



# QUALITY PROCEDURE (QP)

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<b>QP-R12-LGMED-43</b>		
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<b>PROCEDURE TITLE</b>	<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL</b>
<b>SCOPE</b>	This process starts from the receipt of request of LGU up to the issuance of the issuance of authority by the Regional Office
<b>PURPOSE</b>	To provide standard in facilitating the request of the LGU for authority to conduct Training, Seminar, Convention and Lakbay-Aral

PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Requesting LGU → Letter Request	Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	Authority → Requesting LGU

**DESCRIPTIVE STATEMENT:** The requesting LGU submit letter of request and supporting documents to the C/MLGOO/Provincial Focal Person/Regional Focal Person for the authority to conduct of certain activity.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer (Regional/ Provincial/ City/ Municipal Office)	Receive and record the request	<ul style="list-style-type: none"> <li>Receive, log and route to the Provincial Director</li> <li>Refer to the operating unit</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of the LGU and supporting documents</li> <li>Endorsement fletter from MLGOO</li> <li>Logbook</li> <li>Routing slip</li> </ul>
2	Provincial Director/ Regional Director	Provide necessary instruction	<ul style="list-style-type: none"> <li>Forward copy to Program Manager/ Division Chief for action</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of the LGU and supporting documents</li> <li>Endorsement fletter from MLGOO</li> <li>Routing slip</li> </ul>





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3	Program Manager/ Division Chief	Route to Focal Person with instruction	<ul style="list-style-type: none"> <li>Forward to Focal Person for appropriate action</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of the LGU and supporting documents</li> <li>Endorsement from MLGOO</li> <li>Routing slip</li> </ul>
4	Focal Person/ City Municipal Local Government Operations Officer (C/MLGOO)	Take action	<ul style="list-style-type: none"> <li>Evaluate and prepare endorsement</li> <li>Check completeness of requirements</li> <li>MLGOO will prepare endorsement to Provincial Office (PO)</li> <li>PO Focal Person will prepare endorsement to Regional Office (RO)</li> <li>RO will endorsement to Central Office (CO)</li> <li>If not complete and/or found inappropriate, return to Focal in the province awith further instruction to complete the requirements</li> </ul>	<ul style="list-style-type: none"> <li>Letter request of the LGU and supporting documents</li> <li>Endorsement from MLGOO</li> </ul>





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5	Program Manager/ Division Chief	Review the action taken and recommend approval	<ul style="list-style-type: none"> <li>Affix initial in the endorsement</li> <li>Forward to Provincial Director/ Regional Director for approval</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement from MLGOO</li> <li>Letter request of the LGU with supporting documents</li> <li>Routing slip</li> <li>Draft endorsement of the Province/ Region</li> </ul>
6	Provincial Director/ Regional Director	Review and approval of action taken	<ul style="list-style-type: none"> <li>For RD, refer first to Assistant Regional Director (ARD) for review</li> <li>Affix signature</li> <li>Forward to Records Officer for release</li> <li>If there is revision, return the endorsement to the Program Manager/ Division Chief for appropriate action</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement of the Regional Office</li> </ul>
7	Records officer	Record and release the documents	<ul style="list-style-type: none"> <li>Log and release the endorsement with supporting documents</li> <li>Forward to Region/ Central Office</li> <li>Refer to the procedure of Handling Incoming and Outgoing</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement</li> </ul>





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 DILG - REGION 12 (SOCCSKASARGEN)  
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			Communications (QP-R12-FAD-01)	
8	Process Owner	Maintain records	<ul style="list-style-type: none"> <li>Update the process logsheet</li> <li>Retain documented information and Masterlist of Retained Documented Information</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement of the Regional Officer</li> <li>Masterlist of Retained Document Information</li> </ul>

Prepared by:		Reviewed by:		Approved by:	
MUHAMMAD G. NANDING, JR. Process Owner	MUSARAPHA A. ALIM, MPA Division Chief/ Deputy QMR	LAILYN A. ORTIZ, CESE Regional QMR	REYNALDO M. BUNGBUNG, CESO IV Regional Director		





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DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-LGMED-43</b>		
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<b>OFFICE</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL</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 Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	LGU requests acted/endorsed to Provincial Office/Regional Office/Central Office within 7 days	100%	Total number of requests acted/endorsed Provincial Office/Regional Office/Central Office within 7 days $\frac{\text{Total number of request received}}{\text{Total number of request received}} \times 100$	Quarterly	Focal Person	Endorsement Authorization and Endorsement Monitoring Log Sheet Process Summary Log Sheet
	Endorsed requests with complete requirements		No. of returned requests due to incomplete documents endorsed at all levels	Quarterly	Focal Person	Monitoring Log Sheet Process Summary Log Sheet

