



QUALITY PROCEDURE (QP)

Document Code		
QP-R12-ORD-32		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

PROCEDURE TITLE	MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS		
SCOPE	This procedure starts from the release of funds up to submission Monthly Status Report to Central Office and provide findings and recommendation to LGU/s.		
PURPOSE	To standardize the process in project monitoring and evaluation of infrastructure projects.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
PDMU	List of Projects	MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS	Consolidated Monthly status Reports CO (OPDS) Findings/Recommendations RD,P/CDs,LGUs
DESCRIPTIVE STATEMENT: Identify and approve project to visit. Conduct monitoring activities and submit Monthly Status Report to Central Office and provide findings and recommendation to LGU/s			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Technical Engineers	Schedule and recommend travel	<ul style="list-style-type: none"> Cause the preparation of Travel order, vehicle request and message to LGU concerned 	<ul style="list-style-type: none"> Travel order Message to LGU
2	PDMU chief	Deployment of technical engineers	<ul style="list-style-type: none"> In case assigned Technical Engineer is not available, deploy alternate TE or reschedule the activity Prepare Message to LGU and forward to RD for approval 	<ul style="list-style-type: none">
3	RD	Approval of TO	<ul style="list-style-type: none"> Review and affix signature on message to concerned LGUs and the corresponding Travel orders of the Technical Engineers incharge 	<ul style="list-style-type: none"> Approved TO
4	Technical Engineers	Conduct of monitoring activities	<ul style="list-style-type: none"> Provide Technical Assistance Conduct ocular inspections, as scheduled unless there is an adverse field report on the Peace and Order situation thus notify PDMU Chief Conduct exit conference Prepare the following reports: <ol style="list-style-type: none"> Findings and recommendation (for LGU) Monthly Status report (CO) 	<ul style="list-style-type: none"> POW,DED Report of Findings and recommendation Monthly Status report (CO)





QUALITY PROCEDURE (QP)

Document Code		
QP-R12-ORD-32		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Forward the report to the PDMU chief 	
5	PDMU Chief	Review and endorsement to RD	<ul style="list-style-type: none"> Affix initials and forward to RD for signature, if report found in order If there is revision, return to concerned Technical Engineer. 	<ul style="list-style-type: none"> Report of Findings and recommendation Monthly Status report (CO)
6	ARD RD	Review of Monthly status reports, findings/recommendations	<ul style="list-style-type: none"> Conduct final review and affix signature, if found in order 	<ul style="list-style-type: none"> Signed Reports of Findings and recommendation Signed Monthly Status report (CO)
7	Regional Records Officer	Receive, Log and release	<ul style="list-style-type: none"> Refer to the procedure, Handling of Incoming and Out-going communications 	<ul style="list-style-type: none"> QP-R12-FAD-01
8	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 Retained Documents Information 	<ul style="list-style-type: none"> Process Summary Log Sheet Control of Documented Information Procedure Masterlist of RDI

Definition of Terms:

- INFRASTRUCTURE PROJECTS – pertains to Locally Funded Projects downloaded to LGUs thru DILG

Legal References:

- Memorandum Circular from DILG Central Office
- Joint Memorandum Circular DILG-DBM

Prepared by:	Reviewed by:	Approved by:
 HERMINIA S. ONTOY Process Owner	 MARIA THERESA BAUTISTA Chief of Staff	 LAILYN ORTIZ, CESE Regional QMR
		 REYNALDO M. BUNGUBUNG, CESO IV Regional Director





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

Document Code		
QO-QP-R12-ORD-32		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

OFFICE	ORD - PROJECT DEVELOPMENT MANAGEMENT UNIT
QUALITY PROCEDURE TITLE	MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS

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)			
<ul style="list-style-type: none"> MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS 	<ul style="list-style-type: none"> Monitor projects as scheduled 	<ul style="list-style-type: none"> 100% 	$\frac{\text{Total No. of Projects monitored}}{\text{Total No. of Projects scheduled}} \times 100\%$	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> PDMU chief 	<ul style="list-style-type: none"> Basic and Technical Documents
	<ul style="list-style-type: none"> Timely submission of Monthly Report 	<ul style="list-style-type: none"> 100% 	$\frac{\text{Bi-Monthly reports submitted on-time}}{\text{Bi-Monthly reports required}} \times 100\%$	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> PDMU chief 	<ul style="list-style-type: none"> Monthly report

