




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

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Name of Division/FOU: Office of the Regional Director

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
MONITORING OF LOCALLY-FUNDED PROJECTS									
	Project Implementation Monitoring Report	LG00 III Jojo A. Serenado	PDMU BOX 2018	Project Implementation Monitoring Report	By Municipality/ Province	3 years	3 years	6 years	Shredding/ Re-use
FM-QP-R13-ORD-08-03	Project Site Inspection Report	LG00 III Jojo A. Serenado	PDMU BOX 2018	Project Site Inspection Report	By Municipality/ Province	3 years	3 years	6 years	Shredding/ Re-use

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 LG00 III
 Process Owner

Reviewed By

DONALD A. SERONAY
 CAO / OIC-Asst. Regional Director
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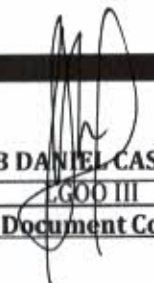
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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MONITORING OF LOCALLY-FUNDED PROJECTS							
QP-R13-ORD-08	Quality Procedure	10.16.17					
QO-QP-R13-ORD-08	Quality Objective	10.16.17					
QME-QP-R13-ORD-08	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-08-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-ORD-08-02	Project Implementation Monitoring Report	10.16.17					
FM-QP-R13-ORD-08-03	Project Site Inspection Report	10.16.17					

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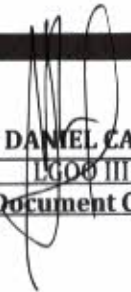
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Name of Division/FOU: Office of the Regional Director

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MONITORING OF LOCALLY-FUNDED PROJECTS							

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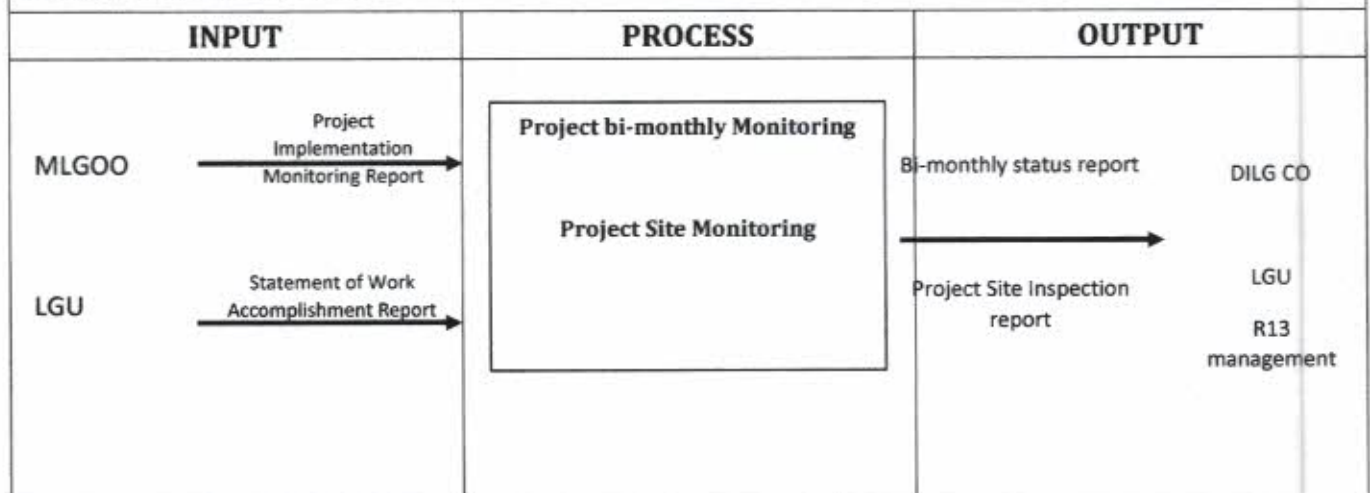




QUALITY PROCEDURE (QP)

PROCEDURE TITLE	MONITORING OF LOCALLY FUNDED PROJECTS (INFRASTRUCTURE)
SCOPE	This process starts with the receipt of sub-projects work accomplishment report from the Local Government Units and/or project implementation monitoring report from Municipal Local Government Operations Officer to the submission of the site inspection report for LGUs action.
PURPOSE	To provide DILG R13 management and DILG Central Office updated report on locally funded projects.

