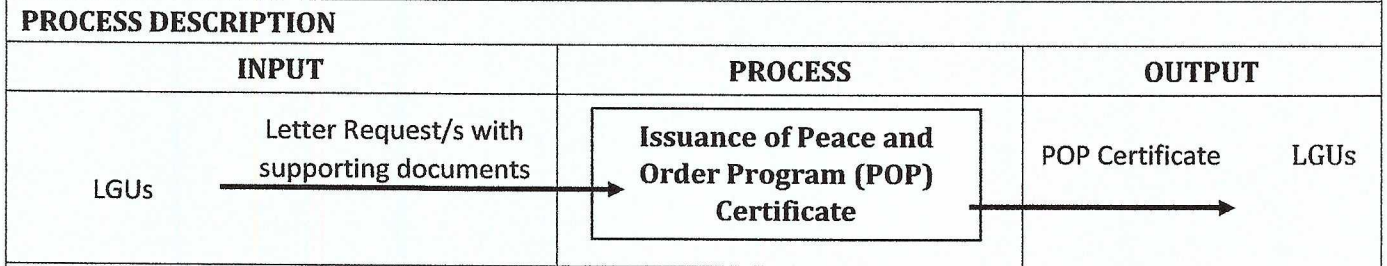




# QUALITY PROCEDURE (QP)

Document Code			
<b>QP-R12-LGMED-44</b>			
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<b>PROCEDURE TITLE</b>	<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATION</b>
<b>SCOPE</b>	This process starts from the receipt of the request of the Local Government Units (LGUs) by the DILG Provincial/City/Municipal Office up to the Issuance of DILG Regional Office of the Peace and Order Program (POP) Certification
<b>PURPOSE</b>	To provide standard procedure on the issuance of POP Certificate of LGUs



**DESCRIPTIVE STATEMENT:**

The LGU request for the issuance of POP Certificate as basis for the utilization of fund on their peace and order program of the LGU and the confidential fund of the LGU.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>PROVINCIAL/CITY/MUNICIPAL LEVEL</b>				
1	C/MLGOO/ Provincial Focal Person	Receive request and review supporting documents	<ul style="list-style-type: none"> <li>Log the request</li> <li>Conduct initial review</li> <li>If not complete and/or found inappropriate, return the request to the LCE/LGU with further instruction to complete the requirements</li> <li>Retain records (photocopy of the letter request, endorsement)</li> <li>Route the endorsement to Records Officer/Receiving Clerk for release</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of LCE/LGU and supporting documents</li> </ul>





# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	Records Officer/ Receiving Clerk	Release of the endorsement	<ul style="list-style-type: none"> <li>Log and release the endorsement</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement</li> </ul>
<b>REGIONAL LEVEL</b>				
3	Records Officer	Receive and record the request	<ul style="list-style-type: none"> <li>Receive, log and route to the endorsement</li> <li>Forward to Regional Director</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of LCE/LGU and supporting documents</li> <li>Endorsement letter from C/MLGOO or Province</li> <li>Logbook</li> <li>Routing slip</li> </ul>
4	Regional Director	Provide necessary instructions	<ul style="list-style-type: none"> <li>Refer to Division concerned</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of LCE/LGU and supporting documents</li> <li>Endorsement letter from C/MLGOO or Province</li> <li>Routing slip</li> </ul>
5	Division's Records Officer	Receive and log and forward to Division Chief	<ul style="list-style-type: none"> <li>Receive and log and route the document to the Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement from C/MLGOO or Province</li> <li>Letter request of LCE/LGU and supporting documents</li> <li>Routing slip</li> </ul>
6	Division Chief	Provide necessary instruction	<ul style="list-style-type: none"> <li>Forward to Assistant Division Chief with instruction</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement from C/MLGOO or Province</li> <li>Letter request of LCE/LGU and supporting documents</li> <li>Routing slip</li> </ul>





# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	Assistant Division Chief	Receive and forward to Focal Person	<ul style="list-style-type: none"> <li>Forward to focal Person for appropriate action</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement from C/MLGOO or Province</li> <li>Letter request of LCE/LGU and supporting documents</li> <li>Routing slip</li> </ul>
8	Focal Person	Review and prepare certificate	<ul style="list-style-type: none"> <li>Evaluate completeness and appropriateness of the supporting documents</li> <li>If found not complete and inappropriate, prepare evaluation findings (letter) for the LGU</li> <li>Prepare certificate and endorsement and forward to Division Chief</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement from C/MLGOO or Province</li> <li>Letter request of LCE/LGU and supporting documents</li> <li>Routing slip</li> <li>Draft Certificate and endorsement</li> </ul>
9	Division Chief	Affix signature	<ul style="list-style-type: none"> <li>Affix signature and forward to Division's Records Officer for release</li> </ul>	<ul style="list-style-type: none"> <li>Draft Certificate and endorsement</li> </ul>
10	Division's Records Officer	Release, log and route to the Office of the Regional Director	<ul style="list-style-type: none"> <li>Log and route the draft certificate and endorsement</li> </ul>	<ul style="list-style-type: none"> <li>Draft Certificate and endorsement</li> </ul>
11	Regional Director	Affix signature	<ul style="list-style-type: none"> <li>Approve and sign the certificate and endorsement and forward to Records Officer for release</li> </ul>	<ul style="list-style-type: none"> <li>POP Certificate</li> <li>Endorsement</li> </ul>
12	Records Officer	Receive and release the POP Certificate and Endorsement	<ul style="list-style-type: none"> <li>Log and release the POP Certificate and Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>POP Certificate</li> <li>Endorsement</li> </ul>
13	Process Owners	Maintain records	<ul style="list-style-type: none"> <li>Update the Process Summary Log</li> <li>Retain documented information (photocopy of the endorsement, e-copy)</li> </ul>	<ul style="list-style-type: none"> <li>POP Certificate</li> <li>Endorsement</li> <li>Process Summary Log Sheet</li> </ul>





Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**QUALITY  
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			of the supporting documents)	<ul style="list-style-type: none"> <li>Masterlist of Retained Documented Information</li> </ul>

Prepared by:	Noted by:	Reviewed by:	Approved by:
 <b>JERMIE A. ERIÉ-YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Division Chief / Deputy QMR	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR	 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-LGMED-44</b>		
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<b>OFFICE</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE</b>

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
To issue POP Certificate to requesting LGU	LGU requests acted/ issued with certificate within 15 working days  (C/MLGOO-2 WD, PO-2 WD, RO-11 WD)	100%	No. of requests acted/ issued with Certificate within 15 working days  $\frac{\text{No. of requests acted/ issued with Certificate within 15 working days}}{\text{No. of LGU Requests for issuance of certificate received}} \times 100$	Quarterly	Process Owner	Endorsement  Monitoring Log Sheet  Process Summary Log Sheet

Prepared by:	Reviewed by:	Approved by:
 <b>JOANNE A. CASTRE</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Division Chief / Deputy QMR	 <b>LAILYN A. ORTIZ, CESO V</b> Regional QMR
		 <b>JOSEPHINE CABRIDOLEYSA, CESO V</b> Regional Director

**DILG XII QMS**



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DILG - REGION 12 (SOCCSKSARGEN)

# PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
<b>QME-QP-R12-LGMED-44</b>		
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<b>OFFICE</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION</b>
<b>PROCEDURE TITLE</b>	<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATION</b>
<b>OBJECTIVE STATEMENT</b>	1. 100% of requests acted/ issued with certificate within 15 working days
<b>CURRENT PERIOD</b>	

INDICATORS		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
1. Objective 1: 100% of requests acted/issued with certificate within 11 working days						
A	No. of requests acted/issued with Certificate within 15 working days					
B	No. of LGU Requests for issuance of certificate received					
C	Formula: $\frac{A}{B} \times 100$ 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:	Noted by:
Process Owner	Division Chief / Deputy QMR

