



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	
Rendition of Legal Opinion									
QME-QP-R13-ORD-06	Quality Monitoring and Evaluation	Legal Officer	Steel Cabinet Drawer 3	1	Per Year/Date:	1 year	2 years	3 years	Shredding/Reuse
PM-QP-R13-ORD-06-01	Process Summary Logsheet	Legal Officer	Steel Cabinet Drawer 3	1	Per Year/Date:	1 year	2 years	3 years	Shredding/Reuse

Prepared By

ATTY. ALLEN M. GASULAS
 ATTY IV
 Process Owner

Reviewed By

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





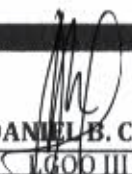
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph

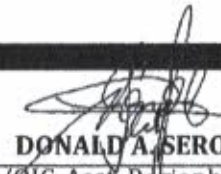
Document Code		
FM-SP-R13-01A-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

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
Rendition of Legal Opinion							
QP-R13-ORD-06	Quality Procedure	10.16.17					
QO-QP-R13-ORD-06	Quality Objective	10.16.17					
QME-QP-R13-ORD-06	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-06-01	Process Summary Logsheet	10.16.17					

Prepared By

JOB DANIEL B. CASSION
 I, GOO III
 Regional Document Controller

Noted By

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





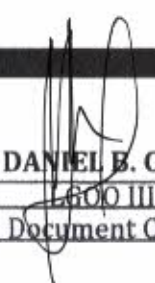
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph

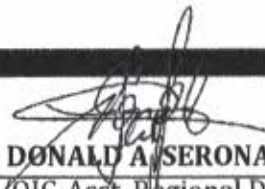
Document Code		
FM-SP-R13-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Rendition of Legal Opinion							
	DILG MO 201-01 dated 04 March 2010						
	DILG MO 2010-02 dated September 17, 2010:						

Prepared By

JOB DANIEL B. CASSION
 LGO III
 Regional Document Controller

Noted By

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

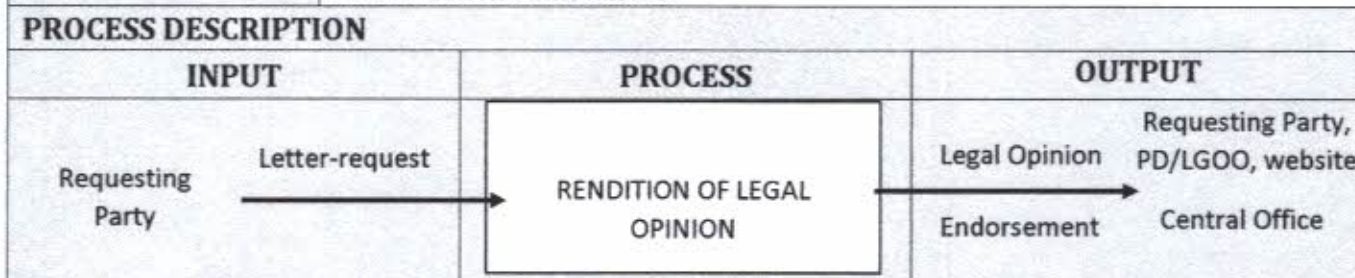




QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-06		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 5

PROCEDURE TITLE	Rendition of Legal Opinion
SCOPE	The procedure starts from the receipt of request for interpretation of the provision of R.A. 7160 and other related laws and issuances from the Department Official, Local Elective and Appointive Officials and General Public up to either release of approved legal opinion to the requesting party, copy furnished the concerned Provincial Director and/or Local Government Operations Officer or referral to the Central Office and posting at the agency website.
PURPOSE	To clearly define the process to effectively address the concerns/issues on the request and guide the letter-sender on the proper course of action under the circumstances



DESCRIPTIVE STATEMENT:
 The Regional Office receives request for legal opinion, assigns the request to the legal officer who evaluates the request, drafts the legal opinion and forwards the draft legal opinion to the Assistant Regional Director for review and recommendation for approval by the Regional Director. The approved legal opinion is released to the requesting party copy furnished the concerned Provincial Director and/or Local Government Operations Officer and posting at the agency website. All generated records are retained in accordance with Control of Retained Documented Information Procedure and Masterlist of Records.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receive the request	Stamp "RECEIVED" on the document and write date and time of receipt and affix signature Scan document and encode the details of request in the Communication Tracking System (ComTrackS) Forward to ORD Secretary	Letter-request with attachment, if any.
2	ORD Secretary	Receive the request	Attach routing slip to the letter request and forward request to Regional Director	Routing Slip





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Record details of the request in Logbook	Logbook
3	Regional Director	Assign the request	Assign the request to the Legal Officer and provide instructions in the routing slip	Routing Slip
4	ORD Secretary	Forward request	Forward request to Legal Officer and record the date and time when delivered	Logbook
5	Legal Officer	Evaluate the request	<p>Determine issue/s based on the submitted request</p> <p>*If there is a need for fact-finding, see procedure for FACT-FINDING INVESTIGATION (QP-R13-ORD-09)</p> <p>In accordance with DILG MO 201-01 dated 04 March 2010 and DILG MO 2010-02 dated September 17, 2010:</p> <p>*If subject-matter involves difficult questions of law or necessitates issuance of new Department policy guidelines, prepare endorsement to Central Office within 5 working days from receipt of request</p> <p>*If the request comes from the barangay, municipality or highly urbanized or component city or their constituents and there is a standing DILG opinion on the matter, refer back to Provincial Director within 5 working days upon receipt of request</p>	<p>Letter request Routing Slip</p> <p>DILG MO 201-01 dated 04 March 2010 and DILG MO 2010-02 dated September 17, 2010</p> <p>Endorsement Letter Letter-Request</p> <p>Endorsement Letter Letter-Request</p>





