



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

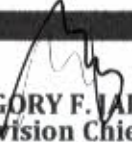
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Processing of Performance Challenge Fund Grant									
	Process Summary Logsheets (PSL)	Mark Anthony C. Obani	PCF Steel Cabinet	PSL File	Chronological	2 years	1 year	3 years	Recycle
	Notice of Eligibility			Notice of Eligibility File	Chronological	2 years	1 year	3 years	Recycle
	Documentary Requirements			(Name of LGU): PCF 2017	Chronological	2 years	1 year	3 years	Recycle
	Menu/ Checklist of Projects			(yearly) Latest on top	2 years	1 year	3 years	Recycle	
	Notice to Implement			Chronological	2 years	1 year	3 years	Recycle	

Prepared By

MARK ANTHONY C. OBANI
LG00 II
Process Owner

Reviewed by

RAY GREGORY F. VARANILLA
Division Chief
Deputy QMR





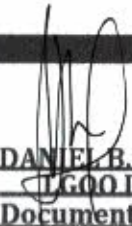
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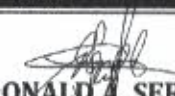
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of Performance Challenge Fund Grant							
QP-R13-LGMED-08	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-08	Quality Objective	10.16.17					
QME-QP-R13-LGMED-08	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-08-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-LGMED-08-02	Notice of Eligibility	10.16.17					
FM-QP-R13-LGMED-08-03	Menu/Checklist of Projects	10.16.17					
FM-QP-R13-LGMED-08-04	Notice to Implement	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
Processing of Performance Challenge Fund Grant							
	List all external documents pertinent to the process:						
	MCs						
	Issuances						
	Masterlist of Documentary Requirements for PCF 2017						

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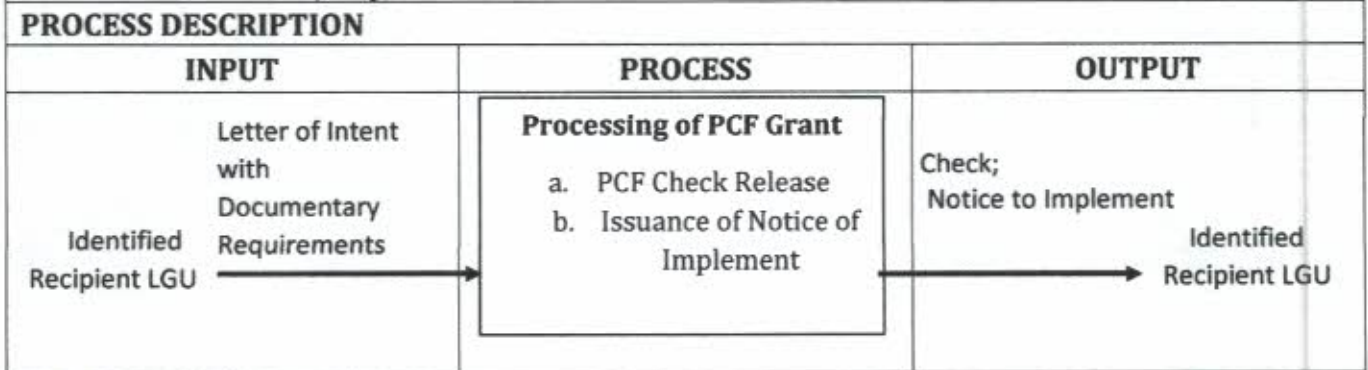


DILG – REGION XIII (CARAGA)
**QUALITY
 PROCEDURE (QP)**

Document Code
QP-R13-LGMED-08

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PROCEDURE TITLE	Processing of Performance Challenge Fund Grant
SCOPE	This process starts from receiving required documents from the identified recipient LGU up to the release of PCF Check and issuance of Notice to Implement
PURPOSE	To define the processing of Performance Challenge Fund (PCF) Grant which covers the PCF Check Release and Issuance of PCF Notice to Implement



DESCRIPTIVE STATEMENT:

A. PCF Check Release:

The identified recipient LGU will submit to the C/MLGOO/PCF-PFP the Letter of Intent with Documentary requirements for the release of PCF Check. **The C/MLGOO/PCF-PFP** will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to DILG Region 13 the Letter of Intent with documentary requirements. **The PCF-RFP** will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to FAD for the issuance of PCF Check.

