



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

1559 Matimco Bldg, Km 4, Libertad, Butuan City | www.caraga.dilg.gov.ph

Document Code		
FM-R13-SP-02-01		
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MASTERLIST OF RECORDS

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Endorsement of LGU Request for Approval of Additional Confidential Fund									
	Endorsement Letter	Melinda Lagua	LGMED Filing Cabinet	Endorsements for Additional Confidential Fund	By date	Perpetual Active			Perpetual Active
	Checklist for the requirements for the additional confidential fund with attachments								
	Letter from LGU								

Prepared By

MELINDA A. LAGUA
 LGOO V
 Process Owner

Noted By

RAY GREGORY F. YARANILLA
 Division Chief
 Deputy OMR





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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
Endorsement of LGU Request for Additional Confidential Fund							
QP-R13-LGMED-05	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-05	Quality Objective	10.16.17					
QME-QP-R13-LGMED-05	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-05-01	Process Summary Logsheets	10.16.17					
FM-QP-R13-LGMED-05-02	Endorsement	10.16.17					
FM-QP-R13-LGMED-05-03	Checklist for Requirement for Additional Confidential Fund	10.16.17					

Prepared By

JOB DANIEL B. CASSION
 LGOO III
Regional Document Controller

Noted By

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





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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
Endorsement of LGU Request for Additional Confidential Fund							
	COA, DBM, DILG Government Governance Commission for GOCCs, DND JOINT CIRCULAR No. 2015-01 January 8, 2015						
	DILG MC 2015-130 Guidelines on the Function of Peace and Order Councils, Barangay Peace and Order Committees and Peace and Order Secretariat						
	DILG MC 2015-128 Guidelines on the Formulation of Peace and Order and Public Safety (POPS) Plan						
	Interim National Peace and Order Advisory No. 2016-02 dated November 25, 2016						
	Interim National Peace and Order Advisory No. 2017-01 dated January 7, 2017						



DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	Unnumbered Memorandum dated January 4, 2017 re: Reiteration of clarificatory Guideleines on Peace and Order Programs or Projects as Basis for the Computation of Confidential Fund						

Prepared By

[Signature]

JOB DANIEL B. CASSION
LEO III
Process Owner

Noted By

[Signature]

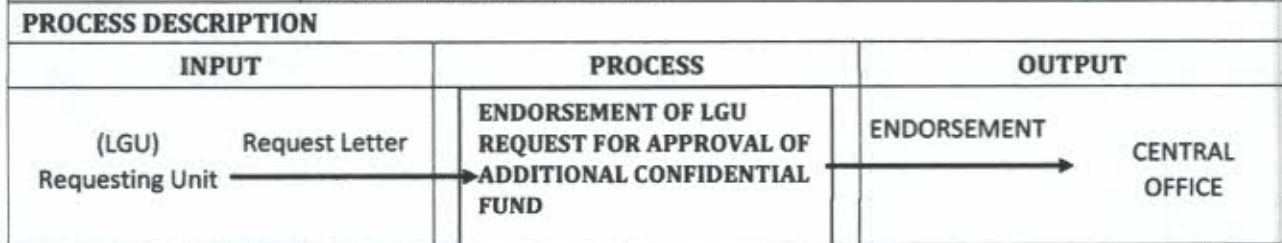
DONALD A. SERONAY
CAO/ OIC- Asst. Regional Director
Regional QMR





QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Endorsement of LGU Request for Approval of Additional Confidential Fund
SCOPE	This process starts from the receipt of request letter from LGU by the C/MLGOO to the endorsement by the regional of the request to the Central Office.
PURPOSE	To define the process of standardization of guidelines and procedures to facilitate the processing of endorsement of request of additional confidential fund of LGUs to Central Office.



DESCRIPTIVE STATEMENT:
 The requesting LGU will file the request with the concerned DILG Field Officer (C/MLGOO) justifying the need thereof supported with complete documentary requirements. After initial checking and verification of the completeness and appropriateness of the documents, the C/MLGOO or PD as the case may be, will forward the request to the Higher Management. When found complete and appropriate, the Regional Director will endorse the request to the Central Office.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	C/MLGOO	Receive request and review	<p>Receive letter-request and review completeness and appropriateness of supporting documentary requirements against the Additional Confidential Fund Checklist.</p> <p>Endorse documents to Provincial Office</p> <p>If not complete and/or found inappropriate, return the request to the requesting LGU with instruction for appropriate action.</p>	<p>COA, DBM, DILG Government Governance Commission for GOCCs, DND JOINT CIRCULAR No. 2015-01 January 8, 2015</p> <p>Letter request and supporting documents</p> <p>Additional Confidential Fund Checklist</p>
2	City/Provincial Office Records Officer	Receive and record request	<p>Receive Endorsement - request; (QP - 13 - FAD -11)</p> <ul style="list-style-type: none"> Forward the documents to the Provincial Focal Person; 	<p>PO Incoming Logbook</p> <p>Letter request and supporting documents</p>





