



Republika ng Pilipinas KAGAWARAN NG INTERYOR AT PAMAHALAANG LOKAL Rehiyon 02

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan <u>http://region2.dilg.gov.ph</u>

lka-25 ng Marso 2025

ASEC. ESTER A. ALDANA, CESO II Tanggapan ng Kawaksing Kalihim para sa Pangangasiwa, Pananalapi, at *Comptrollership Overall Deputy Quality Management Representative* Kagawaran ng Interyor at Pamahalaang Lokal NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

Tawag Pansin:

ROMAR B. PANGANIBAN Pinuno ng Kalihiman ng QMS

KAGALANG-GALANG NA KAWAKSING KALIHIM:

Magalang naming isinusumite ang FY 2025 Management Review Input Report (MRIR) ng Ikalawang Rehiyon para sa inyong sanggunian.

Lubos na sumasainyo,

(sgd.)

AGNES A. DE LEON, CESO IV Panrehiyong Patnugot FAD/QMSSEC/IBS/GT//jdm. 9tm R02-FAD-2025-03-25-009



MANAGEMENT REVIEW MINUTES

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Date of Management Review: March 24, 2025 Venue: DILG R2 Conference Hall and ZOOM Platform

Present:

Management Review Team

- Top Management/Regional Director Agnes A. De Leon, CESO IV
- Regional QMR/Assistant Regional Director Elpidio A. Durwin, CESO IV
- Deputy QMR/OIC-Provincial Director DILG Batanes Imelda L. Aquino, CESE
- Deputy QMR/Provincial Director DILG Cagayan Marietta F. Abalus, CESE
- Deputy QMR/Provincial Director DILG Isabela Corazon D. Toribbio, CESO V
- Deputy QMR/Provincial Director DILG Nueva Vizcaya Catherine G. Allam-Miranda, CESE
- Deputy QMR/OIC-Provincial Director DILG Quirino Karen Joy C. Pablico-Castro, CESE
- Deputy QMR/Chief Administrative Officer Ive B. Saludez
- Deputy QMR/LGMED Chief Maybelle E. Anog
- Deputy QMR/LGCDD Chief Elsbeth T. Maralli
- Regional QMS Secretariat Head/Supervising Administrative Officer Gmelina T. Manaligod
- Regional QMS Secretariat Member/QMS Officer Joshua D. Masiddo
- Concurrent Regional QMS Secretariat Member/LGOO II Gian Carlo B. Narisma

Regional Focal Persons

- LGOO V Carmelle F. Gayagoy
- LGOO IV Emma Linacero-Babalo
- ATTY IV Sherick L. Saquing
- ATTY III Bryan Niño D. Soriano
- LA II Eldrin Gianne C. Bañez
- LGOO III Janro B. Narag
- LGOO V Kymverlie P. Mallo
- LGOO V Dyan Marie M. Tambis
- LGOO V Meynard Ventura
- ITO I Daniel L. Ramones
- NA Clark Ivan H. Zipagan
- DA Ma. Querima T. Acosta
- AO V Milcah I. Casibang
- AO V Paul M. Fiesta
- AO IV Jacelle Fae T. Yadan
- HRMO III Maria Luisa C. Dy
- HRMO II JA Peace U. Carodan
- AO III Eric Avery D. Callangan
- ADAS III Claudette A. Ballad
- AO III Jomar T. Arugay

Provincial Focal Persons

- LGOO VI/Program Manager Michael Angelo L. Benigno
- LGOO V James Daryll B. Liggayu
- LGOO II Armand Benjamin A. Cortes
- ADAS II / AC III Jan Rose M. Mangrubang
- ADAS II Nephtali P. Bartido
- ADA III Xyrene T. Dunuan
- ADA VI Jessica M. Palalay
- LGOO II Ronel Q Oandasan
- LGOO II Jeremiah B. Garcia
- LGOO II Michael Angelo M. Enfectana



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- ADA VI John Paul A. Omas
- LGOO II Christian Florald P. Morco
- ADAS II Jaye Carganillo Bautista
- ADA IV Ayesha Maica V. Labsang
- PEO II Bren Carlo C. Ugaddan
- ADA VI Sunshine M Narag
- LGOO II Deanna Kyra M. Francia
- LGOO II Ian Michael Pascual
- LGOO V Rhonalyn P. Maquinad-Casilla
- LGOO V Perry Alvin L. Barongan

Item	Agenda Item	Issues / Highlights of Discussion / Management Action and Decisions	Action Plan (What, Who, When to Do)
1 Status of Actions from Previous Management Review		The discussion of the agenda started through the presentation of Status of Actions from Previous Management Review held through Hybrid set-up (face-to-face and virtual) on March 22, 2024, as follows:	
		a. Non Conformity and Corrective Action Reports	
		1. Action Plan: Records Unit to comply with QP-15 CAR Action Plan- Activity 3	
		Status: Complied – Alignment Meeting of Regional and Provincial Offices with Central Office conducted on May 16, 2024 at DILG Regional Office 02 LGRRC Hall and ZOOM Platform	
		2. Action Plan: LGCDD to comply with QP-23 CAR Action Plan- Activity 2	
		Status: Complied – Ensured Harmonization of all Data in QMS Reports thru Consolidated Quality Monitoring and Evaluations (QMEs) and Masterlist of Retained Documented Information (MRDI)	
		3. Action Plan: LGCDD to comply with QP-23 OFIR Action Plan- Activity 2	
		Status: Complied – Prepared Memorandum to	



