



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph



2018 PEACE AND ORDER COUNCILS PERFORMANCE AUDIT

Memorandum Circular No. 2019-54

April 11, 2019

1.0 Background

- 1.1. The Philippine Development Plan (PDP) 2017-2022 embodies the long-term aspirations of the Filipinos. It follows the pillars of *Malasakit, Pagbabago at Patuloy na Pag-unlad*, that will lay a solid foundation to the Administration's development thrusts of inclusive growth, a high-thrust society, and a globally competitive economy. These pillars should be supported by a solid foundation of peace, security, public order and safety.
- 1.2. Further, Subsector Outcome 2, Chapter 18 of the PDP, on Ensuring Security, Public Order and Safety, encourages collaboration among Local Government Units (LGUs), law enforcement and the local community to effectively maintain peace and order. It exemplifies the holistic approach in addressing criminality and illegal drugs thru empowering communities by increasing their capacity to address conflict and reduce their vulnerabilities, as well as, strengthening government peace and development institutions and mechanisms to increase their responsiveness to peace, conflict, and security issues.
- 1.3. Peace and Order Council (POC) is a government's platform for stronger collaboration between the LGU, law enforcement and community, to fight criminality, illegal drugs, insurgency and violent extremism. It creates an enabling environment amongst its members to harmonize and effectively implement peace and order and public safety activities that promote volunteerism in the community and intensifies advocacy and preventive education.
- 1.4. To ensure that POCs efficiently perform their tasks, this Department, through the Interim NPOC Secretariat, will conduct a Performance Audit to identify the most compliant POCs. The Performance Audit aims to (1) assess the performance of the Regional, Provincial, City, and Municipal POCs on their functionality; (2) determine the best practices conducted and initiated by the POCs and POC Secretariats; (3) determine possible interventions and improvement strategies for POCs and POC Secretariats; and (4) create a platform for evaluation, assessment, and sharing of best practices between and among POCs and POC Secretariats.

2.0 Scope

- 2.1 The policy shall cover:
 - 2.1.1 17 Regional POCs, 81 Provincial POCs, 145 City POCs and 1489 Municipal POCs which shall be subjected to the performance audit and awards; and
 - 2.1.2 All DILG Regional, Provincial, City and Municipal Field Officers that serves as POC Secretariat primarily involved in the implementation of the performance audit.
- 2.2 The Bureau of Local Government Supervision (BLGS) – Policy Compliance Monitoring Division (PCMD) shall serve as the over-all lead in the implementation of the POC performance audit.

3.0 Policy Content and Guidelines

- 3.1. Audit Criteria: The performance audit process shall be guided by the following pillars:
 - 3.1.1. Organization – POCs should conform to the composition/membership prescribed in Executive Order (EO) No. 773, s. of 2009 titled, *Further Reorganizing Peace and Order Councils*, and other provisions as set by the said EO.
 - 3.1.2. Meetings – pursuant to DILG Memorandum Circular (MC) No. 2015-130, POCs must convene the council quarterly, or as often as needed.
 - 3.1.3. Policies, Plan and Budget – pursuant to the DILG MC No. 2015-128, all POCs shall: (a) formulate a 3-year term-based plan which consists of programs and activities on peace and order and public safety, following the prescribed format of the POPS Planning Guidebook which operationalizes the said Memorandum Circular, and (b) allocate a substantial portion of their respective annual budgets to enhance enforcement of anti-illegal drug activities, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents.
 - 3.1.4. Reports – in accordance to DILG MC No. 2015-130 and DILG MC No. 2017-67, all POCs shall submit accomplishment reports through the Peace and Order and Public Safety Plan Policy Compliance Monitoring System (POPSP-PCMS).
 - 3.1.5. Innovations – this pillar recognizes the best practices and innovative programs initiated by the POC that have significantly contributed to the maintenance of peace and order in their respective localities.
- 3.2. Audit Pre-requisites: The following tools and structures shall be used during the performance audit process:
 - 3.2.1. Tools – only the prescribed forms shall be used in documenting the results and observations during the audit process.
 - a. Protocols – contain the audit phases, processes, and timeframe and lay out the roles and responsibilities of every stakeholder involved in the performance audit.

- b. Manual – details the accomplishment of different references, forms and reports to be used during the performance audit.

3.2.2. Structures and Compositions

- a. The Regional/Provincial Peace and Order Councils shall form their respective five (5) member Regional/Provincial Audit Teams (RAT/PAT) through any of the following: (1) a POC Resolution, (2) Regional/Provincial Order, or (3) any administrative issuance appointing the members of the audit team. The RAT/PAT shall be chaired by the DILG POC Secretariat Head or representative, with the highest ranking PNP and PDEA in the area or their representatives, CSO representative and such other member of the POC as determined by the POC Chair, as members of the said audit teams.
- b. The National Peace and Order Council shall also form a five (5) member National Audit Team (NAT) through any of the following: (1) an NPOC Resolution, (2) Department Order, or (3) any administrative issuance appointing the members of the audit team. The BLGS, as the Interim NPOC Secretariat, shall organize the NAT, to be chaired by the DILG Interim NPOC Secretariat Head, with PNP, DDB, DND, and CSO representative as members. The CSO representative shall be determined by the NPOC Chair. The NPOC Chair may also include other members of the NPOC as members of the NAT, as may be deemed necessary.

3.2.3. Mechanism

- a. The sub-national POCs shall be divided into different clusters, as follows:
 - i. Cluster A – 1st – 3rd Class Municipalities;
 - ii. Cluster B – 4th – 6th Class Municipalities;
 - iii. Cluster C – Component Cities;
 - iv. Cluster D – HUCs and ICCs;
 - v. Cluster E – Provinces;
 - vi. Cluster F – Regions;
- b. The PAT shall audit and validate all Municipal and Component City POCs (Clusters A, B and C) within their respective areas of jurisdiction;
- c. The RAT shall audit and validate all Provincial, Highly Urbanized City and Independent Component City POCs (Clusters D and E) within their respective areas of jurisdiction; and
- d. The NAT shall audit and validate all RPOCs (Cluster F).

- 3.3 Participation of and support to Partners: The POC performance audit is a collaborative effort with National Government Agencies (NGAs) and CSOs to ensure the integrity of the audit process and its results. Therefore, travel expenses, as deemed necessary, is chargeable against

POC Funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.

3.4 Phases of Implementation

3.4.1 Pre-Audit: Data Gathering, Pre-Audit Forms

- a. Each POC shall ensure the availability and accessibility of data particularly to the Regional/Provincial/City/Municipal POC Secretariat who shall be responsible for gathering data, to be submitted to the respective audit teams;
- b. The POCs shall be required to provide all the documents listed in Pre-Audit Forms 1A and 1B (attached); and
- c. All documents submitted by the POCs shall be used by the Audit Teams during the audit proper.

3.4.2 Audit Proper: National, Regional and Provincial Audit Team, Indicator Reference, POC Profile

- a. National, Regional and Provincial Audit Team – shall audit and validate their respective POCs using Audit Forms 2A and 2B (attached);
- b. Indicator Reference (attached) – shall be used during the audit process. It provides the indicators, parameters, means of verification, point system, POC conditions and considerations, and remarks that measures the performance of POCs; and
- c. POC Profile – a report form that shall contain a summary of the most common gaps in policy compliance and implementation of the sub-POCs, based on the audit.

- 3.5 **Passing Rate:** A sub-national POC is considered functional, and may only be eligible for awards, if it garners an overall percentage score of 60% or higher, provided, that at any of the Pillar scores, it does not have a score lower than 50% of the required score, for instance:

LGU	Pillar 1 (10%)	Pillar 2 (20%)	Pillar 3 (25%)	Pillar 4 (40%)	Pillar 5 (5%)	Overall	Status	Eligible?
X	10%	15%	25%	30%	5%	85%	PASSED	YES
Y	10%	5%	20%	30%	5%	70%	PASSED	NO

Results of the Performance Audit shall also be used for the Seal of Good Local Governance.

- 3.6 **Presentation of Functional and Non-Functional POCs: Indorsement, Approval, Certificate of Recognition and Announcement**

- 3.6.1 Based on the results of the audit teams, the final list of functional and non-functional LGUs shall be consolidated by the NAT;

- 3.6.2 Once the list is finalized, the list with the certificates shall be endorsed, for approval, to the Secretary of Interior and Local Government, as the NPOC Chairperson. The signed documents shall be the official list of the 2018 Functional POCs, having the certificate as a testament to their performance;
- 3.6.3 The results shall be published in the DILG Official Website, and shall also be communicated to the DILG Regional Offices for dissemination;
- 3.6.4 Non-Functional POCs shall be recommended for appropriate intervention and legal action;
- 3.6.5 A national recognition shall be awarded to the Best POC and POC Secretariat;
- 3.6.6 Clustering of Awardees – there shall be one (1) or more overall winner/s (in case of a tie) for the following:
 - a. Cluster A – 1st – 3rd Class Municipalities;
 - b. Cluster B – 4th – 6th Class Municipalities;
 - c. Cluster C – Component Cities;
 - d. Cluster D – HUCs and ICCs;
 - e. Cluster E – Provinces; and
 - f. Cluster F – Regions.
- 3.6.7 The awardee/s shall have the highest overall percentage score provided that it does not have a score lower than 50% in any of the pillar; and
- 3.6.8 Regions may award/recognize the highest performing LGUs in their respective regions.

3.7 Packaging of Audit Documents

3.7.1 Hard copy:

- a. The documents listed on the Pre-Audit Forms shall be compiled and submitted in a comb-bound form;
 - i. Documents listed on Pre-Audit Form 1A (Regions) shall be compiled and submitted at the 25th Floor, DILG NAPOLCOM Center, EDSA cor Quezon Ave.;
 - ii. Documents listed on Pre-Audit Form 1B (PCM) shall be compiled and submitted by the PPOCs to the RAT, and C/MPOCs to the PAT;
- b. Performance Profile Forms 3A, 3B, and 3C shall also be compiled and submitted in a comb-bound form;
 - i. Performance Profile Forms 3A and 3B shall be compiled and submitted at the Regional Level;
 - ii. All the submitted Performance Profile Forms (3A and 3B) at the Regional Level as well as the Performance Profile Form 3C shall also be submitted at the 25th Floor, DILG NAPOLCOM Center, EDSA cor Quezon Ave.;
- c. The documents to be submitted shall have a Table of Contents following the template as shown in Annex E; and
- d. Each submission shall have a tab based on the Table of Contents.

3.7.2 Soft copy:

- a. The documents listed on the Pre-Audit Forms 1A (Regions) and Performance Profile Forms 3A, 3B, and 3C shall be shared to lops.blgs2017@gmail.com through a Google Drive folder;
- b. The Google Drive Folder shall be named as "Region __ 2018 Peace and Order Council Performance Audit";
- c. It shall contain two main sub-folders:
 - i. Pre-Audit Form 1A
 - ii. Performance Profile Forms
- d. The two main sub-folders shall contain the following folders:
 - i. Pre-Audit Form 1A
 1. Pillar 1
 2. Pillar 2
 3. Pillar 3
 4. Pillar 4
 5. Pillar 5
 - ii. Performance Profile Forms
 1. Performance Profile Form 3A
 - a. Province A
 - b. Province B
 - c. Province C
 - d. Province D
 - e. Province E
 2. Performance Profile Form 3B
 3. Performance Profile Form 3C

3.7.3 Development Pillars: For the 2018 POC Performance Audit, the correlation of crime index, citizen satisfaction, and competitiveness index to the results of the audit will be looked into.

- a. Crime index – the correlation between the results of the audit and crime index will be looked into. There is a negative correlation if the result of the audit is high and the crime index is low.
- b. Citizen satisfaction – the correlation between the results of the audit and citizen satisfaction will be looked into. There is a positive correlation if the result of the audit is high and the citizen satisfaction is also high. Only those who undergo the 2018 CSIS are eligible for this development pillar.
- a. Competitiveness index – the correlation between the results of the audit and competitiveness index will also be looked into. There is a positive correlation if the result of the audit is high and the competitiveness index is also high.

3.8 Indicative Timeline

DATE	ACTIVITY
March 25 – May 10	Documents Gathering, Audit and Validation Proper
May 17	Deadline of Submission of PAT and RAT Audit Results to NAT
June – July	Consolidation of Audit Results
October	Finalization of 2018 POC Performance Audit Results
November	Release of Results and Awarding/Recognition

4.0 Attachments

The following documents are herein attached for reference.

- 4.1. Annex A – POC Audit Protocols
- 4.2. Annex B – POC Audit Manual
- 4.3. Annex C – POC Audit Indicator Reference
- 4.4. Annex D – POC Audit Forms
- 4.5. Annex E – Packaging of Audit Documents

Digital copies of the above-listed documents are available at the following link <http://bit.ly/2018POCAudit>

5.0 Effectivity

This Memorandum Circular shall take effect immediately.

6.0 Approving Authority


EDUARDO M. AÑO
Secretary



7.0 Feedback

Inquiries or concerns concerning this MC should be directed or addressed to the Bureau of Local Government Supervision (BLGS), through any of the following: Telephone Nos. 876-3454 loc. 4210/4211, email at lops.blgs2017@gmail.com or through mail at 25th Floor, DILG NAPOLCOM Center, EDSA cor Quezon Ave.



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BUREAU OF LOCAL GOVERNMENT SUPERVISION

**2018 PEACE AND ORDER COUNCIL
PERFORMANCE AUDIT**

PROTOCOLS



Pursuant to the provisions of Section 116 of Republic Act No. 7160 or the "Local Government Code of 1991" and Executive Order No. 773, series of 2009, the DILG Memorandum Circular No. 2015-130 dated November 3, 2015 was signed, providing supplementary guidelines on the functions of the national and sub-national Peace and Order Councils (POCs), and their corresponding secretariats.

One of the major roles of the National Peace and Order Council (NPOC) stated therein is the development of performance standards for sub-national POCs and associating these performance standards to awards and incentives.

Moreover, one of the foundations for sustainable development identified in the Philippine Development Plan 2017-2022, is *Ensuring Security, Public Order and Safety*, which encourages collaboration among local government units (LGUs), law enforcement entities, and the local communities to effectively maintain peace and order.

