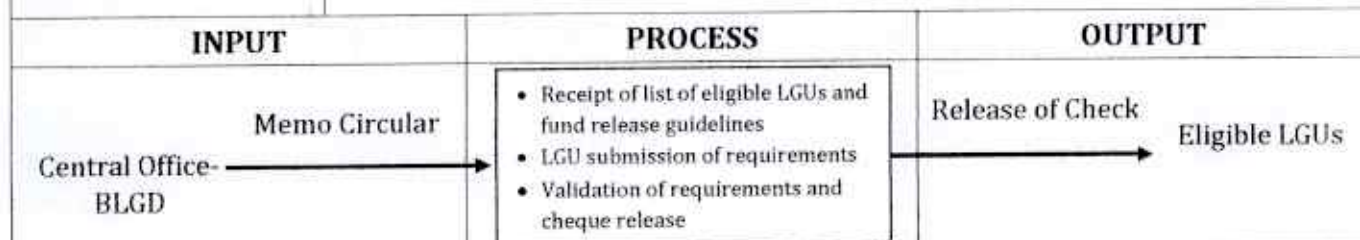




QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs
SCOPE	This process starts from receipt of Memorandum Circular then submission of documentary requirements by the LGUs up to the validation of the said requirements and release of check by the DILG Regional Office.
PURPOSE	Provide PCF incentive to the eligible LGUs



DESCRIPTIVE STATEMENT:	This will showcase the process flow before the PCF eligible LGU may receive the incentive to implement its PCF project.
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receipt and record of a Memorandum Circular	<ul style="list-style-type: none"> Receive and record the MC and route the same to the concerned Division or Unit. <p>The Memorandum Circular contains the list of PCF eligible LGUs and documents required for the release of the PCF fund.</p>	Operational Guidelines for the year.
2	Regional Focal Person	Preparation of communication/letters to LGUs.	<ul style="list-style-type: none"> Prepare letters to the eligible LGUs with attached fund release guidelines through the Provincial Offices informing the former of the required documents: <ol style="list-style-type: none"> Checklist of Project Certified true copy of AIP/LDIP Government bank Certification of existing Trust Fund. Forward to Division 	



QUALITY PROCEDURE (QP)

			Chief/Unit Head for review.	
3	Division Chief/Unit Head	Review and countersign of the communication letter.	<ul style="list-style-type: none"> Review the content and put initial of the same. Forward to the Office of the Regional Director/ARD for signature. 	
4	Regional Director/ARD	Signing of the communication letter	<ul style="list-style-type: none"> The RD/ARD signs the letter and returns the same to the concerned Division/Unit. 	
5	Records Officer	Receipt, record, and release of the signed communication letter	<ul style="list-style-type: none"> Receive and record the signed communication letter and send the same to the eligible LGUs through the Provincial Office. 	
6	Provincial Focal Person	Receipt and dispatch of letter and MC with listed requirements.	<ul style="list-style-type: none"> The PFP will receive the letter and MC with list of documentary requirements, and disseminate the same to the MLGOOs 	
7	MLGOOs	Receipt and dispatch of letter and MC with listed requirements.	<ul style="list-style-type: none"> MLGOO will receive the letter and MC with list of documentary requirements, and provide copy of the same to the respective MLGU. <p>MLGOO will ensure complete and timely submission of requirements for the fund release</p>	

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Definition of Terms:

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DILG - REGION 02

DILG QUALITY OBJECTIVE (QO)

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OFFICE		Regional Project Management Office				
QUALITY PROCEDURE TITLE		Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs				
Function	Key Performance Indicators (KPI)					Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator /Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	
• Management of PCF Check release to eligible LGUs	• Timely issuance of PCF incentive to eligible LGUs	• ≤Within 10 working days.	• Date of complete submission of requirements • No. of days elapsed	• Annually	• Regional Focal Person	• PCF Operational Guidelines for the Year

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DILG CENTRAL OFFICE
**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

Document Code
QME-QP-R02-ORD-RPMO-18

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DIVISION	REGIONAL PROJECT MANAGEMENT OFFICE					
PROCEDURE TITLE	PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUs					
OBJECTIVE STATEMENT	Timely issuance of PCF incentive to eligible LGUs within 10 working from receipt of complete documentary requirements.					
CURRENT PERIOD	FY 2017					
INDICATORS						
A	Date of Memorandum Circular containing list of eligible LGUs and required documents	Q1	Q2	Q3	Q4	TOTAL
B	Actual date when complete documents was received				Nov. 14, 2017	
C	Actual date when PCF Check was issued				Jan. 03, 2018	
D	No. of Days Elapsed				Jan. 03, 2018	
E	Formula: D = C-B	Target Result : <=0			0	
F	Gap Analysis: In case the objective is not met, put your analysis why it is not met					

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the Regional QMR.

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DILG - REGION II (CAGAYAN VALLEY)

PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUs

QUALITY OBJECTIVE:

Timely issuance of PCF incentive to eligible LGUs

FREQUENCY :

Annually

COVERED PERIOD:

FY 2017

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No.	Date when Memorandum in Circular was released	Date when PCF release documents were submitted and consolidated	Expected date of issuance of PCF check	Actual date of issuance of PCF check	Objective Results		Remarks/Particulars
					Met	Unmet	
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							

Total

Result

Prepared by:	(sgd.)
ENGR. IMELDA P. ROSALES	
LGDOO/UPPRO Head	

Approved by:	(sgd.)
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REGIONAL QUALITY MANAGEMENT REPRESENTATIVE	

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