

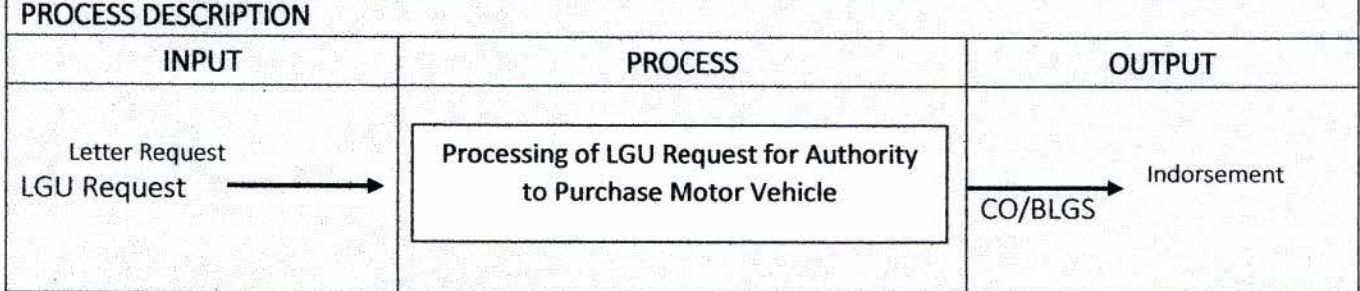


DILG - REGION V
**QUALITY
 PROCEDURE (QP)**

Document Code
QP-R05-LGMED-26

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PROCEDURE TITLE	Processing of LGU Request for Authority to Purchase Motor Vehicles
SCOPE	The process starts from the receipt of LGU request by the DILG Field Offices up to the indorsement of the same to the BLGS by the Regional Office upon ensuring completion of documentary requirements
PURPOSE	To define standard procedure to facilitate LGU request for authority to purchase motor vehicles pursuant to DILG MC 2014-155 as amended by DILG MC 2015-52



DESCRIPTIVE STATEMENT:
 Acquisition and use of luxury vehicles by local government units is strictly prohibited under Administrative Order No. 15 s. 2011. This has been the norm for LGUs whenever they seek Department Authority to purchase motor vehicles. DILG MC No. 2014-155 as amended by DILG MC No. 2015-52 serves as the Guidelines on Motor Vehicles Acquisition by the LGU. This will be the basis for the Divisions, Provincial, City and Municipal Offices in the processing of LGU request for the purchase of motor vehicles.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	MLGOO/CLGOO	Receive, record and review letter request from LGU	Receive letter request from requesting LGU and check the completeness and appropriateness of the documents against the Authority to Purchase Motor Vehicle (APMV) Checklist If documents submitted are incomplete, return the request to concerned LGU	<ul style="list-style-type: none"> Letter Request AMV Checklist
2	MLGOO/CLGOO	Indorse LGU request to PO	Prepare indorsement/transmittal letter	Indorsement/transmittal letter AMV Monitoring

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Indorse to PO via courier/hand deliver Record the transaction in the APMV Monitoring Log Sheet	Log Sheet
3	Provincial Office Focal Person/Administrative Aide	Receive, record and review the LGU Request	Receive letter request from requesting LGU and check the completeness and appropriateness of the documents against the Authority to Purchase Motor Vehicle (APMV) Checklist If documents submitted are incomplete, return the request to concerned LGU (in cases where the request is directly submitted to PO)	<ul style="list-style-type: none"> Letter Request AMV Checklist
4	Provincial Focal Person	Indorse LGU request to RO	Prepare indorsement/transmittal letter Indorse to RO via courier/hand deliver Record the transaction in the APMV Monitoring Log Sheet	Indorsement/transmittal letter AMV Monitoring Log Sheet
5	Regional Office Records Officer	Receive, record the LGU request	Record the request in the regional logbook for incoming communications Route to LGMED	Regional Logbook for incoming communications