The PDP provides a holistic approach in addressing criminality and illegal drugs through community empowerment by increasing their capacity to address conflict, reducing their vulnerabilities, and strengthening government peace and development institutions and mechanisms to increase their responsiveness to peace, conflict, and security issues.

I. RATIONALE

The Audit aims to meet the following objectives:

- A. Assess the performance of the Regional, Provincial, City, and Municipal POCs on their functionality and compliance to existing laws and policies;
- B. Determine the best practices conducted and initiated by the POCs and POC Secretariats;
- C. Determine possible interventions and improvement strategies for POCs and POC Secretariats; and
- D. Create a platform for evaluation, assessment, and sharing of best practices between and among POCs and POC Secretariats.

The 2019 Audit for 2018 sub-national POC performance shall include giving of awards to the Best POC and POC Secretariat. Regions may award/recognize the highest performing LGUs in their respective regions.

II. COVERAGE

The Bureau of Local Government Supervision (BLGS) shall serve as the over-all lead in the implementation of the POC performance audit. The policy shall cover all Regional, Provincial, City, Municipal POCs, and their corresponding secretariats shall be subjected to the performance audit, with the following cluster approach:

- A. Cluster A – 1st to 3rd Class Municipalities
- B. Cluster B – 4th to 6th Class Municipalities
- C. Cluster C – Component Cities
- D. Cluster D – HUCs and ICCs
- E. Cluster E – Provinces
- F. Cluster F – Regions



III. MECHANISM

A. Audit Teams:

The following teams shall be mobilized to conduct audit:

- a. The **Interim National Peace and Order Council Secretariat** shall be mobilized by the Bureau of Local Government Supervision. A five-man National Audit Team (NAT) shall be formed with the following members from the NPOC: (1) the Interim NPOC Secretariat Head; (2) the PNP; (3) the DDB; (4) the DND; and (5) the CSO representative to be determined by the NPOC Chair. The NPOC Chair may also include other members of the NPOC as members of the NAT, as may be deemed necessary.
- b. The **Regional Peace and Order Council Secretariat** shall be mobilized by the DILG Regional Office. A five-man Regional Audit Team (RAT) shall be formed with the following members from the RPOC: (1) the RPOC Secretariat Head; (2) the PNP; (3) the PDEA; (4) the CSO representative to be determined by the RPOC Chair; and (5) such other member of the RPOC as determined by the RPOC Chair.
- c. The **Provincial Peace and Order Council Secretariat** shall be mobilized by the DILG Provincial Office. A five-man Provincial Audit Team (PAT) shall be formed with the following members from the PPOC: (1) the PPOC Secretariat Head; (2) the PNP; (3) the PDEA; (4) the CSO representative to be determined by the PPOC Chair; and (5) such other member of the PPOC as determined by the PPOC Chair.

B. Audit Tools:

Only the following tools shall be used in documenting the results, analysis, and remarks during the audit process:

- a. Pre-Audit
 - i. **Pre-Audit Form 1A** is a list of required documents to be prepared and submitted by RPOCs to the NAT.
 - ii. **Pre-Audit Form 1B** is a list of required documents to be prepared and submitted by PPOCs to the RAT, and CPOCs and MPOCs to the PAT.
- b. Audit
 - i. **Indicator Reference for Regions** is a matrix of all regional pillars and corresponding indicators, parameters, means of verification, pointing system, consideration and remarks.
 - ii. **Indicator Reference for PCM** is a matrix of all PCM pillars and corresponding indicators, parameters, means of verification, pointing system, consideration and remarks.
 - iii. **Audit Form 2A** is a data capture form that shall be used by the NAT to audit the RPOCs.
 - iv. **Audit Form 2B** is a data capture form that shall be used by the RAT to audit the PPOCs and HUC/ICC POCs, and the PAT to audit the CPOCs and MPOCs.



- v. **Consolidated Report Form** is the combined report of the results for the audit that will be submitted by the PAT to RAT, and RAT to NAT.
- vi. **Performance Profile Form 3A** is a report form to be accomplished by the RAT/PAT that shall contain the most common gaps in policy compliance and implementation of their respective component HUC/ICC/PPOCs and component C/MPOCs, based on the audit.
- vii. **Performance Profile Form 3B** is a report form to be accomplished by the PAT that shall contain a summary of the most common gaps in policy compliance and implementation of the component C/MPOCs, based on the audit.
- viii. **Performance Profile Form 3C** is a report form to be accomplished by the RAT that shall contain a summary of the most common gaps in policy compliance and implementation of the PPOCs and HUC/ICC POCs, based on the audit.
- ix. **Performance Profile Form 3D** is a report form to be accomplished by the NAT that contain a summary of the most common gaps in policy compliance and implementation of the RPOCs, based on the audit.

Only certified true copies of all forms that require submission shall be forwarded to the appropriate level.

C. Process:

The following procedures shall be followed in the conduct of audit:

a. **Pre-Audit**

- i. The PAT shall pre-audit the documents submitted by Clusters A, B, and C through the City/Municipality Local Government Operations Officer (C/MLGOO) using Pre-Audit Form 1B.
- ii. The RAT shall pre-audit the documents submitted by Highly Urbanized City (HUC), Independent Component City (ICC), and Provincial POCs (Clusters D and E) using Pre-Audit Form 1B.
- iii. The NAT shall pre-audit the documents submitted by the Regions (Cluster F) using Pre-Audit Form 1A.

b. **Audit**

- i. The PAT shall audit and validate based on the defined set of indicators assessing the Organization, Meetings, Policies, Plan, and Budget, Reports, and Innovation/s of all Municipal and Component City POCs (Clusters A, B, and C) within their respective areas of jurisdiction using Audit Form 2B.
- ii. The RAT shall audit and validate based on the defined set of indicators assessing the Organization, Meetings, Policies, Plan, and Budget, Reports, and Innovation/s of all HUCs, ICCs, and Province (Clusters D and E) within their respective areas of jurisdiction using Audit Form 2B.



- iii. The NAT shall audit and validate based on the defined set of indicators assessing the Organization, Meetings, Policies, Plan, and Budget, Reports, and Innovation/s of all Regions (Cluster F) within their respective areas of jurisdiction using Audit Form 2A.
- iv. The audit teams shall have a copy of the Memorandum Circular on the Guidelines on 2018 POC Performance Audit, Protocols, Manual, Indicator Reference, and the Memorandum released by the NPOC Secretariat on the LGU Compliance relative to the Submission of POPS Plan Accomplishment Report thru POPSP-PCMS during the table-top assessment.
- v. The Consolidated Report Form shall be filled out by the PAT, RAT, and NAT. PAT shall input the scores of the 1st to 6th Class Municipalities and Component Cities and submit it to the RAT; RAT shall input the scores of the HUCs, ICCs, and Provinces and submit it to NAT; NAT shall input the scores of the Regions and consolidate the submissions of the RAT. (NOTE: The Consolidated Report Form shall be filled out digitally and shall be shared electronically until it reaches the NAT.)

IV. AUDIT CRITERIA

The performance audit process shall be guided by the following pillars:

- A. **Organization/Creation of the POC** – Pursuant to Executive Order No. 773, series of 2009, further reorganizing POCs, along with other provisions set by the said EO.
- B. **Meetings** – Pursuant to DILG Memorandum Circular No. 2015-130, providing guidelines on the functions of the Peace and Order Council (POC), Barangay Peace and Order Committee (BPOC) and Peace and Order Council Secretariat, POCs must convene the council quarterly, or as often as needed.
- C. **Policies, Plan, and Budget** – Pursuant to DILG Memorandum Circular No. 2015-128, providing guidelines on the formulation of the Peace and Order and Public Safety Plan (POPS Plan), all POCs shall:
 - a. Formulate a 3-year term based plan detailing programs and activities on peace and order and public safety, following the prescribed format of the POPS Planning Guidebook which operationalizes the said Memorandum Circular.
 - b. Allocate a substantial portion of their respective annual budgets to assist in, or enhance enforcement of, anti-illegal drug activities, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents.
- D. **Reports** – Pursuant to DILG Memorandum Circular No. 2015-130 and DILG Memorandum Circular No. 2017-67, all POCs shall submit accomplishment reports through the Peace and Order and Public Safety Plan Policy Compliance Monitoring System (POPSP-PCMS).



E. **Innovations** – This pillar recognizes best practices and innovative programs initiated by the POC that have significantly contributed to the achievement and/or maintenance of peace and order in their respective localities.

V. PASSING RATE

A sub-national POC is considered functional, and may only be eligible for awards, if it garners an overall percentage score of 60% or higher, provided, that at any of the Pillar scores, it does not have a score lower than 50% of the required score, for instance:

LGU	Pillar 1 (10%)	Pillar 2 (20%)	Pillar 3 (25%)	Pillar 4 (40%)	Pillar 5 (5%)	Overall	Status	Eligible?
X	10%	15%	25%	30%	5%	85%	PASSED	YES
Y	10%	5%	20%	30%	5%	70%	PASSED	NO

Results of the Performance Audit will also be used for the Seal of Good Local Governance.

VI. PRESENTATION OF FUNCTIONAL AND NON-FUNCTIONAL POCs

Based on the results of the audit teams, the final list of functional and non-functional LGUs shall be consolidated by the NAT.

- A. **Indorsement and Approval** – Once the list is finalized, the list with the certificates shall be endorsed, for approval, to the Secretary of Interior and Local Government, as the NPOC Chairperson. The signed documents shall be the official list of the 2018 Functional POCs, having the certificate as a testament to their performance.
- B. **Certificate of Recognition and Announcement** – The results shall be published in the DILG Official Website, and shall also be communicated to the DILG Regional Offices for dissemination. A national recognition shall be awarded to the Best POC and POC Secretariat. The awardee/s shall have the highest overall percentage score provided that it does not have a score lower than 50% in any of the pillar.
- C. **Clustering of Awardees** – there shall be one (1) or more overall winner/s (in case of a tie) for the following:
 - a. Cluster A – 1st – 3rd Class Municipalities;
 - b. Cluster B – 4th – 6th Class Municipalities;
 - c. Cluster C – Component Cities;
 - d. Cluster D – HUCs and ICCs;
 - e. Cluster E – Provinces; and
 - f. Cluster F – Regions.

Non-Functional POCs shall be recommended for appropriate intervention and legal action.



VII. DEVELOPMENT PILLARS

For the 2018 POC Performance Audit, the correlation of crime index, citizen satisfaction, and competitiveness index to the results of the audit will be looked into. The following are the development pillars:

- A. **Crime index** – the correlation between the results of the audit and crime index will be looked into. There is a negative correlation if the result of the audit is high and the crime index is low.
- B. **Citizen satisfaction** – the correlation between the results of the audit and citizen satisfaction will be looked into. There is a positive correlation if the result of the audit is high and the citizen satisfaction is also high. Only those who undergo the 2018 CSIS are eligible for this development pillar.
- C. **Competitiveness index** – the correlation between the results of the audit and competitiveness index will also be looked into. There is a positive correlation if the result of the audit is high and the competitiveness index is also high.

VIII. INDICATIVE TIMELINE

DATE	ACTIVITY
March 25 – May 10	Documents Gathering, Audit and Validation Proper
May 17	Deadline of Submission of PAT and RAT Audit Results to NAT
June – July	Consolidation of Audit Results
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**2018 PEACE AND ORDER COUNCIL
PERFORMANCE AUDIT**

MANUAL



I. POC PERFORMANCE INDICATOR REFERENCE, PRE-AUDIT AND AUDIT FORMS, CONSOLIDATED REPORT FORM AND POC PROFILE

1. **Indicator Reference** – is the list of indicators that measures the performance of the Peace and Order Councils. Each indicator has its corresponding parameters and means of verification.
2. **Pre-Audit Forms (PAF)** – is the list of documents to be prepared by the Regional Peace and Order Councils (RPOCs), Provincial Peace and Order Councils (PPOCs), City Peace and Order Councils (CPOCs) and Municipal Peace and Order Councils (MPOCs) to be submitted to the POC Secretariat who is responsible for data gathering, and then shall be submitted to the Audit Teams.
3. **Audit Forms and Reports** – contains the list of POC performance indicators, parameters, mode of verification together with its corresponding points/score.
4. **Peace and Order Council Profile** – a report form that shall contain a summary of the most common gaps in policy compliance and implementation of the sub-POCs, based on the audit.



II. UNDERSTANDING THE INDICATOR REFERENCE – there are two (2) Indicator Reference for this performance audit. Indicator Reference for Regional Peace and Order Councils (RPOCs) *and* Indicator Reference for Provincial, City and Municipal Peace and Order Councils (PPOCs, CPOCs and MPOCs)

1 INDICATOR	2 PARAMETERS	3 MEANS OF VERIFICATION (MOV)	4 POINT SYSTEM		5 POC CONDITIONS AND CONSIDERATIONS	6 REMARKS
			YES	NO		
PILLAR 1 – ORGANIZATION (20%)						
1. Organization/Creation of the POC (EO 773 s. 2009)	A. Conformed with the prescribed members of EO 773 Members: • Chairman - Governor/Mayor • V-Chair - PNP RD • Regional counterparts of DILG, NSC, ES, DFA, DND, DOJ, DA, DAR, DPWH, DENR, DOH, DTI, DOTC, DEPED, DENR, PRESS SECRETARY, ODB, NCI, DPAPP, PHG, PIA, PADC, AFP, PNP, NBI, wherever applicable • Provincial Governors • Mayors of Highly Urbanized Cities • President of the Leagues of Municipalities • 3 Representative from the private sector	1. Presidential Appointment of the RPOC Chairperson 2. RPOC Resolution/s confirming the CEO	5 5	0 0	Select all required documents. If one (1) document contains/includes all the parameters, then it shall be considered complied.	
2. Creation of Special Action Composites/ Sub-committees (SAC) (EO 773 s. 2009)		1. RPOC Resolution/s on the creation of SAC	5	0		
3. Creation of Internal Security Operations (ISO) Center (EO 773 s. 2009)	a. Physical presence of the ISO Center	1. Pictures/Documentation of the ISO Center	5	0	RPOCs may provide at least one (1) MOV indicated.	

