



DILG - R02
**QUALITY
 PROCEDURE (QP)**

Document Code
 QP-R02-LGMED-LIMS-23

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PROCEDURE TITLE	PROCESSING OF CERTIFICATION ON SERVICES RENDERED BY SANGGUNIAN MEMBER (SM)		
SCOPE	To set procedures in the processing of the issuance of Certification on Services Rendered by the Sanggunian Member. The process starts with the letter request/request form of the SM, to the verification in the ELOPDS DILG Intranet up to the issuance of the certification.		
PURPOSE	To set the process in the issuance of the certification on the services rendered by the Sanggunian Member as a requirement in the grant of eligibility by the Civil Service Commission.		
PROCESS DESCRIPTION			
INPUT	PROCESS	OUTPUT	
<p>request</p> <p>Requesting SM →</p> <p>Endorsement by PD/CMLGOO</p>	<p>Processing of request for the Certification on Services Rendered by Sanggunian Member</p>	<p>Certification on Services Rendered by Sanggunian</p> <p>→ Sanggunian Member</p>	
DESCRIPTIVE STATEMENT:			
PD/CMLGOO receives request from PCM Sanggunian Member for the issuance of the Certification of Services Rendered by the Sanggunian Member, and validates in the ELOPDS Intranet and accomplishes CSC SME Form 1, prepares endorsement to regional/provincial office for the issuance of the certification by the Regional Office.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PFP/CMLGOO	Receive request from Sanggunian Member (SM)	<ul style="list-style-type: none"> Requesting SM submits letter request/fills up request form Verifies completeness of information written in the ELOPDS of requesting SM and other supporting documents 	<ul style="list-style-type: none"> Request Form Service Record ELOPDS
2		Prepare the endorsement and submit directly to regional office for Sangguniang Panlalawigan; to provincial office for Sangguniang Panlungsod, Bayan	<ul style="list-style-type: none"> Sign and forward endorsement to regional or provincial office 	<ul style="list-style-type: none"> Endorsement
3	Provincial Focal Person	Receive the endorsement for Sanggunian Panlungsod, Bayan	<ul style="list-style-type: none"> Verify name of requesting SM in the ELOPDS Prepare and initial the 2nd endorsement 	<ul style="list-style-type: none"> ELOPDS Endorsement

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Provincial Director	Sign the endorsement	<ul style="list-style-type: none"> Sign the Endorsement Return to PFP 	<ul style="list-style-type: none"> Endorsement
5	Provincial Focal Person	Release of the endorsement	<ul style="list-style-type: none"> Receive the signed endorsement Retain a copy Transmit endorsement to Regional Office 	<ul style="list-style-type: none"> 2nd Endorsement
6	Regional Focal Person	Receive the endorsement	<ul style="list-style-type: none"> Receive the endorsement Validate the name in the DILG Intranet ELOPDS Prepare the certification (CSC SME FORM 1) Forward to Division Chief 	<ul style="list-style-type: none"> Intranet ELOPDS Endorsement
7	Division Chief	Countersign the certification	<ul style="list-style-type: none"> Sign the CSC SME FORM 1 Forward to the Office of the Regional Director 	<ul style="list-style-type: none"> certification
8	Regional Director	Sign the Certification	<ul style="list-style-type: none"> Sign the certification Return copy to concerned RFP 	<ul style="list-style-type: none"> certification
9	Regional Focal Person	Release the certification	<ul style="list-style-type: none"> Record and retain a copy of the certification Release certification of Services Rendered by the SM 	<ul style="list-style-type: none"> certification

Definition of Terms:

- Sanggunian Member – the elected Sanggunian Member of the municipality, city and province
- ELOPDS – Elective Local Officials Personal Data sheet

Legal References:

- Republic Act 10156 otherwise known as An Act Conferring Upon Members of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, the Appropriate Civil Service Eligibility under certain circumstances, and for other purposes
- CSC Resolution No. 13000486 promulgated on March 6, 2013.

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Process Owner	Division Chief/Next Higher Supervisor	Regional QMR	Regional Director

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DILG CENTRAL OFFICE
QUALITY OBJECTIVES

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BUREAU/SERVICE	DILG – Regional Office 02
QUALITY PROCEDURE TITLE	PROCESSING OF CERTIFICATION FOR SERVICES RENDERED BY SANGGUNIAN MEMBER

Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
<ul style="list-style-type: none"> Facilitate the issuance of certification of services rendered by Sanggunian Member 	<ul style="list-style-type: none"> Completeness of supporting documents Prompt issuance of the certification 	<ul style="list-style-type: none"> 100% Not to exceed two (2) days from receipt of request 	<ul style="list-style-type: none"> All documents are provided completely Release \geq 2 days 	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Process Owner Provincial Focal Person LGMED Chief 	<ul style="list-style-type: none"> ELOPDS Letter-request/request form Transmittal/endorsement CSC SME Form 1 Process Summary Logsheet

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

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OFFICE	REGIONAL OFFICE – DILG Region 2					
PROCEDURE TITLE	PROCESSING OF CERTIFICATION FOR SERVICES RENDERED BY SANGGUNIAN MEMBER					
OBJECTIVE STATEMENT	<ul style="list-style-type: none"> • Completeness of supporting documents • Prompt issuance of the certification 					
CURRENT PERIOD						
	INDICATORS	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
	Objective 1: Completeness of supporting documents					
A	No. of request with incomplete documents					No request received.
B	No. of request with complete documents					
C	Formula: $\frac{A}{B-C} \times 100$ Target Result: 100%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
	Objective 2: Prompt issuance of the certification					
A	Date of receipt					
B	Date of release					
C	Formula: Date of receipt vs date of release Target Result: >2 days					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					

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.

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DILG-CENTRAL OFFICE

Processing of Certification for Services Rendered by Sanggunian Member Process Summary Log Sheet

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QUALITY OBJECTIVE: 1. Completeness of supporting documents
2. Prompt issuance of the certification

FREQUENCY OF MONITORING: Quarterly

CURRENT PERIOD:

No.	Reference / Control No.	Date Request Received	(City/ Municipality/ Province)	Review and Disposition				Date certification issued	Objective 1 Result (Date Received vs Date Communicated; Date Lacking/Additional Documents Received vs Date Certificate Forwarded to RD/ARD)				Objective 2 Result (certification issued)			NOTES	
				Completeness of Supporting Documents					Date certification prepared and transmitted to RD/ARD for signature	No. of Days Elapsed	Met < 1 working day	Unmet > 1 working day	Remarks (Indicate Reason if Target is Unmet)	Met (rating=3, 4, 5)	Unmet (rating=1, 2)		Remarks (Indicate Reason if Target is Unmet)
				Incomplete	Date Communicated (Request LGU for additional/ lacking docs)	Date Lacking/Additional Documents Received	Complete										
1																	
2																	
3																	
4																	
5																	
6																	
7																	
TOTAL				-			-					-					
RESULT							%	%				%	%				

No request received.

Prepared By

JASMIN O. ARESTA
 PROCESS OWNER

Reviewed By

DIGNA R. HERRERA
 DIVISION CHIEF

Noted By

ATTY. ODILON L. PASARABA, CESO V
 BUREAU/SERVICE DEPUTY QMR

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