



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

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PROCEDURE TITLE	
PREPARATION OF REPORT OF DISBURSEMENTS	
SCOPE	This process starts from the receipt of Report of Check Issued (RCI) and Report of Advice to Debit Account Issued (RADAI) by the Accounting Section up to the submission of reports to concerned office/agency.
PURPOSE	To define the standard procedure of preparation and submission of Report of Disbursements
PROCESS DESCRIPTION	
INPUT	PROCESS
Cash Unit → RCI, RADAI	Preparation of Report of Disbursements
	→ ROD →
	Concerned Office
DESCRIPTIVE STATEMENT:	
The process starts from the receipt of RCI, RADAI from Cash Unit by the Accounting Section. After proper identification and consolidation by Programs, Projects and Activities and preparation of the necessary Report of Disbursement, the Regional Accountant then certifies as to correctness of the report.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Processor	Prepares Report	<p>Receive RCI, RADAI and Fund Registries from Cash Unit and Budget Section</p> <p>Identify and consolidate data by Programs, Projects and Activities</p> <p>Prepares the appropriate Report of Disbursement.</p> <p>Forward to the Accountant for certification;</p>	<p>Report of Check Issued</p> <p>Report of Advice to Debit to Account Issued</p>
2	Regional Accountant	Certify Report	<p>Review as to appropriateness and correctness of entries in the Report.</p> <p>If found complete and appropriate, affix signature and return to processor for appropriate action;</p>	Report of Disbursements

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			If incomplete and inappropriate, return to the Processor for appropriate action.	
3	Processor	Submit Certified Report	Record the appropriate Report of Disbursement to the Accounting Outgoing Communications Logbook and Submit Release to the Concerned Office	Report of Disbursements
4	Process Owner	Retain Records	Update the Process Summary Log Sheet. Retain Records in accordance with the Control of Retained Documented Information Procedure and the Master List of Internal Documented Information.	Process Summary Log Sheet (PSL) Control of Retained Documented Information Procedure Master List of Internal Documented Information.

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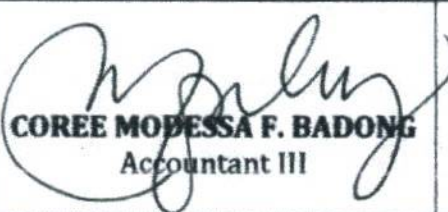

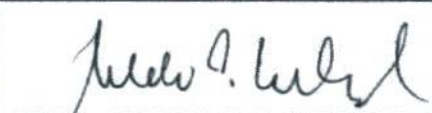


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Definition of Terms

1. **Reports of Checks Issued (RCI)** - This report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through checks. It shall include cancelled checks and be maintained by fund cluster.
2. **Report Of Advice To Debit Account Issued (RADAI)** - This report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through ADA.

Prepared By	Reviewed By	Approved By
 COREE MODESSA F. BADONG Accountant III	 ALFREDO L. SALLAN Chief-FAD	 ATTY. ARNALDO E. ESCOBER, JR. CESO V Assistant Regional Director
Process Owner	Deputy QMR	Regional QMR

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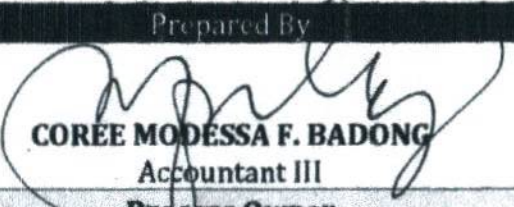
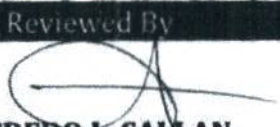
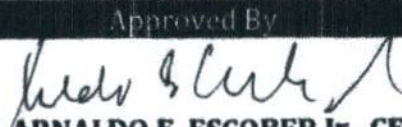


DILG REGION 5
**QUALITY
OBJECTIVE (QO)**

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION
QUALITY PROCEDURE TITLE	Preparation of Report of Disbursements

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Prepare and Submit the Report of Disbursements	Timely submission of Report of Disbursements on the 30th day of the ensuing month	80% of the Report of Disbursements submitted on the 30 th day of the ensuing month	Number of RODs submitted on the 30 th day of the ensuing month <hr/> Total number of RODs for submission X 100	Monthly	Regional Accountant	Process Summary Log Sheet (PSL)

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 COREE MODESSA F. BADONG Accountant III Process Owner	 ALFREDO L. SALLAN Chief-FAD Deputy QMR	 ATTY. ARNALDO E. ESCOBAR Jr., CESO V Assistant Regional Director Regional QMR