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

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
6	LGMED Focal Person/Administrative Aide	Receive, record and review the LGU request	<p>Record the request in the division's logbook for incoming communications</p> <p>Receive letter request from requesting LGU and check the completeness and appropriateness of the documents against the Authority to Purchase Motor Vehicle (APMV) Checklist</p> <p>If documents submitted are incomplete, return the request to concerned LGU</p>	<ul style="list-style-type: none"> Letter Request AMV Checklist
7	LGMED Focal Person	Indorse LGU request to CO	<p>Prepare indorsement/transmittal letter</p> <p>Indorse to CO via courier/hand deliver</p> <p>Record the transaction in the APMV Monitoring Log Sheet</p> <p>Maintain records in accordance with control of Records Procedure and Masterlists of Records</p>	<p>Indorsement/transmittal letter</p> <p>AMV Monitoring Log Sheet</p>

Definition of Terms:

-

Legal References:

- DILG Memorandum Circular 2014-155 dated 17 December 2014 as amended by DILG MC 2015-52S

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**QUALITY
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- Budget Circular No. 2017-01
- DBM Budget Circular No 2016-5 dated 22 August 2016

Prepared By		Reviewed By	Approved By
 GERARDO GLENN D. BERCES	 OLIVIO D. RAMIREZ	 ATTY. ARNALDO E. ESCOBER, JR., CESO V	 ELOUISA T. PASTOR, CESO IV
Process Owner	Division Chief Deputy QMR	ASST. REGIONAL DIRECTOR Regional QMR	Regional Director Top Management

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PROCESS QUALITY MEASUREMENT EVALUATION (QME)

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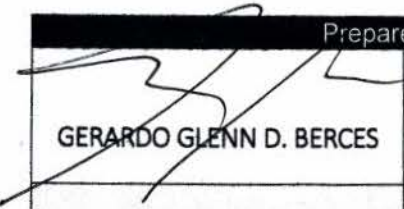
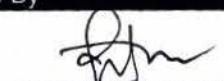
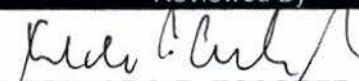
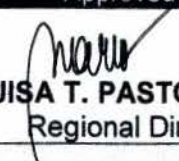
OFFICE	LOCAL GOVERNANCE MONITORING AND EVALUATION DIVISION														
PROCEDURE TITLE	PROCESSING OF LGU REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLE														
OBJECTIVE STATEMENT	1. 100% of the requests for APMV acted three (3) working days upon receipt.														
CURRENT PERIOD															
	INDICATORS														
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
Objective 1: 100% of the requests for APMV acted within three (3) working days upon receipt.															
A	Total number of requests for APMV acted within three (3) working days upon receipt														
B	Total number of requests received														
C	Formula: $\frac{A}{B} \times 100$		Target Result: 100%												
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)														
Objective 2:															
A															
B															
C															
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.															





PROCESS QUALITY MONITORING EVALUATION (QME)

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Prepared By		Reviewed By		Approved By	
 GERARDO GLENN D. BERCES	 OLIVIO D. RAMIREZ LGMED Chief	 ATTY. ARNALDO E. ESCOBER JR., CESO V Assistant Regional Director	 ELOUISA T. PASTOR, CESO IV Regional Director		
Process Owner	Division Chief/Next Higher Supervisor	Regional QMR		Top Management	





DILG REGION 5 (BICOL REGION)

QUALITY OBJECTIVES

Document Code
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OFFICE	DILG REGION 5
QUALITY PROCEDURE TITLE	Acquisition of Motor Vehicle (AMV)

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)			
<ul style="list-style-type: none"> Process documents re: request for Department authority to purchase motor vehicle/s 	<ul style="list-style-type: none"> Review the correctness and completeness of the documents within the prescribed timeline per level: <ul style="list-style-type: none"> Region : 3 working days upon receipt of the request Province : 3 working days upon receipt of the request City/Mun : 3 working days upon receipt of the request 	100% of the requests processed within the prescribed timeline per level	Total no. of requests for APMV reviewed for correctness and completeness of the document three (3) days upon receipt ===== X 100 Total no. of request received ✓	Monthly	APMV Focal Person	APMV summary Log Sheet

