



PROCEDURE TITLE	Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs
SCOPE	This process starts from the receipt of the List of the SGLG passers from the BLGD up to the issuance of the PCF Check and the Notice to Implement.
PURPOSE	To define the process on the provision of Performance Challenge Fund (PCF) subsidy to eligible LGUs which starts from the Issuance of Notice of Eligibility up to the release of PCF Check and Issuance of Notice to Implement to LGU beneficiaries.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
<ul style="list-style-type: none">List of SGLG PassersMenu/Checklist of ProjectsCert.True Copy of the AIP/LDIP/PDIP (page indicating the project proposal)Bank Certificate (1st Time recipient)BLGDIdentified Recipient LGU	<div>Processing of PCF Grant<ul style="list-style-type: none">Issuance of Notice of EligibilityIssuance of PCF CheckIssuance of Notice to Implement</div>	<ul style="list-style-type: none">Notice of EligibilityPCF Check;Notice to Implement Identified Recipient LGU

DESCRIPTIVE STATEMENT:

A. Issuance of Notice of Eligibility

Upon receipt of the Final List of Awardees of the Seal of Good Local Governance (SGLG) from DILG-BLGD, the Regional Director shall issue the Notice of Eligibility to all qualified LGUs. All beneficiary LGUs shall attend the *Regional Orientation on the PCF Implementation* which shall be conducted by the region.

B. PCF Check Release:

Within 7 working days upon receipt of the Preliminary Documents from the LGU beneficiary, the RO Focal Person prepares the DV and OBR, certified by the Division Chief, forward to Budget for obligation, to Accounting for processing, then to RD for approval and Cash for the issuance of Check or ADA.

Note:

Upon receipt of the PCF Check, LGU-recipients are given 60 working days to submit all the remaining documentary requirements. Five (5) working days after the submission of the complete documentary requirements, RO/RD shall issue the Notice to Implement to eligible LGUs.

C. Issuance of Notice to Implement:

The Regional Focal Person (RFP) upon receipt of the additional requirements, reviews and evaluates the completeness and appropriateness of the documents and determine if beneficiary LGU has no unliquidated PCF. Within 5 working days, the Notice to Implement must be prepared for review and initial by the PDMU Chief and forwarded to the ORD for RD's approval. The RFP transmits the Notice to Implement to the LGU recipient.



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Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
A	Issuance of Notice of Eligibility			
1.	REGIONAL FOCAL PERSON	Receipt of the copy of the MC re: List of SGLG passers from DILG-BLGD	<ul style="list-style-type: none"> Receives and records the MC re: Final List of SGLG Awardees from BLGD Reads and evaluates the requirements Prepares Letter/ Notice of eligibility for DC's review 	<ul style="list-style-type: none"> MC/Advisory re: SGLG awardees from BLGD Logbook Summary Logsheet Routing Slip
2.	PMDU CHIEF	Review and affix initial to the Letter/ Notice of Eligibility (NoE)	<ul style="list-style-type: none"> Reviews the List of SGLG Awardees and affix initial to the letter/ NoE Handover to PMDU Clerk and route ORD for RD's approval 	<ul style="list-style-type: none"> MC re: List of SGLG Passers Letter/NoE
3.	REGIONAL DIRECTOR	Signs the Notice of Eligibility	<ul style="list-style-type: none"> ORD Secretary records receipt of the NoE for signature of the Regional Director RD approves/signs the NoE and forwards to the Secretary for release to Records Section 	<ul style="list-style-type: none"> NoE Logbook
4	RECORDS OFFICER	Sends NOE to LGU awardee	<ul style="list-style-type: none"> Scans documents and email or fax advance copy of the NOE to LGUs and concerned Provincial Office for information Photocopy documents and send original to LGU awardee and the receiving copy to PMDU Retains copy for Regional Centralized Record 	<ul style="list-style-type: none"> Notice of Eligibility
5.	PROCESS OWNER/	Maintain records	<ul style="list-style-type: none"> Maintains records in accordance with 	<ul style="list-style-type: none"> Logbook Logsheet

