



# QUALITY PROCEDURE (QP)

Document Code		
<b>QP-R12-LGCDD-37</b>		
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<b>PROCEDURE TITLE</b>	<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b>
<b>SCOPE</b>	This process covers from the submission of the LGU's GAD Plan and Budget (GPB) attached the GAD Accomplishment Report (GAR) and other necessary documents to DILG Provincial Office through the Provincial Planning Development Office (PPDO), in the case of component LGUs, and to the DILG Regional Office, in the case of Provinces and Highly Urbanized City (HUC) via the GAD Plan and Budget Monitoring System (GPBMS), up to the issuance of the Certificate of Review and Endorsement (CRE). Barangay GPBs, on one hand, remain the manual process.
<b>PURPOSE</b>	To define the standard online procedures of review and endorsement of GPBs of component LGUs, HUC, and Provinces and the manual procedure for Barangay GPBs.

**PROCESS DESCRIPTION**

INPUT	PROCESS	OUTPUT
<p><b>LGU</b> → GPB and GAR with transmittal</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b> </div>	<p>Certificate of review and endorsement</p> <ul style="list-style-type: none"> <li>• RO-Province/HUC/ICC</li> <li>• PO-CC/Mun</li> <li>• C/MLGOO-Barangays</li> </ul> <p>→ <b>LGU</b></p>

**DESCRIPTIVE STATEMENT:**

The online process of submission, review, and endorsement by the DILG GAD Focal Persons (FPs) of the City, Municipal, and Provincial GPBs as well as the manual procedure of barangay GPBs.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	GPBMS In-charge and/or DILG Regional/ Provincial GAD FPs	Receive the notification and electronic copy of LGUs' GPB of the succeeding year with GAR of the previous year, HGDG Results, Project Profiles, and other necessary documents of component LGUs, HUC, and Provinces.	Receive the electronic or printed documents, whichever is applicable.	<ul style="list-style-type: none"> <li>• GPB and GAR</li> <li>• HGDG Results</li> <li>• Project Profile/s</li> <li>• Letter of Endorsement from LPDC/ DILG PO</li> </ul>

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- **GAD Plan and Budget** – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation.
- **HGDG** – Harmonized Gender and Development Guidelines
- **CRE** –Certificate of Review and Endorsement

### Legal References:

- PCW-DILG-DBM-NEDA JMC 2013-01
- PCW-DILG-DBM-NEDA JMC 2016 -01
- Magna Carta of Women
- Harmonized Gender and Development Guidelines (HGDG)

Prepared by:		Reviewed by:	Approved by:
 JESSILOU LAGON- FRUGALIDAD	 JERMIE ERIE- YEAGER	 LAILYN A. ORTIZ, CESO V	 JOSEPHINE CABRIDO- LEYSA, CESO III
Process Owner	Deputy QMR	Regional QMR	Top Management

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**QUALITY  
OBJECTIVE (QO)**

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<b>OFFICE</b>	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION
<b>QUALITY PROCEDURE TITLE</b>	<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</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)			
<ul style="list-style-type: none"> <li><b>Review GAD Plan and Budget</b></li> </ul>	100% of LGU GAD Plan and Budget reviewed and issued with findings/recommendations/observations (Non-Compliant) or Certificate of Review and Endorsement (Compliant) within 15 working days from receipt.	100%	Total No. of LGU GAD Plan and Budget reviewed and issued with findings/recommendations/observations (Non-Compliant) or Certificate of Review and Endorsement (Compliant) within 15 working days from receipt -----X100 Total No. of LGU GAD Plan and Budget received	Quarterly	RO Focal Person/PO Focal Person/C/MLGOO	Issuance Of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB) Process Summary Log sheet

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
 <b>JESSILOU L. FRUGALIDAD</b> Process Owner	 <b>MARIA THERESA D. BAUTISTA</b> Deputy QMR	 <b>LAILYN A. ORTIZ, CESO V</b> Regional QMR
		 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Top Management

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# PROCESS QUALITY MONITORING AND EVALUATION (QME)

