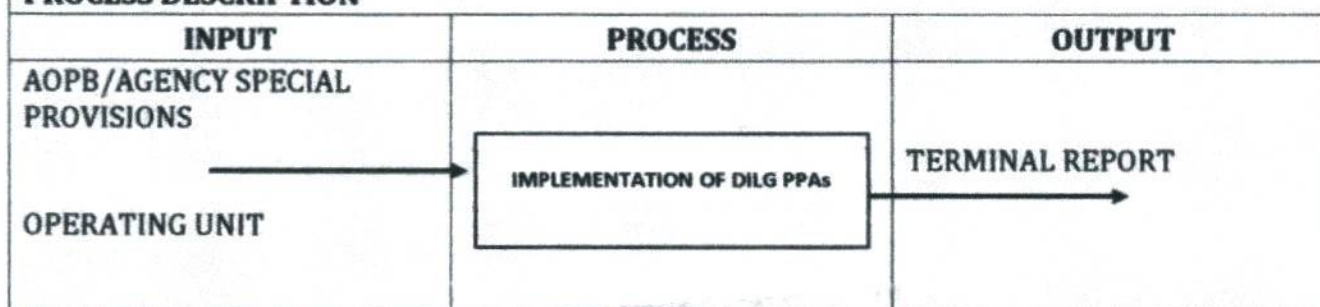




<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB and Directives from the Bureaus/LGA</b>
<b>SCOPE</b>	This process starts with the receipt of the activity design from the operating units and ends with the submission of terminal reports to the Planning Unit.
<b>PURPOSE</b>	To define the processes involved in the implementation of DILG Programs, Projects and Activities in adherence to established internal management protocols.

**PROCESS DESCRIPTION**



**DESCRIPTIVE STATEMENT:**

The DILG V, through its responsible unit, develops activity designs pursuant to the Department's program thrusts based on the Regional Annual Operational Plan and Budget and directives from the Bureaus and LGA. The Regional Management thru the Planning Unit will certify on the inclusion of a training activity in the AOPB and likewise subject to certification of fund availability by the accounting and budget section. Operating unit implements the design upon completion of procurement requirements. Activity outputs and reports are submitted by the responsible unit to the management thru the Planning Unit.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Planning Unit	Receive the design for processing	Stamp the design "received" if already certified by the Division concerned.  Certify alignment of the design with the AOPB Route to FAD for processing of the design.	2019 AOPB
2	Budget Section	Check fund availability	Certification of availability of funds	NEP, AOPB, sub-allotments
3	Accounting Section	Check cash availability	Certification of availability of cash	NCA and NTA
4	Recommending Authority	Affix signature		Affixed signature of previous units responsible
5	Approving			Affixed signature





DILG REGION 5

**QUALITY  
PROCEDURE (QP)**

Document Code

**QP-R05-ORD-09**

Rev. No.

00

Eff. Date

07.01.19

Page

2 of 2

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Authority	Affix signature		of the Recommending Authority
6	Office of the Regional Director	Affix signature Route back the approved design to Planning Unit		Approved activity design
7	Planning Unit	Route the documents to the appropriate units	Return the original approved design to the operating unit.  Furnish copy of approved design to the BAC Secretariat for Procurement	Approved activity design
8	Operating Unit	Implement the activity	Implementation of the activity  Submission of Terminal Reports and/or outputs to the Planning Unit.	Approved activity design Terminal/Docu mentation Reports/Accomp lishment Report
12	Planning Officer	Retain Records	Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information.	Control of Retained Documented Information Procedure  Masterlist of Retained Documented Information

Prepared by:

Reviewed and Approved by:

*MA. GRACE JOY U. TANGO*  
**MA. GRACE JOY U. TANGO**  
Planning Officer III

*ATTY. ARNALDO E. ESCOBAR, JR.*  
**ATTY. ARNALDO E. ESCOBAR, JR.**  
Assistant Regional Director

Process Owner

Regional QMR

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

*MA* DILG R5 QMS  
CONTROLLED COPY



DILG REGION V

**PROCESS QUALITY MEASUREMENT  
EVALUATION (QME)**

Document Code

**QME-QP-R05-ORD-09**

Rev. No.