Prepared by:	Reviewed by:	Approved by:
 HERMINIA S. ONTOY Process Owner	 ATTY. MICHELLE ANNE P. VIEJO Legal Officer/Chief of Staff	 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management

DILG XII QMS





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

Document Code		
QME-QP-R12-ORD-32		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

OFFICE	ORD – PROJECT DEVELOPMENT & MANAGEMENT UNIT
PROCEDURE TITLE	MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS
OBJECTIVE STATEMENT	1. 100% of Projects monitored as scheduled 2. 100% of Monthly Report submitted on-time
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: 90% of Projects monitored as scheduled														
A	Total No. of Projects monitored													
B	Total No. of Projects scheduled													
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)													
Objective 2: 100% of Monthly Report submitted on-time														
A	Total No. of Monthly reports submitted on-time													
B	Total No. of Monthly reports required													
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, 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/Next Higher Supervisor

DILG XII QMS	Prepared by:	Reviewed by:	Approved by:
	 HERMIMA S. ONTOY Process Owner	 ATTY. MICHELLE ANNE P. VIEJO Chief of Staff/ Division Chief	 LAILYN A. ORTIZ, CESO V QMR
		 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management	



Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS
Process Summary Logsheets (PSL)

Document Code		
FM-QP-R12-ORD-32-01		
Rev. No.	Eff. Date	Page
01	07.01.19	1 of 1

QUALITY OBJECTIVE: 1. 100% of Projects monitored as scheduled
 2. 100% of Monthly Report submitted on-time

FREQUENCY OF MONITORING: **Monthly**
 COVERED PERIOD:
 Due Date of Submission:

No.	Control No.	Projects	OBJECTIVE NO. 1 RESULTS					OBJECTIVE NO. 2 RESULTS				
			Date of Actual Monitoring	Target Date	Met	Unmet	REMARKS, IF UNMET	Date Submitted	Deadline	Met	Unmet	REMARKS, IF UNMET
1												
2												
3												
4												
5												
TOTAL												

Prepared by:	Noted by:
Process Owner	Division Chief/Next Higher Supervisor

Prepared by:	Reviewed by:	Approved by:
 HERMINIA S. ONTOY Process Owner	 ATTY. MICHELLE ANNE P. VIEJO Chief of Staff/ Division Chief	 LAILYN A. ORTIZ, CESO V QMR
		 JOSEPHINE CABRIDO-LEYSA, CESO V Top Management

DILG XII QMS





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-R12-02-01B		
Rev. No.	Date	Page
00	10.01.17	1 of 1

RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR – LOCAL GOVERNANCE REGIONAL RESOURCE CENTER**
 PROCEDURE: **MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS**

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
Schedules and recommends deployment of technical engineers	Postponed project visit	Preventive measure not addressed immediately	Delayed project monitoring	Coordinate with the Field Offices and LGUs ahead to ensure the accessibility of the project area	3	3	3	27	M	NS	ALERT	2	NA	NA	NA
				Assigned alternate technical engineer	3	3	3	27	M	NS	ALERT	2	NA	NA	NA
				Technical Engineer to commute via public utility vehicle (PUV) going to the project site	2	2	2	8	L	NS	NA	3	NA	NA	NA
				- Van Rental	2	2	2	8	L	NS	NA	3	NA	NA	NA
Reviews and signs Monthly status reports, findings/recommendations	Findings not officially forwarded to the Submitted report not updated	Preventive measure not addressed immediately	Outdated report	Technical Engineer to prepare immediately the findings after the visit	3	2	3	18	L	NS	NA	3	NA	NA	NA
					3	2	3	18	L	NS	NA	3	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:
 HERMINIA S. ONTOY Process Owner	 MARIA THERESA D. BAUTISTA Division Chief/Next Higher Supervisor	 IAN JON S. CLEMENTE Risk Review Committee Head	 LAILYN A. ORTIZ, CESE Regional QMR
			 REYNALDO M. BUNGBUNG, GESO IV 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		
FM-SP-R12-02-01A		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **OFFICE OF THE REGIONAL DIRECTOR – PROJECT DEVELOPMENT & MANAGEMENT UNIT**
 PROCEDURE: **MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for)	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	
• Monitor projects as scheduled	Peace and Order		Postponed project visit	Preventive measure not addressed immediately	Delayed project monitoring	Coordinate with the Field Offices and LGUs ahead to ensure the accessibility of the project area	3	3	3	27	M	NS	ALERT	2	NA	NA	NA	NA	
	Overlapping of activities					Assigned alternate technical engineer	3	3	3	27	M	NS	ALERT	2	NA	NA	NA	NA	NA
	Vehicular Support					Technical Engineer to commute via public utility vehicle (PUV) going to the project site	2	2	2	8	L	NS	NA	3	NA	NA	NA	NA	NA
						- Van Rental	2	2	2	8	L	NS	NA	3	NA	NA	NA	NA	NA
• Timely submission of Monthly Report	Overlapping of activities		Findings not officially forwarded to the Submitted report not updated	Preventive measure not addressed immediately	Outdated report	Technical Engineer to prepare immediately the findings after the visit	3	2	3	18	L	NS	NA	3	NA	NA	NA	NA	
							3	2	3	18	L	NS	NA	3	NA	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:
 HERMINIA S. ONTOY Process Owner	 MARIA TERESA D. BAUTISTA Division Chief/Next Higher Supervisor	 IAN JONES CLEMENTE Risk Review Committee Head	 REYNALDO M. BUNGBUNG, CESO IV 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		
FM-SP-R12-03A-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR – PROJECT DEVELOPMENT & MANAGEMENT UNIT**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Monitoring and Evaluation of Infrastructure Projects							
QP-R12-ORD-32	QP: Monitoring and Evaluation of Infrastructure Projects	10.01.17					
QO-QP-R12-ORD-32	QO: Monitoring and Evaluation of Infrastructure Projects	10.01.17					
QME:QP:R12-ORD-32	QME: Monitoring and Evaluation of Infrastructure Projects	10.01.17					
FM-QP-R12-ORD-32-01	QPSL: Monitoring and Evaluation of Infrastructure Projects	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					


