



QUALITY PROCEDURE (QP)

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QP-RO2-LGCDD-LRPS-20		
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PROCEDURE TITLE	REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET
SCOPE	This process starts from the receipt of C/MPDO-reviewed Barangay GAD Plan and Budget, PPDO-reviewed Component City/Municipal GAD Plan and Budget and ICC/Provincial GAD Plan and Budget by the concerned DILG Office and covers the review process, issuance of Certificate of Review and Endorsement by DILG
PURPOSE	To define the standard procedure of the review and endorsement of Barangay/City/Municipal/Provincial GAD Plan and Budget by concerned DILG Office in accordance with existing Laws, Rules and Regulation

PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
SOURCES	INPUT		RECIPIENT / CUSTOMERS
<ul style="list-style-type: none"> Submission of BRGY/ MUNICIPAL/ Comp. City GAD Plan and Budget to C/M/PPDO for 1st level review Submission of PROVINCIAL and ICC GAD Plan and Budget to DILG Regional Office for 1st level of review 	Transmit C/M/PPDO-reviewed GAD Plan and Budget to C/MLG00/PO Transmit Provincial/ and ICC GAD Plan and Budget to DILG RO	<div style="border: 1px solid black; padding: 10px; text-align: center;"> REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET </div>	Certificate of review and endorsement by concerned DILG Office LGU

DESCRIPTIVE STATEMENT:

The C/M/PPDO reviews and transmits Barangay/Component City/Municipal GAD Plan and Budget to CLG00/MLG00/DILG PO for 2nd level review. CLG00/MLG00/DILG PO issues certificate of review and endorsement upon satisfying the parameters for review and endorsement.

The ICC/Province transmits GAD Plan and Budget to DILG RO for 1st and 2nd level review. DILG RO issues certificate of review and endorsement upon satisfying the parameters for review and endorsement.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	<ul style="list-style-type: none"> DILG C/MLG00/ Provincial Office 	Receives and conducts 2 nd level review	<ul style="list-style-type: none"> Receives Barangay/ Component City / Municipal GAD Plan and Budget Reviews Barangay/ Component City/Municipal GAD Plan and Budget vis a vis Gender responsiveness of contents, horizontal alignment of data / 	<ul style="list-style-type: none"> GAD Plan and Budget Format Incoming Logbook

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			information at the different column fields	
			<ul style="list-style-type: none"> - In case of enhancements, the reviewers may return the documents to concerned Barangay/CC/ Municipality providing thereof their review comments and findings for appropriate action. - If found in order, return the plan and budget to the Barangay/ Component City/ Municipality with the attached certificate of review and endorsement. • Receives ICC/Provincial GAD Plan and Budget • Reviews ICC/Provincial GAD Plan and Budget vis a vis form and Gender responsiveness of contents, horizontal alignment of data / information at the different column fields - In case of enhancements, the reviewers may return the documents to concerned ICC/Province 	<p>Content presentation/ Transmittal letter; Outgoing logbook</p> <p>Certificate of review and endorsement; Transmittal letter; Outgoing logbook</p> <ul style="list-style-type: none"> • GAD Plan and Budget Format • Incoming Logbook <p>Content presentation/ Transmittal letter; Outgoing logbook</p>
	• DILG RO	Receives and conducts 1 st and 2 nd level review		

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>providing thereof their review comments and findings for appropriate action.</p> <p>- If found in order, return the plan to the ICC/Province with the attached certificate of review and endorsement.</p>	<p>Certificate of review and endorsement; Transmittal letter; Outgoing logbook</p>
2	DILG C/MLGOO/ Provincial/ Regional Office	Endorses the GAD Plan and Budget thru issuance of Certificate of review and endorsement	<ul style="list-style-type: none"> Endorses GAD Plan and Budget to concerned LGU for inclusion in the AIP and Budget and issues certificate of review and endorsement 	<ul style="list-style-type: none"> Outgoing Logbook Transmittal Letter with attached Certificate of review and endorsement
3	PROCESS OWNER	Retain Records	<ul style="list-style-type: none"> Update the Project/Program Summary LogBook sheet/ Retain records in accordance with the control of Retained Documented Information Procedure and the masterlist of records 	<ul style="list-style-type: none"> Project / Program Summary Logbook Sheet Control of Documented Information Procedure