1. *Indicators – are POC functions based on the existing laws and policies*
2. *Parameters – are defined details per indicator*
3. *Means of Verifications – are documents required for validation*
4. *Point System – contains the highest and lowest points that can be given per MOV*
5. *POC Conditions and Considerations – are situations, consideration and equivalent of indicated parameters and MOVs*
6. *Remarks – are points to consider in rating every MOV*



III. ACCOMPLISHING PRE-AUDIT FORMS

- a. Pre-Audit Form 1A – is a list of required documents to be prepared and submitted by RPOCs to the National Audit Team (NAT).

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT POC PERFORMANCE AUDIT Pre-Audit Form 1A - Regions		
Region: _____		
REQUIRED DOCUMENTS	PRESENCE/ABSENCE Yes - ✓ No - ✗	CONDITIONAL DOCUMENTS
PILLAR 1 – ORGANIZATION		
1. Presidential Appointment of the RPOC Chairperson		
2. RPOC Resolution/s confirming the CSOs		
3. RPOC Resolution/s on the creation of SAC		
4. Pictures/Documentation of the ISO Center		
5. RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent		
PILLAR 2 – MEETINGS		
1. RPOC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting or Letter of Instruction to conduct the RPOC quarterly meeting		
2. Attendance sheets for all quarters		
3. Notice of Meeting/Agenda/Invitations for all quarters		
4. Minutes of the Meeting duly signed by the Head of the Secretariat and attested by the RPOC Chair		
5. 2017 RPOC Resolutions Passed		
PILLAR 3 – POLICIES, PLAN AND BUDGET		
1. Appointment / Contract of Service / Designation or its equivalent		
2. Certification from the budget officer or Appropriations Ordinance		
3. Downloaded copy/Screenshot of the POPS Plan compliance per Region		
4. 2017 Disbursement Report on the POC Funds directly released by DBM		
5. OPI or Physical Accomplishment Report		
PILLAR 4 – REPORTS		
1. Hardcopy of the RPOC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or communication/memo sent to CO		
2. Copy of the Compliance Report released by the RPOC Secretariat		
PILLAR 5 – INNOVATIONS		
1. Post-activity reports or Documentation of the Peace and Order and Public Safety activities or its equivalent		
2. Recognition/Awards/Certification of the Best Practice/s		
No. of Documents Present: _____ No. of Documents Unavailable: _____ No. of Conditional Documents: _____		
Submitted by: _____		
Chairperson of the RPOC Date (dd/mm/yyyy): ____/____/____		

1. RPOC to indicate the Region for audit
2. Choose "✓" if the documents are provided, choose "✗" if not
3. Include remarks if there are documents that are being considered
4. Indicate the total number of documents Present, Unavailable and Conditional
5. On the item "Submitted by:" input the name and signature of the Chairperson of the RPOC or Designate and the date of the audit



2018 PEACE AND ORDER COUNCILS PERFORMANCE AUDIT:
Manual on Accomplishing the Audit Forms, Scoresheets and Reports

- b. Pre-Audit Form 1B – is a list of required documents to be prepared and submitted by PPOCs to the Regional Audit Team (RAT), and CPOCs and MPOCs to the Provincial Audit Team (PAT).

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT POC PERFORMANCE AUDIT Pre-Audit Form 1B - Provinces, Cities and Municipalities		
City/Municipality: _____ 1 Province: _____ Region: _____		
REQUIRED DOCUMENTS	PRESENCE/ABSENCE Yes - ✓ No - x 2	CONDITIONAL DOCUMENTS 3
PILLAR 1 - ORGANIZATION		
1. Executive Order (EO)/Local Ordinance on the creation of the POC		
2. Executive Order/POC Resolution confirming the CSOs		
3. Executive Order/POC Resolution on POPS Planning TWG		
4. Executive Order/POC Resolution on the Creation of Special Action Committees		
PILLAR 2 - MEETINGS		
1. POC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting/ Letter of Instruction to conduct the RPOC quarterly meeting		
2. Attendance sheets for all quarters		
3. Notice of Meeting/Agenda/Invitations for all quarters		
4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the LPOC Chair for all quarters		
5. 2017 POC Resolutions Passed		
PILLAR 3 - POLICIES, PLAN AND BUDGET		
1. POC Resolution approving the POPS Plan		
2. 2017-2019 Approved POPS		
3. Annual Appropriations Ordinance 2017		
4. POPS Plan Summary Form from the POPSP PCMS		
5. Appointment/Contract of Service/Designation or equivalent Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat		
6. 2017 Annual Investment Plan		
PILLAR 4 - REPORTS		
1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 1st Semester duly signed by the Head of Secretariat and attested by the POC Chair		
2. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 2nd Semester duly signed by the Head of Secretariat and attested by the POC Chair		
3. Certification from the accountant		
4. POPS PCMS Data		
5. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 2 duly signed by the Head of Secretariat and attested by the LPOC Chair		
6. Appropriate certifications per objective to support the Reporting Form 2		
7. POC Secretariat Report duly signed by the Head Secretariat and attested by the LPOC Chair		
PILLAR 5 - INNOVATIONS		
1. Pictures/AVP/Post-Activity Report of the good practices conducted by the POC		
4 No. of Documents Present: _____ No. of Documents Unavailable: _____ No. of Acceptable Documents: _____		
5 Submitted by: _____ Chairperson of the POC Date (dd/mm/yyyy): / /		

1. This item is for RPOCs and PPOCs to fill-out the City or Municipality, its Province and Region of the LGUs being audited.
2. Choose "✓" if the documents are provided, choose "x" if not.
3. Include remarks if there are documents that are being considered.
4. Indicate the total no. of documents Present, Unavailable and Conditional.
5. On the item "Submitted by:" input the name and signature of the Chairperson of the POC.



IV. ACCOMPLISHING AUDIT FORMS AND CONSOLIDATED REPORT FORM

- a. Audit Form 2A – is a data capture form that shall be used by the NAT to audit the RPOCs.

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT POC PERFORMANCE AUDIT Audit Form 2A - Regions				
Region: _____ 1				
INDICATOR	PARAMETERS	MEANS OF VERIFICATION	POINTS	WEIGHTED
PILLAR 1 - ORGANIZATION (20%)				
1. Organization/ Creation of the POC	a. Conformed with the prescribed members of EO 773	Presidential Appointment of the RPOC Chairperson	5.00	20.00
		RPOC Resolution/s confirming the CSOs membership	5.00	
2. Creation of Special Action Committees/ Sub-committees		RPOC Resolution/s on the creation of SAC	5.00	
3. Creation of Internal Security Operations (ISO) Center	a. Physical presence of the ISO Center	Pictures/Documentation of the ISO Center	5.00	
4. Organization of RPOC Secretariat (MC 2015-130)	a. Conformed with the prescribed members of MC 2015-130, at the minimum	RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent	5.00	3
TOTAL			25.00	
PILLAR 5 - INNOVATIONS (15%)				
1. Presence of Peace and Order and Public Safety Activities or its equivalent	a. Peace and order and public safety activities or its equivalent conducted in 2017	Post activity reports or Documentation of the Peace and Order and Public Safety activities or its equivalent	5.00	10.50
2. Presence of recognized good practices	b. Best Practice/s	Recognition/Awards/Certification of the Best Practice/s	2.00	
TOTAL			7.00	
TOTAL WEIGHTED AVERAGE				77.50
FORMULA 4				
STEP 1				
$\frac{\text{Total Points}}{\text{Total no. of Denominator}} = \text{Average Rating}$				
STEP 2				
$\frac{\text{Average Rating}}{\text{Highest Rating}} \times \text{Percentage Weight of the Pillar} \times 100 = \text{Weighted Average (WA)}$				
STEP 3				
$\text{WA of Pillar 1} + \text{WA of Pillar 2} + \text{WA of Pillar 3} + \text{WA of Pillar 4} + \text{WA of Pillar 5} = \text{TOTAL WEIGHTED AVERAGE}$				
Assessed and Validated by: 5				
Chairperson of the NAT or Designate Date (dd/mm/yyyy): ___/___/___				
Conforme: 6				
_____ NAT Member NAT Member NAT Member NAT Member				



1. NAT to indicate the Region for audit.
2. Under item "Points", input the corresponding score based on the indicator reference provided. The highest point that can be given per MOV is "5" points while the lowest score is "0" point.
3. This item is the "Total" points of all MOV's per indicator. Input the Total points per pillar indicator.
4. The formula comprises of the following:
 - i. Total number of Points – the total points of all MOV's per pillar
 - ii. Total number of Denominator – the total no. of MOV's per pillar
 - iii. Average Rating – is the partial rating garnered per pillar
 - iv. Highest Rating – is the highest points that can be given per MOV
 - v. Percentage Weight of the Pillar – is the corresponding percentage assigned in every pillar indicator
 - vi. Weighted Average – is the final rating of the pillar
 - vii. Total Weighted Average – 100 points is the highest score that can be attained by POCs.

FORMULA				
STEP 1				
Total Points	=	Average Rating		
Total no. of Denominator				
STEP 2				
Average Rating	x	Percentage Weight of the Pillar	x 100	= Weighted Average (WA)
Highest Rating				
STEP 3				
Pillar 1 WA + Pillar 2 WA + Pillar 3 WA + Pillar 4 WA + Pillar 5 WA		= TOTAL WEIGHTED AVERAGE		

Example as shown in the form:

STEP 1				
25.00	=	5.00		
5				
STEP 2				
5.00	x	0.20	x 100	= 20.00
5				
STEP 3				
20.00 + 9.00	= 77.50			
+18.00 +				
20.00 + 10.50				

5. On the item "Assessed and Validated by:" input the name and signature of the Chairperson of the NAT/Designate and the date and time of the audit
6. On the item "Conforme:" all members of the Audit Team shall each input their name and signature.



- b. Audit Form 2B - is a data capture form that shall be used by the RAT to audit the PPOCs, and the PAT to audit the CPOCs and MPOCs.

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT POC PERFORMANCE AUDIT Audit Form 2B - Provinces, Cities, Municipalities				
City/Municipality: _____		1		
Province: _____				
Region: _____				
INDICATOR	PARAMETERS	MEANS OF VERIFICATION	POINTS	WEIGHTED AVERAGE
PILLAR 1 - ORGANIZATION (10%)				
1. Organization/ Creation of the POC	a. Conformed with the prescribed members of EO 773	Executive Order (EO)/Local Ordinance on the creation of the POC	5.00	10.00
		Executive Order or POC Resolution confirming the CSOs	5.00	
2. POPS Planning Technical Working Group (TWG) creation thru EO		Executive Order/POC Resolution on POPS Planning TWG	5.00	
3. Creation of Special Action Committees/ Sub-committees		Executive Order/POC Resolution on the Creation of Special Action Committees	5.00	
TOTAL			20.00	
PILLAR 5 - INNOVATIONS (5%)				
1. Presence of good practices		Pictures/AVP/Post-Activity Report of the good practices conducted by the POC	5.00	5.00
TOTAL			5.00	
TOTAL WEIGHTED AVERAGE				81.49
FORMULA				
STEP 1				
$\frac{\text{Total Points}}{\text{Total no. of Denominator}} = \text{Average Rating}$				
STEP 2				
$\frac{\text{Average Rating}}{\text{Highest Rating}} \times \text{Percentage Weight of the Pillar} \times 100 = \text{Weighted Average (WA)}$				
STEP 3				
$\text{Pillar 1 WA} + \text{Pillar 2 WA} + \text{Pillar 3 WA} + \text{Pillar 4 WA} + \text{Pillar 5 WA} = \text{TOTAL WEIGHTED AVERAGE}$				
Assessed and Validated by: _____				
Chairperson of the RAT/PAT or Designate				
Date (dd/mm/yyyy): ____/____/____				
Conforme: _____				
RAT/PAT Member		RAT/PAT Member		RAT/PAT Member

1. This item is for RAT and PAT to fill-out the City or Municipality, its Province and Region of the LGUs being audited.
2. Under item "Points", input the corresponding score based on the indicator reference provided. The highest point that can be given per MOV is "5" points while the lowest score is "0" point.
3. This item is the "Total" points of all MOV's per indicator. Input the Total points per pillar indicator.



4. The formula comprises of the following:
- i. Total number of Points – the total points of all MOV's per pillar
 - ii. Total number of Denominator – the total no. of MOV's per pillar
 - iii. Average Rating – is the partial rating garnered per pillar
 - iv. Highest Rating – is the highest points that can be given per MOV
 - v. Percentage Weight of the Pillar – is the corresponding percentage assigned in every pillar indicator.
 - vi. Weighted Average – is the final rating of the pillar
 - vii. Total Weighted Average – 100 points is the highest score that can be attained by POCs.

FORMULA			
STEP 1			
Total Points	=	Average Rating	
Total no. of Denominator			
STEP 2			
Average Rating	=	Average Rating	
Highest Rating	x	Percentage Weight of the Pillar	x 100 = Weighted Average (WA)
STEP 3			
Pillar 1 WA + Pillar 2 WA + Pillar 3 WA + Pillar 4 WA + Pillar 5 WA		=	TOTAL WEIGHTED AVERAGE

Example as shown in the form:

STEP 1			
20.00	=	5.00	
4			
STEP 2			
5.00	=	Average Rating	
5	x	0.10	x 100 = 10.00
STEP 3			
10.00 + 16.80			
+ 25.00 +	=	81.49	
24.00 + 5.00			

5. On the item "Assessed and Validated by:" input the name and signature of the Chairperson of the RAT/PAT or Designate and the date and time of the audit
6. On the item "Conforme:" all members of the Audit Team shall each input their name and signature.



- c. Consolidated Report Form – is the combined report of the results for the audit that will be accomplished and submitted by the PAT to RAT, and RAT to NAT.

