



DILG - R02  
**QUALITY  
PROCEDURE (QP)**

Document Code  
QP-R02-LGMED-LIMS-25

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PROCEDURE TITLE	IMPLEMENTATION OF THE LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)	
SCOPE	<p>One of the search categories of the LGU Incentives and Awards (LGUIA) Program of DILG Region 02 is the Search for Most Outstanding Lupong Tagapamayapa. The regional winners automatically become the nominees to the National Search spearheaded by BLGS.</p> <p>The process covers the conduct of assessment/evaluation and submission of nominees in the different levels – city/municipal, province, regional, provision of technical assistance to the regional nominees and ultimately the submission of the documentary requirements of the regional nominees to the National Search Committee.</p>	
PURPOSE	<p>To define the standard procedures for the assessment, recognition, provision of technical assistance in the preparation of documentary requirements and nomination to the Lupong Tagapamayapa Incentives Awards .</p>	
<b>PROCESS DESCRIPTION</b>		
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>
LTIA Nominee Documentary Requirements  SOURCES →	Assessment and review of the documentary requirements and on-site evaluation of the LTIA nominees	LTIA Regional Nominee to National Search and documentary requirements →
<b>DESCRIPTIVE STATEMENT:</b> The LTIA covers the following processes: <ul style="list-style-type: none"><li>• Organization, activation/re-activation of Awards Committees at the city/municipal, provincial and regional levels.</li><li>• Concerned C/MLGOO will conduct assessment and fill out the required LTIA Forms and submit the Nomination with the supporting documentary requirements to the LGMEU of the Provincial Office for the conduct of the provincial evaluation; provincial winners will be submitted to the LGMED - Regional Office..</li><li>• LGMED, together with the Regional Awards Committee Members, will conduct evaluation to the provincial nominees for the LGU Incentives and Awards - Search for Most Outstanding Lupong Tagapamaya. The regional winners will automatically the nominees to the national search.</li><li>• RFP will then conduct on-site technical assistance to the three nominees, one each for 1<sup>st</sup> – 3<sup>rd</sup> Class Municipalities, 4<sup>th</sup> – 6<sup>th</sup> Class municipalities, and City. It will then be forwarded to the LTIA Secretariat of the National Awards Committee.</li></ul>		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	RFP	Re-organization of the Regional Awards Committee (RAC)	<ul style="list-style-type: none"> <li>Preparation of the following:               <ul style="list-style-type: none"> <li>-invitation letters to RAC Members</li> <li>-Advisory to PDs</li> <li>-Activity Design for the conduct of Re-organizational Meeting</li> <li>-Meeting folders/kits</li> </ul> </li> <li>Conduct of RAC Re-organizational Meeting cum Planning Conference for the LGUIA</li> <li>Preparation of Post-Activity Report</li> </ul>	<ul style="list-style-type: none"> <li>Regional Memorandum Circular</li> </ul>
2	RFP	Preparation of Advisory re Regional Search for Most Outstanding LT	<ul style="list-style-type: none"> <li>Provide POs copy of the Advisory</li> </ul>	Transmittal Report
3	Regional Records Officer	Receive, record and disseminate Advisory signed by the RD	<ul style="list-style-type: none"> <li>Provide POs copy of the Advisory</li> </ul>	Transmittal Report
3	LTIA PFP	Conduct preparatory activities for the conduct of the Municipal/City/ Provincial Search	<ul style="list-style-type: none"> <li>Provide FOs copy of the LGUIA Regional Memorandum Circular and Advisory</li> <li>Re-organize the PAC</li> <li>Provide Search Evaluation Forms and Attachments to C/MLGOOs</li> </ul>	<ul style="list-style-type: none"> <li>Regional Memorandum Circular</li> <li>Transmittal Report</li> </ul>
4	C/MLGOOs	Conduct of Municipal/City/Cluster Evaluation	<ul style="list-style-type: none"> <li>Assessment of LTs</li> <li>Determine the city/municipal winner</li> <li>Determine the cluster winner</li> <li>Submit nomination to the PFP</li> </ul>	<ul style="list-style-type: none"> <li>Transmittal Report</li> <li>Form 1. Performance Evaluation Form (PEF)</li> <li>Form 2. Consolidated PEF</li> <li>Form 3. Comparative PEF</li> <li>Form 4.</li> </ul>