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	REGIONAL FOCAL PERSON		Control of Records procedure and Masterlist of Records • Updates Summary Logsheet	
B.	Conduct Regional Orientation on the PCF Guidelines to eligible LGUs			
	From the issuance of the Notice of Eligibility (NoE), the Central Office shall download funds to the regional office for the conduct of the Regional PCF Orientation to concerned a) LCEs, Planning Officer or Engineers and Accountants of eligible Provinces/Cities/Municipalities, b) Concerned Provincial/City Directors, c) Concerned Cluster Leaders, d) Concerned City/Municipal government Officers, and e) Concerned Provincial Focal Persons.			
C.	Issuance of PCF Check to Beneficiary LGUs			
1.	MLGOO/ CLGOO	<ul style="list-style-type: none"> Receipt of preliminary documents for the release of check Indorsement of LGU's request to the Provincial Office (PO) through the Cluster Head (CH) 	<ul style="list-style-type: none"> Receive, record and review preliminary docs (requirement for the release of check) submitted by from the LGU If documents submitted are incomplete, return the submitted documents to the concerned LGU Prepare indorsement/ transmittal letter Indorse to PO through CH via courier or hand deliver 	<ul style="list-style-type: none"> Transmittal Letter of the LCE Menu/Checklist of Project certified by the LCE Certified True copy of the CY 2017 LDIP/AIP (page indicating the proposed proposed project) by the Secretary to the Sanggunian Bank Certification (1st Time Recipient) PCF Checklist of Requirements Indorsement/ transmittal letter PCF Monitoring Logsheet
2	PROVINCIAL OFFICE FOCAL PERSON/ ADMIN AIDE	<ul style="list-style-type: none"> Receipt of PCF Documents for review 	<ul style="list-style-type: none"> Receives and records indorsement/ transmittal letter from the LGU and check the completeness and appropriateness of the documents submitted 	<ul style="list-style-type: none"> Indorsement/Transmittal Letter PCF Checklist Logsheet



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			If documents submitted are incomplete, return the request to concerned LGU	
3	PROVINCIAL FOCAL PERSON	<ul style="list-style-type: none"> Indorsement of LGU request to RO 	<ul style="list-style-type: none"> Prepare indorsement/transmittal letter Indorse to RO Record the transaction in the PCF Monitoring Logbook 	<ul style="list-style-type: none"> Indorsement/transmittal letter PCF Monitoring Logsheet
4	PDMU CHIEF	<ul style="list-style-type: none"> Review and certify Disbursement and budget request 	<ul style="list-style-type: none"> Review completeness of supporting documents Ensure the correctness of the PCF subsidy with the LGU Level Affix signature on the DV and OBR Handover to PDMU Clerk and forward to Budget 	<ul style="list-style-type: none"> PCF documentary requirement checklist Disbursement Voucher (DV) Budget Obligation Request (OBR)
D.	ALLOCATION OF FUNDS AND PROCESSING OF PAYMENT OF CLAIMS (QP-RO5-FAD-29)			
E.	ISSUANCE OF NOTICE TO IMPLEMENT (NTI) TO LGU BENEFICIARIES <ul style="list-style-type: none"> The amount received by the LGU recipient cannot be utilized until the issuance of the NTI from the Regional Director. LGUs are given 60 working days to submit the documentary requirements upon receipt of the PCF check. 			
1	REGIONAL OFFICE RECORDS	<ul style="list-style-type: none"> Receipt of the endorsed PCF documents from the PO 	<ul style="list-style-type: none"> Receives and records the endorsement with attached documents Attaches routing slip and route to ORD 	<ul style="list-style-type: none"> Logbook Routing Slip
2	REGIONAL DIRECTOR	<ul style="list-style-type: none"> Provide instruction 	<ul style="list-style-type: none"> Provide instruction and handover to the Secretary and route to PDMU 	<ul style="list-style-type: none"> Logbook
3	PDMU STAFF	<ul style="list-style-type: none"> Receive, record PCF Documents 	<ul style="list-style-type: none"> Receive, record and log accordingly and 	<ul style="list-style-type: none"> logbook

