



QUALITY PROCEDURE (QP)

PROCEDURE TITLE	PPA IMPLEMENTATION MONITORING AND REPORTING
SCOPE	This procedure commence from the time the Targets and Commitments for the year has been approved by the Regional Director up to monitoring of the implementation of programs and activities.
PURPOSE	To provide standard procedure in the monitoring of programs, projects and activities of each division/unit.
PROCESS DESCRIPTION	
INPUT	PROCESS
PLANNING OFFICER OPB/OPCR/ DPCR	PREPARATION OF DILG PPA IMPLEMENTATION MONITORING REPORT PER OPB
	OUTPUT
	REGIONAL ACCOMPLISHMENT CO
DESCRIPTIVE STATEMENT: Upon approval of the targets and deliverables for the given year, division chiefs and heads of units shall implement and monitor the planned programs, projects and activities.	

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
DILG PPA Implementation Monitoring Report per OPB				
1	PLANNING OFFICER	Dissemination of Targets and Deliverables for the Period	<ul style="list-style-type: none"> Upon receipt of the approved OPB, the Planning Officer shall furnish all Division Chiefs and Unit Heads of the programs, projects and activities (PPAs) to be implemented For preparation of OPCR/DPCR, refer to the QP on SPMS 	<ul style="list-style-type: none"> OPB/OPCR
2	DIVISION CHIEFS/UNIT HEADS	Preparation of Accomplishment Report	<ul style="list-style-type: none"> The Division Chiefs and Unit Heads shall assign to the Planning Link the preparation of monthly narrative/quarterly OPB accomplishment report Submit report (excel and narrative) to the Planning Unit thru email 	<ul style="list-style-type: none"> OPB/OPCR

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	PLANNING OFFICER	Consolidation of Quarterly Reports	<ul style="list-style-type: none"> • Collect monthly and quarterly accomplishment reports (narrative and OPB) from Divisions/Units • Check the OPB vis a vis accomplishment • Prepare Regional Quarterly Accomplishment Report per OPB • Submit to Budget Section for Percentage of Utilization of Funds 	<ul style="list-style-type: none"> • Draft quarterly accomplishment report
4	BUDGET OFFICER	Review of Fund Utilization	<ul style="list-style-type: none"> • Check submitted report of planning officer with the funds utilized • Affix Signature • Submit to Planning Unit 	<ul style="list-style-type: none"> • Draft quarterly accomplishment report
5	PLANNING OFFICER	Preparation of Quarterly Narrative Report	<ul style="list-style-type: none"> • Prepare Draft Quarterly Narrative Report • Check submitted report of Budget Officer • Affix signature and submit accomplishment report (OPB and Narrative) to ARD for review 	<ul style="list-style-type: none"> • Draft quarterly accomplishment report
6	ARD	Review of Draft Quarterly Report	<ul style="list-style-type: none"> • Review the OPB and narrative accomplishment report • If found in order, affix initials thereon, otherwise, return the same to the Planning Officer for correction 	<ul style="list-style-type: none"> • Draft quarterly accomplishment report

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	RD	Approval of the Quarterly Report	<ul style="list-style-type: none"> Review OPB and narrative report If found in order, affix signature thereon, otherwise, return the report to the Budget Officer and/or Planning Officer for revisions Cause the submission of report to the Central Office (Refer to the QP on Handling of Incoming and Outgoing Communication) 	<ul style="list-style-type: none"> Draft quarterly accomplishment report
8	REGIONAL RECORDS OFFICER	Receive, log and releases memorandum to CO	<ul style="list-style-type: none"> Scan and send memorandum to CO 	<ul style="list-style-type: none"> Approved Quarterly Accomplishment Report
9	PROCESS OWNER	Retain records	<ul style="list-style-type: none"> Update the Process Summary Log Sheet Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Records 	<ul style="list-style-type: none"> Process Summary Log Sheet Control of Documented Information Procedure Masterlist of Records

Definition of Terms:

- RD/ARD - Regional/Assistant Regional Director
- COS - Chief of Staff
- ORD - Office of the Regional Director
- CO - Central Office
- PPAs - Programs, Projects and Activities
- OPB - Operations, Plans and Budget

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QUALITY OBJECTIVE (QO)

Document Code		
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OFFICE	OFFICE OF THE REGIONAL DIRECTOR
QUALITY PROCEDURE TITLE	PPA IMPLEMENTATION MONITORING AND REPORTING

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Monitoring of PPA implementation 	<ul style="list-style-type: none"> Timely submission of accomplishment reports 	100%	Timeliness: Quarterly Accomplishment report submitted not later than the 15th day of the month following the end of each quarter	Quarterly	Planning Officer	QPSL
			Annual Accomplishment Report submitted not later than January 30 of the ensuing year	Annually	Planning Officer	QPSL

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PROCESS QUALITY MONITORING AND EVALUATION (QME)

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OFFICE	OFFICE OF THE REGIONAL DIRECTOR					
PROCEDURE TITLE	DILG PPA IMPLEMENTATION MONITORING AND REPORTING					
OBJECTIVE STATEMENT	100% Timely Submission of accomplishment reports					
CURRENT PERIOD						
	INDICATORS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
	Objective 1: 100% Timely Submission of accomplishment reports					
A	Accomplishment report timely submitted	0	0	0		
B	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
C	Formula: A-B	Target Result : 100%				

