



# QUALITY PROCEDURE (QP)

<b>PROCEDURE TITLE</b>	<b>Evaluation of Supplier's Performance</b>		
<b>SCOPE</b>	This process starts from the submission of the evaluation form by the end-users up to the submission of Summary of Supplier's Performance to the Regional Bids and Awards Committee XII (RBAC)		
<b>PURPOSE</b>	To assess the performance of the Supplier based on the set evaluation criteria.		
<b>PROCESS DESCRIPTION</b>			
<b>INPUT</b>	<b>PROCESS</b>	<b>OUTPUT</b>	
END-USER	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>EVALUATION OF SUPPLIER'S PERFORMANCE</b> </div>	Summary of Supplier's Performance	BIDS AND AWARDS COMMITTEE
<p><b>DESCRIPTIVE STATEMENT:</b>            The end-user accomplishes and submits the Evaluation form to Supply Section for classification (Catering Services/Meals and Hotel Accommodation/ Van Rental Services and Supplies/ Materials and Equipment) then the Supply Section forwards the records of Supplier's Evaluation Forms to RBAC Secretariat for consolidation and submits the Summary Report to Bids and Awards Committee.</p>			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	End-User (RO, PO and CO)	Accomplish the Evaluation Form and submit to the Supply Section	<ul style="list-style-type: none"> <li>Submit the accomplished Evaluation Form to Supply Section as follows:               <ul style="list-style-type: none"> <li>For services (Catering Services, Meals and Hotel Accommodation and Van Rental) the end-user accomplish the Evaluation Form after the event, submit the Evaluation Form to Supply Section within 5 days after the conduct of activity/event/service.</li> <li>For supplies, materials and equipment, the end-user accomplish the Evaluation Form</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Supplier's Evaluation Form</li> <li>Supplier's Evaluation Form (Catering Services, Meals and Hotel Accommodation, Van Rental)</li> <li>Supplier Evaluation Form (Supplies,</li> </ul>

DILG XII QMS





**QUALITY  
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			within 5 days upon receipt of supplies and equipment; submit the Evaluation form to Supply Section.	Materials and Equipment)
2	Supply Officer/Designate (RO, PO and CO)	Receive and record the Evaluation Form  Prepare Summary of Evaluation Form	<ul style="list-style-type: none"> <li>Receive and classify the accomplished Evaluation Form from the End-user.</li> <li>Classify supplier's performance as Excellent, Good, Average, Poor and Very Poor using formula/basis for the classification.</li> <li>Prepare Summary of the Evaluation of Supplier's Performance and submit to Chief, Finance and Admin Division (FAD)/Program Manager within ten (10) working days after the end of the month for review and signature.</li> </ul>	<ul style="list-style-type: none"> <li>QPSL</li> <li>Consolidated Evaluation of Supplier's Performance</li> <li>Summary of Evaluation of Supplier's Performance</li> </ul>
3	Chief, FAD/Program Manager; RBAC Secretariat	Review and approve Summary of Supplier's Performance	<ul style="list-style-type: none"> <li>Chief, FAD/Program Manager: Review and sign the Summary of Evaluation of Supplier's Performance.</li> <li>Forwards the Summary of Supplier's Performance to BAC within 15 working days after the end of</li> </ul>	

DILG XII QMS







**QUALITY  
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>each month for their reference.</p> <p>Note: BAC must inform the supplier with the rating of Poor immediately for appropriate actions and may de-list any supplier with the rating of Poor for three consecutive quarters.</p>	<ul style="list-style-type: none"> <li>• Letter</li> </ul>
4	Process Owner	Maintain records	<ul style="list-style-type: none"> <li>• Maintain all records in accordance with Control of Records Procedure and Masterlist of Records</li> </ul>	<ul style="list-style-type: none"> <li>• Control of Records Procedure</li> <li>• Masterlist of Records</li> </ul>

Prepared By	Checked By	Reviewed By	Approved By
 <b>ALLAMEN TOM S. PANGILAMEN</b>	 <b>DENNIS T. SUCOL</b>	 <b>LAILYN A. ORTIZ, CESE</b>	 <b>REYNALDO M. BUNGUBUNG, CESO IV</b>
Process Owner	Division Chief / Deputy QMR	Regional QMR	Regional Director

DILG XII QMS





**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-FAD-21</b>		
Rev. No.	Eff. Date	Page
01	03.01.20	1 of 2

<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
<b>QUALITY PROCEDURE TITLE</b>	EVALUATION OF SUPPLIER’S PERFORMANCE

