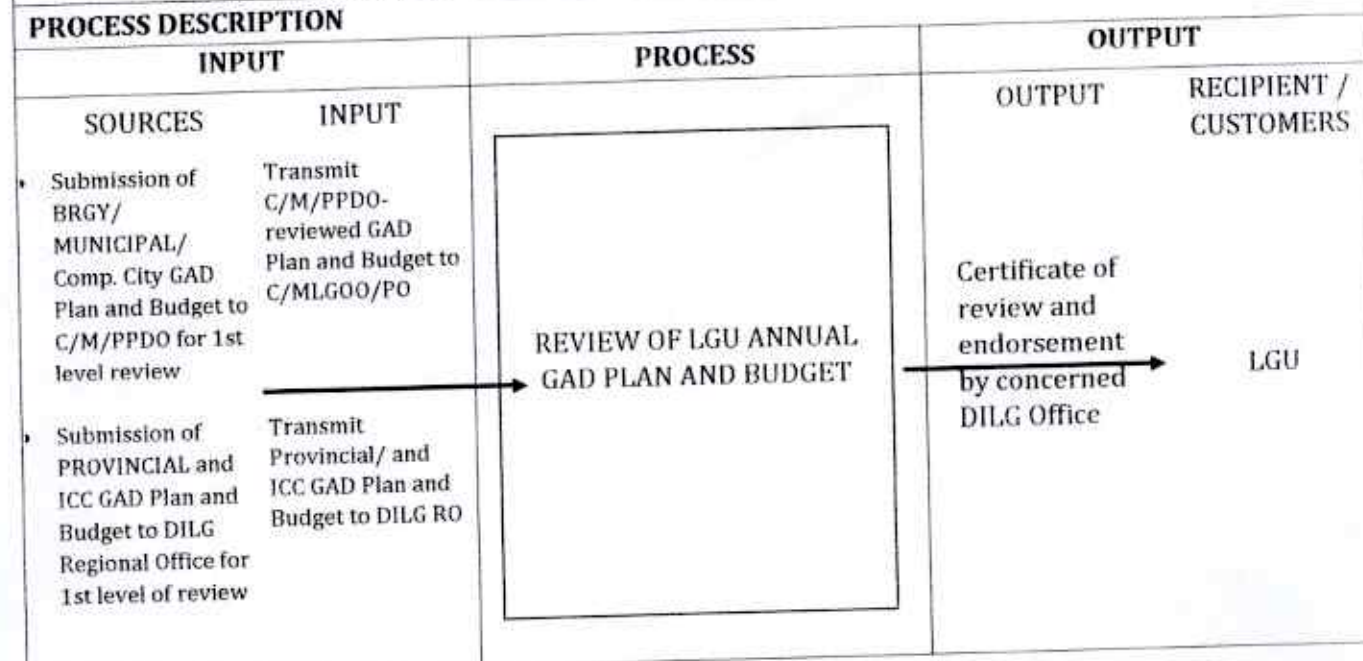




# QUALITY PROCEDURE (QP)

<b>PROCEDURE TITLE</b>	<b>REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET</b>
<b>SCOPE</b>	This process starts from the receipt of C/MPDO-reviewed Barangay GAD Plan and Budget, PPDO-reviewed Component City/Municipal GAD Plan and Budget and ICC/Provincial GAD Plan and Budget by the concerned DILG Office and covers the review process, issuance of Certificate of Review and Endorsement by DILG
<b>PURPOSE</b>	To define the standard procedure of the review and endorsement of Barangay/City/Municipal/Provincial GAD Plan and Budget by concerned DILG Office in accordance with existing Laws, Rules and Regulation



**DESCRIPTIVE STATEMENT:**

The C/M/PPDO reviews and transmits Barangay/Component City/Municipal GAD Plan and Budget to CLGOO/MLGOO/DILG PO for 2<sup>nd</sup> level review. CLGOO/MLGOO/DILG PO issues certificate of review and endorsement upon satisfying the parameters for review and endorsement.

