



# QUALITY PROCEDURE (QP)

Document Code		
<b>QP-R12-LGMED-40</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 3

<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS</b>
<b>SCOPE</b>	This procedure starts with the receipt of Memorandum or directives from the central office on the Implementation Timeline of the Lupong Tagapamayapa Incentives Awards which ends with the submission of the of the official entry/ies to the Provincial/ Regional/ National Awards Committee
<b>PURPOSE</b>	To define the implementation process of Lupong Tagapamayapa Incentives Awards (LTIA) Assessment and to ensure the quality of regional entries to the National Awards Committee

**PROCESS DESCRIPTION**

INPUT	PROCESS	OUTPUT
<p>Central Office</p> <p>Memorandum/ Directives</p> <p>→</p>	<p><b>IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS</b></p>	<p>Regional Entries</p> <p>→</p> <p>National Awards Committee</p>

**DESCRIPTIVE STATEMENT:**

**DESCRIPTIVE STATEMENT:**

This process describes the implementation of LTIA assessment from the receipt and dissemination of the Memorandum/ Directives from the Central Office up to the reorganization/ reactivation of the Awards Committee at the Regional, Provincial, Cities and Municipalities level, conduct of assessment using the given criteria and forms, and the submission of entries to Provincial/ Regional/ National Awards Committee

Step No.	Responsible Personnel	PROCESS/ ACTIVITY	Details	References
<b>IMPLEMENTATION OF THE LTIA</b>				
1	Records officer/Clerk (RO/Division/ Field Offices)	Receive and route the memorandum/directives	<i>Refer to the procedures on handling the incoming and outgoing communications</i>	Record Book QP-R12-FAD-01
2	Regional Director/ Division Chief/PD/CD of HUC and CLGOO of ICC	Provide instruction	Provide instruction and forward the Memorandum/Directives to the concerned Division Chief/ Focal Person	Record Book
3	Focal Person (R/P/HUC/ICC)	Receive and take appropriate actions	Prepare Message for Transmission or Memorandum for dissemination to the respective Field Offices  Prepare activity design for RD/PD/CD's/CLGOO's approval	Transmittal/Memorandum to Field Offices  Approved Activity Design





# QUALITY PROCEDURE (QP)

Document Code		
<b>QP-R12-LGMED-40</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>Prepare letter invitation to the awards committee members</p> <p>Facilitate the re-activation/ reorganization of the Awards Committee and scheduling of assessment</p> <p>For Region and Province: Conduct of assessment on the submitted entries by the Sub Regional Awards Committee</p> <p>For HUC and ICC: Conduct of assessment</p> <p>Conduct finalization and deliberation of results with the Awards Committee Team for final rating</p> <p>Packaging/ Submission of the Official Entries using prescribed forms to the higher level awards committee</p>	<p>Letter Invitation to Awards Committee Members</p> <p>Report/Memo Brief with pictures/ Attendance Sheets/Executive Order Creating the Awards Committee</p> <p>Attendance Sheets/ Accomplished LTIA Forms 01, 02 and 03</p> <p>Attendance Sheets/ Accomplished LTIA Forms 01, 02 and 03</p> <p>For P/C/M Entries- Transmittal to the concerned awards committee with attached accomplished LTIA Form 03</p> <p>For Regional Entries- LTIA Forms 01-07 merged in a single PDF</p>
4	C/MLGOOs		<p>Prepare letter invitation to Awards Committee Members</p> <p>Facilitate the re-activation/ reorganization of the Awards Committee and the scheduling of assessment</p>	<p>Letter Invitation to Awards Committee Members/ Pictures/Memo Brief</p> <p>Executive Order creating the Awards Committee/Attendance Sheets/Memo Brief or Terminal report with Pictures</p>





# QUALITY PROCEDURE (QP)

Document Code		
QP-R12-LGMED-40		
Rev. No.	Eff. Date	Page
00	10.01.17	3 of 3

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>Conduct of assessment</p> <p>Conduct deliberation of results with the Awards Committee Team for final rating</p> <p>Submission of the Official Entries using prescribed forms to the higher level awards committee</p>	<p>Attendance Sheets/ Accomplished LTIA Forms 01, 02 and 03</p> <p>Attendance Sheets/ Accomplished LTIA Forms 01, 02 and 03</p> <p>Transmittal to the concerned awards committee with attached accomplished LTIA Form 03</p>
5	Process Owner	Maintain records	<p>Update the Process Summary Logsheets</p> <p>Retained documented information and Masterlist of Retained Documented Information</p>	Process Summary Logsheets

Prepared by:		Reviewed by:		Approved by:	
 <b>JERMIE E. 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. BUNGUBUNG, CESO IV</b> Regional Director	





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-LGMED-40</b>		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

<b>OFFICE</b>	LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION
<b>QUALITY PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS</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)			
Implementation of Lupong Tagapamayapa Incentives Awards	LGU lupon/entries assessed within prescribed period  (Prescribed period pursuant to DILG Issuances)	100%	No. of lupon/entries assessed within prescribed period  _____x100%  No. of lupon/entries	Annual	RFP PFP C/MLGOOs CDs	Transmittal to the concerned Awards Committee/ Accomplished LTIA Forms

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 CABRIDO-LEYSA, CESO V</b> Regional Director

**DILG XII QMS**



CONTROLLED COPY



Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

# PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-QP-R12-LGMED-40		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

<b>OFFICE</b>	LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION
<b>PROCEDURE TITLE</b>	IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS
<b>OBJECTIVE STATEMENT</b>	1. 100% of LGU lupon/entries assessed within prescribed period
<b>CURRENT PERIOD</b>	