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DILG REGION 5 (BICOL REGION)

QUALITY OBJECTIVES

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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)			

Prepared By		Reviewed By		Approved By	
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Process Owner	Division Chief Deputy QMR	ASST. REGIONAL DIRECTOR Regional QMR	Regional Director Top Management		

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DILG - REGION V (BICOL REGION)

Name of Process: **Summary Logsheet (PSL)**

QUALITY OBJECTIVE: 100 % of the LGU requests for AMV indorsed

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend: +

No.	Requesting LGUs	DILG Field Office				Regional Office				Objective Results		
		City/Mun		Province		Review and Action Taken			Met	Unmet	Remarks (if unmet)	
		Date/Time of Receipt	Date/Time of Release	Date/Time of Receipt	Date/Time of Release	Date/Time of Receipt	Complete	Incomplete				LGU Authority
					Date/Time of Release to CO	Date/Time of Release Back to the Requesting LGU	Date/Time of Release Back to the Requesting LGU					
1.	Virac, Catanduanes					10/9/17 (9:26 am)	10/9/17 (3:10 pm)			1		
2.	Bulusan, Sorsogon					10/5/17 (11:20 am)	10/11/17 (10:06 am)				1	
3.	Milaor, Cam. Sur					10/12/17 (12:07 pm)		10/12/17 (3:20 pm)				
4.	Tabaco City, Albay					10/18/17 (10:43 am)	10/19/17 (9:30 am)			1		
5.	Daet, Cam. Norte					10/24/17 (10:46 am)	10/24/17 (3:32 pm)			1		
6.	Balud, Masbate					10/26/17 (9:45 am)	11/7/17 (10:17 am)				1	
7.	Camalig, Albay					11/8/17 (3:50 pm)	11/10/17 (10:55 am)			1		
8.	Albay Province					11/24/17 (12:45 pm)	11/27/17 (4:21 pm)			1		
9.	Sorsogon Province					12/4/17 (3:32 pm)	12/8/17 (10:43 am)			1		
10.	Casiguran, Sorsogon					12/19/17 (2:08 pm)		1/11/18 (2:25 pm)				
11.	Milaor, Cam. Sur					1/15/18 (10:00 am)		1/19/18 (12:40 pm)				

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12.	Irosin, Sorsogon				2/6/18 (9:15 am)		2/8/18 (9:15 am)				Not in conformity with the AMV guidelines
13.	Daraga, Albay				2/6/18 (1:30 pm)	2/7/18 (2:16 pm)			1		
14.	Lagonoy, Cam. Sur				2/9/18 (10:45 am)	2/12/18 (4:37 pm)			1		
15.	Matnog, Sorsogon				2/14/18 (2:50 pm)	2/15/18 (11:55 am)			1		
16.	Irosin, Sorsogon				2/14/18 (2:50 pm)	2/15/18 (11:55 am)			1		
17.	Brgy. III, Daet, CN				2/19/18 (2 pm)	2/20/18 (4:26 pm)					

Prepared By	Approved By
GERARDO GLENN D. BERCES	OLIVIO D. RAMIREZ
Process Owner	Division/Unit Chief

Prepared By	Reviewed By	Approved By
ALFREDO L. SALLAN	ATTY. ARNALDO E. ESCOBAR JR, CESO V	ELOUISA T. PASTOR, CESO IV
Supervising Admin. Officer-FAD QMS Secretariat Head	OIC Assistant Regional Director Regional Quality Management Representative	Regional Director Top Management

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Checklist of Documentary Requirements

Pursuant to DILG MC 2014-155 dated 17 December 2014, as amended by DILG MC2015-52 dated 11 May 2015, and DBM Budget Circular No. 2017-1 dated 26 April 2017 amending DBM Budget Circular No. 2016-5 dated 22 August 2016)

