



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

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19 Document Review and Provision of Comments/Recommendation

Scope:

This procedure starts from the receipt of Region/CRS/LLLS of request for document review/comment on the Department draft policy, MOA, MOU and contract/agreement from Department officials, Bureau/Service up to the release of approved comment/recommendation.

Description of Service:

To define clearly the process for reviewing Department policy, MOA, MOU and contract/agreement with the end view of guiding client as to the next course/s of action/s taking into account applicable laws, rules and regulations.

Office: Legal and Legislative Liaison Service (Legal Research, Assistance and Legislative Liaison Division), DILG Regional Office

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	<p>Client submits request for review:</p> <p>a) via Regional Office (For Field Offices and others within their AORs), in which case begin with Step No. 1.1 (Agency Action)</p> <p>b) via CRS/OSEC (For Regional Offices/other NGAs/LGUs/ General Public), in which case proceed to Step No. 1.7 (Agency Action)</p> <p>c) via LLLS Receiving Window/DMS (for</p>	1.1	<p>Receive, record and route received document (For internal processes proceed to 1.3)</p>	<p>a) Stamp "received" on the document and write the date and time of receipt</p> <p>b) Attach Routing Slip, if applicable, to the document received</p> <p>c) Record in accordance with Records Management Procedure</p> <p>d) Route the received document to the ORD</p>	Regional Records Officer	<p>a) Request for review</p> <p>b) Regional Records Logbook for ORD/DMS</p>



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	OSEC/OU Sec/OA Sec/Bureau/Service) in which case proceed to Step No. 1.8 (Agency Action)					
		1.2	Receive and assign the request for review/comment	Assign the request for review to the Legal Officer for appropriate action.	Regional Director	Request for review with complete attachments
		1.3	Receive, evaluate and prepare review/comments	a) Determine propriety of the provisions of the submitted documents; b) Conduct legal research on applicable laws, rules, regulations and other issuances c) Prepare draft review/comment d) Determine propriety of referring/indorsing the matter to CO e) Forward draft action to the Assistant Regional Director (ARD).	Regional Legal Officer	Request for review with attachments
		1.4	Receive, review and draft countersign review/comment	If ARD finds the draft review/comment/indorsement to CO acceptable, he shall countersign the same. Thereafter, he shall forward the countersigned draft to the Regional Director (RD).	Assistant Regional Director	a) Request for review with attachments b) draft review/comment/indorsement to CO



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				Otherwise, ARD shall return the same to the Legal Officer for clarification/modification/revision.		
		1.5	Receive, review and draft approve/sign review/comment	<p>If RD finds the draft review/comment/indorsement to CO acceptable, he shall approve/sign the same.</p> <p>Otherwise, RD shall return the same to the Legal Officer for clarification/modification/revision. In this case, Agency Step Nos. 1.3 to 1.4 shall be repeated.</p>	Regional Director	<p>a) Request for review with attachments</p> <p>b) countersigned draft review/comment/ indorsement to CO</p>
		1.6	Record the approved/signed review/comment/indorsement to CO in the monitoring log sheet	<p>a) Record document in the monitoring log sheet and update DMS</p> <p>b) Photocopy/scan the signed documents for filing;</p> <p>c) Forward to Records Section for release of the signed review/comments with attached CSS Form or indorsement to CO in accordance with the Regional Records Management.</p> <p>d) Retain copies of the released review/comment/indorsement/ as well as its attachments in</p>	Regional Legal Unit	<p>a) Request for review with attachments</p> <p>b) signed review/comment/ indorsement</p> <p>c) <i>Client Satisfaction Survey Form</i></p>



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				Retained Documented Information Procedure and Master list of Records.		
		1.7	Receive the request for review/comments (in case of indorsement from the Regional Office, other NGAs, LGUs and the general public)	a) Encode the details of the document received in the DMS; b) Route to the LLLS Central Tracking Officer	CRS	a) Indorsement from Regional Office/Request from other NGAs/LGUs/ general public with complete attachments b) DMS
		1.8	Receive the request for review/indorsement from Regional Offices and route it to the Office of the Director, LLLS	a) Route the request for comment/indorsement received to the Office of the Director, LLLS; b) Update DMS	LLLS Central Tracking Officer	a) request for review/comment with complete attachments; b) Indorsement from the Regional Office; c) DMS
		1.9	Receive the request for review/indorsement and route the same to the Legal Research, Assistance and Legislative Liaison Division (LRALLD)	a) Route the request for review/indorsement received to LRALLD for appropriate action; b) Update DMS	OD, LLLS	a) Request for review/comment with complete attachments b) Indorsement from the Regional Office;



