



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

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PROCEDURE TITLE	LUPON TAGAPAMAYAPA INCENTIVES AWARD ASSESSMENT AND SUBMISSION OF NOMINEE	
SCOPE	This procedure begins upon receipt of Memorandum from the Central Office which requires the organization of Award Committees in all levels who will conduct the assessment/evaluation of entries and will end upon the submission of the Official Regional Entry to the National Awards Committee.	
PURPOSE	To provide unified process of implementation and to ensure the quality and acceptability of the evaluation of the regional LTIA nominees prior to submission to the national level.	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
<p>MC on LTIA</p> <p>CO →</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> LUPON TAGAPAMAYAPA INCENTIVES AWARD ASSESSMENT AND SUBMISSION OF NOMINEE </div>	<p>Form 5 (Official Entry) with its attachments</p> <p>→ NAC</p>
DESCRIPTIVE STATEMENT: Upon receipt of the MC from the CO, the LTIA implementation will commence with the organization and orientation of the Awards Committee at the Regional, Provincial, City and Municipal level and the conduct of assessment of the performance of the Lupon Tagapamaya paper category. The official entries of the province per category will be evaluated by the Regional Assessment Committee which will determine the official entry to the NAC.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	LGMED Administrative Staff/Records Personnel	Receipt of MC from Office of the Regional Director	<ul style="list-style-type: none"> Receive and record the MC and route to RFP. 	Logbook
2	LGMED/RFP	Prepare RMC with timeline and reactivation of RAC.	<ul style="list-style-type: none"> Prepare RMC. Disseminate RMC together with the updated LTIA Guidelines to Provincial Offices through e-mail and mails. Invite & coordinate with members of the RAC and seek commitment to the assessment. 	DILG MC; RMC Letters to RAC members
3	PO/PFP	Disseminate LTIA Guidelines to C/MLGOO.	Receive/open mail and/or email, record/download and transmit LTIA Guideline to C/MLGOOs	Logbook and Logsheet
4	PD /C/MLGOOs	Organization and Orientation of Awards	<ul style="list-style-type: none"> Organize the AC for LTIA in Provincial, City and 	



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		Committee (AC)	Municipal level <ul style="list-style-type: none">Orient the members of the AC	
For Municipalities and Component Cities Award Committees				
5	C/MLGOOs	Conduct local assessment and initial evaluation.	<ul style="list-style-type: none">Require the LTs to submit the required documents.Check completeness and appropriateness of documentation of each barangay.Convene City/Municipal Awards Committee for the initial assessment and conduct validation.Consolidate and submit accomplished forms with the necessary documentary requirements of the assessed LTsRetain Documented Information	LTIA Form 6 LTIA Form 7 LTIA Form 7-B LTIA-Form 1 (Basic Performance Evaluation Form) • LTIA-Form 2 (Consolidated Performance Evaluation Form) • Accomplish LTIA-Form 3 [C/M] (Comparative Performance Evaluation Form)
For Provincial Awards Committee				
6	Records Personnel	Receive LTIA entries from C/Municipality	<ul style="list-style-type: none">Receive and record the LTIA entries	Logbook and logsheet

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	PD/PFP	Conduct local assessment and initial evaluation.	<ul style="list-style-type: none"> Require the LTs to submit the required documents. Check completeness and appropriateness of documentation of each barangay. Convene Provincial Awards Committee for the initial assessment and conduct validation. Consolidate and submit accomplished forms with the necessary documentary requirements of the provincial top LT per award category Retain Documented Information 	LTIA Form 6 LTIA Form 7 LTIA Form 7-B LTIA-Form 1 (Basic Performance Evaluation Form) LTIA-Form 2 (Consolidated Performance Evaluation Form) Accomplish LTIA-Form 3 [C/M] (Comparative Performance Evaluation Form)
For Regional Awards Committee				
8	Record Officer/LGMED	Receive and record	<ul style="list-style-type: none"> Receive and record 	Logbook and logsheet
9	RFP	Convene RAC	<ul style="list-style-type: none"> Invitation of the awards committee 	