The ICC/Province transmits GAD Plan and Budget to DILG RO for 1<sup>st</sup> and 2<sup>nd</sup> level review. DILG RO issues certificate of review and endorsement upon satisfying the parameters for review and endorsement.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	<ul style="list-style-type: none"> <li>DILG C/MLGOO/ Provincial Office</li> </ul>	Receives and conducts 2 <sup>nd</sup> level review	<ul style="list-style-type: none"> <li>Receives Barangay/ Component City / Municipal GAD Plan and Budget</li> <li>Reviews Barangay/ Component City/Municipal GAD Plan and Budget vis a vis Gender responsiveness of contents, horizontal alignment of data /</li> </ul>	<ul style="list-style-type: none"> <li>GAD Plan and Budget Format</li> <li>Incoming Logbook</li> </ul>

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# QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	<ul style="list-style-type: none"> <li>DILG RO</li> </ul>	Receives and conducts 1 <sup>st</sup> and 2 <sup>nd</sup> level review	<p>information at the different column fields</p> <ul style="list-style-type: none"> <li>In case of enhancements, the reviewers may return the documents to concerned Barangay/CC/ Municipality providing thereof their review comments and findings for appropriate action.</li> <li>If found in order, return the plan and budget to the Barangay/ Component City/ Municipality with the attached certificate of review and endorsement.</li> <li>Receives ICC/Provincial GAD Plan and Budget</li> <li>Reviews ICC/Provincial GAD Plan and Budget vis a vis form and Gender responsiveness of contents, horizontal alignment of data / information at the different column fields</li> <li>In case of enhancements, the reviewers may return the documents to concerned ICC/Province</li> </ul>	<p>Content presentation/ Transmittal letter; Outgoing logbook</p> <p>Certificate of review and endorsement; Transmittal letter; Outgoing logbook</p> <ul style="list-style-type: none"> <li>GAD Plan and Budget Format</li> <li>Incoming Logbook</li> </ul> <p>Content presentation/ Transmittal letter; Outgoing logbook</p>

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# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>providing thereof their review comments and findings for appropriate action.</p> <p>- If found in order, return the plan to the ICC/Province with the attached certificate of review and endorsement.</p>	<p>Certificate of review and endorsement; Transmittal letter; Outgoing logbook</p>
2	DILG C/MLGOO/ Provincial/ Regional Office	Endorses the GAD Plan and Budget thru issuance of Certificate of review and endorsement	<ul style="list-style-type: none"> <li>Endorses GAD Plan and Budget to concerned LGU for inclusion in the AIP and Budget and issues certificate of review and endorsement</li> </ul>	<ul style="list-style-type: none"> <li>Outgoing Logbook</li> <li>Transmittal Letter with attached Certificate of review and endorsement</li> </ul>
3	<b>PROCESS OWNER</b>	Retain Records	<ul style="list-style-type: none"> <li>Update the Project/ Program Summary LogBook sheet/</li> <li>Retain records in accordance with the control of Retained Documented Information Procedure and the masterlist of records</li> </ul>	<ul style="list-style-type: none"> <li>Project / Program Summary Logbook Sheet</li> <li>Control of Documented Information Procedure</li> </ul>

**Legal References: RA 9710 – Magna Carta of Women, JMC 2013-01, as amended by JMC 2016-01**

Prepared By:		Reviewed By:		Approved By:	
ARLENE E. SUETOS	ENGR. ELMA M. URBINA, CESE	ATTY. ODILON L. PASARABA, CESO V		JONATHAN PAUL M. LEUSEN, JR., CESO IV	
Process Owner	Unit Head/Division Chief	Regional QMR/Assistant Regional Director		Regional Director	

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DILG - REGION II (CAGAYAN VALLEY)

**QUALITY OBJECTIVE (QO)**

Document Code  
QO-QP-R02-LG-CDD-LRPS-2.0

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OFFICE	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION 02
QUALITY PROCEDURE TITLE	REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET

Function	Objective	Target	Key Performance Indicators (KPI)		Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
			Indicator/Formula (if applicable)				
<ul style="list-style-type: none"> <li>Reviews LGU annual GAD Plan and Budget</li> </ul>	<ul style="list-style-type: none"> <li>95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request.</li> <li>Accuracy of review.</li> </ul>	<ul style="list-style-type: none"> <li>95%</li> </ul>	<ul style="list-style-type: none"> <li>20% incidence of GAD Plan and Budget returned to LGU due to wrong template/form used</li> </ul>	<ul style="list-style-type: none"> <li>Total number of GAD Plan and Budget reviewed within 15 working days upon receipt of concerned DILG office of the request</li> </ul> $\frac{\text{Total number GAD Plan and Budget received}}{\text{Actual number of reviewed GAD Plan and Budget returned to LGU due to wrong form/template used}} \times 100$	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>PD</li> <li>DC</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Logsheet for the review of GAD Plan and Budget</li> </ul>

