



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		
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Name of Division /FOI: 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 Death and Burial Benefit Claim of Barangay Officials									
	Processing of Death and Burial Benefit Claim of Barangay Officials Quality Procedure	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual	
	Processing of Death and Burial Benefit Claim of Barangay Officials Quality Objective	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual	
	Processing of Death and Burial Benefit Claim of Barangay Officials Quality Monitoring and Evaluation	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual	
	Processing of Death and Burial Benefit Claim of Barangay Officials Process Summary <i>Worksheet</i>	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	perpetual	perpetual	perpetual	
	DBC Requirement Checklist	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	Tracker Sheet	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	Certificate of Incumbency	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	DBC Request Form	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	Endorsement Letter	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	Oath of Office	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use
	Death Certificate	Charie Cuario	LGMED Drawer No. 3	DBC-2017	Sequential by Year (Latest on Top)	1 year	10 years	11 years	Shredding/ Re-use

Prepared By

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Reviewed By

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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 Death and Burial Benefit Claim of Barangay Officials							
QP-R13-LGMED-09	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-09	Quality Objective	10.16.17					
QME-QP-R13-LGMED-09	Quality Monitoring and Evaluation	10.16.17					
FM-QP-13-LGMED-09-01	Process Summary Logsheet	10.16.17					
FM-QP-13-LGMED-09-02	DBC Requirement Checklist	10.16.17					
FM-QP-13-LGMED-09-03	Routing Slip	10.16.17					
FM-QP-13-LGMED-09-04	Tracker Sheet	10.16.17					

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of Death and Burial Benefit Claim of Barangay Officials							
	DILG Memorandum Circular No. 2008-124						
	BO Certification from MLGOO						
	BO Certification from PD/HUC Director						
	BO Certification from Regional Director						
	Master List of Barangay Officials						
	Oath of Office of Barangay Officials						

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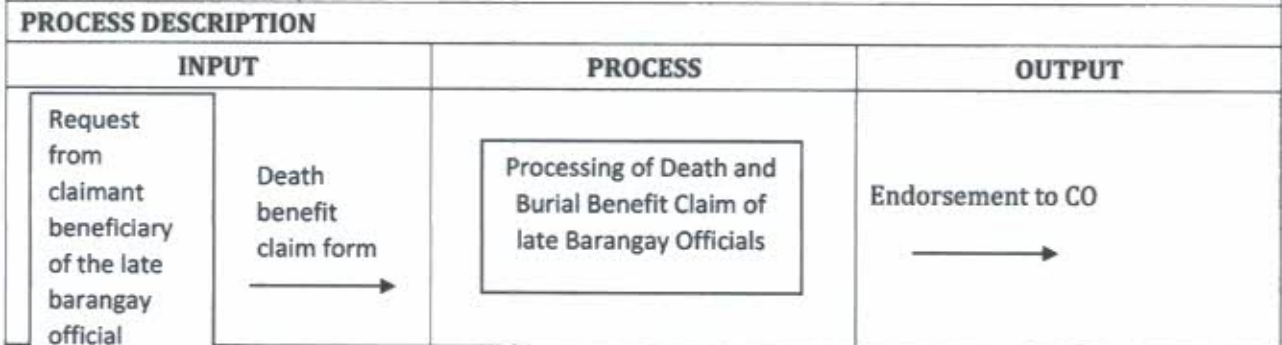




DILG – REGION XIII (CARAGA REGION)
**QUALITY
 PROCEDURE (QP)**

Document Code		
QP-R13-LGMED-09		
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PROCEDURE TITLE	Processing of Death and Burial Benefit Claim of Barangay Officials
SCOPE	This process starts from receipt of death benefit claim from claimant/beneficiary of the late barangay official for endorsement to Central Office for funding
PURPOSE	To process death and burial benefit claim of barangay officials



STATEMENT:
 The process starts from the request of the claimant/beneficiary for death and burial benefit claim to C/MLGOO; HUCD. The C/MLGOO will process the documents and endorse the same to the Regional Office thru Provincial Office, except for HUCD submission is directly to Regional Office. The Regional Office will endorse the request to Central Office for funding.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	C/MLGOO; HUC FP	Receive Death and Burial Benefit Claim form from claimant/beneficiary	<ul style="list-style-type: none"> Receive Death and Burial Benefit Claim form with supporting documents from claimant Record in the logbook 	Death and Burial Benefit Claim form with supporting documents: 1. Authenticated death certificate 2. Authenticated Marriage Certificate if claimant is spouse 3. Authenticated Birth Certificate if claimant is parent or children whichever is applicable 4. Original or Certified Copy of Oath of Office
2	C/MLGOO; HUC FP	Validate as to completeness of	<ul style="list-style-type: none"> Cross-check the names of the Deceased 	Masterlist/BODS Death Certificate