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	LGMED/RF P	Conduct initial assessment	<ul style="list-style-type: none"> Check the completeness and appropriateness of documentation of each entry per category. Convene Regional Awards Committee for the initial assessment 	LTIA Form 6 LTIA Form 7 LTIA Form 7-B LTIA-Form 1 (Basic Performance Evaluation Form) • LTIA-Form 2 (Consolidated Performance Evaluation Form) • Accomplish LTIA-Form 3 [C/M] (Comparative Performance Evaluation Form)
11		Conduct site evaluation	<ul style="list-style-type: none"> Conduct On-site validation & evaluation 	
12		Final evaluation	<ul style="list-style-type: none"> Accomplish forms of the Official Regional entries per award category 	LTIA Form 5
13	RFP	Submission of LTIA-Form 5 (Official Entry Form)	<ul style="list-style-type: none"> Submit accomplished forms with the necessary documentary requirements of the Official Regional entries per award category in a single PDF File Format thru google drive at the LTIA National Secretariat Retain Documented Information 	Logbook and logsheet LTIA Form 5
14	Concerned Division/ Regional/	Retain of Records	Retain records	File copy of LTIA results

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	Provincial			
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Definition of Terms:

- LTIA- Lupong Tagapamayapa Incentives Awards

Legal References:

- M.C. No. 2016-58

Prepared By	Reviewed By	Approved By
 NEDITA B. BALUCIO LGOO V	 OLIVIO D. RAMIREZ LGMED-Chief	 ATTY. ARNALDO E. ESCOBAR JR, CESO V Asst. Regional Director
Process Owner	Deputy QMR	Regional QMR

Approved: _____
Date: _____



DILG REGION V
**QUALITY
OBJECTIVE (QO)**

Document Code		
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OFFICE	LGMED					
QUALITY PROCEDURE TITLE	LUPON TAGAPAMAYAPA INCENTIVES AWARD ASSESSMENT AND SUBMISSION OF NOMINEE					
Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Respon sible for Monito ring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
LUPON TAGAPAMAYA PA INCENTIVES AWARD ASSESSMENT AND SUBMISSION OF NOMINEE	<ul style="list-style-type: none">• Timely dissemination of guidelines and timelines to all levels (provincial and municipal offices)	<ul style="list-style-type: none">• 80%	<ul style="list-style-type: none">• Within 10 days upon receipt of the LTIA Guidelines the draft RMC with proposed timelines of activities is approved and disseminated to provincial and municipal offices.	<ul style="list-style-type: none">• Once	<ul style="list-style-type: none">• LGME• D-RFP• PFP	<ul style="list-style-type: none">• RMC

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	<ul style="list-style-type: none"> Timely organization and orientation of the Awards Committees 	<ul style="list-style-type: none"> . 80% 	<ul style="list-style-type: none"> (The number of Awards Committee that were organized and oriented within 10 working days upon receipt of the Regional Order / Total number of Awards Committee organized and oriented.) X 100 	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> RFP PFP C/ML GOOs 	<ul style="list-style-type: none"> Regional Order E.O. creating the Awards Committee Minutes of the Meeting Terminal Reports of the Orientation
	<ul style="list-style-type: none"> Completeness and accuracy of entries submitted by the province 	<ul style="list-style-type: none"> 80% 	<ul style="list-style-type: none"> (The number of LT with submitted documents unreturned for its completeness of documents/error-free data entry / The total number of LT assessed) X 100 	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> C/ML GOOs 	<ul style="list-style-type: none"> Nomination forms indicated in the Checklist (municipal level)

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	• Timely submission of the Official LTIA Regional Entries to the National Awards Committee	• 80%	• (The number of Official LTIA Regional Entries submitted to the National Awards Committee within the set deadline / The number of Official LTIA Regional Entries submitted to the National Awards Committee) X 100	• Once	• RFP	• Nomination forms indicated in the Checklist
	• Completeness and accuracy of the Official LTIA Regional Entries to the National Awards Committee	• 80%	• (The number of LTIA nominations found with complete documents/error-free in data entry / The total number of LTIA nominations submitted) X 100	• Once	• RFP	• Nomination forms indicated in the Checklist



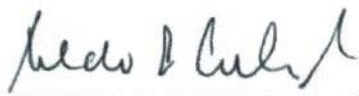
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Process Owner	Deputy QMR	Regional QMR