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						c) DMS
		2.0	Receive the request for review/indorsement and route the same to the Chief, LRALLD	a) Indorses/routes the document to the Chief, LRALLD for assignment; b) Encode the request in the Process Summary Log Sheet (PSL). c) Update DMS	Tracking officer (LRALLD)	a) Request for review/comment with complete attachments b) Indorsement from the Regional Office; c) DMS
		2.1	Receive the request for review/indorsement and assigns the same to Action Officer (preferably, the designated focal person)	a) Action officer prepares: (1) Memorandum for the Office of the Director, LLLS, (2) Memorandum for the concerned office/Undersecretary/SILG and/(if request is made by Department officials), or (3) draft comments/review . <i>(For internal processes, Action Officer prepares numbers 1 and 3 only)</i> b) Then, AO submits draft to the Assistant Division Chief, LRALLD.	Action Officer	a) Request for review/comment with complete attachments b) Indorsement from the Regional Office; c) DMS
		2.2	Accept document thru DMS and reviews the initial draft submitted by the Action officer.	If Assistant Division Chief finds the initial draft in order, he/she countersigns the same and forward to the Division Chief.	Assistant Division Chief, LRALLD	a) Request for review/comment with complete attachments



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				Otherwise, he/she will route it back to the concerned AO for correction/revision/clarification.		b) Indorsement from the Regional Office; c) Draft action; d)DMS
		2.3	Accept thru DMS; review the finalized draft	<p>If Division Chief finds the finalized draft in order, he/she signs the Memorandum for OD and forwards the documents to the Director, LLLS (Highest Ranking Officer).</p> <p>Otherwise, he/she returns the same to the concerned AO/LRALD staff for revision/correction; Update DMS.</p> <p>In case the Chief routed back the draft to the AO, Agency Step Nos. 2.1 to 2.2 shall be repeated.</p>	<p>Division Chief</p> <p>Division Chief</p> <p>Concerned AO</p>	<p>a) Request for review/comment with complete attachments</p> <p>b) Indorsement from the Regional Office;</p> <p>c) Finalized draft action;</p> <p>d)DMS</p>
		2.4	Accepts the finalized draft, review and approve/sign the same	<p>a) If client is within Central Office, if the HRO finds the finalized draft acceptable, he shall approve/sign the same. The signed document shall be returned to LRALLD for release to the client <i>with attached Client Satisfaction Survey Form</i>.</p> <p>b) If client is outside of the Central Office, if the HRO finds the</p>	Director, LLLS	<p>a) Request for review/comment with complete attachments</p> <p>b) Indorsement from the Regional Office;</p>



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
				<p>finalized draft acceptable, he shall approve/sign the Memo for the Undersecretary for External, Legal and Legislative Affairs for signature "By Authority of the Secretary". The signed document shall be returned to LRALLD for release to the Undersecretary for External, Legal and Legislative Affairs.</p> <p>Otherwise, in both (a) and (b), HRO shall return the same to LRALLD for clarification/revision/modification. Then, repeat Agency Action Nos. 2.1 to 2.3.</p>		<p>c) Finalized draft action;</p> <p>d) DMS</p>
		2.5	Release the document to the Undersecretary for External, Legal and Legislative Affairs	<p>a) LRALLD Releasing Officer photocopies the signed document and all its attachments:</p> <p>b) If client is within Central Office, LRALLD Releasing Officer releases the document to it <i>with attached Client Satisfaction Survey Form</i>.</p> <p>c) If client is outside the Central Office, route to the Undersecretary for External, Legal and Legislative Affairs;</p> <p>c) Update DMS</p>	LRALLD Releasing Officer	<p>a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;</p> <p>b) Finalized draft</p> <p>c) DMS</p>



