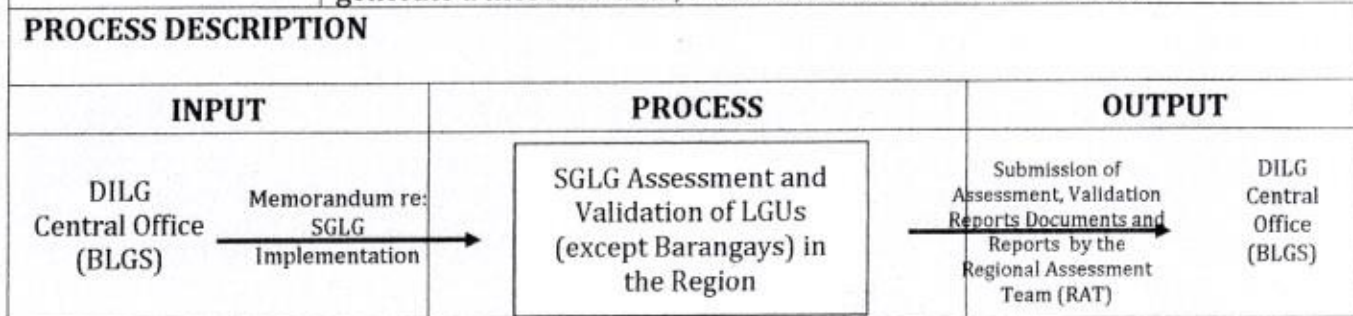




QUALITY PROCEDURE (QP)

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PROCEDURE TITLE	SEAL OF GOOD LOCAL GOVERNANCE (SGLG) ASSESSMENT FOR LGUs
SCOPE	This process starts from the receipt of Directive from DILG Central Office for submission of the Duly Accomplished Regional Assessment Forms and Calibrated SGLG Regional Results to BLGS.
PURPOSE	To define the standard procedures in the objective assessment and validation of LGUs on the Seal of Good Local Governance (SGLG) in order to generate a more credible, reliable and correct SGLG Results



DESCRIPTIVE STATEMENT: The process commence from the receipt of the Memorandum from the DILG CO (BLGS) up to the submission of calibrated SGLG Regional Results to DILG CO (BLGS). All phases of the SGLG Implementation Process will be undertaken as stipulated in the Memorandum. This spells out the processes involved in the SGLG Assessment, Validation and Certification utilizing the prescribed SGLG Data Capture Forms with MOVs through cross-posting scheme of the Regional Assessment Team (RAT). Regional and Provincial Calibration shall be conducted and all required documents /reports shall be submitted to BLGS

Step No.	Responsible Personnel	Process/ Activity	Details	References
1	Regional Records Officer	Receive and record Memorandum from Central Office	<ul style="list-style-type: none"> Receive Memo from Central Office re SGLG Implementation Guidelines <i>NOTE: Please refer to the Regional Records Management procedure.</i> Route to concerned Division 	<ul style="list-style-type: none"> Memorandum from Central Office Log Book/Sheet Routing Slip
2	Division Records Officer	Receive and record Memorandum from Central Office	<ul style="list-style-type: none"> Receive and record in LGMED Log Book <i>NOTE: Please refer to the Regional Records Management procedure.</i> Provide the copy of the document to the Division Chief 	<ul style="list-style-type: none"> Memorandum from Central Office Log Book/Sheet Routing Slip



