



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-SP-R13-08-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU:

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies									
QME-QP-R13-ORD-05	Quality Monitoring and Evaluation	Legal Officer	Steel Cabinet Drawer 2	1	Per Year/Date:	1 year	2 years	3 years	Shredding
FM-QP-R13-ORD-05-01	Process Summary Logsheet	Legal Officer	Steel Cabinet Drawer 2	1	Per Year/Date:	1 year	2 years	3 years	Shredding

Prepared By

ATTY. ALLEN M. GASULAS
 ATTY IV
 Process Owner

Reviewed By

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





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

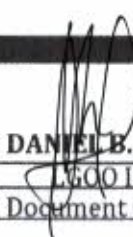
Document Code		
FM-SP-R13-01A-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: **Office of Regional Director**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies							
QP-R13-ORD-05	Quality Procedure	10.16.17					
QO-QP-R13-ORD-05	Quality Objective	10.16.17					
QME-QP-R13-ORD-05	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-05-01	Process Summary Logsheet	10.16.17					

Prepared By


JOB DANIEL B. CASSION
 LGO III
 Regional Document Controller

Noted By

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





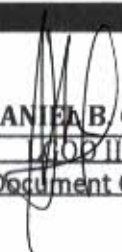
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph


Document Code		
FM-SP-R13-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies							

Prepared By

JOB DANIEL B. CASSION
 Region III
 Regional Document Controller

Noted By

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

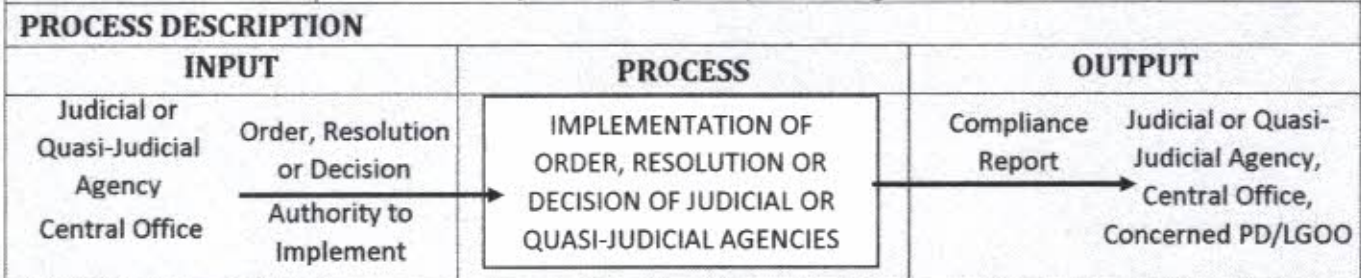




QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 10

PROCEDURE TITLE	Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies
SCOPE	The procedure starts from the receipt the Order, Resolution or Decision of judicial or quasi-judicial agencies up to the submission of Compliance Report to directing or deciding agencies, copy furnished the Central Office and concerned Provincial Directors and Local Government Operations Officer.
PURPOSE	To clearly define the process of timely implementation of the Order, Resolution of judicial or quasi-judicial agencies



DESCRIPTIVE STATEMENT:
 The Regional Office receives Order, Resolution or Decision from the judicial or quasi-judicial agency to implement its decision against local government officials and employees and requests for Authority to Implement the same from the Central Office. Upon receipt of the Authority to Implement, an Implementation Order is prepared, reviewed, approved and released for implementation in coordination with the concerned Provincial Director and/or Local Government Operations Officer. After implementation, Compliance Report is prepared and sent to the judicial or quasi-judicial agency and Central Office, copy furnished the concerned Provincial Director and/or Local Government Operations Officer. Drafts of request for authority to implement, implementation order and Compliance Report are reviewed by the ARD, corrected by the legal officer and finally approved by Regional Director.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the Order, Resolution or Decision	Stamp "RECEIVED" on the Order, Resolution or Decision, write date and time of receipt and affix signature Scan document and encode the details of Order, Resolution or Decision in the Communication Tracking System (ComTrackS) Forward to ORD	Order, Resolution, Decision ComTracks