00

Eff. Date

07.01.19

Page

1 of 2

<b>OFFICE</b>	<b>PLANNING UNIT</b>													
<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF DILG PPA REFLECTED IN THE AOPB AND DIRECTIVES FROM THE BUREAUS/LGA</b>													
<b>OBJECTIVE STATEMENT</b>	Implementation of DILG Programs, Projects and Activities in Accordance with the Timelines and Targets Set in the 2019 AOPB and Directives from LGAs and Bureaus													
<b>CURRENT PERIOD</b>	2019													
	<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Objective 1:</b>														
A	Ensure timely implementation of DILG Programs, Projects Activities in adherence to established internal management protocols.													
B														
C	Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the Quality Management Representative.</b>														

DILG R5 QMS  
CONTROLLED COPY





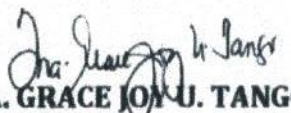
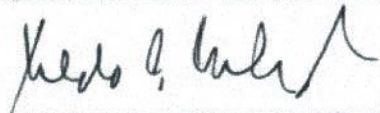
DILG REGION V

# PROCESS QUALITY MEASUREMENT EVALUATION (QME)

Document Code

**QME-QP-R05-ORD-09**

Rev. No.	Eff. Date	Page
00	07.01.19	2 of 2

Prepared by:	Reviewed and Approved by:
 <b>MA. GRACE JOY U. TANGO</b> Planning Officer III <b>Process Owner</b>	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director <b>Regional QMR</b>

 DILG R5 QMS  
CONTROLLED COPY



**DILG REGION V  
QUALITY  
OBJECTIVE**

QO-QP-R05-ORD-09		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 2

<b>UNIT</b>	<b>PLANNING UNIT</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB AND DIRECTIVES FROM LGA AND BUREAUS</b>

FUNCTION	KEY PERFORMANCE INDICATOR			FREQUENCY OF MONITORING RESULTS	RESPONSIBLE FOR MONITORING	APPLICABLE DOCUMENTS (Monitoring Log Sheet, Memo, etc.)
	OBJECTIVE	TARGET	INDICATOR/FORMULA			
<b>IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB AND DIRECTIVES FROM LGA AND BUREAUS,</b>	Implementation of DILG Programs, Projects and Activities in Accordance with the Timelines and Targets Set in the 2019 AOPB and Directives from LGAs and Bureaus	Monthly	Number of trainings, program activities undertaken per Division/Unit in accordance with OPB targets and timelines and Directives from Bureaus and LGA	Monthly	Planning Officer	Approved Training Designs  Terminal Reports

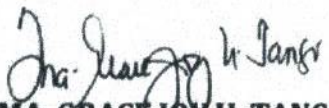
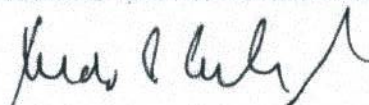




DILG REGION V  
**QUALITY  
OBJECTIVE**

**QO-QP-R05-ORD-09**

Rev. No.	Eff. Date	Page
00	07.01.19	2 of 2

Prepared by:	Reviewed and Approved by:
 <b>MA. GRACE JOY U. TANGO</b> Planning Officer III	 <b>ATTY. ARNALDO E. ESCOBAR JR.</b> Assistant Regional Director
Process Owner	Regional QMR

 DILG REGION V  
CONTROLLED COPY





**DILG Region V**  
Republic of the Philippines

Document Code		
<b>FM-SP-R05-01A-01</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

**OFFICE:** **ORD-PLANNING UNIT**  
**QUALITY PROCEDURE TITLE:** **IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB AND DIRECTIVES FROM THE BUREAUS/LGA**

**MASTERLIST OF DOCUMENTED INTERNAL INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
QP-R05-ORD-09	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Quality Procedure	07.01.19					
Q0-QP-R05-ORD-09	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Quality Objective	07.01.19					
QME-QP-R05-ORD-09	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Quality Monitoring & Evaluation	07.01.19					
FM-QP-R05-ORD-09-01	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Monitoring Log Sheet	07.01.19					
RRP-QP-R05-ORD-09	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Risk Register (Process Risk Assessment)	07.01.19					
RR0-QP-R05-ORD-09	Implementation of DILG Programs, Projects and Activities Reflected in the AOPB and Directives from the Bureaus/LGA Risk Register (Objective Risk Assessment)	07.01.19					
	Activity Design						

Prepared by:	Noted by:
 <b>EDEN S. LANUZA</b> IT Officer 1	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director
Regional Document Controller	Regional OMB