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				Performance Validation <ul style="list-style-type: none"> <li>Form 5. Transmittal</li> <li>Form 6. Summary of Cases</li> <li>Form 7. Performance Highlights</li> <li>Form 7A. List of Cases</li> <li>(LTIA Nomination Documents)</li> </ul>
5	LTIA PFP and PAC Members	Conduct Provincial Search	<ul style="list-style-type: none"> <li>Evaluation of nominees</li> <li>Determine provincial winners</li> <li>Rank LTIA Nomination Documents and submit one nomination each for 1<sup>st</sup> – 3<sup>rd</sup> Class Municipalities and 4<sup>th</sup> – 6<sup>th</sup> Class municipalities to represent the province in the Regional Search.</li> <li>Submit nomination to RFP</li> </ul>	<ul style="list-style-type: none"> <li>Transmittal Form</li> <li>Form 1. Performance Evaluation Form (PEF)</li> <li>Form 2. Consolidated PEF</li> <li>Form 3. Comparative PEF</li> <li>Form 4. Performance Validation</li> <li>Form 5. Transmittal</li> <li>Form 6. Summary of Cases</li> <li>Form 7. Performance Highlights</li> <li>Form 7A. List of Cases (LTIA Nomination Documents)</li> </ul>
6	RAC	Conduct Regional Search	<ul style="list-style-type: none"> <li>Prepare Evaluation Kits</li> <li>Coordinate with RAC members and PFPs</li> <li>Evaluation of provincial nominees</li> </ul>	<ul style="list-style-type: none"> <li>Regional Memorandum Circular</li> <li>Regional Order</li> </ul>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		Conduct appropriate Recognition/Awarding for Regional Winners	<ul style="list-style-type: none"> <li>Determine regional winners</li> <li>Preparation of the requirements for the awarding ceremony</li> <li>Preparation of the requirements for the awarding ceremony</li> </ul>	<ul style="list-style-type: none"> <li>Letters</li> <li>Advisory</li> </ul>
7	RAC Members	<p>Review and approve documents of regional winners as nominees to the National Search and provide technical assistance</p> <p>Preparation of list and submission of nominees to National LTIA Secretariat</p>	<ul style="list-style-type: none"> <li>Review LTIA Nomination Documents as to completeness and appropriateness of supporting documents and process accordingly.</li> <li>Conduct table review and assessment as to the form and substance of the LTIA Nomination documents as prescribed by National level.</li> <li>Conduct on-site technical assistance to nominees to assess readiness, completeness of documents</li> <li>Documents and submit one nominee each for 1<sup>st</sup> – 3<sup>rd</sup> Class Municipalities and 4<sup>th</sup> – 6<sup>th</sup> Class municipalities to represent the Region in the National Search</li> <li>Conduct on-site technical assistance to nominees to assess readiness, completeness of documents</li> <li>Prepares and signs all LTIA Forms</li> </ul>	<ul style="list-style-type: none"> <li>LTIA Nomination Documents</li> <li>Form 2. Consolidated PEF</li> <li>Form 3. Comparative PEF</li> <li>Form 4. Performance Validation</li> <li>Form 5. Transmittal</li> <li>Form 6. Summary of Cases</li> <li>Form 7. Performance Highlights</li> <li>Form 7A. List of Cases</li> <li>LTIA Nomination Documents</li> </ul>

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	RFP	Prepare transmittal letter submitting nominee of the Region to the National Search	<ul style="list-style-type: none"> <li>List of nominees and documentary requirements to be submitted to the National LTIA Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>LTIA Nomination Documents</li> <li>Transmittal Form</li> </ul>
10	Regional Director	Approve the LTIA Nomination and sign transmittal	<ul style="list-style-type: none"> <li>Approve the LTIA documents for transmittal to CO</li> </ul>	<ul style="list-style-type: none"> <li>LTIA Nomination Documents</li> </ul>
11	Regional Records Officer	Record and transmit LTIA Nominations	<ul style="list-style-type: none"> <li>Assign tracking number to LTIA Nominations</li> <li>Forward the documents to the Central Office</li> </ul>	<ul style="list-style-type: none"> <li>LTIA Nomination Documents</li> <li>Transmittal Form</li> </ul>

**Definition of Terms:**

- LTIA – Lupong Tagapamayapa Incentive Awards
- RAC – Regional Awards Committee
- LGMED – Local Government Monitoring and Evaluation Division
- RFP, PFP – Regional, Provincial Focal Person

**Legal References:**

- Executive Order 394 of 1997

Prepared By		Reviewed By	Approved By
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Process Owner	Division Chief/Next Higher Supervisor	/Regional QMR	Regional Director

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DILG - REGION II  
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BUREAU/SERVICE	DILG – Region 2
QUALITY PROCEDURE TITLE	IMPLEMENTATION OF THE LUPONG TAGAPAMAYAPA INCENTIVE AWARDS

Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
Re-organization/Re-activation of R/P/C/MACs	Re-organization/re-activation of Awards Committee at all levels	• 100%	• Total number of Awards Committee Re-organize/Re-activated	• Annually	• LGMED – DILG Region 2	• LGUIA Memorandum Circular • Advisory
Municipal/City/Provincial/Regional Evaluation	Provincial evaluation conducted	• 100%	Total number of nominees evaluated	• Annually	• LGMED - DILG Region 02	• LGUIA Memorandum Circular • Advisory

