



QUALITY PROCEDURE (QP)

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QP-R12-LGMED-39		
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PROCEDURE TITLE	PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)
SCOPE	This process starts from the receipt of request of selected IPMR for Issuance of certificate of Recognition as endorsed by National Commission on Indigenous People (NCIP) 12
PURPOSE	To provide standard in processing the Certificate of Recognition of selected IPMRs in the region

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
Endorsement and Certificate of Affirmation NCIP	Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)	Certificate of Recognition DILG Province/ City

DESCRIPTIVE STATEMENT: The NCIP 12 endorses the selected IPMR to DILG Region 12 for the Issuance of Certificate of Recognition.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
REGIONAL OFFICE				
1	Records officer	Receive the endorsement from NCIP 12	<ul style="list-style-type: none"> Receive and record the endorsement Route the copy to the ORD 	<ul style="list-style-type: none"> Endorsement and Certificate of Affirmation Routing slip
2	RD	Assign the task	<ul style="list-style-type: none"> Forward to the concerned division with instruction 	<ul style="list-style-type: none"> Routing slip with attached documents
3	Division Chief/ Assistant Division Chief	Read the endorsement	<ul style="list-style-type: none"> Forward the endorsement to ADC with instructions ADC assign the task to Focal Person with additional instruction 	<ul style="list-style-type: none"> Routing slip with attached documents
4	Focal Person	Take appropriate actions	<ul style="list-style-type: none"> Check and verify endorsement as to completeness of the requirements 	<ul style="list-style-type: none"> Endorsement Certificate of Affirmation





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			<ul style="list-style-type: none"> • Prepare Certificate of Recognition • Prepare endorsement 	<ul style="list-style-type: none"> • Draft certificate • Draft endorsement
5	Division Chief/ Assistant Division Chief	Affix signature	<ul style="list-style-type: none"> • Affix signature and forward to Division's Records Officer for release 	<ul style="list-style-type: none"> • Draft certificate • Draft endorsement
6	Records officer	Release the certificate and endorsement	<ul style="list-style-type: none"> • Log the certificate and endorsement in the outgoing logbook • Forward the certificate and endorsement to Regional Director for signature 	<ul style="list-style-type: none"> • Draft certificate and endorsement
7	Regional Director / Assistant Regional Director	Final Review	<ul style="list-style-type: none"> • ARD review the action taken and affix initial in the Certificate and endorsement • RD affix signature in the Certification and endorsement 	<ul style="list-style-type: none"> • Certificate of Recognition • Endorsement
8	RD's Secretary	Release the certificate	<ul style="list-style-type: none"> • Log and Forward to the Records officer the certificate for release 	<ul style="list-style-type: none"> • Certificate of Recognition • Endorsement
9	Records Officer	Release the certificate to the requesting party or the Provincial/City Office concerned copy furnish Municipal Local Government Operations Officer	<ul style="list-style-type: none"> • Log and release the certificate 	<ul style="list-style-type: none"> • Certificate of Recognition • Endorsement





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		(MLGOO) and the Division concerned		
10	Process Owner	Maintain records	<ul style="list-style-type: none"> Update the Process Summary Logsheet Retained documented information and Masterlist of Reained Documented Infomation 	<ul style="list-style-type: none"> Certificate of Recognition and Endorsement Process Summary Logsheet

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Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**QUALITY
 OBJECTIVE (QO)**

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OFFICE	LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION
QUALITY PROCEDURE TITLE	PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)

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 Certificate of Recognition to selected Indigenous Peoples Mandatory Representative (IPMR) of the LGU concerned	Requests issued with certificate within 7 days	100%	$\frac{\text{No. of requests issued with certificate within 7 days}}{\text{No. of LGU Requests for issuance of certificate received}} \times 100$	Quarterly	Focal Person	<ul style="list-style-type: none"> • Endorsement • Certificate of Recognition • Monitoring Log Sheet • Process Summary Log Sheet

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DILG XII QMS





PROCESS QUALITY MONITORING AND EVALUATION (QME)

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OFFICE	LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION
PROCEDURE TITLE	PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)
OBJECTIVE STATEMENT	1. 100% of requests issued with certificate within 7 days
CURRENT PERIOD	

INDICATORS		Q1	Q2	Q3	Q4	TOTAL
Objective 1: 100% of request were issued Certificate within 7 days						
A	Total number of requests issued with Certificate within 7 days					
B	Total number of requests 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.

