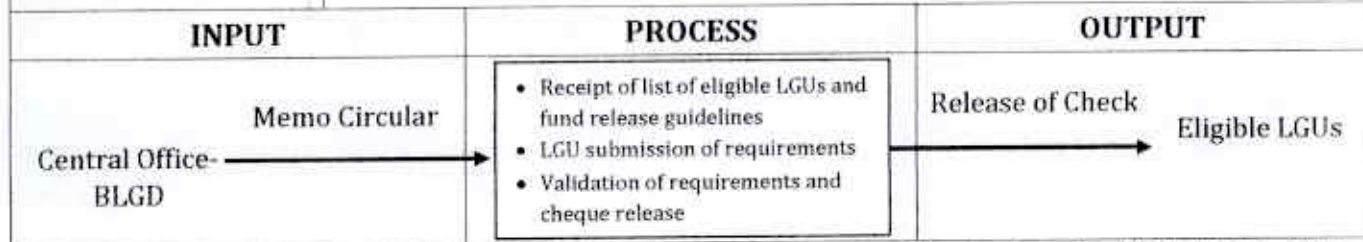




# QUALITY PROCEDURE (QP)

<b>PROCEDURE TITLE</b>	<b>Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs</b>
<b>SCOPE</b>	This process starts from receipt of Memorandum Circular then submission of documentary requirements by the LGUs up to the validation of the said requirements and release of check by the DILG Regional Office.
<b>PURPOSE</b>	Provide PCF incentive to the eligible LGUs



**DESCRIPTIVE STATEMENT:** This will showcase the process flow before the PCF eligible LGU may receive the incentive to implement its PCF project.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Records Officer	Receipt and record of a Memorandum Circular	<ul style="list-style-type: none"> <li>• Receive and record the MC and route the same to the concerned Division or Unit.</li> </ul> <p>The Memorandum Circular contains the list of PCF eligible LGUs and documents required for the release of the PCF fund.</p>	Operational Guidelines for the year.
2	Regional Focal Person	Preparation of communication/letters to LGUs.	<ul style="list-style-type: none"> <li>• Prepare letters to the eligible LGUs with attached fund release guidelines through the Provincial Offices informing the former of the required documents:                             <ol style="list-style-type: none"> <li>a) Checklist of Project</li> <li>b) Certified true copy of AIP/LDIP</li> <li>c) Government bank Certification of existing Trust Fund.</li> </ol> </li> <li>• Forward to Division</li> </ul>	



# QUALITY PROCEDURE (QP)

			Chief/Unit Head for review.
3	<b>Division Chief/Unit Head</b>	Review and countersign of the communication letter.	<ul style="list-style-type: none"> <li>Review the content and put initial of the same.</li> <li>Forward to the Office of the Regional Director/ARD for signature.</li> </ul>
4	<b>Regional Director/ARD</b>	Signing of the communication letter	<ul style="list-style-type: none"> <li>The RD/ARD signs the letter and returns the same to the concerned Division/Unit.</li> </ul>
5	<b>Records Officer</b>	Receipt, record, and release of the signed communication letter	<ul style="list-style-type: none"> <li>Receive and record the signed communication letter and send the same to the eligible LGUs through the Provincial Office.</li> </ul>
6	<b>Provincial Focal Person</b>	Receipt and dispatch of letter and MC with listed requirements.	<ul style="list-style-type: none"> <li>The PFP will receive the letter and MC with list of documentary requirements, and disseminate the same to the MLGOOs</li> </ul>
7	<b>MLGOOs</b>	Receipt and dispatch of letter and MC with listed requirements.	<ul style="list-style-type: none"> <li>MLGOO will receive the letter and MC with list of documentary requirements, and provide copy of the same to the respective MLGU.</li> </ul> <p>MLGOO will ensure complete and timely submission of requirements for the fund release</p>

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# QUALITY PROCEDURE (QP)

