



Date of Management Review: December 6, 2018

Venue: DILG R02 Conference Hall

Present: RD Jonathan Paul M. Leusen, Jr., CESO IV
 PD Ruperto B. Maribbay, CESO V of DILG-Cagayan
 PD Salvacion Z. Baccay, CESE of DILG-Quirino
 LGMED Chief Digna R. Herrera
 LGMED OIC ADC Genevieve Alipio
 Program Manager Imelda Aquino
 SAO Ive B. Saludez
 COS Valerie Blue Valencia
 Regional Internal Quality Audit Team Members

ARD Elpidio A. Durwin, CESO V
 PD Elma M. Urbina, CESE of DILG-Nueva Vizcaya
 OIC PD Ma. Loida M. Urmatam- Batanes
 LGCDD OIC DC Catherine Allam-Miranda
 Cluster Head Marietta F. Abalus
 X CLGOO Fernando T. Calabazon III
 X LGOO II James Daryll Liggay
 Process owners

Assistant Team Lead
 - GA
 - MA
 - IA

Item	Agenda Item	Issues / Highlights of Discussion / Management Action and Decisions	Action Plan
1	FOLLOW UP AGENDA FROM PREVIOUS MANAGEMENT REVIEW	Attached is an enrolled form with regard to this agenda. (TAB D)	
2	CHANGES IN EXTERNAL AND INTERNAL ISSUES	Context Registry and Interested Parties Matrix were presented and reviewed. Per Stage 1 Audit findings, "Media is identified among interested parties but need and expectations not reflected in the matrix, need to identify more interested parties e.g. COS employees and their needs and expectations"	Enhancement of Context Registry and Interested Parties Matrix. These shall be reflected in the revised annexes of the Quality Manual.
3	REVIEW OF CUSTOMER SATISFACTION AND FEEDBACK FROM RELEVANT INTERESTED PARTIES	There were seven (7) feedback forms retrieved from the Suggestion Box. 6 out of 7 feedback forms revealed that DILG R02 delivered excellent service. Only 1 rated "4" on Service Quality and Timeliness, office concerned is Accounting Section.	Strengthen distribution and retrieval of customer satisfaction survey form through the Office -of-the-day (ODs). Division Chiefs to remind ODs RE this.
4	EXTENT TO WHICH QUALITY OBJECTIVES HAVE BEEN MET	1. The DILG R2 shall provide assistance to 100% target LGUs in the implementation and compliance to relevant policies, plans, programs/projects and or/system on various governance areas annually. 1.a. 100% of target LGUs provided with pertinent capacity building/TA services on various governance areas as follows: a. Peaceful, orderly and safe LGUs; b. Socially Protective LGUs;	All Division Chiefs/Regional Focal Persons are enjoined to double-check their respective target LGUs indicated in the AOPB 2019. All Provincial Directors through their Provincial Focal Persons are enjoined to be in close coordination with the Regional Focal Persons/Division Chiefs.



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c. Business Friendly and competitive LGUs;
 d. Environment Protective, Climate Change Adaptive and Disaster Resilient LGUs;
 e. Accountable, transparent and Participative Local Governance;
 (See Powerpoint Presentation, Slides No. 21-24)

1.b. 100% target LGUs provided with financial support for the Implementation of projects for local government development.
 (TAB E: Status of Locally-funded Projects)

2. The DILG R2 shall maintain an awards and incentives system to recognize exemplary performing LGUs annually. (See Powerpoint presentation Slide No. 25)

2.a. 100% of LGUs assessed on good local governance;

2.b. 100% of LGUs that passed the criteria for Seal of Good Local Governance provided with corresponding incentives;

3. The DILG R2 shall conduct continual supervision and monitoring to 100% LGUs annually. (See Powerpoint presentation Slide No. 26-27)

4. The DILG R2 shall continue to observe equal opportunities on recruitment and promotion in filling up 100% vacant positions pursuant to the provisions of the Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA). (See attached List of Vacant positions, TAB F)

5. The DILG R2 shall provide support to operations thru 100% procurement of goods and services annually;

Based on the attached status of funds, the region's obligation and utilization rate is LOW, hence, all PDs are enjoined to facilitate liquidation of downloaded funds to LGUs before end of 2018. All Regional Focal persons are reminded to settle all activities conducted two (2) weeks after the training/activity.

Regional/Provincial Focal persons to strengthen C/MLGOOs in the evaluation of submitted documents by the Local Government Units.

Monitoring report/Update per Division is also attached. All Division Chiefs are enjoined to prepare activity designs for remaining monitoring funds.

HRMPSB to meet in 2019.