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)			
• <b>Evaluation of Supplier’s Performance</b>	1. Summary of Suppliers Performance submitted not later than the 15th day of the ensuing quarter.	100%	No. of Summary of Supplier’s Performance submitted to BAC within 15 working days due for the quarter ----- x 100% No. of Summary of Supplier’s Performance submitted	Quarterly	BAC Secretariat	QME
	2. Accomplished Evaluation of Suppliers Performance Form submitted to RBAC within five days after the conduct of the activity for services and five days after the completion of the delivery for supplies and materials.	100%	No. of Accomplished evaluation of Suppliers Performance timely submitted ----- x 100% No. of Activities conducted due for the month	Monthly	End users	QME QPSL

DILG XII QMS





Republic of the Philippines  
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R12-FAD-21</b>		
Rev. No.	Eff. Date	Page
01	03.01.20	2 of 2

Prepared by:		Reviewed by:		Approved by:	
<b>MUHAMMAD FARZIEH B. ABUTAZIL</b> Process Owner		<b>DENNIS T. SUCOL</b> Division Chief / Deputy QMR		<b>LAILYN A. ORTIZ, CESO V</b> Regional QMR	
				<b>JOSEPHINE CABRIDO-LEYSA, CESO III</b> Regional Director	

DILG XII QMS



CONTROLLED COPY





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

Document Code		
<b>QME-QP-R12-FAD-21</b>		
Rev. No.	Eff. Date	Page
01	03.01.20	1 of 1

<b>OFFICE</b>	FINANCE & ADMINISTRATIVE DIVISION – SUPPLY SECTION
<b>PROCEDURE TITLE</b>	<b>EVALUATION OF SUPPLIER'S PERFORMANCE</b>
<b>OBJECTIVE STATEMENT</b>	<ol style="list-style-type: none"> <li>Timely submission of the Summary of Supplier's Performance to Bids and Awards Committee (BAC) within fifteen (15) working days after the end of each quarter.</li> <li>Accomplished Evaluation of Suppliers Performance Form submitted to RBAC within five (5) days after the conduct of the activity for services and (5) days after the completion of the delivery for supplies and materials.</li> </ol>
<b>CURRENT PERIOD</b>	January – March 2020

INDICATORS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>Objective 1: Timely submission of the Summary of Supplier's Performance to Bids and Awards Committee (BAC) within Fifteen (15) working days after the end of each quarter.</b>														
A	No. of Summary of Supplier's Performance submitted to BAC within 15 working days due for the quarter													
B	No. of Summary of Supplier's Performance received													
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 Secretariat initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

<b>Objective 2: Accomplished Evaluation of Suppliers Performance Form submitted to RBAC within five (5) days after the conduct of the activity.</b>														
A	No. of Accomplished evaluation of Supplier's Performance timely submitted													
B	No. of Activities conducted due for the month													
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)													

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


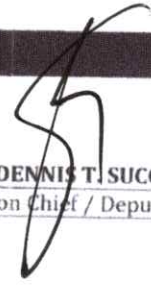
DILG XII QMS





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

Document Code		
<b>QME-QP-R12-FAD-21</b>		
Rev. No.	Eff. Date	Page
01	03.01.20	2 of 2

Prepared by:	Noted by:
 <b>MUHAMMAD FARZIEH B. ABUTAZIL</b> Process Owner	 <b>DENNIS T. SUCOL</b> Division Chief / Deputy QMR

DILG XII QMS



CONTROLLED COPY







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/Unit: **FINANCE & ADMINISTRATIVE DIVISION (SUPPLY SECTION)**

### MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>EVALUATION OF SUPPLIER'S PERFORMANCE</b>							
QP-R12-FAD-21	Quality Procedure: Evaluation of Supplier's Performance	10.01.17					
QO-QP-R12-FAD-21	Quality Objective: Evaluation of Supplier's Performance	10.01.17	03012020				
QME-QP-R12-FAD-21	Quality Monitoring and Evaluation (QME): Evaluation of Supplier's Performance	10.01.17	03012020				
FM-QP-R12-FAD-21-01	Evaluation of Supplier's Performance (PSL) Process Summary Logsheet	10.01.17	03012020				
FM-SP-R12-03A-01	Master List of Internal Documents: Evaluation of Supplier's Performance	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: Evaluation of Supplier's Performance	10.01.17					
FM-SP-R12-03C-01	Master List of External Records: Evaluation of Supplier's Performance	10.01.17					
FM-SP-R12-02-01A	Risk Registry (A) Objective Risk Assessment	10.01.17					
FM-SP-R12-02-01B	Risk Registry (B) Process Risk Assessment	10.01.17					