8	<b>Regional Focal Person/Project Officer</b>	Validation of submitted requirements.	<ul style="list-style-type: none"> <li>Consolidate and examine submitted requirements as to its completeness and appropriateness.</li> <li>Recommend to the budget Officer for fund obligation and preparation of check.</li> </ul>	
9	<b>Budget Officer/ Cash Personnel</b>	Release of Check	<ul style="list-style-type: none"> <li>The Budget Officer/ Cash Personnel will release the PCF Check upon recommendation of the Regional Focal Person.</li> </ul>	
9	<b>Regional Focal Person</b>	The Focal Person will communicate the issuance of the check to the eligible LGU.	<ul style="list-style-type: none"> <li>The LGUs will be informed within 10 working days from complete submission of documents as to the date, time and venue for the issuance of the PCF check.</li> <li>LGUs will also be advised to bring along their respective Official receipts to be issued to the Regional Office upon receipt of the PCF check.</li> </ul>	

**Definition of Terms:**

Prepared By:	Reviewed by:	Approved by:
 <b>IMELDA PA ROSALES</b> <b>RPMO HEAD</b>	 <b>ATTY. ODILON L. PASARABA, CESO V</b> <b>REGIONAL QUALITY MANAGEMENT REPRESENTATIVE</b>	 <b>JONATHAN PAUL M. NEUSEN, CESO IV</b> <b>REGIONAL DIRECTOR</b>

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DILG - REGION 02

# QUALITY OBJECTIVE (QO)

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QO-QP-R02-ORD-RPMO-18

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**OFFICE** Regional Project Management Office

**QUALITY PROCEDURE TITLE** Provision of Performance Challenge Fund (PCF) Subsidy to Beneficiary LGUs

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)				
• Management of PCF Check release to eligible LGUs	• Timely issuance of PCF incentive to eligible LGUs	• ≤Within 10 working days.	• Date of complete submission of requirements	• No. of days elapsed	• Annually	• Regional Focal Person	• PCF Operational Guidelines for the Year

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RPMO Head	Regional Quality Management Representative	Regional Director



DILG CENTRAL OFFICE  
**PROCESS QUALITY MONITORING  
 AND EVALUATION (QME)**

<b>DIVISION</b>	REGIONAL PROJECT MANAGEMENT OFFICE					
<b>PROCEDURE TITLE</b>	PROVISION OF PERFORMANCE CHALLENGE FUND (PCF) SUBSIDY TO BENEFICIARY LGUs					
<b>OBJECTIVE STATEMENT</b>	Timely issuance of PCF incentive to eligible LGUs within 10 working from receipt of complete documentary requirements.					
<b>CURRENT PERIOD</b>	FY 2017					
	<b>INDICATORS</b>					
A	Date of Memorandum Circular containing list of eligible LGUs and required documents	Q1	Q2	Q3	Q4	TOTAL
B	Actual date when complete documents was received				Nov. 14, 2017	
C	Actual date when PCF Check was issued				Jan. 03, 2018	
D	No. of Days Elapsed				0	
E	Formula: D = C-B	Target Result : <=0				
F	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 Regional QMR.

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DILG - REGION II (CAGAYAN VALLEY)

### PROVISION OF PCF SUBSIDY TO BENEFICIARY LGUs

QUALITY OBJECTIVE: Timely issuance of PCF incentive to eligible LGUs  
FREQUENCY: Annually  
COVERED PERIOD: FY 2017

Document Code			
FM-QP-RO2-ORD-RPMO-18-01			
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No.	Date when Memorandum in Circular was released	Date when PCF release documents were submitted and consolidated	Expected date of issuance of PCF check	Actual date of issuance of PCF check	Objective Results		Remarks/Particulars
					Met	Unmet	
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							

Total  
Result

Prepared by  
  
 ENGR. IMELDA P.A. ROSALES  
 LEGAL COUNSEL

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 REGIONAL QUALITY MANAGEMENT REPRESENTATIVE

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