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		2.6	Accepts the finalized draft, review and approve/sign the same	<p>If the Undersecretary for External, Legal and Legislative Affairs finds the finalized draft acceptable, he shall approve/sign it and indorse the same to OSEC for clearance of the SILG.</p> <p>Otherwise, the Undersecretary for External, Legal and Legislative Affairs shall return the same to LLLS for clarification/revision/modification. Afterwards, Agency Action Nos. 1.9 to 2.5 will be repeated.</p>	Concerned Undersecretary	<p>a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;</p> <p>b) Finalized draft</p> <p>c) DMS</p> <p>d) <i>DO No. 2022-749</i> entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials dated September 20, 2022.</p>
		2.7	Accepts the routed signed review/comments from the Undersecretary for External, Legal and Legislative Affairs	<p>a) OD accepts the signed comments/review;</p> <p>b) Route the same to LRALLD for release to CRS</p>	OD, LLLS	<p>a) signed review/comment</p> <p>b) DMS</p>
		2.8	Receives the signed comment/review	<p>a) Accepts the signed review/comments;</p> <p>b) Route the same to the Releasing Officer</p>	LRALLD Tracking Officer	<p>a) signed review/comment</p> <p>b) DMS</p>



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		2.9	Releases the document to the CRS	a) Accepts the signed review/comment; b) Photocopy/scan copy of the signed comment/review and retain a copy thereof c) Route the same to the CRS with attached Client Satisfaction Survey Form.	LRALLD Releasing Officer	a) signed review/ comment its release b) DMS c) <i>Client Satisfaction Survey Form</i>
		3.0	Releases the document to client and administers <i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy.</i>	a) Accepts the signed comment/review; b) Photocopy/scan copy of the comment/review and retain a copy thereof; c) Releases the document to client	CRS	a) signed review/comment for its release b) DMS
End of Transaction						

Definition of Terms:

- **Legal study** - legal officer comes up with a recommendation on given issue/s incorporating therein his legal bases and a comprehensive discussion thereof;
- **Policy review** - legal officer evaluates the propriety of the provisions of draft Memorandum Circulars, Joint Memorandum Circulars, Advisories, Memoranda, Executive Order, Administrative Orders involving the Department, its attached agencies and LGUs vis-a-vis applicable/existing laws, rules and regulations.
- **MOA** - Memorandum of Agreement



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- **MOU** - Memorandum of Understanding
- **CRS** - Central Records Section

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Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service/RO Deputy QMR	Overall Deputy QMR

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**QUALITY
OBJECTIVES (QO)**

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OFFICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICE (RO)
QUALITY PROCEDURE TITLE	Document Review and Provision of Comments/Recommendations

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)			
<ul style="list-style-type: none"> Document Review and Provision of Comments/ Recommendation on Policy Review/Legal Study/Contracts 	<p>1. 70% of the request for comment/legal review received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory/requesting office within the standard time per category:</p> <p>A. Legal study/policy review as prescribed by the client or if no period was prescribed, 10WD from date of receipt of the request</p> <p>B. MOA/MOU, 5WD from date of receipt of the request</p> <p>C. contract, 3WD from date of receipt of the request</p>	70%	$\frac{A}{(B+C) - D} \times 100$ <p>Where A refers to the total number of draft action submitted to the RD or his duly authorized signatory within the standard time per category.</p> <p>B - Total number of requests for comments or legal review received</p> <p>C - Total number of requests carried over from the previous quarter</p> <p>D - Total number of requests not yet due for the quarter</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet



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<ul style="list-style-type: none"> Document Review and Provision of Comments/ Recommendation on Policy Review/Legal Study/Contracts 	<p>2. 70% of the signed action to request for comment/review are released by the Regional Legal Unit to the Regional Records Section/requesting office within one (1) working day upon receipt thereof</p>	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed action to request for comment/review actually released by Regional Legal Unit to Regional Records Section for mailing to client within the standard time.</p> <p>B - Total No. of signed action on request received from the Regional Director or his authorized signatory</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> Document Review and Provision of Comments/ Recommendation on Policy Review/Legal Study/Contracts 	<p>3. 80% of the received request for Comments/Reviews (Legal Study/Policy Review/Contract Review) that fall due within the quarter are prepared with draft action and submitted to the Chief, LRALLD, for review, within the standard time:</p> <p>D. Legal study/policy review as prescribed by the client or if no period was prescribed, 12WD from date of receipt of the request.</p>	80%	$\frac{A}{(B+C) - D} \times 100$ <p>Where A refers to the total number of draft action submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category</p> <p>B- Total number of requests for comments or legal review received</p>	Quarterly	LRALLD Tracking Officer	Process Summary Log Sheet