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**QUALITY
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		supporting documents	<p>Barangay Officials (DBO) in the Barangay Official Database System (BODS) to know if the DBO is incumbent or not and to validate correctness of indicated name, position, Brgy. served and date of death.</p> <ul style="list-style-type: none"> • Verify the authenticity of document submitted • If documents are completed and no discrepancy, proceed to step 3 • If with discrepancy(ies) such as Incorrect spelling of name (First Name, Middle Name /Initial, Surname), Missing prefix/ suffix, position he/she last held and consistency of his/her death to his/her incumbency, acknowledge and inform concerned Claimant beneficiary of the discrepancy and request for the submission of Affidavit of Discrepancy and/or other legal documents 	<p>Birth Certificate Marriage Certificate</p> <p>Affidavit of discrepancy Special Power of Attorney</p>
3	C/MLGOO; HUC FP	Prepare Certificate of Incumbency and Endorsement to Provincial Office thru Cluster Team Leader (CTL); except for HUC, submission is direct to Regional Office	<ul style="list-style-type: none"> • Prepare Certificate of Incumbency if all required documents are completed • Prepare Endorsement to Provincial Office thru CTL; except for HUC, submission is direct to Regional 	<ul style="list-style-type: none"> • Endorsement Letter • Certificate of Incumbency • DBC Form with attached supporting documents





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Office (proceed to Step 9) <ul style="list-style-type: none"> Forward documents to Provincial/Regional Office 	
4	Receiving Clerk (Provincial Office)	Receive and record the Death and Burial Benefit Claim	<ul style="list-style-type: none"> Receive and log on record book Route to concerned CTL 	<ul style="list-style-type: none"> Endorsement letter Logbook for Death and Burial Benefit Claim DBC Form with attached supporting document Routing Slip
5	CTL	Review document submitted and forward to DBC Provincial Focal Person	<ul style="list-style-type: none"> Review the completeness of DBC Forward to DBC Focal Person for further review 	<ul style="list-style-type: none"> Endorsement letter DBC Form with attached supporting document
6	DBC Provincial Focal Person	Receive, log on record book for death benefit claim, and validate the completeness of the DBC	<ul style="list-style-type: none"> Receive and log the document Double-check the names of the Deceased Barangay Officials (DBO) in the Barangay Official Database System (BODS) to know if the DBO is incumbent or not and to validate correctness of indicated name, position, Brgy. served and date of death. Validate the completeness of the DBC If documents are completed and no discrepancy prepare endorsement to Regional Office Forward the document to the office of the 	<ul style="list-style-type: none"> Endorsement letter Certificate of incumbency from MLGOO DBC Form with attached supporting document



DILG – REGION XIII (CARAGA REGION)
**QUALITY
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Provincial Director for signature	
7	Provincial Director	Signs the endorsement	<ul style="list-style-type: none"> Signs the endorsement Forward to receiving clerk for transmittal to RO 	<ul style="list-style-type: none"> Endorsement letter
8	Receiving Clerk (Provincial Office)	Record and forward to Regional Office	<ul style="list-style-type: none"> Record and forward to Regional Office Furnish copy of the documents to the Provincial Focal Person 	<ul style="list-style-type: none"> Log book Endorsement letter DBC Form with attached supporting document
9	Regional Records Officer	Receive and record the endorsement letter and attached supporting documents	<ul style="list-style-type: none"> Receive and record the endorsement letter and attached supporting documents Route to MED 	<ul style="list-style-type: none"> Endorsement letter DBC Form with attached supporting document Routing Slip
10	MED Receiving Staff	Receive and record	<ul style="list-style-type: none"> Receive and record and forward to DBC Regional Focal Person 	
11	DBC Regional Focal Person	Validate completeness and authenticity of documents	<ul style="list-style-type: none"> Validate completeness and authenticity of documents If found to be completed Prepare summary list of DBC Prepare endorsement to Central Office Forward endorsement letter to MED Chief for initial 	<ul style="list-style-type: none"> Transmittal letter DBC Form with attached document Master List of Barangay Officials/ Barangay Officials Database System (BODS) DBC Summary List
12	MED Chief	Affix initial to DBC Endorsement Letter	<ul style="list-style-type: none"> Affix initial to endorsement letter Forward endorsement with attached supporting documents to ORD for signature 	<ul style="list-style-type: none"> Endorsement Letter Summary List
13	RD's Secretary	Receive and record DBC Endorsement Letter	<ul style="list-style-type: none"> Receive and record DBC Endorsement Letter 	<ul style="list-style-type: none"> Logbook for Death and Burial Benefit