B. Issuance of Notice of Implement:

Thirty (30) Days after the Release of Check, the identified recipient LGU will submit to the C/MLGOO/PCF-PFP the documentary requirements for the issuance of Notice to Implement. **The C/MLGOO/PCF-PFP** will Receive and Check the completeness, Evaluate the appropriateness, and Endorse to DILG Region 13 the documentary requirements. **The PCF-RFP** will Receive and Check the completeness, Evaluate the appropriateness, Create/Make Notice to Implement for Regional Director's signature and forward to the Division Chief. **The Division Chief** will review the Notice To Implement with pertinent attachments and forward to the Assistant Regional Director. **The Assistant Regional Director** will review the Notice To Implement with pertinent attachments, countersign the Notice to Implement and forward to the Regional Director for appropriate action.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A. Issuance of Notice of Eligibility				
1.	DILG Regional Director	Issuance of Notice of Eligibility	Check and endorsed the list of eligible projects proposed by the LGUs' awardee of the SGLG	Menu/Checklist of Projects





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
B.	PCF Check Release			
1	C/MLGOO/PCF PFP	Receive, Evaluate and Endorse	Receive and Check the completeness, and Evaluate the appropriateness of the Letter of Intent with documentary requirements. If incomplete and inappropriate, instruct LGU to submit the remaining documents within the deadline <i>else</i> , make Transmittal Letter for PD's signature and Endorse to Regional Office.	Submitted Documents Checklist of Requirements for PCF Check Issuance
2.	PD	Review and Endorse	Review and Endorse (Sign Transmittal Letter with Documents)	Transmittal/ Endorsement Letter Checklist of Requirements for PCF Check Issuance
3	Record Officer	Receipt of submitted documents from DILG Provincial Office (QP-R13-FAD-11)	Process the receipt documents according to standard operating procedures then route to PDMU	Receipt of submitted documents
4.	PCF- RFP	Receive, Check, Evaluate and Endorse	Receive and check the completeness and Evaluate the appropriateness. If incomplete and inappropriate, instruct PCF-PFP to submit the remaining documents within the deadline <i>else</i> , Endorse to FAD for the issuance of PCF Check.	Submitted Documents Transmittal/ Endorsement Letter Checklist of Requirements for PCF Check Issuance

**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
5.	FAD	Conduct process on Processing on Payment of Claims		
C.	Issuance of Notice to Implement			
1	C/MLGOO/PCF -PPF	Receive, Evaluate and Endorse	Receive and Check the completeness, and Evaluate the appropriateness of documents. If incomplete and inappropriate, instruct LGU to submit the remaining documents within the deadline <i>else</i> , make endorsement/transmittal letter for PD's signature and Endorse to DILG Region 13.	Submitted Documents Checklist of Requirements for Issuance of PCF Notice to Implement
2	PD	Review and Endorse	Review and Endorse (Sign Transmittal Letter with Documents)	Transmittal/Endorsement Letter
3	Record Officer	Receipt of submitted documents from DILG Provincial Office (QP-R13-FAD-11)	Process the receipt documents according to standard operating procedures then route to PDMU	Receipt of submitted documents
4	PDMU	Receive, Evaluate, Prepare Notice to Implement and forward to the Division Chief	Receive and Check the completeness, and Evaluate the appropriateness of the documents. If incomplete and inappropriate, instruct PCF-PPF to submit the remaining documents within the deadline <i>else</i> , prepare Notice to Implement for Regional Director's signature	Submitted Documents Transmittal/Endorsement Letter Checklist of Requirements for Issuance of PCF Notice to Implement

**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			and forward to the Division Chief	
5	Division Chief / ARD	Review	Review the Notice To Implement with pertinent attachments and forward to the Assistant Regional Director	Draft Notice to Implement Checklist of Requirements for Issuance of PCF Notice to Implement
6	RD	Approve	Approve Notice of Implement with pertinent attachments Return to PDMU	Draft Notice to Implement Checklist of Requirements for Issuance of PCF Notice to Implement
7	PDMU	Send / Retain all records	Send communication to concerned LGU Retain all records generated in accordance with control of retained documented information procedure and master list of records	-Retained documented information -Master list of records

Definition of Terms:

- PCF- Performance Challenge Fund
- NTI- Notice to Implement
- PCF- PFP- Performance Challenge Fund Provincial Focal Person
- PCF- RFP- Performance Challenge Fund Regional Focal Person
- PD- Provincial Director
- ARD- Assistant Regional Director
- RD- Regional Director

Legal References:

1. DILG MC 2016-167 dtd November 23, 2016 Re: Operation Guidelines on the Implementation of 2016 Performance Challenge Fund (PCF).




