DILG REGION V

QUALITY PROCEDURE (QP)

Document Code
QP-RO5-FAD-19

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PROCEDURE TITLE	**PREPARATION OF ANNUAL PROCUREMENT PLAN**
SCOPE	This process starts from the receipt of the Project Procurement Management Plan (PPMP) from the End-Users up to the submission of the signed Annual Procurement Plan (APP) to Government Procurement Policy Board (GPPB).
PURPOSE	To come up with a careful plan of the procurements of the agency in every year for compliance.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
End-Users/Divisions/Section Units ---------- PPMP →	**Preparation of Annual Procurement Plan**	→ APP Budget Section

DESCRIPTIVE STATEMENT: This Report is the procurement planning of the agency.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	BAC Secretariat	• Receipt of Project Procurement Management Plan (PPMP)	• BAC Secretariat receives PPMP	• Project Procurement Management Plan (PPMP)
2	BAC Member, M. Cano	• Consolidation of PPMP	• M. Cano summarizes all submitted PPMP • M. Cano consolidates all submitted PPMP for Supplies and Trainings/Projects and schedule procurements for posting in the PhilGEPS	• Project Procurement Management Plan (PPMP)
3	BAC Member, M. Cano	• Fund Coordination with the Budget Section	• M. Cano coordinates with the Budget Section for funding of the APP for Supplies and Trainings/Projects	• Annual procurement Plan (APP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	BAC Member, M. Cano	• Signing of the APP	• Signing of the APP by the concerned personnel and approved by the Head of the Procuring Entity/Regional Director	• Annual Procurement Plan (APP)
5	BAC Member, M. Cano	• Submission and Posting of the signed APP report for compliance	• Submission of the signed APP report in the Government Procurement Policy Board (GPPB) thru e-mail for compliance • Posting of the signed APP report at the DILG R5's website	• Scanned Copy of the signed APP report

Definition of Terms:

•

Legal References:

•

Prepared By		Reviewed By
MARDY P. CANO	HENEDINA T. GONZALES	ATTY. ARNALDO E. ESCOBER JR.
Process Owner	Division Chief/Next Higher Supervisor	Deputy QMR

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DILG REGION 5 (BICOL REGION)

QUALITY OBJECTIVES

Document Code
QO-QP-RO5-FAD-19

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OFFICE	**DILG REGION 5**
QUALITY PROCEDURE TITLE	**PREPARATION OF ANNUAL PROCUREMENT PLAN**

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 construct a careful plan of the procurements of the agency for every year for compliance	To carefully plan the procurements of the agency in a given year	80% submission of PPMP of all End-Users to accomplish a complete APP for the agency	No. of End-Users less no. of PPMP received divided by the total no. of End-Users multiplied by 100%	Annually	• Regional Director • BAC Chairman	• Monitoring Log Sheet • MEMO from BAC

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DILG REGION V

PROCESS QUALITY MONITORING EVALUATION (QME)

Document Code
QME-QP-RO5-FAD-19

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OFFICE	Finance and Administrative Division
PROCEDURE TITLE	**PREPARATION OF ANNUAL REPORT**
OBJECTIVE STATEMENT	To carefully plan the procurements of the agency in every year
CURRENT PERIOD	

	INDICATORS		Nov	Dec	Total
Objective 1: To receive all PPMPs from End-Users					
A	No. of End-Users (Divsions/Section Units)				
B	No. of Project Procurement Mgt. Plan (PPMP) received				
C	Formula: (A-B)/A-1 x100%	Target Result : 100%			
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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MARDY P. CANO	**HENEDINA T. GONZALES**	**ATTY. ARNALDO E. ESCOBER JR.**
Administrative Assistant II **Process Owner**	Chief Administrative Officer **Division Chief**	Assistant Regional Director **Deputy QMR**

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DILG-REGIONAL OFFICE 5

PREPARATION OF ANNUAL PROCUREMENT PLAN LOGSHEET

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QUALITY OBJECTIVE: To carefully plan the procurements of the agency for every year
FREQUENCY OF MONITORING: Annually
CURRENT PERIOD:

NO.	END-USERS	TYPE OF APP - PROCUREMENT		DATE SUBMITTED	
		SUPPLIES	TRAININGS/ PROJECTS	HARD COPY	SOFT COPY
1	*LGCDD*				
2	*LGMED*				
3	*ORD*				
4	OARD				
5	PLANNING				
6	LEGAL				
7	RICTU				
8	RPOC				
9	PDMU				
10	*FAD*				
11	ADMIN				
12	ACCOUNTING				
13	BUDGET				
14	CASH				
15	GSS				
16	RECORDS				

Prepared by	Reviewed by	Approved by
MARDY P. CANO	HENEDINA T. GONZALES	ATTY. ARNALDO E. ESCOBER
PROCESS OWNER	IMMEDIATE SUPERVISOR	DEPUTY QMR

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Name of Bureau/Service/Division: FINANCE AND ADMINISTRATIVE DIVISION

MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Preparation of Annual Procurement Plan							
	PPMP						
	APP						
FM-QP-RO5-FAD-19	Log Sheet						
QO-QP-RO5-FAD-19	Quality Objective						
QME-QO-QP-RO5-FAD-19	Process Quality Monitoring and Evaluation						

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MARDY P. CANO
PROCESS OWNER

Noted By
ATTY. ARNALDO E. ESCOBER JR., CESO V
REGIONAL QMR

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Name of Bureau/Service/Division: FINANCE AND ADMINISTRATIVE DIVISION

MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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	PPMP						
	APP						
FM-QP-RO5-FAD-19	Log Sheet						
QO-QP-RO5-FAD-19	Quality Objective						
QME-QP-RO5-FAD-19	Process Quality Monitoring and Evaluation						

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Name of Bureau/Service/Division: FINANCE AND ADMINISTRATIVE DIVISION

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
	PPMP	M. Cano	Drawer 1 of Cabinet 1	PPMP	By Calendar Year				
	APP	M. Cano	Drawer 1 of Cabinet 1	APP	By Calendar Year				
Process Performance Monitoring and Measurement Procedure									
FM-QO-RO5-FAD-19	Log sheet	M. Cano	Drawer 1 of Cabinet 1	Log Sheet	By Date				
QME-QP-RO5-FAD-19	Quality Monitoring and Evaluation	M. Cano	Drawer 1 of Cabinet 1	Quality Monitoring Evaluation	By Date				

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RISK REGISTER

DIVISION FAD

Original Date Prepared:

Revision <#> / Date 0

PROCEDURE: PREPARATION OF ANNUAL PROCUREMENT PLAN

PROJECT: *(applicble only for projects)*

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE *(Positive or Negative)*	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN *(Risk Priority No.)*	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Receipt of Project Procurement Management Plan (PPMP)	> Non availablity of the BAC Secretariat to receive the PPMP >non submission of soft copy of PPMP	>lack of personnel to receive the docs >End-user fail to submit soft copy of the PPMP	>delayed receipt of the docs >strenuous and time consuming consolidation of the PPMPs	>additional manpower compliment to the BAC Office >submit proper form of PPMP, hard and soft copy												
Consolidation of PPMP	>non-submission of PPMP of some End-users >late submission of PPMP	>non-availability of the assigned personnel to accomplish the PPMP	>incomplete APP report	>early preparation of the PPMP to meet the deadline of submission												
Fund coordination with the Budget Section	>non availability of the Budget Section for the coordination of the fund for the procurements		>delayed accomplishment of the APP	>early coordination with the Budget Section to meet the deadline of submission												
Signing of the APP	>non availablity of the signatories	Any of the signatories in the APP report is unavailable	>Failure to submit the APP on the deadline	>delegation of the Regional Director to the next in rank official												
Submission of the APP	>failure to receive the submitted APP thru email	>bulk emails of the receiving party	>failure to receive the submitted APP on the deadline	>follow-up the submitted report thru phone												

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extre	1 - 25	LOW	Not Significant	No further action required (Retain risk by informed decision)	3

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KELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Cer	26-40	MODERATE	Not Significant	Alert level but no further action required for now		3
ETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4 - Remote 5 - Very	>40		Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)		1
isk Rating = Impact X Likelihood X Detection						

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Date:

RISK REGISTER

REGION: DILG R V | Original Date Prepared: | RR Code: PUR-01
Revision <#> / Date: 0

PROCESS: PREPARATION OF ANNUAL REPORT

PROJECT:

OBJECTIVE	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
On time submission of the Annual Procurement Plan (APP)	> No submission of Project Procurement Management Plan (PPMP) from End-Users >Late submission of PPMP	> Personnel assigned in the Division/Section Unit failed to accomplish PPMP or failedto submit it before the deadline of the submission of the APP in GPPB	Procurements of the End-User(s) will not be included in the preparation of the Annual Procurement Plan (APP) to be submitted in the GPPB	late submitted PPMPs will be included in the Supplemental Report of the agency												
	>End-User submitted an incomplete PPMP	>End-User omit a certain procurement/procurements in the submitted PPMP	Procurements omitted in the submitted PPMP will not be included in the APP to be submitted in the GPPB	Procurements omitted in the submitted PPMP can be included in the Supplemental Report of the agency												
	> Non-availability of any of the signatories (BAC Chairman, Budget Officer, Regional Director)	Any of the signatories in the APP report is unavailable	Failure to submit the APP on the deadline	delegation of the Regional Director to the next in rank official												

RISK ASSESSMENT:	RISK RATING	RISK LEVEL		RISK DESCRIPTION	ACTION REQUIRED		RPN
IMPACT: 1-Insignif	1 - 25	LOW		Not Significant	urther action required (Retain risk by informed deci		3
LIKELIHOOD: 1-Rare; 2	26-40	MODERATE		Not Significant	Alert level but no further action required for now		2
DETECTION 1 - Very lik	>40	HIGH		Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)		1
Risk Rating = Impact X Likelihood X Detection							

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