

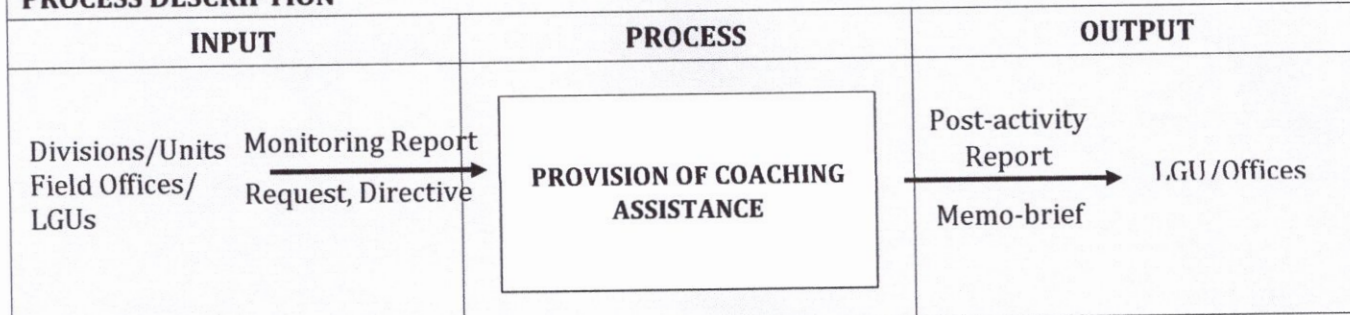


# QUALITY PROCEDURE (QP)

| Document Code          |           |        |
|------------------------|-----------|--------|
| <b>QP-R12-LGCDD-36</b> |           |        |
| Rev. No.               | Eff. Date | Page   |
| 01                     | 07.15.20  | 1 of 3 |

|                        |   |
|------------------------|---|
| <b>PROCEDURE TITLE</b> | <b>PROVISION OF COACHING SESSIONS</b>   |
| <b>SCOPE</b>           | The process starts from receipt of request or from identification of the need for coaching assistance up to the submission of report on the coaching assistance provided to the Management. |
| <b>PURPOSE</b>         | To define standard guidelines in of providing coaching assistance to the implementing Offices and LGUs.   |

**PROCESS DESCRIPTION**



**DESCRIPTIVE STATEMENT:**

Based on the request, directive or monitoring report indicating need for coaching, the concerned Division Chief/Unit Head/Provincial and/or City Director provides instruction to concerned Focal Person/Officer to prepare for and conduct the coaching assistance. The Focal Person provides assistance as directed, thereafter.

| Step No. | Responsible Personnel             | PROCESS/ACTIVITY                 | Details   | References  |
|----------|-----------------------------------|----------------------------------|---|---|
| 1        | Technical Staff/Officer           | Identification of Coaching needs | <ul style="list-style-type: none"> <li>Assess request; and determine appropriate coaching need.</li> </ul>  | <ul style="list-style-type: none"> <li>Directive from the Management;</li> <li>Monitoring Report;</li> <li>Coaching Request Form.</li> </ul>  |
| 2        | Division Chief/Unit Head/Director | Review of Assessment             | <ul style="list-style-type: none"> <li>Check and verify proposed coaching need;</li> <li>Provide instruction if needed.</li> </ul>  |   |
| 3        | Technical Staff/Officer           | Conduct of Coaching              | <p><b>FOR FACE-TO-FACE-COACHING SESSION</b></p> <p><b>Pre-Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>Prepare the communication letters to LGUs/Region and the administrative travel documentary requirements and secure signature of appropriate</li> </ul> | <ul style="list-style-type: none"> <li>Coaching Log sheet</li> <li>Communication letters to LGUs/Region and administrative documentary requirements</li> <li>Coaching materials, if any.</li> </ul> |

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# QUALITY PROCEDURE (QP)

| Document Code          |           |        |
|------------------------|-----------|--------|
| <b>QP-R12-LGCDD-36</b> |           |        |
| Rev. No.               | Eff. Date | Page   |
| 01                     | 07.15.20  | 2 of 3 |

| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details  | References  |
|----------|-----------------------|------------------|--|---|
|          |                       |                  | <p>signatories;</p> <ul style="list-style-type: none"> <li>• Prepare coaching materials needed, if any.</li> </ul> <p><b>Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>• Conduct the coaching activity;</li> <li>• Administer the Post Coaching Evaluation Form to the coachee/s.</li> </ul> <p><b>Post-Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>• Prepare the Post Activity Report or equivalent using the prescribe form;</li> <li>• Submit the Post Activity Report or equivalent to the Provincial Director/City Director/Regional Director thru Outcome Manager/Program Manager/Division Chief/Unit Heads for information and further instructions, if any.</li> </ul> | <ul style="list-style-type: none"> <li>• Post Coaching Evaluation Form</li> <li>• Post Activity Report or equivalent</li> </ul> |