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
3	LGMED Chief	Receive the Memo	<ul style="list-style-type: none"> Receive the document and assign to the Regional Focal Person 	<ul style="list-style-type: none"> DILG Memo Routing Slip
4	Regional Focal Person	Receive and prepare Memorandum to DILG Field Offices	<ul style="list-style-type: none"> Receive and record in LGMED Log Book Prepare Memorandum to DILG Field Offices. Secure initial of the Division Chief and approval of the Regional Director (RD) <p><i>NOTE: Specify budgetary support, timeline of activities and Regional Assessment Team (RAT) composition</i></p>	<ul style="list-style-type: none"> Memorandum to DILG Field Offices Routing Slip
5	Regional Records Officer	Disseminate Regional Memorandum on SGLG to Provinces Independent Component City (ICCs)	<ul style="list-style-type: none"> Disseminate Regional Memorandum on SGLG Provincial/ICC Offices in accordance with the Regional Records Management Procedure <p><i>NOTE: For Provincial Offices, proceed to next table mark as I. Provincial/ICC Office Procedures”;</i></p> <p><i>For Regional Office, proceed to table II Regional Office Procedures”.</i></p>	<ul style="list-style-type: none"> Regional Memorandum Log Book/Sheet Routing Slip
6	RD, ARD, PDs, Regional and Provincial Focal Persons	Calibrate Regional and Provincial Findings	<ul style="list-style-type: none"> Calibrate the regional and provincial findings of the validation process Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> SGLG Forms 1-4 Extracted Regional and Provincial SGLG Data Regional and Provincial

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QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
				Calibration Report • SGLG Monitoring Log Sheet
7	Regional Focal Person	Submit Calibrated Results to DILG Central Office (BLGS)	<ul style="list-style-type: none"> • Submission of calibrated SGLG Regional Results DILG Central Office (BLGS); • Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Forms 1-4 • Extracted Regional SGLG Data • Regional Calibration Report • SGLG Monitoring Log Sheet
8	Regional Focal Person	Retention of Documented Information	<ul style="list-style-type: none"> • Retain documented information and record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Monitoring and Summary Log Sheet • Master List of Retained Documented Information

I. PROVINCIAL/ICC OFFICE PROCEDURES

Step No.	Responsible Personnel	Process/ Activity	Details	References
5.1	Provincial/ ICC Records Officer	Receive and record Memorandum.	<ul style="list-style-type: none"> • Receive and record Regional Memorandum. 	<ul style="list-style-type: none"> • Regional Memorandum • PO/ICC Incoming Logbook • Routing Slip

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QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
5.2	Provincial Director	Receive the Regional Memorandum	<ul style="list-style-type: none"> Receive the document and assign to Provincial Focal Person 	<ul style="list-style-type: none"> Regional Memorandum Routing Slip
5.3	Provincial Focal Person	Prepare Provincial Memorandum	<ul style="list-style-type: none"> Prepare the Provincial Memorandum and attaching the Regional Memorandum. Secure initial of the Cluster Officer and approval of the Provincial Director Forward to Provincial Records Officer for Dissemination to Cluster Offices 	<ul style="list-style-type: none"> Provincial Memorandum with attachment Routing Slip Log Book
5.4	Provincial Records Officer	Disseminate Provincial Memorandum to Cluster Offices	<ul style="list-style-type: none"> Disseminate Provincial Memorandum to the Cluster Offices in accordance with the Records Management Procedure 	<ul style="list-style-type: none"> Provincial Memorandum with attachment Routing Slip Log Book
5.5	Cluster Officers	Receive, record and disseminate Memorandum to DILG Field Offices	<ul style="list-style-type: none"> Cluster Heads receives, records and prepares Memorandum to cluster members 	<ul style="list-style-type: none"> Memorandum with attachments
5.6	Provincial Focal Person	Conducts SGLG Provincial Roll-out	<ul style="list-style-type: none"> Prepares administrative requirements for the conduct of the activity PD/Cluster Officers/C/MLGOOs and CSO Representatives to attend the Provincial Roll - Out Convene the identified participants and conducts a provincial roll-out; 	<ul style="list-style-type: none"> Provincial Memorandum Provincial Order Attendance Sheet