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





Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

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<b>QME-QP-R12-LGMED-43</b>		
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<b>OFFICE</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION</b>
<b>PROCEDURE TITLE</b>	<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL</b>
<b>OBJECTIVE STATEMENT</b>	1. 100% of LGU requests acted/endorsed to Provincial Office/ Regional Office/Central Office within 7 days 2. 100% Endorsed requests with complete requirements
<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
<b>Objective 1: 100% of LGU requests acted/endorsed to Provincial Office/ Regional Office/Central Office within 7 days</b>						
A	Total number of requests acted/endorsed to Provincial Office/ Regional Office/Central Office within 7 days					
B	Total number of requests received					
C	Formula: $A \times \frac{100}{B}$ Target Result : 100%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
<b>Objective 2: 100% Endorsed requests with complete requirements</b>						
A.	No. of returned requests due to incomplete documents endorsed at all levels					
B	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 Q,MR

**DILG XII QMS**



Prepared by:	Reviewed by:	Approved by:
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		 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Top Management



**Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral Process Summary Logsheet (PSL)**

- QUALITY OBJECTIVE: 1. 100% of LGU Requests endorsed to Provincial Office, Regional Office/ Central Office within 7 days  
2. 100% Endorsed requests with complete requirements

FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

No.	Control No.	Province/City/Municipality	OBJECTIVE NO. 1 RESULTS																		OBJECTIVE NO. 2 RESULTS			
			CITY/MUNICIPAL LEVEL (MLOOO)						PROVINCIAL LEVEL (PFF)						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 forwarded to CO	No. of days (Target=3 WD)	Met	Unmet	Total No. of days elapsed (TWD)	Remarks, If unmet	Date received by Field Office	Met	Unmet
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
TOTAL																								

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

Prepared by:	Noted by:	Reviewed by:	Approved by:
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**DILG XII QMS**





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

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

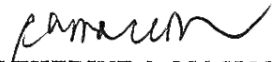

### MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL</b>							
QP-R12-LGMED-43	QP: Processing of LGU Request for Authority to Conduct Training, Semnar, Convention and Lakbay-Aral	10.01.17					
QO-QP-R12-LGMED-43	QO: Processing of LGU Request for Authority to Conduct Training, Semnar, Convention and Lakbay-Aral	10.01.17					
QME-QP-R12-LGMED-43	QME: Processing of LGU Request for Authority to Conduct Training, Semnar, Convention and Lakbay-Aral	10.01.17					
FM-QP-R12-LGMED-43-01	QPSL: Processing of LGU Request for Authority to Conduct Training, Semnar, Convention and Lakbay-Aral	10.01.17					
FM-SP-R12-02-01A	RRO: Risk Registry Objective of Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	10.01.17					
FM-SP-R12-02-01B	RRP: Risk Registry Process of Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	10.01.17					





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**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL							
DILG MC NO. 2010-139	Utilization of Public Funds relative to attendance in Conventions, Seminars, and Similar Activities conducted by the Association of Profesionas, foundations, Non-Governmental Organizations and other Organized Groups	12.2.10					

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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	
<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL</b>									
QME-QP-R12-LGMED-43	QME: Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	Focal Person	Filing Cabinet	Training, Seminar and Convention	Sequential by date	2 years	2 years	4 years	Shredding/ Re-use
FM-QP-R12-LGMED-43-01	QPSL: Processing of LGU Request for Authority to Conduct Training, Seminar, Convention and Lakbay-Aral	Focal Person	Filing Cabinet	Training, Seminar and Convention	Sequential by date	2 years	2 years	4 years	Shredding/ Re-use
	Endorsement Letter to Field Office	Focal Person	Filing Cabinet	Training, Seminar and Convention	Sequential by date	1 year	1 year	2 years	Shredding/ Re-use
	Authority or Letter Reply of Central Office regarding the request to conduct training	Focal Person	Filing Cabinet	Training, Seminar and Convention	Sequential by date	1 year	1 year	2 years	Shredding/ Re-use

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

**DIVISION: LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION**  
**PROCEDURE: PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL**

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 acted within 7 working days	Non-compliance with the administrative and technical requirements	Requesting Parties	Delayed processing of the	Non-compliance to requirements	Non-conduct of training	Inform and coordinate with NCIP 12	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 authority to conduct training	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 authority to conduct training	Alternate will act on the request	3	5	2	30	M	NS	N/A	2	N/A	N/A	N/A
<b>RISK ASSESSMENT:</b>			<b>RISK RATING</b>	<b>RISK LEVEL</b>	<b>RISK DESCRIPTION</b>	<b>ACTION REQUIRED</b>				<b>RPN</b>							
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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			 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director





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

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

PROCEDURE: **PROCESSING OF LGU REQUEST FOR AUTHORITY TO CONDUCT TRAINING, SEMINAR, CONVENTION AND LAKBAY-ARAL**

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	Delayed endorsement	Inform and coordinate with the requesting parties	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		Incomplete requirements														
		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	Delayed endorsement	Inform and coordinate with the MLGOO	3	5	2	30	M	NS	2	NA	NA	NA	NA	NA
		Incomplete requirements														
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	No further action required (Retain risk by informed decision)							3				
<b>LIKELIHOOD:</b>		1 - Rare; 2 - Unlikely; 3 -	26-40	MODERATE	Alert level but no further action required for now							2				
<b>DETECTION</b>		1 - Very likely; 2 - Likely; 3 -	>40	HIGH	Control (e.g., Treat/Mitigate Transfer, Terminate)							1				

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>MUHAMMAD G. NANDING JR.</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
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