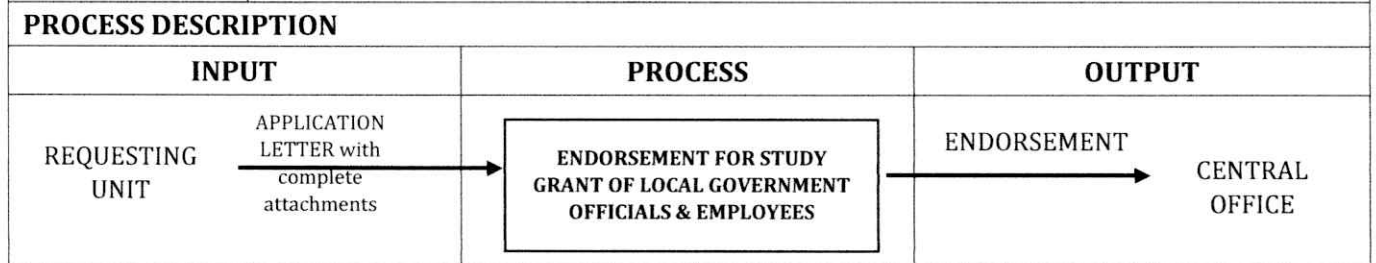




**QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-R12-FAD-20</b>		
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<b>PROCEDURE TITLE</b>	<b>ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS &amp; EMPLOYEES</b>
<b>SCOPE</b>	This process starts from the receipt of the application for study grant of local officials or functionaries by the C/MLGOO for endorsement to BLGS or LGA.
<b>PURPOSE</b>	To define the standard procedures of processing request for <b>APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS &amp; EMPLOYEES</b>



**DESCRIPTIVE STATEMENT:**  
The requesting unit submit the application letter with complete attachment through channels for endorsement to BLGS/LGA.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>A</b>	<b>PROCESSING OF REQUEST</b>			
<b>CITY/MUNICIPAL LEVEL</b>				
1	C/MLGOO	-Receives application letter with complete attachment	- checks completeness of document - endorses the document to Provincial Office	-Application letter with complete attachment -endorsement of C/MLGOOs
<b>PROVINCIAL LEVEL</b>				
2	Receiving Clerk	-Receives /retrieves document	-routes to Provincial Director for disposition of document -Clerk routes to Focal Person	-Endorsement of the C/MLGOO with application letter & attachments
3	Focal Person	-prepares the endorsement	-submits to Program Manager for review	-draft endorsement
4	Program Manager	-reviews action taken	-review the draft endorsement for appropriateness and affix initials	-endorsement with the application and attachment
5	Provincial Director	- signs the endorsement	- final review and affix signature	-signed endorsement with the application and attachment
6	Releasing Clerk	-releases the document	-scans and email the document to RO	-scanned document
<b>REGIONAL LEVEL</b>				
7	Receiving Clerk	- receives the document	-marked receive the document -log in the record book	- Provincial endorsement and scholarship application with



**QUALITY  
PROCEDURE (QP)**

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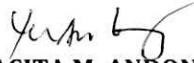



Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			-route to Regional Director for appropriate action -route to LGCDD	complete attachments
8	Receiving Clerk, FAD	-receives the document	-receives, logs, and route the document to the Division Chief for instruction	- Provincial endorsement and scholarship application with complete attachments -routing slip
9	Chief, FAD	-review and route the document with instruction	-review the document and instruct the focal person for appropriate action	- Provincial endorsement and scholarship application with complete attachments -routing slip
10	Regional Focal Person	-processes the document	- review the documents as to completeness - prepares the endorsement	- Provincial endorsement and scholarship application with complete attachments -draft endorsement
11	Chief, FAD	- final review and forward to ORD	-Final review of documents - affix initial to the endorsement	- Endorsement of scholarship application with complete attachments
12	ARD	-countersign the document	-initials the document	- Endorsement of scholarship application with complete attachments
13	RD	-final signatory	-signs the document	- Endorsement of scholarship application with complete attachments
14	Records Officer	-final disposal of the document	-scans the document and email to central office	
15	Process Owner	- Retains records	- Retain generation records in accordance with control of retained documented information procedures and masterlist of records	- Control of retained documented information procedures and masterlist of records



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# QUALITY PROCEDURE (QP)

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Prepared by:		Reviewed by:		Approved by:	
 <b>PACITA M. ANDONG</b> Process Owner	 <b>DENNIS T. SUCOL</b> Deputy QMR	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR	 <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Regional Director		





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY OBJECTIVE (QO)**

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – PERSONNEL SECTION		
QUALITY PROCEDURE TITLE	ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES		