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**QUALITY  
PROCEDURE (QP)**

| Document Code          |           |        |
|------------------------|-----------|--------|
| <b>QP-R12-LGCDD-36</b> |           |        |
| Rev. No.               | Eff. Date | Page   |
| 01                     | 07.15.20  | 3 of 3 |

| Step No. | Responsible Personnel   | PROCESS/ACTIVITY                            | Details  | References   |
|----------|-------------------------|---|--|--|
|          |                         |   |  |  |
|          | Technical Staff/Officer | Conduct of Coaching through online platform | <p><b>FOR ONLINE COACHING SESSION</b></p> <p><b>Pre-Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>• Prepare the communication letters to LGUs/Region and the administrative travel documentary requirements and secure signature of appropriate signatories;</li> <li>• Prepare coaching materials needed, if any.</li> </ul> <p><b>Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>• Conduct the coaching activity;</li> <li>• Administer the Post Coaching Evaluation Form to the coachee/s.</li> </ul> <p><b>Post-Implementation Phase:</b></p> <ul style="list-style-type: none"> <li>• Prepare the Post Activity Report or equivalent using the prescribe form;</li> <li>• Submit the Post Activity Report or equivalent to the Provincial Director/City</li> </ul> | <ul style="list-style-type: none"> <li>• Coaching Log sheet</li> <li>• Communication letters to LGUs/Region and administrative documentary requirements</li> <li>• Coaching materials, if any.</li> <li>• Post Coaching Evaluation Form</li> <li>• Post Activity Report or equivalent</li> </ul> |

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**QUALITY  
PROCEDURE (QP)**

| Document Code          |           |        |
|------------------------|-----------|--------|
| <b>QP-R12-LGCDD-36</b> |           |        |
| Rev. No.               | Eff. Date | Page   |
| 01                     | 07.15.20  | 4 of 3 |

| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details  | References   |
|----------|-----------------------|------------------|--|--|
|          |                       |                  | <p><b>Director/Regional Director thru Outcome Manager/Program Manager/Division Chief/Unit Heads for information and further instructions, if any.</b></p>  |  |
| 4        | Process Owner         | Retain records   | <ul style="list-style-type: none"> <li>• Update the Post Evaluation Monitoring Log Sheet, Provision of Coaching Assistance Summary Log Sheet.</li> <li>• Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documents Information.</li> </ul> | <ul style="list-style-type: none"> <li>• Post Evaluation Monitoring Log Sheet</li> <li>• Provision of Coaching Assistance Summary Log Sheet.</li> <li>• Control of Retained Documented Information Procedure</li> <li>• Masterlist of Records</li> </ul> |

**Definition of Term:**

**Coaching** – provision of technical assistance in a formal and/or informal manner to LGUs, DILG Regional/Field Offices and other concern Agencies to transfer/share knowledge on DILG’s PPAs through consultation either as a follow – through on the training provided or to address perceived needs of clients based on management directive, client feedback and results of monitoring.

| Prepared by:                               |  | Reviewed by:                                       | Approved by:   |
|--|--|--|--|
| <br><b>ALMIE CASTILLO</b><br>Process Owner | <br><b>JERMIE A. BRIE-YEAGER</b><br>Deputy QMR | <br><b>LAILYN A. ORTIZ, CESO V</b><br>Regional QMR | <br><b>JOSEPHINE CABRIDO-LEYSA, CESO III</b><br>Top Management |