Delay of procurement of supplies affect conduct of trainings. Hence, General Service Section of the FAD as in-charge of Procurement must submit monitoring forms/tracking of PRs submitted to their level every 10th working day of the ensuing month, as stipulated in


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		<p>6. The DILG R2 shall conduct continual professionalization of all personnel (<i>As of November 30, 2018, 205 personnel were sent to 110 trainings/capacity development activities</i>); and</p> <p>7. The DILG R2 shall provide continual recognition, awards and incentives to 100% qualified personnel annually.</p>	<p>Memorandum dated November 26, 2018.</p> <p>A regional HRD Plan is expected to be formulated in 2019.</p> <p>The awarding ceremony will be conducted on December 21, 2018. 22 Awards will be conferred to recognize team and individual performance. All personnel are enjoined to be in their long gown (female) and coat and tie (male).</p>
5	PROCESS PERFORMANCE AND CONFORMITY OF PRODUCTS AND SERVICES	Enhanced Comprehensive Local Integration Program (E-CLIP) beneficiaries from the provinces of Cagayan, Isabela and Nueva Vizcaya are following up at the Provincial Offices the status of their assistance.	LGMED Chief to look into the availability of funds to finance the request of these beneficiaries before the end of 2018 or if not, their requests must be forwarded to Central Office for funding.
6	NON CONFORMITIES AND CORRECTIVE ACTION	Attached is the Monitoring Report of the Regional Internal Quality Audit Team. <i>(TAB G)</i>	
7	MONITORING AND MEASUREMENT RESULTS	Regional Planning Officer presented the status of AOPB as of November 30, 2018. <i>(Attached is AOPB Accomplishments as of November 30, 2018, TAB H)</i>	All remaining targets are to be accomplished not later than 21 December, 2018.
8	AUDIT RESULTS	Attached is the Report of the audit of the Internal Quality Auditors and Audit Process. <i>(TAB I)</i> All concerned are enjoined to comply as soon as possible.	
9	PERFORMANCE OF EXTERNAL PROVIDERS	Catering services has negative feedbacks from end-users. (Report for mobility support and catering services is attached, <i>TAB J</i>)	GSS is enjoined to communicate said feedbacks to Catering Services and Van rental service provider.
10	ADEQUACY OF RESOURCES	Absence of Capital Outlay/furniture and fixtures in 2019 National Expenditure Program. Attached is NEP <i>(TAB K)</i>	Planning Officer and Budget Officer to lobby this concern during planning conferences to be conducted by Central Office.
11	EFFECTIVENESS OF ACTIONS TAKEN TO ADDRESS RISKS AND OPPORTUNITIES	QMR presented Risk Register and Opportunity Management Plan and asked the body for comments and inputs. Attached is Risk Register of the Management Committee, <i>TAB L</i>)	All operating units are enjoined to also come up/review their respective risk registers. Risk Registers must be available in the operating units.
12	OPPORTUNITIES FOR IMPROVEMENT	<p>The implementation of the prepared Maintenance Plan by 2019. <i>(TAB M)</i></p> <p>DILG Central Office issued a Memorandum RE 50% of Early Procurement Award <i>(TAB N)</i></p>	<p>RPMO and FAD to be present during the initial inspection by Pest Control Team on December 14, 2018.</p> <p>GSS to provide a copy of the approved Annual Procurement Plan to all operating units and recommend to BAC secretariat</p>



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		<p>Disposal of waste material be enrolled as Quality Procedure based on COA guidelines.</p> <p>Improve the conduct of LGUIA for 2019 Awarding Ceremony, specifically on the following:</p> <ul style="list-style-type: none"> a. acknowledgement of LCEs present during the awarding ceremony; b. orderly conduct of awarding ceremony by increasing number of usherettes; and c. absence of Guest Speaker or his/her representative 	<p>items for Early Procurement. Said report should reach the GPPB Secretariat not later than January 31, 2019.</p> <p>GSS and Accounting Section to study and enroll said procedure in 2019.</p> <p>LGMED to take note of the observations as rooms for improvement for the next conduct of LGUIA Awarding Ceremony. The body agreed that dress code for the STAR is long gown for female and coat and tie for male.</p>
Other Matters	Conduct of PPA updates before the STAR 02 Awarding Ceremony	All Regional Focal persons of Centrally Managed funds are enjoined to share their knowledge on their respective PPAs in the morning of December 21, 2018, prior to the STAR 02 Awarding Ceremony.	Budget Officer to furnish copies of status of funds to all Regional focal Persons. RFPS to meet with the QMR on December 10, 2018.

Prepared By:	Reviewed By	Approved By
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