INDICATORS	CY_____	CY_____	CY_____	REMARKS
<b>Objective 1: 100% of LGU lupon/entries assessed within prescribed time</b>				
A No. of lupon/entries assessed within prescribed period				
B No. of lupon/entries				
C Formula: A/B x 100	Target Result : 100%			
D Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				

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

Prepared by:	Noted 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 CABRIDO-LEYSA, CESO V</b> Regional Director





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**Implementation of Lupong Tagapamayapa Incentives Awards  
Process Summary Logsheet (PSL)**

Document Code		
FM-QP-R12-LGMED-40-01		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

**QUALITY OBJECTIVE** : 1. 100% of LGU lupon/entries assessed within prescribed period

**FREQUENCY OF MONITORING:** Annual

**COVERED PERIOD** :

**Due date of Submission** :

No.	Control No.	OBJECTIVE 1				Remarks, if unmet
		No. of lupon/entries	No. of lupon/entries assessed within prescribed period	Met	Unmet	

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

DILG XII QMS



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 CABRDI-LEYSA, CESO V</b> Regional Director



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
<b>FM-SP-R12-03A-01</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

**MASTER LIST OF INTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>Implementation of Lupong Tagapamayapa Incentives Awards</b>							
QP-R12-LGMED-40	QP: Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					
QO-QP-R12-LGMED-40	QO: Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					
QME-QP-R12-LGMED-40	QME:Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					
FM-QP-R12-LGMED-40-01	QPSL: Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					
FM-SP-R12-03C-01	DI: Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					
FM-SP-R12-02C-01A	RRO:Implementation of Lupong Tagapamayapa Incentives Awards	10.01.17					

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



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
FM-SP-R12 -03B-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

### MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>Implementation of Lupong Tagapamayapa Incentives Awardg</b>							
DILG MC No. 2016-58	Reiterating and Supplementing DILG Memorandum Circular No. 2008-102 dated June 17,2008 relative to the Lupong Tagapamayapa Incentives Awards Enhanced Criteria and Guidelines	04.29.16					
DILG MC NO. 2008-102	Reiterating and supplementing DILG MC 2004-43 dated April 14, 2004 relative to the Lupong Tagapamayapa Incentives Award Guidelines	06.17.08					
	LTIA Entry Forms						

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







Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
<b>FM-SP-R12-03C-01</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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	
<b>Implementation of Lupon Tagapamayapa Incentives Award</b>									
QME-QP-R12-LGMED-40	Implementation of Lupong Tagapamayapa Incentives Awards	Focal Person	Filing Cabinet	LTIA	Sequential by date	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R12-LGMED-40-01	Implementation of Lupong Tagapamayapa Incentives Awards	Focal Person	Filing Cabinet	LTIA	Sequential by date				
	Endorsement/Transmittal of Lupon Entry	Focal Person	Filing Cabinet	LTIA	Sequential by date				

Prepared by:	Noted by:
 <b>JERMIE E. YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Division Chief / Deputy Q,MR





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
<b>FM-SP-R12- 02-01A</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

DIVISION: **LOCAL GOVERNANCE MONITORING AND EVALUATION DIVISION**  
 PROCEDURE: **IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)**

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
Timely Conduct of LTIA Assessment by the Awards Committee per level (R/P/C/M)	Late conduct of LTIA Assessment	CO, F0s, Awards Committee Members	Late submission of Result/Entries to the higher level Awards Committee	conflict of schedules or awards committee members are not available	Shorter time to review and validate the submitted entries ; may affect our performance rating	presence of permanent alternate per Awards Committee Member; Coordination with partner agencies/ institution	4	4	2	32	M	NS	NA	3	NA	NA	NA	NA
Timely submission of Entries to higher level Awards Committee	Late submission of Entries/ Result to the concerned awards committee	CO, F0s, Awards Committee Members, concerned Regional Lupon Entries	Late submission of Entries/ Result to the concerned awards committee	Unavailability of Focal Person/ conflict of schedules and/or concerned Awards Committee Members	Shorter time to review and validate the submitted entries ; may affect our performance rating; may be disqualified	Coordination with FOs	4	4	2	32	M	NS	NA	2	NA	NA	NA	NA

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

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>JERMIE E. 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. DROZ, CESE</b> Regional QMR
		 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director	



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Document Code		
<b>FM-SP-R12- 02-01B</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

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

DIVISION: **LOCAL GOVERNANCE MONITORING AND EVALUATION DIVISION**  
 PROCEDURE: **IMPLEMENTATION OF LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)**

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
Conduct of LTIA Assessment	Late conduct of LTIA Assessment	Late Reorganization/Reactivation of Awards Committee; Unavailability of the Awards Committee Members	Late finalization and submission of Results/Entries to the higher level Awards Committee	Designating permanent alternate/ coordination with partner agencies	4	4	2	32	M	NS	3	NA	NA	NA	NA	NA
Submission of Result/Entries to higher level awards committee	Late submission of Result/Entries to higher level awards committee	Late conduct of assessment and finalization of result; Unavailability of focal person	Short period of time for review, consolidation, and validation by the Provincial/ Regional Awards Committee; Regional Entries will not be qualified for National Level Assessment or may be disqualified	Coordination with/ ff-up the concerned FOs	4	4	2	32	M	NS	3	NA	NA	NA	NA	NA

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-Almost 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>HERMIE E. YEAGER</b> Process Owner	 <b>MUSARAPHA A. ALIM, MPA</b> Deputy QMR	 <b>IAN JONS. CLEMENTE</b> Risk Review Committee Head	 <b>REYNALDO M. BUNGUBUNG, OESO IV</b> Regional Director