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			route to Unit Chief for instructions	
4	PDMU CHIEF	<ul style="list-style-type: none"> Provides instructions 	<ul style="list-style-type: none"> Review and provides instructions to Focal Person 	
5	REGIONAL FOCAL PERSON	<ul style="list-style-type: none"> Review submitted documentary requirements 	<ul style="list-style-type: none"> Receive, review, Evaluate completeness and appropriateness of documents submitted Determine if LGU has previous PCF subsidy and validates if it has already been liquidated Prepare Notice to Implement and Transmittal Letter for the PDMU Chief's review and initial If with unliquidated PCF, prepare letter returning the documents and informing and advising the LGU of the deficiency/ies through the concerned PO 	<ul style="list-style-type: none"> PCF Documents Routing slip Logbook Process Summary Logsheet Checklist of Liquidation of Previous PCF beneficiaries Notice to Implement PCF documentary Requirements Checklist
6	PDMU CHIEF	<ul style="list-style-type: none"> Review and affix initial 	<ul style="list-style-type: none"> Review the NTI and Transmittal Letter and affix initial Forward to PDMU Clerk and route RD for signature 	<ul style="list-style-type: none"> Transmittal Letter NTI
7	REGIONAL DIRECTOR	<ul style="list-style-type: none"> Affix signature to the NTI and Transmittal Letter 	<ul style="list-style-type: none"> ORD Secretary records and receives the NTI and Transmittal for RDs signature RD affixes signature to NTI and Transmittal, and forward to the 	<ul style="list-style-type: none"> NTI Transmittal Letter Logbook



			Secretary for release to Records	
8	RECORDS OFFICE	<ul style="list-style-type: none">• Transmit the NTI to LGU	<ul style="list-style-type: none">• Scan documents and email or fax advance copy to LGU and concerned PO for information• Photo copy documents and send original to LGU and receiving copy to PDMU• Retain copy for Regional Centralized Record.	
9	PDMU/ REGIONAL FOCAL PERSON	<ul style="list-style-type: none">• Retain records	<ul style="list-style-type: none">• Update the Process Summary Logsheet• Maintain records in accordance with Control of Records procedure and Master list of Records.	<ul style="list-style-type: none">• Summary Logsheet• Masterlist of Records

Definition of Terms:

- PCF – Performance Challenge Fund
- NoE – Notice of Eligibility
- NTI – Notice to Implement
- RFP – Regional Focal Person
- PO – Provincial Office
- RD – Regional Director
- PDMU – Project Development and Management Unit



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QUALITY PROCEDURE (QP)

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Legal References:

1. DILG MC 2018-203 dated November 16, 2018: Operational Guidelines on the Implementation of 2018 Performance Challenge Fund (PCF)
2. NBC No. 444-A dated January 30, 1998 and MC 2014-155 as amended by MC 2016-52
3. DBM Budget Circular No. 2016-5

Prepared by:

Reviewed and Approved by:


LEANDRO S. GIGANTOCA
LGDO VI

Process Owner


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

Regional QMR

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**QUALITY
OBJECTIVES**

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OFFICE	DILG REGION 5
QUALITY PROCEDURE TITLE	PROVISION OF PERFORMANCE CHALLENGE NGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUs

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)			
1. Issuance of Notice of Eligibility to Access the PCF subsidy to LGUs that pass the SGLG.	100% of R5 SGLG passers issued with Notice of Eligibility five (5) working days upon receipt of the MC re: Masterlist of SGLG passers.	100%	Total number of Notice of Eligibility Issued _____ x 100 Total number of R05 SGLG passers	Monthly	RFP	PCF Summary Logsheets
2. Provision of PCF Check	80% of eligible LGUs with complete preliminary documents submitted issued with PCF check ten (10) working days upon receipt of the documents	80%	Total number of checks released to LGU beneficiaries with complete prelim documents submitted _____ x 100 Total number of beneficiaries with complete prelim documents submitted	Monthly	RFP	PCF Summary Logsheets ACIC

