



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Sumpay Bldg. Marañon Village, Pantua St., City of Koronadal, South Cotabato

Document Code		
FM-QP-R12-LGMED-04-02		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 2

Name of Bureau/Service/Division: Local Government Monitoring and Evaluation Division (LGMED)

**MASTER LIST OF INTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)</b>							
QP-R12-LGMED-04	Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IMPR)	10.01.17					
QO-QP-R12-LGMED-04	Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IMPR)	10.01.17					
QME-QP-R12-LGMED-04	Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IMPR)	10.01.17					
FM-QP-R12-LGMED-04-01	Processing of Issuane of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IMPR)	10.01.17					

Prepared By  
  
**ABDULGAMAL D. DIPANTAR**  
  
Process Owner

Noted By  
  
**MUSARAPHA A. ALIM, AL HADJA**  
  
Deputy QMR




Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Sumpay Bldg. Marañon Village, Pantua St., City of Koronadal, South Cotabato

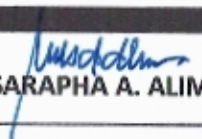
Document Code		
<b>FM-QP-R12-LGMED-04-03</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Name of Bureau/Service/Division: **Local Government Monitoring and Evaluation Division (LGMED)**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory representative (IPMR)							

Prepared By  
  
**ABDULGAMAL D. DIPANTAR**  
Process Owner

Noted By  
  
**MUSARAPHA A. ALIM, AL HADJA**  
Deputy QMR



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Sumpay Bldg. Marañon Village, Pantua St., City of Koronadal, South Cotabato

Document Code		
FM-QP-R12-LGMED-04-04		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

Name of Bureau/Service/Division: Local Government Monitoring and Evaluation Division (LGMED)

MASTER LIST OF RECORDS

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)									
QME-QP-R12-LGMED-04	Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)	Desktop/ IPMR	Desktop/PMV	QMS Folder	Sequential by date	3 years	3 years	6 years	Shredding/ Re-use
FM-QP-R12-LGMED-04-01	Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR) Process Summary Logsheet (PSL)	Desktop/ IPMR	Desktop/PMV	Desktop/ IPMR	Sequential by date				
	Endorsement Letter to Central Office	Division's Archive	Desktop/ IPMR	Red Filing Folder (PMV)	Sequential by date				
	Endorsement Letter to Field Office	Division's Archive	Desktop/ IPMR	Red Filing Folder (PMV)	Sequential by date				

Prepared By  
  
 ABDULGAMAL D. DIPANTAR  
 Process Owner

Noted By  
  
 MUSARAPHA A. ALIM, AL HADJA  
 Division Chief/Deputy QMR



DILG REGIONAL OFFICE 12  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
QP-R12-LGMED-04		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 3

<b>PROCEDURE TITLE</b>	<b>Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)</b>			
<b>SCOPE</b>	This process starts from the receipt of request from NCIP up to the issuance of Certificate of Recognition			
<b>PURPOSE</b>	To define the process of issuing Certificate of Recognition for IPMRs.			
<b>PROCESS DESCRIPTION</b>				
<b>INPUT</b>		<b>PROCESS</b>		<b>OUTPUT</b>
NCIP	Endorsement	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)         </div>	Certificate of Recognition	DILG Province/City
<b>DESCRIPTIVE STATEMENT:</b> The NCIP endorses the IPMR to DILG Regional Office for the Issuance of Certificate of Recognition.				
<b>Step No.</b>	<b>Responsible Personnel</b>	<b>PROCESS/ACTIVITY</b>	<b>Details</b>	<b>References</b>
<b>CITY/MUNICIPAL LEVEL</b>				
1	C/MLGOO	Receives invitation for Selection Process	Attends the scheduled selection process	Invitation Letter  Receiving Logbook
2	C/MLGOO	Prepares certification	Prepares Certificate of Validation  Prepares endorsement to NCIP Provincial Office	Endorsement  Certificate of Validation
3	C/MLGOO	Retains records	Maintains records	Process Summary Logbook Sheet
<b>REGIONAL OFFICE</b>				
4	Records officer	Receives the endorsement from NCIP	Receives and records the endorsement  Routes the copy to the ORD	Endorsement and supporting documents  Routing slip
5	RD	Assigns the task	Forwards to the concerned division with instruction	Routing slip with attached documents



DILG REGIONAL OFFICE 12  
**QUALITY  
 PROCEDURE (QP)**

Document Code		
<b>QP-R12-LGMED-04</b>		
Rev. No.	Eff. Date	Page
00	10.01.17	2 of 3

6	DC/ADC	Reads the endorsement	Forwards the endorsement to ADC with instructed  ADC assigns the task to Focal Person	Routing slip with attached documents
7	Focal Person	Takes appropriate actions	Checks and verifies endorsement as to completeness of the requirements  If not complete and/or found inappropriate, returns the request to the MLGOO with instruction for appropriate action.  Prepares Certificate of Recognition  Prepares endorsement	Endorsement  Certificate of Affirmation  Certificate of Validation  Draft certificate  Draft endorsement
8	Division Chief/ Assistant Division Chief	Affixes signature	Affixes signature and forwards to LGMED Records Officer for release	Draft certificate  Draft endorsement
9	Records officer	Releases the certificate and endorsement	Logs the certificate and endorsement in the outgoing logbook  Forwards the certificate and endorsement to RD for signature	Draft certificate and endorsement
10	Regional Director / Assistant Regional Director	Conducts Final Review	ARD reviews the action taken and affixes initial in the Certificate and endorsement  RD affixes signature in the Certification and endorsement	Certificate of Recognition  Endorsement
11	RD's secretary	Releases the certificate	Logs and Forwards to the Records officer the certificate for release	Certificate  Endorsement



