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Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.

Scope:

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.

Description of Service:

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.

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) This document is UNC	Activities	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.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
	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		Legal Officer prepares request for authority to implement CONTROLLED when DOWNLOADED and/or PRIN ted Information Management System for the Con		 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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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/ Interfaces
		1.6	Record the approved/signed request for authority to implement in the monitoring log sheet This document is UN Always refer to the Docume	Otherwise, he shall return the same to the Legal Officer for clarification/modification/revision. Then, repeat Step Nos. 1.3 to 1.4. 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		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)	b) Route to the LLLS Central Tracking Officer		 a) Original or certified true copy of the decision, resolution/order from client b) Request for authority t implement from th Regional Office wit attached photocopy of the original or certified true



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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		 a) Route decision/resolution/order received to the Office of the Director, LLLS; b) Update DMS CONTROLLED when DOWNLOADED and/or PRINT ed Information Management System for the Cont 		 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
		1.9	Receive the original or certified true copy of the decision/resolution/order	a) Route the decision to LRALLD for appropriate action;	Director, LLLS	Regional Office received the original or certified true copy thereof c) DMS a) Original or certified true copy of the decision/ resolution/order from
			from client and route the	b) Update DMS		client



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
			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 UN	CONTROLLED when DOWNLOADED and/or PRIN	TED.	
				ted Information Management System for the Con	trolled Copy	c) DMS
		2.0	Receives the original or certified true copy of the decision/resolution/order from client and route the	a) Encode the request in the Process Summary Log Sheet (PSL);b) Indorses/routes the document to	Tracking officer (LRALLD)	a) Original or certified true copy of the decision/ resolution/order from client
			same to the Chief, LRALLD	the Chief, LRALLD for assignment;		b) Request for authority to
				c) Update DMS		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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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/ Interfaces
						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	 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
				CONTROLLED when DOWNLOADED and/or PRIN ted Information Management System for the Con		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
		2.2	Accept document thru DMS; Action Officer prepares initial draft of action.	 Action Officer checks the documents routed if: Attachments are original or certified true copies and the pages are complete; There exists any inconsistency 		 a) Original or certified true copy of the decision/ resolution/order from client b) Request for authority to implement from the Regional Office with
				(e.g. dispositive portion and the attached Indorsement);		Regional Office with attached photocopy of the original or certified true copy of the decision/



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/ Interfaces
				 Whether respondents are within the jurisdiction of the Department; Other similar issues. 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. If none, AO prepares a Memorandum for OD, 		resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof c) DMS d) Pertinent laws, rules and regulations, jurisprudence
			This document is UN Always refer to the Documer	Memorandum for Undersecretary for External, Legal and Legislative Affairs and Memorandum for the concerned Regional Director.	ED. rolled Copy	e) Department Order No. 2022-749 entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials" dated September 20, 2022 and Circular No. 2022-024 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.



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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	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.	Division Chief	a) Finalized draft; b) Original or certified true copy of the decision/ resolution/order from client
i en				Otherwise, he/she returns the same to the concerned AO for revision/correction; Update DMS. In case the Chief routed back the draft to the AO, AO shall accept the	Division Chief Concerned AO	c) Request for authority to implement from the Regional Office with attached photocopy of the original or certified true
			This document is UN Always refer to the Documer	same thru DMS, finalizes/revises/modifies the draft control of the countersigns and forward the same to DC; Update DMS	TED. trolled Copy	copy of the decision/ resolution/order, provided however, that there is manifestation that Regional Office received the original or certified true copy thereof
		2.4	Accepts the finalized draft, review and approve/sign the same	If the HRO finds the finalized draft acceptable, he shall approve/sign the Memo for the Undersecretary for External, Legal and Legislative	Director, LLLS	d) DMS a) Signed Memorandum for the Undersecretary for External, Legal and Legislative Affairs;
				Affairs. The signed document shall be returned to LRALLD for release to the Undersecretary for External, Legal and Legislative Affairs.Otherwise, HRO shall return the same to LRALLD for		 b) Finalized draft; c) Original or certified true copy of the decision/ resolution/order from client



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
				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
		2.5		 CONTROLLED when DOWNLOADED and/or PRIN ted Information Management System for the Con a) LRALLD Releasing Officer photocopies the signed document and all its attachments; b) Route to the Undersecretary for External, Legal and Legislative Affairs; c) Update DMS 	trolled Copy LRALLD Releasing	 e) DMS 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



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
					ن. ۲	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	If the Undersecretary for External, Legal and Legislative Affairs finds the finalized draft acceptable, he	Undersecretary for External, Legal and Legislative	a) Signed Memorandum for the Undersecretary for External, Legal and
			This document is UN Always refer to the Documer	shall approve/sign it. CONTROLLED when DOWNLOADED and/or PRIN to therwise Management System Cerned Undersecretary shall return the same to LLLS for clarification/revision/modification. Afterwards, Agency Action Nos. 1.8 to 2.4 will be repeated.	<i>Affairs</i> TED. trolled Copy	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