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
			<ul style="list-style-type: none"> • Prepare the After Activity Report • <i>Note: Provinces may seek the assistance of Regional Focal Person during roll-out</i> 	
5.7	C/MLGOOs	Conducts Preparatory Activities	<ul style="list-style-type: none"> • C/MLGOOs to inform LCE on SGLG schedule of assessment • Conducts orientation to LGPMS Team and other LGU key personnel on SGLG criteria and schedule of assessment. 	<ul style="list-style-type: none"> • Letter / Indorsement • Memorandum • Attendance Sheet
5.8	C/MLGOO/ LGU-LGPMS Focal Person	Conducts SGLG Data Gathering and Encoding to LGPMS Website	<ul style="list-style-type: none"> • Conduct SGLG Data Gathering using SGLG Form 2 (DCF and Certification). Ensure the objectivity and partiality of the process; • Assist the LGU LGPMS Focal persons in the conduct of data gathering and encoding to LGPMS website 	<ul style="list-style-type: none"> • SGLG Form 1 (LGPMS LGU Profile Form) • SGLG Form 2 (DCFs and Certifications) • LGPMS Website
5.9	Regional Assessment Team (RAT)	Data Validation and Certification	<ul style="list-style-type: none"> • Coordinate with the MLGOOs on the schedules on the conduct of the assessment and validation • Validate all data gathered by the MLGOOs through interview and document review in a cross posting scheme • Communicate results of assessment and validation to assessed LGU • Conduct Post Table Assessment and Finalization of the findings between and among the RAT members 	<ul style="list-style-type: none"> • SGLG Form 2 (DCFs and Certification) • SGLG Monitoring Log Sheet

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QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
			<ul style="list-style-type: none"> • Submit accomplished Data Capture Forms and other pertinent documents to the Provincial SGLG Focal Person • Record in the SGLG Monitoring Log Sheet 	
5.10	Regional Assessment Team (RAT)	<p>Documentation of SGLG Assessment and Validation of LGUs</p> <p>Submission of SGLG Documentation</p>	<ul style="list-style-type: none"> • Documentation of SGLG Process and other SGLG requirements as a Means of Verification (MOV) • Submission of SGLG Documentation Template to Provincial Focal Person 	<ul style="list-style-type: none"> • SGLG Form 2 (DCF and Certifications) • SGLG Form 3 (Change Request Form with attachments, if any) • SGLG Form 4 (Documentation Template)
5.11	Provincial Focal Person	Check, upload and encode submitted SGLG Validated Documents	<ul style="list-style-type: none"> • Check the correctness and completeness of submitted SGLG Validated Documents; • Uploading of validated SGLG Forms to BLGS google drive; • Encoding of SGLG data to LGPMS website • Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Form 1-4 • LGPMS Website • BLGS Google Drive • SGLG Monitoring Log Sheet
5.12	Provincial Focal Person	Extract SGLG Data	<ul style="list-style-type: none"> • Extract SGLG Data for calibration purposes 	<ul style="list-style-type: none"> • Extracted Provincial SGLG Database
5.13	PDs, RAT and Provincial Focal Persons	Calibrate the SGLG Results	<ul style="list-style-type: none"> • Calibrate the findings of validated SGLG results • Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Forms 1-4 • Extracted Provincial SGLG Database



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	References
				<ul style="list-style-type: none"> • SGLG Monitoring Log Sheet
5.14	Provincial Focal Person	Submission of Provincial Calibrated Results	<ul style="list-style-type: none"> • Calibrated SGLG Provincial Results submitted to Regional Office for Regional Calibration; • Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Forms 1-4 • Extracted Provincial SGLG Database • Provincial Calibration Report • SGLG Monitoring Log Sheet

