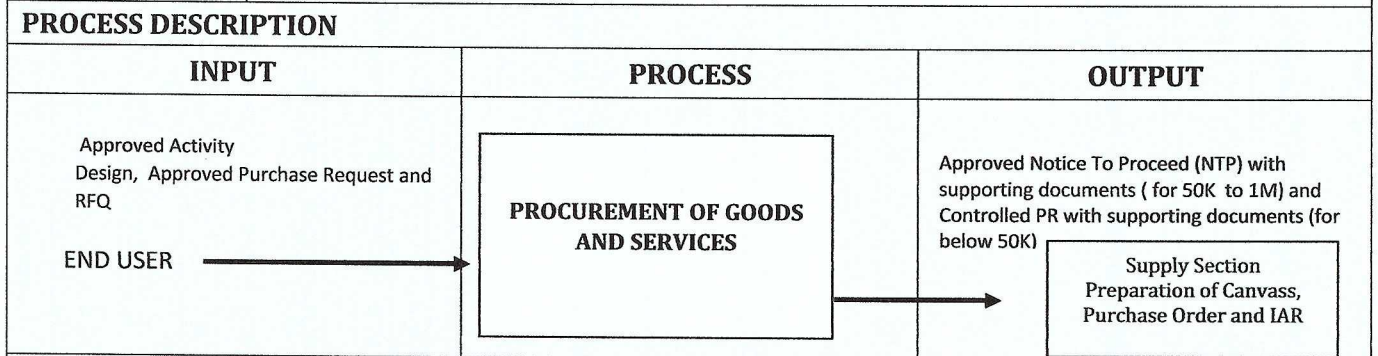




QUALITY PROCEDURE (QP)

Document Code		
QP-R12-FAD-04		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 8

PROCEDURE TITLE	PROCUREMENT OF GOODS AND SERVICES
SCOPE	This process starts from the receipt of request from a particular End User with duly approved Activity Design, Request for Quotation and Purchase Request for the conduct of procurement activities and ends up to the issuance of Notice to Proceed to the bidder or authorized representative.
PURPOSE	To define the procurement process in accordance with the Alternative Methods of Procurement and Public Bidding as provided in RA 9184.



DESCRIPTIVE STATEMENT:
The end user/focal person submits the procurement documents (Activity Design, PR, RFQ, RIS and TOR) to BAC Secretariat. If goods and services to be procured are below 50K, the PR will be forwarded to Supply Officer for canvass and if above 50K to 1M, the BAC Secretariat will post to PhilGEPS website at least three (3) calendar days and same to be posted in the premises of DILG XII. Then the BAC convenes for the opening and evaluation of bids after the acceptance of the bid documents. The BAC Secretariat prepares all procurement documents (BAC Resolutions, NOA, Contract of Agreement, NTP) for the signature of BAC members and HOPE and forwards same to Supply Section for the preparation of Purchase Order and other documents necessary for payments in accordance to the Processing of Payments and Claims.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A. SMALL VALUE PROCUREMENT				
1	BAC Secretariat (RO/PO/CO)	Assignment of number to Purchase Request	<ul style="list-style-type: none"> Receive, verify if the item is included in the APP, record and evaluate the approved Purchase Request w/ Term of Reference and check complete-ness of supporting documents. 	APP checlist of Requirements PR and Activity Design with supporting documents
			<ul style="list-style-type: none"> Control /Assign number to the approved PR submitted by the end user and record to the Procurement of Goods and Services Process Summary Logsheet If deficiency is noted, return to the end user for appropriate action 	Procurement of Goods and Services Process Summary Logsheet (gdrive) Logbook of returned Documents





QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		Preparation of Notice of Meeting	<ul style="list-style-type: none"> • If the goods and services to be procured are below 50K, forward the PR with complete documents to Supply Section for canvass to atleast (3) suppliers and submit the accomplished forms of canvass to BAC Secretariat for the preparation of the Abstract of Canvass. • Inform BAC and prepare Notice of Meeting and forward to BAC Chairperson for approval. • Once approved, desiminate Notice of Meeting to all BAC members and TWG. 	
2	BAC, TWG, Secretariat	Conduct Meeting for the Opening/ evaluation of canvass.	<ul style="list-style-type: none"> • Convene and cause the deliberation of Abstract of Canvass of Prices • Identify the Lowest Calculated and Responsive Bid (LCRB) • Forward Documents to Supply Officer for the preparation of PO in accordance with the Prapartion of Purchase Order, Acceptance and Delivery Procedure. • If goods and services to be procured are 50K to 1M, process the PR in accordance with the Alternative Methods of Procurement as stated in RA 9184. 	
3	TWG/ BAC Secretariat	Preparation of Draft BAC Resolution	<ul style="list-style-type: none"> • Prepare Draft BAC Resolution 	