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	<p>E. MOA/MOU – 7WD</p> <p>F. Contract – 5WD</p>		<p>C- Total number of requests carried over from the previous quarter</p> <p>D-Total number of requests not yet due for the quarter</p>			
<ul style="list-style-type: none"> Document Review and Provision of Comments/ Recommendation on Policy Review/Legal Study/Contracts 	<p>4. 80% of the signed Comments/Reviews are released to records or concerned office within one (1) working day from the date the LRALLD Releasing Officer received the signed document</p>	80%	<p>$\frac{A}{B} \times 100$</p> <p>Where A is the total number of signed action to request for comment/review actually released by LRALLD Tracking Office to the Central Records Section for mailing to client within the standard time.</p> <p>B - Total No. of signed review/comments received by LRALLD.</p>	Quarterly	LRALLD Tracking Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> Document Review and Provision of Comments/ Recommendation on Policy Review/Legal Study/Contracts 	<p>5. 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).</p>	80%	<p>[Total number of responses with rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs) / Total number of responses received] × 100</p>	Quarterly	LRALLD Tracking Officer	Client Satisfaction Report (CSR), CSS Data Sheet

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Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service/RO Deputy QMR	Overall DILG Deputy QMR

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**QUALITY MONITORING
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BUREAU/SERVICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICES
PROCEDURE TITLE	DOCUMENT REVIEW AND PROVISION OF COMMENTS/RECOMMENDATION
OBJECTIVE STATEMENT	<p>1. 70% of the request for comment/legal review received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory/requesting office within the standard time per category:</p> <p>A. Legal study/policy review-as prescribed by the client or if no period was prescribed, ten (10) working days from date of receipt of the request;</p> <p>B. MOA/MOU, five (5) working days from date of receipt of the request;</p> <p>C. Contract, three (3) working days from date of receipt of the request.</p> <p>2. 70% of the signed action to request for comment/review are released by the Regional Legal Unit to the Regional Records Section/requesting office within one (1) working day upon receipt thereof.</p> <p>3. 80% of the received request for Comments/Reviews (Legal Study/Policy Review/Contract Review) that fall due within the quarter are prepared with draft action and submitted to the Chief, LRALLD, for review, within the standard time:</p> <p>D. Legal study/policy review-as prescribed by the client or if no period was prescribed, twelve (12) working days;</p> <p>E. MOA/MOU, seven (7) working days;</p> <p>F. Contract, five (5) working days.</p> <p>4. 80% of the signed Comments/Reviews are released to records or concerned office within one (1) working day from the date the LRALLD Releasing Officer received the signed documents.</p> <p>5. 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).</p>
CURRENT PERIOD	___ Quarter, 20___

**QUALITY MONITORING
AND EVALUATION (QME)**

INDICATORS			1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
Objective 1: 70% of the request for comment/legal review received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory within the standard time per category.							
A	Total number of draft action submitted to the RD or his duly authorized signatory within the standard time per category						
B	Total number of requests for comments or legal review received						
C	Total number of requests carried over from the previous quarter						
D	Total No. of Requests not yet due for the quarter						
E	Formula: $\frac{A}{(B+C) - D} \times 100$	Target : 70%					
F	Gap Analysis: In case the objective is not met, put your analysis why it is not met						
<div>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.</div> <div>Always refer to the Documented Information Management System for the Controlled Copy</div> Objective 2: 70% of the signed action to request for comment/review are released by the Regional Legal Unit to the Regional Records Section within one (1) working day upon receipt thereof.							
A	Total number of signed action to request for comment/review actually released by Regional Legal Unit to Regional Records Section for mailing to client within the standard						
B	Total No. of signed action on request received from the Regional Director or his authorized signatory						
C	Formula: $\frac{A}{B} \times 100$	Target : 70%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met						