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/ Interfaces
						the original or certified true copy thereof e) DO No. 2022-749 entitled "Delineation of Functions, Roles and Responsibilities of DILG Key Officials" and Circular No. 2022-024 entitled "Delegation of Authority for Local Government (LG) Sector, Local Government
				CONTROLLED when DOWNLOADED and/or PRIN nted Information Management System for the Con		Academy (LGA), National Commission on Muslim Filipino (NCMF), Philippine Commission on Women (PCW), and National Youth Commission (NYC" dated October 14, 2022.
		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	f) DMS 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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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/ Unit/ Division	References/ Interfaces
						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
				CONTROLLED when DOWNLOADED and/or PRIN		e) DMS
		2.8	Always refer to the Documer LRALLD Tracking Officer receives the signed draft	ted Information Management System for the Con a) Accepts the signed documents; b) Route the same to the Releasing Officer	trolled Copy LRALLD Tracking Officer	
						c) Original or certified true copy of the decision/ resolution/order
						c) request for authority to implement from the Regional Officed) 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.	a) Accepts the signed document; b) Photocopy/scan copy of the signed document and retain copies thereof; c) Route the same to the CRS	LRALLD Releasing Officer	 a) signed Memo for Regional Director; b)Original or certified true copy of the decision/ resolution/order from client c) Request for authority to implement from the Regional Office with
				CONTROLLED when DOWNLOADED and/or PRIN nted Information Management System for the Con		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
		3.0	Receives the Memorandum directing the implementation of the decision/resolution/order with complete attachments	the document and logs the same in the logbook	Records Officer (Regional Office)/Office of the Regional Director staff	a) log book f b) DMS
		3.1	from the Central Office Receives the document and assign the same to the Regional Legal Officer	Assign and instruct the Regional		a) CO Memo for RD b)Original or certified true copy of the decision,



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No. Client Action (detailed steps)		NO		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 attachmentsb) Logs the received documents in the Process Summary Log Sheet;c) Checks the completeness of the	Regional Legal Officer	 a) CO Memo for RD b) Original or certified true copy of the decision/ resolution/order from client c) DMS 	
			This document is UN Always refer to the Docume	stated enclosures. If found incomplete, inform the Central office thru LLS ted filomation Management System for the Corr 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)	trolled Copy		
		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.		 a) Draft Regional Memorandum b) Original or certified true copy of the decision/ resolution/order from client c)DMS 	



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/Interfaces
		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 	Regional Legal Unit	 a) signed action b) Original or certified true copy of the decision/ resolution/order from client c) DMS
			This document is UN Always refer to the Docume	documents as well as its attachments in accordance with CONTROLLED when DOWNLOADED and/or PEN Control of Retained Documented ited mormation Management System for the Con Information Procedure and Master list of Records.	TED. trolled Copy	
		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		RD or authorized representative	Signed Compliance Report and its attachments



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No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In- Charge/ Position/Unit/ Division	References/ Interfaces			
				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					
	End of Transaction								

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.

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



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

		Key Performan	ce Indicato	rs (KPI)			Applicable
	Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Documents (Procedures) and Forms (Records), including applicable Legal Requirements
•	Implementation of Decisions/ Orders/	1. 70% of the decisions/ resolutions/orders are prepared with draft request for	70%	<u>A</u> x 100 B	Quarterly	Regional Legal Officer	Process Summary Log Sheet
	Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.	authority/clearance and submitted to the Regional Director (RD) or hisis duly authorized signatory rewithin 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order.	ocumented Inf	Where A is the total number of signed request Of or D authOrity/O clearance rectivally an agenete as each fobje 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	Controlled Copy		
•	Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/	 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%	<u>A</u> x 100 B Where A is the total number of signed action to request for	Quarterly	Regional Legal Officer	Process Summary Log Sheet



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	Key Performan	ce Indicato	rs (KPI)			Applicable
Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Documents (Procedures) and Forms (Records), including applicable Legal Requirements
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 - Total No. of signed action on request received from the Regional Director opration Maisgemenanthonized signatory			
Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.	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%	<u>A</u> x 100 B Where A is the 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.		LRALLD Tracking Officer	Process Summary Log Sheet



