

# Certificate of Registration

This is to certify that

## Department of the Interior and Local Government

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle,  
Quezon City, Metro Manila, Philippines

operates a management system which has been assessed as conforming to

## ISO 9001:2015

for the scope of activities

**Public Administration covering Policy Formulation and Provision of Technical  
and Administrative Services, Performance Oversight, and Rewards and  
Incentives**

Certificate No: **CIP/5497/22/05/1196**

Issue Date: **12 September 2022**

Valid Until: **11 September 2025**

subject to adherence to the agreed ongoing audit programme,  
successful endorsement of certification following each audit and  
compliance with CI Regulations.

The current status of certificates can be verified by scanning  
the QR code or by sending a verification request to e-mail address  
[info@certintph.com](mailto:info@certintph.com).

(sgd.)

**Joselito C. Soler**

President & Managing Director



# Appendix to Certificate

## Department of the Interior and Local Government

Certificate No : **CIP/5497/22/05/1196**

Public Administration covering Policy Formulation and Provision of Technical and Administrative Services, Performance Oversight, and Rewards and Incentives

### **Policy Formulation**

#### **Provision of Technical Assistance**

- Provision of Technical Assistance
- Rendition of Legal Opinion
- Preparation of Position Papers/Comments on Congressional Measures
- Provision of Public Assistance and Complaints Handling
- Evaluation of Citizen Satisfaction Index System (CSIS) Outputs
- Project Development/Conceptualization of Sectoral Projects

#### **Provision of Administrative Assistance**

- Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees
- Issuance of Full Disclosure Policy (FDP) Compliance Certificate
- Online Processing of Regional Death Benefit Claims for Deceased Barangay Officials (DBCDBOS) for Fund Allocation by the Department of Budget and Management (DBM)
- Provision of Barangay Data
- Issuance of Certificate for Service Rendered by Local/Barangay Official for Application for CSC Eligibility
- Issuance of Certificate of Incumbency of Local Officials
- Issuance of Certificate of No Pending Administrative Case

#### **Oversight Function**

- Issuance of Department Authority to LGUs for the Purchase of Motor Vehicles
- Implementation of Decisions/Orders/Resolution of the Ombudsman, Sandiganbayan, COMELEC
- Issuance of Department Authorization to Utilize Additional Confidential Funds of LGUs

#### **Rewards and Incentives**

- Seal of Good Local Governance (SGLG) Assessment
- Implementation of Lupong Tagapamayapa Incentives Awards (LTIA)
- Management and Operation of the Seal of Good Local Governance Incentive Funds (SGLGIF)

(sgd.)  
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### Support Functions

- Recruitment, Selection, and Placement (RSP) for 1<sup>st</sup> and 2<sup>nd</sup> Level Positions
- Learning and Development
- Procurement, Inspections, Acceptance and Issuance of Goods and Services
- Evaluation of Supplier/Service Provider's Performance
- Provision of Vehicular Support Service
- Maintenance of Vehicles
- Management of Facilities
- Records Management
- Processing and Payment of Claims
- Request for Nominees for Scholarship/Training Grants
- Monitoring the Implementation of the Performance Management (PM) Tool : Strategic Performance Management System (SPMS)
- Preparation of Department Order and Travel Authority
- Transfer of Funds
- Provision of Preventive Maintenance and Technical Assistance on Information and Communications Technology (ICT) Resources
- Systems Development and Maintenance
- Backup and Restoration of DILG Database
- Network Administration and Maintenance
- Provision of Internal Audit Services
- Issuance of Certificate of No Pending Administrative Case
- Operational Planning and Budgeting
- Preparation of DILG PPA Implementation Monitoring Report per OPB
- Provision of Plans and/or Status Reports on DILG Priority Programs and Projects
- Provision of Photo and/or Video Services
- Press Release Production
- Provision of Graphics and Layout Services Design
- Document Review and Provision of Comments/Recommendations
- Project at Risk Management
- Progress Monitoring and Reporting of Locally Funded Projects (LFP)

(sgd.)

**Joselito C. Soler**  
President & Managing Director

# Appendix to Certificate

## Department of the Interior and Local Government

Certificate No : **CIP/5497/22/05/1196**

### Certified Sites :

#### Central Office

- Bureau of Local Government Development (BLGD)
- Bureau of Local Government Supervision (BLGS)
- Office of Project Development Services (OPDS)
- National Barangay Operations Office (NBOO)
- Administrative Service (AS)
- Information Systems and Technology Management Service (ISTMS)
- Financial and Management Service (FMS)
- Internal Audit Service (IAS)
- Legal and Legislative Liaison Service (LLLS)
- Planning Service (PS)
- Public Affairs and Communications Service (PACS)
- Project Management Offices (PMOs)
- Office of the Assistant Secretaries
- Office of the Undersecretaries
- Office of the Secretary

#### 16 Regional Offices including their covered Functional Offices

- Region I – Ilocos Region
- Region II – Cagayan Valley
- Region III – Central Luzon
- Region IV-A – CALABARZON
- Region IV-B – MIMAROPA
- Region V – Bicol Region
- Region VI – Western Visayas
- Region VII – Central Visayas
- Region VIII – Eastern Visayas
- Region IX – Zamboanga Peninsula
- Region X – Northern Mindanao
- Region XI – Davao Region
- Region XII – SOCCSKSARGEN
- Region XIII – CARAGA
- National Capital Region
- Cordillera Administrative Region

(sgd.)