II. FOR REGIONAL OFFICE PROCEDURE

Step No.	Responsible Personnel	Process/ Activity	Details	• References
5.a	Regional Focal Person	Conduct SGLG roll-out (for regional level)	<ul style="list-style-type: none"> • Convene the PDs (RAT for Provinces and Cities) and conduct orientation/roll-out on SGLG 	<ul style="list-style-type: none"> • Regional Memorandum • Regional Order • Attendance Sheet
5.b	PDs/ICC Director/ Regional and Provincial Focal Persons	Set-up Preparatory Activities	<ul style="list-style-type: none"> • PDs/CD to Inform the LCEs on SGLG schedule of assessment • Conducts orientation to LGPMS Team and members of the RAT for Provinces and Cities re SGLG criteria and schedule of assessment. 	<ul style="list-style-type: none"> • Letter / Indorsement • Memorandum • Attendance Sheet

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QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	Process/ Activity	Details	• References
5.c	Provincial Director/CLG OOs Officer and LGU LGPMS Focal Person	Conduct SGLG Data Gathering	<ul style="list-style-type: none"> • Conduct SGLG Data Gathering using SGLG Form 2 (DCF and Certification) and ensure the objectivity and partiality of the process; • Assist LGU LGPMS Data Encoders in the conduct of data gathering and encoding to the LGPMS website 	<ul style="list-style-type: none"> • SGLG Form 1 (LGPMS LGU Profile Form) • SGLG Form 2 (DCFs and Certifications) • LGPMS Website
5.d	Regional Assessment team (RAT)	Data Validation and Certification	<ul style="list-style-type: none"> • Coordinate with the PDs/CLGOOs regarding schedules on the conduct of the assessment and validation • Validate all data gathered by the PDs/CLGOOs through interview and document review • Communicate results of assessment and validation to assessed LGU • Conduct Post Table Assessment and Finalization of the findings between and among the RAT members • Submit accomplished Data Capture Forms and other pertinent documents to the Regional SGLG Focal Person • Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> • SGLG Form 2 (DCFs and Certifications) • SGLG Monitoring Log Sheet
5.e	Regional Assessment team (RAT)	Documentation of SGLG Assessment and Validation of LGUs	<ul style="list-style-type: none"> • Documentation of SGLG Process and other SGLG requirements as a Means of Verification (MOV) 	<ul style="list-style-type: none"> • SGLG Form 2 (DCFs and Certifications)

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Step No.	Responsible Personnel	Process/ Activity	Details	• References
		Submission of SGLG Documentation	<ul style="list-style-type: none"> Submission of SGLG Documentation Template to Regional Focal Person 	<ul style="list-style-type: none"> SGLG Form 3 (Change Request Form with attachments, if any) SGLG Form 4 (Documentation Template)
5.f	Regional Focal Person	Check the submitted SGLG Validated Documents	<ul style="list-style-type: none"> Check the completeness and correctness of submitted SGLG validated documents for Provinces and Cities 	<ul style="list-style-type: none"> SGLG Forms 1-4
5.g	LGMED Chief	Check the submitted SGLG Validated Documents	<ul style="list-style-type: none"> Counter-check the completeness and correctness of submitted SGLG validated documents for Provinces and Cities 	<ul style="list-style-type: none"> SGLG Forms 1-4
5.h	Regional Focal Person	Uploading of SGLG Validated Forms and Encoding of SGLG Data	<ul style="list-style-type: none"> SGLG Forms are uploaded to BLGS Google Drive; SGLG Forms are encoded to the LGPMS Website Record in the SGLG Monitoring Log Sheet 	<ul style="list-style-type: none"> SGLG Forms 1-4 LGPMS Website BLGS Google Drive SGLG Monitoring Log Sheet
5.i	LGMED Chief/Regional Focal Person	Check the status of encoding and uploading of SGLG documents for PCMs	<ul style="list-style-type: none"> Check the status of encoding and uploading of SGLG documents to the LGPMS website and BLGS google drive 	<ul style="list-style-type: none"> SGLG Forms 1-4 LGPMS Website BLGS Google Drive
5.j	Regional Focal Person	Extract SGLG Data	<ul style="list-style-type: none"> Extract SGLG Data for calibration purposes 	<ul style="list-style-type: none"> Extracted Regional SGLG Database

