



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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FM-R13-SP-02-01

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Development of Information, Education and Communication (IEC) Materials									
	Quality Procedure	LGRRC Admin.	LGRRC datafiler	LGRRC QP - 01	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers
	Quality Objective	LGRRC Admin.	LGRRC datafiler	LGRRC QO - 01	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers
	Quality Monitoring and Evaluation	LGRRC Admin.	LGRRC datafiler - 02	LGRRC QME - 02	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers
	Process Summary Logsheet	LGRRC Admin.	LGRRC datafiler - 02	LGRRC PSL - 02	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers
	Logbook of Issuances Requiring Development of IEC Materials	LGRRC Admin.	LGRRC datafiler - 02	Logbook of Issuances Requiring Development of IEC Materials	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers
	Logbook of IEC Materials Developed	LGRRC Admin.	LGRRC datafiler - 02	Logbook of IEC Materials Developed	Chronological <i>(latest on)</i>	3 years	3 years	6 years	Recycle/Reuse papers

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Name of Division/FOU: Office of the Regional Director

MASTERLIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Development of Information, Education and Communication (IEC) Materials							
QP-R13-ORD-10	Quality Procedure	10.16.17					
QO-QP-R13-ORD-10	Quality Objective	10.16.17					
QME-QP-R13-ORD-10	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-ORD-10-01 *	Process Summary Logsheets	10.16.17					
FM-QP-R13-ORD-10-02	Logbook of Issuances Requiring Development of IEC Materials	10.16.17					
FM-QP-R13-ORD-10-03	Logbook of IEC Materials Developed	10.16.17					

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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
Development of Information, Education and Communication (IEC) Materials							
	Unnumbered Memorandum from LGA Executive Director Marivel Sacendoncillo entitled "Federalism Key Messages and IEC Materials" dated August 14, 2017						

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QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials
SCOPE	This process covers the receipt of issuance from Central Office by the concerned division, coordination with LGRRRC for IEC development and receipt of newly-produced IEC Materials.
PURPOSE	To define the standard process in the development of IEC Materials that will promote/popularize PPAs advocacy and increase clients awareness and appreciation equip clients with relevant knowledge in the implementation of PPAs and maximize their potentials.
PROCESS DESCRIPTION	
INPUT	PROCESS
Issuances from Central Office Office	Development of IEC Materials
	OUTPUT
	Receipt & Issue Slip Issuance
DESCRIPTIVE STATEMENT: Part of the advocacy initiatives of the DILG is the development of IEC Materials to popularize program/projects in order to intensify massive awareness and appreciation of projects implemented.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Regional Focal Person (RFP)	Receive issuance / directive	-Receipt of issuance / directive from the Regional Director	- Issuances
2	RFP and LGRRRC Administrator	RFP coordinates with LGRRRC administrator for development of IEC materials	-RFP provides LGRRRC Administrator with copy of issuance and together, work on the format and design of IEC materials LGRRRC Administrator records issuance	-Issuance Logbook of Issuances Requiring Development of IEC Materials
3	Division Chief	Review the proposed format and design of IEC materials Approval of proposed IEC materials	-DC reviews the format and design of the IEC materials as against the requirements of the issuance -DC approves proposed IEC materials	-Proposed IEC format and design -Issuance
4	Regional Focal Person (RFP)	Preparation of supporting administrative documents for the production of IEC materials	-RFP prepares requisite administrative documents for the production of IEC materials -Submit required	-Activity Design -Purchase Request (PR)



**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		Submission of administrative documents for approval	documents for approval	-Activity Design -Purchase Request
5	Regional Director	Approval of design	-RD approves the activity design and Purchase Request	- Activity Design - Purchase Request
6	RFP	Forward approved PR to General Services Section	RFP forwards retains approved copy of the PR with attached Activity Design and retains copy of the design and PR	Approved Activity Design and PR
7	RFP	Provide copies of newly-produced IEC materials to LGRRRC	RFP to provide copies of the produced IEC materials to the LGRRRC Administrator	Newly-produced IEC materials
8	LGRRRC Administrator	Receive copies of newly-produced IEC materials Record received IEC materials in Logbook of IEC Materials Developed	-LGRRRC Administrator to receive and record newly-produced IEC materials and display same in LGRRRC facility	Logbook of IEC Materials Developed
9	LGRRRC Administrator	Retain records	-Retain records in accordance with the Control of Retained Documented Information Procedure and Master list of Records	Logbook of IEC Materials Developed R13-SP-02

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DIVISION/FOU	Office of the Regional Director
QUALITY PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials

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)			
Development of Information, Education and Communication (IEC) Materials	% of Regional Focal Persons (RFPs) assisted in development of IEC materials	90% of RFPs provided assistance in development of IEC materials	$\frac{\text{Total number of RFPs provided assistance in development of IEC materials}}{\text{Total number of RFPs requiring assistance in development of IEC materials}} \times 100$	Quarterly	LGRRC Administrator	<ul style="list-style-type: none"> Logbook of IEC materials developed
	% of IEC materials developed as required by national policies	90% of issuances requiring development of IEC materials acted on	$\frac{\text{Total number of IEC materials developed}}{\text{Total number of issuances requiring development of IEC materials}} \times 100$	Quarterly	LGRRC Administrator and LGRRC Librarian	<ul style="list-style-type: none"> Logbook of Issuances Requiring Development of IEC Materials Logbook of IEC materials developed





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

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

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DIVISION/FOU	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION – LOCAL GOVERNANCE REGIONAL RESOURCE CENTER													
PROCEDURE TITLE	Development of Information, Education and Communication (IEC) Materials													
OBJECTIVE STATEMENT	1. % of Regional Focal Persons (RFPs) assisted in development of IEC materials. 2. % of IEC materials developed as required by national policies.													
CURRENT PERIOD														
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Objective 1: % of clients borrowing KPs from the LGRRRC are accommodated within 30 minutes upon request.														
A	Total number of RFPs provided assistance in development of IEC materials.													
B	Total number of RFPs requiring assistance in the development of IEC materials.													
C	Formula: $\frac{A}{B} \times 100$		Target Result: 90%											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
Objective 2: % of clients borrowing KPs from the LGRRRC rated service provided satisfactorily.														
A	Total number of IEC materials developed.													
B	Total number of issuances requiring development of IEC materials.													
C	Formula: $\frac{A}{B} \times 100$		Target Result: 90%											
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)**

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DILG - REGION XIII (CARAGA)

Development of Information, Education and Communication (IEC) Materials

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QUALITY OBJECTIVE: 1) % of Regional Focal Persons (RFPs) assisted in development of IEC materials
 2) % of IEC materials developed as required by national policies

FREQUENCY OF MONITORING: Quarterly

COVERED PERIOD:

Due Date of Submission: Every 5th day of the 1st month of the quarter

Legend:

No.	Control No.	Number of Issuances Requiring Development of IEC materials	Number of draft IEC materials prepared with RFP	Number of newly-produced IEC materials provided by RFP to LGRRC	Percentage of IEC materials produced versus the number of issuances requiring development of IEC materials	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
1									
2									
3									
4									
5									
6									
7									
8						0	0	0	

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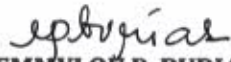

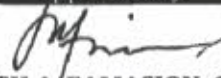


DILG - REGION XIII (CARAGA)

LOGBOOK OF ISSUANCES REQUIRING DEVELOPMENT OF IEC MATERIALS

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Date	Sender	Subject	Action Required	Remarks

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LOGBOOK OF OF IEC MATERIALS DEVELOPED

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