



QUALITY PROCEDURE (QP)

PROCEDURE TITLE	IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTION		
SCOPE	This process starts from the receipt of the memorandum for Implementation from Central Office until the submission of Compliance Report from the concerned DILG personnel.		
PURPOSE	To clearly define the process of effective implementation of decisions/orders/ resolutions in accordance with the directives of relevant authority.		
PROCESS DESCRIPTION			
	INPUT	PROCESS	OUTPUT
	Central Office Memorandum of Implementation Order, Resolution or Decision Authority to Implement	IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTIONS	Compliance Report Ombudsman/ Sandiganbayan, Central Office, Resident Ombudsman
DESCRIPTIVE STATEMENT:			
<p>A memorandum is received from Central Office directing the implementation of a decision/order/resolution of the Office of the Ombudsman/Sandiganbayan. If the decision/order/resolution concerns the Governors, Vice Governors and City Mayors, the Regional Director shall implement the same. For other Officials/Employees, a consequent memorandum is issued by the Regional Office requiring the concerned Provincial/ City/ Municipal Officers to implement the same.</p> <p>A compliance report is submitted by the concerned officers directly to the Office of the Ombudsman/Sandiganbayan copy furnished Central Office, Office of the Resident Ombudsman and the Regional Office.</p>			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer (Regional Office)	Receives the Memorandum implementation from the Central Office	Receive the memorandum from the Central Office Attach the Routing slip Forward to the Office of the ARD/RD	Memorandum Routing Slip
2	ORD Staff	Receives the Memorandum Implementation from Central Office with Routing Slip	Forward to ARD/RD	Memorandum Routing Slip
3	ARD/RD	Provides Instructions	Instruct Legal Officer to prepare memorandum of	Memorandum



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			implementation	Routing Slip
4	Legal Services Section Staff	Receives ARD/RD Instruction	<p>Receive and log the Memorandum with its attachments in the Ombudsman/Sandiganbayan Monitoring Logbook</p> <p>Check the completeness of the stated enclosures. If incomplete, inform Central Office thru the Legal Officer.</p> <p>Forward to Legal Officer for action.</p>	<p>Memorandum with its attachments</p> <p>OMB/Sandiganbayan Monitoring Logbook</p>
5	Legal Officer	Acts on ARD/RD's Instruction	<p>For governors, vice governors and city mayors</p> <p>Prepare Memorandum of Implementation</p> <p>For other officials and employees</p> <p>Prepare memorandum of implementation to Provincial Directors</p> <p>Instruct LSS Staff to forward the draft memorandum to ARD/RD for review.</p>	Memorandum with attachments
6	ARD/RD	Reviews the draft	ARD/RD to check the	Reviewed corrected

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		memorandum	prepared draft memorandum Return corrected/ reviewer memorandum to the Legal Officer	Memorandum of Implementation
7	Legal Officer	Finalizes the Memorandum	Incorporate corrections, if any. Forward to ARD/RD for final review	Corrected Memorandum with attachments
8	RD	Final review and signature of the Memorandum	If there are corrections, go back to Step 6. If there are no corrections, ARD to affix initial signature. RD to affix signature Return the signed document to the Legal Officer thru the LSS Staff	Signed Memorandum with attachments
9	LSS Staff	Assigns Control Number	Assign Control Number Photocopy approved memorandum for implementation with its attachments Forward the approved memorandum with attachments to Record Section	Approved Memorandum of Implementation OMB/Sandiganbaya n Control Record

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	Record Officer	Records and Releases	Log and Record the approved document Send the approved document to the RD/concerned Provincial Directors for Implementation	Approved Memorandum of Implementation Logbook
11	<i>For implementation of decision/ orders/ resolutions against Governors, Vice-Governors, and City Mayors.</i>			
	Regional Director	Submission of Compliance Report	Compliance Report will be submitted to the Office of the Ombudsman/Sandiganbayan, copy furnish the Central Office, and the Office of the Resident Ombudsman.	Compliance Report with attachments
	<i>For other LGU officials and employees</i>			
	Provincial Director	Receives and Records	Forward the documents to the PD	Approved Memorandum of Implementation Logbook
12	Provincial Director	Reviews and Approves the Memorandum of Implementation	Instruct PO staff to prepare memorandum of implementation Review and sign the prepared memorandum of implementation	Memorandum of Implementation with attachments
13	Record Officer	Records and Releases the approved memorandum	Assign Control Number The PD shall implement for SP Members, Mayors, Vice-Mayors, Sangguniang Panlungsod, SB Members and Provincial/	Approved Memorandum of Implementation with attachments



