



**REGION I**

# **MANUAL OF OPERATIONS**

**“Matino, Mahusay at Maaasahang Kagawaran para sa  
Mapagkalinga at Maunlad na Pamahalaang Lokal.”**



# VISION, MISSION, MANDATE

## ***Vision***

*The Department is primary catalyst for excellence in local governance that nurtures self-reliant, progressive, orderly, safe and globally competitive communities sustained by God-centered and empowered citizenry.*

## ***Mission***

*The Department shall promote peace and order, ensure public safety, strengthen capability of local government units through active people participation and a professionalized corps of civil servants.*

## ***Mandate***

*To promote peace and order, ensure public safety and further strengthen local government capability aimed towards the effective delivery of basic services to the citizenry.*

# REGION 1 CREED



*We believe in God, the Divine Providence, our source of wisdom and strength who guides us and inspires us in all our endeavors.*

*We believe that the Philippines is home for God-centered, highly innovative, resourceful, peace loving and free Filipinos who work collectively towards a common goal amidst cultural and religious diversities.*

*We believe that Region I is endowed with abundant natural resources, developed and harnessed by its people to sustainably respond to the needs of its present and future generations.*

*We believe that the LGUs are responsible for and capable of developing vibrant, orderly, safe and globally competitive communities propelled by dedicated, responsive and accountable local leaders.*

*We believe that the highly motivated, industrious, persistent, adventurous and strongly empowered people of Region I meaningfully participate in local governance and benefit from the fruits of development.*

*We believe that the DILG Region I, the primary catalyst for excellence in local governance is under the stewardship of caring leaders who respect human dignity and integrity, provide equal opportunities for career growth, ensure equitable distribution of responsibilities and give due recognition and reward for exemplary performance.*

*We believe that the DILG personnel of Region I, is a credible, accountable, highly-visible, competent, committed and spiritually-endowed team that move towards enhancing the image of public service and creating a significant difference in the lives of people.*



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# CHAPTER I

## TITLE, SCOPE / COVERAGE

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### SEC. 1. TITLE.

This document shall be known as the DILG Region I Manual of Operations.

### SEC. 2. SCOPE / COVERAGE.

This Manual of Operations shall apply to all Field, Provincial, Regional Offices and all employees regular and on contract of service of DILG Region I.

### SEC. 3. ACRONYMS:

ADC	-	Assistant Division Chief
APP	-	Annual Procurement Plan
ARD	-	Assistant Regional Director
ARTA	-	Anti-Red Tape Act
BAC	-	Bids and Awards Committee
CA	-	Certificate of Appearance
CAO	-	Chief Administrative Officer
CFAG	-	Certification on the Final Action on Grievance
CL	-	Cluster Leader
CLGOO	-	City Local Government Operations Officer
CO	-	Central Office
COA	-	Commission on Audit
COC	-	Certificate of Overtime Credits
CODIX	-	Central Office Disaster Information Coordinating Center
COS	-	Contract of Service
CRA	-	Consolidated Report of Attendance
CSC	-	Civil Service Commission
CTC	-	Certificate of Travel Completed
CTO	-	Compensatory Time- Off
DC	-	Division Chief
DO	-	Department Order



# CHAPTER I



## TITLE, SCOPE / COVERAGE

DRRMO	-	Disaster Risk Reduction and Management Officer
DPCR	-	Division Performance Commitment Review
DTR	-	Daily Time Record
FAD	-	Finance and Administrative Division
GAD FPS	-	Gender and Development Focal Point System
GSIS	-	Government Service Insurance System
HAP	-	Health Awareness Program
HEA	-	Head Executive Assistant
HRD	-	Human Resource Development
HRMO	-	Human Resource Management Officer
ICO	-	In-Charge of Office
IPCR	-	Individual Performance Commitment Review
IRR	-	Implementing Rules and Regulations
ITO	-	Information Technology Officer
JO	-	Job Orders
LBP	-	Land Bank of the Philippines
LCE	-	Local Chief Executive
LED	-	Light Emitting Diode
LGCD	-	Local Government Capability Development Division
LGMED	-	Local Government Monitoring and Evaluation Division
LGU	-	Local Government Unit
MC	-	Memorandum Circular
MOA	-	Memorandum of Agreement
MOU	-	Memorandum of Understanding
MLGOO	-	Municipal Local Government Operations Officer
MRF	-	Materials Recovery Facility
MSPP	-	Merit Selection and Promotion Plan
NGAS	-	New Government Accounting System
OCD	-	Office of the Civil Defense
OD	-	Officer of the Day