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DILG – REGIONAL OFFICE 02
**QUALITY
 PROCEDURE (QP)**

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Definition of Terms:

- LGPMS - Local Governance Performance Management System
- DCF – Data Capture Form
- SGLG – Seal of Good Local Governance
- RAT – Regional Assessment Team
- MOV – Means of Verification
- LGU – Local Government Unit (refers to Province, City, Municipality)
- LCE – Local Chief Executive/Head of an LGU
- C/MLGOO – DILG Field Officer assigned at the City/Municipal Level
- Cluster Officer /Leader – DILG Officer who supervises the C/MLGOOs in a congressional district
- Program Manager – person responsible to manage and implement specific programs
- Provincial Director – Head of the DILG Provincial Office
- Regional Director – Head of DILG Regional Office
- LGMED – Local Government Monitoring and Evaluation Division
- BLGS – Bureau of Local Government Supervision
- DILG CO – DILG Central Office

Legal References:

1. DILG MC No. 2017-53 – 2017 Seal of Good Local Governance: Pagkilala sa Katapatan at Kahusayan ng Pamahalaang Lokal

Prepared By		Reviewed By		Approved By	
 MAYBELLE E. ANOG LGEO V/Regional Focal Person - SGLG	 DIGNA R. HERRERA cpr	 ATTY ODILON L. PASARABA, CESO V		JONATHAN PAUL M. LEUSEN, JR., CESO IV	
Process Owner	LGMED Chief	Regional QMR		Regional Director	

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OFFICE	DILG REGIONAL OFFICE 02
QUALITY PROCEDURE TITLE	SGLG – LGU ASSESSMENT & VALIDATION

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)			
Assess and Validate Local Government Units based on the indicators provided	<ul style="list-style-type: none"> Timely conduct of the SGLG Regional/Provincial and LGU Level Orientations: <ul style="list-style-type: none"> Regional : 5 working days after the attendance to National Orientation Provincial : 10 working days after the attendance to the Regional Orientation 	90% of the total SGLG Provincial/LGU Orientations conducted on time ≤ 5 working days (Regional) ≤ 10 working days (Provincial) ≤ 3 working days (Provincial)	Total No. of Provincial Orientations Conducted on time ----- x 100 5 Total No. of LGU Orientations Conducted on time ----- x 100 98 ===== ===== Date of Attendance in the National Orientation Date Conducted - Regional Orientation	Annual	<ul style="list-style-type: none"> SGLG Focal Person 	<ul style="list-style-type: none"> Summary Log Sheet After Activity Report Form



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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)			
	- LGU Level : 3 working days after the attendance to the Regional Orientation		Date Conducted – Provincial Orientation Date Conducted – LGU Level Orientation			
	• Timely conduct of the SGLG Onsite Assessment and Validation	90% of the LGUs assessed and validated on time	Total No. of LGU Assessed and Validated on time ----- x 100 98 No. of LGU Assessed and Validated on time vis – a-vis the prescribed date of completion as prescribed in the SGLG Memorandum	Annual	• SGLG Focal Person	- Summary Log Sheet - After Activity Report Form
	• Completeness of the assessment data and information	90% of the LGUs completed the SGLG data entry in the	Total No. of LGUs completed documents uploading and entry on time	Annual	• SGLG Focal Person	- Data Capture Forms



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QUALITY OBJECTIVES

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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)			
	(uploaded and data entry)	LGPMS Website and uploaded the accomplished DCFs in the google drive	----- x 100 98		<ul style="list-style-type: none"> Regional Assessment Team 	
	<ul style="list-style-type: none"> Timely submission of the required SGLG documents to BLGS 	90% of the LGUs submitted the accomplished and correct SGLG documents on time	Total No. of LGUs with completed SGLG documents submitted on time ----- x 100 98 No. of with completed SGLG documents submitted on time vis – a- vis the prescribed date of completion as prescribed in the SGLG Memorandum	Annual	<ul style="list-style-type: none"> SGLG Focal Person 	<ul style="list-style-type: none"> Data Capture Forms Status of Regional Compliance provided by Central Level