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2 Changes in external and internal issues that are relevant to the quality management system LGOO II Gian Carlo B. Narisma, presented the issues based on the SWOT analysis prevalent in DILG R2's Context Registry. 8 • CR-DILG-I-V-001 Competent, dedicated, diverse and service-oriented personnel • CR-DILG-I-P-001 Supportive and dedicated Top Management • CR-DILG-I-P-002 Adherence to quality management • CR-DILG-I-P-002			PO Process Owners re Duly Accomplished Documentary Requirements b. Opportunities for Improvement Reports 1. Action Plan: LGCDD to comply with QP-02 OFIR Action Plan- Activity 1 Status: Complied – Re- oriented Provincial Process Owners on the review of documentary requirements for requests for Authority to Purchase Vehicle via ZOOM Platform.	
system Weaknesses CR-DILG-I-K-001 Unfamiliarity With new issuances, requirements, procedures, processes, program CR-DILG-I-P-004 Overlapping activities, tasks, and	intern releva	al issues that are nt to the quality	<pre>presented the issues based on the SWOT analysis prevalent in DILG R2's Context Registry.</pre> Strengths CR-DILG-I-V-001 Competent, dedicated, diverse and service-oriented personnel CR-DILG-I-P-001 Supportive and dedicated Top Management CR-DILG-I-P-002 Adherence to quality management system CR-DILG-I-K-001 Unfamiliarity with new issuances, requirements, procedures, program CR-DILG-I-P-004 	



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objectives have been met Sheet (QMS-PSL) for January – December 2024 was presented with		objectives have been met					
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result, 655/655 Quality Objectives							



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conformity of products and services2024 for the 25 processes were presented/ discussed.All DILG R2 Processes achieved all of their quality objective FY 2024 OP-01 - Processing of BODEA for Fund Allocation by DEMLGMED: • Q0 1 - 118/118 (100.00%)BATANES • Q0 1 - NPYCAGAYAN • Q0 1 - 42/46 (91.30%)ISABELA • Q0 1 - 45/45 (100.00%)NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%)QURINO • Q0 1 - 10/10 (100.00%)QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor VehiclesLGCDD: • Q0 1 - 111/111 (100.00%)	5 Process performance and	The process porf	ormance for I	FV	
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All DILG R2 Processes achieved all of their quality objective FY 2024 $\begin{array}{c} \mathbf{QP-01-Processing of BODBA for} \\ \mathbf{Fund Allocation by DBM} \\ \mathbf{LGMED:} \\ \bullet Q0 1 - 118/118 (100.00%) \\ \mathbf{BATANES} \\ \bullet Q0 1 - NPY \\ \mathbf{CAGAYAN} \\ \bullet Q0 1 - 42/46 (91.30%) \\ \mathbf{ISABELA} \\ \bullet Q0 1 - 45/45 (100.00%) \\ \mathbf{NUEVA VIZCAYA} \\ \bullet Q0 1 - 7/7 (100.00%) \\ \mathbf{QURINO} \\ \bullet Q0 1 - 10/10 (100.00%) \\ \mathbf{QP-02 - Issuance of Department} \\ \mathbf{Authority to LGUs for the} \\ \mathbf{purchase of Motor Vehicles} \\ \mathbf{LGCDD:} \\ \bullet Q0 1 - 111/111 (100.00%) \end{array}$				C	
their quality objective FY 2024 QP-01 - Processing of BODBA for Fund Allocation by DBM LGMED: • Q0 1 - 118/118 (100.00%) BATANES • Q0 1 - NPY CAGAYAN • Q0 1 - 42/46 (91.30%) ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)	Services	presented/ discu	sseu.		
their quality objective FY 2024 QP-01 - Processing of BODBA for Fund Allocation by DBM LGMED: • Q0 1 - 118/118 (100.00%) BATANES • Q0 1 - NPY CAGAYAN • Q0 1 - 42/46 (91.30%) ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)			1.1	1 11 6	
QP-01 - Processing of BODBA for Fund Allocation by DBM LGMED: • Q01 - 118/118 (100.00%) BATANES • Q01 - NPY CAGAYAN • Q01 - 42/46 (91.30%) ISABELA • Q01 - 45/45 (100.00%) NUEVA VIZCAYA • Q01 - 7/7 (100.00%) QURINO • Q01 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q01 - 111/111 (100.00%)					
Fund Allocation by DBM LGMED: • Q0 1 - 118/118 (100.00%) BATANES • Q0 1 - NPY CAGAYAN • Q0 1 - 42/46 (91.30%) ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)		their quality obje	ctive FY 2024	4	
Fund Allocation by DBM LGMED: • Q0 1 - 118/118 (100.00%) BATANES • Q0 1 - NPY CAGAYAN • Q0 1 - 42/46 (91.30%) ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)		OP 01 Process	ing of PODP	A for	
 Q0 1 - 118/118 (100.00%) BATANES Q0 1 - NPY CAGAYAN Q0 1 - 42/46 (91.30%) ISABELA Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 				<u>A 101</u>	
 Q0 1 - 118/118 (100.00%) BATANES Q0 1 - NPY CAGAYAN Q0 1 - 42/46 (91.30%) ISABELA Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 		LGMED:			
 Q0 1 - NPY CAGAYAN Q0 1 - 42/46 (91.30%) ISABELA Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 			18/118 (100	0.00%)	
CAGAYAN • Q0 1 - 42/46 (91.30%) ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)			DV		
 Q0 1 - 42/46 (91.30%) ISABELA Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 		• QUI-N	PI		
ISABELA • Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)					
 Q0 1 - 45/45 (100.00%) NUEVA VIZCAYA Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 		• Q01-4	2/46 (91.30%	6)	
NUEVA VIZCAYA • Q0 1 - 7/7 (100.00%) QURINO • Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)		ISABELA			
 Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 		• Q01-4	5/45 (100.00	%)	
 Q0 1 - 7/7 (100.00%) QURINO Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 		NUEVA VIZCAVA			
 Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%))	
 Q0 1 - 10/10 (100.00%) QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: Q0 1 - 111/111 (100.00%) 					
QP-02 - Issuance of Department Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q01 - 111/111 (100.00%)					
Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)		• Q01-1	0/10 (100.00	%)	
Authority to LGUs for the purchase of Motor Vehicles LGCDD: • Q0 1 - 111/111 (100.00%)		QP-02 - Issuance	e of Departm	ient	
purchase of Motor Vehicles LGCDD: • QO 1 - 111/111 (100.00%)			-		
• QO 1 - 111/111 (100.00%)		-			
• QO 1 - 111/111 (100.00%)					
BATANES			11/111 (100	.00%)	
		BATANES			
• Q0 1 - NPY			РҮ		
CAGAYAN		CACAVAN			
• Q0 1 – 33/33 (100.00%)					1