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# QUALITY OBJECTIVE (QO)

| Document Code             |           |        |
|---------------------------|-----------|--------|
| <b>QO-QP-R12-LGCDD-36</b> |           |        |
| Rev. No.                  | Eff. Date | Page   |
| 01                        | 07.01.19  | 1 of 1 |

|                                |  |
|--------------------------------|--|
| <b>OFFICE</b>                  | LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION |
| <b>QUALITY PROCEDURE TITLE</b> | PROVISION OF COACHING SESSIONS                   |

| 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)   |                                 |                            |   |
| Provision of Coaching Assistance to LGUs, DILG Regional and Field Offices | All conducted Coaching Assistance have an average Clients Satisfaction Rating of not less than 3 (satisfactory) | 100%   | $\frac{\text{Total No. of Coaching Assistance with an average Clients' Satisfaction Rating of not less than 3 (satisfactory)}}{\text{Total Number of Coaching conducted}} \times 100$ | Quarterly                       | RO/PO/C/MLGOO              | Post Coaching Evaluation Form<br><br>Log Sheet                                |

| Prepared by:                                      | Reviewed by:                                       | Approved by:   |
|---|--|--|
| <br><b>JERMIE A. ERIÉ-YEAGER</b><br>Process Owner | <br><b>MARIA THERESA D. BAUTISTA</b><br>Deputy QMR | <br><b>LAILYN A. ORTIZ, CESO V</b><br>Regional QMR           |
|   |  | <br><b>JOSEPHINE CABRIDO-LEYSA, CESO V</b><br>Top Management |

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DILG - REGION 12 (SOCCSKSARGEN)

## PROCESS QUALITY MONITORING AND EVALUATION (QME)

| Document Code              |           |        |
|----------------------------|-----------|--------|
| <b>QME-QP-R12-LGCDD-36</b> |           |        |
| Rev. No.                   | Eff. Date | Page   |
| 01                         | 07.01.19  | 1 of 2 |

|                            |  |
|----------------------------|--|
| <b>OFFICE</b>              | LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION   |
| <b>PROCEDURE TITLE</b>     | <b>PROVISION OF COACHING SESSIONS</b>  |
| <b>OBJECTIVE STATEMENT</b> | 1. All conducted Coaching Assistance have an average Clients Satisfaction Rating of not less than 3 (satisfactory) |
| <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 |
|--|---|-------------------------|-------------------------|-------------------------|-------------------------|-------|
| Objective 1: All conducted Coaching Assistance have an average Clients Satisfaction Rating of not less than 3 (satisfactory) |   |                         |                         |                         |                         |       |
| A  | Total No. of Coaching Assistance with an average Clients' Satisfaction Rating of not less than 3 (satisfactory) |                         |                         |                         |                         |       |
| B  | Total Number of Coaching conducted  |                         |                         |                         |                         |       |
| C  | Formula: $\frac{A}{B} \times 100$<br>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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Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**PROCESS QUALITY MONITORING AND  
 EVALUATION (QME)**

| Document Code              |           |        |
|----------------------------|-----------|--------|
| <b>QME-QP-R12-LGCDD-36</b> |           |        |
| Rev. No.                   | Eff. Date | Page   |
| 01                         | 07.01.19  | 2 of 2 |

| Prepared by:  |  | Reviewed by:   |  | Approved by:  |  |
|---|--|--|--|---|--|
| <i>Jermie A. Eri-yeager</i><br><b>JERMIE A. ERI-YEAGER</b><br>Process Owner |  | <i>Maria Theresa D. Bautista</i><br><b>MARIA THERESA D. BAUTISTA</b><br>Deputy QMR |  | <i>Lailyn A. Ortiz</i><br><b>LAILYN A. ORTIZ, CESO V</b><br>Regional QMR                      |  |
|   |  |  |  | <i>Josephine Cabrido-Leysa</i><br><b>JOSEPHINE CABRIDO-LEYSA, CESO V</b><br>Regional Director |  |





Republic of the Philippines  
 DILG - REGION 12 (SOCCSKSARGEN)  
**PROVISION OF COACHING SESSIONS**  
**Process Summary Logsheets (PSL)**

| Document Code                |           |        |
|------------------------------|-----------|--------|
| <b>FM-QP-R12-LGCDD-36-01</b> |           |        |
| Rev. No.                     | Eff. Date | Page   |
| 02                           | 07.15.20  | 1 of 1 |

QUALITY OBJECTIVE: 1. All conducted Coaching Assistance have Clients Satisfaction Rating of 3 (satisfactory)