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President & Managing Director



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**Certified Sites :**

**16 Regional Offices including their covered Functional Offices**

- Office of the Regional Director/Assistant Regional Director (ORD)
- Local Government Capability Development Division (LGCDD)
- Local Government Monitoring and Evaluation Division (LGMED)
- Finance and Administrative Division (FAD)
- Field Offices (Provincial, City, and Municipal Offices)

----- Nothing Follows -----

(sgd.)

**Joselito C. Soler**  
President & Managing Director



CIP/5497

12 September 2022

**HON. BENJAMIN C. ABALOS, JR.**

Secretary

**Department of the Interior and Local Government**

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue

West Triangle, Quezon City

Metro Manila

Through: **ASSISTANT SECRETARY ESTER A. ALDANA, CESO II**

Overall Deputy Quality Management Representative

Dear Secretary Abalos,

*Certification to ISO 9001:2015*

After your completion of the requirements for certification, Certification International Philippines, Inc. hereby awards *Department of the Interior and Local Government* a Certificate of Registration to ISO 9001:2015. The Certificate is valid from 12 September 2022, with the following scope:

*"Public Administration covering Policy Formulation and Provision of Technical and Administrative Services, Performance Oversight, and Rewards and Incentives"*

Your ISO 9001:2015 Certificate is valid for three years until 11 September 2025, subject to satisfactory results of annual surveillance audits. The further extension of your Certificate after this three-year period will be based on your effective conformity to the requirements of ISO 9001:2015, as determined by a reassessment of your Quality Management System in its entirety. Please see attached surveillance audit schedule.

As a certified organization, you are required to maintain your Quality Management System and to comply with CI's Conditions of Certification, including the use of CI's Certificate of Registration and Certification Mark in accordance with CI Regulations Part 4 and Part 5 (copy enclosed).

The validation of the consistent implementation and effectiveness of your improvement actions on the non-conformities cited during the reassessment audit will be carried out on the first surveillance audit.

Congratulations on your accomplishments with the use of ISO 9001:2015 as an instrument for enhancing the competitiveness of your organization and for meeting your stakeholders' needs and expectations. We look forward to a strong partnership that will maximize your organization's benefits from its certified Quality Management System.

Best wishes for your continued success.

Very truly yours,

CERTIFICATION INTERNATIONAL

(sgd.)

**JOSELITO C. SOLER**

President & Managing Director

Encl: CI Regulation Parts 4 and 5



Organization: Department of the Interior and Local Government

Standard: ISO 9001:2015

### ***SURVEILLANCE AUDIT SCHEDULE***

<b>Surveillance Audit</b>	<b>Date</b>	<b>Audit Sites</b>	<b>Duration (Man-days)</b>	<b>Audit Fee (PHP)<sup>a</sup> (inclusive of 12% VAT)<sup>b</sup></b>
First	May 2023	Central Office + five (5) Regional Offices	21	543,200
Second	May 2024	Central Office + five (5) Regional Offices	21	543,200
Third with Reassessment	May 2025	subject to contract renewal		

<sup>a</sup> In addition to audit fees, travel expenses of auditor/s, where applicable, are charged at cost.

<sup>b</sup> Please provide CIP a copy of BIR Form 2307, Certificate of Creditable Tax Withheld at Source. If Company is exempted, please provide CIP a copy of BIR Certificate of VAT Exemption.

Certification International will have to conduct the reassessment audit no less than 3 months prior to the expiry of the original issue of your certificate. This is to ensure that there is no gap between the date of expiry and the date of issuance of the new certificate.

(NOTE: The third surveillance audit coincides with the reassessment of the management system in its entirety. Successful completion of this reassessment will lead to the issuance of a new 3-year Certificate of Registration to ISO 9001:2015 after expiry of the Certificate of Registration dated 12 September 2022.)

(sgd.)

12 September 2022

CONFIRMED BY: ASST. SECRETARY ESTER A. ALDANA, CESO II  
Overall Deputy Quality Management Representative

Date: \_\_\_\_\_

(NOTE: Please email or fax to CIP, after confirmation.)