Prepared by:	Reviewed by:	Approved by:
  <b>JOANNE A. CASTRE</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Division Chief / Deputy QMR	 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Regional Director





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE

## Process Summary Logsheets (PSL)

Document Code		
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QUALITY OBJECTIVE: 1. 100% of requests acted/ issued with certificate within 15 working days

FREQUENCY OF MONITORING:

COVERED PERIOD:

Due Date of Submission:

No	Control No.	Province/ City/ Municipality	OBJECTIVE NO. 1 RESULTS															
			CITY/MUCNIPAL LEVEL (MLGOO)						PROVINCIAL LEVEL (PFP)					REGIONAL LEVEL (RFP)				
			Date Received	Date forwarded to PO	No. of days (Target= 2 WD)	Met	Unmet	Remarks, If unmet	Date Received	Date forwarded to RO	No. of days (Target=2 WD)	Met	Unmet	Remarks, If unmet	Date Received	Date issued of certificate	No. of days (Target= 11WD)	Met

Prepared by:	Noted by:
Process Owner	Division Chief

DILG XII QMS



Prepared by:	Reviewed by:	Approved by:
 JEANNE A. CASTRE Process Owner	 LAILYN A. ORTIZ, CESO V Regional QMR	 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management
MUSARAPHA A. ALIM, MPA Division Chief / Deputy QMR		



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Document Code		
<b>FM-SP-R12-03A-01</b>		
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Division/Unit: **LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION**

### MASTER LIST OF INTERNAL DOCUMENTS




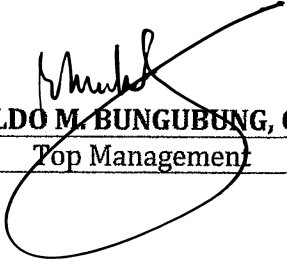
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE</b>							
QP-R12-LGMED-44	QP: Issuance of Peace and Order Program (POP) Certificate	10.01.17					
QO-QP-R12-LGMED-44	QO: Issuance of Peace and Order Program (POP) Certificate	10.01.17					
QME-QP-R12-LGMED-44	QME: Issuance of Peace and Order Program (POP) Certificate	10.01.17					
FM-QP-R12-LGMED-44-01	QPSL: Issuance of Peace and Order Program (POP) Certificate	10.01.17					
FM-SP-R12-02-01A	RRO: Risk Registry Objective of Issuance of Peace and Order Program (POP) Certificate	10.01.17					
FM-SP-R12-02-01B	RRP: Risk Registry Process of Issuance of Peace and Order Program (POP) Certificate	10.01.17					





Document Code		
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Prepared by:	Noted by:
Process Owner	Division Chief / Deputy QMR

Prepared by:	Reviewed by:	Approved by:
 <b>JERMIE A. ERIE-YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Division Chief / Deputy QMR	 <b>LAILYN A. ORTIZ, CESE</b> QMR
		 <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Top Management



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Division/Unit: **LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION**

### MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE</b>									
QME-QP-R12-LGMED-44	QME: Issuance of Peace and Order Program (POP) Certificate	Focal Person	Filing Cabinet	POP Certificate	By LGUs	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R12-LGMED-44-01	QPSL: Issuance of Peace and Order Program (POP) Certificate	Focal Person	Filing Cabinet	POP Certificate	By LGUs	2 years	2 years	4 years	Shredding/ Re-use
	POP Certificate	Focal Person	Filing Cabinet	POP Certificate	By LGUs	1 year	1 year	2 years	Shredding/ Re-use
	Endorsement Letter to Field Office	Focal Person	Filing Cabinet	POP Certificate	By LGUs	1 year	1 year	2 years	Shredding/ Re-use

