



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

Document Code		
QP-R05-LGCDD-20		
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PROCEDURE TITLE	REVIEW OF LGUs' GENDER AND DEVELOPMENT PLAN AND BUDGET
SCOPE	This process starts from receipt of Barangay/Municipal/City/Provincial GAD Plan and Budget (for the succeeding year) with the previous year's GAD Accomplishment Report (GAR) by the C/MLGOO, DILG Provincial and Regional Office up to the issuance of Certificate of Review and Endorsement to the Barangay/City/Municipality/Province.
PURPOSE	To define the standard procedure in the review and endorsement of the LGU GAD Plan and Budget at all LGU levels.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
LGU GAD Plan & Budget and GAR	Review of LGUs' Gender and Development Plan and Budget	Certificate of Review & Endorsement from DILG Region, Province and City/Municipal Office LGU

DESCRIPTIVE STATEMENT:

This process involves the review of the Gad Plan and Budget (GPB) of LGUs for the succeeding year together with the GAD Accomplishment Report (GAR) of the previous year and other attachments, if necessary. Said GPB of the Barangays, Cities & Municipalities were initially reviewed by the MPDC and PPDOs respectively. GPBs of Provinces and HUC/ICC shall be reviewed by the DILG Regional Office; GPBs of Cities/Municipalities reviewed by DILG Provincial Office and GPBs of Barangays by the C/MLGOOs. A Certificate of Review and Endorsement shall be issued for compliant LGUs.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	City/Municipal Local Government Operations Officer (C/MLGOO)/ DILG Provincial/Regional Focal Person	Receives & records the GPBs and GAR	Receive the Barangay/ City/Municipal/ Provincial GAD Plan & Budget (GPB)(of succeeding year) with the previous year's GAD Accomplishment Report (GAR)	Endorsement Letter from C/MPDC/GFPS (for Provinces) Barangay/ Municipal/City/ Provincial GPB & GAR Monitoring Log sheet
2	C/MLGOO/ Provincial/ Regional Focal Person	Review the Barangay/ City/Municipal/ Provincial GPB	Review the GPBs based on the 'Guidelines for Review of the GPB' -If found non-compliant/	PCW-DILG-DBM-NEDA JMC 2013-01 and JMC 2016-01 Barangay/

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			incomplete- prepare letter of deficiencies containing findings/ observations and recommendations and return documents for compliance <i>Note:</i> - Barangay/ Municipal/City/ Provincial concerned shall submit <i>revised GPB</i> incorporating the recommendations thereof	Municipal/City/ Provincial GPB & GAR Other GAD related laws
3	C/MLGOO/ Provincial/ Regional Focal Person (P/RFP)	Prepare Certificate of Review and Endorsement (CRE)	If GPB is compliant, issue CRE to Barangay/ Municipal/City/ Provincial concerned together with the copy of reviewed GPB for incorporation in their respective AIPs; or for review and approval of higher ranking authority, if applicable	CRE (draft in case of Provincial/ Regional level) Copy of reviewed GPB Monitoring Log sheet
4	Provincial/ Regional Records Section/Focal Person	Release CRE and retain records	Record and release CRE in accordance with the control of retained documented information procedures	Monitoring Log sheet Master list of retained documented information

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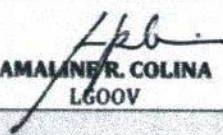
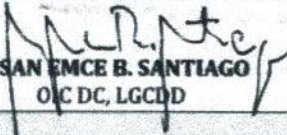
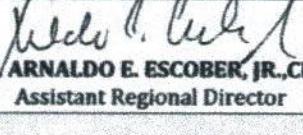
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Definition of Terms:

Gad Plan and Budget - a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation.