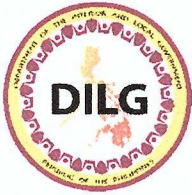


**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Forward BAC Resolution to BAC members for signature, if found in order then forward to HOPE for approval. 	
4	BAC Secretariat	Preparation of Procurement documents	<ul style="list-style-type: none"> Prepare draft NOA, Contract Agreement and Notice To Proceed. Forward to HOPE for review and approval if found in order, otherwise return to BAC Secretariat for modification Post BAC Resolution, NOA/ Contract Agreement/ NTP to PhilGEPS website, DILG XII Website in accordance with the procedure QP-R12-ORD-34 Provision of Technical Assistance on ICT Resources. Forward NTP with supporting documents to Supply Section for the delivery of NTP to winning bidder and for the acceptance and delivery in accordance with the procedure QP-R12-FAD-19 Preparation of Canvass, Purchase Order and IAR. 	Copy of NOA, Contract, NTP
5	Process Owner	Retain Masterlist of Documented Informations	<ul style="list-style-type: none"> Update the Procurement of Goods and Services Process Summary Log Sheet Retain Records in accordance with the Control of Retained Documented Information Procedure and the 	<ul style="list-style-type: none"> Procurement of Goods and Services Process Summary Log Sheet





QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Masterlist of Retained Documented Information.	
B. PUBLIC BIDDING				
1	BAC Secretariat (RO/PO/CO)	Review and evaluate PR	<ul style="list-style-type: none"> Receive, verify if the item is included in the APP, record and evaluate the approved Purchase Request w/ Term of Reference and check complete-ness of supporting documents. If deficiency is noted, return to the end user for appropriate action. If complete, assign number to the approved PR submitted by the end user. Determine and prepare a Procurement Timeline of Activity Prepare Notice of Meeting for Pre-bidding Conference and forward to BAC Chairperson for approval. Disseminate Notice of Meeting to BAC members, Secretariat, TWG 	APP, Approved PR and Activity Design cheklist of Requirements Logbook of returned Documents Procurement Timeline (GPBB)
2	BAC	Conduct of Pre-bidding Conference	<ul style="list-style-type: none"> Conduct Pre-bidding Conference to clarify the requirements, terms and conditions and technical specifications stipulated in the Bidding Documents 	<ul style="list-style-type: none"> Notice of Meeting
3	BAC Secretariat	Prepare Minutes of Meeting for Pre-bidding Conference and Notice of Meeting for the Opening of Bids	<ul style="list-style-type: none"> Draft Minutes of Meeting and forward to BAC Chairperson for approval. If there are changes in the technical specifications, Terms and Conditions, the 	





**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>BAC Secretariat will prepare the Bid Bulletin.</p> <ul style="list-style-type: none"> Draft Notice of Meeting for the Opening of Bids and forwards to BAC Chairperson for approval. 	
4	BAC	Conduct Opening of Bids	<ul style="list-style-type: none"> The BAC open the technical eligibility envelope of the bidders with the technical requirements prescribed by the IRR of RA 9184, after which, the BAC open the financial envelope of eligible bidder/s. The BAC declare the Lowest Calculated Bidder (LCB) subject to Post Qualifications to be conducted by the TWG. 	<ul style="list-style-type: none"> Notice of Meeting
5	BAC Secretariat	Prepare Abstract of Bids and Minutes of Meeting	<ul style="list-style-type: none"> Draft Abstract of Bids and forward to BAC members for signature. Draft Minutes of Meeting for the Opening of Bids and forward to BAC Chairperson for approval if found in order, otherwise return to BAC Secretariat for corrections. Prepare letter to Lowest/Single Calculated Bidder requiring them to submit the Post Qualification requirements. Forward the documents to BAC Chairperson for approval of the letter. 	





