



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY PROCEDURE**

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<b>QP-DILG-LLLS-RO-20</b>		
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<b>20</b>	<b>Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.</b>
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<b>Scope:</b>
This process starts from receipt of decision/resolution/order from the Office of the Ombudsman/Sandiganbayan/COMELEC up to submission of Compliance Report to the Ombudsman/Sandiganbayan/COMELEC, as the case may be.
<b>Description of Service:</b>
To define clearly the process of implementation and service of decisions, resolutions and orders concerning local government officials and employees in accordance with existing laws, rules and other relevant issuances.

<b>Office:</b>	Legal and Legislative Liaison Service (Legal Research, Assistance and Legislative Liaison Division), DILG Regional Office
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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Client has the option to send the original or certified true copy of its decision/resolution/order to:  a) Regional Office (the decision is directed to RO), in which case begin with Step No. 1.1 (Agency Action)  b) Central Office thru the Central Records Section, in which case proceed to Step	1.1	Receive original or certified true copy of the decision/resolution/order from client.	a) Stamp "received" on the document and write the date and time of receipt  b) Record in accordance with Records Management Procedure;  c) Attach Routing Slip, if applicable, to the document received  c) Forward the decision/resolution/order to the Office of the Regional Director	Regional Records Officer	a) Indorsement/Notice from the client;  b) Original or Certified true copy of the decision/resolution/order from client  c) Regional Records Management Procedure;  d) DMS





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	No. 1.7 (Agency Action)					
		1.2	Receive and assign the decision/resolution/order	Assign the decision/resolution/order to the Legal Officer for preparation of request for authority to implement from the SILG.	Regional Director	a) Indorsement/Notice from the client;  b) Original or Certified true copy of the decision/resolution/order from client  c) DMS
		1.3	Receive and prepare request for authority to implement  <small>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</small>	Legal Officer prepares request for authority to implement	Regional Legal Officer	a) Indorsement/Notice from the client;  b) Original or Certified true copy of the decision/resolution/order from client  c) Delegation of Authority (LG Sector)
		1.4	Receive, review and approve/sign draft action	If Assistant Regional Director (ARD) finds the draft action acceptable, he shall approve/sign the same.  Otherwise, he shall return the same to the Legal Officer for clarification/modification/revision. (ARD)	Assistant Regional Director	Draft request for authority to implement
		1.5	Receive, review and approve/sign draft action	If Regional Director (RD) finds the draft action acceptable, he shall approve/sign the same.	Regional Director	Draft request for authority to implement





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				Otherwise, he shall return the same to the Legal Officer for clarification/modification/revision. Then, repeat Step Nos. 1.3 to 1.4.		
		1.6	Record the approved/signed request for authority to implement in the monitoring log sheet	a) Record in the monitoring log sheet and update DMS  b) Photocopy/scan the signed document/s for filing;  c) Forward to Records Section for release of the signed request for authority to implement in accordance with the Regional Records Management.  d) Retain copies of the released document/s in accordance with Control of Retained Documented Information Procedure and Master list of Records	Regional Legal Unit	Signed request for authority to implement
		1.7	Receive the decision/ resolution/order (in case of direct submission by client to the Central Office) or request for authority to implement (in cases where decision/ resolution/order are submitted to Regional Officer)	a) Encode the details of the document received in the DMS;  b) Route to the LLLS Central Tracking Officer	CRS	a) Original or certified true copy of the decision/ resolution/order from client  b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true





No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
						copy of the decision/ resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof  c) DMS
		1.8	Receive the decision/ resolution/order and route it to the Office of the Director, LLLS  <small>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</small>	a) Route decision/resolution/order received to the Office of the Director, LLLS;  b) Update DMS	LLLS Central Tracking Officer	a) Original or certified true copy of the decision/ resolution/order from client  b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof  c) DMS
		1.9	Receive the original or certified true copy of the decision/resolution/order from client and route the	a) Route the decision to LRALLD for appropriate action;  b) Update DMS	Director, LLLS	a) Original or certified true copy of the decision/ resolution/order from client





