

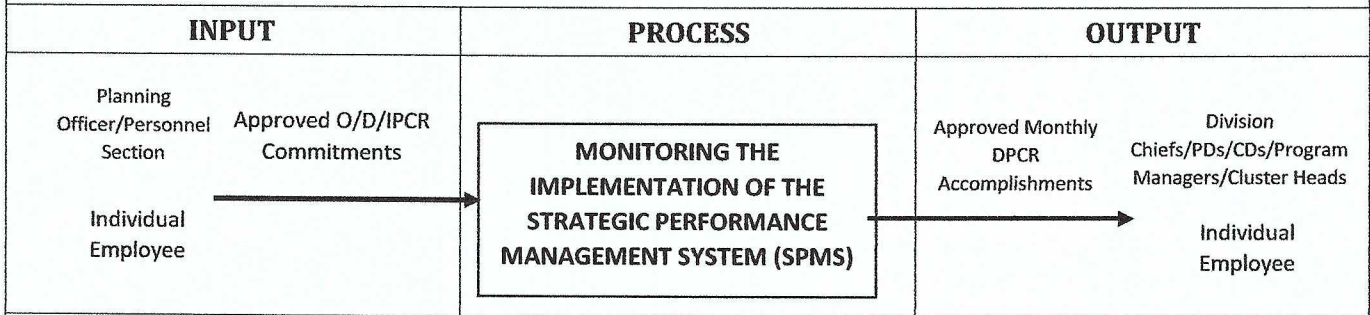


QUALITY PROCEDURE (QP)

Document Code		
QP-R12-FAD-17		
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PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)
SCOPE	This process covers the Monitoring of SPMS implementation which starts from the submission of Monthly DPCR of individual employees to identifying performance gaps.
PURPOSE	To provide standard guidelines to the Department officials and employees (1st & 2nd levels) in monitoring the implementation of the Strategic Performance Management System (SPMS).

PROCESS DESCRIPTION



DESCRIPTIVE STATEMENT:

Employees are required to prepare and submit the O/D/IPCR Commitments for approval of the PDs/CDs/Regional Director which shall be the basis for the performance monitoring of the Division Chiefs/PDs/CDs/Program Managers/Cluster Heads and of the individual employees.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Division Chiefs/PDs/CDs/Program Managers/Cluster Heads	<ul style="list-style-type: none"> Submit Monthly DPCR 	<ul style="list-style-type: none"> Receipt of Individual employees Monthly DPCR. 	<ul style="list-style-type: none"> Monthly DPCR
2	Assistant Division Chiefs/Program Managers/Cluster Heads	<ul style="list-style-type: none"> Consolidation of Monthly DPCR 	<ul style="list-style-type: none"> Consolidate the Monthly DPCRs. Submit the consolidated Monthly DPCR to the Division Chiefs/PDs/CDs. 	<ul style="list-style-type: none"> Monthly DPCR
3	Division Chiefs/PDs/CDs	<ul style="list-style-type: none"> Monitor performance 	<ul style="list-style-type: none"> Monitor performance of individual employees Monthly DPCR vis-a-vis O/D/IPCR performance commitments and QPSLs. If there are discrepancies in the Monthly DPCR, return to the concerned personnel for correction. If there are critical incidents which affect 	<ul style="list-style-type: none"> SPMS Monitoring Matrix DPCR Monthly Monitoring Form QPSLs Critical Incident Form





**QUALITY
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			the delivery/execution of commitments, fill-out the Critical Incident Form.	
4	Division Chiefs/PDs/CDs/Program Managers/Cluster Heads	<ul style="list-style-type: none"> Identify performance gaps 	<ul style="list-style-type: none"> If there are performance gaps identified, plan and provide coaching/development interventions. 	<ul style="list-style-type: none"> DPCR monthly Monitoring Form, Monitoring & Coaching Journal, Coaching Report Form, Professional Development Plan
5	Division Chiefs/PDs/CDs/Program Managers/Cluster Heads	<ul style="list-style-type: none"> Consolidate the personnel performance for the month 	<ul style="list-style-type: none"> Cause the consolidation approval and filing of SPMS documents. 	<ul style="list-style-type: none"> Consolidated Monthly DPCR
6	Process Owner	<ul style="list-style-type: none"> 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

