

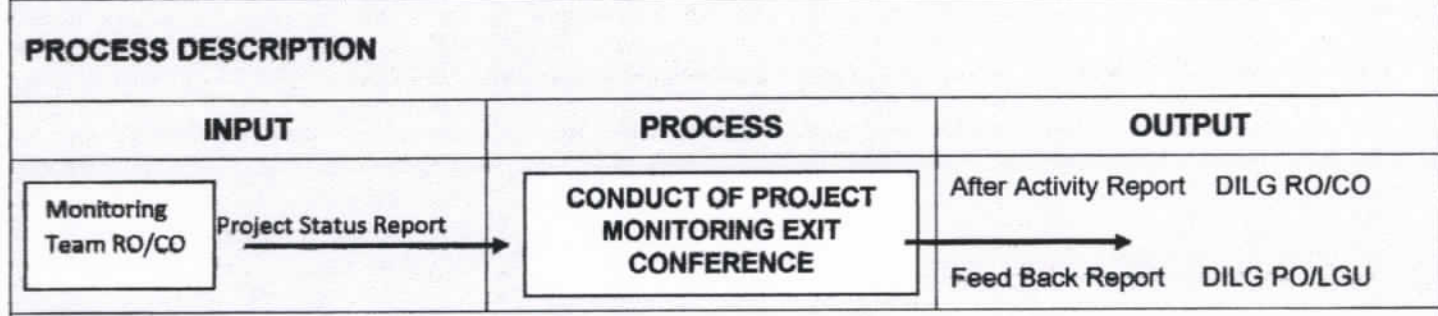


DILG - REGION V
**QUALITY
 PROCEDURE (QP)**

Document Code
QP-R05-PDMU-11

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PROCEDURE TITLE	CONDUCT OF PROJECT MONITORING EXIT CONFERENCE
SCOPE	This procedure is to be conducted right after the conduct of the monitoring activities which includes presentation and discussion of findings/results among the monitoring team, PD or representative and with the concerned stakeholders from the LGU.
PURPOSE	To inform the Provincial Office and LGU officials concerned with the actual status on the implementation of Locally Funded Projects in their areas as monitored by the Central Office/Regional Office personnel.



DESCRIPTIVE STATEMENT:

The Monitoring team composed of personnel from Central Office (OPDS) /Regional Office (PDMU) shall present and discuss the findings with recommendations based on the results of the monitoring activity been conducted with the DILG Provincial Director or representative and LGU Officials concerned.

Step No.	Responsible Personnel	PROCESS/A CTIVITY	Details	References
1	Monitoring Team Members: OPDS/PDMU Personnel/PD or representative	Presentation of results/group discussions	<p>The monitoring team presents and discusses the details of the findings and results gathered during the project monitoring. The team may also discuss their recommendations on the possible actions that should be undertaken by the PO and or the LGUs to address the issues and concerns relative to the implementation of the project/s been monitored.</p> <ul style="list-style-type: none"> The monitoring team provides the provincial office with copies of the documents retrieved during the site visit and with information or updates on the actual status of the project being monitored. The PD/LGU Officials evaluates the results presented by the team and clarifies the issues and concerns. 	<ul style="list-style-type: none"> Project Status Report Findings/Data Gathered Existing Guidelines

**DILG R5 QMS
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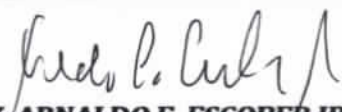


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|--|--|---|--|
| | | <ul style="list-style-type: none"> Records the Agreements during the conference such as follow through activities and timelines on compliance. | |
|--|--|---|--|

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 Engr. RENATO C. BOLON PDMU Chief Process Owner		 ATTY. ARNALDO E. ESCOBER JR, CESO V OIC ARD Regional QMR





DILG REGION 5
QUALITY OBJECTIVES

OFFICE	Office of the Regional Director - Project Development and Management Unit (PDMU)	
QUALITY PROCEDURE TITLE	CONDUCT OF PROJECT MONITORING EXIT CONFERENCE	

Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
To conduct project monitoring exit conference	To inform the Provincial Offices and LGUs of the results of the project monitoring right after the conduct of the activity through an exit conference.	80%	<ul style="list-style-type: none"> Number of exit Conferences Conducted/Total Number of Project Monitoring Conducted 	Quarterly	<ul style="list-style-type: none"> PDMU Chief PDMU Staff 	<ul style="list-style-type: none"> Findings/ Data Gathered Guidelines

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PROCESS QUALITY MEASUREMENT EVALUATION (QME)

DILG REGION V

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OFFICE	Office of the Regional Director - Project Development and Management Unit (PDMU)					
PROCEDURE TITLE	CONDUCT OF PROJECT MONITORING EXIT CONFERENCE					
OBJECTIVE STATEMENT	To inform the Provincial Offices and LGUs of the results of the project monitoring right after the conduct of the activity through an exit conference.					
CURRENT PERIOD						
	INDICATORS	Q1	Q2.	Q3	Q4	Total
Objective 1:						
I	A. Total Number of Exit Conference Conducted					
	B. Total Number of Project Monitoring Conducted					
	C. Formula: $A/B \times 100\%$ Target : $\geq 80\%$					
II						
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					

Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

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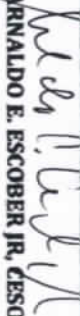
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Name of Bureau/Service/Division: Office of the Regional Director - Project Development and Management Unit (PDMU)
 QUALITY PROCEDURE TITLE: CONDUCT OF PROJECT MONITORING EXIT CONFERENCE

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
		00	01	02	03	04	05
	Related Guidelines						

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REGION REGION 5
 Original Date Prepared: 0
 Revision: 0

PROCESS CONDUCT OF PROJECT MONITORING EXT CONFERENCE
 RR Code PUR-01

OBJECTIVE	RELEVANT ISSUES(S)	RELEVANT PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Possible or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT			RISK CONTROL PLAN						
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	RISK CONTROL ACTO	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPON SIBLE	TIMELIN E
							4	3	1	12	NS	None	3	N/A	N/A	N/A

RISK ASSESSMENT	RISK RATING	R	RISK	ACTION REQUIRED	RPN
IMPACT: 1-Strongly Agree; 2-Agree; 3-Moderately Agree; 4-Doubtful; 5-Disagree	1-25	20%	Not Significant	Other action required (Insure risk by informed client)	3
LIKELIHOOD: 1-High; 2-Medium; 3-Low; 4-Very Low; 5-Negligible	25-40	25-40%	Not Significant	Alert level but no further action required for now	3
DETECTION: 1-Very High; 2-High; 3-Low; 4-Medium; 5-Very Low	>40	>40%	Significant	Control (e.g. Transfer/Retire/Terminate)	1

Prepared by: [Signature]
 Reviewed by: [Signature]
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