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			same to the Legal Research, Assistance and Legislative Liaison Division (LRALLD)			b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof
			This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy			c) DMS
		2.0	Receives the original or certified true copy of the decision/resolution/order from client and route the same to the Chief, LRALLD	a) Encode the request in the Process Summary Log Sheet (PSL);  b) Indorses/routes the document to the Chief, LRALLD for assignment;  c) Update DMS	Tracking officer (LRALLD)	a) Original or certified true copy of the decision/resolution/order from client  b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof





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						c) DMS
		2.1	Receives the original or certified true copy of the decision/resolution/order from client and route the same to the Action officer	Chief, LRALLD assigns received decision/resolution/order to AO.	Chief, LRALLD	<p>a) Original or certified true copy of the decision/resolution/order from client</p> <p>b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof</p> <p>c) DMS</p>
		2.2	Accept document thru DMS; Action Officer prepares initial draft of action.	<p>Action Officer checks the documents routed if:</p> <ul style="list-style-type: none"> <li>• Attachments are original or certified true copies and the pages are complete;</li> <li>• There exists any inconsistency (e.g. dispositive portion and the attached Indorsement);</li> </ul>	Action officer	<p>a) Original or certified true copy of the decision/resolution/order from client</p> <p>b) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/</p>

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				<ul style="list-style-type: none"><li>Whether respondents are within the jurisdiction of the Department;</li><li>Other similar issues.</li></ul> <p>If any or all of the foregoing issues is/are present, AO drafts a letter to the Office of the Ombudsman asking clarification on the matter.</p> <p>If none, AO prepares a Memorandum for OD, Memorandum for Undersecretary for External, Legal and Legislative Affairs and Memorandum for the concerned Regional Director.</p>		<p>resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof</p> <p>c) DMS</p> <p>d) Pertinent laws, rules and regulations, jurisprudence</p>
						<p>e) <b>Department Order No. 2022-749</b> entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials" dated September 20, 2022 and <b>Circular No. 2022-024</b> entitled "Delegation of Authority for Local Government (LG) Sector, Local Government Academy (LGA), National Commission on Muslim Filipino (NCMF), Philippine Commission on Women (PCW), and National Youth Commission (NYC" dated October 14, 2022.</p>

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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		2.3	Accept thru DMS; review the finalized draft	<p>If Division Chief finds the draft in order, he/she forwards the same to the Director, LLLS (Highest Ranking Officer) by signing the Memorandum to the latter.</p> <p>Otherwise, he/she returns the same to the concerned AO for revision/correction; Update DMS.</p> <p>In case the Chief routed back the draft to the AO, AO shall accept the same thru DMS, finalizes/ revises/ modifies the draft action, then countersigns and forward the same to DC; Update DMS</p>	<p>Division Chief</p> <p>Division Chief</p> <p>Concerned AO</p>	<p>a) Finalized draft;</p> <p>b) Original or certified true copy of the decision/ resolution/order from client</p> <p>c) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/ resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof</p> <p>d) DMS</p>
		2.4	Accepts the finalized draft, review and approve/sign the same	<p>If the HRO finds the finalized draft acceptable, he shall approve/sign the Memo for <i>the Undersecretary for External, Legal and Legislative Affairs</i>. The signed document shall be returned to LRALLD for release to <i>the Undersecretary for External, Legal and Legislative Affairs</i>.</p> <p>Otherwise, HRO shall return the same to LRALLD for</p>	Director, LLLS	<p>a) Signed Memorandum for the <i>Undersecretary for External, Legal and Legislative Affairs</i>;</p> <p>b) Finalized draft;</p> <p>c) Original or certified true copy of the decision/ resolution/order from client</p>

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				clarification/revision/modification. Then, repeat Agency Action Nos. 2.2 to 2.3.		d) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/ resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof
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		2.5	Releases the document to <i>the Undersecretary for External, Legal and Legislative Affairs</i>	a) LRALLD Releasing Officer photocopies the signed document and all its attachments;  b) Route to <i>the Undersecretary for External, Legal and Legislative Affairs</i> ;  c) Update DMS	LRALLD Releasing Officer	a) Signed Memorandum for <i>the Undersecretary for External, Legal and Legislative Affairs</i> ;  b) Finalized draft;  c) Original or certified true copy of the decision/resolution/order from client  d) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true

