



# **QUALITY PROCEDURE (QP)**

PROCEDURE TITLE	PROCESSING OF REQUEST FOR THE ISSUANCE OF FULL DISCLOSURE POLICY (FDP) COMPLIANCE CERTIFICATE		
SCOPE	This process starts from the receipt of LGUs request letter for FDP Compliance Certification up to the signing and endorsement to Central Office for the issuance of such certification.		
PURPOSE	This procedure defines the processing of LGU request for the issuance of FDP Compliance Certification.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
<div>Requesting LGU</div> <div>Letter-request</div> <div></div>		(PROCESSING OF REQUEST FOR THE ISSUANCE OF FULL DISCLOSURE POLICY (FDP) COMPLIANCE CERTIFICATE)	<div>FDP Indorsement</div> <div></div> <div>BLGS</div>
<b>DESCRIPTIVE STATEMENT:</b> The Local Government Unit –Municipal/City/Province- will submit request for FDP compliance certification with the requirements based on the checklist. Requests will be evaluated by the M/CLGOO/PFP/RFP. If found complete and in order, the request will be endorsed to BLGS for the issuance of the certification.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	C/MLGOO/PFP	<ul style="list-style-type: none"> <li>Receive request for FDP Compliance Certification</li> </ul>	<ul style="list-style-type: none"> <li>Receive and review completeness of supporting documents based on the FDP Checklist</li> <li>If not complete, return to requesting LGU</li> <li>Record the request in the FDP Logsheet</li> </ul>	<ul style="list-style-type: none"> <li>LGU request with supporting documents</li> <li>FDP Checklist</li> <li>FDP Logsheet</li> </ul>
2	C/MLGOO/PFP	<ul style="list-style-type: none"> <li>Review and evaluate the Request</li> </ul>	<ul style="list-style-type: none"> <li>Validate the appropriateness and completeness of posted documents in the three (3) conspicuous places.</li> <li>Prepare certification attested by CSO representative</li> <li><i>*For C/MLGU requests forwarded to the Provincial Office, PFPs will review before forwarding the request to the Regional Office</i></li> <li>Prepare Indorsement and forward to:                             <ul style="list-style-type: none"> <li>-Provincial Office for CMLGUs</li> <li>-Regional Office for</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>LGU request with supporting documents</li> <li>FDP Certification</li> <li>Indorsement letter</li> </ul>

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)

# **QUALITY PROCEDURE (QP)**

**Document Code**

**QP-RO2-LGMED-PES-22**

Rev. No.	Eff. Date	Page
00	01.01.18	2 of 2

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			PLGUs	
3	RFP/RD	<ul style="list-style-type: none"> <li>Review Documents</li> <li>Issue FDP Certification</li> </ul>	<ul style="list-style-type: none"> <li>Review the completeness of the documents</li> <li>Prepare Certification of compliance to posting in three (3) conspicuous places</li> <li>Prepare indorsement-letter for the signature of the Regional Director to BLGS</li> </ul>	<ul style="list-style-type: none"> <li>Certification</li> <li>Indorsement</li> </ul>
4	RD	<ul style="list-style-type: none"> <li>Act on the Request</li> </ul>	<ul style="list-style-type: none"> <li>Sign Indorsement to BLGS</li> </ul>	<ul style="list-style-type: none"> <li>FDP certification with transmittal letter</li> </ul>
5	Records Officer	<ul style="list-style-type: none"> <li>Release Document</li> </ul>	<ul style="list-style-type: none"> <li>Forward the signed Indorsement to BLGS</li> </ul> <p><b>Note:</b> BLGS forwards the Certification directly to the LGU concerned copy furnished the Regional Office</p>	<ul style="list-style-type: none"> <li>Letter request with complete documentary requirements</li> </ul>
6	FDP RFP	<ul style="list-style-type: none"> <li>Secure a copy of FDP Compliance Certification</li> </ul>	<ul style="list-style-type: none"> <li>Request BLGS to furnished the Regional Office a copy of FDP Compliance Certification</li> </ul>	<ul style="list-style-type: none"> <li>FDP Compliance Certification</li> </ul>
7	FDP RFP	<ul style="list-style-type: none"> <li>Retain records</li> </ul>	<ul style="list-style-type: none"> <li>Update and Retain records in accordance with Control of Retained Documented Information Procedure and Mastelist of Records.</li> </ul>	<ul style="list-style-type: none"> <li>Retained Documented Information Procedure and Mastelist of Records.</li> </ul>

Prepared By		Reviewed By	Approved By
(sgd.) KELINDA A. VIDAD	(sgd.) DIGNA R. HERRERA	(sgd.) ATTY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN PAUL M LEUSEN, CESO IV
Process Owner	Division Chief/ Next Higher Supervisor	Regional QMR	Regional Director

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)  
**QUALITY  
 OBJECTIVES**

Document Code		
QO-QP-R02-LGMED-PES22		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

BUREAU/SERVICE	DILG – Region 02
QUALITY PROCEDURE TITLE	PROCESSING OF REQUEST FOR THE ISSUANCE OF FULL DISCLOSURE POLICY (FDP) COMPLIANCE CERTIFICATE