Date of LCEs Letter-Request		
Date Received		
Name of LCE		
Requesting LGU		
A. DOCUMENTARY REQUIREMENTS		
1. Original copy of the LCEs letter-intent stating the type of vehicle to be purchased and its specifications (i.e., engine displacement, no. of cylinder & type of fuel to be used), purpose and deployment of the vehicle.		
2. Original copy of Certificate of Availability of Funds by the Local Accountant or Head of the Accounting Unit, or in his/her absence, the Local Treasurer or Budget Officer		
3. Original copy of a Resolution/Ordinance APPROVING such purchase		
4. Certified true copy of Appropriation Ordinance		
5. Updated Inventory of Motor Vehicles		
B. TECHNICAL DESCRIPTION OF MOTOR VEHICLE TYPES UNDER DILG' APPROVAL		
1. Car (sedan or hatchback) with engine displacement not exceeding 2200 cc, if gasoline-fed or 3000 cc, if diesel-fed, 4 cylinder (for executive function); engine displacement not exceeding 1600 cc, both for gasoline and diesel-fed & 4 cylinders (for patrol operation)		
2. Passenger Van with engine displacement not exceeding 3000 cc for both diesel and gasoline-fed, & 4 cylinders		
3. Pick-up Type Vehicle with an engine displacement not exceeding 2200 cc if gasoline-fed, and 3000 cc if diesel-fed, & 4 cylinders		
4. Asian/Crossover Utility Vehicle (AUV/CUV) with an engine displacement not exceeding 2000 cc, if gasoline-fed or 2800 cc, if diesel-fed & 4 cylinders		
5. Multi-Purpose Vehicle (MPV) with an engine displacement not exceeding 2000 cc, if gasoline-fed, or 2500 cc, if diesel-fed, & 4 cylinders		
6. Sports Utility Vehicle (SUV) with an engine displacement not exceeding 2000 cc, if gasoline-fed or 2400 cc, if diesel-fed & 4 cylinders		
7. All type of seacrafts not otherwise classified under item 3.1.4 of MC 2014-155 dated 17 December 2014		
VEHICLE TYPE UNDER LGU APPROVAL		
1. Specific-Purpose Vehicles, such as medical ambulances, military and police patrol vehicles, armored vehicles, prisoners' vans and fire trucks		
2. Vehicles for Mass transport such as : (a) Bus with engine displacement not exceeding 8500 cc, and (b) Mini Bus not exceeding 4500 cc for diesel and /or gasoline-fed		
3. Assembled Owner-Type Jeepney (engine displacement not exceeding 1800 cc for gasoline and 2500 cc for diesel-fed engines)		
4. Assembled Passenger Jeepney-Type Vehicle (engine displacement not exceeding 2000 cc for gasoline and 3000 cc for diesel fed engines)		
5. Motorcycle (engine displacement 200 cc and above, depending on intended use)		
6. Light Delivery Van (engine displacement not exceeding 4500 cc)		
7. Light Cargo Truck (engine displacement not exceeding 7000 cc)		
8. Heavy Cargo Truck (engine displace not exceeding 9500 cc)		
9. Motorized Banca (inboard engine displacement not exceeding 30 horsepower)		
10. Motorized Boat (Since specifications vary according to the manufacturer, model, intended use, etc., all pertinent data/specifications about the proposed water transport must be supplied by the requesting agency)		
Remarks/Action to be Taken		
Prepared By		





Customer Satisfaction Survey Form

Name: (Optional) _____ Date: _____

Service/Assistance Requested/Received: _____

Office Concerned: _____

Dear Client,

We at DILG Regional Office 5 endeavors to consistently provide effective services to meet our client's needs. In this regard, may we request you to help us improve our services by allowing us to hear your voice.

Kindly fill-up this survey form and reflect your impressions about our services. Encircle the rating that corresponds to your satisfaction level.