Republic of the Philippines DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT PEACE AND ORDER COUNCIL PERFORMANCE AUDIT - Consolidated Report Form										
LGU PROFILE					PCM POC PERFORMANCE ASSESSMENT PROFILE					
REGION	PROVINCE	LGU NAME	INCOME CLASS	LGU TYPE	PILLAR 1 (10%)	PILLAR 2 (20%)	PILLAR 3 (25%)	PILLAR 4 (40%)	PILLAR 5 (5%)	FINAL SCORE
Provinces										
2		Batanes	5th	P						0.0000
2		Cagayan	1st	P						0.0000
2		Isabela	1st	P						0.0000
2		Nueva Vizcaya	2nd	P						0.0000
2		Quirino	3rd	P						0.0000
HUC/ICC										
2		Santiago City	1st	ICC						0.0000
Component Cities										
2	Cagayan	Tuguegarao City	3rd	C						0.0000
2	Isabela	Cebu City	3rd	C						0.0000
2	Isabela	City of Ilagan	1st	C						0.0000
1st to 3rd Class Municipalities										
2	Cagayan	Abulug	3rd	M						0.0000
2	Cagayan	Aicala	3rd	M						0.0000
2	Cagayan	Allacapan	3rd	M						0.0000
2	Cagayan	Amulung	2nd	M						0.0000

1. Input the Total Weighted Average based on the Audit Form 2B.
2. RPOCs shall input the Total Weighted Average of the Provinces and HUC/ICC.
3. PPOCs shall input the Total Weighted Average of the Component Cities and Municipalities.



V. ACCOMPLISHING PEACE AND ORDER COUNCIL PROFILE

- a. Performance Profile Form 3A - is a report form to be accomplished by the RAT/PAT that shall contain the most common gaps in policy compliance and implementation of their respective component HUC/ICC/PPOCs and component C/MPOCs, based on the audit.

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
POC PERFORMANCE AUDIT
 Performance Profile Form 3A – Provincial, City and Municipality

PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

<Name of LGU>

This is a statement that Province, Municipality, City, or District achieved the following overall percentage point:

%

with the following percentage points per pillar, and corresponding reasons for the compliance rate in the 2018 Peace and Order Council Performance Audit:

1. Pillar 1: _____ %
 - Reason/s for compliance rate:

2. Pillar 2: _____ %
 - Reason/s for compliance rate:

3. Pillar 3: _____ %
 - Reason/s for compliance rate:

4. Pillar 4: _____ %
 - Reason/s for compliance rate:

5. Pillar 5: _____ %
 - Reason/s for compliance rate:

Accomplished by:

Chairperson of the RAT/PAT or Designate:
Date (dd/mm/yyyy) _____

Conforms:

RAT/PAT Member


RAT/PAT Member

RAT/PAT Member

RAT/PAT Member



- b. Performance Profile Form 3B - is a report form to be accomplished by the PAT that shall contain a summary of the most common gaps in policy compliance and implementation of the component C/MPOCs, based on the audit.

 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT'S
POC PERFORMANCE AUDIT
Performance Profile Form 3B - Province

PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

«Name of Province»

As a result of the recent audit of the component C/MPOCs of this Province, the following is the summary of the most common gaps in policy compliance and implementation:

Relative thereto, the following initial interventions are necessary to address the gaps:

Accomplished by:


Chairperson of the PAT/ Designate
Date (dd/mm/yyyy) _____

Conferme:

PAT Member _____
PAT Member _____
PAT Member _____
PAT Member



- c. Performance Profile Form 3C - is a report form to be accomplished by the RAT that shall contain a summary of the most common gaps in policy compliance and implementation of the PPOCs and HUC/ICC POCs, based on the audit.

 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
POC PERFORMANCE AUDIT
Performance Profile Form 3C - Region

PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

<Name of Region>

As a result of the recent audit of the component PPOCs and PPOCs (HUCs and ICCs) of this Region, the following is the summary of the most common gaps in policy compliance and implementation:

Relative to this, the following initial interventions are necessary to address the gaps:

Accomplished by: _____

Chairperson of the RAT/Designate:
Date (dd/mm/yyyy): ____/____/____

Conforms:

RAT Member

RAT Member

RAT Member

RAT Member



- d. Performance Profile Form 3D - is a report form to be accomplished by the NAT that contain a summary of the most common gaps in policy compliance and implementation of the RPOCs, based on the audit.

 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
RPOC PERFORMANCE AUDIT
Performance Profile Form 3D - National

PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE
National

As a result of the recent audit of the component RPOCs, the following is the summary of the most common gaps in policy compliance and implementation:

Relative Needs for the following initial interventions are necessary to address the gaps:

Accomplished by:

Chairperson of the NAT/Designate
Date (dd/mm/yyyy) ____/____/____

Conforme:

NAT Member

NAT Member

NAT Member

NAT Member



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

BUREAU OF LOCAL GOVERNMENT SUPERVISION

**2018 PEACE AND ORDER COUNCIL
PERFORMANCE AUDIT**

INDICATOR REFERENCE



INDICATOR REFERENCE FOR REGIONS

INDICATOR	PARAMETERS	MEANS OF VERIFICATION (MOV)	POINT SYSTEM		POC CONDITIONS AND CONSIDERATIONS	REMARKS
			YES	NO		
PILLAR 1 – ORGANIZATION (20%) 1.Organization/ Creation of the POC	a. Conformed with the prescribed members of EO 773 Members: <ul style="list-style-type: none"> Chairman – Governor/Mayor V-Chair – PNP RD Regional counterparts of DILG, NSC, ES, DFA, DND, DOJ, DA, DAR, DPWH, DSWD, DOH, DTI, DOTC, DEPED, DENR, PRESS SECRETARY, DDB, NCIP, OPAPP, PMS, PIA, PAGC, AFP, PNP, NBI, wherever applicable Provincial Governors Mayors of Highly Urbanized Cities President of the Leagues of Municipalities 3 Representatives from Civil Society Organizations 	1.Presidential Appointment of the RPOC Chairperson 2.RPOC Resolution/s confirming the CSOs	5	0	Submit all required documents if one (1) document contains/includes all the parameters, then it shall be considered complied	
2.Creation of Special Action Committees/ Sub-committees (SAC)		1.RPOC Resolution/s on the creation of SAC	5	0		
3.Creation of Internal Security Operations (ISO) Center	a. Physical presence of the ISO Center	1.Pictures/Documentation of the ISO Center	5	0	RPOCs may provide at least one (1) MOV indicated	
4.Organization of RPOC Secretariat (MC 2015-130)	a. Conformed with the prescribed members of MC 2015-130, at the minimum: <ul style="list-style-type: none"> Head Secretariat LGMED Staff/Focal Person Research Analyst IT Staff Admin Staff 	1.RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent	5	0	Kindly indicate in the remarks section of Audit Form A the equivalent MOV	
PILLAR 2 – MEETINGS (15%) 1.Quarterly Conduct of RPOC Meetings	a. Four (4) quarterly meetings conducted	1.RPOC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting	5	0	If one or more meeting is conducted in a quarter, it shall still be considered as one (1) meeting	5 - if all meetings were conducted 3 - if 3 meetings were conducted



INDICATOR REFERENCE FOR REGIONS

		or Letter of Instruction to conduct the RPOC quarterly meeting		<p>Joint and Clustered Meetings are considered as a Quarterly Meeting ExecCom, Emergency, and other Special Meetings is not considered as a quarterly meeting</p> <p>If the quarterly meeting was postponed due to natural calamities and human induced hazards and was rescheduled outside of the quarter, POCs are to attach reports supporting the postponement, for the meeting to be considered as a quarterly meeting</p> <p>POCs may choose one (1) MOV indicated and provide all the quarterly equivalent</p>	<p>2 - if 2 meetings were conducted</p> <p>1 - if 1 meeting was conducted</p> <p>0 - for no meeting conducted</p>
	5	2.Attendance sheets for all quarters	0		<p>5 - if all attendance sheets were provided</p> <p>3 - if 3 attendance sheets were provided</p> <p>2 - if 2 attendance sheets were provided</p> <p>1 - if 1 attendance sheet was provided</p> <p>0 - for no attendance sheet provided</p>
	5	3.Notice of Meeting or Agenda or Invitations for all quarters	0	<p>POCs may choose one (1) MOV indicated and provide all the quarterly equivalent</p> <p>POCs are to attach proof of acceptance/ acknowledgement that the members received the Notice of the Meeting/Agenda/Invitations for the conduct of the quarterly meeting. It can be in the form of a email screenshot, photo of the text message, or its equivalent</p>	<p>5 - if all were Notice of Meeting/Agenda/Invitations were provided</p> <p>3 - if 3 Notice of Meeting/Agenda/Invitations were provided</p> <p>2 - if 2 Notice of Meeting/Agenda/Invitations were provided</p> <p>1 - if 1 Notice of Meeting/Agenda/Invitations was provided</p> <p>0 - for none at all</p>



INDICATOR REFERENCE FOR REGIONS

			4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the RPOC Chair	5	0		5 - if all minutes were provided 3 - if 3 minutes were provided 2 - if 2 minutes were provided 1 - if 1 minutes of the meeting was provided 0 - for no minutes provided
			5. 2018 RPOC Resolutions Passed	5	0		1 Resolution provided is sufficient
PILLAR 3 - POLICIES, PLAN AND BUDGET (25%)							
1. Provision of Staff/s and Financial Support to POC Secretariat (MC 2015-130)	a. Presence of POC Secretariat Staff		1. Appointment / Contract of Service / Designation or its equivalent	5	0		
	b. Presence of Financial Support		2. Certification from the budget officer or Appropriations Ordinance	5	0		Office supplies, travelling expenses, etc. provided to the POC Secretariat is considered
2. General Supervision over other sub-national POCs	a. 100% of POCs with POPS Plan within the region's jurisdiction		1. Downloaded copy/Screenshot of the POPS Plan compliance per Region	5	0		0 - no POPS Plan at all 1 - 1%-74% 3.5 - 75%-84% 4 - 85%-99% 5 - 100%
3. Funding Utilization	a. 90% utilization of downloaded funds directly released by DBM		1. 2018 Disbursement Report	5	0		0 - no utilization 1 - 1%-74% 3.5 - 75%-80% 4 - 81%-89% 5 - 90%-100%
4. PPAs Implementation	a. 90% of PPAs conducted within the given timeline		1. OPB or Physical Accomplishment Report	5	0		0 - no utilization 1 - 1%-74% 3.5 - 75%-80% 4 - 81%-89% 5 - 90%-100%
PILLAR 4 - REPORTS (25%)							
1. Submission of POC Secretariat Annual Report	a. Submission of RPOC Secretariat Report to Central Office		1. Hardcopy of the POC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or	5	0		0 - no submission 3 - late submission 5 - on-time submission



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
POC PERFORMANCE AUDIT
 Indicator Reference for Regions

INDICATOR REFERENCE FOR REGIONS

2. General Supervision over other sub-national POCs	a. No. of POCs timely submitted their reporting Form 1 - 1 st Sem not later than July 16, 2018	communication/memo sent to CO	5	0	Percentage of LGUs submitted on time 1 - 50% below 3.5 - 51%-75% 4 - 76%-85% 5 - 86%-100%
	b. No. of POCs timely submitted their reporting Form 1- 2nd Sem not later than January 15, 2019	1. Copy of the Compliance Report released by the NPOC Secretariat	5	0	Percentage of LGUs submitted on time 1 - 50% below 3.5 - 51%-75% 4 - 76%-85% 5 - 86%-100%
	c. No. of POCs timely submitted their reporting Form 2 not later than January 15, 2019	1. Copy of the Compliance Report released by the NPOC Secretariat	5	0	Percentage of LGUs submitted on time 1 - 50% below 3.5 - 51%-75% 4 - 76%-85% 5 - 86%-100%
PILLAR 5 – INNOVATIONS (15%)					
1. Presence of Peace and Order and Public Safety Activities or its equivalent	a. Peace and order and public safety activities or its equivalent conducted in 2018	1. Post activity reports or Documentation of the Peace and Order and Public Safety activities or its equivalent	5	0	
2. Presence of recognized good practices	a. Best Practice /s	1. Recognition/ Awards/ Certification of the Best Practice/s	5	0	



INDICATOR REFERENCE FOR PROVINCES, CITIES AND MUNICIPALITIES

INDICATOR	PARAMETERS	MEANS OF VERIFICATION	POINT SYSTEM		POC CONDITIONS AND CONSIDERATIONS	REMARKS
			YES	NO		
1. Organization/Creation of the POC POC 1 – ORGANIZATION (10%)	a. Conformed with the prescribed members of EO 773 Members: <ul style="list-style-type: none"> • Chairman – Governor/Mayor • V-Chair – Vice-Governor/ Vice-Mayor • Sangguniang Panlalawigan/Panglungsod/Pangbayan • 3 Representatives from Civil Society Organizations (appointed by the chair, in the case of Province it shall have the approval of the Commander of the Infantry Division and RD of PNP; In the case of City/Mun the reps shall have "appropriate security clearances of the organization") • Counterparts from NSC, ES, DFA, DND, DOJ, DA, DAR, DPWH, DSWD, DOH, DTI, DOTC, DEPED, DENR, PRESS SECRETARY, DDB, NCIP, OPAPP, PMS, PIA, PAGC, AFP, PNP, NBI, wherever applicable 	1.Executive Order (EO) or Local Ordinance on the creation of the POC 2.Executive Order or POC Resolution confirming the CSOs	5	0	If all parameters are included in one (1) document, all means of verification shall be considered complied	
2.POPS Planning Technical Working Group (TWG) creation thru EO/POC Resolution		1.Executive Order or POC Resolution on POPS Planning TWG	5	0	POCs may provide at least one (1) MOV indicated	
3.Creation of Special Action Committees/Sub-committees		1.Executive Order or POC Resolution on the Creation of Special Action Committees	5	0	POCs may provide at least one (1) MOV indicated	