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>*If the request comes from the Province or its Officials, and there is a standing DILG Legal Opinion, prepare transmittal of the Opinion within 5 working days upon receipt; Otherwise, conduct research on applicable laws, jurisprudence, rules, regulations and other issuances</p> <p>Draft the answer to request within 15 working days upon receipt of request</p> <p>Forward the draft answer to request to the ARD for review</p>	<p>Endorsement Letter Letter-Request</p> <p>Draft answer to request</p>
6	ARD	Initial review of draft answer to request	Conduct initial review of the draft answer to request /endorsement	Letter request Routing Slip Draft answer to request /Endorsement
7	Legal Officer	Incorporate correction	<p>Incorporate correction, if any.</p> <p>Forward the draft answer to request /Endorsement to ARD</p>	Letter request Routing Slip Draft answer to request /Endorsement
8	ARD	Final review of draft answer to request /endorsement and recommend approval	<p>Conduct final review of the draft / endorsement Recommend approval or revision</p> <p>*if for approval, forward to RD *if for revision, go back to steps 7 and 8</p>	Letter request Routing Slip Draft answer to request /endorsement
9	RD	Review and approve answer to request/ endorsement	If the answer to request /endorsement is acceptable, approve/sign the legal clarification /endorsement; otherwise, refer back to	Letter request Routing Slip Answer to request /Endorsement





QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Steps 7 and 8	
10	Legal Officer	Assign control number	Assign control number Photocopy approved answer to request /endorsement and forward to Records Officer for release	Approved answer to request /endorsement
11	Record Officer	Release answer to request	Stamp "RELEASED" with date and time of release and affix signature on the approved answer to request /endorsement Send approved answer to request to requesting party copy furnished the concerned PD and/or MLGOO (then proceed to Step 18) Send approved endorsement to PD or to CO	Approved answer to request /endorsement
12	Records Officer - PO	Receive endorsement	Stamp "RECEIVED" on the endorsement with attached request with date and time of receipt and affix signature Log the details of the endorsement Attach routing slip Forward to PD	Endorsement with attached complaint / request Incoming Communications Logbook Routing slip
13	Concerned PD	Assign query for action	Evaluate the request and assign to LGOO Writes instructions on routing slip	Endorsement with attached request Routing Slip
14	LGOO	Prepare answer to query	Research standing DILG Opinion on the subject matter	





QUALITY PROCEDURE (QP)

Document Code		
QP-R13-ORD-06		
Rev. No.	Eff. Date	Page
00	10.16.17	5 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Draft answer to query citing standing DILG Opinion	Draft answer
15	Program Manager	Conduct initial review of draft answer	Review initial draft of the answer and recommend approval *Refer back to Step 14 if with corrections	Draft answer
16	PD	Approve answer to query	If the answer is acceptable, approve/sign the answer; otherwise, refer back to Steps 14 and 15	Approved answer to query
17	Records Officer-PO	Release answer	Assign control number Stamp "RELEASED" with date and time of release and affix signature on the approved answer to query Send approved answer to requesting party copy furnished the Regional Office	Approved answer to query Outgoing Communications Logbook
18	Legal Officer	Retain Record	Provide soft copy to ITO for WEBSITE MANAGEMENT (QP-R13-ORD-03) 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
 ALLEN M. GASULAS ATTY IV	 DONALD A. SERONAY OIC, Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR





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

Document Code		
QO-QP-R13-ORD-06		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DIVISION/FOU	ORD-Legal
QUALITY PROCEDURE TITLE	Rendition of Legal Opinion

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 endorse request to PO/CO within 5 working days from receipt of request	80%	Total number of request endorsed within 5 days / Total number of request received	Monthly	Legal Officer	<ul style="list-style-type: none"> Request for Legal Opinion Answer to request Routing Slip PSL
	To answer request within 15 working days from receipt of request	80%	Total number of request answered within 15 days / Total number of request received	Monthly	Legal Officer	

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





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

Document Code		
QME-QP-R13-ORD-06		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 2

DIVISON/FOU	ORD-Legal
PROCEDURE TITLE	Rendition of Legal Opinion
OBJECTIVE STATEMENT	To render legal opinion within the prescribed number of days
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 80% of legal opinion rendered within the prescribed number of days														
A	Total no. of documents acted upon within within the prescribed number of days													
B	Total No. of request for legal opinions 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:														
A														
B														
C	Formula: Target Result:													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 3:														
A														
B														
C	Target result													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

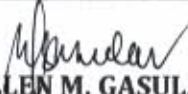
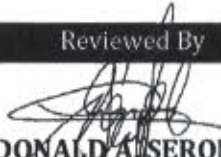

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.





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

Document Code		
QME-QP-R13-ORD-06		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 2

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





DILG REGION XIII (CARAGA)

Rendition of Legal Opinion Process Summary Logsheets (PSL)

Document Code		
FM-QP-R13-ORD-06-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of

QUALITY OBJECTIVE: 1) To endorse request to PO/CD within 5 working days from receipt of request
2) To answer request within 15 working days from receipt of request

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend:

No.	Control No.	Requesting Party	Date of request	Date received by RO Records Officer	Date Received by Legal Officer	Date of Endorsement / Answer	Date of Actual Release of Endorsement / Answer	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
ALLEN M. GASULAS
Attorney at Law

Noted by
Donald A. Seronay
DONALD A. SERONAY
CAO/LE-ARD