PROCESS DESCRIPTION



DESCRIPTIVE STATEMENT:

The process covers the receiving of Statement of Work Accomplishment from the Implementing Local Government Unit and Project Implementation Monitoring Report from Municipal Local Government Operations Officer; submission of bi-monthly status report to DILG Central Office; conduct of project site inspection and dissemination of project site inspection report to LGU for actions on findings and recommendations.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	<p>Receipt of Statement of Work Accomplishment Report from Implementing Local Government Unit and Project Implementation Monitoring Report from City/Municipal Local Government Operations Officer (QP-R13-FAD-11)</p> <p>Prepare bi-monthly monitoring report</p>	<ul style="list-style-type: none"> Process the received documents according to standard operating procedures and route to RPDMU. 	<ul style="list-style-type: none"> Statement of Work Accomplishment Report Project Implementation Monitoring Report



**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	DILG RO-PDMU		<ul style="list-style-type: none">• Prepare bi-monthly monitoring report on the status of locally-funded projects and submit to DILG Central Office	<ul style="list-style-type: none">• Project Implementation Monitoring Report• Statement of Work Accomplishment Report• POW and DED • Bi-monthly report using the template from DILG-OPDS
2	DILG RO-PDMU RD	Project site monitoring of on-going locally-funded projects Prepare Project Site Inspection Report	<ul style="list-style-type: none">• conducts on-site monitoring to check on the following:<ul style="list-style-type: none">-actual physical accomplishment of the project-actual scope of works of the project implemented-quality of projects implemented• Conduct Exit Meeting with the LGU project monitoring team • Prepare Project Site Inspection Report stating: project information, works done during the site visit, findings and recommendations. • Approves the Project Site Inspection Report and return the document to PDMU for dissemination to LGU	<ul style="list-style-type: none">• Program Implementation Guidelines, DED, POW and Subproject Work Accomplishment Report submitted by the LGU • Project Site Inspection Report• SWA• DED & POW • Project Site Inspection Report
3	DILG - RO PDMU	Dissemination of Project Site Inspection Report	<ul style="list-style-type: none">• PDMU: Prepare cover letter transmitting the Project Site Inspection Report to implementing LGU• Send communication letter and Project Site Inspection Report thru DILG Provincial Office.	<ul style="list-style-type: none">• Project Site Inspection Report • Communication letter to implementing LGU



QUALITY PROCEDURE (QP)




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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Process Owner	Retain all Records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records. 	<ul style="list-style-type: none"> Retained Documented Information R13-SP-02 Master List of Records

LEGAL REFERENCES:

- Memorandum Circular from DILG Central Office

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Process Owner	Regional QMR	Top Management





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DIVISION/FOU	Office of the Regional Director
QUALITY PROCEDURE TITLE	MONITORING OF LOCALLY FUNDED PROJECTS (INFRASTRUCTURE)

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)			
Bi-monthly status report monitoring	Timely submission of bi-monthly monitoring report to DILG Central Office	80%	On time submission of bi-monthly monitoring report to DILG Central Office as scheduled	Bi-monthly	RPDMU Engineer	SWA and Project Implementation Monitoring Report Bi-monthly monitoring report as per DILG CO format
Monitoring of Project Implementation	To ensure that all implemented projects for the period are monitored	≤ deadline	Total number of implemented projects monitored/ Total number of implemented projects to be monitored within the period.	Monthly	RPDMU Engineer	List of projects to be monitored for the period
	Timely submission of	80%	Total number of project Site Inspection Report submitted	Monthly		