INDICATOR REFERENCE FOR PROVINCES, CITIES AND MUNICIPALITIES

<p>PILLAR 7 – MEETINGS (20%) 1. Quarterly Conduct of POC Meetings</p>	<p>a. Four (4) quarterly meetings conducted</p>	<p>5</p>	<p>0</p>	<p>1. POC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting/ Letter of Instruction to conduct the POC quarterly meeting</p>	<p>2. Attendance sheets for all quarters</p>	<p>3. Notice of Meeting/ Agenda/ Invitations for all quarters</p>
				<p>If one or more meeting is conducted in a quarter, it shall still be considered as one (1) meeting</p> <p>Joint and Clustered Meetings are considered as a Quarterly Meeting</p> <p>ExeCom, Emergency, and other Special Meetings is not considered as a quarterly meeting</p> <p>If the quarterly meeting was postponed due to natural and human induced hazards and was rescheduled outside of the quarter, POCs are to attach reports supporting the postponement, for the meeting to be considered as a quarterly meeting</p> <p>POCs may choose one (1) MOV indicated and provide all the quarterly equivalent</p>	<p>5 - if all attendance sheets were provided 3 - if 3 attendance sheets were provided 2 - if 2 attendance sheets were provided 1 - if 1 attendance sheet was provided 0 - for no attendance sheet provided</p>	<p>5 - if all meetings were conducted 3 - if 3 meetings were conducted 2 - if 2 meetings were conducted 1 - if 1 meeting was conducted 0 - for no meeting conducted</p>
					<p>5 - if all attendance sheets were provided 3 - if 3 attendance sheets were provided 2 - if 2 attendance sheets were provided 1 - if 1 attendance sheet was provided 0 - for no attendance sheet provided</p>	<p>5 - if all were Notice of Meeting/Agenda/Invitations were provided 3 - if 3 Notice of Meeting/Agenda/Invitations were provided 2 - if 2 Notice of</p>



INDICATOR REFERENCE FOR PROVINCES, CITIES AND MUNICIPALITIES

					conduct of the quarterly meeting. It can be in the form of a email screenshot, photo of the text message, or its equivalent	Meeting/Agenda/Invitations were provided 1 - if 1 Notice of Meeting/Agenda/Invitations was provided 0 - for none at all
			5	0		5 - if all minutes were provided 3 - if 3 minutes were provided 2 - if 2 minutes were provided 1 - if 1 minutes of the meeting was provided 0 - for no minutes provided
		4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the POC Chair for all quarters	5	0	1 Resolution provided is sufficient	
		5. 2018 POC Resolutions Passed	5	0		
TABLE 3 - POLICIES, PLAN AND BUDGET (25%)						
1. Approved Peace and Order and Public Safety (POPS) Plan	a. Compliance to the prescribed process and format of the POPS Plans using the POPS Planning Guidebook	1. Presence of a Draft POPS Plan	3	0	This is a process indicator, if the POC provided all the required documents from MOV 1-3, POC can acquire the 5 points, but if they only provided less, the point they acquire shall only be the corresponding point indicated for the MOV	
		2. POC Resolution approving the POPS Plan	4	0		
		3. Annual Appropriations Ordinance 2018	5	0		
2. POPS Plan encoded in the system		1. POPS Plan Summary Form from the POPSP PCMS	5	0		
3. Provision of Staff/s and Financial Support to POC Secretariat (MC 2015-130)	a. Presence of POC Secretariat Staff	1. Appointment / Contract of Service / Designation or its equivalent	5	0	POCs may choose to provide one (1) MOV indicated	
	b. MOOE	2. Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat	5	0	Kindly indicate in the remarks section of Audit Form B the equivalent MOV	
4. Budget Allocation for the POPS Plan and other related programs	a. Presence or Absence	1. 2018 Annual Investment Plan	5	0	For LGIs that has POPS activities, budget was done before the roll out of POPS Planning	



INDICATOR REFERENCE FOR PROVINCES, CITIES AND MUNICIPALITIES

FILLAR 4 - REPORTS (40%)						
1. Submission of Reporting Form 1 (Semestral Accomplishment Reports)	a. Timely Submission on Reporting Form 1, not later than July 16, 2018 for 1st Semester	1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 1 st Semester duly signed by the Head of Secretariat and attested by the POC Chair 2. Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPSP Plan Accomplishment Report thru POPSP-PCMS	5	0	Audit Teams shall refer to the Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPSP Plan Accomplishment Report thru POPSP-PCMS, to determine the status of submission.	0 - no submission 3 - late submission 5 - on-time submission
	b. Timely Submission on Reporting Form 1, not later than January 15, 2019 for 2nd Semester	1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 2 nd Semester duly signed by the Head of Secretariat and attested by the POC Chair 2. Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPSP Plan Accomplishment Report thru POPSP-PCMS	5	0	Audit Teams shall refer to the Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPSP Plan Accomplishment Report thru POPSP-PCMS, to determine the status of submission.	0 - no submission 3 - late submission 5 - on-time submission
	c. At least 75% of financial target accomplished by 2nd Semester	1. Certification from the accountant re 2018 (whole year) POPSP financial accomplishment	5	0	Audit Teams shall cross reference the data inputted in the POPSP PCMS Reporting Form 1 2 nd Semester and the Certification submitted by the LGU. If there is a data mismatch, it is in the discretion of the audit teams, which data shall be considered	0 - no utilization 1 - 1% - 24% 2.5 - 25%-49 4 - 50%-74% 5 - 75% - above
	d. At least 75% of physical target accomplished for 2nd Semester	2. POPSP PCMS Data	5	0		0 - no accomplishment 1 - 1% - 24% 2.5 - 25%-49



INDICATOR REFERENCE FOR PROVINCES, CITIES AND MUNICIPALITIES

2.Submission of Reporting Form 2 (Annual Progress Report)	<p>a. Timely Submission of Reporting Form 2 not later than January 15, 2019</p> <p>b. At least 75% of target objectives accomplished</p>	<p>1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 2 duly signed by the Head of Secretariat and attested by the POC Chair</p> <p>2. Appropriate certifications per objective to support the Reporting Form 2</p>	5	0	<p>Audit Teams shall refer to the Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPSP Plan Accomplishment Report thru POPSP-PCMS, to determine the status of submission.</p>	<p>4 - 50%-74% 5 - 75% - above</p> <p>0 - no submission 3 - late submission 5 - on-time submission</p>
3.Submission of POC Secretariat Annual Report	<p>a. Submission of reports not later than January 15, 2019, Submitted thru the POPSP PCMS or thru the Interim NPOC Secretariat. Report should be consistent with Reporting Form 2</p>	<p>1. POC Secretariat Report duly signed by the Head Secretariat and attested by the POC Chair</p>	5	0		<p>0 - no accomplishment 1 - 44% below 2 - 45% - 54% 3 - 55% - 74% 5 - 75% above</p> <p>0 - no submission 3 - late submission 5 - on-time submission</p>
PILLAR 5 - INNOVATION/S (5%)						
1. Presence of good practices		<p>1. Pictures/AVP/Post-Activity Report of the good practices conducted by the POC</p>	5	0	<p>POCs may provide at least one (1) MOV indicated</p>	



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

BUREAU OF LOCAL GOVERNMENT SUPERVISION

**2018 PEACE AND ORDER COUNCIL
PERFORMANCE AUDIT**

AUDIT FORMS



Region: _____

REQUIRED DOCUMENTS		PRESENCE/ABSENCE Yes - ✓ No - ✕	CONDITIONAL DOCUMENTS
PILLAR 1 - ORGANIZATION			
1.	Presidential Appointment of the RPOC Chairperson		
2.	RPOC Resolution/s confirming the CSOs		
3.	RPOC Resolution/s on the creation of SAC		
4.	Pictures/Documentation of the ISO Center		
5.	RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent		
PILLAR 2 - MEETINGS			
1.	RPOC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting or Letter of Instruction to conduct the RPOC quarterly meeting		
2.	Attendance sheets for all quarters		
3.	Notice of Meeting/Agenda/Invitations for all quarters		
4.	Minutes of the Meeting duly signed by the Head of the Secretariat and attested by the RPOC Chair		
5.	2018 RPOC Resolutions Passed		
PILLAR 3 - POLICIES, PLAN AND BUDGET			
1.	Appointment / Contract of Service / Designation or its equivalent		
2.	Certification from the budget officer or Appropriations Ordinance		
3.	Downloaded copy/Screenshot of the POPS Plan compliance per Region		
4.	2018 Disbursement Report on the POC Funds directly released by DBM		
5.	OPB or Physical Accomplishment Report		
PILLAR 4 - REPORTS			
1.	Hardcopy of the RPOC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or communication/memo sent to CO		



2.	Copy of the Compliance Report released by the NPOC Secretariat		
PILLAR 5 - INNOVATIONS			
1.	Post-activity reports or Documentation of the Peace and Order and Public Safety activities or its equivalent		
2.	Recognition/Awards/Certification of the Best Practice/s		

No. of Documents Present: _____

No. of Documents Unavailable: _____

No. of Conditional Documents: _____

Submitted by:

Chairperson of the RPOC

Date (dd/mm/yyyy): ___/___/____



City/Municipality: _____
 Province: _____
 Region: _____

REQUIRED DOCUMENTS		PRESENCE/ABSENCE Yes - ✓ No - ✗	CONDITIONAL DOCUMENTS
PILLAR 1 – ORGANIZATION			
1.	Executive Order (EO)/Local Ordinance on the creation of the POC		
2.	Executive Order/POC Resolution confirming the CSOs		
3.	Executive Order/POC Resolution on POPS Planning TWG		
4.	Executive Order/POC Resolution on the Creation of Special Action Committees		
PILLAR 2 – MEETINGS			
1.	POC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting/ Letter of Instruction to conduct the RPOC quarterly meeting		
2.	Attendance sheets for all quarters		
3.	Notice of Meeting/Agenda/Invitations for all quarters		
4.	Minutes of the meeting duly signed by the Head of the Secretariat and attested by the LPOC Chair for all quarters		
5.	2018 POC Resolutions Passed		
PILLAR 3 – POLICIES, PLAN AND BUDGET			
1.	POC Resolution approving the POPS Plan		
2.	2017-2019 Approved POPS		
3.	Annual Appropriations Ordinance 2018		
4.	POPS Plan Summary Form from the POPSP PCMS		
5.	Appointment/Contract of Service/Designation or equivalent		
6.	Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat		
7.	2018 Annual Investment Plan		
PILLAR 4 – REPORTS			
1.	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 1st Semester duly signed by the Head		



	of Secretariat and attested by the POC Chair		
2.	Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPS Plan Accomplishment Report thru POPSP-PCMS		
3.	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 2nd Semester duly signed by the Head of Secretariat and attested by the POC Chair		
4.	Certification from the accountant re 2018 (whole year) POPS financial accomplishment		
5.	POPS PCMS Data		
6.	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 2 duly signed by the Head of Secretariat and attested by the LPOC Chair		
7.	Appropriate certifications per objective to support the Reporting Form 2		
8.	POC Secretariat Report duly signed by the Head Secretariat and attested by the LPOC Chair		
PILLAR 5 - INNOVATIONS			
1.	Pictures/AVP/Post-Activity Report of the good practices conducted by the POC		

No. of Documents Present: _____

No. of Documents Unavailable: _____

No. of Conditional Documents: _____

Submitted by:

Chairperson of the POC

Date (dd/mm/yyyy): ___/___/____



Region: _____

INDICATOR	PARAMETERS	MEANS OF VERIFICATION	POINTS	WEIGHTED AVERAGE
PILLAR 1 - ORGANIZATION (20%)				
1. Organization/Creation of the POC	a. Conformed with the prescribed members of EO 773	Presidential Appointment of the RPOC Chairperson		
		RPOC Resolution/s confirming the CSOs membership		
2. Creation of Special Action Committees/ Sub-committees (SAC)		RPOC Resolution/s on the creation of SAC		
3. Creation of Internal Security Operations (ISO) Center	a. Physical presence of the ISO Center	Pictures/Documentation of the ISO Center		
4. Organization of RPOC Secretariat (MC 2015-130)	a. Conformed with the prescribed members of MC 2015-130, at the minimum	RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent		
TOTAL				
PILLAR 2 - MEETINGS (15%)				
1. Quarterly Conduct of RPOC Meetings	a. Four (4) quarterly meetings conducted	RPOC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting or Letter of Instruction to conduct the RPOC quarterly meeting		
		Attendance sheets for all quarters		
		Notice of Meeting/Agenda/Invitations for all quarters		
		Minutes of the meeting for all quarters duly signed by the Head of the Secretariat and attested by the RPOC Chair		
		2018 RPOC Resolutions Passed		
TOTAL				



PILLAR 3 - POLICIES, PLAN AND BUDGET (25%)

1.Provision of Staff/s and Financial Support to POC Secretariat (MC 2015-130)	a. Presence of POC Secretariat Staff	Appointment/Contract of Service/Designation or its equivalent	
	b. Presence of Financial Support	Certification from the budget officer or Appropriations Ordinance	
2.General Supervision over other sub-national POCs	a. 100% of POCs with POPS Plan within the region's jurisdiction	Downloaded Copy or Screen Shot of the POPS Plan Compliance per Region	
3.Funding Utilization	a. 90% utilization of downloaded funds directly released by DBM	2018 Disbursement Report	
4.PPAs Implementation	a. 90% of PPAs conducted within the given timeline	OPB or Physical Accomplishment Report	
TOTAL			

PILLAR 4 - REPORTS (25%)

1.Submission of POC Secretariat Annual Report	a. Submission of RPOC Secretariat Report to Central Office	Hardcopy of the POC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or communication/memo sent to CO	
2.General Supervision over other sub-national POCs	a. No. of POCs timely submitted their reporting Form 1- 1 st Sem not later than July 16, 2018	Copy of the Compliance Report released by the NPOC Secretariat	
	b. No. of POCs timely submitted their reporting Form 1- 2 nd Sem not later than January 15, 2019	Copy of the Compliance Report released by the NPOC Secretariat	
	c. No. of POCs timely submitted their reporting Form 2 not later than January 15, 2019	Copy of the Compliance Report released by the NPOC Secretariat	
TOTAL			



PILLAR 5 - INNOVATIONS (15%)				
1. Presence of Peace and Order and Public Safety Activities or its equivalent	a. Peace and order and public safety activities or its equivalent conducted in 2018	Post activity reports or Documentation of the Peace and Order and Public Safety activities or its equivalent		
2. Presence of recognized good practices	b. Best Practice/s	Recognition/Awards/Certification of the Best Practice/s		
TOTAL				
TOTAL WEIGHTED AVERAGE				

FORMULA				
STEP 1				
Total Points		=	Average Rating	
Total no. of Denominator				
STEP 2				
Average Rating		x	Percentage Weight of the Pillar	x 100 = Weighted Average (WA)
Highest Rating				
STEP 3				
Pillar 1 WA + Pillar 2 WA + Pillar 3 WA + Pillar 4 WA + Pillar 5 WA		=	TOTAL WEIGHTED AVERAGE	

