



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	
<b>FM-R13-SP-02-01</b>	
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD		DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	
Assessment for Lupong Tagapamayapa Incentives Awards (LTIA)								
QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Procedure	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual
QO-QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Objective	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual
QME-QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Monitoring and Evaluation	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual
FM-QP-R13-LGMED-06-01	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Process Summary Logsheet	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual
FM-QP-R13-LGMED-06-02	Memorandum	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	1 Year	10 Years	Shredding/ Re-use
	LTIA Entry Forms	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	1 Year	10 Years	Shredding/ Re-use
FM-QP-R13-LGMED-06-03	LTIA Entry Tracker	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	1 Year	10 Years	Shredding/ Re-use
	Qualifying Checklist	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	1 Year	10 Years	Shredding/ Re-use
	LTIA Entry Documents	Jason Ryan Lam	LGMED Drawer No. 2	LTIA	Sequential by Year (Latest on Top)	1 Year	10 Years	Shredding/ Re-use



Reviewed By  
  
**RAY GREGORY F. ARANILLA**  
 Division Chief  
 Deputy OMR

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>Assessment for Lupong Tagapamayapa Incentives Awards (LTIA)</b>							
QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Procedure						
QO-QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Objective						
QME-QP-R13-LGMED-06	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Quality Monitoring and Evaluation						
FM-QP-R13-LGMED-06-01	Assessment for Lupong Tagapamayapa Incentives Awards (LTIA) Process Summary						
FM-QP-R13-LGMED-06-02	Logsheet DILG-XIII Memorandum on the Assessment for Lupong Tagapamayapa Incentives Awards (LTIA)						
FM-QP-R13-LGMED-06-03	LTIA Entry Tracker						

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**JOB DANIEL B. CASSION**  
 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
	<b>Assessment for Lupong Tagapamayapa Incentives Awards (LTIA)</b>					
	DILG Memorandum Circular No. 2016-58 dated April 29, 2016			04-29-16		
	DILG Memorandum Circular No. 2008-102 dated June 17, 2008		06-17-08			
	LTIA Entry Forms					
	Qualifying Checklist					
	LTIA Entry Documents					

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DILG-CENTRAL OFFICE  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
QP-R13-LGMED-06		
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<b>PROCEDURE TITLE</b>	<b>ASSESSMENT FOR LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)</b>	
<b>SCOPE</b>	This process starts from the receipt of directive from the central office to conduct Regional LTIA Assessment to the submission of Regional LTIA Winners.	
<b>PURPOSE</b>	To define the process of LTIA assessment, to ensure objective selection of winners.	
<b>PROCESS DESCRIPTION</b>		
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>
Directives CO	 LTIA ASSESSMENT	Regional Winner NAC
<b>Descriptive Statement</b>	The entry document received will be assessed by the Awards Committee chaired by the C/MLGOO/HUCD/PD/RD depending on the level of assessment. The highest ranked lupon in the Assessment will be considered as the entry document and will be endorsed to the next level of LTIA Assessment.	

Step No.	Responsible Personnel	Process/Activity	Details	References
1	Regional Records Officer	Receive directive from CO	Receive the directive in accordance to the Regional Records Management Procedure	Records Management Procedure
2	LGMED Focal Person	Prepare Memorandum	Prepare Memorandum addressed to all PDs/CDs communicating the schedule of LTIA Assessment. Ensure proper cascading to all C/MLGOOs	Memorandum
3	PDs/CDs	Issue Provincial/City Memorandum	Issue Memorandum communicating the schedule of LTIA Activities	Memorandum
4	C/MLGOO; HUC/PLTIA FP	Facilitate the conduct of C/MLTIA/HUCLTIA/PLTIA	Conduct preparatory activities for LTIA Assessment.  Secure EO from the LCE Creating the LTIA Municipal/City/Provincial Awards Committee	
5	C/MLGOO; HUC FP	Receive & Qualify Entries	Receive and evaluate the submitted entry against the LTIA Qualifying Checklist.	LTIA Qualifying Checklist
6	C/MLGOO; HUC FP	Conduct Table Assessment	Conduct Orientation to C/MAC re: LTIA Criteria.  Conduct the Table Assessment	Attendance Sheet