Legal References:

- PCW-DILG-DBM-NEDA JMC 2013-01
- PCW-DILG-DBM-NEDA JMC 2016-01
- Magna Carta for Women

Prepared By	Reviewed By	Approved By
 AMALINE R. COLINA LGOOV	 SUSAN EMCE B. SANTIAGO OIC DC, LGCDD	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director
Process Owner	Division Chief/ Deputy QMR	Regional QMR

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

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OFFICE	LGCDD
QUALITY PROCEDURE TITLE	REVIEW OF LGUs' GENDER AND DEVELOPMENT PLAN AND BUDGET

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Respon- sible for Monitor- ing	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Review of LGUs GAD Plan and Budget	% of the received GPB for Review & Endorsement acted upon within twenty (20) working days upon receipt	80%	Total number of GPB acted upon within twenty (20) working days upon receipt ----- x 100 Total number of GPB received within the review period	Semestral	LGCDD/ LGCDS Staff (FP)	Summary Logsheets Monitoring Logsheets

Prepared By	Reviewed By	Approved By
 AMALINE R. COLINA LGCDD	 SUSAN EMCE B. SANTIAGO OIC DC, LGCDD	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director
Process Owner	Deputy QMR	Regional QMR

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DILG - REGION V

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

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OFFICE	LGCDD - Regional Office									
PROCEDURE TITLE	REVIEW OF LGUs' GENDER AND DEVELOPMENT PLAN AND BUDGET									
OBJECTIVE STATEMENT	80% of the received GPB for Review & Endorsement acted upon within twenty (20) working days upon receipt									
CURRENT PERIOD										
	INDICATORS	1st Semester		2nd Semester	Total					
	Objective 1: 80% of the received GPB for Review & Endorsement acted upon within twenty (20) working days upon receipt									
A	Total number of GPB acted upon within 20 days upon receipt									
B	Total number of GPB within the prescribed period									
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 QMR.										

Prepared By	Reviewed By	Approved By
 AMALINE R. COLINA LGOOV Process Owner	 SUSAN EMCE B. SANTIAGO OIC DC, LGCDD Deputy QMR	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR





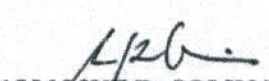
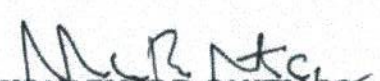
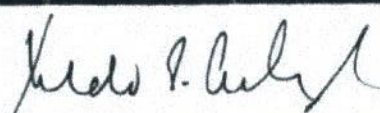
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**REVIEW OF LGUS' GENDER AND DEVELOPMENT PLAN AND BUDGET
Process Summary Logsheets (PSL)**

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QUALITY OBJECTIVE : 80% of the received GPB for Review & Endorsement acted upon twenty (20) working days upon receipt**FREQUENCY OF MONITORING:** Semestral**Due Date of Submission:****Legend:**

LGUs Barangays/City/ Municipality/Province	Action Taken				Reviewed & Endorsed		Objective Result			Remarks
	Date Received		Returned w/ deficiencies	Receipt of Revised GPB	within 20 working days upon receipt	beyond 20 working days upon receipt	Met	Unmet	NPY	
	w/in Prescribed period	after Prescribed period								
Naga City										
Albay										
Camarines Norte										
Camarines Sur										
Catanduanes										
Masbate										
Sorsogon										
Total										

Prepared by:	Reviewed By:	Approved By:
 AMALINE R. COLINA LG00 V Process Owner	 SUSAN EMCE B. SANTIAGO OIC DC, LGCDD Deputy QMR	 ATTY. ARNALDO E. ESCOBAR JR. CESO V Assistant Regional Director Regional QMR

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**REVIEW OF LGUS' GENDER AND DEVELOPMENT PLAN AND BUDGET
Process Monitoring Logsheets**

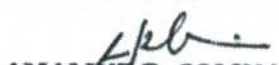
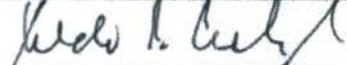
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QUALITY OBJECTIVE : 80% of the received GPB for Review & Endorsement acted upon twenty (20) working days upon receipt
FREQUENCY OF MONITORING: Semestral

Due Date of Submission:

Legend:

Reviewing Authority	Total No. of LGUs subject for review & endorsement	No. of GPB received		No. of GPB Reviewed & Endorsed		% of GPB reviewed & endorsed w/n 20 working days upon receipt	Met	Unmet	Remarks
		w/in Prescribed period	after Prescribed period	w/in Prescribed period	after Prescribed period				
C/MLGOO									
Province									
Region									
Total									