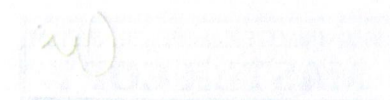




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						copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof  e) DMS
		2.6	Accepts the finalized draft, review and approve/sign the same	<i>If the Undersecretary for External, Legal and Legislative Affairs finds the finalized draft acceptable, he shall approve/sign it.</i>  <i>Otherwise, concerned Undersecretary shall return the same to LLLS for clarification/revision/modification. Afterwards, Agency Action Nos. 1.8 to 2.4 will be repeated.</i>	<i>Undersecretary for External, Legal and Legislative Affairs</i>	a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;  b) Finalized draft;  c) Original or certified true copy of the decision/resolution/order from client  d) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received

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						the original or certified true copy thereof  e) <b>DO No. 2022-749</b> entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials" and <b>Circular No. 2022-024</b> entitled "Delegation of Authority for Local Government (LG) Sector, Local Government Academy (LGA), National Commission on Muslim Filipino (NCMF), Philippine Commission on Women (PCW), and National Youth Commission (NYC" dated October 14, 2022.  f) DMS
			This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy			
		2.7	Accepts the routed signed draft	a) OD accepts the signed documents;  b) Route the same to LRALLD for release to CRS	OD, LLLS	a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;  b) Signed draft;  c) Original or certified true copy of the decision/ resolution/order from client





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						d) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/ resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof
						e) DMS
		2.8	LRALLD Tracking Officer receives the signed draft	a) Accepts the signed documents;  b) Route the same to the Releasing Officer	LRALLD Tracking Officer	a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;  b) Signed draft;  c) Original or certified true copy of the decision/ resolution/order  c) request for authority to implement from the Regional Office  d) DMS

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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		2.9	Releases the document to the Central Records Section.	<i>a) Accepts the signed document;</i> <i>b) Photocopy/scan copy of the signed document and retain copies thereof;</i> <i>c) Route the same to the CRS</i>	LRALLD Releasing Officer	<i>a) signed Memo for Regional Director;</i>  b)Original or certified true copy of the decision/resolution/order from client  c) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true copy of the decision/resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof  d) DMS
			<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p>			
		3.0	Receives the Memorandum directing the implementation of the decision/resolution/order with complete attachments from the Central Office	a) Performs the process of receiving the document and logs the same in the logbook  b) Forward received document to the Regional Director	Records Officer (Regional Office)/Office of the Regional Director staff	a) log book  b) DMS
		3.1	Receives the document and assign the same to the Regional Legal Officer	Assign and instruct the Regional Legal Officer to study and prepare the necessary Regional Memorandum for the	Regional Director	a) CO Memo for RD  b)Original or certified true copy of the decision/





No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
				implementation of the decision/ resolution/order		resolution/order from client  c)DMS
		3.2	Receives the Memorandum from the Central Office with attachments as well as the instruction from the RD	a) Receives the Memorandum from the Central Office with complete attachments  b) Logs the received documents in the Process Summary Log Sheet;  c) Checks the completeness of the stated enclosures. If found incomplete, inform the Central Office thru LLS;  If found complete, proceed with the preparation of draft addressed to respondent or Regional Director (RD)'s authorized representative (if respondent is not any of the aforementioned local government officials)	Regional Legal Officer	a) CO Memo for RD  b) Original or certified true copy of the decision/ resolution/order from client  c) DMS
		3.3	Receives and reviews the prepared draft of action	If RD finds the draft Regional Memorandum acceptable, he shall approve/sign the same. Otherwise, he shall return the same to the Legal Officer for clarification/ modification/revision.	Regional Director	a) Draft Regional Memorandum  b) Original or certified true copy of the decision/ resolution/order from client  c)DMS