DILG XII QMS



CONTROLLED COPY

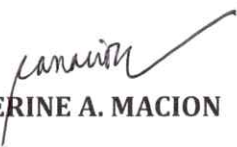



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

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	2 of 2



Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>DENNIS T. SUCOL</b> Division Chief / Deputy QMR

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

Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION (SUPPLY SECTION)**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>EVALUATION OF SUPPLIER'S PERFORMANCE</b>							
Republic Act No. 9184	The Government Procurement Reform Act and its Revised Implementing Rules and Regulations	2016					

Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>DENNIS T. SUCOL</b> Division Chief / Deputy QMR

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

Division/Unit: **FINANCE & ADMINISTRATIVE DIVISION (SUPPLY SECTION)**

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>EVALUATION OF SUPPLIER'S PERFORMANCE</b>									
QME-QP-R12-FAD-21	QME : Evaluation of Supplier's Performance	ALLAMEN TOM S. PANGILAMEN	QME Evaluation of Supplier's Performance Folder/ Computer Desktop QME Evaluation of Supplier's Performance Folder	QME Evaluation of Supplier's Performance Folder	Rating Period	2 YEARS	2 YEARS	4 YEARS	SHREDDING
	QPSL: Evaluation of Supplier's Performance	ALLAMEN TOM S. PANGILAMEN	QPSL Evaluation of Supplier's Performance Folder/ Computer Desktop QPSL Evaluation of Supplier's Performance Folder	QPSL Evaluation of Supplier's Performance Folder	Rating Period	2 YEARS	2 YEARS	4 YEARS	SHREDDING
	Suppliers Evaluation Forms	ALLAMEN TOM S. PANGILAMEN	Supplier Evaluation Forms Folder	Supplier Evaluation Forms Folder	Rating Period	2 YEARS	2 YEARS	4 YEARS	SHREDDING

DILG XII QMS




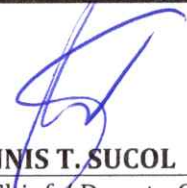


Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

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		
<b>FM-SP-R12-03C-01</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 2



Prepared by:	Noted by:
 <b>ALLAMEN TOM S. PANGILAMEN</b> Process Owner	 <b>DENNIS T. SUCOL</b> Division Chief / Deputy Q,MR

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		
<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: **OFFICE OF THE REGIONAL DIRECTOR – LOCAL GOVERNANCE REGIONAL RESOURCE CENTER**  
 PROCEDURE: **EVALUATION OF SUPPLIER'S PERFORMANCE**

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 and accurate submission of the Summary of Supplier's Performance to Bids and Awards Committee (BAC) within ten (10) working days after the end of each month.	good relationship with LGUs; procrastination	end users/bac members	partial results from participant LGUs; unable to administer to participants evaluation forms; unresponsive rating from the suppliers	failure to attach/provide evaluation forms; hesitant rates	Unmet target for Evaluation Procedure; Unable to improve the services of suppliers	QP for Evaluation of Supplier's Performance	5	4	2	40	M	NS	Alert		N/A	N/A	N/A	N/A

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)	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	2
DETECTION: 1 - Very likely; 2 - Likely; 3 - Low	>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>ALLAMEN TOM S. PANGILAMEN</b> Process Owner	 <b>DENNIS T. SUCOL</b> Deputy QMR	 <b>IAN JONATHAN CLEMENTE</b> Risk Review Committee Head	 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director

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		
<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: **FINANCE & ADMINISTRATIVE DIVISION - SUPPLY OFFICE**  
 PROCEDURE: **EVALUATION OF SUPPLIER'S PERFORMANCE**

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
Accomplishment and submission of Evaluation Form	Inaccurate Performance ratings obtained from forms that are wrongly	Incomplete/inaccurate filling-out of Evaluation Form	Unreliable Summary of Supplier's Performance	Attach form to post evaluation sheet of the participants	4	5	1	20	L	NS	4	No further action required	N/A	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>					
<b>IMPACT:</b>		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant						No further action required (Retain risk by Informed decision)	3				
<b>LIKELIHOOD:</b>		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant						Alert level but no further action required for now	2				
<b>DETECTION</b>		1 - Very likely, 2 - Likely; 3 -	>40	HIGH	Significant						Control (e.g., Treat/Mitigate Transfer, Terminate)	1				
<b>Risk Rating = Impact X Likelihood X Detection</b>																

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
 <b>ALLAMEN TOM S. PANGILAMEN</b> Process Owner	 <b>DENNIS T. SUCOL</b> Deputy QMR	 <b>IAN JON S. CLEMENTE</b> Risk Review Committee Head	 <b>LAILYN A. ORTIZ, CESE</b> Regional QMR
			 <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director

DILG XII QMS