DILG REGIONAL OFFICE 12  
**QUALITY  
PROCEDURE (QP)**

Document Code  
**QP-R12-LGMED-04**

Rev. No.	Eff. Date	Page
00	10.01.17	3 of 3

12	Records Officer	Releases the certificate to the requesting party CC the division concern	Logs and releases the certificate	Certificate Endorsement
13	Process Owner	Retains records	Maintains and updates records	Certificate and Endorsement  Process Summary Logshhet

Prepared By	Checked By	Reviewed By	Approved By
 ABDUGAMAL D. DIANTAR	 MUSARAPHA A. ALIM, AL HADJA	 LAILYN A. ORTIZ, CESE	 REYNALDO M. BUNGORUNG, CESO IV
Process Owner	Division Chief/ Deputy QMR	QMR	Top Management



DILG REGIONAL OFFICE 12

**QUALITY OBJECTIVE (QO)**

Document Code  
**QO-QP-R12-LGMED-04**

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

<b>OFFICE</b>	<b>LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
To issue Certificate of Recognition of chosen IPMR of the LGU concerned	Percentage of issued Certificate of Recognition	90%	$\frac{\text{Total number of issued COR}}{\text{Total number of request received}} \times 100$	Quarterly	Focal Person	Endorsement Certificate of Recognition Monitoring Log Sheet Process Summary Log Sheet
	Percentage of requests acted within 7 working days	90%	$\frac{\text{Total number of request acted within 7 working days}}{\text{Total number of request received}} \times 100$			

Prepared By <i>[Signature]</i> <b>ABDULGAMAL D. DIPANTAR</b>	Checked By <i>[Signature]</i> <b>MUSARAPHA A. ALIM, AL HADJA</b>	Reviewed By <i>[Signature]</i> <b>LAILYN A. ORTIZ, CESE</b>	Approved By <i>[Signature]</i> <b>REYNALDO M. BUNGUBUNG, CESO IV</b>
<b>Process Owner</b>	<b>Division Chief/ Deputy QMR</b>	<b>QMR</b>	<b>Top Management</b>



DILG REGIONAL OFFICE 12

# PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code

**QME-QP-R12-LGMED-04**

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

<b>OFFICE</b>	DILG XI				
<b>PROCEDURE TITLE</b>	<b>Processing of Issuance of Certificate of Recognition of Indigenous Peoples Mandatory Representative (IPMR)</b>				
<b>OBJECTIVE STATEMENT</b>	<ol style="list-style-type: none"> <li>Percentage of request were issued Certificate of Recognition</li> <li>Percentage of requests acted within 7 working days</li> </ol>				
<b>CURRENT PERIOD</b>	OCTOBER 1-31, 2017				
	<b>INDICATORS</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Objective 1: Percentage of request were issued Certificate of Recognition</b>					
A	Total number of issued COR				
B	Total number of request received				
C	Formula: $\frac{A}{B} \times 100$ Target Result : 90%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
<b>Objective 2: Percentage of requests acted within 7 working days</b>					
A	Total number of request acted within 7 working days				
B	Total number of requests received				
C	Formula: $\frac{A}{B} \times 100$ Target Result : 90%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)				
<b>Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.</b>					

Prepared By	Checked By	Reviewed By	Approved By
<i>[Signature]</i> <b>ABDULGAMAL D. DIPANTAR</b>	<i>[Signature]</i> <b>MUSARAPHA A. ALIM, AL HADJA</b>	<i>[Signature]</i> <b>LAILYN A. ORTIZ, CESE</b>	<i>[Signature]</i> <b>REYNALDO M. BUNGUBUNG, CESO IV</b>
<b>Process Owner</b>	<b>Division Chief/ Deputy QMR</b>	<b>QMR</b>	<b>Top Management</b>





DILG REGIONAL OFFICE 12

### Processing of Issuance of Certificate of Recognition of IPMR Process Summary Logsheet (PSL)

QUALITY OBJECTIVE: 1. 90% of request were issued Certificate of Recognition  
2. 90% of requests acted within 7 working days

FREQUENCY OF MONITORING: Quarterly  
COVERED PERIOD: October 1-31, 2017  
Due Date of Submission: November 5, 2017

Document Code		
FM-QP-R12-LGMED-04-01		
Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

No.	Control No.	Province/City/ Municipality/ Barangay	OBJECTIVE NO. 2 RESULTS													OBJECTIVE NO. 1 RESULTS				
			MIGOO						RO							REMARKS, IF UNMET	MET	UNMET	REMARKS, IF UNMET	
			Date Received	Date forwarded to RO/NCIP	No. of days (Target=3 WD)	Met	Unmet	REMARKS, IF UNMET	Date Received	Date forwarded to CO	No. of days (Target=4 WD)	Met	Unmet	Total No. of days elapsed (7 WD)						
1																				
2																				
3																				
4																				
5																				
TOTAL																				

Prepared By <b>ABDULGAMAL D. DIPANTAR</b> Process Owner	Checked By <b>MUSARAPHA A. ALIM, AL HADJA</b> Division Chief/ Deputy QMR	Prepared By <b>LAILYN A. ORTIZ, CESE</b> QMR	Checked By <b>REYNALDO M. BUNGUBUNG, CESO IV</b> Top Management
---	--	--	---