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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)			
3. Issuance of Notice to Implement	80% of Beneficiary LGUs with submitted complete documents and no unliquidated PCF issued Notice to Implement five (5) working days upon receipt of the complete documents.	80%	<p>Total number of Notice to Implement (NTI) issued to beneficiary LGUs with complete documents and no unliquidated PCF</p> $\frac{\text{Total number of beneficiary LGUs with no unliquidated PCF and with complete documents}}{\text{Total number of Notice to Implement (NTI) issued to beneficiary LGUs with complete documents and no unliquidated PCF}} \times 100$	Monthly	RFP	PCF Summary Logsheet
4. Satisfaction Survey (CSS) form for Issuance of Good Financial Housekeeping (GFH) Certificate to LGUs.	85% Satisfactory (3) and above (4, 5) rating from returned or accomplished CSS Forms.	85%	<p>Total number of responses with rating of satisfactory (3) and above (4, 5)</p> $\frac{\text{Total number of responses with rating of satisfactory (3) and above (4, 5)}}{\text{Total number of responses received}} \times 100$	Quarterly	Quarterly	PCF CSS

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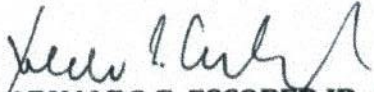
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DILG REGION V
PROCESS QUALITY MONITORING AND
EVALUATION (QME)

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OFFICE	PROJECT DEVELOPMENT AND MANAGEMENT UNIT (PDMU)													
PROCEDURE TITLE	PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUS													
OBJECTIVE STATEMENT	1. 100% of the LGU-SGLG passers issued with Notice of Eligibility (NoE) five (5) working days upon receipt of the List of SGLG passers.. 2. 80% of the Eligible LGUs with complete preliminary documents submitted issued with PCF check ten (10) working days upon receipt of documents. 3. 80% of Beneficiary LGUs with completed documentary requirements and no unliquidated PCF issued with Notice to Implement (NTI) five (5) working days upon receipt of the complete documents. 4. 85% Satisfactory (3) and above (4,5) rating from returned or accomplished CSS Forms.													
CURRENT PERIOD														

INDICATORS		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total	Q4
Objective 1: 100% of the LGU-SGLG Passers issued with Notice of Eligibility (NoE) five (5) working days upon receipt of the List of SGLG passers.															
A	Total number of SGLG passers issued with NoE five (5) working days upon receipt of the List of SGLG passers.														
B	Total SGLG passers in the region.														
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: 80% of the eligible LGUs with complete preliminary documents submitted issued with PCF Check ten (10) working days upon receipt of the documents.															
A	Total number of eligible LGUs with complete preliminary documents submitted issued with PCF check ten (10) working days upon receipt of the documents														
B	Total number of Eligible LGUs with complete preliminary documents submitted.														
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%														
D.	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)														



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PROCESS QUALITY MONITORING AND
EVALUATION (QME)

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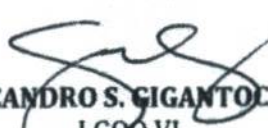
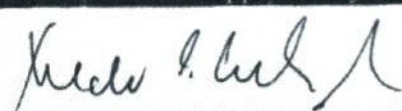
Objective 3- 80% of Beneficiary LGUs with completed documentary requirements and no unliquidated PCF issued with Notice to Implement (NTI) five (5) working days upon receipt of the complete documents.

A	Total Number of Beneficiary LGUs with completed documentary requirements submitted and no unliquidated PCF issued with Notice to Implement (NTI)																			
B	Total No. of LGU beneficiaries with complete requirements submitted and no unliquidated PCF cash advance																			
C	Formula: $\frac{A}{B} \times 100$ Target Result : 80%																			
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)																			

Objective 4 - 85% Satisfactory (3) and above (4,5) rating from returned or accomplished CSS Forms

A	Total number of responses with rating of satisfactory (3) and above (4, 5)																			
B	Total No. Of Responses Received																			
C	Formula : $\frac{A}{B} \times 100$ Target Result: 80%																			
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 initiate correction and Corrective Action using the Corrective Action Report (CAR) duly signed by the Regional QMR.

