

Document Co	ide
QP-RO2-	ORD-LU-15

Hev. No.	Eff. Date	Page
00	10.01.17	1 of 5

PROCEDURE TITLE	IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTION	
SCOPE	This process starts from the receipt of the memorandum for Implementation form Central Office until the submission of Compliance Report from the concerned DILG personnel.	
PURPOSE	To clearly define the process of effective implementation of decisions/orders/ resolutions in accordance with the directives of relevant authority.	

PROCESS DESCRIPTION

INPU	T	PROCESS	OUTP	TUT
Central Office Memorandum of Implementation	Order, Resolution or Decision — Authority to Implement	IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN → DECISIONS, ORDERS AND RESOLUTIONS	Compliance Report	Ombudsman/ Sandiganbayan, Central Office, Resident Ombudsman

DESCRIPTIVE STATEMENT:

A memorandum is received from Central Office directing the implementation of a decision/order/resolution of the Office of the Ombudsman/Sandiganbayan. If the decision/order/resolution concerns the Governors, Vice Governors and City Mayors, the Regional Director shall implement the same. For other Officials/Employees, a consequent memorandum is issued by the Regional Office requiring the concerned Provincial/ City/Municipal Officers to implement the same.

A compliance report is submitted by the concerned officers directly to the Office of the Ombudsman/Sandiganbayan copy furnished Central Office, Office of the Resident Ombudsman and the Regional Office.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer (Regional Office)	Receives the Memorandum implementation from the Central Office	Receive the memorandum from the Central Office Attach the Routing slip	Memorandum
			Forward to the Office of the ARD/RD	Routing Slip
2	ORD Staff	Receives the Memorandum Implementation from Central Office with Routing Slip	Forward to ARD/RD	Memorandum Routing Slip
3	ARD/RD	Provides Instructions	Instruct Legal Officer to prepare memorandum of	Memorandum

THIS DISCURLENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT INTERNATIONAL



QP-RO2- ORD-LU-15

Rev. No	Life Unite	Page
00	10.01.17	2 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			implementation	Routing Slip
4	Legal Services Section Staff	Receives ARD/RD Instruction	Receive and log the Memorandum with its attachments in the Ombudsman/Sandiganbay an Monitoring Logbook	Memorandum with its attachments
			Check the completeness of the stated enclosures. If incomplete, inform Central Office thru the Legal Officer.	OMB/Sandiganbay n Monitoring Logbook
			Forward to Legal Officer for action.	
5	Legal Officer	Acts on ARD/RD's Instruction	For governors, vice governors and city mayors	Memorandum with attachments
			Prepare Memorandum of Implementation	
			For other officials and employees	
			Prepare memorandum of implementation to Provincial Directors	
			Instruct LSS Staff to forward the draft memorandum to ARD/RD for review.	
6	ARD/RD	Reviews the draft	ARD/RD to check the	Reviewed corrected



Document Code	
QP-RO2- ORD-LU-1	5

Rev. No.	Iff Date Out	116 40 10
00	10.01.17	3 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		memorandum	prepared draft memorandum Return corrected/	Memorandum of Implementation
7	Legal Officer	Finalizes the	reviewer memorandum to the Legal Officer Incorporate corrections, if	Corrected
		Memorandum	any.	Memorandum with attachments
			Forward to ARD/RD for final review	
8	RD	Final review and signature of the Memorandum	If there are corrections, go back to Step 6.	Signed Memorandum with attachments
			If there are no corrections, ARD to affix initial signature.	
			RD to affix signature	
			Return the signed document to the Legal Officer thru the LSS Staff	
9	LSS Staff	Assigns Control Number	Assign Control Number	
			Photocopy approved memorandum for implementation with its attachments	Approved Memorandum of Implementation
			Forward the approved memorandum with attachments to Record Section	OMB/Sandiganbaya n Control Record



Document Co	rde
QP-RO2-	ORD-LU-15

Rev. No	Eff. Date	Parks
00	10.01.17	4 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	Record Officer	Records and Releases	Log and Record the approved document to the RD/concerned Provincial Directors for Implementation	Approved Memorandum of Implementation Logbook
11	For implementa City Mayors.	ation of decision/ orders/	resolutions against Governor	s, Vice-Governors, and
	Regional Director	Submission of Compliance Report	Compliance Report will be submitted to the Office of the Ombudsman/Sandiganbay an, copy furnish the Central Office, and the Office of the Resident Ombudsman.	Compliance Report with attachments
	For other LGU o	fficials and employees		
	Provincial Director	Receives and Records	Forward the documents to the PD	Approved Memorandum of Implementation Logbook
12	Director	Reviews and Approves the Memorandum of Implementation	Instruct PO staff to prepare memorandum of implementation Review and sign the prepared memorandum of implementation	Memorandum of Implementation with attachments
13	Officer		Assign Control Number The PD shall implement for SP Members, Mayors, Vice-Mayors, Sangguniang Panlungsod, SB Members and Provincial/	Approved Memorandum of Implementation with attachments



Document Code	
QP-RO2- ORD-LU-	15

Hey No.	Eff. Date	III Auge
00	10.01.17	5 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			City/Municipal Employees The MLGOO shall implement for Barangay official/employees	OMB/Sandiganbaya n Control Record
14	PD/MLGOO	Submission of Compliance Report	Assign Control Number Compliance Report with transmittal will be submitted directly to the Office of the Ombudsman/Sandiganbay an, copy furnish Regional/Provincial Offices, Central Office, Office of the Resident Ombudsman.	Compliance Report, transmittal letter and its attachments OMB/Sandiganbaya n Control Record

Definition of Terms:

Legal References:

- · Revised Rules of Court
- DILG MC No. 2010-09
- · Revised Rules of Ombudman Procedure

Prepared By	Reviewed By	Approved By
(sgd.) GMELINA T. MANACIGOD	(sgd.) AT'YY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN PAU M. LEUSEN JR., CESO IV
Process Owner	Regional QMR	Regional Director





80v, No. Eff. 5cm Page 00 10.01.17 1.of 3

OFFICE	DILG-REGION 2
41.100	
OHALLEY BROCEDING THE	Implementation of Decisions, Orders or Resolutions of the Sanggunian, COMELEC, Office of the Ombudsman,
QUALITY PROCEDURE TITLE	Office of the President or the Courts

		Key Performance indicators (KPI)	dicators (Nr1)			hopmanic
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	(Procedures) and Forms (Records), including applicable Legal Requirements
Implement Decisions, Orders or Resolutions properly and within the period prescribed by competent authority	All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority	Decisions, Orders or Resolutions implemented within the period prescribed by competent authority	No. of Decisions, Orders or Resolutions served/No. of Decisions, Orders or Resolutions received for Implementation	Monthly	Regional Director/City Director Legal Officer/Staff concerned on Legal Matters QMS Secretariat	Reference: Revised Rules of Court; DILG MC No. 2012- 09 dated Jan. 12, 2012 Regional Office Logbook/Field Office Logbook for Decisions, Orders or Resolutions for Implementation



QO-QP-ROZ-ORD-LU-15

26V 345 Eff Date Fajer 00 10.01.17 2 of 3

		Ney Performance Indicators (NPI)	dicators (KPI)			Applicable
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	(Procedures) and Forms (Records), including applicable Legal Requirements
Implement Decisions, Orders or Resolutions properly and within the period prescribed by competent authority	All Compliance Reports prepared and submitted within the period prescribed by competent authority	Compliance Reports prepared and submitted within the period prescribed by competent authority	No. of Compliance Reports prepared and submitted/No. of Decisions, Orders or Resolutions for Implementation	Monthly	Regional Director/City Director Legal Officer/Staff concerned on Legal Matters QMS Secretariat	Reference: Revised Rules of Court; DILG MC No. 2012- 09 dated Jan. 12, 2012 Regional Office Logbook/Field Office Logbook for Decisions, Orders or Resolutions for



	ATTY, ODILON L. PASAKABA, CESO V
(Sgd.) JONATHAN PAUL M. LEUSEN JR., CESO IV	(sgd.)
- Approved By	Reviewed By
00 10.01.17 3 of 3	
Rev. No. Ell. Pare Page	
Q0-QP-R02-ORD-LU-15	
Document Code	

(sgd.)

Process Owner



OFFICE PROCEI OBJECT Object A No B No C Fo C Fo Game D Game	OFFICE PROCEDURE TITLE OBJECTIVE STATEMENT CURRENT PERIOD INDICATORS Objective 1: All Decision A No. of Decisions, Orde B No. of Decisions, Orde B No. of Decisions, Orde C Formula: A/B D Gap Analysis: (In case analysis why it is not a	DILG-Region 2 ROCEDURE TITLE IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTION 1. All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority URRENT PERIOD INDICATORS INDICATORS Objective 1: All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority A No. of Decisions, Orders or Resolutions implemented within the period Perio
ICE CEDURE TITLE IMPLEMENTATION OF ON IMPLEMENTATION OF ON 1. All Decisions, Order 2. All Compliance Repo RENT PERIOD INDICATORS ective 1: All Decisions, Orders or Resolutions served No. of Decisions, Orders or Resolutions received for Implementation Formula: A/B Cap Analysis: (In case the objective is not met, put your analysis why it is not met) ective 2: All Compliance Reports prepared and submitted No. of Decisions, Orders or Resolutions for Implementation Formula: A/B Cap Analysis: (In case the objective is not met, put your promula: A/B Target Result: Target Result: Cap Analysis: (In case the objective is not met, put your promula: A/B Target Result: Target Result:		competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDST 1. All Decisions, Orders or Res 2. All Compliance Reports pre 2. All Compliance Reports pre 3. Orders or Resolutions implements or Resolutions received for rs or Resolutions received for the objective is not met, put your net) Target Result: the objective is not met, put your nets prepared and submitted rs or Resolutions for Target Result: Target Result:	ABUDST S OF Res	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/S/ 1. All Decisions, Orders or Resolutions 2. All Compliance Reports prepared at 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ABUDSMAN/S/s or Resolutions or Resolutions or sprepared a president plemented with plemented within	competent authority Period Period Total Total Period Period Total Total Period Period Total Total Period Total Total Period Total Period Period Total Total Period Period Total Period Period Total Total Period Period Period Period Period Total Period Period Period Total Period Period Period Period Total Period Period Period Period Period Total Period Pe
IMPLEMENTATION OF OMBUDSMAN/SANDIG/ 1. All Decisions, Orders or Resolutions imple 2. All Compliance Reports prepared and subrits or Resolutions served rs or Resolutions received for the objective is not met, put your nce Reports prepared and submitted within the perior resolutions for Target Result: Target Result: Target Result:	ABUDSMAN/SANDIG/ s or Resolutions imple orts prepared and subr Period Period Period 1 2 3 plemented within the pe	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAY 1. All Decisions, Orders or Resolutions implemented 2. All Compliance Reports prepared and submitted v 2. All Compliance Reports prepared and submitted v Period 1 Period 2 Period 2 Period 3 Period 4 Period 7 Period 7 Period 8 Period 9 Period 9 Period 1 Period 1 Period 1 Period 1 Period 2 Period 1 Period 2 Period 1 Period 2 Period 2 Period 3 Period 4 Period 6 Period 7 Period 9 Period 1 Period 1 Period 1 Period 2 Period 2 Period 2 Period 3 Period 4 Period 6 Period 7 Period 7 Period 9 Period 9 Period 1 Period 1 Period 1 Period 9 Period 1 Period 1 Period 1 Period 1 Period 2 Period 3 Period 6 Period 7 Period 9 Period 1 Period 2 Period 1 Period 2 Period 1 Period 2 Period 3 Period 4 Period 2 Period 2 Period 2 Period 2 Period 2 Period 2 Period 3 Period 4 Period 2 Period 2 Period 2 Period 3 Period 4 Period 2 Period 3 Period 4 Period 4 Period 4 Period 4 Peri	ABUDSMAN/SANDIGANBAY s or Resolutions implemented orts prepared and submitted to the period prepared within the period promitted within the pe	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DEG 1. All Decisions, Orders or Resolutions implemented within 1 2. All Compliance Reports prepared and submitted within 1 2. All Compliance Reports prepared and submitted within 1 3. Sorders or Resolutions implemented within the period prescripts or Resolutions served for 1 2. Target Result: The objective is not met, put your 1 1. Target Result: Target Result: Target Result: Target Result:	ABUDSMAN/SANDIGANBAYAN DEC s or Resolutions implemented within orts prepared and submitted within 1 Period Period Period Period Period 5 plemented within the period prescribe	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISION 1. All Decisions, Orders or Resolutions implemented within the per 2. All Compliance Reports prepared and submitted within the period 2. All Compliance Reports prepared and submitted within the period prescribed by contract prepared and submitted within the period p	ABUDSMAN/SANDIGANBAYAN DECISION s or Resolutions implemented within the per orts prepared and submitted within the per period Period Period Period Period Feriod Period Period prescribed by continuous and submitted within the period prescribed by continuous plemented within the period prescribed by continuous prescribed	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORD 1. All Decisions, Orders or Resolutions implemented within the period pre- 2. All Compliance Reports prepared and submitted within the period pre- 2. All Compliance Reports prepared and submitted within the period pre- 2. All Compliance Reports prepared and served prescribed by competers or Resolutions served prescribed by competers or Resolutions received for the objective is not met, put your Target Result: Target Result: Target Result: Target Result: Target Result:	ABUDSMAN/SANDIGANBAYAN DECISIONS, ORD s or Resolutions implemented within the period prorts prepared and submitted within the period prescribed by compete abmitted within the period prescribed by compete above the period prescribed by the	competent authority d Period Period Total ty
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AN 1. All Decisions, Orders or Resolutions implemented within the period prescribed 2. All Compliance Reports prepared and submitted within the period prescribed 3. All Compliance Reports prepared and submitted within the period prescribed prescribed by competent autrs or Resolutions served are converted and submitted within the period prescribed by competent autrs or Resolutions received for the objective is not met, put your nets prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent authorts prepared and submitted within the period prescribed by competent auth	ABUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS ANS or Resolutions implemented within the period prescribed or Resolutions implemented within the period prescribed prescribed and submitted within the period prescribed prescribed by competent authomitted within the period	
DILG-Region 2 PROCEDURE TITLE IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RES DILG-Region 2 IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RES 1. All Decisions, Orders or Resolutions implemented within the period prescribed by corporated and submitted within the period prescribed by conpetent authority objective 1: All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority analysis why it is not met. Displacetive 2: All Compliance Reports prepared and submitted within the period prescribed by competent authority analysis why it is not met. Displacetive 2: All Compliance Reports prepared and submitted within the period prescribed by competent authority analysis why it is not met. Target Resolutions for Target Resolutions f	ABUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RES sor Resolutions implemented within the period prescribed by corrts prepared and submitted within the period prescribed by conpered period prescribed by conpered period prescribed by conpered the period prescribed by competent authority abmitted within the period prescribed by competent authority.	
IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTI 1. All Decisions, Orders or Resolutions implemented within the period prescribed by competen 1. All Decisions, Orders or Resolutions implemented within the period prescribed by competen 2. All Compliance Reports prepared and submitted within the period prescribed by competen Period	ABUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTIS or Resolutions implemented within the period prescribed by competen orts prepared and submitted within the period prescribed by competen period	2
competent authoompetent authoompetent autho	competent authoompetent authoompetent authoompetent autho	

CONTROLLED COPY

Regional Director

(sgd.)
JONATHAN RAUK MILEUSEN JR., CESO IV

(Sgd.)

Prepared By

Process Owner

Regional QMR

(sgd.)
ATTY. ODILON L. PASARABA, CESO V



DILG-NATIONAL CAPITAL REGION

Implementation of Decisions, Orders or Resolutions Process Summary Logsheet (PSL)

EM-QP-ROZ-ORD-LU-

QUALITY OBJECTIVE: 100% of Decisions, Orders or Resolutions implemented FREQUENCY OF MONITORING: Monthly COVERED PERIOD:

Due Date of Submission:

* NPY - Nn Performance Yet, NSY - No Submission Yet, NA - Not Applicable *DR = Date Received; DBS = Doe Date of Submission

		30	29	28	27	26	20	17.4	23	13	21	20	19	18	17	16	5	7	13	13	11	10	-	er	1	1 0	I	1	-	-		162		-		3	No
																									I	I	I	Ī	I			1				NO.	Process
Result = Met/TQP - NA - NPY No. of QP for the month	Total																													Attachment authority	submitted within the period prescribed by	100% of Compliance Reports prepared and	competent authority	100% of Decisions, Orders or Resplations			Ossality Objective
						8																, T. C.													- Designation	Date	
#DIV/0!	1																																			14	Timeliness
0	,	1											1																			1		1	1	> DDS	
																															-	3000%		100%		Target	
																																				Data	
		1									1		1			1											8	15 3				1				Actual	
988		I		1				1		1	1	I	I																						_	Met	RESULTS
0		1	1	1	1		1	1		1	1	1	1	1	1	1			1	1	1											1		1		Unmet	
0	L	1	1	1	1	4	1	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1								1		1	1	VSV	
N	r	1	+	+	+	+	+	+	+	+	+	+	1	+	+	+	+	+	4	4	+	+	4	1	4	-		_			Ť	+		-	+	NA.	
9	ŀ	+	+	+	+	+	+	1	+	1	+	+	+	+	+	+	+	+	4	+	+	+	1	+	4	4	4		-			+		+		NPV	,
																															Антони		3	Monthly		Reporting	roment of
CON																																				QP Code	COMPANSOR
CONTROLLED COPY																																				Procedure Title	
COPY																																				Remarks	
																																				OBSERVATIONS	REVIEW

Regional Director

JONATHAN PARTS M. HETTER MR. CENO IN (sgd.