



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	1 of 6

21 Preparation of Position Papers/Comments on Congressional Measures

Scope:
This process starts from receipt of request for submission of position paper/comments on legislative measures from the Committee of the House of Representatives/Senate/PLLO up to submission/release of position paper to client.
Description of Service:
To define clearly the process in preparing position paper/comment on legislative measures involving the Department and its attached agencies.

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	Senate, House of Representatives or PLLO sends notice for committee hearing/request for submission of Department's position paper/comments	1.1	Receive the notice for committee hearing/request for submission of Department's position paper/comments	<p>a) Encode the details of the notice/request in the DMS;</p> <p>b) Forward the notice/request to the <i>Undersecretary for External, Legal and Legislative Affairs</i> and LLLS for preparation/consolidation of position paper/comments.</p>	Office of the Secretary	<p>a) Notice of Meeting/request for submission of position paper/comments</p> <p>b) DMS</p>
		1.2	Receive Notice of Meeting/Request for Position Paper and assign the same to LLLS.	<p>a) Receive in the DMS the Notice of Meeting/Request for Position Paper from OSEC and assign the same to LLLS;</p> <p>b) Assign the request for position paper/comments to concerned division for preparation of draft</p>	<p>Office of the <i>Undersecretary for External, Legal and Legislative Affairs</i></p> <p>LLLS Director/Regional Director</p>	<p>a) Notice of meeting/request for submission of position paper/comments</p> <p>b) DMS</p>



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	2 of 6

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				<p><i>position paper or indorsement to Regional Office;</i></p> <p>In case of division in CO, Division chief shall further assign the request to action officer.</p>	Division Chief	
		1.3	Receive the assigned request for position paper/comments and prepare comments/position paper on the measure/s	<p>a) Receive the assigned document in the DMS;</p> <p>b) In the case of Regional Offices, Regional Legal Officer prepares comments on the measure/s and thereafter, forwards the draft to the Assistant Regional Director;</p> <p>c) In the case of Division in CO, action officer drafts comments/position paper on the measure/s and thereafter, forwards the same to the Assistant Division Chief for initial review.</p> <p>*In the case of LRALLD, LLLS, action officer already incorporates in the draft comments/position paper previous comments/inputs submitted by other offices</p>	<p>Regional Legal Officer/Division Chief</p> <p>Regional Legal Officer</p> <p>CO Action Officer</p>	<p>a) Request for submission of position paper/comments</p> <p>b) DMS</p> <p>c) Pertinent laws, rules and regulations; issuances, jurisprudence, previous position paper or inputs submitted by other offices</p>
		1.4	Receive, review and approve/sign draft action	<p>a) In case of Regional Offices, if ARD finds the draft comments/position paper acceptable, he shall countersign the same and forward to RD.</p>	Assistant Regional Director	<p>a) Draft comments/position paper</p> <p>b) DMS</p>



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	3 of 6

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				<p>Otherwise, ARD shall return the same to the Legal Officer for clarification/modification/revision.</p> <p>If RD finds the draft comments/position paper acceptable, he shall approve/sign the same and thereafter forwards the signed draft to the RLO for release to CO.</p> <p>Otherwise, RD shall return the same to the Legal Officer for clarification/modification/revision. Then go back to step nos. 1.3 (b) and 1.4 (a)</p>	Regional Director	
				<p>b) In the case of Division in CO, if Assistant Division Chief finds the initial draft in order, he/she forwards the same to the Division Chief. Otherwise, he/she will route it back to the concerned AO for correction/revision/clarification.</p> <p>If Division Chief finds the finalized draft in order, he/she forwards the same to the Director. Otherwise, he/she returns the same to the concerned AO for revision/correction. Then, go back to step nos. 1.3 (c) and 1.4 (b)</p>	Assistant Division Chief Division Chief	