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		3.4	Record the approved/signed action in the monitoring log sheet	a) Record the signed action in the monitoring log sheet and update DMS  b) Photocopy/scan the signed documents for filing;  c) Forward to Records Section for release of the signed document in accordance with the Regional Records Management. d) Retain copies of the released documents as well as its attachments in accordance with the Control of Retained Documented Information Procedure and Master list of Records.	Regional Legal Unit	a) signed action  b) Original or certified true copy of the decision/resolution/order from client  c) DMS
		3.5	Serves the original or certified true copy of the decision/resolution/order from client	Serves to respondent the Memorandum appending the original copy of the decision/resolution or order from client	Regional Director or authorized representative	a) signed action  b) Original or certified true copy of the decision/resolution/order from client
		3.6	Prepares Compliance Report indicating therein whether there was a full, partial or non-implementation	Prepares and submits Compliance Report to client indicating therein whether there was a full, partial or non-implementation including the necessary attachments	RD or authorized representative	Proof of receipt of respondent and other relevant documents
		3.7	Cause the release of Compliance Report to client	a) Record in the monitoring log sheet	RD or authorized representative	Signed Compliance Report and its attachments



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				b) Photocopy/scan the signed documents for filing;  c) Forward to Records Section for release of the signed Compliance Report.  d) Retain copies of the released CR as well as its attachments		
<b>End of Transaction</b>						

**Definition of Terms:**

- Request for Authority to Implement** - Memorandum or letter signed by the Regional Director requesting authority/clearance from the DILG Secretary to implement a decision/order/resolution from the Office of the Ombudsman, Sandiganbayan, COMELEC against the named respondent/s. In the aforesaid decision/order/resolution, the Regional Director was the one directed to implement the same against the respondent;
- Compliance report** - pro-forma document accomplished by the Regional Director or authorized representatives indicating therein whether there was a full, partial or non-implementation including the necessary attachments. The Compliance Report is submitted by the RD or his authorized representative directly to the client copy furnished the DILG Central Office.

Prepared By		Reviewed By		Approved By	
(sgd.) <b>MA. CECILIA A. CASTAÑOS</b>	(sgd.) <b>ATTY. CYNTHIA F. LAUREANO-PULIDO</b>	(sgd.) <b>ATTY. ROMEO P. BENITEZ</b>	(sgd.) <b>ASEC. ESTER A. ALDANA, CESO II</b>		
Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service/RO Deputy QMR	Overall DILG Deputy QMR		





**QUALITY  
OBJECTIVES (QO)**

OFFICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICE (RO)
QUALITY PROCEDURE TITLE	Implementation of Decisions/Orders/Resolution of the Ombudsman/Sandiganbayan/COMELEC

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"> <li>Implementation of Decisions/Orders/Resolutions of the Office of the Ombudsman/Sandiganbayan/COMELEC, etc.</li> </ul>	1. 70% of the decisions/resolutions/orders are prepared with draft request for authority/clearance and submitted to the Regional Director (RD) or his duly authorized signatory within 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order.	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed request for authority/clearance actually released by Regional Legal Unit to Regional Records Section for mailing to CO within the standard time.</p> <p>B - Total No. of signed request for authority/clearance actually received by Regional Legal Unit</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> <li>Implementation of Decisions/Orders/Resolutions of the Office of the Ombudsman/</li> </ul>	2. 70% of the signed request for authority/clearance are released to the Regional Records Section within one (1) working day from the date the Regional Legal Unit received	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed action to request for</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet





# **QUALITY OBJECTIVES (QO)**

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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)			
Sandiganbayan/ COMELEC, etc.	the signed request for authority/clearance		comment/review actually released by Regional Legal Unit to Regional Records Section for mailing to client within the standard time.  <b>B</b> - Total No. of signed action on request received from the Regional Director or his authorized signatory			
<ul style="list-style-type: none"> <li>Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.</li> </ul>	3. 80% of the received decisions/resolutions/orders are prepared with Implementation Orders and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 3WD from receipt of Decision/Order/Resolution by LRALLD Action Officer.	80%	$\frac{A}{B} \times 100$ <p>Where <b>A</b> is the total No. of Implementation Orders submitted to the HRO or his authorized signatory within the standard time'</p> <p><b>B</b> - Total No. of Decisions/Resolutions/ Orders received by LRALLD for implementation during the quarter.</p>	Quarterly	LRALLD Tracking Officer	Process Summary Log Sheet