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## TITLE, SCOPE / COVERAGE

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OPCR	-	Office Performance Commitment Review
OPD	-	Office of the Provincial Director
OpCen	-	Operation Center
ORD	-	Office of the Regional Director
PACD	-	Public Assistance and Complaints Desk
PD	-	Provincial Director
PDMU	-	Project Development and Monitoring Unit
PFP	-	Physical Fitness Program
PM	-	Program Manager
PMT	-	Performance Management Team
PPMP	-	Project Procurement Management Plan
PR	-	Purchase Request
PRAISE	-	Program on Awards and Incentives for Service (PRAISE)
PWD	-	Persons with Disability
RA	-	Republic Act
RD	-	Regional Director
RIS	-	Requisition and Issue Slip
RO	-	Regional Office
RPSPB	-	Regional Personnel Selection and Promotion Board
RRACCS	-	Revised Rules on Administrative Cases in the Civil Service
RLGSC	-	Regional Local Government Scholarship Committee
SALN	-	Statement of Assets, Liabilities and Net Worth
SAO	-	Supervising Administrative Officer
SILG	-	Secretary of the Interior and Local Government
SONA	-	State of the Nation Address
SOP	-	Standard Operating Procedure
SPMS	-	Strategic Performance Management System
SWB	-	Severe Weather Bulletin
TEV	-	Travelling Expenses Voucher
TOR	-	Terms of Reference

# CHAPTER II

## ADMINISTRATIVE CONCERNS



### CHAPTER II

#### ADMINISTRATIVE CONCERNS

##### SEC. 4. WORKPLACE

###### A. ELECTRICITY CONSERVATION

1. Light emitting diode (LED) lights shall be used.
2. Semestral check-up of electrical wirings, outlets, switches and other devices shall be done in coordination with the Bureau of Fire Protection / licensed electrician to ensure safety.
3. Operate air conditioning units from 9 am to 4 pm. But during summer time, use of aircon shall be adjusted from 8:30 AM till 4:30 PM.
  - Personnel shall take turns in switching on and off of all air conditioning units. Guards / utility workers / Officers-of-the-Day shall double-check if air conditioning units are turned off.
  - Room setting temperature shall not be lower than 20 degrees Centigrade.
  - Maintenance / check-up shall be conducted on a quarterly basis.
4. Lights and other electrical equipment / appliances shall be turned off and unplugged when not in use.

###### B. FUEL CONSERVATION/ MAINTENANCE

1. Vehicle engines shall be turned off while waiting for the passengers who are attending meetings, conferences, seminars, liaison and errands.
2. Implement preventive maintenance of service vehicles.
  - Every vehicle use, check BLOWBAGETS (brake, lights, oil, water, battery, air, gas, engine, tires, self);
  - All existing vehicles shall be brought to accredited car service centers every 5,000 kilometers usage or every three (3) months or whichever comes first:



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## ADMINISTRATIVE CONCERNS

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replace oil, inspect belt tension and condition, inspect cooling system, clean the air cleaner element, inspect fuel tanks / lines / connections, inspect idle speed, inspect electrical connections, inspect battery levels, compressor, clutch and joints.

- For newly procured vehicles, refer to the warranty book of the vehicles.
3. To minimize the number of trips, all communications / documents to be delivered to various offices shall be pooled at the Records Section for delivery every 10:00 AM and 3:00 PM, except in emergency cases.
  4. To cut cost on shuttle services, schedule of personnel attending meetings / conferences shall be synchronized as much as possible.

