

Document (Code	
QP-R1	2-LGME	D-38
Rev. No.	Eff. Date	Page

PROCEDURE 7	ITLE LGU REQUEST ISSUANCE OF	LGU REQUEST FOR ENDORSEMENT TO CENTRAL OFFICE FOR APPROVAL OR ISSUANCE OF CERTIFICATE				
	This process so C/MLGOO up to following:	tarts from the receipt of request lett o the endorsement by the Regional Di	er from LGU as endorsed by the irector to the Central Office of the			
SCOPE	- Authori - Approv	ral of Additional Confidential Fund ity to Purchase Motor Vehicle ral of Death Benefit Claim of Barangay re of Certificate of Compliance to Full	r Officials Disclosure Policy			
		To provide standard procedure in processing the LGU request for Endorsement to Central Office for Approval or Issuance of Certificate				
PURPOSE	Central Office for	ndard procedure in processing the I or Approval or Issuance of Certificate	LGU request for Endorsement to			
PURPOSE PROCESS DESC	Central Office fo	ndard procedure in processing the I or Approval or Issuance of Certificate	LGU request for Endorsement to			
	Central Office fo	ndard procedure in processing the I or Approval or Issuance of Certificate PROCESS	CGU request for Endorsement to OUTPUT			

DESCRIPTI	VE	STA	TEMENT:
-----------	----	-----	---------

This will describe the process in facilitating the LGU request for endorsement to Central Office for Approval or Issuance of Certificate from the moment it is received by our field officer (C/MLGOO) until such time that the said request is endorsed by the Regional Director to DILG Central Office.

Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
1	Records Officer (Regional/ Provincial/City/ Municipal Office	Receive and record the request	 Receive, log and route to the Provincial Director/ Regional Director 	 Letter request of LCE/LGU and supporting documents
			 Refer to the operating unit concerned 	 Endorsement letter from MLGO
				 Logbook
				• Routing slip
2	Provincial Director/ Regional Director	Provide necessary instructions	 Forward copy to Program Manager/ Division Chief for action 	 Letter request of LCE/LGU and supporting documents
				 Endorsement letter from MLGOO
				 Routing slip

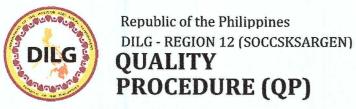


Republic of the Philippines DILG - REGION 12 (SOCCSKSARGEN)

QUALITY PROCEDURE (QP)

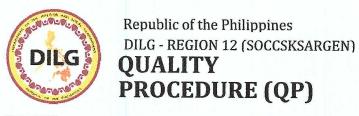
OP-R12-LGMED-38

Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
3	Program Manager/ Division Chief	Route to Focal Person with instruction	Forward to Focal Person for appropriate action	 Endorsement from MLGOO Letter request of LCE/LGU and supporting documents Routing slip
4	Focal Person/ City/Municipal Local Government Operations Officer (C/MLGOO)	Take action	 Evaluate and preapre endorsement Check completeness of requirements MLGOO will prepare endorsement to Provincial Office (PO) PO Focal Person will prepare endorsement to Regional Office (RO) RO will prepare endorsment to Central Office (CO) If not complete and/or found inappropriate, return to Focal in the province with further instruction to complete the requirements 	 Endorsement from MLGOO Routing slip Letter request and supporting documents Draft Endorsement
5	Program Manager/ Division Chief	Review the action taken and recommend approval	 Affix initial in the endorsement Forward to Provincial Director/Regional Director for approval 	 Endorsement from MLGOO Letter request and supporting documents Routing slip



Document (Code	
QP-R1	2-LGME	D-38
Rev. No.	Eff. Date	Page
00	10.01.17	3 of 4

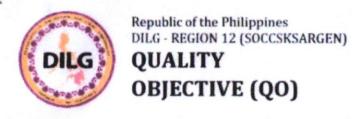
Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
			If there is revision, return the endorsement to the Focal Person for appropriate action	• Draft Endorsement
6	Provincial Director/ Regional Director	Review and approval of action taken	 For RD, refer first to Assistant Regional Director (ARD) for review Affix signature Forward to Records Officer for release If there is revision, return the endorsement to the Program Manager/DC for appropriate action 	 Endorsement letter of the MLGOO Letter request and supporting documents Endorsement letter of the Province Routing slip
7	Records Officer	Record and release the documents	 Log and release endorsement with supporting documents Forward to Regional Office Refer to the procedure of Handling Incoming and Outgoing Communications (QP-R12-FAD-01) 	 Endorsement letter of the Province Endorsement letter of the MLGOO Endorsement letter of the Regional Office Letter request and supporting documents Logbook
8	Process Owner	Maintain records	 Update the process Logsheet Retain documented Information and Masterlist of Retained 	Endorsement of the Regional Office