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)			
Dissemination of Project Site Inspection Report	Project Site Inspection Report for RDs approval within 15 working days after the conduct of project site monitoring	80%	and approved by RD within the 15 day period/ Total number of projects conducted with site monitoring for the period	Monthly	RPDMU Engineer	Project Site Inspection Report DED and POW Project implementation Guidelines
	To ensure that all findings observed during project site visit and recommendations are communicated to LGU for action 5 working days upon the approval of project site inspection report	80%	Communication letter and Project Site Inspection Report disseminated to LGU/ Total number projects conducted with project site inspection for the period		RPDMU Engineer	Communication letter and Project Site Inspection Report



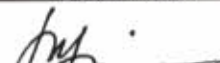




QUALITY OBJECTIVE (QO)

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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)			

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Process Owner	Regional QMR	Top Management





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

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QME-QP-R13-ORD-08

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DIVISON/FOU	Office of the Regional Director												
PROCEDURE TITLE	MONITORING OF LOCALLY FUNDED PROJECTS (INFRASTRUCTURE)												
OBJECTIVE STATEMENT	1. Timely submission of bi-monthly monitoring report to DILG CO 2. To ensure that all implemented projects are monitored 3. Timely submission of Project Site Inspection Report and disseminated to LGU												
CURRENT PERIOD													
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: Timely submission of bi-monthly monitoring report to DILG CO													
A	Date of submission of report												
B	Deadline of submission of report												
C	Formula: $A - B$	Target Result: ≤ 5 deadline											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Objective 2: To ensure that all implemented projects are monitored													
A	Total number of implemented projects monitored												
B	Total number of implemented projects to be monitored within the period												
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: Timely submission of Project Site Inspection Report and disseminated to LGU.													
A	Total number of projects conducted with project site monitoring and disseminated to LGU												
B	Total number of projects conducted with site monitoring												








PROCESS QUALITY MONITORING AND EVALUATION (QME)

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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.

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Process Owner	Regional QMR	Top Management





DILG REGION XIII (CARAGA)

MONITORING OF LOCALLY FUNDED PROJECTS (INFRASTRUCTURE)

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QUALITY OBJECTIVE: 1) To ensure that all implemented projects are monitored
 2) Timely submission of Project Site Inspection Report and disseminated to LGU

FREQUENCY OF MONITORING:

COVERED PERIOD:


Due Date of Submission:

Legend:

No.	Control No.	Date reported as 30% / 60% / 90% / 100% accomplishment	Date of actual site inspection	Date of project site inspection report	Date of transmittal of project site inspection report to LGU	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									
6									
7									
8									

Total
Result

0 0 0

Prepared By:

JOJO A. SERENADO
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 Process Owner

Noted By:

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 Regional QMR





PROJECT IMPLEMENTATION MONITORING REPORT

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MONITORING REPORT OF LOCALLY-FUNDED PROJECTS As of _____

LGU	PPA/YEAR	PROJECT TITLE	LOCATION	ALLOCATION	STATUS		REMARKS	ACTION
					PHYSICAL ACCOMPLISHMENT	FINANCIAL ACCOMPLISHMENT		

Submitted by:

C/MLGOO

Prepared By	Reviewed By	Approved By
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PROJECT SITE INSPECTION REPORT

PROFILE

Name of Implementing LGU :	
Serial No./Project Title :	
Funding Source/ Funding Year :	
Project Description/Composition :	
Mode of Implementation:	
Name of Contractor:	
Contract Duration :	
Target Completion Date:	
Contract Cost : Project Allocation:	

PROGRESS AND STATUS

Status of Implementation:	Under Preparation <input type="checkbox"/> On-going <input type="checkbox"/> Completed <input type="checkbox"/>
Physical Accomplishment:	
Physical Accomplishment during the visit (in %)	
Financial Accomplishment:	
Released to LGU	
Percent Disbursed to the Contractor/Amount	
Completed Works:	
Activities during Inspection :	

FINDINGS AND RECOMMENDATIONS

Findings, Observations and Recommendation	
Agreements Reached :	





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Photographs of the project site:

Prepared by:

Noted:

Designation, PDMU

LGCDD Chief

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