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

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Forward to RD for signature 	Claim
14	Regional Director	Signs Endorsement Letter	<ul style="list-style-type: none"> Signs endorsement letter Return document to Secretary 	<ul style="list-style-type: none"> Endorsement Letter DBC Form with attached document
15	RD's Secretary	Receive and return the signed documents to Focal Person	<ul style="list-style-type: none"> Receive endorsement from RD Forward document to Regional Focal Person for releasing 	<ul style="list-style-type: none"> Endorsment Letter DBC Form with attached document
16	DBC Regional Focal Person	Receive and forward the signed documents to MED Releasing Staff for release	<ul style="list-style-type: none"> Receive and forward the documents to MED Releasing Officer for submission to Central Office 	<ul style="list-style-type: none"> Endorsment Letter Oath of Office
17	MED Releasing Staff	Receive, Release and Record the release of DBC documents	<ul style="list-style-type: none"> Record and submit the DBC documents to Central Office Return file copy of documents to regional focal person 	<ul style="list-style-type: none"> Endorsment Letter Oath of Office
18	DBC Regional Focal Person	Furnish Copy of Endorsement Letter to Budget Section	<ul style="list-style-type: none"> Furnish Copy of Endorsement Letter to Budget Section for reference on the release of financial benefits 	<ul style="list-style-type: none"> Endorsment Letter
19	Regional Records Officer	Administration on the Customer Satisfaction Survey	<ul style="list-style-type: none"> Retrieve from the Provincial/HUC DILG offices the accomplished Customer Satisfaction Survey form every 5th working day of the ensuing month 	<ul style="list-style-type: none"> R13-SP-02
20	DBC Regional Focal Person	Receive and archive file copy of DBC documents	<ul style="list-style-type: none"> Receive and file acted documents 	<ul style="list-style-type: none"> Process Summary Logsheets Folder for Monthly DBC Request

Definition of Terms:





QUALITY PROCEDURE (QP)

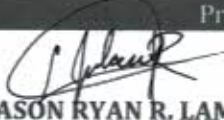
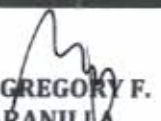
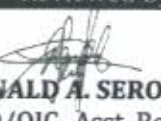
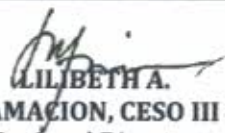
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- Online Barangay Officials Database System –It started last 2013 after the barangay election. A computer application wherein authorized user from the DILG municipal,city,province and the regional office can add, edit and update the records of barangay officials. This database system is used by NBOO in crosschecking and verifying the record of an incumbent deceased barangay officials requesting during the processing of death benefit claim. Prior to CY 2013, BODS were saved in excel format form.

Legal References:

- Section 393(b)(2) of Local Government Code of 1991
- DBM Circular No. 2008-124 dated August 21, 2008
- General Appropriations Act

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Process Owner	Deputy QMR	Regional QMR
		Top Management





DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

Document Code		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division (LGMED)
QUALITY PROCEDURE TITLE	Processing of Death and Burial Benefit Claim of Barangay Officials

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)			
Processing of Death and Burial Benefit Claim of Barangay Officials	Timely endorsement of Death and Burial Claims to Regional Office within 7 working days: C/MLGOO= 3 days PO/HUC= 4 days	90%	Total number of Request for Death and Burial Benefit Claims endorsed to Regional Office within 7 working days (A)/ total number of Request for Death and Burial Benefit Claims (B) received – Total number of request not yet due (C) =(A/B-C) x 100%	Monthly	C/MLGOO/ Provincial/HUC/ Regional Focal Persons	DBC Tracker Sheet
Processing of Death and Burial Benefit Claim of Barangay Officials	Timely submission of consolidated list of DBC every 30 th day of the month	On or before the 30 th of the month	<ul style="list-style-type: none"> 30th of the Month Actual date of Submission 	Monthly	C/MLGOO/ Provincial/HUC/ Regional Focal Persons	Transmittal





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)			
Processing of Death and Burial Benefit Claim of Barangay Officials	Timely administration on Customer Satisfaction Survey	At least 80% of the clients gave a rating of 3 or above (satisfactor y-excellent rating) every 5 th working day of the issuing month	<ul style="list-style-type: none"> Total number of clients that availed the service for the month rated at least satisfactory *5=Excellent 4=Very Satisfactory 3=Satisfactory 2= Fair 1= Poor	Monthly	Regional Records Officer	R13-SP-02