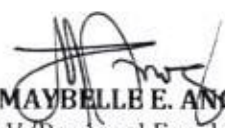
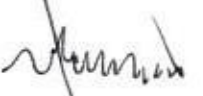
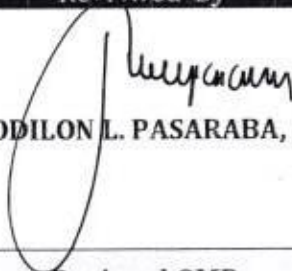

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QUALITY OBJECTIVES

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Prepared By		Reviewed By		Approved By			
 MAYBELLE E. ANOG LGOO V/Regional Focal Person - SGLG		 DIGNA R. HERRERA		 ATTY. ODILON L. PASARABA, CESO V		 JONATHAN PAUL M. LEUSEN, JR., CESO IV	
Process Owner		LGMED Chief		Regional QMR		Regional Director	

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DILG REGIONAL OFFICE 02
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

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REGION	DILG REGIONAL OFFICE 02
PROCEDURE TITLE	SGLG ASSESSMENT AND VALIDATION OF LOCAL GOVERNMENT UNITS
OBJECTIVE STATEMENT	1. 90% of the total SGLG Provincial/LGU Orientations Conducted on time 2. 90% of the LGUs assessed and validated on time 3. 90% of the LGUs completed the SGLG data entry in the LGPMS Website and uploaded the accomplished DCFs in the google drive 4. 90% of the LGUs submitted the accomplished and correct SGLG documents on time
CURRENT PERIOD	

INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1. Objective: 90% of the total SGLG Provincial/LGU Orientations Conducted on time														
A	Total number of Provincial /LGU Orientation Conducted on Time					5 Provincial Orientations/ 98 LGU Orientations								
B	Total number of Provincial Orientations/LGUs					5 Provincial Orientations/ 98 LGU Orientations								
C	Formula: $\frac{A}{B} \times 100$	Target Result:				5/5, 98/98								
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
2. Objective: 90% of the LGUs assessed and validated on time														
A	Total number of LGU assessed and validated on time					50	48							98
B	Total Number of LGUs					50	48							98
C	Formula: $\frac{A}{B} \times 100$	Target Result:												98/98 =100 %
D	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/Preventive Action Report (CPAR) duly signed by the DILG RO QMR.

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DILG REGIONAL OFFICE 02
**PROCESS QUALITY MONITORING
 AND EVALUATION (QME)**

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INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3. Objective : 90% of the LGUs completed the SGLG data entry in the LGPMS Website and uploaded the accomplished DCFs in the google drive														
A	Total number of LGUs completed the SGLG data entry in the LGPMS Website and uploaded the accomplished DCFs in the google drive on time							98						
B	Total number of LGUs							98						
C	Formula: $\frac{A}{B} \times 100$ Target Result: 90%							98/98 =100%						
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
4. Objective: 90% of the LGUs submitted the accomplished and correct SGLG documents on time														
A	Total number of LGUs submitted the accomplished and correct SGLG documents on time							98						
B	Total number of LGUs							98						
C	Formula: $\frac{A}{B} \times 100$ Target Result: 90%							98/98 =100%						
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

Prepared By	Reviewed By	Approved By
 MAYBELLE E. ANOG LG00 V/Regional Focal Person - SGLG	 DIGNA R. HERRERA	 ATTY. ODILON L. PASARABA, CESO V
 JONATHAN PAUL M. LEUSEN, JR., CESO IV		
Process Owner	LGMED Chief	Regional QMR
		Regional Director