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	4 of 6

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				<i>If LLLS Director finds the finalized draft acceptable, he shall approve/sign the Memo for the Undersecretary for External, Legal and Legislative Affairs. The signed document shall be returned to the concerned Division for release to the Undersecretary for External, Legal and Legislative Affairs. Otherwise, LLLS Director shall return the same to LRALLD for clarification/revision/modification. Then, repeat Agency Action Nos.1.3 (c) to 1.4 (b).</i>	LLLS Director	
		1.5	Receive and record the approved comments/ position paper	<p>a) Photocopy/scan the signed document/s for filing;</p> <p>b) In the case of Regional Offices, forward to Records Section for release of the signed draft comments/position paper to CO.</p> <p>c) In the case of Division in the Central Office, release of the signed draft comments/position paper to the Undersecretary for External, Legal and Legislative Affairs.</p> <p>d) Retain copies of the released document as well as its attachments in accordance with Control of</p>	Regional Legal Unit/Division Releasing Officer	Signed comments/ position paper



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	5 of 6

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				Retained Documented Information Procedure and Master list of Records.		
		1.6	Accepts the finalized draft from the concerned Bureau/Service/Office, review and approve/sign the same	If the <i>Undersecretary for External, Legal and Legislative Affairs</i> finds the finalized draft acceptable, he shall signs the same. Otherwise, <i>Undersecretary for External, Legal and Legislative Affairs</i> shall return the same to LLLS for clarification/revision/modification. Afterwards, Agency Action Nos. 1.3 (c) to 1.5 will be repeated.	<i>Undersecretary for External, Legal and Legislative Affairs</i>	a) Signed Memo for <i>Undersecretary for External, Legal and Legislative Affairs</i> ; b) indorsed draft comments/position paper
		1.7	Accepts the routed signed comments/position paper	a) <i>OD</i> accepts the signed comments/position paper; b) Route the same to concerned Division for release to CRS	<i>OD, LLLS</i>	a) signed comments/position paper b) DMS
		1.8	Receives the signed comments/position paper signed by <i>Undersecretary for External, Legal and Legislative Affairs</i> ;	a) Accepts the signed comments/position paper ; b) Route the same to the Releasing Officer	<i>LLRALD Tracking Officer</i>	a) signed comments/position paper b) DMS
		1.9	Releases the document to the Central Records Section or concerned office within CO	a) Accepts the signed comments /position paper; b) Photocopy/scan copy of the signed comments/position paper and retain a copy thereof	Releasing Officer	a) signed comments/position paper b) DMS



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-LLLS-RO-21		
Rev. No.	Eff. Date	Page
01	01.03.23	6 of 6

No.	Client Action (detailed steps)	No.	Agency Action (detailed steps)	Activities	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
				c) Route the same to the CRS or concerned office within CO		
		2.0	Releases the document to client	Releases document to client	CRS	a) signed comments/position paper b) DMS
End of Transaction						

Definition of Terms:

- Position paper** - document containing the Department's official position on bills/resolutions pending in Congress. It also contains its comments/suggestions/observations on specific provisions of the bills/resolutions under consideration.

Prepared By		Reviewed By		Approved By
(sgd.)	(sgd.)	(sgd.)	(sgd.)	(sgd.)
KAREN B. PACQUING	ATTY. CYNTHIA F. LAUREANO-PULIDO	ATTY. ROMEO P. BENITEZ	ASEC. ESTER A. ALDANA, CESO II	
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	Preparation of Position Papers/Comments on Congressional Measures