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Secretary	
2	ORD Secretary	Receive the Order, Resolution or Decision	Attach routing slip to the Order, Resolution or Decision and forward to Regional Director Record details of the Order, Resolution or Decision in Logbook	Order, Resolution or Decision Routing Slip Logbook
3	Regional Director	Assign implementation of Order, Resolution or Decision	Assign the Order, Resolution or Decision to the Legal Officer and provide instructions in the routing slip	Order, Resolution or Decision Routing Slip
4	ORD Secretary	Forward Order, Resolution or Decision	Forward Order, Resolution or Decision to Legal Officer and record the date and time when delivered	Order, Resolution or Decision Routing Slip Logbook
5	Legal Officer	Evaluate the Order, Resolution or Decision	Evaluate Evaluate the Order, Resolution or Decision: *If the Order, Resolution or Decision is accompanied by an Authority to Implement from the Central Office proceed to Step 16 *If Order, Resolution or Decision is NOT accompanied by an Authority to Implement from the Central Office, draft request for Authority to Implement. Forward draft request for Authority to Implement Order, Resolution or Decision	Letter request Routing Slip Draft request for authority to implement





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			to ARD for review	
6	ARD	Initial review of request for Authority to Implement	Conduct initial review of the draft request for Authority to Implement	Letter request Routing Slip Draft request for Authority to Implement
7	Legal Officer	Incorporate correction	Incorporate correction, if any. Forward the draft request for Authority to Implement to ARD	Letter request Routing Slip Draft request for Authority to Implement
8	ARD	Final review of draft request for Authority to Implement and recommend approval	Conduct final review of the draft request for Authority to Implement Recommend approval or revision *if for approval, forward to RD *if for revision, go back to Step 7	Letter request Routing Slip Draft request for Authority to Implement
9	RD	Review and approve request for Authority to Implement	If the request for Authority to Implement is acceptable, approve/sign the request for authority to implement; otherwise, refer back to Steps 7 and 8	Letter request Routing Slip Request for Authority to Implement
10	Legal Officer	Assign control number	Assign control number Forward request for Authority to Implement to Records Officer for release	request for Authority to Implement
11	Records Officer - RO	Release request for Authority to Implement	Stamp "RELEASED" with date and time of release and affix signature on the approved Request for Authority to Implement	Approved Request for Authority to Implement





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Send request for Authority to Implement to Central Office	Logbook
12	Records Officer - RO	Receive the Authority to Implement	Stamp "RECEIVED" on the Authority to Implement, write date and time of receipt and affix signature Scan document and encode the details of Authority to Implement in the Communication Tracking System (ComTrackS) Forward to ORD Secretary	Authority to Implement ComTracks
13	ORD Secretary	Receive the Authority to Implement	Attach routing slip to the Authority to Implement and forward to Regional Director Record details of the Authority to Implement in Logbook	Authority to Implement Routing Slip Logbook
14	Regional Director	Assign implementation of Authority to Implement	Assign the Authority to Implement to the Legal Officer and provide instructions in the routing slip	Authority to Implement Routing Slip
15	ORD Secretary	Forward Authority to Implement	Forward Authority to Implement to Legal Officer and record the date and time when delivered	Authority to Implement Routing Slip Logbook
16	Legal Officer	Evaluate the Authority to Implement	Evaluate the Authority to Implement and the Order, Resolution or Decision: -prepare draft Implementation Order if one/all respondent/s	Letter request Routing Slip Authority to implement Implementation





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			is/are incumbent. -prepare Memorandum Order with attached Implementation Order to concerned Provincial/City Director if the lone or all respondent/s is/are already separated from service	Order Memorandum Order
17	ARD	Initial review of Implementation / Memorandum Order	Conduct initial review of the draft Implementation / Memorandum Order	Implementation / Memorandum Order
18	Legal Officer	Incorporate correction	Incorporate correction, if any. Forward the draft Implementation / Memorandum Order	Letter request Routing Slip Draft Implementation / Memorandum Order
19	ARD	Final review of draft Implementation / Memorandum Order and recommend approval	Conduct final review of the draft Implementation / Memorandum Order Recommend approval or revision *if for approval, forward to RD *if for revision, go back to Step 18	Letter request Routing Slip Draft Implementation / Memorandum Order
20	RD	Review and approve Implementation / Memorandum Order	If the Implementation / Memorandum Order is acceptable, approve/sign the Implementation / Memorandum Order; otherwise, refer back to Steps 18 and 19	Letter request Routing Slip Implementation / Memorandum Order
21	Legal Officer	Assign control number	Assign control number Forward Implementation /	Implementation / Memorandum





**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	6 of 10

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Memorandum Order to Records Officer for release	Order
22	Records Officer - RO	Release Implementation / Memorandum Order	Stamp "RELEASED" with date and time of release and affix signature on the approved Implementation / Memorandum Order *Send Memorandum Order with Implementation Order to Provincial or City Director *Release Implementation Order to Legal Officer for implementation (Proceed to Step 26)	Approved Implementation / Memorandum Order Logbook
23	Records Officer - Provincial/ City Office	Receive Memorandum Order	Stamp "RECEIVED" on the Memorandum Order with date and time of receipt and affix signature Log the details of the Memorandum Order Attach routing slip Forward to PD/CD	Memorandum Order Incoming Communications Logbook Routing slip
24	Concerned PD/CD	Prepare implementation order	Prepare and sign implementation order Forward to records Officer - PO	Implementation Order
25	Records Officer-PO	Release Implementation Order	Assign control number Stamp "RELEASED" with date and time of release and affix	Implementation Order