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		Top Management





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

Document Code		
QME-QP-R13-LGMED-09		
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DIVISON/FOU	Local Government Monitoring and Evaluation Division													
PROCEDURE TITLE	Processing of Death and Burial Benefit Claim of Barangay Officials													
OBJECTIVE STATEMENT	1. Timely endorsement of Death and Burial Claims to the Regional Office 2. Timely submission of consolidated list of DBC every 30 th day of the month 3. Timely administration on Customer Satisfaction Survey													
CURRENT PERIOD														
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 1: 100% of received requests for documents/records acted within the prescribed period.														
A	Total no. of request for documents/records received and acted within the prescribed period.		-	-	-	-	-	-	-	-	6	0	11	17
B	Total No. of requests received.		-	-	-	-	-	-	-	-	6	0	11	17
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%	-	-	-	-	-	-	-	-	6	0	11	17
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met		No gap found											
Objective 2: 100% of received Documents were consolidated and submitted within the prescribed period.														
A	Total no. of documents acted upon within the prescribed period		-	-	-	-	-	-	-	-	6	0	11	17
B	Total No. of Documents received.		-	-	-	-	-	-	-	-	6	0	11	17
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%	-	-	-	-	-	-	-	-	6	0	11	17
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met		No gap found											
Objective 3: 80% of the total number of clients availed the service gave a rating of at least satisfactory.														
A	Total no. of clients gave a rating of least satisfactory													
B	Total no. of clients availed the services within the prescribed period													
C	Gap Analysis: In case the objective is not met, put your analysis why it is not met		No gap found											
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





DILG REGION XIII (CARAGA)

PROCESSING OF DEATH AND BURIAL BENEFIT CLAIM OF BARANGAY OFFICIALS

Process Summary Logsheet (PSL)

Document Code
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- QUALITY OBJECTIVE:**
- 1) Timely endorsement of Death and Burial Claims to Regional Office within 7 working days
 - 2) Timely submission of consolidated list of DBC every 30th day of the month
 - 3) Timely administration on Customer Satisfaction Survey


FREQUENCY OF MONITORING: Monthly

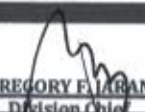
COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Control No.	PROVINCE	Date of Transmittal Letter with supporting documents	Date Received by RO Records Section/ Regional Focal Person	Preparation of Endorsement Letter	Date Submitted to NBOO	Date of Funds downloaded by NBOO	Date of Funds downloaded to Provincial Offices	Objective Results			Remarks/ Particulars
									Met	Unmet	Remarks, if unmet	
1												
2												
3												
4												
5												
6												
7												
8												

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DBC REQUIREMENT CHECKLIST

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Requirements for the Death Benefit Claims of Deceased Barangay Official

- Duly filled-up DBC Forms (*DBC Forms 001, 002, 003*)
- Authenticated copy of Death Certificate
- Authenticated copy of Marriage Contract
- Affidavit stating the number and names of children with their children
- Authenticated Birth Certificates of legal age children; ***if the legal age children would waive their rights to claim, then no need to attach their birth certificates, instead, attach affidavit of waiver***
- Certification from the Municipal Local Government Operations Officer

If the deceased died unmarried;

- Duly filled up DBC Forms (*DBC Forms 001, 002, 003*)
- Authenticated Death Certificate
- Authenticated Marriage Contract of the parents
- Authenticated Birth Certificate of the deceased
- Affidavit of two disinterested party stating that the deceased died unmarried
- Certification from the Municipal Local Government Operations Officer

To further ensure expeditious and prompt release of checks to the legitimate beneficiary claimant and to establish the relationship of beneficiary/claimant to the deceased barangay official the following documents are to be submitted in one copy;

- **If claimant is the spouse** - Authenticated Birth Certificate
- **Child (assigned by spouse)** - Authenticated Birth Certificate, Special Power of Attorney to be executed by the spouse and Authenticated Marriage Certificate
- **Child (if the spouse of the deceased BO is no longer living)** - Authenticated Birth Certificate, Authenticated Death Certificate of Spouse and SPA executed by their brothers/sisters or Affidavit stating the he/she is a lone child (*if the claimant is a lone child*)
- **Minor Child (if the spouse of the deceased BO is no longer living)** - Authenticated Birth Certificate of the claimant, Authenticated Death Certificate of spouse and affidavit of guardianship
- **Parent (if deceased BO is single)** - Authenticated Birth Certificate of deceased BO
- **Brother/Sister (if deceased BO is single and parents are no longer living)** - Authenticated Birth Certificate of deceased BO, Authenticated Death Certificate of Both parents, SPA executed by their brothers/sisters, Authenticated Marriage Certificate (*if the claimant is female and married*)
- **In the absence of the primary and secondary beneficiary/ies**, the claimant/s may present any valid government issued IDs, School ID for minor or a certification from the barangay that he/she is a resident of said barangay.

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DILG REGION XIII
ROUTING SLIP

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Name of Program/Services

For Action/Compliance

For Dissemination

For File

For Information

For Attendance/ Participation

Routed to:

DILG Personnel

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