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	ISABELA • QO- 38/38 (100,00%)	
I	NUEVA VIZCAYA • QO 1 – 35/35 (100.00%)	
	QUIRINO • QO 1 – 5/5 (100.00%)	
1	QP-03 - Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
]	LGCDD: • QO 1 - 393/397 (98.99%)	
	BATANES • QO 1 – 4/4 (100.00%)	
	CAGAYAN • QO 1 – 246/246 (100.00%)	
Ţ	ISABELA • QO- 78/78 (100,00%)	
I	NUEVA VIZCAYA • QO 1 – 9/9 (100.00%)	
	QUIRINO • QO 1 – 73/73 (100.00%)	
	LGOO V Atty. Kymverlie P. Mallo remarked that the FTA Online System shall be effective March 17, 2025 onwards.	
	QP-04: Issuance of Full Disclosure Policy (FDP) Compliance Certificate	
	LGMED	
	• QO 1 - NPY	
	BATANES • QO 1 – NPY	
	CAGAYAN • QO 1 –NPY	
	ISABELA • QO 1- NPY	
	NUEVA VIZCAYA	



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P	
	• QO 1 – NPY
	QUIRINO
	• QO 1 – NPY
	QP-05: Issuance of Department
	Authorization to Utilize
	Additional Confidential Funds of
	LGUs
	LGMED
	• QO 1 - NPY
	BATANES
	• QO 1 – NPY
	CAGAYAN
	• QO 1 – NPY
	ISABELA
	• QO 1 - NPY
	NUEVA VIZCAYA
	• QO 1 – NPY
	QUIRINO
	• QO 1 - NPY
	QP-06: Issuance of Certificate for
	Service Rendered by
	Local/Barangay Official for
	Application for CSC Eligibility
	LGMED
	• Q01 - 118/118 (100.00%)
	BATANES
	• Q0 1 - NPY
	• Q0 1 - 1/1 (100.00%)
	ISABELA
	• QO-NPY
	NUEVA VIZCAYA
	• Q0 1 - 20/20 (100.00%)
	QUIRINO
	• Q0 1 - 51/51 (100.00%)
	QP-07: Issuance of Certificate of
	Incumbency of Local Officials
	LGMED



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• Q0 1 - 419/419 (100.00%)	
• QO 1 – NPY	
CAGAYAN • Q0 1 - 3/3 (100.00%)	
ISABELA • QO 1 - NPY	
NUEVA VIZCAYA • Q0 1 - 203/203 (100.00%)	
QUIRINO • Q0 1 - 225/225 (100.00%)	
QP-08: Recruitment, Selection and	
Promotion (RSP) for 1st and 2nd Level Personnel	
FAD QO 1 - 9/9 (100.00%) QO 2 - 14/14 (100.00%) QO 3 - 8/8 (100.00%)	
QP-09: Learning and Development	
 FAD QO 1 - DL: October 31, 2024/Submitted: October 30, 2024 (Ahead of Time) QO 2 - 9/9 (100.00%) QO 3 - 17/17 (100.00%) QO 4 - 17/17 (100.00%) 	
QP-10: Procurement, Inspections, Acceptance and Issuance of Goods and Services	
FAD	
Conduct of Alternative Mode of Procurement	
 QO 1 - 100.00% QO 2 - No Incidence 	
Conduct of Public Bidding	
 QO 1 - 6/6 (100.00%) QO 2 - Zero Receipt of Notice 	
Inspection, Acceptance, and	



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Issuance of Supplies, Materials, Equipment (SME)
 Q0 1 - 212/212 (100.00%) Q0 2 - 202/202 (100.00%)
QP-11: Evaluation of Supplier/ Service Provider's Performance
FAD • QO 1 - 178/178 (100.00%)
QP-12: Provision of Vehicular Support Service
FAD • Q0 1 - 126/126 (100.00%)
QP-13: Maintenance of Vehicles
FAD • QO 1 - 40/40 (100.00%)
QP-14: Management of Facilities
FAD QO 1 - 114/114 (100.00%) QO 2 - 61/61 (100.00%)
QP-15: Records Management
FAD
 Q0 1 - 19,356/19,356 (100.00%) Q0 2 - 8/8 (100.00%) Q0 3 - Target Date: May 10, 2024/Date Conducted: May 09, 2024 (Ahead of Time) Q0 4 - NPY
BATANES • Q0 1 - 4,254/4,254 (100.00%) • Q0 2 - 1/1 (100.00%)
CAGAYAN • Q0 1 - 25, 487/25, 487 (100.00%) • Q0 2 - 57/57 (100.00%)
ISABELA • Q0 1 - 52,906/52,906 (100.00%) • Q0 2 - 3/3 (100.00%)
NUEVA VIZCAYA • Q0 1 – 26,190/26,190