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	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.</li> </ul>	4. 80% of the signed signed Implementation Orders received by LRALLD Releasing Officer are released to the Records Section within 1WD from the date LRALLD Tracking Officer received the signed Implementation Order	80%	$\frac{A}{B} \times 100$ <p>Where <b>A</b> is the total number of signed Implementation Orders actually released by LRALLD Releasing Officer to the Central Records Section for mailing to RO within the standard time.</p> <p><b>B</b> - Total No. of signed Implementation Orders actually received by LRALLD Tracking Officer .</p>	Quarterly	LRALLD Tracking Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> <li>Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.</li> </ul>	5. 70% of decision/order/ resolution are prepared with Compliance Report addressed to client within the standard time within 5WD from date of implementation or service of Decision/Order/Resolution.	80%	$\frac{A}{B} \times 100$ <p>Where <b>A</b> is the total number of Compliance Report prepared within the standard time.</p>	Quarterly	Regional Director or Authorized Officer	Process Summary Log Sheet



**QUALITY  
OBJECTIVES (QO)**

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)			
			<b>B</b> - Total No. of decision/resolution/order implemented/served			
<ul style="list-style-type: none"> <li>Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.</li> </ul>	6. 70% of the signed Compliance Report are released to client and CO within 5WD from the date the Compliance Report was signed.	80%	$\frac{A}{B} \times 100$  Where <b>A</b> is the Total No. of signed Compliance Report actually released to the Regional Records Section.  <b>B</b> - Total No. of signed Compliance Report.	Quarterly	Regional Director or Authorized Officer	Process Summary Log Sheet

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



**QUALITY MONITORING  
AND EVALUATION (QME)**

<b>BUREAU/SERVICE</b>	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICES
<b>PROCEDURE TITLE</b>	<b>IMPLEMENTATION OF DECISIONS/ORDERS/RESOLUTION OF THE OMBUDSMAN/SANDIGANBAYAN/COMELEC</b>
<b>OBJECTIVE STATEMENT</b>	<ol style="list-style-type: none"> <li>1. 70% of the decisions/resolutions/orders are prepared with draft request for authority/clearance and submitted to the Regional Director (RD) or his duly authorized signatory within 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order.</li> <li>2. 70% of the signed request for authority/clearance are released to the Regional Records Section within one (1) working day from the date the Regional Legal Unit received the signed request for authority/clearance</li> <li>3. 80% of the received decisions/resolutions/orders are prepared with Implementation Orders and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 3WD from receipt of Decision/Order/Resolution by LRALLD Action Officer</li> <li>4. 80% of the signed Implementation Orders received by LRALLD Releasing Officer are released to the Records Section within 1WD from the date LRALLD Tracking Officer received the signed Implementation Order <small>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.</small></li> <li>5. 70% of decision/order/resolution are prepared with Compliance Report addressed to client within the standard time within 5WDs from date of implementation or service of Decision/Order/Resolution <small>Always refer to the Documented Information Management System for the Controlled Copy.</small></li> <li>6. 70% of the signed Compliance Report are released to client and CO within 5WDs from the date the Compliance Report was signed</li> </ol>
<b>CURRENT PERIOD</b>	___ Quarter, 20__

INDICATORS		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
<b>Objective 1:</b> 70% of the decisions/resolutions/orders are prepared with draft request for authority/clearance and submitted to the Regional Director (RD) or his duly authorized signatory within 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order.						
A	Total number of draft request for authority/clearance submitted to the Regional Director (RD) or his duly authorized signatory within the standard time					



**QUALITY MONITORING  
AND EVALUATION (QME)**

INDICATORS			1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
B	Total No. of decision/resolution/order received by the Regional Legal Officer						
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						
<b>Objective 2:</b> 70% of the signed request for authority/clearance are released to the Regional Records Section within one (1) working day from the date the Regional Legal Unit received the signed request for authority/clearance.							
A	Total number of signed request for authority/clearance actually released by Regional Legal Unit to Regional Records Section for mailing to CO within the standard time.						
B	Total No. of signed request for authority/clearance actually received by Regional Legal Unit.						
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)**