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DILG - REGION V
Process Summary Logsheet (PSL)
PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUs

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QUALITY OBJECTIVE:

1. 100% of the LGU-SGLG Passers issued with Notice of Eligibility (NOE) five (5) working days upon receipt of the List of SGLG Passers from BLGD.
2. 80% of eligible LGUs with complete preliminary documents submitted issued with PCF check ten (10) working days upon receipt of the documents.
3. 80% of Beneficiary LGUs with submitted complete documents and no unliquidated PCF issued Notice to Implement five (5) working days upon receipt of the complete documents.
4. 85% Satisfactory (3) and above (4, 5) rating from returned or accomplished CSS Forms.

FREQUENCY OF MONITORING: Monthly

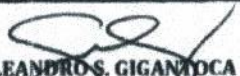
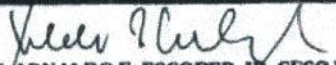
COVERED PERIOD: 4th Quarter 2018 - 3rd Quarter of 2019

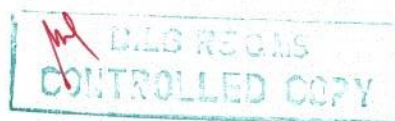
Due Date of Submission:

Legend:

No.	Reference/Control No.	PDMU (2 working days)		OFFICE OF THE REGIONAL DIRECTOR (2 days)		RECORDS SECTION (1 day)		OBJECTIVE RESULTS		
		Date MC/LIST of Passers from BLGD Received	Date NTE Endorsed to ORD	Date Document Received	Date of signed Document Routed back to the Division	Date of Outgoing document received	Date Released	Objective Results (80% of SGLG passers given NTE) w/in 5 working days		Remarks/Particulars
								Met	Unmet	
1										
2										
3										
4										
5										
6										
7										
8										

Total
Result

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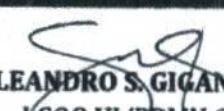
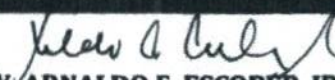




Name of Division: Office of the Regional Director- Project Development and Management Unit

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUS									
FM-QP-RO5-ORD-11-01	Provision of PCF Subsidy to Beneficiary LGUs Process Summary Logsheet	Process Owner	QMS Shelf 4	Implementation of M&TA - SL	Chronological	Permanent			
QME-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Process Quality Monitoring and Evaluation	Process Owner	QMS Shelf 2	Implementation of M&TA - QME	Chronological	Permanent			
RRO-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Risk Register Objective	Process Owner	QMS Shelf 3	Implementation of M&TA - RRO	Chronological	Permanent			
RRP-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Risk Register Process	Process Owner	QMS Shelf 3	Implementation of M&TA - RRP	Chronological	Permanent			

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MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUS							
DILG Memorandum Circular 2018-203	Operational Guidelines on the Implementation of 2018 Performance Challenge Fund (PCF)	Nov. 16, 2018					
DBM Budget Circular No. 2016-5	Revised Guidelines on the Acquisition and Use of Government Motor Vehicles	Aug. 22, 2016					

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MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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		00	01	02	03	04	05
PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUS							
QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Quality Process	07.01.19					
QO-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Quality Objective	07.01.19					
QME-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Quality Monitoring and Evaluation	07.01.19					
RRO-QP-RO5-ORD-11	Implementation of DILG LFPs Monitoring and Provision of Technical Assistance Risk Register Objective	07.01.19					
RRP-QP-RO5-ORD-11	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Risk Register Process	07.01.19					
RCP-QP-RO5-ORD-10	Implementation of Provision of PCF Subsidy to Beneficiary LGUs Risk Control Plan and Monitoring Report	07.01.19					
FM-QP-RO5-ORD-10-01	Provision of PCF Subsidy to Beneficiary LGUs Process Summary Logsheet	07.01.19					