Document C	ode	
QP-R1	2-LGME	D-38
Rev. No.	Eff. Date	Page
00	10.01.17	4 of 4

Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
			Documented Information	

Prepared by:		Reviewed by:	Approved by:
MUHAMAD G. NANDING, JR.	MUSARAPHA A. ALIM, MPA	CALLYN A. ORTIZ, CESE	REYNALDO M. BUNGUBUNG, CESO IV
Process Owner	Division Chief / Deputy QMR	Regional OMR	Regional Director



Document C	ode	
QO-QP	R12-LGN	1ED-38
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

OFFICE	LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)
QUALITY PROCEDURE TITLE	LGU REQUEST FOR ENDORSEMENT TO CENTRAL OFFICE FOR APPROVAL /ISSUANCE OF CERTIFICATE

	Key Performance Indicators (KPIs)					Applicable Documents (e.g.
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Tracker, Monitoring Log Sheet, Report, Memo, etc.)
To endorse the LGU	LGU requests endorsed to Provincial Office/ Regional Office/Central Office within 5 days	100%	Total number of requests endorsed to Provincial Office/ Regional Office/Central Office within 5 days X 100 Total number of request received	Quarterly	Process Owner	Endorsement Monitoring Log Sheet Process Summary Log Sheet
request for Approval or Issuance of Certificate	Endorsed requests with complete requirements	100%	No. of returned requests due to incomplete documents endorsed at all levels			Endorsement Monitoring Log
				Quarterly	Process Owner	Process Summary Log Sheet

Prepared by:		Reviewed by:	Approved by:
ABDULGAMAL D. DIPANTAR DIL G XII QMS frocess Owner	MUSARAPHA A. ALIM, MPA	LAILYNA, ORTIZ, CESO V	JOSEPHINE CABRIDO-LEYSA, CESO VØ
DILG XII GIVIS Process Owner	Division Chief / Deputy QMR	Regional QMR	Regional Director
and the same of th			The second secon



CONTROLLED COPY



Republic of the Philippines DILG - REGION 12 (SOCCSKSARGEN)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document C	ode	
QME-Q	P-R12-LG	MED-38
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

OFFICE	LOCAL GOVERNANCE MONITORING & EVALUATION DIVISION
PROCEDURE TITLE	LGU REQUEST FOR ENDORSEMENT TO CENTRAL OFFICE FOR APPROVAL OR ISSUANCE OF CERTIFICATE
OBJECTIVE STATEMENT	1. 100% of LGU requests endorsed to Provincial Office/ Regional Office/Central Office within 5 days 2. 100% Endorsed requests with complete requirements
CURRENT PERIOD	

	INDICATORS	1st Quarter	2 nd Quarter	3 rd Quarter	4th Quarter	TOTAL
Objective 1: 100% of	LGU requests endorsed to Provincial Office/ Reg	ional Office/Central O	fice within 5 days			TOTAL
A Total Number of required Office/Central Office v	ests endorsed to Provincial Office/ Regional	godin office) central of	nice within 5 days			
3 Total number of reque	ests received					
Formula: A x 100	Target Result : 100%					
Gap Analysis: (In case why it is not met)	the objective is not met, put your analysis					
	sed requests with complete requirements					
No. of returned reques	sts due to incomplete documents endorsed at					
Gap Analysis: (In case why it is not met)	the objective is not met, put your analysis					
why it is not met)	the objective is not met, put your analysis of two (2) consecutive periods, concerned Deputy	QMR initiate correction	on and corrective action us	ing the Corrective Action Re	apart (CAP) and attach it to	Ali C