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Γ		Key Performan	ce Indicato	rs (KPI)			Applicable
	Function	Objective	Target	Indicator/Formula (if applicable)	Frequency of Monitoring Results	Responsible for Monitoring	Documents (Procedures) and Forms (Records), including applicable Legal Requirements
•	 Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc. 	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 This docum Always refer to the		<u>A</u> x 100 B Where A is the total number of signed Implementation Orders actually released by LRALLD Releasing Officer Contrate Central A Records Section for mailing to ROG within the standard time. B - Total No. of signed Implementation Orders actually received by LRALLD Tracking Officer.	Quarterly PRINTED. Controlled Copy	LRALLD Tracking Officer	Process Summary Log Sheet
	Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc.	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%	<u>A</u> x 100 B Where A is the total number of Compliance Report prepared within the standard time.	Quarterly	Regional Director or Authorized Officer	Process Summary Log Sheet



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	Key Performan	ce Indicato	rs (KPI)	Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
Function	Objective	Target	Indicator/Formula (if applicable)			
			B - Total No. of decision/resolution/order implemented/served			
 Implementation of Decisions/ Orders/ Resolutions of the Office of the Ombudsman/ Sandiganbayan/ COMELEC, etc. 	 70% of the signed Compliance Report are released to client and CO within 5WD from the date the Compliance Report was signed. This docume Always refer to the E 	80% nt is UNCONTF ocumented Inf	<u>A</u> x 100 B Where A is the Total No. of signed Compliance Report Cactually released to a the Regional Records Section. ^{the} B - Total No. of signed Compliance Report.	Quarterly PRINTED. Controlled Copy	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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT QUALITY MONITORING AND EVALUATION (QME)

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BUREAU/SERVICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICES
PROCEDURE TITLE	IMPLEMENTATION OF DECISIONS/ORDERS/RESOLUTION OF THE OMBUDSMAN/SANDIGANBAYAN/COMELEC
OBJECTIVE STATEMENT	 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% 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
	 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
	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 This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
	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
	 70% of the signed Compliance Report are released to client and CO within 5WDs from the date the Compliance Report was signed
CURRENT PERIOD	Quarter, 20
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INDICATORS	1 st Quarter	2 nd Quarter	3rd Quarter	4 th Quarter	TOTAL
Objective 1: 70% of the decisions/resolutions/orders ar (RD) or his duly authorized signatory within 4WD from re	re prepared with d eceipt of the Region	raft request for auth nal Legal Unit of the	nority/clearance an Decision/Resolutio	nd submitted to the on/Order.	Regional Director
A Total number of draft request for authority/clearance submitted to the Regional Director (RD) or his duly authorized signatory within the standard time					



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	INDICAT	ORS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
В	Total No. of decision/r by the Regional Legal Of	esolution/order received ficer	2				
С	Formula: <u>A</u> x 100 B	Target : 70%					
D	Gap Analysis: In case the your analysis why it is n	e objective is not met, put ot met					
Obje the l	ective 2: 70% of the signe Regional Legal Unit receiv	d request for authority/clea ed the signed request for au	arance are release 1thority/clearance.	d to the Regional Re	ecords Section with	in one (1) working	day from the date
A		a cittic.		when DOWNLOADED ar n Management System fr	1		
В		signed request for aally received by Regional					
C	Formula: <u>A</u> x 100 B	Target : 70%					
D	Gap Analysis: In case the your analysis why it is n	e objective is not met, put ot met					

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	INDICAT	TORS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quart	er	TOTAL
Obje (HRC	ective 3: 80% of the recei D) of LLLS or his authoriz	ved decisions/resolutions/o ed signatory within 3WD fro	orders are prepare om receipt of Decis	d with Implementat ion/Order/Resoluti	ion Orders and sub on by LRALLD Acti	omitted to the on Officer.	Highest Rar	ıking Officer
A		ation Orders submitted to ized signatory within the						
В		sions/Resolutions/Orders or implementation during						
С	Formula: <u>A</u> x 100 B	Target : 80%						
D	Gap Analysis: In case th your analysis why it is n	lot met		D when DOWNLOADED a on Management System f				
Obje date	ective 4: 80% of the sign LRALLD Tracking Office	ed Implementation Orders r r received the signed Implen	eceived by LRALL nentation Order.	D Releasing Officer	are released to the	Records Sect	ion within 1	WD from the
A		· · · · · · · · · · · · · · · · · · ·						
В	Total No. of signed actually received by LRA	Implementation Orders ALLD Tracking Officer						
С	Formula: <u>A</u> x 100 B	Target : 80%						
D	Gap Analysis: In case th your analysis why it is r	e objective is not met, put not met		O RE REPRODUCED	ANTHONY AUTION	TRATION		