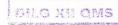



FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

| No.           | COACHING IDENTIFIED | COACHEES<br>(LGU/DILG RO/ FO) | OBJECTIVE 1    |   |     |       | REMARKS, IF UNMET |
|---------------|---------------------|-------------------------------|----------------|---|-----|-------|-------------------|
|               |                     |                               | Date Condcuted | Post Coaching Evaluation Form (PCEF) Rating | Met | Unmet |                   |
| 1             |                     |                               |                |   |     |       |                   |
| 2             |                     |                               |                |   |     |       |                   |
| 3             |                     |                               |                |   |     |       |                   |
| 4             |                     |                               |                |   |     |       |                   |
| 5             |                     |                               |                |   |     |       |                   |
| <b>TOTAL</b>  |                     |                               |                |   |     |       |                   |
| <b>RESULT</b> |                     |                               |                |   |     |       |                   |

|               |            |
|---------------|------------|
| Prepared by:  | Noted by:  |
| <br><br>      | <br><br>   |
| Process Owner | Deputy QMR |

|   |   |   |
|---|---|---|
| Prepared by:  | Reviewed by:  | Approved by:  |
| <br><br><b>ALMIE G. CASTILLO</b><br>Process Owner | <br><b>HERMIE A. ERIE-YEAGER</b><br>Deputy QMR | <br><b>LAILYN A. ORTIZ, CESO V</b><br>Regional QMR |





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 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

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

Division: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**

**MASTER LIST OF INTERNAL DOCUMENTS**

| DOCUMENT CODE                         | DOCUMENT TITLE   | REVISION |          |          |    |    |    |
|---------------------------------------|--|----------|----------|----------|----|----|----|
|                                       |  | 00       | 01       | 02       | 03 | 04 | 05 |
| <b>PROVISION OF COACHING SESSIONS</b> |  |          |          |          |    |    |    |
| QP-RO12-LGCDD-36                      | Quality Procedure: Provision of Coaching Sessions                              | 10.01.17 | 07152020 |          |    |    |    |
| QO-QP-R12-LGCDD-36                    | Quality Objective: Provision of Coaching Sessions                              | 10.01.17 | 07012019 |          |    |    |    |
| QME-QP-R12-LGCDD-36                   | Quality Monitoring and Evaluation: Provision of Coaching Sessions              | 10.01.17 | 07012019 |          |    |    |    |
| FM-QP-R12-LGCDD-36-01                 | Process Summary Logsheet: Provision of Coaching Sessions                       | 10.01.17 | 07012019 | 07152020 |    |    |    |
| FM-SP-R12-03A-01                      | Master List of Internal Documents: Provision of Coaching Sessions              | 10.01.17 |          |          |    |    |    |
| FM-SP-R12-03B-01                      | Master List of External Documents: Provision of Coaching Sessions              | 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): Provision of Coaching Sessions                      | 10.01.17 |          |          |    |    |    |
| FM-SP-R12-02-01B                      | Risk Registry (Process): Provision of Coaching Sessions                        | 10.01.17 |          |          |    |    |    |
| FM-QP-R12-LGCDD-36-02                 | CAPACITY DEVELOPMENT DESIGN  | 10.01.17 |          |          |    |    |    |
| FM-QP-R12-LGCDD-36-03                 | CAPACITY DEVELOPMENT TERMINAL REPORT   | 10.01.17 |          |          |    |    |    |
| FM-QP-R12-LGCDD-36-04                 | Post Coaching Evaluation Form  | 10.01.17 |          |          |    |    |    |

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

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

Division: **LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION**

**MASTER LIST OF EXTERNAL DOCUMENTS**

| DOCUMENT CODE                         | DOCUMENT TITLE                | REVISION |    |    |    |    |    |
|---------------------------------------|-------------------------------|----------|----|----|----|----|----|
|                                       |                               | 00       | 01 | 02 | 03 | 04 | 05 |
| <b>PROVISION OF COACHING SESSIONS</b> |                               |          |    |    |    |    |    |
|                                       | Training Modules              |          |    |    |    |    |    |
|                                       | Reference Materials           |          |    |    |    |    |    |
|                                       | Circulars                     |          |    |    |    |    |    |
|                                       | Local Government Code of 1991 |          |    |    |    |    |    |
|                                       |                               |          |    |    |    |    |    |