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DILG-REGIONAL OFFICE 02
SGLG – LGU ASSESSMENT & VALIDATION

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QUALITY OBJECTIVE: 90% of LGUs Assessed and Validated on Time
FREQUENCY OF MONITORING: Annual
CURRENT PERIOD:

No.	Particulars		Objective 2 Result		
	Name and date of LGU Assessment		Met Put 1 if LGU was assessed within the set deadline by BLGS	UNMet Put 0 if LGU not assessed within the set deadline by BLGS	Reason Why Unmet
1	Batanes	05/30/2017	1		
2	Basco	5/19/2017	1		
3	Iltabayat	5/16/2017	1		
4	Ivana	5/31/2017	1		
5	Mahatao	01/06/2017	1		
6	Sabtang	5/18/2017	1		
7	Uyugan	02/06/2017	1		
8	Cagayan	09/06/2017	1		
9	Abulug	06/06/2017	1		
10	Alcala	5/31/2017	1		
11	Allacapan	02/06/2017	1		
12	Amulung	05/06/2017	1		
13	Aparri	01/06/2017	1		
14	Baggao	02/06/2017	1		
15	Ballesteros	5/31/2017	1		
16	Buguey	5/30/2017	1		
17	Calayan	09/06/2017	1		
18	Camalaniugan	5/29/2017	1		
19	Claveria	5/25/2017	1		
20	Enrile	06/06/2017	1		
21	Gattaran	05/06/2017	1		
22	Gonzaga	5/25/2017	1		
23	Iguig	02/06/2017	1		
24	Lallo	5/29/2017	1		
25	Lasam	05/06/2017	1		
26	Pamplona	5/30/2017	1		
27	Peñablanca	5/30/2017	1		
28	Piat	5/25/2017	1		
29	Rizal	07/06/2017	1		
30	Sanchez-Mira	5/26/2017	1		
31	Solana	5/24/2017	1		
32	Sta. Ana	5/26/2017	1		
33	Santa Praxedes	5/24/2017	1		
34	Sta. Teresita	5/24/2017	1		
35	Sto. Niño	5/29/2017	1		
36	Tuao	5/26/2017	1		
37	Tuguegarao City	06/16/2017	1		

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DILG REGIONAL OFFICE 02
SGLG – LGU ASSESSMENT & VALIDATION

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QUALITY OBJECTIVE: 90% timely conduct of the of the SGLG Regional/Provincial/LGU Level Orientations
FREQUENCY OF MONITORING: Annual
CURRENT PERIOD:

No.	Particulars				Objective Results 1			
	Name of Orientation (A)	Date of Orientations Conducted			Date of Attendance to the National/ Regional/Out	Met	UNMet	Reason Why Unmet
		Regional	Provincial	LGU Level		Put 1 if no. of days is ≤ to the the number of working days for the required number of working days for each type of orientation	Put 0 if no. of days is > to the the number of working days for the required number of working days for each type of orientation	
1	2017 SGLG Regional Orientation	May 2, 2017			April 25-27	1		
2	2017 SGLG Provincial/LGU Orientation							
	Batanes		May-12	May-12		1		
	Cagayan		May-12	May-12		1		
	Isabela		May-10	May-10		1		
	Nueva Vizcaya		May-10	May-10		1		
	Quirino		May-12	May-12		1		
TOTAL						6		
RESULTS						100%		

*Note : Regional : 5 working days after the attendance to National orientation
 Provincial : 10 working days after the attendance to Regional orientation
 LGU Level : 3 working days after the attendance to Provincial orientation*

Prepared By

MAYBELLE E. ANOG
 PROCESS OWNER

Prepared By

DIGNA R. HERRERA
 CHIEF, LGMED

Reviewed By

ATTY. ODILON L. PASARABA, CESO V
 REGIONAL QMR

Approved By

JONATHAN PAUL M. LEUSEN, JR. CESO IV
 REGIONAL DIRECTOR

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