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Г Т	(400,000/)
	(100.00%) • QO 2 - NPY
	• Q02-M1
	QUIRINO
	• Q0 1 - 7,840/7,840
	(100.00%)
	• QO 2 – NPY
	OD 46 December of December 6
	QP-16: Processing and Payment of Claims
	Clamis
	FAD
	Q0 1 - 4,264/4,264
	(100.00%)
	• Q0 2 - 728/728 (100.00%)
	BATANES
	• Q0 1 - 606/606 (100.00%)
	• Q0 2 - 606/606 (100.00%)
	CACAVAN
	• Q0 1 - 1,337/1,337
	(100.00%)
	• Q0 2 - 1,356/1,356
	(100.00%)
	ISABELA
	 QO 1 - 795/795 (100.00%) QO 2 - 795/795 (100.00%)
	• 002-7937793 (100.0070)
	NUEVA VIZCAYA
	• Q0 1 - 458/458 (100.00%)
	• Q0 2 - 410/410 (100.00%)
	QUIRINO
	 Q0 1 - 655/655 (100.00%) Q0 2 - 320/320 (100.00%)
	ACC III Paul M. Fiesta clarified that
	Quality Objective 1's Target Date is 6
	working days, effective September
	2024.
	QP-17: Provision of Preventive
	Maintenance and Technical
	Assistance on Information and
	Communications Technology
	(ICT) Resources
	ORD
	 QO 1 - 1,084/1,084 (100.00%)
	● Q0 3 - 3/3 (100.00%)
	QP-18: Rendition of Legal Opinion



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h
ORD QO 1 - 44/46 (95.65%) QO 2 - 46/46 (100.00%)
QP-19: Document Review and
Provision of Comments/
Recommendations
ORD
• Q0 1 - 86/86 (100.00%)
OD 20. Implementation of
QP-20: Implementation of Ombudsman, Sandiganbayan,
COMELEC
Decision/Orders/Resolution
ORD
 QO 1 - NPY QO 2 - NPY
• Q0 5 - 9/9 (100.00%)
• Q0 6 - 9/9 (100.00%)
QP-21: Preparation of Position
Paper/Comments on Congressional Measures
Congressional measures
ORD
• QO 1 - NPY
• Q0 2 - NPY
• QO 3 - NPY
• QO 4 - NPY
QP-22: Provision of Public
Assistance and Complaints
Handling
ORD
 Q0 1 - 92/98 (93.87.00%) Q0 2 - 98/98 (100.00%)
• (0 2 - 90/90 (100.0070)
BATANES
• Q0 1 - NPY
• QO 2 – NPY
CAGAYAN
• QO 1 – NPY
• QO 2 – NPY
ISABELA
• Q01-130/130 (100.00%) • 002-130/130 (100.00%)
• Q0 2 - 130/130 (100.00%)
NUEVA VIZCAYA
• Q0 1 - NPY
• QO 2 – NPY
QUIRINO



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• Q0 1 - NPY
• QO 2 – NPY
OD 22. Drawisian of Taskaisal
QP-23: Provision of Technical Assistance
Assistance
LGCDD, LGMED, ORD
• Q0 1 - 30/30 (100.00%)
Q0 2 - 13/13 (100.00%)
• Q0 3 - 15/15 (100.00%)
BATANES
QO 2 – NPY
CAGAYAN
• Q0 2 - 2/2 (100.00%)
ISABELA $0.02 - 14/14 (100.00%)$
• Q0 2 - 14/14 (100.00%)
NUEVA VIZCAYA
• Q0 2 - 7/7 (100.00%)
• 002 = 777 (100.0070)
QUIRINO
• Q0 2 - 6/6 (100.00%)
QP-43: Determination of Winners
for the Lupong Tagapamayapa
Incentives Awards (LTIA)
LGMED
• 001 2/2(100.00%)
 QO 1 - 3/3 (100.00%) QO 2 - 3/3 (100.00%)
• $Q02-3/3(100.00\%)$
BATANES
● Q01-1/1 (100.00%)
CAGAYAN
• Q0 1 - 3/3 (100.00%)
ISABELA
• Q0 1 - 3/3 (100.00%)
NUEVA VIZCAYA
• Q0 1 - 1/1 (100.00%)
OUIDINO
QUIRINO • QO 1 – 2/2 (100.00%)
• QUI-2/2 (100.0070)
QP-44: Seal of Good Local
Governance (SGLG) Assessment
LGMED



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	• Q0 1 - 9/9 (100.00%)	
	BATANES QO 1 - 6/6 (100.00%)	
	CAGAYAN • Q0 1 - 28/28 (100.00%)	
	ISABELA • QO 1 – 34/34 (100.00%)	
	NUEVA VIZCAYA • Q0 1 – 15/15 (100.00%)	
	QUIRINO • Q0 1 - 6/6 (100.00%)	
6 Nonconformities and Corrective Actions	The Following CARs were presented	All Concerned to comply with their action plans.
	QP-01 - Processing of Barangay Officials Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)	
	FINDING: ➤ Lapses in the process implementation were noted due to the absence of the April 2024 PSL	
	IMMEDIATE ACTION PLAN:➤Regular Updating of the PSL	
	PLANNED CORRECTIVE ACTION → Ensure that all pertinent documents in the process implementation are duly prepared, approved, and are available as reference during activities such as the assessment	
	QP-01 - Processing of Barangay Officials Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)	
	FINDING: ➤ QME of LGMED and QPSL of DILG Cagayan for April 2024 is outdated. Version used is 06.01.023 instead of 04.01.024	
	IMMEDIATE ACTION PLAN:	



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 Transfer the QME report using the updated QMS Form immediately Maintain Masterlist and documented information in the Central Location with the correct document code 	
 PLANNED CORRECTIVE ACTION ➢ Notify and ensure that all process owners are using the updated QMS forms ➢ Process owners to check regularly the use of updated QMS forms 	
QP-03- Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
FINDING: ➤ There was a lapse in the submission of QME for the months of May and August 2024	
IMMEDIATE ACTION PLAN: ➤ Ensure scanning and uploading of all necessary document before assessment proper	
PLANNED CORRECTIVE ACTION → Maintain a Google Drive of Scanned Documents Regularly	
QP-05- Issuance of Department Authorization to utilize Confidential Fund of LGUs	
FINDING: Transfer the QME report using the updated QMS form immediately	
 IMMEDIATE ACTION PLAN: ➢ Constant follow up on the CSS Feedback Form of requesting clients 	
 ▶ To regularly check and update the submitted and acted requests 	
QP-07- Issuance of Certificate of Incumbency of Local Officials	



