



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

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PROCEDURE TITLE	ISSUANCE OF PRESS RELEASE		
SCOPE	This process starts from conduct of an activity relevant to the implementation of the Department's Programs, Projects and Activities (PPAs) to the crafting and dissemination of Press Release (PR) to create public awareness.		
PURPOSE	To define the process of accurate and timely dissemination of press release materials to the tri media and posting in the website or official FB Account of the DILG 5 to popularize DILG PPA implementation, activities and accomplishments.		
PROCESS DESCRIPTION			
INPUT	PROCESS		OUTPUT
Conduct of an Activity /Accomp Regional/ Provincial/ City/Mun/ Field Offices; Units/Division	<div>Issuance of Press Release</div>		widely disseminated Press Release media platforms / general public
DESCRIPTIVE STATEMENT:			
Press release is a communication tool where the DILG V can promote its plans, programs, activities and accomplishments aimed at increasing public awareness on what the DILG does. The information contained in the PR emanates from the operating units of the DILG - regional/ provincial, city, municipal offices, Divisions and Units. Thus there is a need to ensure that important affairs and events of the Office are covered/ documented.			

Step No.	Responsible Personnel	Process/Activity	Details	References
1	Designated RIO Designated Information Officer, provinces, Field Offices, Program Focal Persons, Divisions, Units	Prepare a Press Release (PR) re: conduct of an activity relative to the Department's PPAs/ Public Awareness on DILG's PPA implementation	Prepare a timely Press Release (PR) regarding the conducted activity on the Department's Programs, Projects and Activities (PPAs)	Draft Press Release
2	Designated RIO Designated Information Officer in the Field Offices, Program Focal Persons, Divisions, Units	Submit PR to designated R.I.O	Submit the PR to R.I.O for editing/review if needed If there are corrections or additional information needed, RIO shall return the PR to the concerned personnel. PR will be re-submitted to RIO upon revision.	Draft Press Release

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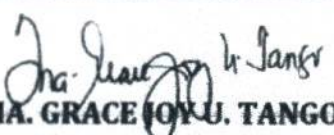
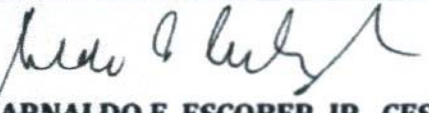
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3	Designated RIO	Submit the PR to RD	Submit the PR to RD for approval	Press Release
4	Designated RIO	Dissemination of the PR	Designated RIO shall disseminate the PR to tri media via email Furnish the concerned operating unit a copy of the approved PR	Approved Press Release
5	Designated RIO/ITO	Furnish a copy of the approved PR to the RITO	Email a copy of the press release to the RITO for posting in the DILG V website and official FB Page.	Soft copy of the Press Release
6	RIO	Retain documents	Update the Press Release Monitoring Logsheet Compile the Press Releases from the regional/ provincial/ city offices Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information.	Press Release Monitoring Logsheet Compiled Press Releases Control of Retained Documented Information Procedure (SP-R05-02)

Prepared by:	Reviewed and Approved by:
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Process Owner	Quality Management Representative

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DILG REGION V
**QUALITY
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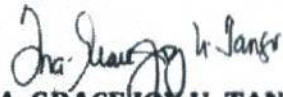
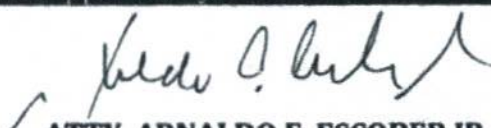
UNIT		PLANNING UNIT				
QUALITY PROCEDURE TITLE		ISSUANCE OF PRESS RELEASES				
FUNCTION	KEY PERFORMANCE INDICATOR			FREQUENCY OF MONITORING RESULTS	RESPONSIBLE FOR MONITORING	APPLICABLE DOCUMENTS (Monitoring Log Sheet, Memo, etc.)
	OBJECTIVE	TARGET	INDICATOR/ FORMULA			
ISSUANCE OF PRESS RELEASES	Timely and accurate preparation and dissemination of press release materials to the tri-media within one (1) day after the conduct of activity, in order to popularize DILG V PPAs and accomplishments.	2 P.Rs a month	No. of Press Release issued to media outfits per month	Monthly	Planning Officer/Information Officer	Memo to Provinces/Divisions/Units for the monthly submission of articles/terminal report on P/P/A implementation, program updates and accomplishments PR approved for release to media firms with proof of service/release



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DILG REGION V
PROCESS QUALITY MEASUREMENT
EVALUATION (QME)

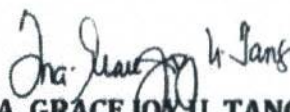
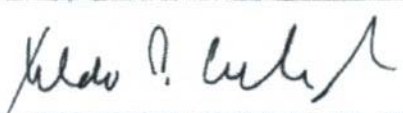
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OFFICE		PLANNING UNIT												
PROCEDURE TITLE		ISSUANCE OF PRESS RELEASE												
OBJECTIVE STATEMENT		Timely and accurate preparation and dissemination of press release materials to the tri-media within one (1) day after the conduct of activity, in order to popularize DILG V PPAs and accomplishments.												
CURRENT PERIOD		2019												
	INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1:														
A	Timely and accurate preparation and dissemination of press release materials to the tri-media in order to popularize DILG V PPAs and accomplishments one day after the conduct of activity.													
B	Actual Date Submitted													
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)													
Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the Quality Management Representative.														