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			signature on the approved Implementation Order	Outgoing Communications Logbook
26	Legal Officer; PD/CD	Implement Order, Resolution or Decision	<p>Coordinate with concerned Provincial Director and/or Local Government Operations Officer</p> <p>Implement the Order, Resolution, Decision within the specified prescriptive period</p> <p>Prepare draft Compliance Report and Certification of Implementation.</p> <p>*PD & CD, Proceed to Step 30</p>	<p>Approved Implementation Order</p> <p>Draft Compliance Report and Certification of Implementation</p>
27	ARD	Initial review of draft Compliance Report and Certification	Conduct initial review of the draft Compliance Report and Certification of Implementation	Letter request Routing Slip Draft Compliance Report and Certification of Implementation
28	Legal Officer	Incorporate correction	<p>Incorporate correction, if any.</p> <p>Forward the draft Compliance Report and Certification of Implementation to ARD</p>	Letter request Routing Slip Draft Compliance Report and Certification of Implementation
29	ARD	Final review of draft Compliance Report and Certification of Implementation and recommend approval	<p>Conduct final review of the draft Compliance Report and Certification of Implementation</p> <p>Recommend approval or revision</p>	Letter request Routing Slip Draft Compliance Report and Certification of Implementation





QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	8 of 10

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>*if for approval, go to Step 30</p> <p>*if for revision, go back to Steps 28 and 29</p>	
30	RD; PD/CD	Review / approve Compliance Report and Certification of Implementation	<p>For RD, if the Compliance Report and Certification of Implementation acceptable, approve/sign; otherwise, refer back to Steps 28 and 29</p> <p>For PD/CD, sign the Compliance Report and Certification (Proceed to Step 32)</p>	Letter request Routing Slip Compliance Report and Certification of Implementation
31	Legal Officer	Assign control number	<p>Assign control number</p> <p>Photocopy approved Compliance Report and Certification of Implementation and forward to Records Officer for release</p>	Approved Compliance Report and Certification of Implementation
32	Records Officer - RO P/HUC Office	Release Compliance Report and Certification of Implementation	<p>Stamp "RELEASED" with date and time of release and affix signature on the approved Compliance Report and Certification of Implementation</p> <p>Send approved Compliance Report and Certification of Implementation to judicial or quasi judicial agency and Central Office, copy furnished the concerned PD/CD/LGOO for RO then proceed to Step</p>	<p>Approved Compliance Report and Certification of Implementation</p> <p>Logbook</p>





QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	9 of 10

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			38; If from PO, send to RO	
33	Records Officer - RO	Receive the Compliance Report and Certificate of Implementation from PO	Stamp "RECEIVED" on the Compliance Report and Certificate of Implementation from PO, write date and time of receipt and affix signature Scan document and encode the details of Compliance Report and Certificate of Implementation from PO in the Communication Tracking System (ComTrackS) Forward to ORD Secretary	Compliance Report and Certificate of Implementation from PO ComTracks
34	ORD Secretary	Receive the Compliance Report and Certificate of Implementation from PO	Attach routing slip to the Compliance Report and Certificate of Implementation from PO and forward to Regional Director Record details of the Compliance Report and Certificate of Implementation from PO in Logbook	Compliance Report and Certificate of Implementation from PO Routing Slip Logbook
35	Regional Director	Assign Compliance Report and Certificate of Implementation from PO	Assign the Compliance Report and Certificate of Implementation from PO to the Legal Officer and provide instructions in the routing slip	Compliance Report and Certificate of Implementation from PO Routing Slip
36	ORD Secretary	Forward Compliance Report and Certificate of Implementation from PO	Forward Compliance Report and Certificate of Implementation from PO to Legal Officer and	Compliance Report and Certificate of Implementation





QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	10 of 10

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			record the date and time when delivered	from PO Routing Slip Logbook
37	Legal Officer	Evaluate the Compliance Report and Certificate of Implementation from PO	Evaluate the Compliance Report and Certificate of Implementation from PO: - Prepare draft Compliance Report and Certification of Implementation (Proceed to Steps 26 to 32)	Letter request Routing Slip Compliance Report and Certification of Implementation
38	Legal Officer / Records Officer - P/HUC Office	Retain records	Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records	Control of Retained Documented Information Procedure Masterlist of Records