Assessed and Validated by:

 Chairperson of the NAT/Designate
 Date (dd/mm/yyyy): ___/___/____

Conforme:

 NAT Member NAT Member NAT Member NAT Member



City/Municipality: _____
 Province: _____
 Region: _____

INDICATOR	PARAMETERS	MEANS OF VERIFICATION	POINTS	WEIGHTED AVERAGE
PILLAR 1 – ORGANIZATION (10%)				
1. Organization/ Creation of the POC	a. Conformed with the prescribed members of EO 773	Executive Order (EO)/Local Ordinance on the creation of the POC		
		Executive Order or POC Resolution confirming the CSOs		
2. POPS Planning Technical Working Group (TWG) creation thru EO		Executive Order/POC Resolution on POPS Planning TWG		
3. Creation of Special Action Committees/ Sub- committees		Executive Order/POC Resolution on the Creation of Special Action Committees		
TOTAL				
PILLAR 2 – MEETINGS (20%)				
1. Quarterly Conduct of POC Meetings	a. Four (4) quarterly meetings conducted	POC Resolution on the schedule of the next quarterly meetings or Minutes of the Meeting/ Letter of Instruction to conduct the POC quarterly meeting		
		Attendance sheets for all quarters		
		Notice of Meeting/Agenda/Invitations for all quarters		
		Minutes of the meeting for all quarters duly signed by the Head of the Secretariat and attested by the POC Chair for all quarters		
		2018 POC Resolutions Passed		
TOTAL				
PILLAR 3 – POLICIES, PLAN AND BUDGET (25%)				
1. Approved Peace and Order and	a. Compliance to the prescribed process and format	Presence of a Draft POPS Plan		



Public Safety (POPS) Plan	of the POPS Plans using the POPS Planning Guidebook			
		POC Resolution approving the POPS Plan		
		Annual Appropriations Ordinance 2018		
2. POPS Plan encoded in the system		POPS Plan Summary Form from the POPSP PCMS		
3. Provision of Staff/s and Financial Support to POC Secretariat (MC 2015-130)	a. Presence of POC Secretariat Staff	Appointment / Contract of Service / Designation or its equivalent		
	b. MOOE	Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat		
4. Budget Allocation for the POPS Plan and other related programs	a. Presence or Absence	2018 Annual Investment Plan		
TOTAL				
PILLAR 4 - REPORTS (40%)				
1. Submission of Reporting Form 1 (Semestral Accomplishment Reports)	a. Timely Submission on Reporting Form 1, not later than July 16, 2018 for 1st Semester	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 1st Semester duly signed by the Head of Secretariat and attested by the POC Chair		
		Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPS Plan Accomplishment Report thru POPSP-PCMS		
	b. Timely Submission on Reporting Form 1, not later than January 15, 2019 for 2nd Semester	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 -2nd Semester duly signed by the Head of Secretariat and attested by the POC Chair		



		Memorandum released by NPOC Secretariat on the LGU Compliance relative to the Submission of POPS Plan Accomplishment Report thru POPSP-PCMS		
	c. At least 75% of financial target accomplished for 2nd Semester	Certification from the accountant re 2018 (whole year) POPS financial accomplishment		
	d. At least 75% of physical target accomplished for 2nd Semester	POPS PCMS Data		
2. Submission of Reporting Form 2 (Annual Progress Report)	a. Timely Submission of Reporting Form 2 not later than January 15, 2019	Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 2 duly signed by the Head of Secretariat and attested by the POC Chair		
	b. At least 75% of target objectives accomplished	Appropriate certifications per objective to support the Reporting Form 2		
3.Submission of POC Secretariat Annual Report	a. Timely Submission of reports not later than January 15, 2019. Submitted thru the POPSP PCMS or thru the Interim NPOC Secretariat. Report should be consistent with Reporting Form 2	POC Secretariat Report duly signed by the Head Secretariat and attested by the POC Chair		
TOTAL				
PILLAR 5 - INNOVATIONS (5%)				
1. Presence of good practices		Pictures/AVP/Post-Activity Report of the good practices conducted by the POC		
TOTAL				
TOTAL WEIGHTED AVERAGE				



FORMULA			
STEP 1			
Total Points	=	Average Rating	
Total no. of Denominator			
STEP 2			
Average Rating	x	Percentage Weight of the Pillar	x 100 = Weighted Average (WA)
Highest Rating			
STEP 3			
Pillar 1 WA + Pillar 2 WA	= TOTAL WEIGHTED AVERAGE		
+ Pillar 3 WA + Pillar 4 WA + Pillar 5 WA			

Assessed and Validated by:

Chairperson of the RAT/PAT or Designate
Date (dd/mm/yyyy): ___/___/____

Conforme:

RAT/PAT Member

RAT/PAT Member

RAT/PAT Member

RAT/PAT Member



PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

<Name of LGU>

This is a declaration that <City or Municipality>, <Provincial Location>, <Regional Location> garnered the following overall percentage point:

%

with the following percentage points per pillar, and corresponding reasons for the compliance rate, in the 2018 Peace and Order Council Performance Audit:

1. Pillar 1 (10%): _____%

- Reason/s for compliance rate:

2. Pillar 2 (20%): _____%

- Reason/s for compliance rate:

3. Pillar 3 (25%): _____%

- Reason/s for compliance rate:

4. Pillar 4 (40%): _____%

- Reason/s for compliance rate:



5. Pillar 5 (5%): _____ %

- Reason/s for compliance rate:

Accomplished by:

Chairperson of the RAT/PAT or Designate

Date (dd/mm/yyyy): ___/___/____

Conforme:

RAT/PAT Member

RAT/PAT Member

RAT/PAT Member

RAT/PAT Member



PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

<Name of Province>

As a result of the recent audit of the component C/MPOCs of this Province, the following is the summary of the most common gaps in policy compliance and implementation:

Relative thereto, the following initial interventions are necessary to address the gaps:

Accomplished by:

Chairperson of the PAT/ Designate

Date (dd/mm/yyyy): ___/___/_____

Conforme:

PAT Member

PAT Member

PAT Member

PAT Member



PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE

<Name of Region>

As a result of the recent audit of the component PPOCs and CPOCs (HUCs and ICCs) of this Region, the following is the summary of the most common gaps in policy compliance and implementation:

Relative thereto, the following initial interventions are necessary to address the gaps:

Accomplished by:

Chairperson of the RAT/Designate

Date (dd/mm/yyyy): ___/___/____

Conforme:

RAT Member

RAT Member

RAT Member

RAT Member



PEACE AND ORDER COUNCIL PERFORMANCE AUDIT PROFILE National

As a result of the recent audit of the component RPOCs, the following is the summary of the most common gaps in policy compliance and implementation:

Relative thereto, the following initial interventions are necessary to address the gaps:

Accomplished by:

Chairperson of the NAT/Designate

Date (dd/mm/yyyy): ___/___/_____

Conforme:

NAT Member

NAT Member

NAT Member

NAT Member



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

BUREAU OF LOCAL GOVERNMENT SUPERVISION

**2018 PEACE AND ORDER COUNCIL
PERFORMANCE AUDIT**

PACKAGING OF DOCUMENTS

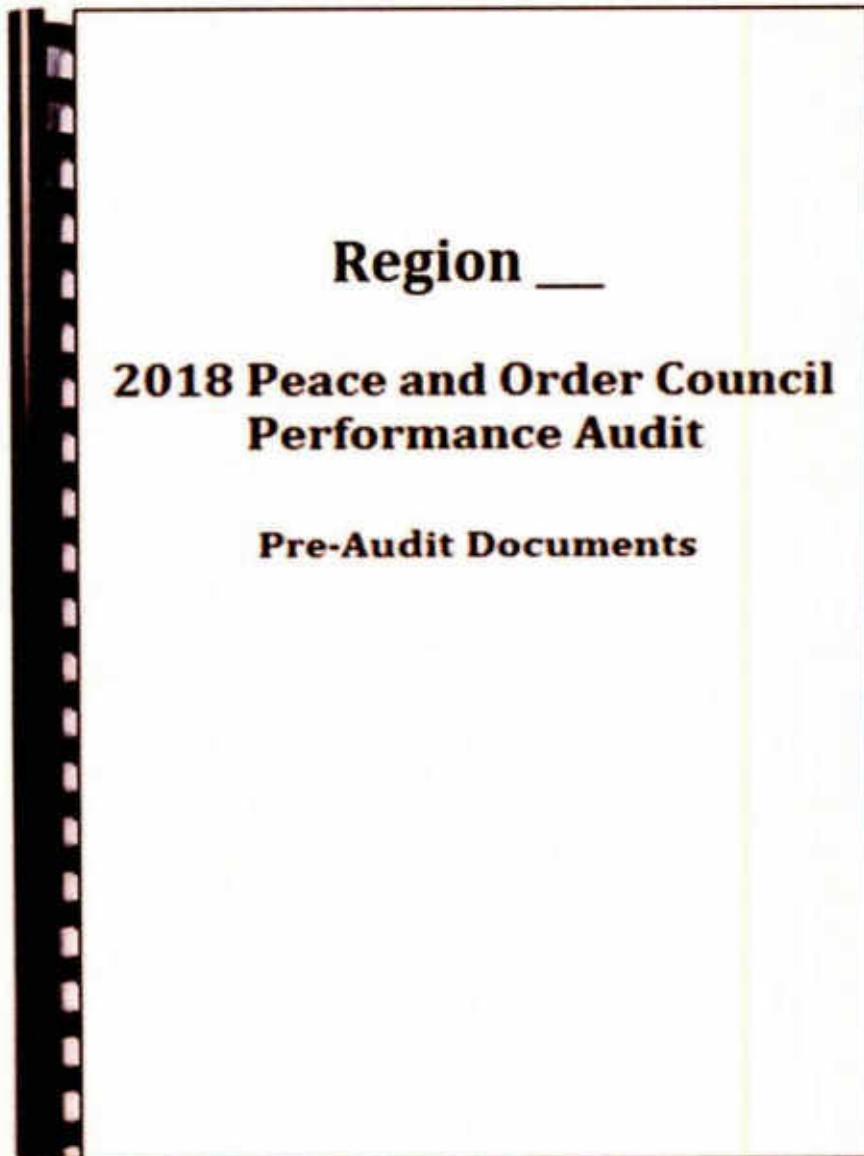


Packaging of Audit Documents for Regions



A. Pre-Audit Form 1A Cover Page Template

The pre-audit documents should be compiled and submitted in a comb-bound form. It should follow the prescribed cover page as shown below:





B. Table of Contents for Pre-Audit Form 1A Documents

The following shows the prescribed Table of Contents for Pre-Audit Form 1A documents.

Pre-Audit Form 1A

Table of Contents

1. Pillar 1 – Organization
 - 1.1. Presidential Appointment of the RPOC Chairperson
 - 1.2. RPOC Resolution/s confirming the CSOs
 - 1.3. RPOC Resolution/s on the creation of SAC
 - 1.4. Pictures/Documentation of the ISO Center
 - 1.5. RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent
2. Pillar 2 – Meetings
 - 2.1. RPOC Resolution on the schedule of the next quarterly meetings or minutes of the meeting or letter of instruction to conduct the RPOC quarterly meeting
 - 2.2. Attendance sheets for all quarters
 - 2.3. Notice of Meeting/Agenda/Invitations for all quarters
 - 2.4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the RPOC Chair
 - 2.5. 2017 RPOC Resolutions passed
3. Pillar 3 – Policies, Plan and Budget
 - 3.1. Appointment/Contract of Service/Designation or its equivalent
 - 3.2. Certification from the budget officer or Appropriations Ordinance
 - 3.3. Downloaded copy/screenshot of the POPS Plan compliance per region
 - 3.4. 2017 Disbursement Report on the POC Funds directly released by DBM
 - 3.5. OPB or Physical Accomplishment Report
4. Pillar 4 – Reports
 - 4.1. Hardcopy of the RPOC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or communication/memo sent to CO
 - 4.2. Copy of the Compliance Report released by the NPOC Secretariat
5. Pillar 5 – Innovations
 - 5.1. Post-activity reports or documentation of the Peace and Order and Public Safety activities or its equivalent
 - 5.2. Recognition/Awards/Certification of the Best Practice/s



C. Reference for Tabbing for the Pre-Audit Form 1A Documents

The numbers marked with red are the ones to be used in tabbing all of the pre-audit documents.