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INDICATORS			1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
<b>Objective 3:</b> 80% of the received decisions/resolutions/orders are prepared with Implementation Orders and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 3WD from receipt of Decision/Order/Resolution by LRALLD Action Officer.							
A	Total No. of Implementation Orders submitted to the HRO or his authorized signatory within the standard time						
B	Total No. of Decisions/Resolutions/Orders received by LRALLD for implementation during the quarter						
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		This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy				
<b>Objective 4:</b> 80% of the signed Implementation Orders received by LRALLD Releasing Officer are released to the Records Section within 1WD from the date LRALLD Tracking Officer received the signed Implementation Order.							
A	Total number of signed Implementation Orders actually released by LRALLD Releasing Officer to the Central Records Section for mailing to RO within the standard time						
B	Total No. of signed Implementation Orders actually received by LRALLD Tracking Officer						
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						





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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INDICATORS			1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	TOTAL
<b>Objective 5:</b> 70% of decision/order/resolution are prepared with Compliance Report addressed to client within the standard time within 5WDs from date of implementation or service of Decision/Order/Resolution.							
A	Total number of Compliance Report prepared within the standard time						
B	Total number of decision/resolution/order implemented/served						
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						
<p>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the original copy.</p> <b>Objective 6:</b> 70% of the signed Compliance Report are released to client and CO within 5WDs from the date the Compliance Report was signed.							
A	Total No. of signed Compliance Report actually released to the Regional Records Section						
B	Total No. of signed Compliance Report						
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						



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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Prepared By	Reviewed By	Approved By
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1. 70% of the decisions/resolutions/orders are prepared with draft request for authority/clearance and submitted to the Regional Director (RD) or his duly authorized signatory within 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order.

2. 70% of the signed request for authority/clearance are released to the Regional Records Section within one (1) working day from the date the Regional Legal Unit received the signed request for authority/clearance

3. 80% of the received decisions/resolutions/orders are prepared with Implementation Orders and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 3WD from receipt of Decision/Order/Resolution by LRAALD Action Officer

4. 80% of the signed Implementation Orders received by LRAALD Releasing Officer are released to the Records Section within 1WD from the date LRAALD Tracking Officer received the signed Implementation Order.

5. 70% of the signed Implementation Orders received by LRAALD Releasing Officer are released to the client within the standard time within 3WD from date of implementation or service of Decision/Order/Resolution.

6. 70% of decision/order/resolution are prepared with Compliance Report addressed to client within the standard time within 3WD from date of implementation or service of Decision/Order/Resolution.

7. 70% of the signed Compliance Report are released to client and CO within 3WD from the date the Compliance Report was signed.

[illegible]

( Name Here )  
( Position Title Here )

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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 CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.							
QP-DILG-LLLS-RO-20	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.	06.15.21	01.03.23				
QO-QP-DILG-LLLS-RO-20	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc. Quality Objectives	06.15.21					
QME-QP-DILG-LLLS-RO-20	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc. Quality Monitoring and Evaluation	06.15.21					
FM-QP-DILG-LLLS-RO-20-01	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc. Process Summary Log Sheet	06.15.21					

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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-20 (Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.)							
Philippine Constitution	The 1987 Philippine Constitution of the Republic of the Philippines	2-Feb-87					
RA No. 7160	The Local Government Code of 1991	10-Oct-91					
Executive Order No. 292	The Revised Administrative Code of 1997	25-Jul-87					
Philippine Jurisprudence	Cases decided by the Supreme Court which are applicable to the document for review	Date of promulgation of the case					
RA No. 9184	Government Procurement Reform Act	22-Jul-02					
PD No 1445	State Audit Code of the Philippines	June 11 1978					
Constitutional Commissions (COMELEC, COA, CSC) Issuances	All issuances of the Constitutional Commissions of the Philippines, including Opinions/Memorandum Circulars, etc.	Date of issuance of the Document					
R.A. 6770	Ombudsman Act of 1989						
Executive Department Issuances	All issuances of the Executive Departments of the Philippines, including Opinions/Memorandum Circulars, etc.	Date of issuance of the Document					

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