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"> Preparation of position papers/ comments on Congressional measures 	1. 70% of the requests for position paper received are prepared with draft position paper and submitted to the Regional Director (RD) or his duly authorized signatory within 5WD from receipt of the Regional Legal Officer of the request for submission.	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of draft position paper submitted to the Assistant Regional Director (ARD) or his duly authorized signatory within the standard time.</p> <p>B - Total No. of requests for position paper received by the Regional Legal Officer.</p>	Quarterly	Regional Legal Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> Preparation of position papers/ comments on Congressional measures 	2. 70% of the signed position paper are released to the Regional Records Section within 1WD from the date Regional Legal Unit received the signed position paper.	70%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed position paper actually released by Regional Legal Unit to Regional Records Section</p>	Quarterly	Regional Legal 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)			
			for mailing to CO within the standard time B - Total No. of signed position paper received by Regional Legal Unit			
<ul style="list-style-type: none"> Preparation of position papers/ comments on Congressional measures 	3. 80% of the requests for position paper are prepared with draft and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 7WD from receipt of request for submission of position paper by LRALLD action officer.	80%	$\frac{A}{B} \times 100$ <p>Where A is the total No. of position paper submitted to the HRO or his authorized signatory within the standard time.</p> <p>B - Total No. of request for submission of position paper received by LRALLD during the quarter.</p>	Quarterly	LRALLD Tracking Officer	Process Summary Log Sheet
<ul style="list-style-type: none"> Preparation of position papers/ comments on Congressional measures 	4. 80% of the signed position paper were released to the Records Section for its release to client within 1WD from the date LRALLD Releasing Officer received the signed position paper.	80%	$\frac{A}{B} \times 100$ <p>Where A is the total number of signed position paper actually released by LRALLD Releasing Officer to the Central Records</p>	Quarterly	LRALLD Tracking 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)			
			Section for mailing to client within the standard time. B- Total No. of signed position paper received by LRALLD Tracking Officer.			

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

**QUALITY MONITORING
AND EVALUATION (QME)**

BUREAU/SERVICE	LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS), REGIONAL OFFICES
PROCEDURE TITLE	PREPARATION OF POSITION PAPERS/COMMENTS ON CONGRESSIONAL MEASURES
OBJECTIVE STATEMENT	<ol style="list-style-type: none"> 1. 70% of the requests for position paper received are prepared with draft position paper and submitted to the Regional Director (RD) or his duly authorized signatory within 5WD from receipt of the Regional Legal Officer of the request for submission. 2. 70% of the signed position paper are released to the Regional Records Section within 1WD from the date Regional Legal Unit received the signed position paper. 3. 80% of the requests for position paper are prepared with draft and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 7WD from receipt of request for submission of position paper by LRALLD action officer. 4. 80% of the signed position paper were released to the Records Section for its release to client within 1WD from the date LRALLD Releasing Officer received the signed position paper.
CURRENT PERIOD	___ Quarter, 20___ This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.

[Always refer to the Documented Information Management System for the Controlled Copy](#)

INDICATORS		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
Objective 1: 70% of the requests for position paper received are prepared with draft position paper and submitted to the Regional Director (RD) or his duly authorized signatory within 5WD from receipt of the Regional Legal Officer of the request for submission.						
A	Total number of draft position paper submitted to the Regional Director (RD) or his duly authorized signatory within the standard time					
B	Total No. of requests for position paper 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					

**QUALITY MONITORING
AND EVALUATION (QME)**

INDICATORS		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
Objective 2: 70% of the signed position paper are released to the Regional Records Section within 1WD from the date Regional Legal Unit received the signed position paper.						
A	Total number of signed request position paper actually released by Regional Legal Unit to Regional Records Section for mailing to CO within the standard time.					
B	Total No. of signed position paper 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 <small>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</small>					
Objective 3: 80% of the requests for position paper are prepared with draft and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 7WD from receipt of request for submission of position paper by LRALLD action officer.						
A	Total No. of position paper submitted to the HRO or his authorized signatory within the standard time					
B	Total No. of request for submission of position paper received by LRALLD 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					

**QUALITY MONITORING
AND EVALUATION (QME)**

INDICATORS		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL
Objective 4: 80% of the signed position paper were released to the Records Section for its release to client within 1WD from the date LRALLD Releasing Officer received the signed position paper						
A	Total number of signed position paper actually released by LRALLD Releasing Officer to the Central Records Section for mailing to client within the standard time					
B	Total No. of signed position paper 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					

This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
Always refer to the Documented Information Management System for the Controlled Copy

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

Prepared By		Reviewed By	Approved By
(sgd.) ERMINIA DE VERA	(sgd.) ATTY. CYNTHIA F. LAUREANO-PULIDO	(sgd.) ATTY. ROMEO P. BENITEZ	(sgd.) ASEC. ESTER A. ALDANA, CESO II
Process Owner	Division Chief/Next Higher Supervisor	Bureau/Service Deputy QMR	Overall Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Preparation of Position Papers/Comments on Congressional Measures RO Process Summary Logsheet

Document Code		
FM-QP-DILG-LLLS-RO-21-01A		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

QUALITY OBJECTIVES:

1. 70% of the requests for position paper received are prepared with draft position paper and submitted to the Regional Director (RD) or his duly authorized signatory within 5WD from receipt of the Regional Legal Officer of the request for submission.
2. 70% of the signed position paper are released to the Regional Records Section within 1WD from the date Regional Legal Unit received the signed position paper.