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7	Monitoring and	monito transact by th transact Governo July 202 IMMEDIATE AC ➤ Regular U ➤ Regular U ➤ Notify a process the upda ➤ Process regularl updated RD Agnes A. De Lee directed all concer with their action p	ction as evidenced the non-reported tion of Provincial or of Quirino in the 24 PSL TION PLAN: Updating of the PSL RECTIVE ACTION nd ensure that all owners are using ated QMS Forms Owners to check y the use of I QMS Form on, CESO IV ned to comply lans	
	measurement results	FY 2024 we	re presented	
		Office Regional Director	Numerical Rating 4.65582	
		Assistant Regional Director	4.65550	
		DILG Batanes		
			4.98472	
		Provincial Support Operation	4.97750	
		Cluster Operation	4.98491	
		DILG Quirino		
		OPCR	4.99416	
		Provincial Support Operation	4.98130	
		Cluster Operation	4.99487	
		DILG Nueva Vizcay	ra	
		OPCR	4.97522	
		Provincial Support Operation	4.97546	
		Cluster	4.97398	



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OPCR 4.92951 Provincial Support Operation 4.91920 Northern Cluster Operation 4.92591 Operation 4.92591 Operation 4.92591 DILG Isabela DILG Isabela Dilgent 4.94937 Operation 4.949676 Cluster 2 4.97665 Olical Government Capability Development Division DPCR 4.939515 Local Government Monitoring and Evaluation Division DPCR 4.96176 Rating 4.96176			Operation		
Image: Constraint of the second se			DU C Casavan		
Image: Support of the system of the syste				4 9 2 9 5 1	
Image: Support 4.92697 Operation Support 0.9peration Northern Cluster Operation DILG Isabela DECR 4.93969 Provincial Support 0.94937 Operation Operation Cluster 1 Operation Cluster 1 Operation Cluster 2 Operation Cluster 3 Operation PPCR Average IPCR Average IPCR </td <td></td> <td></td> <td></td> <td>1.72,751</td> <td></td>				1.72,751	
Image: Cluster of Operation 4.91920 DILG Isabela Image: Cluster of Cluster of Cluster of Operation of Cluster 1 of Operation of Cluster 2 of Operation of Cluster 2 of Operation of Cluster 3 of Operation of Operation of Cluster 3 of Cluster 3 of Operation of Cluster 3 of Operation of Cluster 3 of Operation of Cluster 3 of the QMS Assessment FY 2024. Image: Cluster 3 of Operation of Cluster 3 of the QMS Assessment FY 2024.				4.92697	
Operation 4.91920 Northern Cluster Operation 4.92591 DILG Isabela					
Operation 4.91920 Northern Cluster Cluster 4.92591 DILG Isabela			Souther Cluster	101000	
Cluster 4.92591 Operation 4.92591 DILG Isabela OPCR Provincial 4.93369 Provincial 4.94937 Operation 4.98676 Cluster 1 4.94676 Cluster 2 4.97665 Operation 4.98568 Prinance and Administrative Division DPCR DPCR 4.93990 Average IPCR 4.71366 Rating 4.96588 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR 4.65628 Average IPCR 4.56628 QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.				4.91920	
Cluster 4.92591 Operation 4.92591 DILG Isabela OPCR Provincial 4.933969 Provincial 4.94937 Operation 4.94937 Operation 4.94937 Operation 4.94937 Operation 4.94937 Operation 4.98676 Cluster 1 4.94937 Operation 4.98676 Cluster 2 4.97665 Operation 4.98568 Prinance and Administrative Division DPCR 4.93990 Average IPCR 4.71366 Rating 4.93515 Local Government Capability Development Division DPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR Verage IPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR Meverage IPCR 4.56628 Office of the Regional Director DPCR Average IPCR 4.56628 Average IPCR 4.56628			Northern		
Operation DILG Isabela DPCR 4.939369 Provincial Support Operation 4.94937 Operation Guster 1 Operation 4.94937 Operation Guster 1 Operation 4.98676 Cluster 1 4.98676 Operation 4.97665 Cluster 3 4.98568 Finance and Administrative Division DPCR 4.93990 Average IPCR 4.71366 Local Government Capability Development Division DPCR 4.98515 Local Government Monitoring and Evaluation Division DPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR 4.65582 Average IPCR 4.56628 Office of the Regional Director DPCR 4.655822 Average IPCR 4.56628 Merage IPCR 4.56228 Average IPCR 4.56228				4 92 591	
B QMS ASSESSMENT RESULTS B QMS ASSESSMENT RESULTS SA ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
ØPCR 4.93969 Provincial Support Support 4.94937 Operation Cluster 1 Operation 4.98676 Cluster 1 4.98676 Operation 4.97665 Cluster 3 4.98568 Operation 4.98568 Operation 4.98568 Operation 4.98568 Operation 4.98568 DPCR 4.93990 Average IPCR 4.71366 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR Office of the Regional Director DPCR OPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 Rating stock of the Oldowing results of the QMS Assessment FY 2024.			L		
ØPCR 4.93969 Provincial Support Support 4.94937 Operation Cluster 1 Operation 4.98676 Cluster 1 4.98676 Operation 4.97665 Cluster 3 4.98568 Operation 4.98568 Operation 4.98568 Operation 4.98568 Operation 4.98568 DPCR 4.93990 Average IPCR 4.71366 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR Office of the Regional Director DPCR OPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 Rating stock of the Oldowing results of the QMS Assessment FY 2024.					
Provincial Support4.94937 OperationOperation4.94937 OperationCluster 1 Operation4.98676Cluster 2 Operation4.97665Cluster 3 Operation4.98568Finance and Administrative Division DPCR4.93990Average IPCR Rating4.93990Average IPCR Rating4.98958Development Division DPCR4.98958Average IPCR Rating4.93515Local Government Monitoring and Evaluation DivisionDPCR Average IPCR Rating4.96176Office of the Regional Director DPCR Average IPCR A.56628Office of the Regional Director DPCR Average IPCR A.56628ØMS ASSESSMENT RESULTSSAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.			DILG Isabela		
Provincial Support4.94937 OperationOperation4.94937 OperationCluster 1 Operation4.98676Cluster 2 Operation4.97665Cluster 3 Operation4.98568Finance and Administrative Division DPCR4.93990Average IPCR Rating4.93990Average IPCR Rating4.98958Development Division DPCR4.98958Average IPCR Rating4.93515Local Government Monitoring and Evaluation DivisionDPCR Average IPCR Rating4.96176Office of the Regional Director DPCR Average IPCR A.56628Office of the Regional Director DPCR Average IPCR A.56628ØMS ASSESSMENT RESULTSSAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
8 QMS ASSESSMENT RESULTS 8 QMS ASSESSMENT RESULTS			the second se	4.93969	