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Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
Provision of TA to regional nominees to NAC	TA provided	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>Total number of nominees provided TA within the prescribed period _____ x 100</li> <li>Total number of nominees provided TA within the prescribed period over - Total number of pending LT nominees</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>Validated and assessed LTIA Nomination Documents Reviewed</li> <li>Summary Logsheet</li> </ul>
<ul style="list-style-type: none"> <li>Final review of LTIA Nomination Documents.</li> </ul>	<ul style="list-style-type: none"> <li>% of the received LTIA Nomination Documents acted seven (7) working days upon receipt</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>Total number of responses with rating of satisfactory (3) and above (4, 5) _____ x 100</li> <li>Total number of responses received</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>Validated and assessed LTIA Nomination Documents Reviewed</li> <li>Summary Log Sheet</li> </ul>
	<ul style="list-style-type: none"> <li>% of Clients Satisfaction Survey received, with rating of satisfactory (3) and above (4, 5)</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>Total number of responses with rating of satisfactory (3) and above (4, 5) _____ x 100</li> <li>Total number of responses received</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>Validated and assessed LTIA Nomination Documents Reviewed</li> <li>Summary Log Sheet</li> </ul>

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Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
<ul style="list-style-type: none"> <li>Submission of LTIA Nomination Documents.</li> </ul>	<ul style="list-style-type: none"> <li>% of the received LTIA Nomination Documents acted ten (10) working days upon receipt</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li> <math display="block">\frac{\text{Total number of validated and assessed LTIA Nomination documents acted ten (10) working days upon receipt}}{\text{Total number of validated and assessed LTIA Nomination documents received and carried over - Total number of pending validated and assessed LTIA Nomination documents not yet due}} \times 100</math> </li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>Validated and assessed LTIA Nomination Documents Reviewed</li> <li>Summary Logsheet</li> </ul>

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

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DILG REGION II

# PROCESS QUALITY MONITORING AND EVALUATION (QME)

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OFFICE		REGIONAL OFFICE – DILG Region 2												
PROCEDURE TITLE		IMPLEMENTATION OF THE LUPONG TAGAPAMAYAPA INCENTIVES AWARDS NOMINATIONS												
OBJECTIVE STATEMENT		1. 80% of received LTIA Nomination Documents acted ten (10) working days upon receipt												
CURRENT PERIOD														
	INDICATORS	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period n <sup>th</sup>	Total
	Objective 1: Re-organization of Awards Committee at all levels													
	Objective 2													
	INDICATORS	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period n <sup>th</sup>	Total
	Objective 1: 100% of the received LTIA Nomination Documents acted seven (7) working days upon receipt of the request.													
A	Total number of received LTIA Nomination Documents acted ten (10) working days upon receipt													
B	Total number of requests received and carried over													
C	Formula: $\frac{A}{B-C} \times 100$	Target Result: 90%												
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
	Objective 2: 80% of Clients Satisfaction Survey received with rating of satisfactory (3) and above (4, 5).													
A	Total number of responses with rating of satisfactory (3) and above (4, 5)													

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# PROCESS QUALITY MONITORING AND EVALUATION (QME)

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B	Total Number of responses 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)												

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 Owner	Division Chief/Next Higher Supervisor	Regional QMR	Regional Director

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## Process Summary Logsheet (PSL)

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**QUALITY OBJECTIVE:** Timely submission of the Official LTIA Regional Entries to the National Awards Committee

**FREQUENCY OF MONITORING:** Once

**COVERED PERIOD:** October-December 2017

**Due Date of Submission:**

**Legend:**

No.	Assessment Levels	The number of Official LTIA Regional Entries submitted to the National Awards Committee within the set deadline	The number of Official LTIA Regional Entries submitted to the National Awards Committees	Percent of Official LTIA Regional Entries submitted to the National Awards Committee within the set deadline	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
A	B	C	D	E	F	G	H	I
1	Region	3 nominees:		100%	/			
		1 per category						
		*1st-3rd class mun						
		*4th-6th class mun						
		*City Category						

Total  
Result

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## Process Summary Logsheet (PSL)

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**QUALITY OBJECTIVE:** Organization/Re-organization of Search and Awards Committee

**FREQUENCY OF MONITORING:** Once

**COVERED PERIOD:** October-December 2017

**Due Date of Submission:**

**Legend:**

No.	Assessment Levels	Number of Organized/Reorganized Search and Award Committee	Expected Number of Organized/Re-organized Search and Award Committee	Percent of Organized and Oriented ACs	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
A	B	C	D	E	F	G	H	I
1	City/Municipal	83	83	100%				6 municipalities and the provincial government of Batanes are not included
2	Province	4	4	100%	/			
3	Region	1	1	100%				

Total  
Result

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## Process Summary Logsheets (PSL)

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**QUALITY OBJECTIVE:** Completeness and accuracy of submitted LTIA nominations

**FREQUENCY OF MONITORING:** Once

**COVERED PERIOD:** October-December 2017

**Due Date of Submission:**

**Legend:**

No.	Assessment Levels	Number of submitted nomination by the ACs	Number of submitted nominations returned due to error/lack of documents	Number of submitted nominations accepted/unreturned	Percent of unreturned submission	Objective Results			Remarks/Particulars
						Met	Unmet	Remarks, if unmet	
A	B	C	D		E	F	G	H	I
1	Province	3 nominations per province:		12 nominations	100%	/			
2		*1st-3rd class mun							
3		*4th-6th class mun							
4		*City Category							
5									
6									
7									
8									

Total

Result

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