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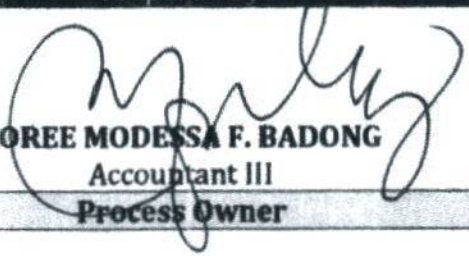
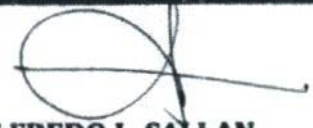
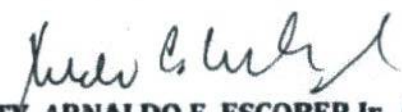


DILG - REGION V

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

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION													
PROCEDURE TITLE	PREPARATION OF REPORT OF DISBURSEMENTS													
OBJECTIVE STATEMENT	Timely submission of Report of Disbursements on the 30th day of the ensuing month													
CURRENT PERIOD	2019													
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: Submit the Report of Disbursements within 30 days after the end of the report period														
A	Number of RODs submitted on the 30th day of the ensuing month													
B	Total number of RODs for submission													
C	Formula: (A/B) X 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														

Prepared By	Reviewed By	Approved By
		
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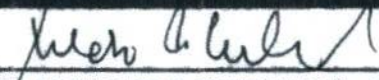
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FINANCE AND ADMINISTRATIVE DIVISION

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					

Prepare	Noted by
	
EDEN S. LANUZA	ATTY. ARNALDO E. ESCOBAR JR., CESO V
IT Officer I	Assistant Regional Director
Regional Document Controller	Regional OMR

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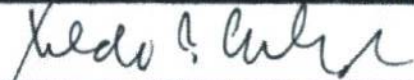


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MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
QP-R05-FAD-32	PREPARATION OF REPORT OF DISBURSEMENTS Quality Procedure	07.01.19					
QO-QP-R05-FAD-32	PREPARATION OF REPORT OF DISBURSEMENTS Quality Objective	07.01.19					
QME-QP-R05-FAD-32	PREPARATION OF REPORT OF DISBURSEMENTS Quality Monitoring and Evaluation	07.01.19					
FM-QP-R05-FAD-32-01	PREPARATION OF REPORT OF DISBURSEMENTS Summary logsheet	07.01.19					
RRO-QP-R05-FAD-32	PREPARATION OF REPORT OF DISBURSEMENTS Objectice Risk Assessment	07.01.19					
RRP-QP-R05-FAD-32	PREPARATION OF REPORT OF DISBURSEMENTS Process Risk Assessment	07.01.19					

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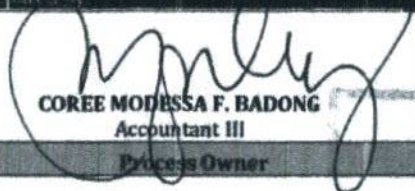
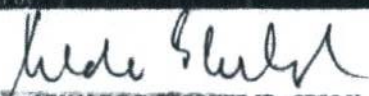
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Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Preparation of NCA Utilization Report Procedure									
	Report of Disbursements	Accountant	Steel Filing Cabinet No 2 Drawer # 4 Reports	Report of Disbursements Folder	by Year				

Prepared by:	Noted by:
	
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DILG REGIONAL OFFICE V
RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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OFFICE

PROCEDURE TITLE

PREPARATION OF REPORT OF DISBURSEMENTS

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 submission of Report of Disbursements on the 30th day of the ensuing month	No electric current	Concerned Operating Units	Delay in the Preparation of ROD	fluctuating electric current	Delay or No report	none	3	3	9	NS	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	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:	Approved by:
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DILG REGION V
RISK REGISTER (PROCESS RISK ASSESSMENT)

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OFFICE **FINANCE AND ADMINISTRATIVE DIVISION**
PROCEDURE TITLE **PREPARATION OF REPORT OF DISBURSEMENTS**

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)
Prepares Report	Absence of Accounting Personnel Incharge		delay in the the submission of RODs	The available Accounting Personnel can perform the task	4	2	8	NS	Maintain and sustain the existing control	
Prepares Report	No electric current	fluctuating electric current	delay in the the submission of RODs	none	3	3	9	NS	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	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 X Detection			10 - 25	HIGH	Significant			Control (e.g. Avoid or Treat/Mitigate, Transfer, Terminate)		

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