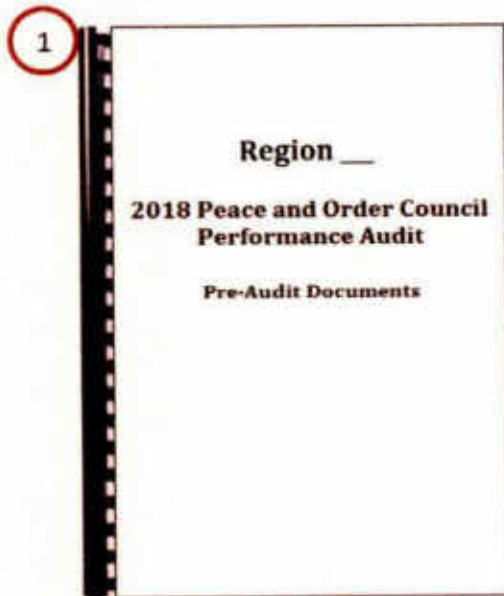
Pre-Audit Form 1A	
<u>Table of Contents</u>	
1.	Pillar 1 - Organization
1.1.	Presidential Appointment of the RPOC Chairperson
1.2.	RPOC Resolution/s confirming the CSOs
1.3.	RPOC Resolution/s on the creation of SAC
1.4.	Pictures/Documentation of the ISO Center
1.5.	RPOC Resolution on the organization of the Organizational Structure of RPOC Secretariat or its equivalent
2.	Pillar 2 - Meetings
2.1.	RPOC Resolution on the schedule of the next quarterly meetings or minutes of the meeting or letter of instruction to conduct the RPOC quarterly meeting
2.2.	Attendance sheets for all quarters
2.3.	Notice of Meeting/Agenda/Invitations for all quarters
2.4.	Minutes of the meeting duly signed by the Head of the Secretariat and attested by the RPOC Chair
2.5.	2017 RPOC Resolutions passed
3.	Pillar 3 - Policies, Plan and Budget
3.1.	Appointment/Contract of Service/Designation or its equivalent
3.2.	Certification from the budget officer or Appropriations Ordinance
3.3.	Downloaded copy/screenshot of the POPS Plan compliance per region
3.4.	2017 Disbursement Report on the POC Funds directly released by DBM
3.5.	OPB or Physical Accomplishment Report
4.	Pillar 4 - Reports
4.1.	Hardcopy of the RPOC Secretariat Annual Report submitted to the Central Office with the screenshot of the email or communication/memo sent to CO
4.2.	Copy of the Compliance Report released by the NPOC Secretariat
5.	Pillar 5 - Innovations
5.1.	Post-activity reports or documentation of the Peace and Order and Public Safety activities or its equivalent
5.2.	Recognition/Awards/Certification of the Best Practice/s

Basis for the tabs



D. Order of Documents for the Submission of Pre-Audit Form 1A Documents

The order of the pre-audit documents to be submitted should be as follows:



Cover Page

The table is titled "REGIONAL OFFICE OF THE PEACE AND ORDER COUNCIL" and "Pre-Audit Form 1A". It has three columns: "REGIONS/PROVINCES", "PEACE AND ORDER COUNCIL No. 1-4", and "SUBMITTAL COMPLETION". The rows are categorized by Pillar: Pillar 1 - Organization, Pillar 2 - Meetings, Pillar 3 - Policies, Plan and Budget, and Pillar 4 - Reports. Each row contains a numbered list of specific documents to be submitted.

Pre-Audit Form 1A

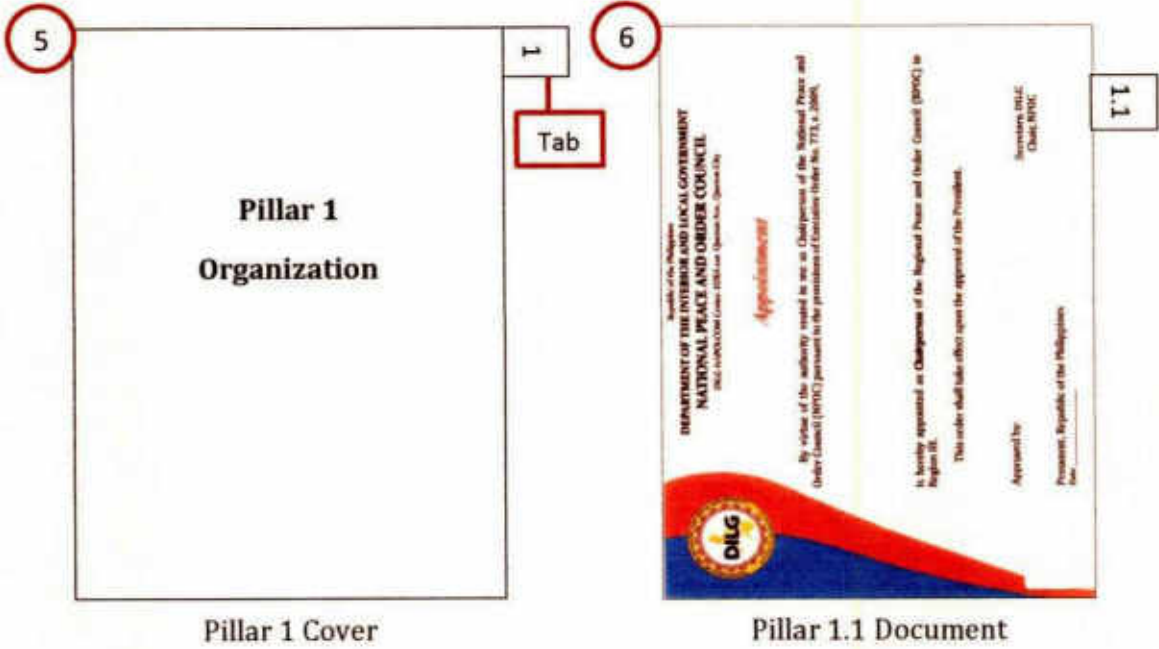
This is a continuation of the Pre-Audit Form 1A, containing a table with columns for "No. of the Region/Province", "No. of the Peace and Order Council", and "No. of the Region/Province". Below the table, there are fields for the name and signature of the Regional Office Director, and the name and signature of the Head of the Peace and Order Council.

Pre-Audit Form 1A
(Continuation)

The Table of Contents lists the following sections and items:

- 1. Pillar 1 - Organization**
 - 1.1. Presidential Appointment of the RPOC Chairperson
 - 1.2. RPOC Resolution/s certifying the COO
 - 1.3. RPOC Resolution/s on the creation of SAC
 - 1.4. Pictures/Documentary of the SAC
 - 1.5. RPOC Resolution on the organization of the Organizational Structure of RPOC (documented or its equivalent)
- 2. Pillar 2 - Meetings**
 - 2.1. RPOC Resolution on the schedule of the over quarterly meetings or minutes of the meeting or letter of instruction to conduct the RPOC quarterly meeting
 - 2.2. Attendance sheets for all quarters
 - 2.3. Number of Meeting/Agenda/minutes for all quarters
 - 2.4. Minutes of the meeting duly signed by the Head of the Department and attested by the RPOC Chair
 - 2.5. 2017 RPOC Resolutions passed
- 3. Pillar 3 - Policies, Plan and Budget**
 - 3.1. Appointment/Contract of Service/Designation or its equivalent
 - 3.2. Certificate from the Budget Office re: Appropriation Reference
 - 3.3. Documented copy/receipt of the RPOC Blue compliance per region
 - 3.4. 2017 Disbursement Report on the POC Funds directly released to DPO
 - 3.5. OFW or Physical Accomplishment Report
- 4. Pillar 4 - Reports**
 - 4.1. Findings of the RPOC Secretariat Audit Report submitted to the Central Office with the execution of the email or communication/letter sent to CO
 - 4.2. Copy of the Compliance Report released by the RPOC Secretariat
- 5. Pillar 5 - Innovation**
 - 5.1. Past activity reports or innovations of the Peace and Order and Public Safety activities or its equivalent
 - 5.2. Recognition/Awards/Certificates of the Best Practices

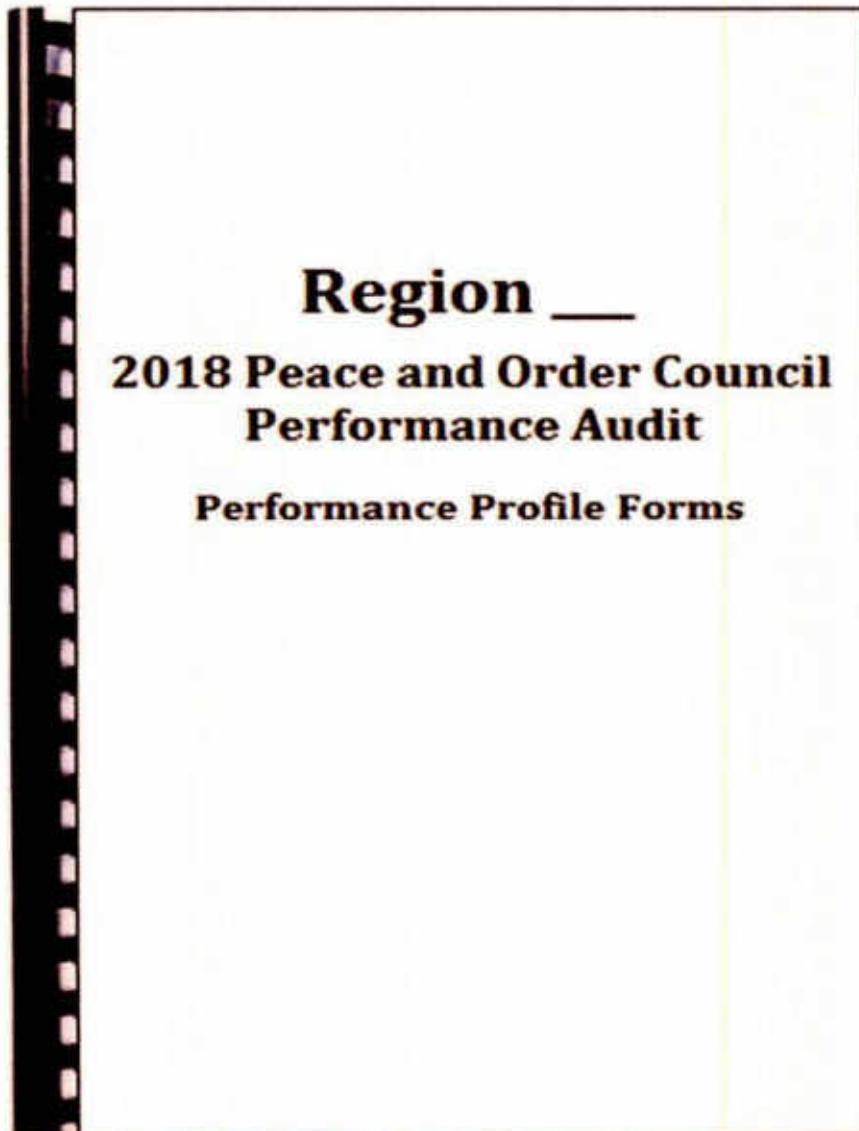
Table of Contents





E. Performance Profile Forms Cover Page Template

The Performance Profile Forms should be compiled and submitted in a comb-bound form. It should follow the prescribed cover page as shown below:





F. Table of Contents for the Performance Profile Forms

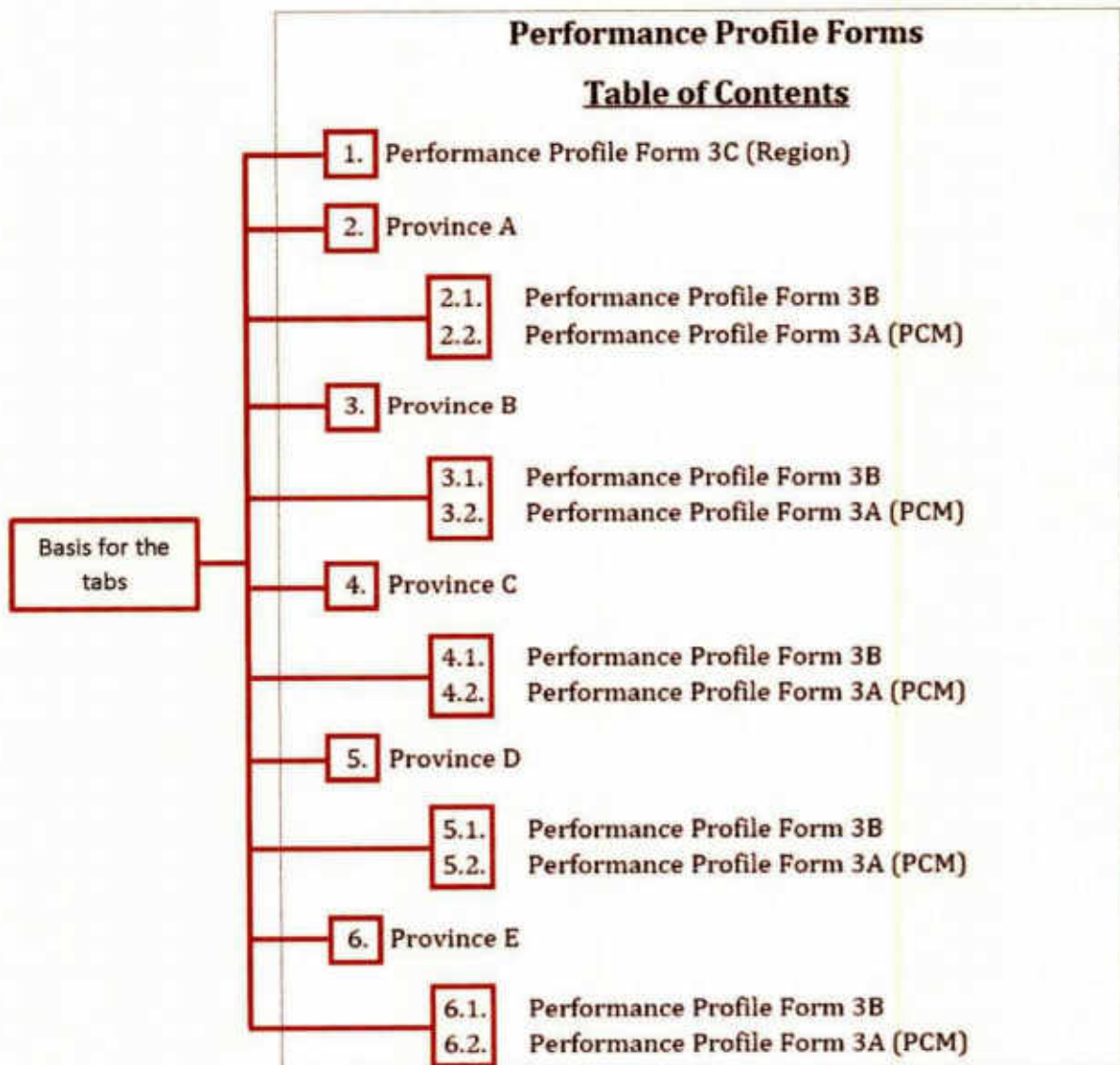
The following shows the prescribed Table of Contents for the Performance Profile Forms.