Note: For unmet targets , concerned Secretariat initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

Prepared by	Reviewed by
Process Owner	Chief of Staff



PROCESS QUALITY MONITORING AND EVALUATION (QME)

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DILG - REGION 12 (SOCCSKSARGEN)

DILG PPA IMPLEMENTATION MONITORING AND REPORTING
Quality Process Summary Logsheets (QPSL)

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QUALITY OBJECTIVE: 100% timely submission of accomplishment reports


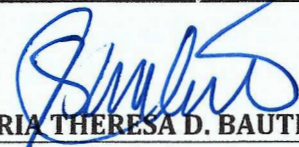
FREQUENCY OF MONITORING: **Quarterly/ Annual**

COVERED PERIOD: _____

Due Date of Submission: _____

No.	Particulars	OBJECTIVE NO. 1				Remarks, If Unmet
		Date Submitted	Target Date	Met	Unmet	
1						

** For Catch-Up Plan, Semestral

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DILG PPA IMPLEMENTATION MONITORING REPORT Quality Process Summary Logsheet (QPSL)

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Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - PLANNING UNIT**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
DILG PPA IMPLEMENTATION MONITORING AND REPORTING							
QP-R12-ORD-24	Quality Procedure: DILG PPA IMPLEMENTATION MONITORING AND REPORTING	10.01.17					
QO-QP-R12-ORD-24	Quality Objective: DILG PPA IMPLEMENTATION MONITORING AND REPORTING	10.01.17					
QME-QP-R12-ORD-24	Quality Monitoring and Evaluation (QME): DILG PPA IMPLEMENTATION MONITORING AND REPORTING	10.01.17					
FM-QP-R12-ORD-24-1	Quality Process Summary Logsheet (QPSL) : DILG PPA IMPLEMENTATION MONITORING AND REPORTING	10.01.17					
FM-SP-R12-03A-01	Masterlist of Internal Documents	10.01.17					
FM-SP-R12-03B-01	Masterlist of External Documents	10.01.17					
FM-SP-R12-03C-01	Masterlist of Retained Documented Information	10.01.17					
FM-SP-R12-02-01A	Risk Registry - Objective Risk Assessment	10.01.17					
FM-SP-R12-02-01B	Risk Registry - Process Risk Assessment	10.01.17					

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Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - PLANNING UNIT**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
DILG PPA IMPLEMENTATION MONITORING AND REPORTING							
	Unnumbered Memorandum re Submission of 1st Quarter Accomplishment Report per Operations, Plan and Budget for CY 2018 dated April 6, 2018						
	Unnumbered Memorandum re Submission of 2nd Quarter Accomplishment Report per Operations, Plan and Budget for CY 2018 dated July 9, 2018						
	Unnumbered Memorandum re Submission of 2nd Quarter Accomplishment Report per Operations, Plan and Budget for CY 2018 dated October 9, 2018						

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Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR - PLANNING UNIT**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
DILG PPA IMPLEMENTATION MONITORING AND REPORTING									
QME-QP-R12-ORD-50	Quality Monitoring and Evaluation (QME): DILG PPA IMPLEMENTATION MONITORING REPORT PER OPB	Planning Officer	Filing Cab	QMS Folder	Sequential	2	2 years after audit	4	Permanent
FM-QP-R12-ORD-50-1	Quality Process Summary Logsheet (QPSL) DILG PPA IMPLEMENTATION MONITORING REPORT PER OPB	Planning Officer	Filing Cab	QMS Folder	Sequential	2	2 years after audit	4	Permanent
	Quarterly Accomplishment Report	Planning Officer	Filing Cab	QMS Folder	Sequential	2	2 years after audit	4	Permanent
	Annual Accomplishment Report	Planning Officer	Filing Cab	QMS Folder	Sequential	2	2 years after audit	4	Permanent

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR-PLANNING UNIT**
 PROCEDURE: **PPA IMPLEMENTATION MONITORING AND REPORTING**

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 Accomplishment Report	delayed preparation of Accomplishment report	Planning Link is on official travel or is on sick leave	delayed submission of PPAs	Technical Staff assumes preparation	4	3	2	24	Low	NS	3	N/A				
Approval of Quarterly report	delayed approval of report	Regional Director is on official travel or sick leave	delayed submission of reports	OIC assumes approval	4	3	2	24	Low	NS	3	N/A				
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED						RPN					
IMPACT:	1-Insignificant; 2-Minor;	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;	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)						1					

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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR – PLANNING UNIT**
 PROCEDURE: **PPA IMPLEMENTATION MONITORING AND REPORTING**

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
100% Timely Submission of Accomplishment Reports	Overlapping of regional and central activities for the implementation of Department's Program	DILG-CO	Delayed submission of reports	planning link/focal persons is on official travel or sick leave	Unmet QMS Objective; Late submission of accomplishment report		4	3	2	24	NS						
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 in	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 ne	2				
DETECTION 1 - Very likely; 2 - Likely; 3 - Low,							>40	HIGH	Significant			Control (e.g., Treat/Mitigate Transfer, Termin	1				

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