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>City/Municipal Employees</p> <p>The MLGOO shall implement for Barangay official/employees</p>	OMB/Sandiganbayan Control Record
14	PD/MLGOO	Submission of Compliance Report	<p>Assign Control Number</p> <p>Compliance Report with transmittal will be submitted directly to the Office of the Ombudsman/Sandiganbayan, copy furnish Regional/Provincial Offices, Central Office, Office of the Resident Ombudsman.</p>	<p>Compliance Report, transmittal letter and its attachments</p> <p>OMB/Sandiganbayan Control Record</p>
<p>Note: Step 12-14 pertains only to decisions/ orders/resolutions against other LGU official and employees.</p>				

Definition of Terms:

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Legal References:

- Revised Rules of Court
- DILG MC No. 2010-09
- Revised Rules of Ombudman Procedure

Prepared By	Reviewed By	Approved By
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Process Owner	Regional QMR	Regional Director

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DILG - REGIONAL OFFICE NO.2
QUALITY OBJECTIVE (QO)

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OFFICE	DILG-REGION 2		
QUALITY PROCEDURE TITLE	Implementation of Decisions, Orders or Resolutions of the Sanggunian, COMELEC, Office of the Ombudsman, Office of the President or the Courts		

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
Implement Decisions, Orders or Resolutions properly and within the period prescribed by competent authority	All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority	100% of Decisions, Orders or Resolutions implemented within the period prescribed by competent authority	No. of Decisions, Orders or Resolutions served/No. of Decisions, Orders or Resolutions received for Implementation	Monthly	Regional Director/City Director Legal Officer/Staff concerned on Legal Matters QMS Secretariat	Reference: Revised Rules of Court; DILG MC No. 2012-09 dated Jan. 12, 2012 Regional Office Logbook/Field Office Logbook for Decisions, Orders or Resolutions for Implementation

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Function		Key Performance Indicators (KPI)				Frequency of Monitoring Results		Responsible for Monitoring		Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements	
Objective	Target	Indicator/Formula (if applicable)	Frequency	Responsible	Applicable Documents						
Implement Decisions, Orders or Resolutions properly and within the period prescribed by competent authority	All Compliance Reports prepared and submitted within the period prescribed by competent authority	100% of Compliance Reports prepared and submitted within the period prescribed by competent authority	No. of Compliance Reports prepared and submitted/No. of Decisions, Orders or Resolutions for Implementation	Monthly	Regional Director/City Director Legal Officer/Staff concerned on Legal Matters QMS Secretariat	Reference: Revised Rules of Court; DILG MC No. 2012-09 dated Jan. 12, 2012 Regional Office Logbook/Field Office Logbook for Decisions, Orders or Resolutions for Implementation					

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DILG - REGIONAL OFFICE NO.2
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

OFFICE	DILG-Region 2									
PROCEDURE TITLE	IMPLEMENTATION OF OMBUDSMAN/SANDIGANBAYAN DECISIONS, ORDERS AND RESOLUTION									
OBJECTIVE STATEMENT	1. All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority 2. All Compliance Reports prepared and submitted within the period prescribed by competent authority									
CURRENT PERIOD										

INDICATORS	Period	Period	Period	Period	Period	Period	Period	Period	Period	Period	Total
	1	2	3	4	5	6	7	8	9	10	
A	Objective 1: All Decisions, Orders or Resolutions implemented within the period prescribed by competent authority										
B	No. of Decisions, Orders or Resolutions served										
B	No. of Decisions, Orders or Resolutions received for Implementation										
C	Formula:										
C	A/B										
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)										
Objective 2: All Compliance Reports prepared and submitted within the period prescribed by competent authority											
A	No. of Compliance Reports prepared and submitted										
B	No. of Decisions, Orders or Resolutions for Implementation										
C	Formula:										
C	A/B										
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 NATIONAL CAPITAL REGION

Implementation of Decisions, Orders or Resolutions Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE: 100% of Decisions, Orders or Resolutions Implemented
FREQUENCY OF MONITORING: Monthly

Due Date of Submission:

* NPY - No Performance Yet; NSV - No Submission Yet; NA - Not Applicable
*DR - Date Received; DDS - Due Date of Submission

No.	Process No.	Quality Objective	Timeliness		Target	Data	Actual	RESULTS					Frequency of Reporting	QP Code	Procedure Title	Remarks	REVIEW OBSERVATIONS	
			≤ DDS	> DDS				Met	Unmet	NSV	NA	NPY						
1	1	100% of Decisions, Orders or Resolutions implemented within the period prescribed by independent authority			100%						1							
2	1	100% of Compliance Reports prepared and submitted within the period prescribed by concerned authority			100%						1							
3																		
4																		
5																		
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28																		
29																		
30																		
Total			0	0	0%	0	0	0	0	2	9	11						

Result = Met/ TQP - NA - NPY
No. of QP for the month

#DIV/0!

0%

88

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Submitted By:
Process Owner

Reviewed By:
Regional OMR

Approved By:
Regional Director