Legal References: RA 9710 – Magna Carta of Women, JMC 2013-01, as amended by JMC 2016-01

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DILG - REGION II (CAGAYAN VALLEY)
**QUALITY
OBJECTIVE (QO)**

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OFFICE	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION 02	
QUALITY PROCEDURE TITLE	REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET	

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
• Reviews LGU annual GAD Plan and Budget	• 95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request. • Accuracy of review	• 95%	• Total number of GAD Plan and Budget reviewed within 15 working days upon receipt of concerned DILG office of the request ----- x 100 Total number GAD Plan and Budget received • Actual number of reviewed GAD Plan and Budget returned to LGU due to wrong form/template used ----- x 100 Actual number of GAD Plan and Budget reviewed	• Quarterly	• PD • DC	• Process Summary Logsheet for the review of GAD Plan and Budget

Prepared By:

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Approved By:

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DILG - REGION II (CAGAYAN VALLEY)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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REGION/DIVISION		DILG - REGION II (CAGAYAN VALLEY)				
PROCEDURE TITLE		REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET				
OBJECTIVE STATEMENT		1. 95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request. 2. 20% incidence of reviewed GAD Plan and Budget returned to LGU due to wrong template/form used				
CURRENT PERIOD		CY 2017				
INDICATORS		Q1	Q2	Q3	Q4	Total
A Total number of GAD Plan and Budget reviewed within 15 working days upon receipt of concerned DILG office of the request.						
B Total number GAD Plan and Budget received						
C Formula: $A \times 100\%$ B		Target Result : 95%				
D Gap Analysis: In case the objective is not met, put your analysis why it is not met						
Objective 2. Accuracy of Indorsement						
A Actual number of reviewed GAD Plan and Budget returned to LGU due to wrong form/template used						
B Actual number of GAD Plan and Budget reviewed						
C Formula: $A \times 100\%$ B		Target: 20%				
D Gap Analysis: In case the objective is not met, put your analysis why it is not met						

Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-R02 Deputy QMR.

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DILG - REGION II (CAGAYAN VALLEY)
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT RO2
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Local Government and Capability Development Division/Local Planning and Resources Section

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
REVIEW OF LGUs GAD PLAN AND BUDGET							
	Guide on the Review of LGUs' GAD Plan and Budget and GAD Accomplishment Reports Handbook						
PCW-DILG-DBM-NEDA JMC No. 2016-01	Amending PCW-DILG-DBM-NEDA JMC No. 2013-01 re Guidelines on the Localization of the Magna Carta of Women	2016					
PCW-DILG-DBM-NEDA JMC No. 2013-01	Guidelines on the Localization of the Magna Carta of Women	2013					

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LGOO II/Process Owner

Noted By
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Division Chief

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DILG - REGION II (CAGAYAN VALLEY)

REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET Summary Worksheet (PSL)

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QUALITY OBJECTIVE: 95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request
FREQUENCY OF MONITORING: QUARTERLY
COVERED PERIOD: : CY 2017
Due Date of Submission: : 15 working days upon receipt of the plan
Legend:

No.	M/CLGOO/PROVINCIAL FOCAL PERSON		REGIONAL FOCAL PERSON		DURATION	Objective Results			Remarks/Particulars
	DATE RECEIVED	DATE RELEASED OF REVIEW FINDINGS/ CERTIFICATE OF REVIEW (ENDORSEMENT)	DATE RECEIVED	DATE RELEASED OF REVIEW FINDINGS/ CERTIFICATE OF REVIEW (ENDORSEMENT)		Met	Unmet	Remarks, if unmet	
1			Batanes-December 11, 2017	December 20, 2017	7 working days	/			
2			Batanes-January 8, 2018	January 24, 2017	12 working days	/			
3			Quirino-January 15, 2018	January 24, 2017	12 working days	/			
4			Santiago City-January 25, 2018						
5									
6									
7									
8									

Prepared by:

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4GOO II/Process Owner

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