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**QUALITY MONITORING
AND EVALUATION (QME)**

INDICATORS			1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
Objective 3: 80% of the received request for Comments/Reviews (Legal Study/Policy Review/Contract Review) that fall due within the quarter are prepared with draft action and submitted to the Chief, LRALLD, for review, within the standard time.							
A	Total number of draft action submitted to the Chief, LRALLD or his duly authorized signatory within the standard time per category						
B	Total number of requests for comments or legal review received						
C	Total number of requests carried over from the previous quarter						
D	Total number of requests not yet due for the quarter						
E	Formula: $\frac{A}{(B+C) - D} \times 100$	Target : 80%					
F	Gap Analysis: In case the objective is not met, put your analysis why it is not met		This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy				
Objective 4: 80% of the signed Comments/Reviews are released to records or concerned office within one (1) working day from the date the LRALLD Releasing Officer received the signed documents.							
A	Total number of signed action to request for comment/review actually released by LRALLD Tracking Office to the Central Records Section for mailing to client within the standard						
B	Total No. of signed review/comments received by LRALLD						
C	Formula: $\frac{A}{B} \times 100$	Target : 80%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met						

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Objective 5: 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).

A	Total number of responses with rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs)					
B	Total number of responses received					
C	Formula: $\frac{A}{B} \times 100$	Target : 80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					

Prepared By	Reviewed By	Noted By
Process Owner	Division Chief (CO)/ Regional Deputy QMR	Bureau/Service Deputy QMR /Regional QMR

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Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service Deputy QMR	Overall Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Document Review and Provision of Comments/Recommendation RO Process Summary Logsheets

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QUALITY OBJECTIVES:

1. 70% of the request for comment/legal review received by the Regional Office are prepared with draft of action and submitted to the Regional Director (RD) or his duly authorized signatory/requesting office within the standard time per category.
2. 70% of the signed action to request for comment/review are released by the Regional Legal Unit to the Regional Records Section/requesting office within one (1) working day upon receipt thereof.

FREQUENCY OF MONITORING: QUARTERLY

CURRENT PERIOD: For the ___ quarter of ____

No.	To (Name of the Recipient)	Subject	Source	Category of request for comment/review*	Date Received by the Regional Records Officer	Date received by the Regional Legal Officer	Expected Date of Completion	Put 1 if due for the quarter, 0 if not	Date submitted to the Regional Director/Requesting Office	Objective 1 Result			Date of Receipt of the signed Output	Date Forwarded to Regional Records Section/Requesting Office	Objective 2 Result			NOTES		
										Number of Days Elapsed	≤ Standard Time (1=met)	≥ Standard Time (1=unmet)			Remarks (Indicate reason, if target is unmet)	Number of Days Elapsed	≤ 1WD (1=met)		≥ 1WD (1=unmet)	Remarks (Indicate reason, if target is unmet)
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Requests Received Carried Over from the Previous Quarter																				
1																				
2																				
3																				
Requests Received for the Quarter																				
1																				
2																				
3																				
TOTAL:																				
RESULT (%)										This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy			$\% = \frac{\text{Total of 1}}{\text{Total of 1} \times 100}$			$\% = \frac{\text{Total of R}}{\text{Total of 1} \times 100}$				

Categories of request for comment/review:

For requests received by Regions:

A- Legal study/policy review-as prescribed by the client or if no period was prescribed, 10WD from date of receipt of the request

B- MOA/MOU, 5WD from date of receipt of the request

C- contract, 3WD from date of receipt of the request

For requests received by Central Office

D- Legal study/policy review-as prescribed by the client or if no period was prescribed, 12WD

E- MOA/MOU-7WD

F- contract-5WD

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(Name Here)
(Position Title Here)

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(sgd.) MARK JOSEPH ORBONG
Process Owner

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Reviewed By:
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Division Chief / Next Higher Supervisor

Noted By:
(Name Here)
(Position Title Here)

Approved by:
(sgd.) ATTY. ROMEO P. BENITEZ
Bureau/Service Deputy QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Document Review and Provision of Comments/Recommendation CO Process Summary Logsheets

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FM-QP-DILG-LLS-RO-19-01B		
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QUALITY OBJECTIVES:

- 80% of the received request for Comments/Reviews (Legal Study/Policy Review/Contract Review) that fall due within the quarter are prepared with draft action and submitted to the Chief, LRALLD, for review, within the standard time
- 80% of the signed Comments/Reviews are released to records or concerned office within one (1) working day from the date the LRALLD Releasing Officer received the signed documents.