Prepared by:	Noted by:
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Division/Unit: **LOCAL GOVERNMENT MONITORING & EVALUATION DIVISION**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE</b>							
DILG MC No. 2015-128	Guidelines on the Formulation of Peace and Order And Public Safety Plan (POPS Plan)	11.2.15					
DILG MC No. 2015-130	Guidelines on the Functions of the Peace and Order Councils, Barangay Peace and Order Committees and the Peace and Order Council Secretaries	11.3.15					
COA DBM DILG GCG DND JMC 2015-01	Guidelines on the Entitlement, Release, Use, Reporting and Audit of Confidential and/or Intel Funds	1.8.15					
DILG MC No. 2017-67	Amending DILG MC No. 2017-64 Entitled Compliance to Peace and Order and Anti-Illegal Drug Related Issuances	5.22.17					
NPOC Advisory No. 2016-02	Clarificatory Guidelines on Peace and Order Programs or Projects as Basis for the Computation of the Confidential Fund	11.25.16					
DILG MC No. 201764	Compliance to Peace and Order and Anti-Illegal Drug Rrelated Issuance	4.27.17					

Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>MUSARAPHA A. ALIM,</b> Division Chief / Deputy QMR



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**RISK REGISTRY**  
**(A) OBJECTIVE RISK ASSESSMENT**

**DIVISION: LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION**  
**PROCEDURE: ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN		
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE
90% of requests were reviewed and issued POP Certificate	Political lobbying and accommodation	Requesting parties, COA, DBM, DILG	Endorsement of incomplete documents	Non-compliance to requirements	Non-approval or issuance of certificate	Inform and coordinate with requesting parties	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A
90% of requests were acted within 7 working days	Endorsement of field officer beyond agreed timeline	Requesting Parties	Delayed processing of the request	Non-compliance to requirements	Delay in the issuance of Certificate	Coordinate with field office and requesting parties	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A
		Approving authorities	Delayed processing of the request	Absence of approving authorities due to official undertakings	Delay in the issuance of Certificate	Designation of OICs	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A
		Process owner	Delayed processing of the request	Absence of the process owner due to official undertakings	Delay in the issuance of Certificate	Alternate will act on the request	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1-25	LOW	Not Significant	No further action required (Retain risk by informed decision)	3
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Most Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for now	2
<b>DETECTION:</b> 1 - Very likely; 2 - Likely; 3 - Low; 4 - Remote; 5 - Very remote	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)	1

Risk Rating = Impact X Likelihood X Detection

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>JERMIE A. ERIBE YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Deputy QMR	 <b>IAN JON S. CLEMENTE</b> Risk Review Committee Head	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR
			 <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Regional Director





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Document Code		
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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION**

PROCEDURE: **ISSUANCE OF PEACE AND ORDER PROGRAM (POP) CERTIFICATE**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Preparation of Endorsement Letter by the MLGOO	Delayed processing of the request	Non-compliance to the requirements by LGUs	Delayed endorsement	Inform and coordinate with the requesting parties	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		Incomplete requirements from requesting party/ies														
		Absence of the C/MLGOO due to official undertakings														
Preparation of Endorsement Letter by the Province Focal Person	Delayed processing of the request	Non-compliance to the requirements by LGUs	Delayed endorsement	Inform and coordinate with the MLGOO	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		Incomplete requirements from requesting party/ies														
Preparation of Endorsement Letter by the Regional Focal Person	Delayed processing of the request	Non-compliance of the requirements	Delayed endorsement	Inform and coordinate with the Provincial Focal Person	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		Incomplete requirements														
<b>RISK ASSESSMENT:</b>		<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>							<b>RPN</b>				
<b>IMPACT:</b>		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant							3				
<b>LIKELIHOOD:</b>		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant							2				
<b>DETECTION</b>		1 - Very likely, 2 - Likely; 3-	>40	HIGH	Significant							1				

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>JERMIE A. ERIE-YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Deputy QMR	 <b>IAN JON S. CLEMENTE</b> Risk Review Committee Head	 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director