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	City/Provincial Focal Person	Review documents; Prepare certification and endorsement	<p>Evaluate documents against the Additional Confidential Funds Checklist.</p> <p>If complete, prepare the following documents: a. Certificate of Availability of Budget for Peace and Order Programs of the requesting LGU. b. Endorsement</p> <p>Forward the request and documents to the Program Manager.</p> <p>If not complete and appropriate, communicate with the concerned C/MLGOO for appropriate actions.</p>	<p>Additional Confidential Funds Checklist</p> <p>Certificate of Availability of Budget for Peace and Order Programs</p> <p>Endorsement with attached pertinent documents</p>
4	Program Manager	Review the endorsement	<p>Review and evaluate the endorsement and documents and make necessary actions, if any.</p> <p>Forward the endorsement and documents to Provincial Director.</p>	Endorsement and documents
5	City /Provincial Director	Take action	Certify the Availability of Budget and endorse the documents. Forward to Provincial Office Records Officer for release.	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p>
6	PO Records Officer	Record and release the documents	Log documents in the PO Outgoing Communications Logbook and forward to the Regional Office via e-mail and courier or hand-carry.	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p> <p>PO Outgoing Communications Logbook</p>





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	Regional Records Officer	Receive and record the documents	<p>Receive letter-request; (QP R13 FAD 11)</p> <ul style="list-style-type: none"> Forward the documents to the Regional Focal Person; 	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p> <p>RO Incoming Logbook</p>
8	Regional Focal Person	Review documents; Prepare certification and endorsement	<p>Evaluate documents against the Additional Confidential Funds Checklist.</p> <p>If complete, prepare the following documents:</p> <ol style="list-style-type: none"> Certificate of Availability of Budget for Peace and Order Programs of the requesting LGU. Endorsement <p>Forward the request and documents to LGMED Chief.</p> <p>If not complete and appropriate, communicate with the concerned PD for appropriate actions.</p>	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p> <p>Additional Confidential Funds Checklist.</p>
9	LGMED Chief	Review the endorsement	<p>Review and evaluate the endorsement and documents and make necessary actions, if any.</p> <p>Forward the endorsement and documents to Regional Director.</p>	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p>
10	Regional Director	Take action	<p>Certify the Availability of Budget and endorse the documents. Forward to Regional Records Officer for release.</p>	<p>Certificate of Availability of Budget</p> <p>Endorsement with attached pertinent documents</p>

**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
11	Regional Records Officer	Record and facilitate release of documents	(QP R13 FAD 11)	Certificate of Availability of Budget Endorsement with attached pertinent documents
12	Division Clerk	Record and facilitate release of documents	Scan the signed Endorsement and send to DILG Central Office – BLGS via email/courier	Certificate of Availability of Budget Endorsement with attached pertinent documents
12	Process Owners	Retain records	Retain generated records in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.	R13-SP-02 Masterlist of Records

Definition of Terms:

- **Confidential Fund (CF)**- refers to the lump-sum amount provided as such in the GAA for NGAs, in appropriation ordinances for LGUs, and in the COBs for GOCCs, for their Confidential Expenses.
- **Local Government Unit (LGU)**- refers to a province, city or, municipality;
- **Additional CF**- is an added fund for confidential purposes of LGU in excess of the ceiling provided in 5.1.3.1 of the JMC 2015-01 that the total amount for CF shall not exceed thirty percent (30%) of the total annual amount allocated for the LGU's POP.

Legal References:

- COA, DBM, DILG, Government Governance Commission for GOCCs and DND JOINT CIRCULAR No. 2015-01 January 8, 2015

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Process Owner	Deputy QMR	Regional QMR
		Top Management



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

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QO-QP-R13-LGMED-05		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	ENDORSEMENT OF LGU REQUEST FOR APPROVAL OF ADDITIONAL CONFIDENTIAL FUND

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)			
Endorsement of LGU Request for Approval of Additional Confidential Fund	<ul style="list-style-type: none"> % of timely endorsement of Request for Request for Approval of Additional Confidential Fund within 15 working days upon receipt 	<ul style="list-style-type: none"> 80% of endorsed requests 	Total number of requests endorsed within 15 working days upon receipt $\frac{\text{-----} \times 100}{\text{Total number of endorsements received}}$	Monthly	Regional Focal Person	<ul style="list-style-type: none"> Endorsement Letter Materlist of Records Control of Retained Documented Information Procedure





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

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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)			
Endorsement of LGU Request for Approval of Additional Confidential Fund	<ul style="list-style-type: none"> % of accurate endorsements 	<ul style="list-style-type: none"> 80% of endorsements 	<p>Total number of requests endorsements without incidence for lacking or inappropriate documents from higher level office</p> <p>----- x 100</p> <p>Total number of endorsements</p>	Monthly	Regional Focal Person	<ul style="list-style-type: none"> Monitoring Summary Logsheet

