



# **QUALITY PROCEDURE (QP)**

PROCEDURE TITLE	Processing of Barangay Officials Death Benefit Assistance (BODBA)		
SCOPE	Processing of Barangay Officials Death Benefit Assistance (BODBA). It starts with the claimant filling up the barangay officials death benefit claim application form (DBC Form 001), to the submission together with supporting documents through channels to the regional office up to the release of check of death benefits to beneficiaries.		
PURPOSE	To establish standard procedures in the processing of Barangay Officials Death Benefit Assistance (BODBA).		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Death of a Barangay Official (BO)  Application form → death certificate; oath of office/ appointment (for appointive BO)		Review and Evaluation of Application for Barangay Officials Death Benefit Assistance (BODBA)	→  Fund Released to Beneficiary through Check)
DESCRIPTIVE STATEMENT: The claimant/beneficiary submits death certificate of deceased elected barangay official (together with oath of office or appointment in case deceased is an appointive BO) to C/MLGOO who verifies name in the masterlist, assist claimant/beneficiary in filling up the application for BODBA, requires submission of supporting documents and prepares endorsement to provincial office. Provincial Office endorses the application to regional office. The Regional Office makes final review of documents and endorses the application to NBOO, Central Office.			

Step No.	Responsible Personnel	STEP/ACTIVITY	Details	References
1	CMLGOO	Filing and Submission of Application for Assistance	- Advice legal heirs of deceased official to immediately file the application for death benefits claim and assists in filling DBC Form 001 -Evaluate application and supporting documents -Crosscheck names of claimants if included in the list of beneficiaries enumerated in the BOIS filed by the deceased official when assuming office. -Prepare endorsement using DBC Form 002 to the Provincial Office within 2 days after receipt from Claimant -Submit the documents to Provincial Office	-Application for BODBA (DBC Form 001) with the following supporting documents -Death certificate (Certified True Copy) -Marriage Contract (if spouse) -Birth certificate (if parent) -Affidavit (if sibling) -Transmittal Letter using DBC Form 002
2	Prov'l. Office Prov'l. Focal Person (PFP)	Review and evaluation of documents	-Review the accomplished DBC Form 002 and evaluate documents submitted by C/MLGOO	-DBC Form 003-A and supporting documents

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Step No.	Responsible Personnel	STEP/ACTIVITY	Details	References
	Prov'l. Director  PFP	Transmission of BODBA Application to Regional Office	<ul style="list-style-type: none"> <li>-Prepare/Consolidate the List of BODBA using DBC Form 003-A.</li> <li>-Prepare the endorsement</li> <li>- Sign the endorsement</li> <li>- Submit the Application to Regional Office within 3 days</li> </ul>	
	Regional Office Regional Focal Person (RFP)  LGMED Division Chief  Regional Director/ARD	Receipt of BODBA Application from Provincial Office  Review and evaluation of documents  Initial Signature of Transmittal Letter  Submission of Documents to Central Office	<ul style="list-style-type: none"> <li>-Review the accomplished DBC Form 003-A and evaluate documents submitted by Provincial Director</li> <li>-Prepare the Transmittal Letter containing the consolidated Regional List of unpaid death benefit claims of Deceased BOs in DBC Form 004.</li> <li>-Affix initial signature on Transmittal Letter</li> <li>- Sign the Transmittal Letter</li> <li>-Transmit Documents to NBOO, Central Office after consolidating a substantial number of BOBDA Applications in 1-2 week time.</li> </ul>	Transmittal Letter to C.O. containing the  List of BODBA - DBC Form 004
3	DILG Central Office	Issuance of Sub-Allotment Release Order (SARO)	<ul style="list-style-type: none"> <li>-Allot fund for qualified BODBA Claimants thru SARO</li> <li>-Forward SARO to Regional Office</li> </ul>	Sub-Allotment Release Order (SARO)
4	Regional Office  Regional Focal Person/LGMED Chief  Accountant/Budget Officer	Receipt of SARO from Central Office  Transfer/Download fund to Provincial Office	<ul style="list-style-type: none"> <li>-LGMED Chief confirms qualification of Claimant/Beneficiary to Regl. Accountant/Budget Officer</li> <li>-Inform the PO of the Fund Availability for Qualified Beneficiaries</li> <li>-Transfer/Download fund to PO thru List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA) within 5 days after receipt of SARO from CO</li> <li>-Consolidate liquidation reports of Provincial Offices per SARO and transmit the same to DILG Financial</li> </ul>	SARO  LDDAP-ADA

