

Document	Code
QP-RO2	-ORD-RPMO-18

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PROCEDURE TITLE	Benefici	on of Performance Challenge Fo ary LGUs	
SCOPE	submissi	cess starts from receipt of Memo on of documentary requirement id requirements and release of c	randum Circular then s by the LGUs up to the validation heck by the DILG Regional Office.
PURPOSE	Provide I	PCF incentive to the eligible LGU	S
INPUT		PROCESS	OUTPUT
Mem	o Circular	Receipt of list of eligible LGUs and fund release guidelines LGU submission of requirements	Release of Check Eligible LGUs
BLGD		Validation of requirements and cheque release	
DESCRIPTIVE STATI	EMENT:	This will showcase the process may receive the incentive to in	flow before the PCF eligible LGU applement its PCF project.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receipt and record of a Memorandum Circular	Receive and record the MC and route the same to the concerned Division or Unit. The Memorandum Circular contains the list of PCF eligible LGUs and documents required for the release of the PCF fund.	Operational Guidelines for the year.
2	Regional Focal Person	Preparation of communication/letters to LGUs.	Prepare letters to the eligible LGUs with attached fund release guidelines through the Provncial Offices informing the former of the required documents: a) Checklist of Project b) Certified true copy of AIP/LDIP c) Goverment bank Certification of existing Trust Fund. Forward to Division	



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			Chief/Unit Head for review.	
3	Division Chief/Unit Head	Review and countersign of the communication letter.	 Review the content and put inital of the same. Forward to the Office of the Regional Director/ARD for signature. 	
4	Regional Director/ARD	Signing of the communication letter	The RD/ARD signs the letter and returns the same to the concerned Division/ Unit.	
5	Records Officer	Receipt, record, and releaseof the signed communication letter	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.	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.	MLGOO will receive the letter and MC with list of documentary requirements, and provide copy of the same to the respective MLGU. MLGOO will ensure complete and timely submission of requirements for the fund release	



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8	Regional Focal Person/Project Officer	Validation of submitted requirements.	 Consolidate and examine submitted requirements as to its completeness and appropriateness. Recommend to the budget Officer for fund obligation and preparation of check. 	
9	Budget Officer/ Cash Personnel	Release of Check	The Budget Officer/ Cash Personnel will release the PCF Check upon recommendation of the Regional Focal Person.	
9	Regional Focal Person	The Focal Person will communicate the issuance of the check to the eligible LGU.	 The LGUs will be informed within 10 working days from complete submission of documents as to the date, time and venue for the issuance of the PCF check. LGUs will also be advised to bring along their respective Official receipts to be issued to the Regional Office upon receipt of the PCF check. 	

Definition of Terms:

Prepared By:	Reviewed by:	Approved by:
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RPMO HEAD	REGIONAL QUALITY MANAGEMENT RERRESENTATIVE	REGIONAL DIRECTOR

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OFFICE QUALITY PROCEDURE TITLE		Regional Project Management Office Provision of Performance Challen	Regional Project Management Office Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs	Beneficiary LG	Us	
	-	Key Performance Indicators (KPI)	ndicators (KPI)			
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	ncy of oring ults	ncy of Responsible for Monitoring
Management of PCF Check release to eligible LGUs	• Timely issuance of PCF incentive to eligible LGUs	• <within 10="" days.<="" td="" working=""><td> Date of complete submission of requirements No. of days elapsed </td><td> Annually </td><td>ally</td><td>ally • Regional Focal Person</td></within>	 Date of complete submission of requirements No. of days elapsed 	 Annually 	ally	ally • Regional Focal Person

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(Sgd.) (Sgd.) NGR. IMELDA PA ROSALES Regional Quality Management Representative Representative Approved By (Sgd.) (Sgd.) (Sgd.) (Sgd.) (Sgd.) (Sgd.) (Sgd.) Regional Director			
(Sgd.) Reviewed By (Sgd.) ROSALES ATTY. ODILON LI PASARABA, CESO V JONATHAN PALLL-WILLEU	Regional Director	Regional Quality Management Representative	RPMO Head
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DIVISION	REGIONAL PROJECT MANAGEMENT OFFICE	FFICE			
PROCEDURE TITLE	PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUS	LENGE FUND (PO	E) S	UBSIDY TO	UBSIDY TO BENEFICIAR
OBJECTIVE STATEMENT	Timely issuance of PCF incentive to eligible LGUs within 10 working from reciept of complete documentary requirements	ible LGUs within	10	working fron	working from reciept of cor
CURRENT PERIOD	FY 2017				
	INDICATORS	Q1	_	Q2	Q2 Q3
A Date of Memoral	Date of Memorandum Circular containing list of eligible		-		
D Actual data when complete do	Actual data when complete documents was received		7		
-	Actual data when DCE Check was issued				
D No. of Days Elapsed	ied				
E Formula: D = C-B	Target Result : ≤0				
F Gap Analysis: In case the canalysis why it is not met	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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Regional Director	Regional Quality Management Representative	RPMO Head
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Approved By	Reviewed By	Prepared By



PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUS

QUALITY OBJECTIVE: FREQUENCY:
COVERED PERIOD:

Timely issuance of PCF incentive to eligible LGUs Annually FY 2017

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Unmet	Met	Actual date of issuance of PCF check	Expected date of Actual date of issuance of PCF check issuance of PCF check		Date when Memorandu m Gircular was released	N _o
Results	Objective Results			Bate when PCF	National Assembly	

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ENGR. IMELDA PA. ROSKIAS

(Sgd.)
ATTY. ODILON L PASARABA, CESO V 1
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