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Process Owner	Division Chief / Deputy Q,MR

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Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

**Processing of Issuance of Certificate of Recognition of IPMR
Process Summary Logsheets (PSL)**

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QUALITY OBJECTIVE: 1. 100% of Requests issued with certificate within 7 days

FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

No.	Control No.	Origin	OBJECTIVE NO. 1 RESULTS				
			Date Received	Date of Issuance of Certificate	Met	Unmet	Remarks, if unmet
1							
2							
3							
4							
5							
TOTAL							

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

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLE MANDATORY REPRESENTATIVE (IPMR)							
QP-R12-LGMED-39	QP: Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory	10.01.17					
QO-QP-R12-LEMED-39	QO: Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory	10.01.17					
QME-QP-R12-LGMED-39	QME: Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory	10.01.17					
FM-QP-R12-LGMED-39-01	QPSL: Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory	10.01.17					
FM-SP-R12-02-01A	RRO: Risk Registry Objective of Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative	10.01.17					
FM-SP-R12-02-01B	RRP: Risk Registry Process of Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative	10.01.17					



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

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory representative (IPMR)							
JMC 1	Joint Regional NCIP and DILG Implementing Guidelines for IP Mandatory Representation in Region XII	10.30.17					

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

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)									
QME-QP-R12-LGMED-39	QME: Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)	Focal Person	Filing Cabinet	IPMR	Sequential by date	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R12-LGMED-39-01	QPSL: Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR) Process Summary Logsheets (PSL)	Focal Person	Filing Cabinet	IPMR	Sequential by date	2 years	2 years	4 years	
	Certificate of Recognition	Focal Person	Filing Cabinet	IPMR	Sequential by date	1 year	1 year	2 years	
	Endorsement Letter to Field Office	Focal Person	Filing Cabinet	IPMR	Sequential by date	1 year	year	2 years	

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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

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

PROCEDURE: **PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)**

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	RESOURCE
90% of requests were issued Certificate of Recognition	Requesting party is not the selected IPMR	Requesting parties, NCIP 12	Non-issuance of Certificate of Recognition	No Certificate of Affirmation from NCIP 12	Requesting aptry cannot assume office	Inform and coordinate with NCIP 12	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A	N/A
90% of requests were acted within 7 working days	Endorsement of NCIP 12	Requesting Parties	Delayed processing of the request	Non-compliance to requirements	Delay in the issuance of Certificate and endorsement	Inform and coordinate with NCIP 12	3	5	2	30	M	NS	N/A	2	N/A	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 and endorsement	Designation of OICs	3	5	2	30	M	NS	N/A	2	N/A	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 and endorsement	Alternate will act on the request	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A	N/A

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 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
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for now	2
DETECTION 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

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION**
 PROCEDURE: **PROCESSING OF ISSUANCE OF CERTIFICATE OF RECOGNITION OF INDIGENOUS PEOPLES MANDATORY REPRESENTATIVE (IPMR)**

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 Certificate of Recognition and Endorsement Letter	Delayed processing of the request	Non-compliance to the requirements	Non-Issuance Certificate of Recognition	Inform and coordinate with the requesting parties or NCIP 12	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		No Certificate of Affirmation from NCIP 12														
		Lack of Endorsement from NCIP 12														
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED							RPN				
IMPACT:	1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant	No further action required (Retain risk by informed decision)							3				
LIKELIHOOD:	1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant	Alert level but no further action required for now							2				
DETECTION	1 - Very Likely; 2 - Likely; 3	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)							1				
Risk Rating = Impact X Likelihood X Detection																

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