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)			
• Endorsement of application for study grant of local government officials & employees	% of application reviewed and endorsed within 15 working days upon receipt.	100%	No. of application reviewed and endorsed within 15 working days X 100  No. of application received	Annual	RO/PO/C/MLG00	Log sheet

Prepared by:	Reviewed by:	Approved by:
 <b>RELME T. TAMSON</b> Process Owner	 <b>LAILYN A. ORTIZ, CESO V</b> Regional QMR	 <b>JOSEPHINE CABRIDO-LEYSA, CESO III</b> Regional Director



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

## PROCESS QUALITY MONITORING AND EVALUATION (QME)

<b>OFFICE</b>	FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION		
<b>PROCEDURE TITLE</b>	ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES		
<b>OBJECTIVE STATEMENT</b>	1. 100% of application reviewed and endorsed within 15 working days upon receipt.		
<b>CURRENT PERIOD</b>			
	INDICATORS	ANNUAL	TOTAL
Objective 1: 100% of application reviewed and endorsed within 15 working days upon receipt.			
A No. of application reviewed and endorsed within 15 working days upon receipt			
B No. of application 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)			
<b>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.</b>			

<b>Prepared by:</b>	<b>Noted by:</b>
Process Owner	Division Chief / Deputy QMR

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
RELMI E. TAMSON Process Owner	LAILYN A. ORTIZ, CESO V Regional QMR	JOSEPHINE CABRIDO-LEYSA, CESO III Regional Director



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES**

**Process Summary Logsheet (PSL)**

QUALITY OBJECTIVE: 1. 100% of application reviewed and endorsed within 15 working days upon receipt.

FREQUENCY OF MONITORING: **Annually**

COVERED PERIOD:

Due Date of Submission:

<b>Document Code</b>	
<b>FM-QP-R12-FAD-20-01</b>	
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No.	Control No.	Province/City/ Municipality/ Barangay	OBJECTIVE NO. 1 RESULTS						OBJECTIVE NO. 1 RESULTS											
			MILGOO			PO			RO		REMARKS, IF UNMET	REMARKS, IF UNMET								
			Date Received	Date forwarded to PO	No. of days (Target=5 WD)	Date Received	Date forwarded to RO	No. of days (Target=5 WD)	Date released to requesting party	No. of days (Target=5 WD)			Unmet	Total No. of days elapsed (15 WD)						
1																				
2																				
3																				
4																				
5																				
TOTAL																				

Prepared by: \_\_\_\_\_ Noted by: \_\_\_\_\_  
 Process Owner Deputy Q.MR

Prepared by: *REL MIE T. TAMSON* REL MIE T. TAMSON Process Owner  
 Reviewed by: *JEROME A. ERIE YEAGER* JEROME A. ERIE YEAGER Deputy QMR  
 Approved by: *LAILYN A. FORTEZ* LAILYN A. FORTEZ, CESO V Regional QMR



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<b>Document Code</b>		
<b>FM-SP-R12-03A-01</b>		
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Division: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**  
**MASTER LIST OF INTERNAL DOCUMENTS**



DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		00	01	02	03	04
<b>Endorsement of Application for Study Grant of Local Government Officials &amp; Employees</b>						
QP-R12-FAD-20	Quality Procedure: Endorsement of Application for Study Grant of Local Government Officials & Employees	10.01.17	07.01.18			
QO-QP-R12-FAD-20	Quality Objective: Endorsement of Application for Study Grant of Local Government Officials & Employees	20	07.01.18	07.01.18	07.01.18	
QME-QP-R12-FAD-20	Quality Monitoring and Evaluation (QME): Endorsement of Application for Study Grant of Local Government Officials & Employees	10.01.17	07.01.18	07.01.18	07.01.18	
FM-QP-R12-FAD-20-01	Endorsement of Application for Study Grant of Local Government Officials & Employees Process Summary Logsheet (PSL)	10.01.17	07.01.18	07.01.18	07.01.18	
FM-QP-R12-FAD-37-02	Master List of Internal Documents	10.01.17	07.01.18			
FM-QP-R12-FAD-37-03	Master List of External Documents	10.01.17	07.01.18			
FM-QP-R12-FAD-37-04	Master List of Records	10.01.17	07.01.18			
FM-QP-R12-FAD-37-05A	Risk Registry for Objective	10.01.17	07.01.18			
FM-QP-R12-FAD-37-05B	Risk Registry for Process	10.01.17	07.01.18			

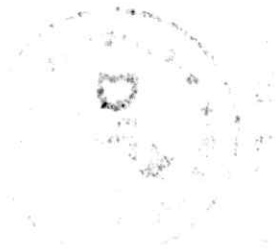


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Document Code		
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Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>DENNIS T. SUCOL</b> Deputy QMR