**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Once approved, send letter to the Lowest Calculated Bid. After the bidder has submitted the post qualification requirements, the BAC Secretariat will prepare the Notice of meeting for the Bid Evaluation and Post Qualification of Documents and will disseminate the Notice of Meeting to the BAC, TWG and Observers. 	
6	BAC/BAC-TWG; Observers from NGO; COA representative	Prepare Post Qualifications	<ul style="list-style-type: none"> Conduct further/detailed evaluation of all bids using non discretionary criteria as to the completeness of the bid and arithmetical corrections. Conduct post qualification to verify, validate and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid. If the bidder complies and responds to the requirements, the TWG recommend the bidder to be declared as the Lowest/Single Calculated and Responsive Bid. If non compliant, recommends disqualification of the bidder 	Minutes of Meeting
7	BAC Secretariat; BAC, HOPE	Prepare and approve BAC Resolution Recommending the Award of Contract and NOA	<ul style="list-style-type: none"> BAC Secretariat draft the Resolution recommending the Award of Contracts to the L/SCRB and forward to 	





**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>BAC members for review and signature</p> <ul style="list-style-type: none"> If there is correction/revision return to BAC Secretariat for appropriate action. Draft NOA which indicates that the bidder must submit performance bond within ten (10) calendar days from the date received of the NOA and forwards to HOPE for signature Forward documents to Supply Section for the preparation of Purchase Order in accordance with the procedure QP-R12-FAD 19 Preparation of Order, Acceptance and delivery then forward to BAC Secretariat for the reparation of NTP. 	
8	BAC Secretariat,	Prepare Notice to Proceed (NTP)	<ul style="list-style-type: none"> Prepare NTP and forward to HOPE for approval. Once approved, forwards to Supply Section for the serving of NTP to the bidder or authorized representative 	
9	Process Owner	Retain Masterlist for Documented Informations	<p>Update the Procurement of Goods and Services Process Summary Log Sheet</p> <ul style="list-style-type: none"> Retain Records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information. 	<ul style="list-style-type: none"> Procurement of Goods and Services Process Summary Log Sheet





QUALITY PROCEDURE (QP)

Document Code		
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Definition of Terms:

- PR- Purchase Request
- RFQ-Request for Qoutation
- RIS-Requisition Issue Slips
- TOR- Term of Reference
- NOA- Notice of Award
- PO- Purchase Order
- NTP- Notice to Proceed
- RO/PO/CO-Regional Office/ Provincial Office/City Office
- End-User – person that will be the receipt of goods and service

Legal References:

- COA Circular No. 2009-01 Subject: Restatement with amendment of COA Circular 87-278
- R.A. 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other purposes.

Prepared by:		Reviewed by:		Approved by:	
KATHERINE M. LLANO	DENNIS T. SUCOL	LAILYN A. ORTIZ, CESE	LAILYN A. ORTIZ, CESE	REYNALDO M. BUNGUBUNG, CESO IV	REYNALDO M. BUNGUBUNG, CESO IV
Process Owner	Deputy QMR	Regional QMR	Regional QMR	Regional Director	Regional Director





Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY
OBJECTIVE (QO)**

Document Code		
QO-QP-R12-FAD-04		
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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION
QUALITY PROCEDURE TITLE	PROCUREMENT OF GOODS AND SERVICES

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> PROCUREMENT OF GOODS AND SERVICES 	<ul style="list-style-type: none"> 90% of submitted Purchase Requests with complete documents below 50k are reviewed, controlled and forwarded to Supply Section within 2 days upon receipt 	90%	Total No. of submitted PRs (below 50K) are reviewed, controlled and forwarded to Supply Section within 2 days upon receipt -----X100% Total No. of PRs received	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> BAC secretariat 	<ul style="list-style-type: none"> Procurement of Goods and Services Process Summary Logsheet
	<ul style="list-style-type: none"> 100% of submitted Purchase Requests with complete documents 50k to 1M are posted to PhilGEPS website 3 days upon receipt 	100%	Total No. of PRs (above 50K to 1M) are posted to PhilGEPS within 3 days upon receipt -----X100% Total No. of PRs received	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> BAC Secretariat 	<ul style="list-style-type: none"> Procurement of Goods and Services Process Quality Monitoring and Evaluation
	<ul style="list-style-type: none"> 100% of Approved NOA are issued with approved NTP within 5 days from the date of NOA 	100%	Total No. of Approved NTP issued within 5 days from the date of NOA -----X100% Total No. of NOA issued	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> BAC secretariat 	<ul style="list-style-type: none"> Procurement of Goods and Services Process



Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

QUALITY OBJECTIVE (QO)

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Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
						Summary Logsheet • Procurement of Goods and Services Process Quality Monitoring and Evaluation

Prepared by:		Reviewed by:		Approved by:	
 KATHERINE M. LIANO Process Owner		 DENNIS T. SUCOL Division Chief / Deputy QMR		 LAILYN A. ORTIZ, CESE Regional QMR	
				 REYNALDO M. BUNGBUNG, CESO IV Regional Director	



Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

Document Code		
QME-QP-R12-FAD-04		
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OFFICE	FINANCE & ADMINISTRATIVE DIVISION
PROCEDURE TITLE	PROCUREMENT OF GOODS AND SERVICES
OBJECTIVE STATEMENT	1. 90% of submitted Purchase Requests with complete documents below 50K are reviewed,. Controlled and forwarded to Supply Section within 2 days upon receipt 2. 100% of submitted Purchase Requests with complete documents 50K to 1M are posted to PhilGEPS within 3 days upon receipt 3. 100% of Approved NOA are issued with approved NTP within 5 days from the date of NOA
CURRENT PERIOD	

INDICATORS		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Objective 1: 90% of Submitted Purchase Requests with complete documents below 50K are reviewed, controlled and forwarded to Supply Section for canvass within 2 days upon receipt														
A	Submitted Purchase Requests with complete documents below 50K are reviewed, controlled and forwarded to Supply Section for canvass within 2 days upon receipt													
B	Total No. of PRs received													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 90%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
Objective 2: 100% of submitted Purchase Requests with complete documents 50K to 1M r are posted to PhilGEPS within 3 days upon receipt														
A	Submitted Purchase Requests with complete documents 50K to 1M are posted to PhilGEPS website within 3 days upon receipt													
B	Total No. of PRs received													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													



Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

Document Code		
QME-QP-R12-FAD-04		
Rev. No.	Eff. Date	Page
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INDICATORS		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Objective 3. 100% of Approved NOA are issued with approved NTP within 5 days from the date of NOA														
A	Total No. of Approved NTP issued within 5 days from the date of NOA													
B	Total No. of approved NOA issued													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													

Note: For unmet targets, concerned QMS Secretariat shall initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

Prepared by:	Noted by:
Process Owner	Deputy QMR

Prepared by:	Reviewed by:	Approved by:
 KATHERINE M. LLANO Process Owner	 DENNIS T. SUCOL Deputy QMR	 LAILYN A. ORTIZ, CESE Regional QMR
		 REYNALDO M. BUNGBUNG, CESO IV Regional Director



Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
PROCUREMENT OF GOODS AND SERVICES
Process Summary Logsheet (PSL)

Document Code		
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- QUALITY OBJECTIVE:
- 90% of submitted PRs w/ complete documents below 50k are reviewed, controlled and forwarded to Supply Section for Canvass within 2 days upon receipt
 - 100% of submitted PRs w/ complete documents 50K to 1M are posted to PhilGEPS website within 3 days upon receipt
 - 100% of Approved NOA are issued with approved NTP within 5 days from the date of NOAy

FREQUENCY OF MONITORING: **Monthly**

COVERED PERIOD:

Due Date of Submission:



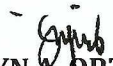
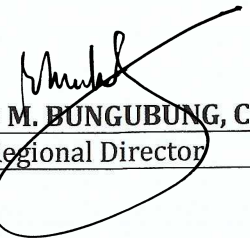
PR Number	Date Received	Purpose	Amount	OBJECTIVE NO. 1 (BELOW 50k)					OBJECTIVE NO. 2 (50K to 1M)					OBJECTIVE NO. 3 (NOA WITH NTP)					
				Date Released to Supply Section	No. of days elapsed	Met	Unmet	REMARKS, IF UNMET	Date Posted to PhilGEPS	No. of days elapsed	Met	Unmet	REMARKS, IF UNMET	Date of NOA	Date of NTP	No. of days elapsed	Met	Unmet	REMARKS, IF UNMET
1																			
TOTAL																			

Prepared by:	Noted by:
Process Owner	Deputy QMR



Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)
PROCUREMENT OF GOODS AND SERVICES
Process Summary Logsheet (PSL)

Document Code		
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Rev. No.	Eff. Date	Page
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Prepared by:	Reviewed by:	Approved by:	
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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

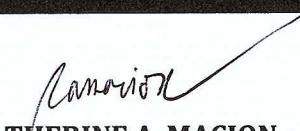
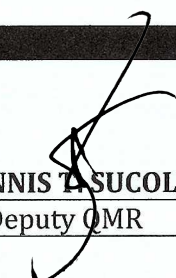
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Document Code		
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Division: **FINANCE AND ADMINISTRATIVE DIVISION**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCUREMENT OF GOODS AND SERVICES							
QP-RO12-LGCDD-04	Quality Procedure: Procurement of Goods and Services	10.01.17					
QO-QP-R12-LGCDD-04	Quality Objective: Procurement of Goods and Services	10.01.17					
QME-QP-R12-LGCDD-04	Quality Monitoring and Evaluation: Procurement of Goods and Services	10.01.17					
FM-QP-R12-LGCDD-04-01	Process Summary Logsheet: Procurement of Goods and Services	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents: Procurement of Goods and Services	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: Procurement of Goods and Services	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information: Procurement of Goods and Services	10.01.17					
FM-SP-R12-02-01A	Risk Registry (Objective): Procurement of Goods and Services	10.01.17					
FM-SP-R12-02-01B	Risk Registry (Process): Procurement of Goods and Services	10.01.17					