Prepared by:	Noted by:
Process Owner	Division Chief / Deputy QMR

DILG XII QMS	Prepared by:	医异形体性神经 医外侧线 计图片设置	Reviewed by:	Approved by:
STATE INTERIOR AND TOP A	ABDULGANAL D. DIPANTAR	MUSARAPHA A. ALIM, MPA	LAILYN A. ORTIZ, CESO V	JOSEPHINE CABRIDO-LEYSA, CESO W
Ding ?	Process Owner	Division Chief / Deputy QMR	Regional QMR	Top Management



Republic of the Philippines DILG - REGION 12 (SOCCSKSARGEN)

LGU REQUEST FOR ENDORSEMENT FOR APPROVAL AND ISSUANCE OF CERTIFICATE **Process Summary Logsheet (PSL)**

FM-QP-R12-LGMED-38-01

QUALITY OBJECTIVE:

1. 100% of LGU Requests endorsed to Provincial Office, Regional Office/ Central Office within 5 days 2. 100% Endorsed requests with complete requirements

FREQUENCY OF MONITORING: Quarterly

COVERED PERIOD: Due Date of Submission:

									OBJECTIVE NO. I RESULTS						OBJECTIVE NO. 2 RESULTS										
ło.	Control No.	Province/City/ Municipality		CITY	/MUCNIPAL	LEVEL (M	LGOD)			P	PROVINCIAL	LEVEL (PF	P)				REGIO	NAL LEVEL	(RFP)						
		, man ganty	Date Received	Date forwarde d to PO	No. of days (Target=2 WD)	Met	Unmet	Remarks, If unmet	Date Received	Date forwarde d to RO	No. of days (Target=2 WD)	Met	Unmet	Remarks, If unmet	Date Received	Date forwarde d to Q0	No. of days (Target-1 WD)	Met	Unmet	Total No. ofdays elapsed (SWD)		Date received by Field Office	Met	Uummet	Remarks,
1			100																	1540				-	-
2		19.00																		-			-	-	-
3		The second second								-				-		-	-		-	-	-			-	-
6						-	-		-	-		-	-	-				-		-	-			-	
5											-						-	-				-			
5			-				-				-				-	-		-			-				
,			-				-				-		-		-	-	-	-	-		-				
3						-	-					-	-	-		-	-				-				
1						-		-	-		-			-				-							
0								-	-				-		-										
-1	TOTA		-	-	-		-	-	-			-													

Prepared by	Noted by:
	Name and the second
Process Owner	Division Chief / Next Higher Supervisor

Prepared by		Reviewed by S. C.	Approved by:
ABDULGAMAL D. BIPANTAR	MUSARAPHA A. ALIM, MPA	LAILYNA, ORTIZ CESO V	JOSEPHINE CABRIDO-LEYSA, CESO V &
Process Owner	Division Chief / Next Higher Supervisor	Regional QMR	Top Management



 Document Code

 FM-SP-R12-03A-01

 Rev. No.
 Eff. Date
 Page

 00
 10.01.17
 1 of 2

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Division/Unit: LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION									
DOGONIENT GODE	DOCOMENT TITLE	00	01	02	03	04	05				
LGU REQUEST FOR ENDORSEMEN	T TO CENTRAL OFFICE FOR APPROVAL OR ISSUANCE OF CERTIFICAT	'E									
QP-R12-LGMED-38	QP: LGU Request For Endorsement to Central Office for Approval or Issuance of Certificate	10.01.17									
QO-QP-R12-LGMED-38	QO: LGU Request For Endorsement to Central Office for Approval or Issuance of Certificate	10.01.17									
QME-QP-R12-LGMED-38	QME: LGU Request For Endorsement to Central Office for Approval or Issuance of Certificate	10.01.17									
FM-QP-R12-LGMED-38-01	QPSL: LGU Request For Endorsement to Central Office for Approval or Issuance of Certificate	10.01.17									
FM-SP-R12-02-01A	RRO: Rsik Registry Objective of LGU Request for Endorsement to Central Office for Approval or Issuance of Certificate	10.1.17									
FM-SP-R12-02-01B	RRP: Rsik Registry Process of LGU Request for Endorsement to Central Office for Approval or Issuance of Certificate	10.1.17									



Document (Code	
FM-SP-	R12-03A-	01
Rest No.	Staff (Date)	sayê Pêriyê
00	10.01.17	2 of 2

Prepared by:	Noted by:
(i.
CATHERINE A. MACION	MUSARAPHA A. ALIM, MPA
Regional Document Controller	Division Chief / Deputy QMR





Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Co	ode	
FM-SP-	R12-03B-0	01
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Division/Unit: LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION								
	DOCOMENT TITLE 00		01	02	03	04	05			
LGU REQUEST FOR ENDORSEMENT	ΓΟ CENTRAL OFFICE FOR APPROVAL OR ISSUANCE Ο	F CERTIFICA	TE							
DILG MC No. 98-136	Guidelines Relative to the Utilization of Funds fro Intel or Confidential Purposes	7.24.98								
DILG MC No. 99-65	Guidelines Relative to the Utilization of Funds fro Intel or Confidential Purposes	4.23.99								
	Guidelines on the Entitlement, Release, Use, Reporting and Audit of Confidential and/or Intel Funds	1.8.15								

repared by:	Noted by:
(
CATHERINE A. MACION	MUSARAPHA A. ALIM, MPA
Regional Document Controller	Division Chief / Deputy QMR





 Document Code

 FM-SP-R12-03C-01

 Rev. No.
 Eff, Date
 Page

 00
 10.01.17
 1 of 1

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Division/Unit: LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING S	YSTEM	RET	ENTION PE	RIOD	DISPOSAL	
DOCOMENT CODE	DOCOMENT TITLE	COSTODIAN	LOCATION	FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	DISPUSAL	
LGU REQUEST FOR ENDO	RSEMENT TO CENTRAL OFFICE FOR A	PPROVAL OR IS	SUANCE OF CERTIFICATE							
	QME: LGU Request for Endorsement to			Confidential	Sequential				Shredding/	
QME-QP-R12-LGMED-38	Central Office for Approval and	Focal Person	n Filing Cabinet	Fund	by date	2 years	2 years	4 years	Re-use	
	Issuance of Certificate			, una	by date				ne use	
	QPSL: LGU Request for Endorsement						2 years	4 years		
FM-QP-R12-LGMED-38-	to Central Office for Approval and	Focal Person	Filing Cabinet	Confidential Fund	Sequential	1 / Maare			Shredding/	
01	Issuance of Certificate Process				by date				Re-use	
	Summary Log Sheet									
	Endorsement Letter to Central Office	Focal Person	Filing Cabinet	Confidential	Sequential	1 year	1 year	2 years	Shredding/	
		r ocar r crson	Timig Cabillet	Fund	by date	1 year	1 year	2 years	Re-use	
	Endorsement Letter from/to Field	Focal Person	Filing Cabinet	Confidential	Sequential	1 voor	1 27025	2 more	Shredding/	
	Office	r ocal r el soli	Filling Cabillet	Fund	by date	1 year	1 year	2 years	Re-use	

epared by:	Noted by:
MUHAMMAD G. NANDING, JR. Process Owner	MUSARAPHA A. ALIM, MPA
Process Owner	Division Chief / Deputy Q.MR





REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph

ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document C	ode	
FM-SP-	R12-02-0	1A
Rev. No.	Eff. Date	Page
01	07.01.18	1 of 1