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

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

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>PROVISION OF COACHING SESSIONS</b> |   |                       |                              |                         |                                    |                  |         |         |                  |
| FM-QP-R12-LGCDD-36-02                 | CAPACITY DEVELOPMENT DESIGN                                 | LGCDD Records Officer | White Shelves, Red arch File | PROJECT/ACTIVITY DESIGN | Sequently by Month (Latest on Top) | 3 years          | 3 years | 6 years | Shredding/Re-use |
| FM-QP-R12-LGCDD-36-03                 | CAPACITY DEVELOPMENT POST ACTIVITY REPORT OR ITS EQUIVALENT | LGCDD Records Officer | White Shelves, Red arch File | TERMINAL REPORT         | Sequently by Month                 | 3 years          | 3 years | 6 years | Shredding/Re-use |

|   |  |
|---|--|
| Prepared by:                                | Noted by:                                |
| <b>IAN JON S. CLEMENTE</b><br>Process Owner | <b>RILIMIN H. SANDOVAL</b><br>Deputy QMR |



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

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>PROVISION OF COACHING SESSIONS</b> |                                      |                       |                              |                         |                                    |                  |         |         |                 |
| FM-QP-R12-LGCDD-36-02                 | CAPACITY DEVELOPMENT DESIGN          | LGCDD Records Officer | White Shelves, Red arch File | PROJECT/ACTIVITY DESIGN | Sequently by Month (Latest on Top) | 3 years          | 3 years | 6 years | Shredding/Reuse |
| FM-QP-R12-LGCDD-36-03                 | CAPACITY DEVELOPMENT TERMINAL REPORT | LGCDD Records Officer | White Shelves, Red arch File | TERMINAL REPORT         | Sequently by Month                 | 3 years          | 3 years | 6 years | Shredding/Reuse |

| Prepared by:   | Noted by:   |
|--|---|
| <br><b>IAN JON S. CLEMENTE</b><br>Process Owner | <br><b>RILIMIN H. SANDOVAL</b><br>Deputy QMR |

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|-------------------------|-----------|--------|
| <b>FM-SP-R12-02-01A</b> |           |        |
| Rev. No.                | Eff. Date | Page   |
| 00                      | 10.01.17  | 1 of 2 |

**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 | RESOURCE |
| All conducted Coaching Assistance have 90% Clients Satisfaction Rating of not less than 3 (satisfactory) | None  | 1. Regional Management (Div. Chief, RFPs, Unit Heads);<br>2. Sub-regional Offices (PDs, Oms/PMs, Planning Link,CDs,C/MLGOOs;<br>3. LGUs; | Low customer satisfaction rating                          | Unmet expectations for Coaching   | Unmet objective  | Detect points of client dissatisfaction during the engagement and provide immediate action as much as possible             | 4               | 3          | 2         | 24     | L                    | NS    | No further action required         | 3                       | N/A   |             |          |          |
| Post-activity report/memo-brief prepared and submitted within 10 working days after the activity         | 1. Overlapping activities (Central/Regional/ Provincial Offices) for the implementation of projects/programs /activities;<br>2. Numerous PPAs being implemented by a single employee;<br>3. Procrastination/Mañaha Habit;<br>4. No Designate of Alternate to Focal Person | 1. RD<br>2. ARD<br>3. Concerned Bureaus  | Delayed submission of the Post-activity Report/Memo-Brief | Focal Person is conducting/attending different activities is on official travel/ business and/or on sickleave | 1. Management not informed of the agreements and targets set during the activity;<br>2. no corrective action or policy issued to further improve the services/technical assistance | 1. Memo on the Timeline for submission of Post Activity Report/Memo-Brief;<br>2. Request for additional staff to assist FP | 3               | 5          | 2         | 30     | M                    | NS    | Alert level not no action required | 2                       | N/A   |             |          |          |

| ENT:   | RISK RATING | RISK LEVEL | RISK DESCRIPTION | ACTION REQUIRED                                  | RPN |
|--|-------------|------------|------------------|--|-----|
| -Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme    | 1 - 25      | LOW        | Not Significant  | No further action required (Retain risk by in    | 3   |
| 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   |
| - Very likely, 2 - Likely; 3 - Low, 4 - Re                 | >40         | HIGH       | Significant      | Control [e.g. Treat/Mitigate Transfer, Termina   | 1   |



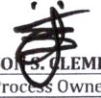
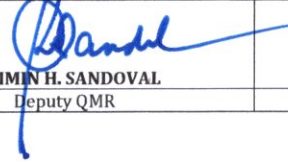

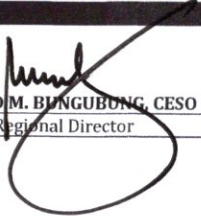
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**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