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Step No.	Responsible Personnel	STEP/ACTIVITY	Details	References
			Management Service with the List of paid Death Benefits within 5 days after receipt of said reports -Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 008 for purposes of counterchecking double filing of claims	DBC Form 008
5	Provincial Office	Receipt of Funds from Regional Office thru List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA)  Releasing of check	-Prepare Checks of Death Beneficiary/ies within 5 days after receipt of Funds from Reg'l. Office -Inform C/MLGOO of available check ready for release to claimants -Release the Check to the Death Beneficiary or Authorized Claimant - Prepare liquidation report on fund transfer and submit to Regional Office 15 days after receipt of funds  -Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 007-A for purposes of counterchecking double filing of claims.	-Treasury Check in the name of the Death Beneficiary  -Liquidation Report on Fund Transfer and Total Amount Released -DBC Form 007-A
6	C/MLGOO		- Inform claimant/s when the Check is ready for release and advise them to bring proofs when claiming. If claimant cannot personally do the transaction, the authorized representative shall present a Special Power of Attorney -Maintain a logbook and update database of paid and unpaid death benefit claims using DBC Form 006 for purposes of counterchecking double filing of claims	-Special Power of Attorney of Claimant's Representative  -DBC Form 006

**Definition of Terms:**

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**BODBA – Barangay Officials Death Benefit Assistance**



DILG – REGION II (CAGAYAN VALLEY)

## QUALITY PROCEDURE (QP)

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**QP-R02-LGMED-BAS-21**

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### Legal References:

1. Local Government Code of 1991 – Section 393 (b) (2)
2. DILG MC No. 2002-207 dated December 26, 2002
3. EO 115 dated August 5, 2002
4. DILG MC 2008-124 dated August 21, 2008, Revised Rules and Regulations in Implementing EO 115

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Process Owner	Division Chief/Next Higher Supervisor	Regional QMR	Regional Director

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## QUALITY OBJECTIVE (QO)

Document Code		
QO-RO2-LGMED-BAS-21		
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OFFICE	LGMED, Regional Office
QUALITY PROCEDURE TITLE	PROCESSING OF BARANGAY OFFICIALS DEATH BENEFIT ASSISTANCE (BODBA)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Documents (Procedures) and Forms (Records), including applicable Legal Requirements Applicable
	Objective	Target	Indicator/Formula (if applicable)			
-Facilitate payment of Death Benefit Claim of beneficiaries of deceased barangay officials	<ul style="list-style-type: none"><li>• Ensure completeness of supporting documents</li><li>• Prompt transmittal of BODBA application to central office</li></ul>	<ul style="list-style-type: none"><li>• 100% complete</li><li>• BODBA application transmitted to Central Office not to exceed 2 weeks from receipt at Regional Office</li></ul>	<ul style="list-style-type: none"><li>• Application for BODBA with complete documents forwarded to Central Office</li><li>• Transmittal letter with date of release not to exceed 2 weeks from receipt of Application</li></ul>	<ul style="list-style-type: none"><li>• Bi-Monthly</li></ul>	<ul style="list-style-type: none"><li>• Process Owner</li><li>• Provincial focal person</li></ul>	<ul style="list-style-type: none"><li>-Application for BODBA (DBC Form 001) with the following supporting documents</li><li>-Death certificate (Certified True Copy)</li><li>-Marriage Contract(if spouse)</li><li>-Birth certificate (if parent)</li><li>-Affidavit (if sibling)</li><li>-Transmittal Letter using DBC Form 002</li><li>-DBC Form 003-A and supporting documents and Provincial Endorsement</li><li>-Transmittal Letter to C.O. containing the List of BODBA -DBC Form 004</li></ul>

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## QUALITY OBJECTIVE (QO)

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Documents (Procedures) and Forms (Records), including applicable Legal Requirements Applicable
	Objective	Target	Indicator/Formula (if applicable)			

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Process Owner	Division Chief/Next Higher Supervisor	Regional QMR





DILG – REGION II (CAGAYAN VALLEY)

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)****Document Code**  
**QME-R02-LGMED-BAS-21**