Performance Profile Forms	
<u>Table of Contents</u>	
1.	Performance Profile Form 3C (Region)
2.	Province A
2.1.	Performance Profile Form 3B
2.2.	Performance Profile Form 3A (PCM)
3.	Province B
3.1.	Performance Profile Form 3B
3.2.	Performance Profile Form 3A (PCM)
4.	Province C
4.1.	Performance Profile Form 3B
4.2.	Performance Profile Form 3A (PCM)
5.	Province D
5.1.	Performance Profile Form 3B
5.2.	Performance Profile Form 3A (PCM)
6.	Province E
6.1.	Performance Profile Form 3B
6.2.	Performance Profile Form 3A (PCM)



G. Reference for Tabbing for the Performance Profile Forms

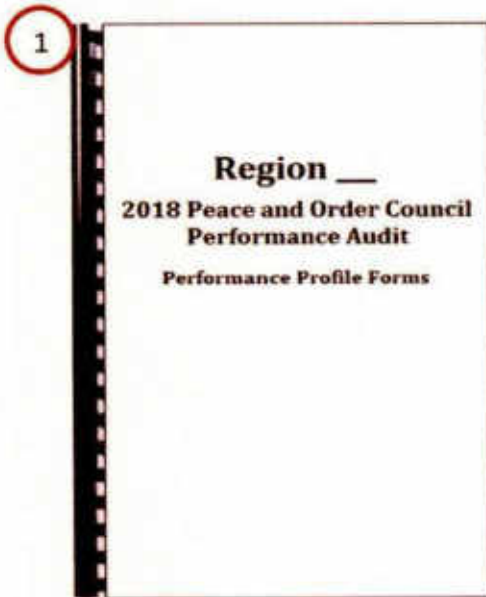
The numbers marked with red are the ones to be used in tabbing all of the pre-audit documents.





H. Order of Documents for the Submission of Performance Profile Forms

The order of the Performance Profile Forms to be submitted should be as follows:



Performance Profile Forms
Table of Contents

1. Performance Profile Form 3C (Region)
2. Province A
 - 2.1. Performance Profile Form 3B
 - 2.2. Performance Profile Form 3A (PCM)
3. Province B
 - 3.1. Performance Profile Form 3B
 - 3.2. Performance Profile Form 3A (PCM)
4. Province C
 - 4.1. Performance Profile Form 3B
 - 4.2. Performance Profile Form 3A (PCM)
5. Province D
 - 5.1. Performance Profile Form 3B
 - 5.2. Performance Profile Form 3A (PCM)
6. Province E
 - 6.1. Performance Profile Form 3B
 - 6.2. Performance Profile Form 3A (PCM)



5

DILG DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
PEACE AND ORDER COUNCILS PERFORMANCE AUDIT PROFILE
Name of Province

2.1

6

DILG DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
PEACE AND ORDER COUNCILS PERFORMANCE AUDIT PROFILE
Name of LGU

2.2

%

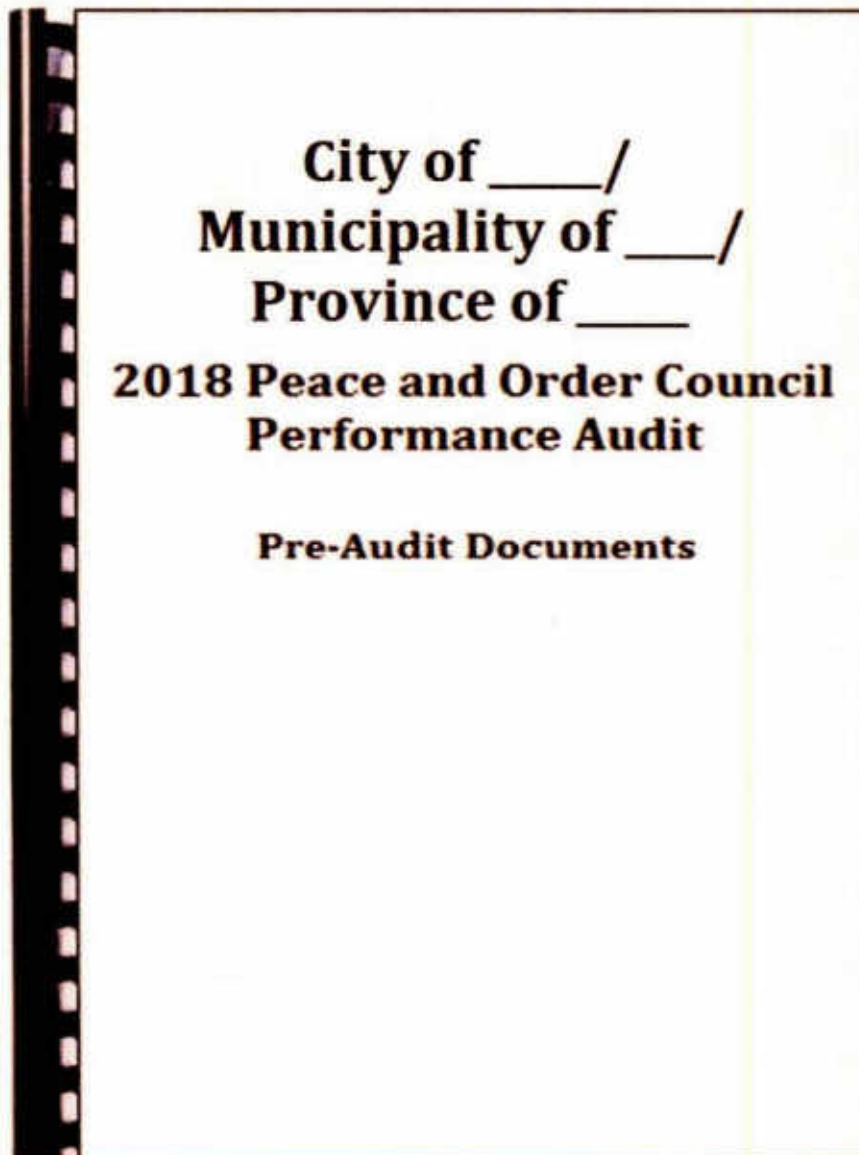


Packaging of Audit Documents for Provinces, Cities and Municipalities



A. Pre-Audit Form 1B Cover Page Template

The pre-audit documents should be compiled and submitted in a comb-bound form. It should follow the prescribed cover page as shown below:





B. Table of Contents for Pre-Audit Form 1B Documents

The following shows the prescribed Table of Contents for Pre-Audit Form 1B documents.

Pre-Audit Form 1B

Table of Contents

1. Pillar 1 – Organization
 - 1.1. Executive Order/Local Ordinance on the creation of the POC
 - 1.2. Executive Order/POC Resolution confirming the CSOs
 - 1.3. Executive Order/POC Resolution on POPS Planning TWG
 - 1.4. Executive Order/POC Resolution on the Creation of Special Action Committees

2. Pillar 2 – Meetings
 - 2.1. POC Resolution on the schedule of the next quarterly meetings or minutes of the meeting/letter of instruction to conduct the RPOC quarterly meeting
 - 2.2. Attendance sheets for all quarters
 - 2.3. Notice of Meeting/Agenda/Invitations for all quarters
 - 2.4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the LPOC Chair for all quarters
 - 2.5. 2017 POC Resolutions passed

3. Pillar 3 – Policies, Plan and Budget
 - 3.1. POC Resolution approving the POPS Plan
 - 3.2. 2017-2019 Approved POPS
 - 3.3. Annual Appropriations Ordinance 2017
 - 3.4. POPS Plan Summary Form from the POPSP PCMS
 - 3.5. Appointment/Contract of Service/Designation or its equivalent
 - 3.6. Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat
 - 3.7. 2017 Annual Investment Plan

4. Pillar 4 – Reports
 - 4.1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 – 1st Semester duly signed by the Head of the Secretariat and attested by the POC Chair
 - 4.2. Duly accomplished downloaded copy of the POPS PCMS Reporting Form 1 – 2nd Semester duly signed by the Head of the Secretariat and attested by the POC Chair
 - 4.3. Certification from the accountant
 - 4.4. POPS PCMS Data



- 4.5. Duly accomplished downloaded copy of the POPS PCMS Reporting Form 2 duly signed by the Head of the Secretariat and attested by the LPOC Chair
 - 4.6. Appropriate certifications per objective to support the Reporting Form 2
 - 4.7. POC Secretariat Report duly signed by the Head of the Secretariat and attested by the LPOC Chair
5. Pillar 5 - Innovations
- 5.1. Pictures/AVP/Post-activity report of the good practices conducted by the POC



C. Reference for Tabbing for the Pre-Audit Form 1B Documents

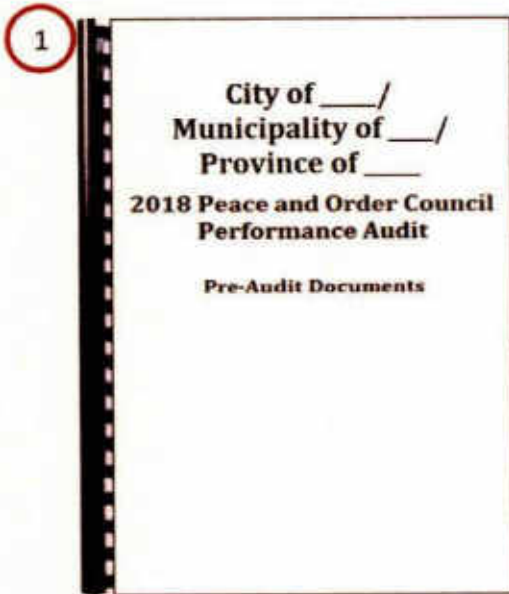
The numbers marked with red are the ones to be used in tabbing all of the pre-audit documents.

Pre-Audit Form 1B	
<u>Table of Contents</u>	
Basis for the tabs	1. Pillar 1 - Organization
	1.1. Executive Order/Local Ordinance on the creation of the POC
	1.2. Executive Order/POC Resolution confirming the CSOs
	1.3. Executive Order/POC Resolution on POPS Planning TWG
	1.4. Executive Order/POC Resolution on the Creation of Special Action Committees
	2. Pillar 2 - Meetings
	2.1. POC Resolution on the schedule of the next quarterly meetings or minutes of the meeting/letter of instruction to conduct the RPOC quarterly meeting
	2.2. Attendance sheets for all quarters
	2.3. Notice of Meeting/Agenda/Invitations for all quarters
	2.4. Minutes of the meeting duly signed by the Head of the Secretariat and attested by the LPOC Chair for all quarters
	2.5. 2017 POC Resolutions passed
	3. Pillar 3 - Policies, Plan and Budget
	3.1. POC Resolution approving the POPS Plan
	3.2. 2017-2019 Approved POPS
	3.3. Annual Appropriations Ordinance 2017
	3.4. POPS Plan Summary Form from the POPSP PCMS
3.5. Appointment/Contract of Service/Designation or its equivalent	
3.6. Annual Appropriations Ordinance or Certification from the budget re support to POC Secretariat	
3.7. 2017 Annual Investment Plan	
4. Pillar 4 - Reports	
4.1. Duly accomplished downloaded copy of the POPSP PCMS Reporting Form 1 - 1 st Semester duly signed by the Head of the Secretariat and attested by the POC Chair	
4.2. Duly accomplished downloaded copy of the POPS PCMS Reporting Form 1 - 2 nd Semester duly signed by the Head of the Secretariat and attested by the POC Chair	
4.3. Certification from the accountant	
4.4. POPS PCMS Data	

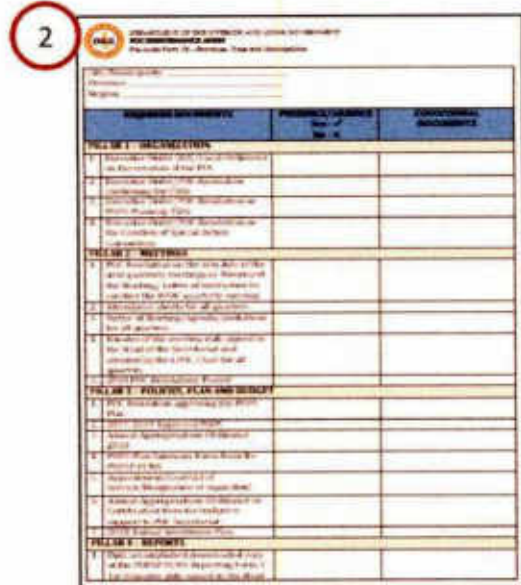


D. Order of Documents for the Submission of Pre-Audit Form 1B Documents

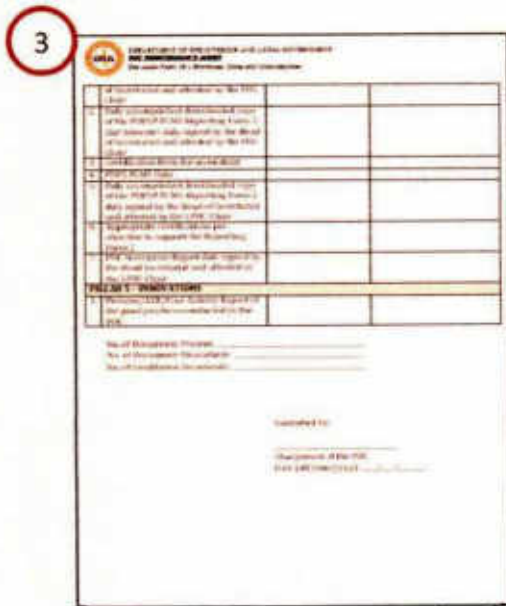
The order of the pre-audit documents to be submitted should be as follows:



Cover Page



Pre-Audit Form 1B



Pre-Audit Form 1B
(Continuation)

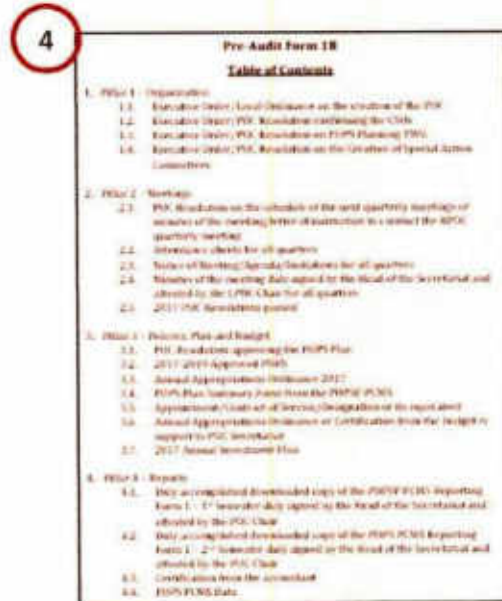


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