



QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Progress Monitoring and Reporting of Locally Funded Projects (LFP)		
SCOPE	This process starts from the receipt of bi-monthly progress reports from the DILG Provincial Offices up to the consolidation of reports and submission to DILG Central Office-OPDS		
PURPOSE	To provide the DILG Central Office (CO) progress report on the implementation of locally-funded projects [BUB Regular and LGSF, SALINTUBIG, Assistance to Disadvantaged Municipalities (ADM), Assistance to Municipalities (AM)]		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
<p>Receipt of Memorandum from DILG CO-Office of the Undersecretary</p> <p>Memorandum</p>		<p>• This process starts from the receipt of bi-monthly progress reports from the DILG Provincial Offices up to the consolidation of reports and submission to DILG Central Office-OPDS</p>	<p>e-copy of consolidated status report</p> <p>DILG Central Office - OPDS</p>
DESCRIPTIVE STATEMENT:			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	<p>DILG Regional Office (RO) - Regional Project Management Office (RPMO) Admin Staff</p> <p>RPMO Head</p>	<ul style="list-style-type: none"> Receipt of memorandum from DILG Central Office and dissemination to the DILG Provincial Offices for compliance. 	<ul style="list-style-type: none"> Receives the memorandum from DILG Central Office - Office of the Undersecretary, thru RO Records Section; Records the memorandum in the Incoming Logbook; Routes the memorandum to the RPMO Head for instructions; RPMO Head provides 	<p>Memorandum from CO; Incoming Logbook</p> <p>Regional Office</p>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	<p>PDMU Staff</p> <p>RPMO - Admin Staff</p> <p>RO Records Section</p>		<p>instructions on the CO memorandum and routes same to the Project Development and Monitoring Unit (PDMU) for action;</p> <ul style="list-style-type: none"> • PDMU staff prepares RO memorandum for RD's signature; • Upon receipt of the signed RO memo, Admin Staff logs the same in the outgoing logbook for release to RO Records Section; • Records Section receives the RO memo for dissemination to the Provincial Offices; 	<p>Memorandum; status report; Outgoing logbook</p>
2	DILG Provincial Offices	Accomplishment of status report form and submission of the report to the DILG RO-RPMO	<ul style="list-style-type: none"> • Receives the RO memorandum and routes to the concerned Unit or Provincial LFP Focal Person • Concerned Unit/Provincial LFP Focal Person accomplishes the status report. Upon approval of the status report by the PD, concerned Unit/Provincial LFP Focal Person submits electronic copy of said report to RPMO-PDMU official email 	<p>Incoming Logbook</p> <p>Email message; For the schedule of submission, memo from Central Office</p>

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>address</p> <ul style="list-style-type: none"> - Schedule of submission of the Provincial Offices to the Regional Office is on or before 12:00NN of the dates provided in the CO memorandum - Schedule of submission to CO-OPDS is on or before 4:00PM of the dates provided in the CO memorandum <p>Note: In the case of Batanes Province where internet connectivity is difficult, status reports may be submitted thru text message or thru phone call.</p>	
3	DILG RPMO-PDMU Information Systems Analyst (ISA)	Receipt of electronic copy of reports, validation of data and submission to DILG Central Office - Office of the Project Development Services (OPDS)	<ul style="list-style-type: none"> • Receives the electronic copy of the reports from the Provincial Offices thru email address • Consolidates reports and validates data in the report. • ISA finalizes the report and submits to DILG CO-OPDS thru an email address provided in the CO memorandum 	<p>Email message; Logsheet</p> <p>Consolidated electronic copy of report; E-mail</p>

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LG00 V	RPMO HEAD		

Legal References:

Central Office Memorandum; Regional Office Memorandum

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QUALITY OBJECTIVE (QO)

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OFFICE	REGIONAL OFFICE 02
QUALITY	
PROCEDURE TITLE	PROGRESS Monitoring

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)			
• Monitoring Of Locally-Funded Projects Thru Submission Of Bi-Monthly Status Reports	• To ensure timely submission of updated status report on locally-funded projects (LFPs) to DILG CO- Office of the Project Development Services	• 100% submission of status report on time	• Total number of status reports submitted on time/total number of reports	• Monthly	• RPMO, Provincial Locally Funded Project (LFP) Focal Persons, Provincial Office Assigned Engineers	• Status report • Logsheet

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PROCESS QUALITY MONITORING AND EVALUATION (QME)

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OFFICE	REGIONAL OFFICE 02														
PROCEDURE TITLE	Locally Funded Projects (LFP) Monitoring and Reporting														
OBJECTIVE STATEMENT	100% of status report submitted on time														
CURRENT PERIOD	October - December 2017														
INDICATORS															
Objective 1:															
A	Total number of status reports submitted on time											10	10	10	30
B	Total number of status reports											10	10	10	30
C	Formula: $A \times 100$ B	Target Result: 100%													
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.

Prepared By	Reviewed By	Approved By
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DILG - REGION 02

Name of Process Summary Logsheets (PSL)

QUALITY OBJECTIVE: 100% submission of status reports on time
FREQUENCY OF SUBMISSION: Bi-monthly
COVERED PERIOD: October-December 2017
Due Date of Submission: as provided in the DILG CO Memorandum
Legend:

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No.	Date	Total Number of status reports received on time	Total Number of status reports	Total Number of status reports returned with errors	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
A	B	C	D	E	F	G	H	I
1	October 11 and 25, 2017	10	10	0	10			
2	November 15 and 29, 2017	10	10	0	10			
3	December 13 and 27, 2017	10	10	0	10			
Total Result					30	0	0	

Prepared By:	(sgd.)
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Noted By:	(sgd.)
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Status as of _____

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Sub-OTHER LOCAL INFRASTRUCTURE PROJECTS FOR LGUs UNDER CY 2016
LIST OF POTABLE WATER SUBPROJECTS

As of _____

Province	City/Municipality	Project Title	Project Title	Project Allocation	Amount Released	Unreleased Amount	% Released	LGU Counterpart	Total Project Cost	Liquidated Amount	Status		Completed c1	Remarks
											previous	to date		

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