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Øperation 4.98676 Cluster 2 4.97665 Operation 4.98568 Finance and Administrative Division DPCR 4.93990 Average IPCR 4.71366 Rating 4.71366 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Bottom DPCR 4.65582 Average IPCR 4.96176 Rating 4.56623					
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Øperation 4.97665 Cluster 3 0peration Queration 4.98568 Finance and Administrative Division DPCR 4.93990 Average IPCR 4.93990 Average IPCR 4.71366 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR 4.56628 Average IPCR 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
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Øperation 4.98568 Finance and Administrative Division DPCR 4.93990 Average IPCR 4.71366 Rating 4.71366 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628			Operation		
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B QMS ASSESSMENT RESULTS S QMS ASSESSMENT RESULTS			Operation	4.98508	
B QMS ASSESSMENT RESULTS S QMS ASSESSMENT RESULTS					
Average IPCR Rating 4.71366 Local Government Capability Development Division DPCR DPCR 4.98958 Average IPCR Rating 4.93515 Local Government Monitoring and Evaluation Division DPCR DPCR 4.97407 Average IPCR Rating 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR Rating 4.56628 Image IPCR 4.56628 Image IPCR 4.56628					
Rating 4.71300 Local Government Capability Development Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.				4.93990	
Image: Second system of the QMS Assessment Results of the QMS Assessment FY 2024. Local Government Capability Development Division Image: DPCR 4.98958 Average IPCR 4.93515 Image: DPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR Image: DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR Image: DPCR 4.65582 Average IPCR 4.56628				4.71366	
Bevelopment Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.			Rating		
Bevelopment Division DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Rating 4.96176 Office of the Regional Director DPCR DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.			Local Government	Capability	
Barbon Control DPCR 4.98958 Average IPCR 4.93515 Local Government Monitoring and Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director Office of the Regional Director DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
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Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 Satistical Stress SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.			Rating	4.75515	
Evaluation Division DPCR 4.97407 Average IPCR 4.96176 Office of the Regional Director DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 Satistical Stress SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.			Local Construct	Monitoring	
B QMS ASSESSMENT RESULTS S QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
Average IPCR Rating 4.96176 Office of the Regional Director Office of the Regional Director DPCR 4.65582 Average IPCR Rating 4.56628 8 QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
Rating 4.90170 Office of the Regional Director Office of the Regional Director DPCR 4.65582 Average IPCR 4.56628 Rating 4.56628 SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
B QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.				4.96176	
B QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
Average IPCR Rating 4.56628 S QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
Rating 4.50020 8 QMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.					
ØMS ASSESSMENT RESULTS SAO Atty. Gmelina T. Manaligod presented the following results of the QMS Assessment FY 2024.				4.56628	
presented the following results of the QMS Assessment FY 2024.				L	
presented the following results of the QMS Assessment FY 2024.					
of the QMS Assessment FY 2024.	8	QMS ASSESSMENT RESULTS			
CAR-2023-01			or the Quib hase	JUMUNULI AVATI	
			CAR-2023-01		
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MANAGEMENT REVIEW MINUTES

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QP-01 - Processing of Barangay Officials Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)	
FINDING: ➤ Lapses in the process implementation were noted due to the absence of the April 2024 PSL	
QP-01 - Processing of Barangay Officials Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)	
FINDING: QME of LGMED and QPSL of DILG Cagayan for April 2024 is outdated. Version used is 06.01.023 instead of 04.01.024	
QP-03- Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
FINDING: ➤ There was a lapse in the submission of QME for the months of May and August 2024	
QP-05- Issuance of Department Authorization to utilize Confidential Fund of LGUs	
FINDING: ➤ There is a need to ensure the use of correct PSL form considering that the presented PSL form for the months of May and August 2024 were already obsolete	
QP-07- Issuance of Certificate of Incumbency of Local Officials	
FINDING: Lack of reporting of PSL monitoring of transaction as evidenced by the non-reported transaction of Provincial Governor of Quirino in the	



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	July 2024 PSL	
	OFIR-2024-01	
	QP-06: Issuance of Certificate for Service Rendered by Local/Barangay Official for Application for CSC Eligibility	
	FINDING: There is a need to update the region's identified risks for QP 6 to address issues related to fortuitous events considering that the region is frequently affected by typhoons	
	QP-07: Issuance of Certificate of Incumbency of Local Officials	
	FINDING: There is a need to update the region's identified risks for QP 6 to address issues related to fortuitous events considering that the region is frequently affected by typhoons	
	QP-23: Provision of Technical Assistance	
	FINDING: S Issues on internet connectivity, availability of resource persons, and funding limitations stated by the process owners during the audit should be included in the ROAR. The issue and risks statements are constructed similarly, making it difficult to distinguish between them, hence there is a need to restate the risks statements	
	QP-43: Determination of LTIA Winners	
	FINDING: ➤ Updating of the ROAR to restate/include other risks mentioned during the audit	
	QP-44: SGLG Assessment	