RISK REGISTRY (A) OBJECTIVE RISK ASSESSMENT

DIVISION: LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION

PROCEDURE: LGU REQUEST FOR ENDORSEMENT TO CENTRAL OFFICE FOR APPROVAL OR ISSUANCE OF CERTIFICATE

		BINDONDUNION	LICCENTIN	AL OFFICE	TON APPROVAL	OK 1550ANCE OF C	EKTIFICATE														
		RELEVANT INTERESTED									RISK ASS	ESSMENT				T	RISK CONTR	OI PI AN			
OBJECTIVE	RELEVANT ISSUE(S)	PARTIES (refer to IP Matrix for Requirements)	POTENT	TAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	CONTROL MEASURE	IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is	RESPONSIBLE		RESOURCE		
90% of requests with complete documents were endorsed	Political lobbying and accommodation	Requesting parties, COA, DBM, DILG	Endorse incomplete	ement of documents	Non- compliance to requirements	Non-approval or issuance of cerificate	Inform and coordinate with requesting parties	3	5	2	30	М	NS	N/A	2	significant) N/A	N/A	N/A	N/A		
	Requesting Parties	Delayed pro the re	ocessing of equest	Non- compliance to requirements	Delay in the issuance of Certificate	Coordinate with field office and requesting parties	3	5	2	30	М	NS	N/A	2	N/A	N/A	N/A	N/A			
	field officer beyond agreed	Approving authorities	Delayed pro the re		Absence of approving authorities due to official undertakings	Delay in the issuance of Certificate	Designation of OICs	3	5	2	30	М	NS	N/A	2	N/A	N/A	N/A	N/A		
					Process owner	Delayed pro the re	A 1000 1000	Absence of the	Delay in the issuance of Certificate	Alternate will act on the request	3	5	2	30	М	NS	N/A	2	N/A	N/A	N/A
RISK ASSESSMENT:			RISK RATING	RI	SK LEVEL	RISK DESCRIPTION	ACTION	REQUIRED	,		RPN							-	-		
4-Ma	icant; 2-Minor; 3-Moder ajor; 5-Extreme		1-25		LOW	Not Significant	No further action require informed decision)			*****	13114										
	nost Certain		26-40	M	ODERATE	Not Significant	Alert level but no furthe	er action rec	wired for new		3										
5 - Ver	kely; 2 -Likely; 3 -Low; 4 ry remote		>40		нібн	Significant	Control (e.g., Treat/Miti				2										
Risk Rating = Impact	X Likelihood X Detection	1					1	g ruiisi	ci, icinillate)		<u> </u>										

ared by:	<i>1</i> \	Reviewed by:	Recommending Approval:	Approved by:					
Manding.	Musdellin		Entries	Manufal					
Profess Owner	MUSARAPHA A. ALIM, MPA Deputy QMR	IAN JON S. CLEMENTE Risk Review Committee Head	LAILYN A OFFTIZ, CESE Regional QMR	REYNALDO M. BUNGUBUNG, CESO IV					





Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph

ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document C	ode	
FM-SP-	R12-02-01	lB
	Eff Data	Page
Rev. No.	THE RESERVE OF THE PERSON NAMED IN	

RISK REGISTRY (B) PROCESS RISK ASSESSMENT

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION DIVISION:

PROCEDURE: LGU R	EQUEST FOR ENDORS	SEMENT TO CENTRAL O	FFICE FOR APPROVAL	OR ISSUANCE OF CERTIFICATE	

DDO CTOR CITY (D								RISKASSES	SMENT	***************************************			RISK CONTROL PLAN				
PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTIONPLAN (if risk rating is significant)		TIMELINE	RESOURCE	
Propagation of	Deleved	Non-compliance to the requirements															
Preparation of Endorsement Letter by the MLGOO	Delayed processing of the rerquest	Incomplete requirements Absence of the C/MLGOO due to official undertakings	Delayed endorsement	Inform and coordinate with the requesting parties	3	5	2	30	М	NS	2	NA	NA	NA	NA	NA	
Preparation of Endorsement Letter by the Province Focal Person	Delayed processing of the rerquest	Non-compliance to the requirements Incomplete requirements	Delayed endorsement	Inforrm and coordinate with the MLGOO	3	5	2	30	М	NS	2	NA	NA	NA	NA	NA	
Preparation of Endorsement Letter by the Regional Focal Person	Delayed processing of the rerquest	Non-compliance of the requirements Incomplete requirements	Delayed endorsement	Inforrm and coordinate with the Provincial Focal Person	3	5	2	30	М	NS	2	NA	NA	NA	NA	NA	
RISK ASSESSMENT:	***************************************	RISK RATING	RISK LEVEL	RISK DESCRIPTION			ACTION REQUI	RED				RPN		l			
	1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant	No further a	action required	(Retain risk by	informed d	ecision)			171 (4					
LIKELIHOOD:	1-Rare; 2-Unlikely; 3-	26-40	MODERATE			out no further ac						2					
DETECTION	1 - Very likely, 2 - Likely; 3	>40	HIGH			Treat/Mitigate											

repared by:		Reviewed by:	Recommending Approval:	Approved by:
MUHAMMAD E. NANDING, JR.	MUSARAPHA A. ALIM, MPA	IAN JON S. CLEMENTE	LAILYN ALOFTIZ, CESE	Mula
Process Owner	Deputy QMR	Risk Review Committee Head	Regional QMR	REYNALDO M. BUNGUBUNG, CESO IV Regional Director