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 DENNIS T. SUCOL Deputy QMR





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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

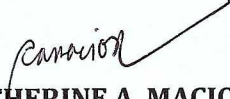

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Document Code		
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Division: **FINANCE AND ADMINISTRATIVE DIVISION**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCUREMENT OF GOODS AND SERVICES							
	Government Accounting Manual (GAM) for National Government Agencies						
	R.A 9184 (An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other purposes)						

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 RILIMIN H. SANDOVAL Deputy QMR





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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Division: **FINANCE AND ADMINISTRATIVE DIVISION**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

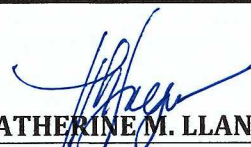

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEM E	ACTIVE	STORAG E	TOTAL	
PROCUREMENT OF GOODS AND SERVICES									
	Procurement Monitoring (gdrive)	Merriam D. Sarmiento/Kristine Joy A. Elipan/Katherine M. Llano	computer (gdrive)	gdrive	daily				
	Minutes of Meeting	Merriam D. Sarmiento	BAC's working table	BAC Meeting	weekly				
	BAC Resolution								
	Request for Qoutation								
	Abstract of Canvass								
	Notice of Award								
	Notice to Proceed								



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

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Document Code		
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Prepared by:	Noted by:
 KATHERINE M. LLANO Process Owner	 DENNIS SUCOL Deputy QMR





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Document Code		
FM-SP-R12-02-01A		
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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION**
 PROCEDURE: **PROCUREMENT OF GOODS AND SERVICES**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
• 90 % of submitted PRs with complete documents below 50K are reviewed, controlled and forwarded to Supply Section within 2 days upon receipt	Purchase Request (PR) is not supported by the Activity Design	DILG personnel	delayed processing of procurement	multiple tasks of Focal Person	delayed procurement	Issuance of Reg'l. Office Memorandum 2018-1 dated 01.17.18	4	5	1	20	L	NS	none	1	no further action	BAC Secretariat/ end user		
• 100 % of submitted PRs with complete documents P50K to P1M are posted to PhilGEPS website within 3 days upon receipt	No alternates/understudy for PhilGEPS posting late transmission of guidelines from CO on the conduct of the activity	end Users/DILG personnel end Users/DILG personnel	Delayed posting of documents to PhilGEPS	Assigned personnel to post in PhilGEPS is on travel or in sick leave	delayed procurement and none implementation of activity	posting done at night	4	5	1	20			none	2	Assign alternate personnel to post in PhilGEPS website	BAC Secretariat	NA	NA
• 100 % of Approved NOA with approved NTP within 5 days from the date of NOA	No alternates/understudy to prepare NOA and NTP	end Users/DILG personnel	delayed issuance of NTP	multiple tasks of Focal Person	delayed procurement and none implementation of activity	provision of laptop												
RISK ASSESSMENT:			RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN						
IMPACT: 1-Insigificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme			1 - 25	LOW	Not Significant	No further action required (Retain risk by in						3						
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain			26-40	MODERATE	Not Significant	Alert level but no further action required for n						2						
DETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4 - Re			>40	HIGH	Significant	Control (e.g.- Treat/Mitigate Transfer, Termin						1						
Risk Rating = Impact X Likelihood X Detection																		

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION**
 PROCEDURE: **PROCUREMENT OF GOODS AND SERVICES**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Posting of documents to PhilGEPS	Delayed posting of documents to PhilGEPS	Assigned personnel is on travel or is on sick leave	Delayed conduct of BAC meeting resulting to delayed procurement of goods and services	documents for posting will be scanned by the BAC Secretariat and sent same to the Assigned Person for posting to PhilGEPS	4	5	1	20	L	NS	3	no further action	NA	BAC Secretariat	NA	NA
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED							RPN				
IMPACT:		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	No further action required (Retain risk by informed decision)							3				
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Alert level but no further action required for now							2				

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