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<b>OFFICE</b>	LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION
<b>PROCEDURE TITLE</b>	<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b>
<b>OBJECTIVE STATEMENT</b>	1. 100% of LGU GAD Plan and Budget reviewed and issued with findings/recommendations/observations (Non-Compliant) or Certificate of Review and Endorsement (Compliant) within 15 working days from receipt.
<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 GAD Plan and Budget reviewed within 15 working days from receipt</b>						
A	Total No. of LGU GAD Plan and Budget reviewed and issued with findings/recommendations/observations (Non-Compliant) or Certificate of Review and Endorsement (Compliant) within 15 working days from receipt.					
B	Total No. of LGU GAD Plan and Budget 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 QMS Secretariat shall initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.


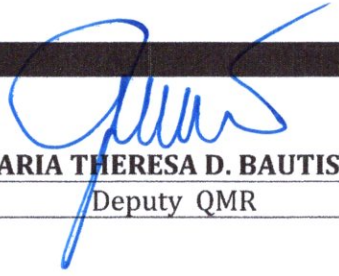
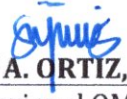

<b>Prepared by:</b>	<b>Noted by:</b>
Process Owner	Deputy QMR





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

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Prepared by:		Reviewed by:		Approved by:	
 <b>JESSILOU L. FRUGALIDAD</b> Process Owner		 <b>MARIA THERESA D. BAUTISTA</b> Deputy QMR		 <b>LAILYN A. ORTIZ, CESO V</b> Regional QMR	
				 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Regional Director	



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## ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB) Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE: 1. 100% of LGU GAD Plan and Budget reviewed and issued with findings/recommendations/observations (Non-Compliant) or Certificate of Review and Endorsement (Compliant) within 15 working days from receipt

FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

No.	Reference No.	Date GPB Received	Brgy/City/Municipality/Province	Review and Disposition					Total Number of Days Elapsed (C to I; C to G; F to I; F to G; H to I)	Objective Results			Remarks/Particulars
				Completeness and		Compliance to GPB Guidelines				Met ≤15 working days	Unmet >15 working days	Remarks, if unmet	
				Date Communicated (Request LGU for additional/lacking docs)	Date Lacking/Additional Documents Received	Date review findings/recommendations/ observations Issued (NON-COMPLIANT)	Date Revised GAD Plan and Budget Received	Date Certificate of Review and Endorsement Issued (COMPLIANT)					
A	B	C	D	E	F	G	H	I	J	K	L	M	N
<b>TOTAL</b>													
<b>RESULT</b>										%			

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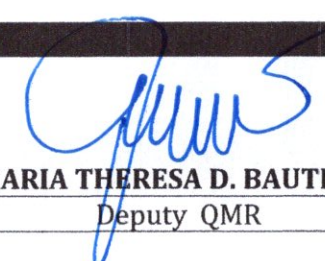




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# ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB) Process Summary Logsheet (PSL)

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Prepared by:	Noted by:
Process Owner	Deputy QMR

Prepared by:	Reviewed by:	Approved by:
 <b>JESSILOU FRUGALIDAD</b> Process Owner	 <b>MARIA THERESA D. BAUTISTA</b> Deputy QMR	 <b>LAILYN A. ORTIZ, CESO V</b> Regional QMR
		 <b>JOSEPHINE CABRIDO-LEYSA, CESO V</b> Regional Director

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Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
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Division: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**

**MASTER LIST OF INTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b>							
QP-RO12-LGCDD-37	Quality Procedure: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17	010 220 20				
QO-QP-R12-LGCDD-37	Quality Objective: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17	070 120 19				
QME-QP-R12-LGCDD-37	Quality Monitoring and Evaluation: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17	070 120 19				
FM-QP-R12-LGCDD-37-01	Process Summary Logsheet: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17	070 120 19				
FM-SP-R12-03A-01	Master List of Internal Documents: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information: Provision of Coaching Sessions	10.01.17					
FM-SP-R12-02-01A	Risk Registry (Objective): Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17					
FM-SP-R12-02-01B	Risk Registry (Process): Issuance of Certificate of Review and Endorsement of LGU GAD Plan and Budget (GPB)	10.01.17					