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| Rev. No.                | Eff. Date | Page   |
| 00                      | 10.01.17  | 2 of 2 |

| Prepared by:   | Reviewed by:  | Recommending Approval:  | Approved by:   |
|--|---|---|--|
| <br><b>IAN JON S. CLEMENTE</b><br>Process Owner | <br><b>RILIMIN H. SANDOVAL</b><br>Deputy QMR | <br><b>IAN JON S. CLEMENTE</b><br>Risk Review Committee Head | <br><b>REYNALDO M. BILINGBUNG, CESO IV</b><br>Regional Director |



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| Rev. No.                | Eff. Date | Page   |
| 00                      | 10.01.17  | 1 of 1 |

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

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

| 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 |
| Conduct of Coaching                                       | No available Focal Person to conduct coaching session | Focal Person is conducting/attending different activities or is on official travel/business or on sick leave | Delayed or non-conduct of coaching session | Memorandum directing the assistance of identified experts from Field Offices | 5                      | 4          | 1         | 20     | L                    | NS    | 3   | NA                  | 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;   | >40  | HIGH   | Significant            |            |           |        |                      |       | Control (e.g., Treat/Mitigate Transfer, Terminate)            | 1                   |   |             |          |          |

|  |  |   |   |
|--|--|---|---|
| Prepared by:                                     | Reviewed by:                                 | Recommending Approval:  | Approved by:  |
| <br><b>IAN JONS S. CLEMENTE</b><br>Process Owner | <br><b>RILIMIN H. SANDOVAL</b><br>Deputy QMR | <br><b>IAN JONS S. CLEMENTE</b><br>Risk Review Committee Head | <br><b>REYNALDO M. BUNGBUNG, CESO IV</b><br>Regional Director |

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DILG - REGION 12 (SOCCSKSARGEN)  
**PROVISION OF COACHING SESSIONS**  
**POST COACHING EVALUATION FORM**

| Document Code                |           |        |
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| <b>FM-QP-R12-LGCDD-36-02</b> |           |        |
| Rev. No.                     | Eff. Date | Page   |
| 00                           | 00.00.00  | 1 of 1 |

This should be filled-up in compliance to ISO Standard being applied by DILG Region 12 with the end view of upgrading the quality of coaching assistance provided by department

Please check (/) the number which best corresponds to your assessment of the coaching activity using the rating scale below:

- |                 |                       |
|-----------------|-----------------------|
| 1- Poor         | 4 - Very Satisfactory |
| 2- Fair         | 5 - Excellent         |
| 3- Satisfactory |                       |

Name of the Staff to be evaluated: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Position: \_\_\_\_\_ Office Visited: \_\_\_\_\_

Purpose: \_\_\_\_\_ Project/Subproject: \_\_\_\_\_

| Items for Evaluation   | RATINGS |   |   |   |   |
|--|---------|---|---|---|---|
|  | 5       | 4 | 3 | 2 | 1 |
| CRITERIA:  |         |   |   |   |   |
| a. Technical expertise (knowledge, skills, attitude) of the Coach      |         |   |   |   |   |
| b. Timeliness of the Coaching Assistance (provided when it was needed) |         |   |   |   |   |
| c. Achievement of the Objectives of the Coaching Assistance            |         |   |   |   |   |

What worked well in the coaching assistance?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What can be improved further in the coaching?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other feedback/comments  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Thank you for completing the form.**  
**The information you provided will be used to improve our future coaching assistance.**

Evaluated by: \_\_\_\_\_  
 (Signature over printed name)

Position: \_\_\_\_\_


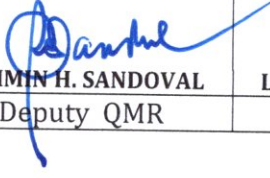

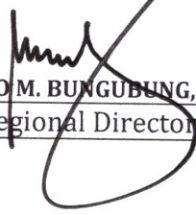






DILG - REGION 12 (SOCCSKSARGEN)  
PROVISION OF COACHING SESSIONS  
POST COACHING EVALUATION FORM

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| <br>IAN JON S. CLEMENTE<br>Process Owner | <br>RILIMIN H. SANDOVAL<br>Deputy QMR | <br>LAILYN A. ORTIZ, CESE<br>Regional QMR | <br>REYNALDO M. BUNGUBUNG, CESO IV<br>Regional Director |



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