Prepared by:	Reviewed By:	Approved By:
 AMALINE R. COLINA LG00 V Process Owner	 SUSAN EMCE B. SANTIAGO OIC DC, LGCDD Deputy QMR	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR





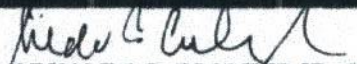
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Name of Bureau/Service/Division: Local Government Capacity Development Division

MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
REVIEW OF LGUs' GENDER AND DEVELOPMENT PLAN AND BUDGET AND GAD ACCOMPLISHMENT REPORT							
QP-RO5-LGCDD-20	Review of GAD Plan and Budget Quality Procedure	07.01.19					
QO-QP-RO5-LGCDD-20	Review of GAD Plan and Budget Quality Objective	07.01.19					
QME-QP-RO5-LGCDD-20	Review of GAD Plan and Budget Quality Monitoring and Evaluation	07.01.19					
FM-QP-RO5-LGCDD-20-01	Review of GAD Plan and Budget Process Summary Logsheet	07.01.19					
FM-QP-RO5-LGCDD-20-02	Review of GAD Plan and Budget Process Monitoring Logsheet	07.01.19					
RRP-QP-RO5-LGCDD-20	Risk and Opportunity Register	07.01.19					
RRO-QP-RO5-LGCDD-20	Risk Register (Objective Risk Assessment)	07.01.19					
RCP-QP-RO5-LGCDD-20	Risk Control Plan and Monitoring Report	07.01.19					

Prepared by:	Noted By:
 EDEN S. LANUZA IT Officer I Regional Document Controller	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR

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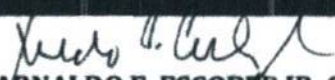
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Name of Bureau/Service/Division: LGCDD

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION							
DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
REVIEW OF LGUs' GENDER AND DEVELOPMENT PLAN AND BUDGET							
PCW-DILG-DBM-NEDA JMC 2016-01	Amendments to PCW-DILG-DBM-NEDA JMC No. 2013-01: Guidelines on the Localization of the Magna Carta of Women (MCW)						
PCW-DILG-DBM-NEDA JMC 2013-02	Guidelines on the Localization of the Magna Carta of Women (MCW)						
	Magna Carta for Women						

Prepared by:	Noted By:
 EDEN S. LANUZA IT Officer I	 ATTY. ARNALDO E. ESCOBAR JR. CESO V Assistant Regional Director
Regional Document Controller	Regional QMR

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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									
	Transmittal letter with LGU GPB and GAR	concerned FOCAL PERSON	ISO Corner QMS Filing Cabinet, LGU Name	Green folder	by name of LGU	3 years	3 years	6 years	
	Process Summary Log Sheet	concerned FOCAL PERSON	ISO Corner QMS Filing Cabinet	Green folder					
Process Performance Monitoring and Measurement Procedure									
	Acknowledgement Receipt or Certificate of Review and Endorsement	concerned FOCAL PERSON	ISO Corner QMS Filing Cabinet, LGU Name	Green folder	by name of LGU	3 years	3 years	6 years	
	ProcessMonitoring Log Sheet	concerned FOCAL PERSON,	ISO Corner QMS Filing Cabinet	Green folder					
Management Review Procedure									
QMS Planning Procedure									

Prepared By	Noted By
 AMALINE R. COLINA LGOOV Process Owner	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR

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RISK AND OPPORTUNITY REGISTER