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	INDICAT	ORS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Т	OTAL
Obje late	ective 5: 70% of decision, of implementation or ser	/order/resolution are prepa vice of Decision/Order/Res	ared with Complian olution.	ce Report addresse	d to client within th	ne standard time v	vithin 5W	Ds from
A	Total number of Compli within the standard time	iance Report prepared e						
В	Total number of decisio implemented/served	n/resolution/order						
С	Formula: <u>A</u> x 100 B	Target : 80%						
D	Gap Analysis: In case th your analysis why it is n	e objective is not met, put ot met						
Obje	e ctive 6: 70% of the signe	This docu ed Compliance ^A Report ^f are f	ment is UNCONTROLLE ยู่ใอลระเป็ ซอ่ ซไปอักชาลที่	D when DOWNLOADED drCOawithim 5500 Dom	and/or PRINTED. from the date the g	ompliance Report	was signe	ed.
A	Total No. of signed Com released to the Regiona	pliance Report actually l Records Section						
В	Total No. of signed Com	pliance Report						
С	Formula: <u>A</u> x 100 B	Target : 80%						
D	Gap Analysis: In case th your analysis why it is r	e objective is not met, put not met						



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DEFARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT Implementation of Decisions/Orders/Resolution of the Ombudsman/Sandiganbayan/COMELEC **Process Summary Logsheet**

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QUALITY OBJECTIVES

1.70% of the decision/resolution/orders are prepared with draft request for authority/clearance and submitted to the Negional Director (ILD) or his duly authorited signatory within 4WD from receipt of the Regional Legal Unit of the Decision/Resolution/Order. 1.79% of the decision/resolution/orders are prepared with draft request for authority/clearance and submitted to the Regional Director (BD) or his dualy subhorized signatory within 4VD Toms receipt of the Regional Legal Util of the Decision/Resolution/Order.
 2.70% of the signed request for authority/clearance are released to the Regional Regional Legal Util to the Decision/Resolution/Order.
 2.70% of the signed request for authority/clearance are released to the Regional Records Section within and (1) working day from the date the Regional Legal Util received the signed request for authority/clearance
 3. R0% of the regional Legal Util to the Regional Records Section within under the Regional Legal Util to the Regional Records Section within HVD Drum the data LUALLD Tracking Offerer received the Luance Legal Util to the Regional Records Section With the standard Util to the Regional Records Records Records Records Records Records Records

6.70% of the signed Compliance Report are released to client and CO within SWD from the date the Compliance Report was signed.

FREQUENCY OF MONITORING QUARTERLY

HALAT PER		quarter or			1.48	1000	Objective	1 Result	a a	Date	20	Objective 2 Result					Chijoctivo 2 Rostilt				Objective 2 Result				Objective 2 Result						Object			Objective 3 Result		DA		Objective 4 Result			Objective 4 Result		Objective 4		Objective 4 Result		-	hate of		Objective 5 Result				Date	0	Objective & R	teret
in. Daily LOCMS Ref. Its.	TO (Hume of Office/ Rectpice()	Pabjert	Date received by the Regional Records Officer	Date Received by the Regional Legal Officer	Date submitted to the RD or duly authorized dignatery	Number of Days Report	s4 WD (i=met)	a+WD (1-unmet)	Rannerlan (Indizate reason, if target is unmot)	by the Regional Legal Unit of the signed Request for Authority	Date inrwarded to the Regional Records Section	Number of Days Bapsed	s 1 WD (1-mol)	+ 1 WD (1=annest)	Remarks (Indicato reason, if target ta wamet)	Date Recetive d by LLLS	Data Received by LRALLD	Number of Days Elopsed	s 3 WD (1=met)	= 3 WD (Leunex et)	Romark s (lodices reason, Tr iftarges b stomet)	d by RALLD RALLD Officer to C	alls W LD Number asin af Day Elapse RS	a 1 WD (louged	> 1 WD (1-unm et)	findicat reason, if turget is unmeth	ntation wh larvice to an loopon to dent	Date sets CR what noticpi skied fla	niber al Days gaed (1-	WD = 8.9 met) (1=u et)	VD (indicat reason, if arget is somet)	Date CR was signed	was released N to the c citent g and CD	ar Days Repared (1)	S WD A S T (1m)	WD Remain utom (Indice target stime																					
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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	DOCUMENT TITLE	REVISION					
DOCUMENT CODE	DOCUMENT TITLE	00	01	02	03	04	05	
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QP-DILG-LLLS-RO-20	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc.	06.15.21	01.03.23					
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QME-QP-DILG-LLLS-RO-20	Implementation of Decisions/Orders/Resolutions of the Ombudsman, Sandiganbayan, COMELEC, etc. Quality Monitoring and Evaluation	06.15.21	2					
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Prepared By	
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CR DUCILLE DO 20 (Implement	tation of Decisions/Orders/Resolutions o	f the Ombuds	man, Sandiga	nbayan, COM	IELEC, etc.)		
	The 1987 Philippine Constitution of the Republic of the Philippines	2-Feb-87					
	The Local Government Code of 1991	10-0ct-91					
Executive Order No. 292	The Revised Administrative Code of 1997	25-Jul-87					
Executive of del Atol 272	Court which	Date of promulgtion of the case					
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