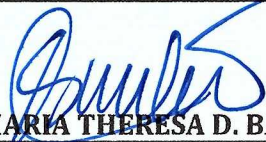




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

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-R12-03A-01		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 1

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 MARIA THERESA D. BAUTISTA Division Chief/Next Higher Supervisor





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

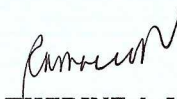

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

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

Division/Unit: **OFFICE OF THE REGIONAL DIRECTOR – PROJECT DEVELOPMENT & MANAGEMENT UNIT**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS							
MC No. 2017-152	Guidelines for the Release of the 2017 Performance Challenge Fund (PCF)						
MC No. 2017-73	Policy Guidelines for the Implementation of the Provision of Potable Water Supply - Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program for FY 2017						
JMC No. 2017-3	Policy Guidelines and Procedures in the Implementation of the FY 2017 Local Government Support Fund - Assistance to Disadvantaged Municipalities (LGSF-ADM) Program						

Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 MARIA THERESA D. BAUTISTA Division Chief/Next Higher Supervisor





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 • LGCCD (083)877 2971

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

Division/Unit: **OFFICE THE REGIONAL DIRECTOR - PROJECT DEVELOPMENT & MANAGEMENT UNIT**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
MONITORING & EVALUATION OF INFRASTRUCTURE PROJECTS									
QME-QP-R12-ORD-33	QME	PDMU CHIEF	QMS cabinet	Letter for Schedule of Inspection/Travel Order/Findings & Recommendations	Sequential	5 yrs.		5	Shredding
FM-QP-R12-ORD-33-01	QPSL	PDMU CHIEF	QMS cabinet	Operations Manual	Sequential	As needed		2 yrs. from obsolescence	Shredding
	BI-MONTHLY REPORTS	PDMU CHIEF	QMS cabinet	LFPs Status Report	Sequential	Permanent			Shredding
	TRAVEL ORDERS	TECHNICAL ENGINEER	Filing Cabinet by Project/Year	Letter for Schedule of Inspection/Travel Order/Findings & Recommendations	Sequential	5 yrs.		5	Shredding
	MESSAGE	TECHNICAL ENGINEER	Filing Cabinet by Project/Year	Letter for Schedule of Inspection/Travel Order/Findings & Recommendations	Sequential	5 yrs.		5	Shredding
	FINDINGS & RECOMMENDATIONS	TECHNICAL ENGINEER	Filing Cabinet by Project/Year	Letter for Schedule of Inspection/Travel Order/Findings & Recommendations	Sequential	5 yrs.		5	Shredding

Prepared by:	Noted by:
 HERMINIA ONTOY Process Owner	 MARIA THERESA D. BAUTISTA Division Chief/Next Higher Supervisor