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Document Code		
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Division/Unit: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION				
		00	01	02	03	04
<b>ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS &amp; EMPLOYEES</b>						
	Application letter for scholarship with complete supporting documents					

Prepared by: *Catherine A. Macion*  
**CATHERINE A. MACION**  
 Regional Document Controller

Noted by: *[Signature]*  
**DENNIS T. SUCOL**  
 Deputy OMR



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Document Code		
<b>FM-SP-R12-03C-01</b>		
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Division/Unit: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**  
**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD		DISPOSAL	
				FOLDER	SCHEME	ACTIVE	STORAGE		TOTAL
<b>ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS &amp; EMPLOYEES</b>									
QME-QP-R12-FAD-20	QME: ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES	PACITA M. ANDONG	Records Cabinet	QMS Folder by procedure	Quarterly	2	3	5	Shredding
FM-QP-R12-FAD-20-01	PSL: ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES	PACITA M. ANDONG	Records Cabinet	QMS Folder by procedure	Quarterly	2	3	5	Shredding

Prepared by:	Noted by:
 <b>PACITA M. ANDONG</b> Process Owner	 <b>DENNIS T. SUCOL</b> Deputy QMR



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

**DIVISION: FINANCE AND ADMINISTRATIVE DIVISION**  
**PROCEDURE: ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES**

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
90% of application reviewed and endorsed within 15 working days upon receipt.	1. Overlapping of activities... Completeness of documents submitted 2. Availability of process owner and authorized signatory	1. DILG Central Office (OUSLG, LGA, other Bureaus and Services) 2. Sub-Regional Offices (PDs, OMs/PMs, CDs, C/MILGOs) 3. LGUs	1. Delayed submission of documents to DILG Central Office (concerned bureau)	1. Incomplete documents submitted 2. Multiple, simultaneous activities and process owner on sick leave/On-travel 3. Authorized signatory is on travel	None availing of scholarship grant	None	2	3	1	6	L	NS	3	NA	NA	NA
<b>RISK ASSESSMENT:</b>							<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>RPN</b>						
<b>IMPACT:</b> 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme							1-25	LOW	Not Significant	3	No further action required (Retain risk by informed decision)					
<b>LIKELIHOOD:</b> 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain							26-40	MODERATE	Not Significant	2	Alert level but no further action required for now					
<b>DETECTION:</b> 1-Very likely; 2-Likely; 3-Low; 4-Remote; 5-Very remote							>40	HIGH	Significant	1	Control (e.g.-Treat/Mitigate/Transfer, Terminate)					
<b>Risk Rating = Impact X Likelihood X Detection</b>																

<b>Prepared by:</b> Yvonne PACITA M. ANDONG Process Owner	<b>Reviewed by:</b> DENNIS TUQUIL Deputy QMR	<b>Recommended Approval:</b> IAN JON S. CLEMENTE Risk Review Committee Head	<b>Approved by:</b> REYNALDO M. BUNYON Regional Director
--	--	---	--



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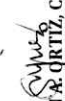
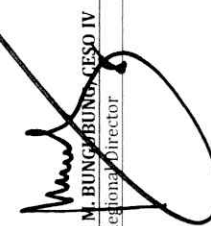
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**RISK REGISTRY**  
**(B) PROCESS RISK ASSESSMENT**

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION**  
 PROCEDURE: **ENDORSEMENT OF APPLICATION FOR STUDY GRANT OF LOCAL GOVERNMENT OFFICIALS & EMPLOYEES**

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
RECEIVING & REVIEW OF APPLICATION WITH COMPLETE DOCUMENTS	Delayed submission of documents to DILG Central Office (concerned bureau)	Incomplete documents submitted	No application reviewed within the prescribed timeline	Immediate notice to concerned operating units (Provincial Offices/LGUs) of deficiencies	2	3	1	6	L	NS	3	NA	NA	NA	NA
ENDORSEMENT OF SCHOLARSHIP APPLICATION	Delayed preparation of the Endorsement Delayed approval of Endorsement	Multiple, simultaneous activities and process owner on sick leave or on travel Authorized signatory is on travel	Delayed endorsement and/or approval of the scholarship application to DILG Central Office	Notice to the Process Owner of the deadline	2	3	1	6	L	NS	3	NA	NA	NA	NA
<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 -	LOW	Not Significant	No further action required (Retain risk by informed decision)					3					
<b>LIKELIHOOD:</b>		1 - Rare; 2 - Unlikely; 3 -	MODERATE	Not Significant	Alert level but no further action required for now					2					
<b>DETECTION:</b>		1 - Very likely; 2 - Likely; 3 -	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:
 PACITA M. ANDONG Process Owner	 DENNIS A. SUCOL Deputy QMR	 LAILYN R. ORTIZ Regional QMR	 REYNALDO M. BUNGSUNGESE IV Regional Director