DILG REGION V
**PROCESS QUALITY MEASUREMENT
EVALUATION (QME)**

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**Press Release
Monitoring Log Sheet**

Document Code

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QUALITY OBJECTIVE : TIMELY ISSUANCE OF PRESS RELEASE ONE DAY AFTER THE CONDUCT OF ACTIVITY**FREQUENCY OF MONITORING:** Monthly**CURRENT PERIOD:** FY 2019

NO.	DIVISION/ SECTION	PRESS RELEASE PUBLISHED ONE DAY AFTER THE CONDUCT OF ACTIVITY	OBJECTIVE RESULT		REMARKS
			MET ≤ 1 REVISION	UNMET > 1 REVISION	
A	B	D	F	G	H
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					
Result					

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Planning Officer III
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OFFICE
QUALITY PROCEDURE TITLE

ORD-PLANNING UNIT
ISSUANCE OF PRESS RELEASE

MASTERLIST OF DOCUMENTED INTERNAL INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PRESS RELEASE PRODUCTION							
QP-R05-ORD-07	Issuance of Press Release Quality Procedure	07.01.19					
QO-QP-R05-ORD-07	Issuance of Press Release Quality Objective	07.01.19					
QME-QP-R05-ORD-07	Issuance of Press Release Quality Monitoring & Evaluation	07.01.19					
FM-QP-R05-ORD-07-01	Issuance of Press Release Monitoring Log Sheet	07.01.19					
RRO-QP-R05-ORD-07	Issuance of Press Release Risk Register (Objective Risk Assessment)	07.01.19					
RRP-QP-R05-ORD-07	Issuance of Press Release Risk Register (Process Risk Assessment)	07.01.19					
	Press Release						

Prepared by:

Noted by:

[Signature]
EDEN S. LANUZA
IT Officer 1

[Signature]
ATTY. ARNALDO E. ESCOBAR JR, CESO V
Assistant Regional Director

Regional Document Controller

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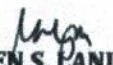
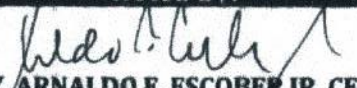
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OFFICE: ORD-PLANNING UNIT
QUALITY PROCEDURE TITLE: ISSUANCE OF PRESS RELEASE

MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
Issuance of Press Release							

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OFFICE **ORD-PLANNING UNIT**
QUALITY PROCEDURE TITLE **ISSUANCE OF PRESS RELEASE**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

PROCESS	DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
					FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
ISSUANCE OF PRESS RELEASE	QP-R05-ORD-07	Press Release Monitoring Log Sheet	Information Officer	Drawer 1	Press Release Monitoring Log Sheet	chronological (latest on top)	2 years	3 years	5 years	Diposal through Records Section
		Press Release	Information Officer	Drawer 1	Press Release	chronological (latest on top)	2 years	3 years	5 years	Diposal through Records Section

Prepared By	Noted by:
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DILG REGION V

RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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OFFICE: **ORD-PLANNING UNIT**
 PROCESS: **ISSUANCE OF PRESS RELEASE**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
							IMPACT	LIKELIHOOD	RATING	RISK/OPPORTUNITY LEVEL (S,NS)	TYPE OF ACTION	RISK CONTROL PLAN/OPPORTUNITY MANAGEMENT PLAN (For significant risk/opportunity)
Timely and accurate issuance of Press Release to popularize DILG PPAs and accomplishments	There is no permanent plantilla position for Regional Information Officer and some of the designated Division/Provincial Information Officer are not formally trained in terms of writing Press Releases	Tri Media, DILG Stakeholders, DILG Personnel	Press Release are no longer newsworthy	Heavy workload of designated Information Officers	Public are not aware/informed of what DILG V is doing	Write press release based on submitted terminal report	3	3	9	NS	Alert	
RISK Assessment			Risk Rating	Risk Rating	Risk Description	Action Required						
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 7	LOW	Not Significant (NS)	No further action required (Retain risk by informed decision)						
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain			8 to 9	MODERATE	Not Significant (NS)	Alert level but no further action required for now						
DETECTION: 1-Very likely; 2-Likely; 3-Low; 4-Remote; 5-Very remote			10 to 25	HIGH	Significant (S)	Control (e.g. Treat/Mitigate Transfer, Terminate)						
Risk Rating = Impact X Likelihood X Detection												

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DILG REGIONAL OFFICE V

RISK REGISTER (PROCESS RISK ASSESSMENT)

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OFFICE/UNIT **ORD-PLANNING UNIT**PROCEDURE: **ISSUANCE OF PRESS RELEASE**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK LEVEL/OPPORTUNITY LEVEL (S,NS)	TYPE OF ACTION	RISK CONTROL PLAN MANAGEMENT
Prepare Press Release	lack of skills of designated los in writing Press Releases	too many simultaneous activity	Failure to write PR	pre writing of PR	3	3	9	S	Alert	
Review of PR by the Division Chief	Delayed review of Division Chief of the draft PR	heavy workload of DCs	Delayed issuance of PR	follow up with concered Division	2	2	4	NS		
Submit PR to ORD for approval and release	PR not approved and needs revision	inaccurate information	Delayed issuance of PR		1	2	2	NS		
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED					
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme		01-Jul	LOW	Not Significant	No further action required (Retain risk by informed decision)					
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain		08-Sep	MODERATE	Not Significant	Alert level but no further action required for now					
DETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4 - Remote 5 - Very remote		Oct-25	HIGH	Significant	Control (e.g.. Treat/Mitigate Transfer, Terminate)					
Risk Rating = Impact X Likelihood X Detection										

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