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DILG REGION V

**PROCESS QUALITY MONITORING AND
EVALUATION (QME)**

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OFFICE		LGMED				
PROCEDURE TITLE		LUPON TAGAPAMAYAPA INCENTIVES AWARD ASSESSMENT AND SUBMISSION OF NOMINEE				
OBJECTIVE STATEMENT		1: • Timely dissemination of guidelines with timelines to all levels (provincial and municipal offices) 2:Organization and Orientation of the Awards Committee; 3: Timely organization and orientation of the Awards Committees; 4Completeness and accuracy of LT/ mun submitted documents: 5:Completeness and accuracy of LTIA nominations at the provincial and regional level; 6: Timely submission of the Official LTIA Regional Entries to the National Awards Committee; 7: Completeness and accuracy of the Official LTIA Regional Entries to the National Awards Committee				
CURRENT PERIOD		2018				
	INDICATORS	M/C LGU	PLGU	REGIONAL		Total
Objective 1: Timely dissemination of guidelines with timelines to all levels(provincial, city and municipal offices)						
A	Within 10 days upon receipt of the LTIA Guidelines the draft RMC with proposed timelines of activities is approved and disseminated to provincial and municipal offices.					
B	Within 10 days					
C	Period scaling table (10days=80%)	80%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
Objective 2: Organization and Orientation of the Awards Committee						
A	The number of Awards Committee that were organized and oriented upon receipt of the Regional Order					
B	Total number of Awards Committee					
C	Formula: (A/B)*100	Target Result : 80%				

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**PROCESS QUALITY MONITORING AND
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D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
Objective 3: Timely organization and orientation of the Awards Committees					
A	The number of Awards Committee that were organized and oriented within 10 working days upon receipt of the Regional Order				
B	Total number of Awards Committee organized and oriented.				
C	Formula: $(A/B)*100$	Target Result :80%			
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
Objective 3: Completeness and accuracy of LTIA nominations at the provincial and regional level					
A	The number of LTIA nominations returned due to incompleteness of documents/error of data entry				
B	The total number of LTIA nominations submitted				
C	Formula: $(A/B)*100$	Target Result : 80%			
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
Objective 4: Completeness and accuracy of LT / mun submitted documents					
A	The number of LT with submitted documents unreturned for its completeness of documents/error-free data entry				
B	The total number of LT assessed				
C	Formula: $(A/B)*100$	Target Result : 80%			

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DILG REGION V

**PROCESS QUALITY MONITORING AND
EVALUATION (QME)**



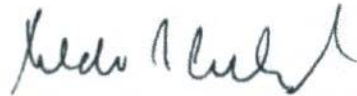
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D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
Objective 5: Timely submission of the Official LTIA Regional Entries to the National Awards Committee					
A	The number of Official LTIA Regional Entries submitted to the National Awards Committee within the set deadline				
B	The number of Official LTIA Regional Entries submitted to the National Awards Committee				
C	Formula: $(A/B)*100$ Target Result :80%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
Objective 5: Completeness and accuracy of the Official LTIA Regional Entries to the National Awards Committee					
A	The number of LTIA nominations found with incomplete documents/error in data entry				
B	The total number of LTIA nominations submitted				
C	Formula: $(A/B)*100$ 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, QMS Secretariat will initiate correction and corrective action using the Corrective Action Report (CAR) duly signed by the Regional Quality Management Representative.					



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**PROCESS QUALITY MONITORING AND
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DILG REGION V
LTIA Assessment

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LTIA CUSTOMER SATISFACTION SURVEY FORM

NAME (Optional): _____ Date: _____

Dear Client,

We at DILG Region V commit to provide the best service available and meet your expectations. In our effort to determine the effectiveness of our service and to help us improve on other elements, we will appreciate your assistance in accomplishment of the herein survey. Please encircle the rating that reflects your impression or satisfaction level about our services.

Moreover, feel free to include any additional comments you deem necessary or relevant to improving our services. Your response and time is greatly appreciated. Thank you!

<u>Rating Scale</u>	<u>Description/Satisfaction Level</u>
5	Very High
4	High
3	Moderate
2	Low
1	Very Low

A. Parameter	Client Satisfaction	Remarks
1. Knowledge on Criteria/Indicators	5 4 3 2 1	_____
2. Conduct of Assessment	5 4 3 2 1	_____
3. Timeliness of Assessment	5 4 3 2 1	_____
B. Overall Impression	5 4 3 2 1	_____
C. Suggestion for Improvement		_____

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DILG REGION V

CUSTOMER SATISFACTION SURVEY MATRIX

Document Code

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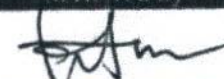
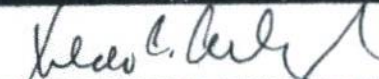
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Quality Objective: At least 80% average Satisfactory (3) and above (4, 5) rating from received Customer Satisfaction Survey Forms/Survey Tools**Schedule of submission:** Every 5th working day of the ensuing month of the monitoring period