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FINDING: ➤ Updating of the ROAR to restate/include other risks mentioned during the audit OFIR 2024-02	
QP-03: Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
FINDING: ➤ There may be a need to update the MRDI to reflect the correct title procedure for QP-03 considering that the reflected title in the presented MRDI is Provision of Technical Assistance	
QP-03: Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
FINDING: ➤ There may be a need to update the MRDI to include the QME and PSL as Retained Documented Information for DILG Batanes	
OFIR-2024-07	
QP -17: Provision of Preventive Maintenance and Technical Assistance on ICT Resources	
FINDING: ➤ There is a need to enhance the implementation of the onboarding process for the newly designated personnel with QMS designations to reinforce awareness	
OFIR-2024-08	
QP-03: Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees	
FINDING:	



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	T		
		 There may be a need to improve the document control ensuring that the reflected reference number indicated in the CCSRF will be consistently followed from the Field Office to the Regional Office level. CCSRF and Monitoring Log Sheet of DILG Cagayan for sampled document FTA CN-2024- 49 differs in the FTA Monitoring Logsheet of DILG Cagayan for sampled document FTA CN-2024- 49 differs in the FTA in the Monitoring Log Sheet of same sample of Regional Office FTA 2024- 051 as well as the released FTA-CN-2024- 051 QP-02: Issuance of Department Authority for the Purchasse of Motor Vehicles FINDING: The region does not maintain a standardized format for Request Control Numbers (not utilizing consistent CCSRF codes up from P0 to R0 level, ensuring seamless transaction traceability) DILG R2 was issued with 5 CARs and 10 OFIRs. 	
9	Performance of External Providers	Suppliers/Service Providers obtained an adjectival rating of Satisfactory to Outstanding for FY	
10.	Adequacy of Resources	 2024 List of Vacancies: LGOO VIII vice PD Urmatam LGOO VIII vice PD Urbina LGOO VII - Isabela Accountant II - Regional Office ISA I - ORD ADAS III - ORD ADAS II - Cagayan ADA IV - Isabela RO vehicles - 6/6 vehicles are in good condition/roadworthy 	



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		1 for repair but still roadworthy	
		The repair but still roudworking	
		PO Vehicles:	
		PO Batanes - 1/1 vehicle is under repair PO Cagayan - 1/1 vehicle is subject for repair but still roadworthy PO Isabela - 1/1 vehicle is in good condition/roadworthy PO Nueva Vizcaya - 1/1 vehicle is in good condition/roadworthy PO Quirino - 1/1 vehicle is in good condition/roadworthy	
		ITO I presented the Network and Infrastructure and ICT Maintenance Upgrades conducted for FY 2024	
		Status of Funds as of December 31, 2024:	
		Over-All Budget Utilization Rate as of December 31, 202 4 -is 98.19%	
11.	Effectiveness of Actions	DILG R2 do not have any significant	
	Taken to Address Risks and Opportunities	risks and opportunities	
		DILG R2 achieved all of their quality	
		objectives for FY 2024, proving the effectiveness of the existing control	
		measures indicated in the ROAR	
12	Opportunities for Improvements Reports	SAO Atty. Gmelina T. Manaligod presented the following of OFIR Action Plans by the concerned process owners: OFIR-2024-01	All Concerned to comply with their Action Plans
		QP-06: Issuance of Certificate for Service Rendered by Local/Barangay Official for Application for CSC Eligibility	
		FINDING: There is a need to update the region's identified risks for QP 6 to address issues related to fortuitous events considering that the region is frequently affected by typhoons	
		IMMEDIATE ACTION PLAN: ▷ Updating of the ROAR to restate/include other risks mentioned during the audit	



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	QP-07: Issuance of Certificate of Incumbency of Local Officials	
	 FINDING: ➤ There is a need to update the region's identified risks for QP 6 to address issues related to fortuitous events considering that the region is frequently affected by typhoons IMMEDIATE ACTION PLAN: ➤ Updating of the ROAR to restate/include other 	
	risks mentioned during the audit	
	QP-23: Provision of Technical Assistance	
	FINDING: S Issues on internet connectivity, availability of resource persons, and funding limitations stated by the process owners during the audit should be included in the ROAR. The issue and risks statements are constructed similarly, making it difficult to distinguish between them, hence there is a need to restate the risks statements	
	 IMMEDIATE ACTION PLAN: ➢ Updating of the ROAR to restate/include other risks mentioned during the audit 	
	QP-43: Determination of LTIA Winners	
	FINDING: → Inclusion in the ROAR	
	 IMMEDIATE ACTION PLAN: Updating of the ROAR to restate/include other risks mentioned during the audit 	
	QP-44: SGLG Assessment	
	FINDING: Inclusion in the ROAR	



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IMMEDIATE ACTION PLAN:	
Updating of the ROAR to	
restate/include other	
risks mentioned during the audit	
uie auur	
OFIR 2024-02	
QP-03: Issuance of Certificate for	
Foreign Travel Authority of Local	
Government Officials and	
Employees	
FINDING:	
> There may be a need to	
update the MRDI to reflect	
the correct title procedure	
for QP-03 considering that	
the reflected title in the presented MRDI is	
Provision of Technical	
Assistance	
IMMEDIATE ACTION PLAN:	
Ensure proper filling out	
and updating of information in the MRDI	
for Foreign Travel	
Authority	
QP-03: Issuance of Certificate for	
Foreign Travel Authority of Local Government Officials and	
Employees	
FINDING:	
> There may be a need to	
update the MRDI to include the QME and	
PSL as Retained	
Documented	
Information for DILG	
Batanes	
IMMEDIATE ACTION PLAN:	
> Updating the MRDI to	
reflect the inclusion of	
PSL and QME	
OFIR-2024-07	
OD 17. Duovision of Descention	
QP -17: Provision of Preventive Maintenance and Technical	
Assistance on ICT Resources	
FINDING:	
There is a need to appear the	
enhance the implementation of the	
onboarding process for	
the newly designated	