Prepared By:

Reviewed By:

Approved By:

 ARLENE E. SUETOS Process Owner	 ENGR. ELMA M. URBINA, CESE Unit Head/Division Chief	 ATTY. ODILON L. PASARABA, CESO V Regional OMR/Assistant Regional Director	 JONATHAN PAUL M. LEUSEN, JR., CESO IV Regional Director
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DILG - REGION II (CAGAYAN VALLEY)  
**PROCESS QUALITY MONITORING  
 AND EVALUATION (QME)**

Document Code  
**QME-QP-LGCDD-LRPS-20**

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<b>REGION/DIVISION</b>		DILG - REGION II (CAGAYAN VALLEY)				
<b>PROCEDURE TITLE</b>		<b>REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET</b>				
<b>OBJECTIVE STATEMENT</b>		1. 95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request 2. 20% incidence of reviewed GAD Plan and Budget returned to LGU due to wrong template/form used				
<b>CURRENT PERIOD</b>		CY 2017				
<b>INDICATORS</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
<b>A</b> Total number of GAD Plan and Budget reviewed within 15 working days upon receipt of concerned DILG office of the request						
<b>B</b> Total number GAD Plan and Budget received						
<b>C</b> Formula: $A \times 100\%$ B Target Result : 95%						
<b>D</b> Gap Analysis: In case the objective is not met, put your analysis why it is not met						
<b>Objective 2. Accuracy of Indorsement</b>						
<b>A</b> Actual number of reviewed GAD Plan and Budget returned to LGU due to wrong form/template used						
<b>B</b> Actual number of GAD Plan and Budget reviewed						
<b>C</b> Formula: $A \times 100\%$ B Target: 20%						
<b>D</b> Gap Analysis: In case the objective is not met, put your analysis why it is not met						

**Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-R02 Deputy QMR.**

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DILG - REGION II (CAGAYAN VALLEY)  
**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

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Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT RO2**  
 Regional Government Center, Carig Sur, Tuguegarao City  
[region2.dilg.gov.ph](http://region2.dilg.gov.ph)

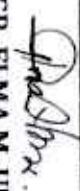
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Local Government and Capability Development Division / Local Planning and Resources Section

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION / EDITION					
REVIEW OF LGUs GAD PLAN AND BUDGET							
PCW-DILG-DBM-NEDA JMC No. 2016-01	Guide on the Review of LGUS' GAD Plan and Budget and GAD Accomplishment Reports Handbook Amending PCW-DILG-DBM-NEDA JMC No. 2013-01 re Guidelines on the Localization of the Magna Carta of Women						
PCW-DILG-DBM-NEDA JMC No. 2013-01	Guidelines on the Localization of the Magna Carta of Women	2013					

**Prepared By**  
  
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 LGOO II / Process Owner

**Noted By**  
  
 ENGR. ELMA M. URBINA, CESE  
 Division Chief

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DILG - REGION II (CAGAVAN VALLEY)

**REVIEW OF LGU ANNUAL GAD PLAN AND BUDGET Summary Worksheet (PSL)**

<b>Document Code</b>		
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**QUALITY OBJECTIVE:** 95% of received GAD Plan and Budget reviewed within fifteen (15) working days upon receipt of concerned DILG Office of the request  
**FREQUENCY OF MONITORING:** QUARTERLY  
**COVERED PERIOD:** : CY 2017  
**Due Date of Submission:** : 15 working days upon receipt of the plan  
**Legend:**

No.	M/CLGOO/PROVINCIAL FOCAL PERSON		REGIONAL FOCAL PERSON		DURATION	Objective Results			Remarks/Particulars
	DATE RECEIVED	DATE RELEASED OF REVIEW FINDINGS/ CERTIFICATE OF REVIEW (ENDORSEMENT)	DATE RECEIVED	DATE RELEASED OF REVIEW FINDINGS/ CERTIFICATE OF REVIEW (ENDORSEMENT)		Met	Unmet	Remarks, if unmet	
1			Batanes-December 11, 2017	December 20, 2017	7 working days	/			
2			Batanes- January 8, 2018	January 24, 2017	12 working days	/			
3			Quirino- January 15, 2018	January 24, 2017	12 working days	/			
4			Sandiego City- January 25, 2018						
5									
6									
7									
8									

Prepared by:

ARLENE E. SUELOS

4600 II/Process Owner

Noted by:

ELMA M. URRINA, CESE

Division Chief/Immediate Supervisor

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