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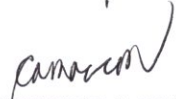

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Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>RILIMIN H. SANDOVAL</b> Deputy QMR



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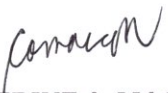
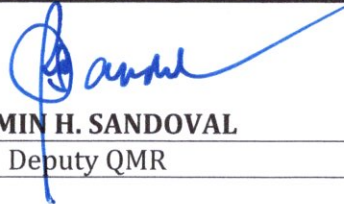
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**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b>							
	MAGNA CARTA OF WOMEN (RA 9710) ( SOFT COPY)						
	JMC 2016-01 JMC 2016-01 & 2013-01 re: Guidelines on the Localization of the Magna Carta of Women (MCW).						
	HARMONIZED GENDER & DEVELOPMENT GUIDELINES (HGDG) CHECKLIST ( SOFT COPY)						
	DILG LEGAL OPINION DATED 23 JUNE 2016 RE: IMPLEMENTATION OF JMC 2016-01						
	PCW LETTER TO GSC GAD SECRETARIAT DATED 3 AUGUST 2016 RE: GRANTING OF HONORARIA TO LGU MEMBERS WHO ARE NOT LGU EMPLOYEES AND ARE REPRESENTATIVES FOR PARTICULAR SECTORS.						

Prepared by:	Noted by:
 <b>CATHERINE A. MACION</b> Regional Document Controller	 <b>RILIMIN H. SANDOVAL</b> Deputy QMR

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Division: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**

**MASTER LIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
<b>ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)</b>									
	DILG XII GPB CY 2015 (endorsed)	LGCDD Records Officer	BLUE 2-HOLE FILING FOLDER PLACED AT THE WHITE CABINET	DILG XII GPB	yearly	3 years	2years	5 years	Shreading
	DILG XII GPB CY 2016 (endorsed)								
	DILG XII AR CY 2016 (endorsed)								
	DILG XII GPB CY 2017 (endorsed)								
	DILG XII GPB CY 2018 (endorsed)								
	DILG XII GPB CY 2019 (endorsed)								
	GPB CY 2015 (endorsed)	LGCDD Records Officer	BLACK 2-HOLE FILING FOLDER PLACED AT THE WHITE CABINET	SARANGANI GPB	yearly	3 years	2 years	5 years	Shreading
	GPB CY 2016 (endorsed)								
	GPB CY 2017 (endorsed)								
	GPB CY 2018 (unendorsed)								
	GPB CY 2015 (endorsed)	LGCDD Records Officer	BLACK 2-HOLE FILING FOLDER PLACED AT THE WHITE CABINET	SOUTH COTABATO GPB	yearly	3 years	2 years	5 years	Shreading
	GPB CY 2016 (endorsed)								
	GPB CY 2017 (endorsed)								
	GPB CY 2018 (endorsed)								

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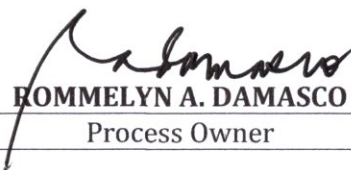
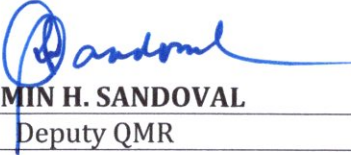
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Prepared by:	Noted by:
 <b>ROMMELYN A. DAMASCO</b> Process Owner	 <b>RILIMIN H. SANDOVAL</b> Deputy QMR