Rating Scale

- 5
- 4
- 3
- 2
- 1

Description of Level of Satisfaction

- Very High
- High
- Moderate
- Low
- Very Low

A. Service Parameter

Client Satisfaction

Remarks

1. Service Quality

5 4 3 2 1

2. Service Quality

5 4 3 2 1

3. Service Quality

5 4 3 2 1

B. Overall Impression

5 4 3 2 1

C. Suggestion for improvement:

Prepared By	Reviewed By	Approved By
 ALFREDO L. SALLAN OIC - Chief of Admin. Officer - FAD QMS Secretariat Head	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR	 ELOUISA T. PASTOR, CESO IV Regional Director Top Management





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Name of Bureau/Service/Division LGMED/BAS

MASTERLIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Request for Department Authority to Purchase Motor Vehicle							
QP	Request for Department Authority to Purchase Motor Vehicle						
QO	100% of LGU requests Indorsed Favorably						
FM	Summary Logsheets						
QME	Process Quality Measurement Evaluation						

Prepared By

MICHELLE R. ORTIZ
 Admin Officer III
 Regional Document Controller

Noted By

OLIVIO D. RAMIREZ
 DEPUTY QMR

Prepared By ALREDO L. SALLAN Supervising Admin Officer-FAD QMS Secretariat Head	Reviewed By: ATTY. ARNALDO E. ESCOBER JR., CESO V Assistant Regional Director Regional QMR	Approved By ELOUISA T. PASTOR, CESO IV Regional Director Top Management
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Document Code	
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Name of Bureau/Service/Division: LGMED/BAS

MASTERLIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION			
(Procedure)					
AO No. 233	Reiterating the Prohibition on the Acquisition and Use of Luxury Vehicles and Directing Revisions of Guidelines on Government Motor Vehicle Acquisition	2008			
AO No. 15	Amending Administrative Order No. 233 (s. 2008) Entitled "Reiterating the Prohibition on the Acquisition and Use of Luxury Vehicles and Directing Revisions of Guidelines on Government Motor Vehicles Acquisition"	2011			
DILG Unnumbered Memorandum	Compliance with the Checklist of Requirements Re: Purchase of Vehicles Pursuant to Administrative Order No. 15 s. 2011	2013			
Memorandum Circular No. 2014-155	Guidelines on Motor Vehicle Acquisitions by the LGU	2014			
Memorandum Circular No. 2015-52	Amending Certain Provisions of DILG MC 2014-155 Re: Guidelines on Motor Vehicle Acquisition by the LGUs	2015			
DBM Budget Circular No. 2016-5	Revised Guidelines on the Acquisition and Use of Government Motor Vehicles	2016			
DBM Budget Circular No. 2016-1	Amending Budget Circular (BC) No. 2016-05 Entitled, @Revised Guidelines on the Acquisition and Use of Government motor Vehicles"	2016			

Prepared By:

MICHELLE R. ORTIZ
 Admin Officer III
 Regional Document Controller

Noted By:

OLIVIO D. RAMIREZ
 Deputy QMR

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Name of Bureau/Service/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									
Process Performance Monitoring and Measurement Procedure									
Management Review Procedure									
QMS Planning Procedure									

Prepared By: _____
GERARDO GLENN D. BERCES
 Process Owner

Noted By: _____
 OLIVIO D. RAMIREZ
 DeputyQMR

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ALFREDO L. SALLAN
 Supervising Admin Officer-FAD
 QMS Secretariat Head

Reviewed By: _____
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 Assistant Regional Director
 Regional QMR

Approved By: _____
ELOUISA T. PASTOR, CESO IV
 Regional Director
 Top Management

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RISK REGISTER OBJECTIVE

REGION: Original Date Prepair October 13, 2017 RR Code
 Revision / Date: 0
 PROCESS: Request for Department Authority to Purchase Motor Vehicles
 PROJECT: Acquisition of Motor Vehicles