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DILG REGION V

RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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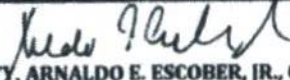
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PROCESSORD-PROJECT DEVELOPMENT AND MANAGEMENT UNIT (PDMU)
PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUs

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					RISK CONTROL PLAN/OPPORTUNITY MANAGEMENT PLAN (For significant)
							IMPACT	LIKELIHOOD	RATING	RISK/OPPORTUNITY LEVEL (S/NS)	TYPE OF ACTION	
R5 SGLG Passers issued with Notice of Eligibility five working days upon receipt of MC re: Masterlist of SGLG Passers	Non-attainment of 100% target within the timeline.	LGU, BLGS, DILG Field Offices	Non-availability of the Signatory	Multiple functions and overlapping activities	Delayed release of the NTE to PCF Beneficiary.	Designation of the ARD to sign in behalf of the RD.	4	2	8	NS	M	
Eligible LGUs with complete preliminary documents submitted issued with PCF check ten working days upon receipt of the complete documents.	Non-attainment of 80% target within the timeline.	LGU, BLGS, DILG Field Offices	Deficiencies in the submitted requirements and non availability of the signatories	Incomplete documents submitted and overlapping activities	Delay in the processing of disbursement voucher and issuance of PCF check	Proper coordination, close monitoring and provision of technical assistance to LGUs	4	2	8	NS	M	
Beneficiary LGUs with complete documents submitted and no unliquidated PCF issued with Notice to Implement eight working days upon receipt of the complete documents	Non-attainment of 80% target within the timeline.	LGU, BLGS, DILG Field Offices	Deficiencies in the submitted requirements and non- liquidation previous PCF (LGUs with previous PCF)	Incomplete documents and unliquidated PCF	Delay in the issuance of the NTI and delayed implementation of the project	Proper coordination, close monitoring of the MLGOO/CH/PFPs/RFP and provision of technical assistance to LGUs	4	2	8	NS	M	


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Satisfactory (3) and above (4, 5) rating from returned or accomplished CSS Forms.	Unsatisfactory rating in accomplished CSS Forms.	Focal Persons	Biases or negative response from assessed LGU or Officials and Functionaries.	Unfavorable results.	Poor or unsatisfactory rating.	Extensive capacity building and guidance to RAT Members throughout the duration of the LGU assessment.	4	2	8	NS	M	
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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 and 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					

Prepared by:	Reviewed and Noted by:
 LEANDRO S. GIGANTOCA LGOO VI/ PDMU Chief Process Owner	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR



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RISK REGISTER (PROCESS RISK ASSESSMENT)

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OFFICE/UNIT
PROCEDURE TITLEPROJECT DEVELOPMENT AND MANAGEMENT UNIT (PDMU)
Provision of Performance Challenge Fund Subsidy to Beneficiary LGUs

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/ OPPORTUNITY MANAGEMENT PLAN NO. (For significant risk opportunity)
Preparation of the Letter/ Notice of Eligibility (NTE) to LGU-SGLG awardees	Non availability of the Focal Person to prepare the NoE/Letter due to multiple functions	No designated Alternate Focal Person	Delayed action on the preparation of the NTE	Designate Alternate Focal Person. Conduct orientation on PCF	3	3	9	NS	M	
Issuance of PCF subsidy and Evaluation of documentary requirements and determination of unliquidated PCF (for LGUs with previous grants)	Availability of Signatories, and action officer	Overlapping functions since various PPAs are handled by the Action Officer, Deficient documentary requirements	Late receipt of PCF subsidy by beneficiary LGUs	Designated Alternate Action Officer, Updating of the beneficiary LGUs	3	3	9	NS	M	
Issuance of Notice to Implement (NTI)	On-time submission of the required documentary requirements	LGU Officer Lacks Technical Expertise on the preparation of the technical documents	Late compliance which resulted to late implementation of the PCF projects	Cluster Leader and C/ MLGOOs monitor compliance of LGUs and provided technical assistance if needed.	3	3	9	NS	M	
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										

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