OFFICE	NAME OF PROCESS (Indicate the name of the process as it appears in the document quality procedures)	CUSTOMERS (Specify the customers of the process, e.g. field offices, LGUs/Officials/Employees, and/or the general public)	MODE OF SURVEY (specify whether in person, mail or electronic)	SURVEY TOOL (Indicate whether CSS form or specify the name of other survey tool used)	FREQUENCY (the frequency should be the same with the monitoring period indicated in your process quality objective (QO) form)	SAMPLE SIZE (Indicate the percentage from the total customers for the period to be given survey tool)	TARGET RESPONSE RATE (ensure that the results can reliably represent the "voice" of the customers)	RESPONSIBLE PERSON (Indicate the name of the personnel responsible for monitoring the customer satisfaction objective and submitting reports)
LGMED	LTIA Assessment	LGUs	Person	CSS Form	Quarterly	100%	80%	NEDITA B. BALUCIO

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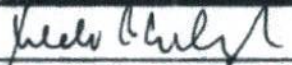
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MASTER LIST OF MAINTAINED INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Lupong Tagapamayapa Incentives Awards Assessment and Submission of Nominee							
Regional Memorandum	218 Lupong Tagapamayapa Incentives Awards (LTIA) Indicative Schedule	Jan. 6, 2018					
DILG R.O Form 1	LTIA 2018 Official Entry For Submission to Central Office	2017					
QP-R05-LGMED-15	LTIA Assessment Quality Procedure	07.01.19					
QO-QP-R05-LGMED-15	LTIA Assessment Quality Objective	07.01.19					
QME-QP-R05-LGMED-15	LTIA Assessment Quality Monitoring & Evaluation (QME)	07.01.19					
FM-QP-R05-LGMED-15-01	LTIA Assessment Summary Logsheet (PSL)	07.01.19					
FM-QP-R05-LGMED-15-02	Checklist of Documentary Requirements	07.01.19					
FM-QP-R05-LGMED-15-03	Issuance of CSC Customer Satisfaction Survey Form	07.01.19					
RRO-QP-R05-LGMED-15	Risk Registe Objective Risk Assessment	07.01.19					
RRP-QP-R05-LGMED-15	Risk Register- Process Risk Assessment	07.01.19					

Prepared By:	Noted By:
	
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Regional Document Controller	Regional OMR

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MASTER LIST OF EXTERNAL DOCUMENTS

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LUPONG TAGAPMAYAPA INCENTIVES AND AWARD ASESSMENT AND SUBMISSION OF NOMINEES							
	DILG Memo-Circular # 2008-102 -Reiterating and supplementing DILG Memo Cir-2004-43 dated 14 April 2004 Relative to the Lupong Tagapamayapa Incentives Awards Guidelines	17/06/2008					
	DILG Memo-Circular # 2016-58-Reiterating and supplementing DILG Memo Cir-2008-102 dated 17 June 2008 Relative to the Lupong Tagapamayapa Incentives Awards Enhanced Criteria & Guidelines	29/07/2016					
	DILG Memorandum -2018 Lupong Tagapamayapa Incentives Awards (LTIA) Indicative Calendar	03/01/2018					
	LTIA FORM 06-Summary of Cases LTIA Form 07 - Performance Highlights LTIA Form 07-A - List of Cases LTIA Form 07-B - Lupong Tagapamayapa Profile						

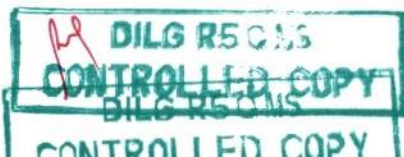
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MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
	LTIA Form 01 - Performance Evaluation Form LTIA Form 02-Consolidated Performance Evaluation Form LTIA Form 03 (C/M)-Comparative Performance Evaluation Form LTIA Form 04 - Performance Validation Report Form LTIA Form 05 - Official Entry Form LTIA Form 05-A-Non-Submission of Official Entry						

Prepared By
<i>[Signature]</i> EDEN S. LANUZA IT Officer I
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<i>[Signature]</i> ATTY. ARNALDO E. ESCOBAR JR., CESO V Asst. Regional Director
Deputy QMR






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<http://region5.dilg.gov.ph>

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Name of Bureau/Service/Division: LGMED

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									
	Document Control Request * Quality Procedure (QP) Quality Objective (QO) * Master List of Internal Documents * Master List of External Documents * Risk Register Objective Risk Register Process * Checklist of Documentary Requirements	M. B	Cabinet 1, drawer 2	QMS Reports YYYY	By Date (Latest on Top)	3 yrs	3 yrs	6 yrs	shredding/re- use
	LTIA Assessment Log Sheet								
	LTIA Forms 1-7								
Process Performance Monitoring and Measurement Procedure									
	*Process Quality Monitoring and Evaluation (QME) Customer Satisfaction System	M. B	Cabinet 1, drawer 2		By Date (Latest on Top)	3 yrs	3 yrs	6 yrs	shredding/re- use