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	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
100% compliance/approval of request for Department Authority to Purchase Motor Vehicles	Non-adherence to the Department protocol/guidelines in the preparation and submission of all the documentary requirement for AMV	Submission of complete documentary requirements by the requesting LGU as stipulated in the guideline for AMV namely: 1. Letter Intent from the LCE; 2. Certification of the Availability of Funds 3. Resolution /ordinance approving such purchase 4. Appropriation Ordinance; 5. Updated Inventory of motor vehicles	Delay in the processing of documents	Incomplete/inappropriate documents submitted by the requesting party	Failure to indorse the request favorably to BLGS	Advise requesting LGUs that AMV requests shall be coursed through the MLGOO/Provincial Directors for review as to the completeness and appropriateness of the documentary requirements/Provide LGU with a copy of AMV Guidelines	3	5	2	30							

RISK ASSESSMENT:	RISK	RISK LEVEL	RISK	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	LOW	Not	No further action required (Retain risk by	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not	Alert level but no further action required for	2
DETECTION: 1 - Very likely, 2 - Likely; 3 - Low, 4 - Remote 5 - Very remote	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer,	1
Risk Rating = Impact X Likelihood X Detection					n/a

Prepared By: GERARDO GLENN D. BERCES Process Owner	Reviewed By: OLIVIO D. RAMIREZ LG MED Chief Deputy QMR	Reviewed By: ULDARICO S. RAZAL JR. LGOO VII Risk Review Committee Head	Recommending Approval: ATTY. ARNALDO ESCOBAR JR., CESO V Assistant Regional Director Regional QMR	Prepared By: ELOUISA T. PASTOR, CESO Regional Director Top Management
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Prepared By: ALFREDO L. SALLAN OIC - Chief Admin. Officer - FAD QMS Secretariat Head	Reviewed By: OLIVIO D. RAMIREZ LG MED Chief Deputy QMR	Approved By: ATTY. ARNALDO ESCOBAR JR., CESO V Assistant Regional Director Regional QMR
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RISK REGISTER PROCESS

DIVISION: LGMED/BAS Original Date Prepared: PUR-01
 Revision / Date: 0
 PROCEDURE: Request for Department Authority to Purchase Motor Vehicle
 PROJECT: Acquisition of Motor Vehicle

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, HS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE	
Receipt/record of LGU request re: AMV by the Regional Records Officer																	
Receipt/record of LGU request re: AMV by the Regional Focal Person	Incomplete/inappropriate documents. Direct submission of request to DILG Regional Office/Central Office		Delay in the processing of the request for Department Authority to Purchase Motor vehicle	Prepare a letter to the requesting LGU advising them to follow the Department protocols and adhere to the guidelines re:AMV	3	5	2	30									
Favorable indorsement of the LGU request to Central Office	Disapproval of the request for Department Authority to Purchase motor vehicle	Non-adherence of LGU to the AMV Guidelines	Approval/disapproval of the request depending on completeness and appropriateness of the documents submitted and/or if it satisfies the focal person in Central Office	Advise requesting LGUs that AMV requests shall be coursed through the MLGOO/Provincial Directors for review as to the completeness and appropriateness of the documentary requirements/Provide LGU	3	5	2	30									

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1- 25	LOW	Not Significant	No further action required (Retain risk by Informed decision)	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for now	2
DETECTION 1 - Very likely; 2 - Likely; 3 - Low; 4 - Remote; 5 - Very remote	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)	1

Risk Rating = Impact X Likelihood X Detection

Prepared By: GERARDO GLENN D. BERCES Process Owner	Reviewed By: OLIVIO D. RAMIREZ LGMED Chief Deputy QMR	Reviewed By: JULDARICO S. RAZAL JR. LG00 VII Risk Review Committee Head	Recommended Approval: ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR	Prepared By: ELOY S. PASTOR, CESO IV Regional Director Top Management
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Prepared By: FREDERICO C. SALLAN Supervising Admin. Officer - FAD QMS Secretariat Head	Reviewed By: OLIVIO D. RAMIREZ LGMED Chief Deputy QMR	Approved By: ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR
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