FREQUENCY OF MONITORING: QUARTERLY

CURRENT PERIOD: For the ___quarter of ____

No.	To (Name of the Recipient)	Subject	Date Received by the Regional Records Officer	Date Received by the Regional Legal Officer	Date submitted to the Regional Director (RD)	Objective 1 Result				Date Received by the Regional Legal Unit of the signed position paper	Date Forwarded to Regional Records Section	Objective 2 Result				NOTES
						Number of Days Elapsed	≤ 5WD (1=met)	≥ 5WD (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
1																
2																
3																
4																
5																
6																
7																
TOTAL:																
RESULT (%)						%=Total of H /Total of No. of Request x 100						%=Total of N /Total of No. of Request x 100				

This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
Always refer to the Documented Information Management System for the Controlled Copy

Prepared By
{ Name Here }
{ Position Title Here }

Reviewed By
{ Name Here }
{ Position Title Here }

Noted By
{ Name Here }
{ Position Title Here }

Prepared By
(sgd.)
ERMINIA DE VERA
Process Owner

Reviewed by
(sgd.)
ATTY. CYNTHIA F. LAUREANO-PULIDO
Division Chief /Next Higher Supervisor

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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Preparation of Position Papers/Comments on Congressional Measures CO Process Summary Logsheets

Document Code		
FM-QP-DILG-LLLS-RO-21-01B		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

QUALITY OBJECTIVES: 3. 80% of the requests for position paper are prepared with draft and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 7WD from receipt of request for submission of position paper by LRALLD action officer.
4. 80% of the signed position paper were released to the Records Section for its release to client within 1WD from the date LRALLD Releasing Officer received the signed position paper.

FREQUENCY OF MONITORING: QUARTERLY**CURRENT PERIOD:** For the ____ quarter of ____

No.	To (Name of the Recipient)	Subject	Date Received by LLLS	Date Request Received by LRALLD	Expected date of completion	Date Submitted to HRO or Duly Authorized Signatory	Objective 3 Result				Date Received by LRALLD Tracking Officer	Date Released by LRALLD Releasing Officer to CRS	Objective 4 Result				NOTES
							Number of Days Elapsed	≤ 7WD (1=met)	≥ 7WD (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
1																	
2																	
3																	
4																	
5																	
6																	
7																	
TOTAL:																	
RESULT (%)								%= Total of I / Total No. of Request I x 100						%= Total of O/ Total No. of Request x 100			

This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
Always refer to the Documented Information Management System for the Controlled Copy

Prepared By
{ Name Here }
{ Position Title Here }

Reviewed By
{ Name Here }
{ Position Title Here }

Noted By
{ Name Here }
{ Position Title Here }

Prepared By
(sgd.)
ERMINIA DE VERA
Process Owner

Reviewed by
(sgd.)
ATTY. CYNTHIA P. LAUREANO-PULIDO
Division Chief /Next Higher Supervisor

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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Preparation of Position Papers/Comments on Congressional Measures RO Process Summary Logsheet

Document Code		
FM-QP-DILG-LLLS-RO-21-01A		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

QUALITY OBJECTIVES:

- 70% of the requests for position paper received are prepared with draft position paper and submitted to the Regional Director (RD) or his duly authorized signatory within 5WD from receipt of the Regional Legal Officer of the request for submission.
- 70% of the signed position paper are released to the Regional Records Section within 1WD from the date Regional Legal Unit received the signed position paper.