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**QUALITY  
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			<p>with the C/MAC for qualified entries using the prescribed LTIA Forms.</p> <p>Consolidate the individual Performance Result using the consolidated Performance Assessment Report Form.</p> <p>Determine the Lupon entries using Comparative Assessment Report Form.</p>	<p>Form No. 1 Performance Evaluation Form</p> <p>Form No. 2- Consolidated Performance Form</p> <p>Form No. 3- Comparative Performance Form</p>
	C/MLGOO; HUC FP	Determine the City/Municipal Entry	<p>Determine the Ranking of Lupon and only those Lupon with an OPR of not lower than 90 points is qualified to compete at the Provincial/Regional/National Level Final Assessment and Selection.</p> <p><i>If none of the barangays qualifies</i> during the assessment, submit the ___ form to the PAC indicating the reasons of disqualification and attach the Comparative Assessment Report of Performance.</p>	<p>Form No. 3- Comparative Performance Form</p> <p>_____ Form</p> <p>Form No. 3- Comparative Performance Form</p>
		Submit the City/Municipal Entry Document	<p>Endorse the city/municipal entry to the Provincial Awards Committee through email with attached LTIA Form No.5 with LTIA Form No. 6, 7a &amp; 7b in a <b>Single PDF copy</b>.</p> <p>For HUC entries, submit directly to Regional Office</p>	
	PLTIA FP	Receive and Qualify Provincial LTIA	Accept all entries with an Overall Performance Rating of not less than 90.	





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			Review and evaluate the submitted entries.	
	PLTIA FP	Conduct of Table Assessment	<p>Conduct Orientation to PAC re: LTIA Criteria.</p> <p>Conduct the Table Assessment with the PAC for qualified entries using the prescribed LTIA Forms.</p> <p>Consolidate the individual Performance Result using the consolidated Performance Assessment Report Form.</p>	
	PLTIA FP	Conduct on-site validation	<p>Conduct on-site validation with PAC the 3 highest lupons to verify the authenticity of the entry document submitted.</p> <p>Update the ranking based in the on-site validation result.</p>	LTIA Form No. 4
	PLTIA FP	Submit Provincial entry document to the RAC	Endorse the provincial entry to the Regional Awards Committee through email with attached LTIA Form No. 5 with LTIA Form No. 6, 7a & 7b in a <b>Single PDF copy</b> .	
	RLTIA FP	Receive and Qualify Regional LTIA Assessment	<p>Receive all provincial entries.</p> <p>Review and evaluate the submitted entries.</p>	
	RLTIA FP	Conduct of Table Assessment	<p>Conduct Orientation to RAC re: LTIA Criteria.</p> <p>Conduct the Table Assessment with the RAC for qualified entries using the prescribed LTIA Forms.</p> <p>Consolidate the individual Performance Result using the consolidated Performance Assessment Report Form.</p>	
	RLTIA FP	Submission of entry documents to the NAC	Endorse the regional entries to the National Awards Committee using LTIA Form No 5 with LTIA Form No. 6, 7a & 7b in a <b>Single PDF copy</b> to the google drive assigned by the DILG Central Office.	





DILG-CENTRAL OFFICE  
**QUALITY  
 PROCEDURE (QP)**

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	Process Owners	Retain all records	Retain all generated records in accordance with control of retained documented information procedure and masterlist of records.	R13-SP-02
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**Definition of Terms:**

1. LTIA Form 01 is the Basic Performance Evaluation Form. The form is to be accomplished by the individual member of concerned awards committee in the evaluation of participant in all categories.
2. LTIA Form No. 2-is the consolidated Performance Evaluation Form to arrive at the OPR of the entry lupon of each municipality or city.
3. Form NO. 3-is the Comparative Evaluation Form to determine the highest ranked Lupon in the City/Municipality.
4. Form No. 4 -is the Performance Validation Report Form use in validating the assessment results.
5. Form No. 5 - is the Official entry form with the appropriate attachments

**Legal References:**

- LGC Code of 1991
- MC2016-58 Reiterating and Supplementing DILG Memorandum Circular No. 2016-58

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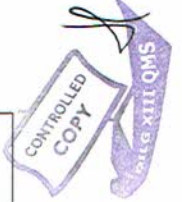
DILG REGION XIII (CARAGA)  
**QUALITY OBJECTIVE (QO)**

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<b>DIVISION/FOU</b>	Local Government Monitoring and Evaluation Division
<b>QUALITY PROCEDURE TITLE</b>	ASSESSMENT OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)

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)			
Assessment of Lupong Tagapamayapa Incentives Awards (LTIA)	Annual assessment on the performance of the Lupong Tagapamayapa of all the barangays in the region	80%	At least one entry per category good for four (4) LTIA categories, whatever is applicable, upon schedule of submission	Annually	C/MLGOO/Provincial/HUC/Regional Focal Persons	<ul style="list-style-type: none"> <li>LTIA Entry Tracker Sheet</li> <li>Memorandum</li> <li>LTIA Official Entry Form</li> </ul>