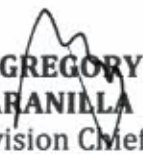
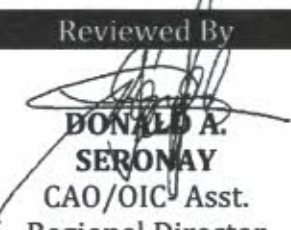
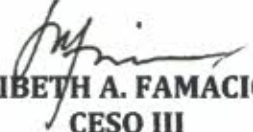
DILG - REGION XIII (CARAGA)

QUALITY PROCEDURE (QP)

Document Code

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Process Owner	Deputy QMR	Regional QMR	Top Management





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

Document Code		
QO-QP-R13-LGMED-08		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	PROCESSING OF PERFORMANCE CHALLENGE FUND GRANT

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)			
Releasing of PCF Subsidy	Release of PCF subsidy to beneficiary LGUs within the year	80% release of subsidy	- <u>total number of releases</u> total number of beneficiary LGUs	Annual	PCF Focal Person	-Guidelines -Document Evaluation and Approval Sheet -Documentary Requirements -ORS-DV -Bank-validated LDDAP-ADA/LGUs Official Receipt (OR)





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

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Process Owner	Deputy QMR	Regional QMR	Top Management





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

Document Code		
QME-QP-R13-LGMED-08		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division				
PROCEDURE TITLE	Processing of Performance Challenge Fund Grant				
OBJECTIVE STATEMENT	Timely Release of PCF Subsidy				
CURRENT PERIOD					
INDICATORS	Year 1	Year 2	Year 3	Total	
A Total number of recipient LGUs					
B Total number of LGUs released with PCF subsidy					
C Percentage Disbursement					
D Formula: $\frac{B}{A} \times 100$ Target Result: 80%					
E 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
 MARK ANTHONY C. OBANI LGOO II	 RAY GREGORY F. PARANILLA Division Chief	 DONALD A. SERONAY CAO/OIC-Asst. Regional Director
Process Owner	Deputy QMR	Regional QMR
		 LILIBETH A. FAMACION, CESO III Regional Director
		Top Management



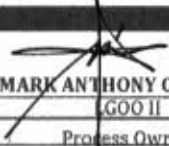


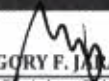
Processing of Performance Challenge Fund Grant Process Summary Logsheet (PSL)

Document Code		
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QUALITY OBJECTIVE: Release of PCF subsidy to beneficiary LGU
FREQUENCY OF MONITORING: Annually
COVERED PERIOD:
Due Date of Submission:
Legend:

LGU	Date of Receipt of Complete Documentary Requirements	Date of Approval of Release of Fund	Date of Release of Fund	Date Received by RO Records Section/ Regional Focal Person	Result		Remarks
					Met	Unmet	
					(on or before the last working day of the year)	(beyond the last working day of the year)	
1							
2							
3							
4							
5							
6							
7							
8							

Prepared By

MARK ANTHONY C. OBANI
 LGOO II
 Process Owner

Noted By

RAY GREGORY F. JARANILLA
 Division Chief
 Deputy QMR





DILG REGION XIII
NOTICE OF ELIGIBILITY

Document Code		
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(DILG Region Letterhead)

Date: _____

Hon. _____
 Province/City/Mun

Dear **Hon.** _____:

We are pleased to inform you that the LGU of _____, being a Seal of Good Local Governance (SGLG) recipient for CY 2017 can now access the Performance Challenge Fund (PCF) subsidy in the amount of _____ Pesos (Php _____).

Kindly prepare your project proposal and other pertinent documents like Certified true copy of the Annual Investment Program (AIP) or Local Development Investment Program (LDIP)/Provincial Development Investment Program (PDIP) for CY 2017 or CY 2018 (page indicating the project) by the Secretary to the Sanggunian to start project implementation.