OFFICE

LGCDD

PROCEDURE TITLE

REVIEW OF LGU GENDER AND DEVELOPMENT PLAN AND BUDGET

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	
Receives & records the GPBs and GAR	delayed receipt of LGU GPB and GAR	delayed routing to focal Person	review of GPB made after the 'review period' prescribed	constant reminder to concerned LGUs on the period of submission for review	2	4	8		Alert, maintain and sustain the existing control		
	receipt of incomplete attachments	absence of Focal Person			2	4	8		Alert, maintain and sustain the existing control		
Review the Barangay/ City/Municipal/ Provincial GPB	delayed review of GPB	bulk of GPB to be reviewed within the review period			designate an alternate FP	3	4	12		Mitigate, maintain and sustain the existing control	
		multiple task/functions of Focal Person									
Prepare Certificate of Review and Endorsement (CRE)	delay in the preparation and issuance of CRE	multiple functions of C/MLGOO or FP and/or approving officer	non-issuance of the CRE within the prescribed period	designate authorized signatory	3	4	12		Mitigate, maintain and sustain the existing control		
Release CRE and retain records	delay in the release and receipt of CRE	absence of releasing officer	delay in the receipt of CRE (LGU) non-inclusion to AIP	designate alternate	2	3	6		Maintain and sustain the existing control		
RISK ASSESSMENT:			RISK RATING	RISK LEVEL	RISK DESCRIPTION			ACTION REQUIRED			
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 7		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		Not Significant			Alert level (Maintain and sustain the existing control)			
Risk Rating = Impact X Likelihood			10 - 25		Significant			Control (e.g. Avoid or Treat/Mitigate, Transfer, Terminate)			

Prepared by:

Reviewed by:

Noted by:

AMALINE R. COLINA

LGOOV

Process Owner

SUSAN EMCE'B. SANTIAGO

OIC DC, LGCDD

Risk Review Committee Head

ATTY. ARNALDO E. ESCOBAR Jr., CESO V

Assistant Regional Director

Quality Management Representative





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 DILG REGIONAL OFFICE V

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RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

OFFICE
 PROCEDURE
 TITLE

LGDD

REVIEW OF LGU GENDER AND DEVELOPMENT PLAN AND BUDGET

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					RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	
• 80 % of the received GPB for Review & Endorsement acted upon within twenty (20) working days upon receipt	Multiple function of reviewing and endorsing officer	Focal Person, Reviewing and Approving Officer, client-LGUs	Delayed review and endorsement within the prescribed period	Multiple functions and overlapping of activities; delayed submission from LGUs	delay in the review and endorsement of LGU GPB	designate an alternate Focal Person	3	4	12	S	treat, maintain and sustain the existing control	

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1-7		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		Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk Rating = Impact X Likelihood	10-25		Significant (S)	Control (Avoid or treat/Mitigate, Transfer, Terminate)

Prepared by:	Reviewed by:	Noted by:
 AMALINE R. COLINA LGDD V Process Owner	 SUSAN EMCE B. SANTIAGO OIC DC, LGDD Risk Review Committee Head	 ATTY. ARNALDO E. ESCOBAR, CESO V Assistant Regional Director Quality Management Representative



DILG REGION V

RISK CONTROL PLAN AND MONITORING REPORT

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DATE PREPARED

LGCDD
REVIEW OF LGU GENDER AND DEVELOPMENT PLAN AND BUDGET
JULY 1, 2019

RCP NO. **RCP-QP-R05-LGCDD-20-01**

POTENTIAL RISK	RISK CONTROL PLAN					MONITORING			
	TYPE OF ACTION (Avoid, Treat/ Mitigate Transfer, Terminate)	ACTIVITY/ ACTION	RESPONSIBLE PERSONNEL	TIMELINE		RESOURCES NEEDED	DATE MONITORED	REMARKS (Status, Constraints, Other Actions Taken, if any)	BY
				START DATE	COMPLETION DATE				
delayed review of GPB	Mitigate	assign team of reviewers during review period	Provincial Focal Person, C/MLGOOs	January 01, 2020	June 01, 2020	Designation of GAD Review Team in Provincial, City, Municipal Offices			
delay in the preparation and issuance of CRE	Mitigate								
Delayed review and endorsement within the prescribed period	Treat								

Prepared by:	Reviewed by:	Noted by:
 AMALINE R. COLINA L600 V Process Owner	 SUSAN EMCE B. SANTIAGO OIC/DC, LGCDD Risk Review Committee Head	 ATTY. ARNALDO E. ESCOBAR, JR, CESO V Assistant Regional Director Quality Management Representative

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