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

DIVISION: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**  
 PROCEDURE: **PROVISION OF COACHING SESSIONS**

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
85% of REVIEWED GAD PLAN AND BUDGET (GPB) WITHIN 15 WORKING DAYS UPON RECEIPT	Too many programs being implemented by the Department	DILG Central Office, RO, POs and LGUs	Delayed Review & issuance of CRE	Conflict of schedules; Numerous regional and central activities to be handled by only one personnel	Issuance of CRE not within the prescribed timeline Dependence on the availability / presence of the primary focal person	Regional Orders for creation of GFPs and alternate focal person	4	2	2	16	L	NS	No further action required	3	NA	NA	NA
	5						1	4	20	L	NS	No further action required	3	NA	NA	NA	
	Lack of manpower complement		Inaccurate findings by the focal/alternate focal persons	Limited number of capacitated technical personnel	Administrative liabilities on the part of the LGU; Lessened credibility on the field Inconsistent interpretation of guidelines	Conduct of capacity development activities for focal and alternated focal persons	5	1	4	20	L	NS	No further action required	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 info)	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 n	2
DETECTION 1 - Very likely; 2 - Likely; 3 - Low; 4 - Re	>40	HIGH	Significant	Control (e.g. Treat/Mitigate Transfer, Termina	1

Risk Rating = Impact X Likelihood X Detection

Prepared by:  <b>ROMMELYN A. DAMASCO</b> Process Owner	Reviewed by:  <b>RILIMIN H. SANDOVAL</b> Deputy QMR	Reviewed by:  <b>IAN JON C. CLEMENTE</b> Risk Review Committee Head	Recommending Approval:  <b>LAILYN A. ORTIZ, CESE</b> Regional QMR	Approved by:  <b>REYNALDO M. BUNGBUNG, CESO IV</b> Regional Director
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DILG MIS QMS



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

DIVISION: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**  
 PROCEDURE: **ISSUANCE OF CERTIFICATE OF REVIEW AND ENDORSEMENT OF LGU GAD PLAN AND BUDGET (GPB)**

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	
<b>REGIONAL</b>																	
CLERK RECEIVES THE PROVINCIAL /HUC/ICC GAD PLAN AND BUDGET (GPB) OF THE ENSUING YEAR FROM THE C/PPDO	DELAYED TRANSMISSION TO REGIONAL OFFICE FROM DILG CITY/PROVINCIAL OFFICE	PROVINCIAL GAD FOCAL PERSON HOLDS VARIOUS PPA's	WASTED TIME SUPPOSTED TO BE FOR REVIEW OF THE REGIONAL FOCAL	ISSUANCE OF MEMORANDUM REMINDING TO ACT TIMELY ON ALL COMMUNICATIONS RECEIVED IN COMPLIANCE TO ARTA PROVISIONS	4	3	3	36	M	NS	ALERT	2	NA	NA	NA	NA	
FOCAL PERSON CONDUCT REVIEW	FAILURE TO REVIEW WITHIN THE GIVEN TIME	BULK OF WORKLOADS FOCAL PERSONS IS ON TRAVEL OUTSIDE AOR NON ALTERNATE FOCAL IN THE ABSENCE OF FOCAL PERSON	DELAYED REVIEW OF THE DOCUMENT	ISSUANCE OF REGIONAL ORDER DESIGNATION AN ALTERNATE FOCAL PERSONS	4	3	3	36	M	NS	ALERT	2	NA	NA	NA	NA	
DILG REVIEWING OFFICER SHALL RETAIN A COPY OF THE PLAN FOR FUTURE REFERENCE	FAILED TO RETAIN A COPY	RUSHING ENDORSEMENT TO LGU	NO REFERENCE TO ANSWER CLARIFICATIONS FROM THE LGU CONCERNED	MESSAGE FOR C/MLGOOS AND FOCAL PERSONS TO MAKE A PRACTICE RETAINING A COPY FOR THEIR REFERENCE	3	3	2	18	L	NS	NA	3	NA	NA	NA	NA	
<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:
 ROMMELYN A. DAMASCO Process Owner	 RILIMIN H. SANDOVAL Deputy QMR	 IAN JON S. CLEMENTE Risk Review Committee Head	 LAILYN A. ORTIZ, CESE Regional QMR
			 REYNALDO M. BUNGUBUNG, CESO IV Regional Director

DILG RO QMS



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