	Formula: Variance (A/B)x100	Target Result = 100%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met						
<b>Objective 2: 90% timely encoding of accomplished SGLG DCFs in the LGPMS and Google Drive on the set deadline</b>							
A	Total number of accomplished SGLG DCFs encoded/uploaded on the set deadline						
B	Total number of SGLG DCFs						
C	Formula: (A/B)x100	Target Result = 90%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met						
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective Action (CAR) duly signed by the DILG-RO Deputy QMR.</b>							





DILG – Region XIII (CARAGA)  
**PROCESS MONITORING AND  
EVALUATION (QME)**

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DILG REGION XIII (CARAGA)

**Local Government Unit Seal of Good Local Governemance (SGLG) Assessment  
Process Summary Logsheets**

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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

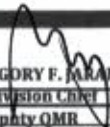
**COVERED PERIOD:**

**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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