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Noted By
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DILG REGION V

RISK REGISTER (PROCESS RISK ASSESSMENT)

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OFFICE

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION

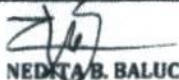

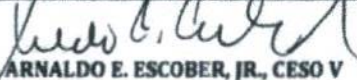
PROCEDURE TITLE

Lupon Tagapamayapa Incentives Awards Assessment and Submission of Nominee

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 / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Receipt of the request for certification					1	1		NS		
Receipt of the Letter-Request with Instructions	Non availability of the RD/ARD due to multiple functions	no designated officer in charge	Delayed preparation of the communication	Have designated officer in-charge	2	2		NS		
Preparation of Documents					1	1		NS		
Regional Focal Person consolidate ratings	Availability of supporting documents	Multitple activities and functions attended	Delayed preparation of the entries	Staff of LGMED evaluated the completeness of the document and prepares the entries for submission	2	2		NS		
Approval and Signing of the Documents	Delay in the submission of report. Not meeting the compliance target	Complacency on the part of both Local Official and DILG Officer	Late submission of report. Not meeting the compliance target	regular follow-up on the submission of report	4	4		NS		
Release and submit entries	availability of the RD; may be considered as less priority	Multitple activities and functions attended	delayed approval and signing of the Documents	Have designated officer in-charge	2	2		NS		

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Release and submit entries					1	1		NS		
Release and submit of entries (Records Officer))					1	1		NS		
Retention of Records					1	1		NS		
RISK ASSESSMENT:			RISK RATING	RISK LEVEL	RISK DESCRIPTION			ACTION REQUIRED		
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 7	LOW	Not Significant			No further action required (Maintain and sustain the existing control)		
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain			8 - 9	MODERATE	Not Significant			Alert level (Maintain and sustain the existing control)		
Risk Rating = Impact X Likelihood			10 - 25	HIGH	Significant			Control (e.g. Avoid or Treat/Mitigate, Transfer, Terminate)		

Prepared by:	Reviewed by:	Noted by:
 NEDITA B. BALUCIO LG00 V Process Owner	 OLIVIO D. RAMIREZ Division Chief Risk Review Committee Head	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR

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DILG REGIONAL OFFICE V
RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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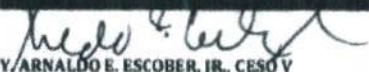
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PROCEDURE
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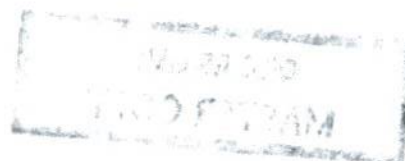
LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION
Lupon Tagapamayapa Incentives Awards Assessment and Submission of Nominee

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN/ OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Timely dissemination of guidelines and timelines to all levels	Non-availability of the Focal Person	clients	Non-availability of officer to sign the communication ; Non-availability of authorized signatories	Multiple functions and overlapping activities	delayed release of communication	Have designated Officer-in-charge	3	3	9	NS		NA
Timely organization and orientation of the Awards Committees	Non-availability of the Focal Person Lacking supporting documents of submitted entries Dis-interested partner agencies	clients	Non-availability of representatives from partner agencies	Multiple functions and overlapping activities of partner agencies	Delayed conduct of assessment	Early dissemination and constant follow-up to partner agencies	3	3	9	NS		NA
Completeness and accuracy of entries submitted by the provinces	Lacking supporting documents of submitted entries	clients	Non-availability of authorized signatories	Multiple functions and overlapping activities	delayed issuance of certifications	Have designated Officer-in-charge	3	3	9	NS		NA
Timely submission of the Official Entries to the National Awards Committee	Non-availability of the Focal Person Lacking supporting documents of submitted entries		Non-availability of equipment (scanner) to be used for the scanned documents to be submitted at the NAC	Multiple functions and overlapping activities	Delayed submission of entries to NAC	Utilize other section's equipment (continous scanner equipment)	3	3	9	NS		NA

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Completeness and accuracy of the Official LTIA Regional Entries to the National Awards Committee	Non-availability of the members of the RAC and the Focal Persons to check and validate all the entries		Non-availability of representatives officer to sign the documents for submission ; Non-availability of authorized signatories	Multiple functions and overlapping activities	Returned the documents that leads to the delay of submission of entries		3	3	9	NS		NA
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RISK ASSESSMENT:	RISK RATING	RISK LEVEL	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 (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood	10 - 25	HIGH	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)
Prepared by:	Reviewed by:	Noted by:		
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