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personnel with QMS	
designations to reinforce	
awareness	
IMMEDIATE ACTION PLAN:	
 Submit a letter request to 	
ISTMS for the conduct of a	
virtual	
refresher/reorientation	
on QP-17 for newly	
designated Regional Office	
process owners, alternate	
process owners, and	
RICTU personnel	
 Ensure the proper use and accurate completion of 	
QMS forms related to QP-	
17	
 Conduct orientation for 	
each newly designated	
QP-17 process owner and	
alternate process owner	
to strengthen their	
understanding and awareness of relevant	
system procedures	
system procedures	
OFIR-2024-08	
QP-03: Issuance of Certificate for	
Foreign Travel Authority of Local	
Government Officials and	
Employees	
FINDING:	
There may be a need to improve the document	
control ensuring that the	
reflected reference	
number indicated in the	
CCSRF will be consistently	
followed from the Field	
Office to the Regional	
Office level. CCSRF and	
Monitoring Log Sheet of DILG Cagayan for sampled	
document FTA CN-2024-	
49 differs in the FTA	
Monitoring Logsheet of	
DILG Cagayan for sampled	
document FTA CN-2024-	
49 differs in the FTA in	
the Monitoring Log Sheet	
of same sample of	
Regional Office FTA 2024- 051 as well as the	
released FTA-CN-2024-	
051	
IMMEDIATE ACTION PLAN:	
Adoption of CCSRF	



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presidence and a second second	Production and an environment of the second s		
		Reference Number from	
		Field Offices as Receiving	
		Control No. of the	
		Regional office	
		QP-02: Issuance of Department	
		Authority for the Purchase of	
		Motor Vehicles	
		FINDING:	
		The region does not	
		maintain a standardized	
		format for Request	
		Control Numbers (not	
		utilizing consistent CCSRF	
		codes up from PO to RO	
		level, ensuring seamless transaction traceability)	
		transaction traceability)	
		IMMEDIATE ACTION PLAN:	
		Conduct re-orientation on	
		the guidelines for the	
		Issuance of Department	
		Authority to Purchase	
		Motor Vehicle to all	
		Provincial Focal	
		Persons/Process Owners	
		> Coordinate with	
		Provincial Process	
		Owners to use	
		standardized format of Request Control Number	
		in the CCSRF per province	
		effective March 01, 2025	
		 Prepared Memorandum 	
		to PO process owners	
		relative to the use of	
		standardized format of	
		Request Control Number	
	т,	in the CCSRF per province	
		effective March 01, 2025	
		RD Agnes A. De Leon, CESO IV	
		directed all concerned to comply	1
13	Other Matters	with their action plans LGOO II Gian Carlo B. Narisma	
10	ourer matters	presented the following QMS-	
		related matters:	
		1. The next external audit shall	
		be conducted face-to-face in	
		2 nd Quarter tentatively.	
		Although DILG R2 was	
		already audited last year,	
		<u>there will be a new cycle.</u> hence there might be a	
		<u>chance that our office will</u>	
		be audited again;	
		2. All expenses incurred for the	
		external audit is charged to	





Conversion and an other states of the		where the second second second	Contraction of the second s		
		tral Office a ed out from	nd will not b RO funds;	e	
	Mar sche	anizational- nagement R eduled on M) AM via ZO	eview is Iarch 27, 202	25,	Management Review Members to attend the Organizational-level Management Review
	tear	ns, coordina	g of the QMS ate with QMS). Masiddo; a	;	Update the Regional Order re reconstitution of DILG R2 QMS Teams
	onw stan rele	March repo vards, let us idardized fo asing QMS orts/docum	use a ormat in		
	<u>QMS docum</u> <u>process</u> or Operating	ments are r Unit_Unit R	mber_Month <u>eleased per</u> eport_Month <u>eleased as or</u>	n <u>if</u>	
	issued CAI result of th	neir unmet o for the repo	and FTA as		
	Operatin g Unit	Quality Procedure	Performanc e		
	DILG Cagayan	QP-01: Processin g of BODBA for fund allocation of DBM	Unmet. QO 1: 83.33% (5 out of 6) requests are processed and endorsed to RO within 2 working days upon receipt of requests from claimants		Regional and Provincial Process Owners for QP-01 to comply with the issued CAR
	DILG Quirino	QP-03 Issuance of Certificate for FTA of Local Governme nt Officials and Employee s	Unmet. QO1: 57.14% (4 out of 7) of the received requests for FTA acted upon within receipt		QMS Secretariat to rectify the issued CAR to DILG Quirino in light of their revised QMS Reports for the reporting period of January 2025
	Record and a second				



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	DILG Quirino released revised QMS Reports to address the issued CAR. It was noted that their actual performance is 100.00% (7 out of 7) and not 57.14%, hence the cancelation of the CAR RD Agnes A. De Leon, CESO IV directed all concerned to comply with their action plans	
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Prepared by:

(sgd.)

ATTY GMELINA T. MANALIGOD Regional QMS Secretariat Head/ Representative/ Supervising Administrative Officer

Approved by:

(sgd.)

2025.03.26 09:31:58+08'00'

AGNES A. DE LEON, CESO IV Top Management/ Regional Director

Reviewed by:

