

**QUALITY
PROCEDURE (QP)**

PROCEDURE TITLE	Development of IEC Materials
SCOPE	This process starts from the formulation of a communication plan emphasizing the information education campaign materials need of Operating Units, namely Local Government Monitoring and Evaluation Division (LGMED), Local Government Capacity Development Division (LGCDD), Finance and Administrative Division (FAD), Regional Project Management Office (RPMO), Management Support Services (MSS) and Provincial Offices development/editing, publication and distribution of IEC materials to stakeholders.
PURPOSE	To define the process of developing IEC material per Region's requirements to ensure the continuing suitability, adequacy, effectiveness and alignment to DILG's strategic direction to the communication demands of the region.

PROCESS DESCRIPTION

INPUT		PROCESS	OUTPUT	
Designated information officers' meeting	Need for an IEC material emphasized in the communication plan	DEVELOP/EDIT/ENHANCE SUBMITTED DOCUMENTARY REQUIREMENTS; PROCESS FOR PUBLICATION (OUs-RO)	IEC material	stakeholders

DESCRIPTIVE STATEMENT:

The process is triggered by setting the Meeting of designated Information Officers schedule. The Regional Information Officer then prepares for the conduct of the meeting including communication of the schedule to concerned personnel through their respective Provincial Directors. The RIO-designate presides the meeting. The designated information officers then drafts a communication plan for the year. A post activity report is prepared by the RIO designate. Agreements, decisions and actions are executed as emphasized by the communication plan. The RIO-designate then assists in the development/enhancement/editing/review of IEC material operating unit/personnel and processes for publication and distribution to stakeholders.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Designated Regional Information Officer	<ul style="list-style-type: none"> Preparation for the conduct of Meeting 	<ul style="list-style-type: none"> Schedule the meeting at least once a year to determine the extent of IEC need of the region. Prepare the necessary documents for the conduct of the meeting inclusive of budgetary requirements, dates, venue participants, and agenda. 	<ul style="list-style-type: none"> Activity Design, Memo to Provincial Directors and DCs

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	Designated Information Officers	<ul style="list-style-type: none">Conduct of the meeting with the Regional Information Officer as the presiding officer	<ul style="list-style-type: none">Discuss the IEC needs of the region	<ul style="list-style-type: none">IEC need per operating unit
3	Designated RIO	<ul style="list-style-type: none">Consolidation of Communication planPreparation of post activity report	<ul style="list-style-type: none">Prepares a consolidated Communication Plan emphasizing the IEC need of the regionPrepares post activity report with attached consolidated communication plan and submits to the LGRRRC Coordinator	<ul style="list-style-type: none">Draft Communication plan with inputs from los of Operating UnitsAgreements during the meeting and consolidated communication plan
4	LGRRRC2 Manager	<ul style="list-style-type: none">Approval the consolidated communication plan	<ul style="list-style-type: none">Approves the consolidated action plan	<ul style="list-style-type: none">Submitted post activity report with communication plan
5	Designated Regional Information Officer	<ul style="list-style-type: none">Filing of communication plan	<ul style="list-style-type: none">Files and check from time to time the need for IEC material	<ul style="list-style-type: none">Approved communication plan
6	Designated IO of operating unit	<ul style="list-style-type: none">Submission of draft article/s	<ul style="list-style-type: none">Checked articles that were checked by Division Chief/Unit Head	<ul style="list-style-type: none">Submitted articles
7	Designated RIO	<ul style="list-style-type: none">Receipt of articles	<ul style="list-style-type: none">Designated RIO receives articles and check with communication plan	<ul style="list-style-type: none">Submitted articles and communication plan
		<ul style="list-style-type: none">If IEC material to be developed is coffee table book	<ul style="list-style-type: none">Designated RIO meets OU chief/RFP through designated OU-IO to confer RE desired output and timeline	
		<ul style="list-style-type: none">If IEC material to be developed is magazine		

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8		Editing and enhancement of submitted articles and preparation of lay out	<ul style="list-style-type: none"> Edits/enhance submitted articles 	Submitted articles
9	Designated RIO	Submission of edited/enhanced flyer/articles with prepared lay out to the Assistant Regional Director/LGRRRC2 Manager for approval	<ul style="list-style-type: none"> ARD/LGRRRC2 Manager approves submitted documents/returns articles with inputs 	Draft articles
10	Designated Regional Information Officer/concerned operating unit	<p>Incorporation of inputs of the ARD/LGRRRC2 Manager to the draft articles</p> <p>Preparation of Purchase request RE printing of IEC materials and submit to GSS</p>	<ul style="list-style-type: none"> Incorporates inputs and submits to the ARD/LGRRRC2 Manager for approval Prepares Purchase request emphasizing the inclusion of lay-outing/enhancement of draft lay-out 	<p>Draft articles with inputs</p> <p>Approved articles</p>
11	General Services Section/Finance and Administrative Division-General Services Section (FAD-GSS)	Processing of Purchase Request	<ul style="list-style-type: none"> Processes Purchase Request submitted 	Filled up Purchase request with complete details
12	Designated IO	Follow up status of Purchase request submitted	<ul style="list-style-type: none"> Follow up who is the winning supplier RE purchase request submitted 	Approved Purchase request
13	General Services Section/Finance and Administrative Division-General Services Section (FAD-GSS)	Informs designated RIO RE supplier/printing press of the request submitted	<ul style="list-style-type: none"> Informs contact number and person of winning supplier/printing press 	Procurement process
14	Designated IO	Coordination with printing press RE proofreading of IEC material	<ul style="list-style-type: none"> Coordinates with printing press Proofreads IEC material 	Draft IEC material with lay out
15	Supply Officer/GSS	Coordination with RIO RE delivery of IEC materials	<ul style="list-style-type: none"> Coordinates with RIO that IEC 	Delivered IEC materials



DILG - REGION II (CAGAYAN VALLEY)

**QUALITY
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			materials are delivered	
16	Designated Regional Information Officer	Preparation distribution/ circulation list	• Prepares distribution list and forward it to Circulation Officer	List of stakeholders
17	RO/PO Circulation Officer	Distribution of IEC material	• Distributes IEC materials to stakeholders	Distribution list
18	RIO	Maintenance and retention of documents	• Maintains and retains documents	Masterlist of documents

Definition of Terms:

- Coffee table book refers to compilation of stories, articles and messages, usually success stories of LGUs
- Magazine refers to a reading material, usually done quarterly or on special issue
- Stakeholders- program/development partners/NGA/CSO, local government units

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QUALITY OBJECTIVE (QO)

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OFFICE	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE 02					
QUALITY PROCEDURE TITLE	Development of IEC Materials					
QUALITY OBJECTIVE	To define the process of developing IEC material per Region's requirements to ensure the continuing suitability, adequacy, effectiveness and alignment to DILG's strategic direction to the communication demands of the region.					
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)			
• Develops IEC materials based on communication plan	<ul style="list-style-type: none">• All request for the development of IEC materials acted upon and distributed to stakeholders• All requests acted upon in 30 working days	<ul style="list-style-type: none">• 100%• 100%	<ul style="list-style-type: none">• Total number of requests acted upon through review, coordination, editing, publication and distribution• Total number of requests acted upon in 30 working days	<ul style="list-style-type: none">• Quarterly• quarterly	<ul style="list-style-type: none">• Regional Information Officer in coordination with Designated Information officer per operating unit	<ul style="list-style-type: none">• Process summary logsheet for development of IEC materials

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Process Owner		Division Chief/Next Higher Supervisor		Deputy QMR	

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

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OFFICE		DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE 02		
PROCEDURE TITLE		Development of IEC Materials		
OBJECTIVE STATEMENT		<ul style="list-style-type: none">• 100% of IEC needs acted upon through editing, publication and distribution• 100% of IEC materials acted upon within 30 working days		
CURRENT PERIOD		Last quarter, 2017		
INDICATORS				
A	Total number of IEC needs based on communication plan acted upon	Magazine	flyer	Total
B	Total number of IEC needs based on communication plan	1	1	
C	Formula: A/B X100	1	1	
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)	100%	100%	
A	Total number of IEC needs based on communication plan acted upon within 30 working days	1	1	
B	Total number of IEC needs based on communication plan	1	1	
C	Formula: A/B X100	100%	100%	
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)			

Note: For unmet targets, QMS secretariat will issue corrective/preventive action report duly signed by DILG CO-Deputy QMR

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Development of IEC materials Summary Logsheet (PSL)

QUALITY OBJECTIVE
FREQUENCY OF MONITORING:
COVERED PERIOD:
Due Date of Submission:

100% of IEC needs acted upon through editing, publication and distribution quarterly
4th quarter, CY 2017
within 30 working days upon receipt

Legend:

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No.	Regional Info Officer	Operating time Disposition time officer	Regional Info Officer		FAD-GSS		Regional Info Officer	FAD-GSS	Regional Info Officer	Circulation Officer	Objective Results			Remarks/Particulars	
			date of submission of articles/draft material	date submitted to LG/RR Manager	date P/L is prepared/submitted to GSS	date P/L is received					date R/O is informed of winning supplier	date of proofreading	date of delivery of IEC material/s		date circulation file prepared
1	Item no. 2 Amatong special issue	27-Sep-17		29-Sep-17	29-Sep-17	29-Sep-17	3-Oct-17	3-Oct-17	10-Oct-17	10-Oct-17	October 10-December, 2017	✓			
2	Item no. 3 federalism flyer	20-Oct-17		23-Oct-17	24-Oct-17	24-Oct-17	31-Oct-17	4-Nov-17	13-Nov-17	14-Nov-17	November 14-December, 2017	✓			
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ARD, Immediate Supervisor



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. 2, Carig, Tuguegarao City

2017 REGIONAL COMMUNICATION PLAN
April 28, 2017

PROGRAM	ACTIVITY	MEDIUM/OUTPUT	BUDGETARY REQUIREMENTS	TIMELINE	OFFICE/PERSON RESPONSIBLE
Publication	1. Printing of Amariong Regular issue (quarterly)	Print-Magazine	P15,000.00/quarter	Quarterly	All Designated Regional Information Officer
	2. Printing of Amariong Special Issue	Print-Magazine	P15,000.00 (documentation of best practices-LGA fund)	October, 2018 (LG month celebration)	
	3. Printing of Federalism flyer	Print-fan-flyer	P50,000 (LGA-DRR fund)	4 th quarter, 2017	RIO-Federalism focal person
	4. Airing of Ikaw at ang Gobyerno Lokal	Radio-DWPE-Radyo ng Bayan	P36,000/3,000 per month	Every 2 st and 3 rd Wednesday of the month	RIO with RFPs/Div concerned

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