**DILG R5 QMS**  
**CONTROLLED COPY**





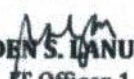
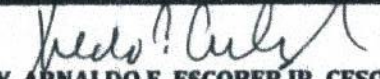
**DILG Region V**  
Republic of the Philippines

Document Code		
SP-R05-01B-01		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

OFFICE: **ORD-PLANNING UNIT**  
QUALITY PROCEDURE TITLE: **IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB AND DIRECTIVES FROM THE BUREAUS/LGA**

**MASTER LIST OF DOCUMENTED EXTERNAL INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
	Directives from Bureaus/LGA						

Prepared by:	Noted by:
 <b>EDEN S. IMANUZA</b> IT Officer 1	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director
Regional Document Controller	Regional QMR





**DILG Region V**  
Republic of the Philippines

Document Code		
<b>FM-SP-R05-02-01</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

**OFFICE:** ORD-Planning Unit

**QUALITY PROCEDURE TITLE:** IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB AND DIRECTIVES FROM THE BUREAUS/LGA

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

PROCESS	DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
					FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB and Directives from the Bureaus/LGA	FM-SP-R05-ORD-09-01	Monitoring Log Sheet	Planning Officer	Drawer 1	Training Design	chronological (latest on top)	2 years	3 years	5 years	Diposal through Records Section
IMPLEMENTATION OF DILG PROGRAMS, PROJECTS AND ACTIVITIES REFLECTED IN THE AOPB and Directives from the Bureaus/LGA	QME-QP-R05-ORD-09	Quality Measurement Evaluation	Planning Officer	Drawer 1	Training Design	chronological (latest on top)	2 years	3 years	5 years	Diposal through Records Section

Prepared By	Noted By
 <b>MA. GRACE JOY TANGO</b>	 <b>ATTY. ARNALDO E. ESCOBAR, JR., CESO V</b>
Process Owner	Regional QMR

**DILG REGION V**  
**CONTROLLED COPY**





DILG REGION V

**RISK REGISTER (PROCESS RISK ASSESSMENT)**

Document Code		
<b>RRP-OP-R05-ORD-09</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

OFFICE/UNIT **ORD-PLANNING UNIT**PROCEDURE: **IMPLEMENTATION OF DILG PPAs REFLECTED IN THE OPB AND DIRECTIVES FROM BUREAUS AND LGA**

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
Receive the design for processing	Delayed issuance of guidelines or directives from CO/Bureaus	too many simultaneous activity	Delayed submission of training design	follow up from concerned Bureaus.	3	3	9	NS	Alert	
Route the Activity Design to the appropriate units	unavailability of Focal Person	to many simultaenous activity	needs rewriting that will take time	follow up with Focal Persons	3	3	9	NS	Alert	
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED					
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme		1 to 7	LOW	Not Significant	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	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	Control (e.g.. Treat/Mitigate Transfer, Terminate)					
Risk Rating = Impact X Likelihood X Detection										

Prepared by:	Reviewed and Noted by:
 <b>MA. GRACEJOY U. TANGO</b> Planning Officer III Process Owner	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director Regional QMR

**DILG REGION V**  
**CONTROLLED COPY**





DILG REGION V

**RISK REGISTER (OBJECTIVE RISK ASSESSMENT)**

Document Code		
<b>RRO-OP-R05-ORD-09</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

OFFICE

ORD-PLANNING UNIT

QUALITY PROCEDURE TITLE

IMPLEMENTATION OF DILG PPAs REFLECTED IN THE OPB AND DIRECTIVES FROM BUREAUS AND LGA

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)
Implementation of DILG Programs, Projects and Activities in Accordance with the Timelines and Targets Set in the 2019 AOPB and Directives from LGAs and Bureaus	Delayed issuance of PPA guidelines from Bureaus and LGA	Planning Officer/Divisions/Program Focal Persons	Delayed or Non-implementation of PPAs	Delayed issuance of approved program guidelines	Delayed or non-implementation of PPAs	Constant follow up from concerned Bureaus/PMOs	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 - /	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				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				HIGH	Significant (S)	Control (e.g. Treat/Mitigate Transfer, Terminate)						
Risk Rating = Impact X Likelihood X Detection												

Prepared by:	Reviewed and Noted by:
 <b>MA. GRACE JOY U. TANGO</b> Planning Officer III Process Owner	 <b>ATTY. ARNALDO E. ESCOBAR, JR., CESO V</b> Assistant Regional Director Regional QMR

**DILG R5 QMS**  
**CONTROLLED COPY**