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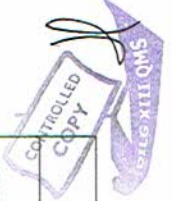


**DILG REGION XIII (CARAGA)  
PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

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<b>DIVISON/FOU</b>	<b>Local Government Monitoring and Evaluation Division</b>												
<b>PROCEDURE TITLE</b>	<b>ASSESSMENT OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)</b>												
<b>OBJECTIVE STATEMENT</b>	Annual assessment on the performance of the Lupong Tagapamayapa of all the barangays in the region												
<b>CURRENT PERIOD</b>	Calendar Year 2017												
<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Objective 1: 80% of received Documents acted upon within the prescribed period of assessment.</b>													
A Total no. of documents acted upon within the prescribed period of assessment	-	-	13	-	-	-	-	-	-	-	-	-	13
B Total No. of Documents received.	-	-	13	-	-	-	-	-	-	-	-	-	13
C Formula: $\frac{A}{B} \times 100$ Target Result: 100%	-	-	13	-	-	-	-	-	-	-	-	-	13
D Gap Analysis: In case the objective is not met, put your analysis why it is not met	No gap occurred												
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.</b>													

<b>Prepared By</b>		<b>Reviewed By</b>		<b>Approved By</b>	
	<b>JASON RYAN R. LAM</b> LG00 V <b>Process Owner</b>		<b>DONALD A. SERONAY</b> OIC-Asst. Regional Director <b>Regional QMR</b>		<b>LILIBETH A. FAMACION, CES0 III</b> Regional Director <b>Top Management</b>





DILG REGION XIII (CARAGA)

**ASSESSMENT FOR LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
Process Summary Logsheet (PSL)**

**QUALITY OBJECTIVE:** 1) Annual assessment on the performance of the Lupong Tagapamayapa of all the barangays in the region

**FREQUENCY OF MONITORING:** Annually

**COVERED PERIOD:**

**Due Date of Submission:**

**Legend:**

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No.	Control No.	PROVINCE	Date of Transmittal Letter along with meritment document	Date Received by RO Records Section/ Regional Focal Person	Utilization of Entry Checklist	Utilization of Qualifying Checklist	Finalization of Regional Entry Form	Date Submitted to NEDD	Objective Results		Remarks/p articulars
									Met	Unmet	
1											
2											
3											
4											
5											
6											
7											
8											
Total									0	0	0
Result									0	0	0

Prepared by:   
**JASON WAN LAM**  
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Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (Caraga)**

**MEMORANDUM**

TO : \_\_\_\_\_  
 \_\_\_\_\_

SUBJECT : \_\_\_\_\_  
 \_\_\_\_\_

DATE : \_\_\_\_\_

We are furnishing your level with a copy of the Indicative Calendar for the \_\_\_\_\_ Lupong Tagapamayapa Incentives Awards (LTIA).

Please be informed that the LTIA Regional Awards Committee (LTIA-RAC) of Caraga Region will convene in March \_\_\_\_\_ to conduct assessment/evaluation of city/provincial nominees to this year's search for Outstanding Lupong Tagapamayapa.

Relative to the online submission of entries, please refer to the guidelines prescribed under the attached DILG Memorandum Circular No. 2016-58 dated April 29, 2016 entitled: **"Reiterating and Supplementing DILG Memorandum Circular No. 2008-102 dated June 17, 2008 Relative to the Lupong Tagapamayapa Incentives Awards Enhanced Criteria and Guidelines"**.

Moreover, the submission to the Regional Office of **SINGLE PDF FILE** per Lupong Tagapamayapa Regional Nominee following the proper format of documents with pertinent attachments **shall not be later than** \_\_\_\_\_ thru **official@caraga.dilg.gov.ph**. Failure to submit on time and/or with improper format will be ground/s for disqualification.

Should there be further queries or concerns, you may contact our Regional Office thru LGMED with the following contact details stated below.

For information and compliance.

**LILIBETH A. FAMACION, CESO III**  
 Regional Director

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**"Matino, Mahusay at Maaasahan"**

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LUPONG TAGAPAMAYAPA INCENTIVES AWARDS  
CY 2017

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REGIONAL ENTRIES

LGU	Category		
	HUC	CC	1st to 3rd Class Mun. 4th to 6th Class Mun.
Butuan City	n/a	n/a	n/a
Agusan del Norte	n/a		
Agusan del Sur	n/a		n/a
Dinagat Islands	n/a	n/a	
Surigao del Norte	n/a		
Surigao del Sur	n/a		
<b>Total No. of Entries</b>			

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<b>Process Owner</b>	<b>Regional OMR</b>	<b>Top Management</b>