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**QUALITY
OBJECTIVE (QO)**

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – PERSONNEL SECTION
QUALITY PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF SPMS

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 THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) 	<ul style="list-style-type: none"> SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month 	100%	Total No. of SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month -----X100 Total No. of personnel	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> Personnel Officer 	<ul style="list-style-type: none"> Monitoring Log Sheet SPMS Monitoring Matrix DPCR Monthly Monitoring Form
	<ul style="list-style-type: none"> Accomplished SPMS Monthly DPCR Monitoring Form of personnel is collected and submitted to Central Office 5 days before deadline 	100%	Total No. of Accomplished SPMS Monthly DPCR Monitoring Form of personnel received and approved on the 10th day of the ensuing month -----X100 Total No. of personnel	<ul style="list-style-type: none"> Semestral 	<ul style="list-style-type: none"> Personnel Officer 	<ul style="list-style-type: none"> Monitoring Log Sheet SPMS Monitoring Matrix DPCR Monthly Monitoring Form

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DILG XII QMS





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

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION – PERSONNEL SECTION
PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF SPMS
OBJECTIVE STATEMENT	1. 100% of SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month. 2. 100% of Accomplished SPMS Monthly DPCR Monitoring Form of personnel is collected and submitted to Central Office 5 days before deadline.
CURRENT PERIOD	

INDICATORS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Objective 1: 100% of SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month														
A	Total No. of SPMS collected													
B	Total No. of personnel													
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 Accomplished SPMS Monthly DPCR Monitoring Form of personnel is collected and submitted to Central Office 5 days before deadline														
A	Total No. of SPMS collected													
B	Total No. of personnel													
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 QMS Secretariat shall 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


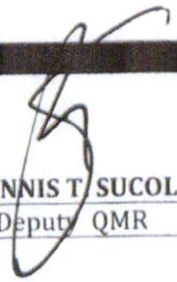


DILG XII QMS





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**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

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DILG XII QMS



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Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

MONITORING THE IMPLEMENTATION OF SPMS Process Summary Logsheet (PSL)

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- QUALITY OBJECTIVE:
- 100% of SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month.
 - 100% of Accomplished SPMS Monthly DPCR Monitoring Form of personnel is collected and submitted to Central Office 5 days before deadline

FREQUENCY OF MONITORING: **Monthly and Semestral**

COVERED PERIOD:

Due Date of Submission:

No.	SPMS COLLECTED	OBJECTIVE NO. 1 RESULTS						OBJECTIVE NO. 2 RESULTS					
		Date Received	Date Review/ Approval	No. of Days (Target=10 WD)	Met	Unmet	REMARKS, IF UNMET	Date Received	Date Review/ Approval	No. of Days (Target=10 WD)	Met	Unmet	REMARKS, IF UNMET
1													
TOTAL													

Prepared by:	Noted by:
Process Owner	Deputy Q.MR

DILG XII QMS








Republic of the Philippines
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MONITORING THE IMPLEMENTATION OF SPMS Process Summary Logsheet (PSL)