Prepared By	Reviewed By	Approved By
 ATTY. ALLEN M. GASULAS ATTY IV	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





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

Document Code		
QO-QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 3

DIVISION/FOU	ORD-Legal					
QUALITY PROCEDURE TITLE	Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies					
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)			
	To request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt	80%	Total number of requests for authority sent within 10 days upon receipt / Total number of Order, Resolution or Decision received	Monthly	Legal Officer	<ul style="list-style-type: none"> Request for Authority to Implement Order, Resolution or Decision Routing Slip PSL





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 3

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)			
	To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement	80%	Total Number of Memorandum Order sent to PO/CO for the implementation of order, resolution or decision within 10 days upon receipt of authority to implement / Total number of order, resolution or decision to be implemented	Monthly	Legal Officer	<ul style="list-style-type: none"> • Memorandum Order • Authority to Implement • Order, Resolution or Decision • Routing Slip • PSL
	To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement	80%	Total number of order, resolution or decision implemented within 30 days upon receipt of authority to implement / Total number of order, resolution or decision implemented	Monthly	Legal Officer	<ul style="list-style-type: none"> • Implementation Order • Authority to Implement • Order, Resolution or Decision • Routing Slip • PSL





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

Document Code		
QO-QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	3 of 3

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)			
	To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement	80%	Total number of compliance report with certification of implementation made within 30 days upon receipt of authority to implement / Total number of compliance report with certification of implementation made	Montly	Legal Officer	<ul style="list-style-type: none"> • Compliance Report • Certification of Implementation • Implementation Order • Request for Authority to Implement • Order, Resolution or Decision

Prepared By <i>Allen M. Gasulas</i> ALLEN M. GASULAS Attorney IV/Legal Officer	Reviewed By <i>Donald A. Seronay</i> DONALD A. SERONAY CAO/ OIC-Asst. Regional Director	Approved By <i>Lilibeth A. Famacion</i> LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





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

Document Code		
QME-QP-R13-ORD-05		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

DIVISION/FOU	ORD-Legal													
PROCEDURE TITLE	Implementation of Order, Resolution or Decision of Judicial or Quasi-Judicial Agencies													
OBJECTIVE STATEMENT	<ol style="list-style-type: none"> To request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement 													
CURRENT PERIOD														
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of request for authority to implement the order, resolution or decision of judicial or quasi-judicial agencies made within 10 days upon receipt														
A	Total number of requests for authority sent within 10 days upon receipt													
B	Total number of Order, Resolution or Decision received													
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													
Objective 2: To order the Provincial or City Office to implement the order, resolution or decision of judicial or quasi-judicial agencies within 10 days upon receipt of authority to implement														
A	Total Number of Memorandum Order sent to PO/CO for the implementation of order, resolution or decision within 10 days upon receipt of authority to implement													
B	Total number of order, resolution or decision to be implemented													
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													
Objective 3: To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement														





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

Document Code
QME-QP-R13-ORD-05

Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

A	Total number of order, resolution or decision implemented within 30 days upon receipt of authority to implement																			
B	Total number of order, resolution or decision implemented																			
C	Target result																			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met																			
Objective 4: To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement																				
A	Total number of compliance report with certification of implementation made within 30 days upon receipt of authority to implement																			
B	Total number of compliance report with certification of implementation made																			
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.

Prepared By	Reviewed By	Approved By
 ALLEN M. GASULAS Attorney IV/Legal Officer	 DONALD A. SERONAY CAO / OIC-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG PROVINCIAL OFFICE OF _____

Implementation of Decisions, Orders or Resolutions of Judicial and Quasi-Judicial Agencies Process

Summary Logsheet (PSL)

Document Code		
FM-QP-R13-ORD-05-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of _____

QUALITY OBJECTIVES: 1) To implement the order, resolution or decision of judicial or quasi-judicial agencies within 30 days upon receipt of authority to implement
 2) To submit compliance report with certification of implementation within 30 days upon receipt of authority to implement

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Control No.	Judicial or Quasi-Judicial Agency	Date of Receipt of Memorandum Order with attached Authority to Implement the Order Resolution or Decision	Date of Implementation Order	Date of Actual Implementation	Date of Compliance Report and Certificate of Implementation	Date of Release of Compliance Report and Certificate of Implementation	Objective Results			Remarks/Particulars
								Met	Unmet	Remarks, if unmet	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Total Result 0 0 0

Prepared By:
 ALLEN M. GASULAS
 Attorney IV / Legal Officer
 Process Owner

Noted By:
 DONALD P. SERONAY
 CAGP/CIJ, ADM, Regional Director
 Regional QMR