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<b>OFFICE</b>	LGMED, Regional Office												
<b>PROCEDURE TITLE</b>	Processing of Application for Barangay Officials Death Benefit Assistance(BODBA)												
<b>OBJECTIVE STATEMENT</b>	<ul style="list-style-type: none"> <li>• Completeness of supporting documents</li> <li>• Prompt transmittal of BODBC application to regional office</li> <li>• Transfer of Fund to Provincial Office</li> </ul>												
<b>CURRENT PERIOD</b>													

  

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Total
Objective 1: Completeness of supporting documents													
A	No. of requests processed with complete documents												
B	Total No. of requests submitted												
C	Formula: $A/B \times 100$	Target Result : 100%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met) Incomplete supporting document												
Objective 2: Prompt transmittal of BODBA application to Central Office													
A	Requests transmitted in one to two (1-2) weeks												
B	Total number of requests transmitted to Central Office												
C	Formula: $A/B \times 100\%$	Target Result : 100%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met) - person in-charge/PD on official business; internet access unstable												

**Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.**

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## PROCESS QUALITY MONITORING AND EVALUATION (QME)

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Process Owner		Division Chief/Next Higher Supervisor		Regional QMR	
				Regional Director	





DILG-CENTRAL OFFICE

# Processing of Barangay Officials Death Benefit Assistance (BODBA) Process Summary Log Sheet

Document Code		
PSLS-RO2-LGMED-BAS-21		
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QUALITY OBJECTIVE: 1. Completeness of supporting documents  
2. Prompt transmittal of BODBA Application to Central Office

FREQUENCY OF MONITORING: Quarterly

CURRENT PERIOD:

No.	Reference / Control No.	Date Request Received	(City/ Municipality/ Province)	Review and Disposition				Date Signed list transmitted to NBOO	Objective 1 Result (Date Received vs Date Communicated; Date Lacking/Additional Documents Received vs Date Certificate Forwarded to RD/ARD)					Objective 2 Result (Date request transmitted to NBOO)			NOTES	
				Completeness of Supporting Documents					Date consolidated list of claims transmitted to RD/ARD for signature	No. of Days Elapsed	Met ≤ 1 working day	Unmet >1 working day		Remarks (Indicate Reason if Target is Unmet)	Met (rating=3, 4, 5)	Unmet (ratings=1, 2)		Remarks (Indicate Reason if Target is Unmet)
				Incomplete	Date Communicated (Request LGU for additional/ lacking docs)	Date Lacking/ Additional Documents Received	Complete											
1		10/11/2017	Kasibu, NV				1	10/19/2017	10/19/2017		1				5			
2			Echague, Isa				1	10/19/2017	10/19/2017		1							
3		10/13/2017	Gonzaga, Cag.				1	10/19/2017	10/19/2017		1							
4			Enrile, Cag.				1	10/19/2017	10/19/2017		1							
5			Roxas, Isa				1	11/4/2017	11/4/2017		1				5			
6		10/20/2017	Baggao, Cag.				1	11/4/2017	11/4/2017		1							
7		10/25/2017	Cauayan City				1	11/4/2017	11/4/2017		1							
8		10/27/2017	Abulug, Cag.				2	11/4/2017	11/4/2017		2							
9		11/6/2017	Cabarroguas, Qui.				1	11/24/2017	11/24/2017		1				5			
10			Angadanun, Isa.				1	11/24/2017	11/24/2017		1							
11		11/20/2017	Abulug, Cag.				1	11/28/2017	11/28/2017		1				5			
12			Amulung, Cag.				1	11/28/2017	11/28/2017		1							
13		12/8/2017	Ballesteros, Cag.				1	12/27/2017	12/27/2017		1				5			
14			Pamplona, Cag.				1	12/27/2017	12/27/2017		1							
15			Baggao, Cagayan				1	12/27/2017	12/27/2017		1							
16		12/12/2017	Cabagan, Isabela				1	12/27/2017	12/27/2017		1							
17		12/27/2017	Aparri, Cag.				1	12/27/2017	12/27/2017		1							
18			Gattaran, Cag.				1	12/27/2017	12/27/2017		1							
19			Ballesteros, Cag.				1	12/27/2017	12/27/2017		1							
TOTAL							20				20	-			25	-		
RESULT											100%	0%			100%	0%		

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