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

MASTER LIST OF INTERNAL DOCUMENTS

MONITORING THE IMPLEMENTATION OF SPMS							
QP-RO12-FAD-17	Quality Procedure: Monitoring the Implementation of SPMS	10.01.17					
QO-QP-R12-FAD-17	Quality Objective: Monitoring the Implementation of SPMS	10.01.17					
QME-QP-R12-FAD-17	Quality Monitoring and Evaluation: Monitoring the Implementation of SPMS	10.01.17					
FM-QP-R12-FAD-17-01	Process Summary Logsheet: Monitoring the Implementation of SPMS	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents: Monitoring the Implementation of SPMS	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: Monitoring the Implementation of SPMS	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information: Monitoring the Implementation of SPMS	10.01.17					
FM-SP-R12-02-01A	Risk Registry (Objective): Monitoring the Implementation of SPMS	10.01.17					
FM-SP-R12-02-01B	Risk Registry (Process): Monitoring the Implementation of SPMS	10.01.17					

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MONITORING THE IMPLEMENTATION OF SPMS							
Circular No. 2014-03	Guidelines in the Establishment and Implementation of Department's Strategic Performance Management System (SPMS)	2014					
Circular No. 2017-02	Enhanced Guidelines in the Establishment and Implementation of Department's Strategic Performance Management System (SPMS)	2017					
	Strategic Performance Management System (SPMS) Forms	2015					

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
MONITORING THE IMPLEMENTATION OF SPMS									
	STRATEGIC PERFORMANC MANAGEMENT SYSTEM FORMS	Maria Glema S. Talua- Bascos/PERSO NNEL OFFICER	QMS SHELF SPMS FOLDER/COM PUTER DESKTOP SPMS FOLDER	STRATEGIC PERFORMANCE AND MANAGEMENT SYSTEM FOLDER	RATING PERIOD	3 YEARS	3 YEARS	6 YEARS	SHREDDING/ RE-USE
FM-QP-R12-FAD-32-01	PROCESS SUMMARY LOGSHEET	Maria Glema S. Talua- Bascos/PERSO NNEL OFFICER	QMS SHELF SPMS FOLDER/COM PUTER DESKTOP SPMS FOLDER	STRATEGIC PERFORMANCE MANAGEMENT SYSTEM FOLDER	RATING PERIOD	3 YEARS	3 YEARS	6 YEARS	SHREDDING/ RE-USE

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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**
 PROCEDURE: **MONITORING THE IMPLEMENTATION OF SPMS**

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
<ul style="list-style-type: none"> 80% of Accomplished SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing month. 80% of Consolidated accomplished SPMS Monthly DPCR Monitoring Form of personnel collected on the 10th day of the ensuing semester. 	Late submission of SPMS Monthly DPCR Monitoring Form	Central and Regional Management and Personnel	Delayed consolidaton and submission of duly accomplished SPMS Monthly DPCR Monitoring Form and monitoring of performance of individual employees Monthly DPCR vis-a-vis O/D/IPCR performance commitments and QPSLs	Personnel is on travel or is on sick leave or overlapping of activities or tasks	Non-compliance to the QMS and CSC policy	Constant advisory to all personnel	3	5	1	15	L	NS	No further action required	3	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 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 no				2								
DETECTION: 1 - Very likely; 2 - Likely; 3 - Low; 4 - R			>40	HIGH	Significant	Control (e.g. Treat/Mitigate Transfer, Termina				1								
Risk Rating = Impact X Likelihood X Detection																		

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**
 PROCEDURE: **MONITORING THE IMPLEMENTATION OF SPMS**

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
• Submission of Monthly DPCR Form	Late submission of SPMS Monthly DPCR Monitoring Form	Personnel is on travel or is on sick leave or overlapping of activities or tasks	Non-compliance to the QMS and CSC policy	None	3	5	1	15	L	NS	3	No further action required	NA	NA	NA	NA
Consolidation of Monthly DPCR	Delayed consolidation	Personnel is on travel or is on sick leave or overlapping of activities or tasks	Non-compliance to the QMS and CSC policy	None	3	5	1	15	L	NS	3	No further action required	NA	NA	NA	NA
Monitor performance	gaps in the performance of personnel	deficient competency in performing task	Region's performance is low	Retooling and sending to seminars/trainings	4	5	1	20	L	NS	3	No further action required	NA	NA	NA	NA
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			

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