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>Process the request/documents of LGUs for the Issuance of FDP Compliance Certificate by the Regionall Office as basis for the issuance of Certificate by Central Office.</li> </ul>	<ul style="list-style-type: none"> <li>% of the received request/Documents acted within ten (10) working days upon receipt of the request</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>Total number of processed requests/ documents acted ten (10) working days upon receipt  <math display="block">\frac{\text{Total number of processed requests/ documents acted ten (10) working days upon receipt}}{\text{Total number of FDP Compliance Certificate Request/ Documentary requirements received}} \times 100</math></li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>Processed FDP Compliance Certificate documentary requirementsDocuments Processed</li> <li>Logbook</li> </ul>
	<ul style="list-style-type: none"> <li>% of DILG Central Office FDP Compliance Certificate forwarded to DILG Provincial Offices within 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>Total number of COPY of DILG Central Office FDP Compliance Certificate forwarded to DILG Provincial Offices  <math display="block">\frac{\text{Total number of COPY of DILG Central Office FDP Compliance Certificate forwarded to DILG Provincial Offices}}{\text{Total number of COPY of DILG Central Office FDP Compliance Certificate received}} \times 100</math></li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>LGMED – DILG-Region 2</li> </ul>	<ul style="list-style-type: none"> <li>DILG Central Office FDP Compliance Certificate</li> <li>Logbook</li> </ul>

**CONTROLLED COPY**





DILG – REGION II (CAGAYAN VALLEY)

## QUALITY OBJECTIVES

Document Code		
QO-QP-RO2-LGMED-PES22		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Prepared By		Reviewed By	Approved By
(sgd.) KELEINDA A. VIDAD	(sgd.) DIGNA R. HERRERA <i>DP</i>	(sgd.) ATTY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN PAUL M. LEUSEN, CESO IV
Process Owner	Division Chief/ Next Higher Supervisor	Regional QMR	Regional Director

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

Document Code		
QME-RO2-LGMED-PES22		
Rev. No.	Ed. Date	Page
00	10.01.17	1 of 1

<b>OFFICE</b>	REGIONAL OFFICE – DILG Region 02													
<b>PROCEDURE TITLE</b>	PROCESSING OF REQUEST FOR THE ISSUANCE OF FULL DISCLOSURE POLICY (FDP) COMPLIANCE CERTIFICATE													
<b>OBJECTIVE STATEMENT</b>	1. 100% of received Request for FDP CERTIFICATION acted within ten (10) working days upon receipt of the request. 2. 100% of FDP Compliance Certificate received from Central Office forwarded within seven (10) working days upon receipt of the request.													
<b>CURRENT PERIOD</b>														
	<b>INDICATORS</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>	<b>Period 8</b>	<b>Period 9</b>	<b>Period 10</b>	<b>Period 11</b>	<b>Period n<sup>th</sup></b>	<b>Total</b>
	Objective 1: 100% of received Request for FDP CERTIFICATION acted within ten (10) working days upon receipt of the request.													
A	Total number of received FDP Certification Request/ Documents acted ten (10) working days upon receipt													
B	Total number of requests received													
	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)													
	Objective 2: 100% of FDP Compliance Certificate received from Central Office acted within ten (10) working days upon receipt of the request.													
A	Total Number of COPY of FDP Compliance Certificate Forwarded to respective DILG Provincial Office													
B	Total number of COPY of FDP Compliance Certificate Received from Central Office													
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)													
<b>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.</b>														

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)

## PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-RO2-LGMED-PES22		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Prepared By		Reviewed By	Approved By
(sgd.) KELINDA A. VIDAD	(sgd.) DIGNA R. HERRERA	(sgd.) ATTY/ODILON L. PASARABA, CESO V	(sgd.) JONATHAN PAUL M. LEUSEN, CESO IV
Process Owner	Division Chief/ Next Higher Supervisor	Regional QMR	Regional Director

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)

## PROCESSING OF REQUEST FOR THE ISSUANCE OF FULL DISCLOSURE POLICY (FDP) COMPLIANCE CERTIFICATE

Document Code		
FM-QP-RO2-LGMED-PES-22		
Rev. No.	Eff. Date	Page
00	10.01.15	1 of 1

1. **QUALITY OBJECTIVE** 100% of received Request for FDP CERTIFICATION acted within ten (10) working days upon receipt of the request.

100% of FDP Compliance Certificate received from Central Office forwarded within seven (10) working days upon receipt of the request.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD: 4th Quarter CY 2017

No.	Reference / Control No.	Date Request Received	{City/ Municipality/ Province}	Date FDP Certification with complete requirements prepared and transmitted to RD/ARD for signature	Date Approved/Signed Regional Certification transmitted to BLGS	Objective 1 Result (Date Received vs Date Communicated/processed; Date Documents Received vs Date Certificate Forwarded to RD/ARD)				Date copy of FDP Certification from BLGS received	Date copy of FDP Certification from BLGS transmitted to POs	Objective 2 Result (Date copy of certification received vs date copy of certification released to Pos)				NOTES	
						No. of Days Elapsed	Met < 10 working days	Unmet > 10 working days	Remarks (Indicate Reason if Target is Unmet)			No. of Days Elapsed	Met < 10 working days	Unmet > 10 working days	Remarks (Indicate Reason if Target is Unmet)	Met (rating=3, 4, 5)	Unmet (rating=1, 2)
1	No requests for FDP Certification received for the 4th Quarter CY 2017																
2																	
3																	
4																	
5																	
6																	
7																	
TOTAL							-	-				-	-				
RESULT							%	%				%	%				

Prepared by:

Reviewed by:

Approved by:

(sgd.)

KELINDA A. VIÑAD  
Process Owner

DIGNA R. HERRERA  
Division Chief

(sgd.)

ATTY. ODILON L. PASARABA, CESO V  
Regional QMR

(sgd.)

JONATHAN PAUL M. LEBEN, CESO IV  
Regional Director

**CONTROLLED COPY**