FREQUENCY OF MONITORING: QUARTERLY

CURRENT PERIOD: For the ___ quarter of ____

No.	To (Name of the Recipient)	Subject	Source	Category of request for comment/ review *	Date Received by LLS	Date Request Received by LRALLD	Expected Date of Completi on	Put 1 if due for the quarter, 0 if not	Date Submitted to C/LRALLD or Duly Authorized Signatory	Objective 1 Result				Date of Receipt of the signed Output	Date Forwarded to Central Records Section	Objective 4 Result				NOTES
										Number of Days Elapsed	≤ Standard Time (1=met)	≥ Standard Time (1=unmet)	Remarks (Indicate reason, if target is unmet)			Number of Days Elapsed	≤ 1WD (1=met)	≥ 1WD (1=unmet)	Remarks (Indicate reason, if target is unmet)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Requests Received Carried Over from the Previous Quarter																				
1																				
2																				
3																				
Requests Received for the Quarter																				
1																				
2																				
3																				
TOTAL:																				
RESULT (%)											Total of 1 x 100			Total of 1 x 100			% Total of R /Total of 1 x 100			

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Categories of request for comment/review:

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For requests received by Central Office

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E- MOA/MOU-7WD

F- contract-5WD

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
**MASTER LIST OF MAINTAINED
INTERNAL DOCUMENTED INFORMATION**

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Name of Bureau/Service/Office/Procedure: LLLS, ROs-Legal Unit

DOCUMENT CODEDOCUMENT TITLE		REVISION					
		00	01	02	03	04	05
Document Review and Provision of Comments/Recommendations							
QP-DILG-LLLS-RO-19	Document Review and Provision of Comments/Recommendations Quality Procedure	06.15.21	02.01.22	01.03.23	02.16.23		
QO-QP-DILG-LLLS-RO-19	Document Review and Provision of Comments/Recommendations Quality Objectives	06.15.21	01.03.23	02.16.23			
QME-QP-DILG-LLLS-RO-19	Document Review and Provision of Comments/Recommendations Quality Monitoring and Evaluation	06.15.21	01.03.23	02.16.23			
FM-QP-DILG-LLLS-RO-19-01A	Document Review and Provision of Comments/Recommendations RO Process Summary Log Sheet	06.15.21					
FM-QP-DILG-LLLS-RO-19-01B	Document Review and Provision of Comments/Recommendations CO Process Summary Log Sheet	06.15.21					
FM-SP-DILG-07-07A	Client Satisfaction Survey (On-site) (English Version)	02.01.23	01.01.24				
FM-SP-DILG-07-07B	Client Satisfaction Survey (On-site) (Filipino Version)	02.01.23	01.01.24				
FM-SP-DILG-07-08A	Client Satisfaction Survey (Online) (English Version)	02.01.23	01.01.24				
FM-SP-DILG-07-08B	Client Satisfaction Survey (Online) (Filipino Version)	02.01.23	01.01.24				
FM-SP-DILG-07-09	CSS Data Sheet	02.01.23	01.01.24				
FM-SP-DILG-07-10	Client Satisfaction Report	02.01.23	01.01.24				

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: LLLS, ROs-Legal Unit

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
QP-DILG-LLLS-RO-19 (Document Review and Provision of Comments/Recommendations)							
RA 7160	The Local Government Code of 1991	10.10.1991					
RA 9184	Government Procurement Reform Act	07.22.2002					
	Philippine Jurisprudence - Cases Decided by the Supreme Court						
	All issuances of the Executive Departments of the Philippines, including Opinions/Memorandum Circulars, etc.,						
	All issuances of the Constitutional						

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