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Process Owner	Deputy QMR	Regional QMR
		 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	ENDORSEMENT OF LGU REQUEST FOR APPROVAL OF ADDITIONAL CONFIDENTIAL FUND												
OBJECTIVE STATEMENT	1. 80% of requests for Approval of Additional Confidential Fund recieved, are endorsed within 15 working days upon receipt. 2. 80% accurate endorsements (endorsements without incidence for lacking or inappropriate documents from higher level office)												
CURRENT PERIOD	CY 2017												
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1. Objective 1: 80% of requests for Approval of Additional Confidential Fund recieved, are endorsed within 15 working days upon receipt.													
A	1. Total no. of documents acted upon within 15 working days upon receipt.									0	0	0	0
B	Total No. of Documents received.									0	0	0	0
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%								0	0	0	0
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Objective 2: 80% accurate endorsements (endorsements without incidence for lacking or inappropriate documents from higher level office)													
A	Total no. accurate endorsements (endorsements without incidence for lacking or inappropriate documents from higher level office)									0	0	0	0
B	Total No. of requests received.									0	0	0	0
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.													




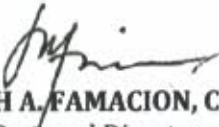




DILG REGION XIII (CARAGA)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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Process Owner	Deputy QMR	Regional QMR	Top Management		





Endorsement of LGU Request for Approval of Additional Confidential Fund Process Summary Logsheet (PSL)

PIL-QP-013-LGMSD-05-01		
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QUALITY OBJECTIVE: 1) 80% of requests for Approval of Additional Confidential Fund received, are endorsed within 15 working days upon receipt.

2) 80% accurate endorsements (endorsements without incidence for lacking or inappropriate documents from higher level office)

FREQUENCY OF MONITORING: Monthly
COVERED PERIOD:

From Date of Submission: Submitted within 15th day of the succeeding month.
Legend:

No.	MIGOO							PD				RD				ACCURACY			TIMELINESS		REMARKS IF USNET	REMARKS							
	Central No.	Requesting LGU	Date of Transmittal Letter	Date Received by MIGOO	Date Deficiency Communicated	Date Complete Documents Received	Date Submitted to Provincial Office	Incidence of Request for Lacking or Appropriate Documents by MIGOO's	Date Deficiency Communicated	Date Complete Documents Received	Date received by Provincial Fiscal Person	Date Submitted to Regional Office	Incidence of Request for Lacking or Appropriate Documents by Provincial Office	Date Deficiency Communicated	Date Complete Documents Received	Date received by Regional Fiscal Person	Date Submitted to Central Office	Incidence of Request for Lacking or Appropriate Documents by Regional Office	Total Number of Incidence of Request for Lacking or Appropriate Documents by Central Office	NET (Without processing error)			USNET (With Processing Error)	REMARKS (IF USNET)	Total No. of Days Elapsed	NET - 15 WD	USNET - 15WD		
1																													
2																													
3																													
4																													
5																													
6																													
7																													
8																													
Total																													
Result																													

 MELINDA LAJOSA MDO V Process Owner	 RAY GREGORY P. MANILLA Division Chief Unit: OMR
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Republic of the Philippines
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Region XIII (Caraga)

BASIC Letter dated _____ from
 _____ (LCEs) _____ (City/Municipality) _____
 _____ (Province) _____ addressed to
 _____ Department of the Interior and Local
 Government, through this level, informing that the Provincial Government
 allocates additional Confidential Fund in the amount of _____
 and submitting pertinent documents for review and/or authorization for its
 implementation.

_____ **Indorsement**

Respectfully forwarded to _____ - Bureau of
 Local Government Supervision, Department of the Interior and Local Government, DILG-
 NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, the herein basic communication,
 for your information and appropriate action.

_____ Regional Director

Prepared By	Reviewed By	Approved By
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Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)
CHECKLIST FOR THE REQUIREMENTS FOR
ADDITIONAL CONFIDENTIAL FUND

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LGU: _____

Date: _____

	DOCUMENTS	WITH	WITHOUT	REMARKS
1	Duly approved Three-Year Peace and Order and Public Safety Plan			
2	Annual and Supplemental Appropriations Ordinance indicating the appropriations for CF			
3	Certification from the Budget Officer as to the availability of appropriations			
4	Certifications from the concerned PNP Chief in their locality relative to the peace and order situation highlighting in concrete details the circumstances which require the urgency in allocating funds for confidential activities			
5	Physical and Financial Plans for both the original allocation for CF and the subject request			
6	Certification of Full Disclosure Policy (FDP) compliance			
7	Certification from the POC Head Secretariat			
8	Compliance to the Posting at the POPS PCMS			

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