Our warmest regards.

Very truly yours,

LILIBETH A. FAMACION, CESO III
 Regional Director

Prepared By	Reviewed By	Approved By
 MARK ANTHONY C. OBANI LGOO II	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
MENU/CHECKLIST OF PROJECTS

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ANNEX B: MENU/CHECKLIST OF PROJECTS

Region: _____ Province: _____
 PCF recipient LGU: _____ Income Class of LGU: _____

This is to certify that the Performance Challenge Fund 2017 amounting to Php ____M shall be utilized for the implementation of the proposed project with corresponding project cost.

Project Category	Proposed Project Title	Project Cost
Attaining Sustainable Development Goals (SDGs)		
<input type="checkbox"/> School building		
<input type="checkbox"/> Rural Health Unit/Health Centers		
<input type="checkbox"/> Birthing facility/Lying-in		
<input type="checkbox"/> Water and Sanitation		
<input type="checkbox"/> Housing & Settlements		
<input type="checkbox"/> Rehabilitation Centre		
<input type="checkbox"/> Patrol Car		
<input type="checkbox"/> Public Safety and Command Center Equipment		
<input type="checkbox"/> others, specify		
Stimulating Local Economic Development and Promotion of Ease of Doing Business		
<input type="checkbox"/> Tourism facility		
<input type="checkbox"/> Access Road		
<input type="checkbox"/> Core local roads and Bridges		
<input type="checkbox"/> Public market		
<input type="checkbox"/> Irrigation Systems		
<input type="checkbox"/> Cold Storage Facilities		
<input type="checkbox"/> Ports and Wharves		
<input type="checkbox"/> Post-Harvest Facilities		
<input type="checkbox"/> Slaughterhouse		
<input type="checkbox"/> Automation of Permits and Licenses		
<input type="checkbox"/> others, specify		
Preparing for Disaster & Adapting to Climate Change		
<input type="checkbox"/> Evacuation facility		
<input type="checkbox"/> Flood Control		
<input type="checkbox"/> Early warning System/Device		
<input type="checkbox"/> Rescue Equipment		
<input type="checkbox"/> Motor Vehicle		
<input type="checkbox"/> Slope Protection		
<input type="checkbox"/> Dikes/Sea Wall		
<input type="checkbox"/> Drainage/Canal		
<input type="checkbox"/> others, specify		
Promoting Environmental Protection		
<input type="checkbox"/> Material Recovery Facility		
<input type="checkbox"/> Solid waste management equipment		
<input type="checkbox"/> Sewerage System		
<input type="checkbox"/> others, specify		
Furthering Transparency and Accountability		
<input type="checkbox"/> website development and equipment		

Confirmed/Certified by:

_____ Local Chief Executive

Prepared By	Reviewed By	Approved By
 MARK ANTHONY C. OBANI LGOO II	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBEVH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
NOTICE TO IMPLEMENT

Document Code		
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(DILG Region Letterhead)

Date: _____

Hon. _____
 Province/City/Municipality _____

Dear Governor/Mayor _____:

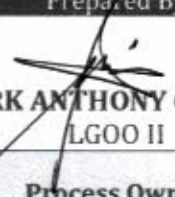
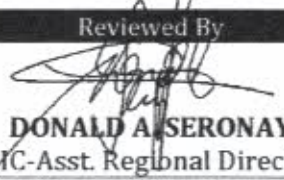
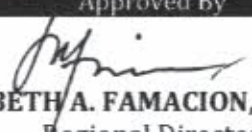
Pursuant to the completion of documents submitted to this level, you are hereby **NOTIFIED TO IMPLEMENT** the (Project Title) at (Project Location) to be charged against the Performance Challenge Fund (PCF) in the amount of Php _____. The maximum time for the completion of the project set forth in the agreement is twelve (12) months starting upon receipt of the date of this Notice.

Please be advised of the timely submission to this level, thru channels, of the reports and other pertinent documents using the prescribed forms as stipulated in the DILG Memorandum Circular No. _____ dated _____.

Please acknowledge receipt hereof.

Very truly yours,

LILIBETH A. FAMACION, CESO III
 Regional Director

Prepared By	Reviewed By	Approved By
 MARK ANTHONY C. OBANI LGOO II	 DONALD A. SERONAY OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