FREQUENCY OF MONITORING: QUARTERLY

CURRENT PERIOD: For the ___ quarter of ____

No.	To (Name of the Recipient)	Subject	Date Received by the Regional Records Officer	Date Received by the Regional Legal Officer	Date submitted to the Regional Director (RD)	Objective 1 Result				Date Received by the Regional Legal Unit of the signed position paper	Date Forwarded to Regional Records Section	Objective 2 Result				NOTES
						Number of Days Elapsed	≤ 5WD (1=met)	≥ 5WD (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
1																
2																
3																
4																
5																
6																
7																
TOTAL:																
RESULT (%)							%= Total of H /Total of No. of Request x 100						%= Total of N /Total of No. of Request x 100			

This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
Always refer to the Documented Information Management System for the Controlled Copy

Prepared by
{ Name Here }
{ Position Title Here }

Noted by
{ Name Here }
{ Position Title Here }

Prepared by
(sgd.)
ERMINIA DE VERA
Process Owner

Reviewed by
(sgd.)
ATTY. CYNTHIA F. LAUREANO-PULIDO
Division Chief /Next Higher Supervisor

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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Preparation of Position Papers/Comments on Congressional Measures CO Process Summary Logsheet

Document Code		
FM-QP-DILG-LLS-RO-21-01B		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

QUALITY OBJECTIVES: 3. 80% of the requests for position paper are prepared with draft and submitted to the Highest Ranking Officer (HRO) of LLLS or his authorized signatory within 7WD from receipt of request for submission of position paper by LRALLD action officer.
4. 80% of the signed position paper were released to the Records Section for its release to client within 1WD from the date LRALLD Releasing Officer received the signed position paper.

FREQUENCY OF MONITORING: QUARTERLY**CURRENT PERIOD:** For the ___quarter of ____

No.	To (Name of the Recipient)	Subject	Date Received by LLLS	Date Request Received by LRALLD	Expected date of completion	Date Submitted to HRO or Duly Authorized Signatory	Objective 3 Result				Date Received by LRALLD Tracking Officer	Date Released by LRALLD Releasing Officer to CRS	Objective 4 Result				NOTES
							Number of Days Elapsed	≤ 7WD (1=met)	≥ 7WD (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
1																	
2																	
3																	
4																	
5																	
6																	
7																	
TOTAL:								% = Total of I / Total No. of Request x 100					% = Total of O/ Total No. of Request x 100				
RESULT (%)																	

This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.
Always refer to the Documented Information Management System for the Controlled Copy

Prepared By
(Name Here)
(Position Title Here)

Monitored By
(Name Here)
(Position Title Here)

Prepared By
(sgd.)
ERMINIA DE VERA
Process Owner

Reviewed By
(sgd.)
ATTY. CYNTHIA F. LAUREANO-PULIDO
Division Chief /Next Higher Supervisor

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



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

Document Code		
FM-SP-DILG-01A-02		
Rev. No.	Eff. Date	Page
00	06.15.21	1 of 1

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Preparation of Position Paper/Comments on Congressional Measures							
QP-DILG-LLLS-RO-21	Preparation of Position Paper/Comments on Congressional Measures	06.15.21	01.03.23				
QO-QP-DILG-LLLS-RO-21	Preparation of Position Paper/Comments on Congressional MeasuresQuality Objectives	06.15.21					
QME-QP-DILG-LLLS-RO-21	Preparation of Position Paper/Comments on Congressional Measures Quality Monitoring and Evaluation	06.15.21					
FM-QP-DILG-LLLS-RO-21-01A	Preparation of Position Paper/Comments on Congressional Measures RO Process Summary Log Sheet	06.15.21					
FM-QP-DILG-LLLS-RO-21-01B	Preparation of Position Paper/Comments on Congressional Measures CO Process Summary Log Sheet	06.15.21					

Prepared By
(sgd.) ROMAR B. PANGANIBAN
Central Document Controller

Noted By
(sgd.) ASEC. ESTER A. ALDANA, CESO II
Overall Deputy QMR

MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
QP-DILG-LLLS-RO-21 (Preparation of Position Paper/Comments on Congressional Measures)							
	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.						
	Always refer to the Documented Information Management System for the Controlled Copy						

Prepared By

(sgd.)
ROMAR B. PANGANIBAN

Central Document Controller

Noted By

(sgd.)
ASEC. ESTER A. ALDANA, CESO II

Overall Deputy QMR