### C. WATER CONSERVATION

1. Use pails, dipper or "tabo" instead of hoses in washing cars and office facilities;
2. Report leaks or worn-out pipes, faucets, toilets for repair or replacements; and
3. Turn off the faucet when not in use.

A safe and potable drinking water shall be provided for consumption of office personnel.

### D. PROVISION OF BREASTFEEDING ROOM

The sleeping quarters may be used as breastfeeding rooms. Provincial Offices shall, likewise, provide the same.

### E. SPECIAL ASSISTANCE/ PROVISION OF FACILITIES TO PERSONS WITH DISABILITY(PWD)

An adequate space for wheelchair maneuvering is provided in one of the doors leading to the Finance and Administrative Division (FAD). Persons with disability (PWD) may use this door to enter and exit the DILG RO 1 Building.

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### SEC. 5. COMMUNICATION

#### A. COST-CUTTING MEASURES

1. All official and personal calls shall be logged in the telephone record book provided. Each division / province shall assign a responsible personnel to monitor and record the use of the telephone.
2. Maximize the use of the e-mail and other web-based technology to transmit communication/ reports to save on papers and cut cost on communication.

#### B. FLOW

1. Incoming or outgoing communications / messages shall be routed first to the Records Unit. The Records Officer shall route all incoming communications / reports / documents to the Office of the Regional Director (ORD) / Office of the Provincial Director (OPD), except for regular reports and project documents which shall be routed directly to the Program Division / Section / Unit concerned.
2. All communications noted by the Regional Director or Assistant Regional Director in the case of the Regional Office and Provincial Director or Program Manager in the case of Provincial Offices for routing to concerned division / unit shall be recorded and routed by the designated personnel of the ORD / OPD. Logbooks shall be maintained separately for incoming and outgoing communications.
3. Misrouted communications received by division / section /unit concerned shall be returned to the ORD / OPD.
4. Communications approved by the Regional Director / Assistant Regional Director or Provincial Director / Program Manager shall be filed at the division / unit concerned.

The Records Officer or the Program Manager shall have a copy of all issuances from the Central Office.



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### SEC. 6. HEALTH AND SAFETY

#### A. WASTE MANAGEMENT

1. The Regional Office and the Provincial Offices shall establish their respective Materials Recovery Facilities (MRFs).
2. Practice waste segregation. All garbage bins in every office shall be covered and properly labeled- "nabubulok" / "di- nabubulok."
3. Minimize use of papers by practicing e-correspondence with the maximum utilization of e-mail facility of the office.
4. All recyclables shall be brought to the MRF of the office every end of the month.

#### B. AIR POLLUTION PREVENTION

1. Smoking is strictly prohibited within the office premises;
2. Vehicle engine shall be turned off while waiting and / or parking. Warming up shall be strictly for 3-5 minutes;
3. Quarterly monitoring of vehicle emissions shall be observed for appropriate action;
4. Preventive maintenance program of all service vehicles will be implemented continuously.

#### C. GREENING PROGRAM

All personnel shall take responsibility in the regular maintenance of indoor and outdoor plants.

#### D. EMERGENCY PREPAREDNESS PROGRAM

1. DILG Regional and Provincial Offices shall establish Emergency Operation Centers (OpCen) to be headed by the Regional / Provincial Directors.

##### a. Activation

Upon receipt of the advisory from the CODIX (Central Office Disaster Information Coordinating Center), the OpCen shall be automatically activated.

"Matino, Mahusay at Maaasahan"

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### b. Duty Officers

An order of the duty officers to be composed of at least 1 technical and 1 administrative staff shall be issued by the Provincial Director for reference and information of the regional management.

For the Regional Office, there shall be four (4) duty officers, one (1) from each division to man the OpCen. The Division Chief shall be accountable for any changes/ replacement of duty officers.

Duty officers shall not be allowed to leave the OpCen until the next set of duty officers arrive. Proper turn-over of reports/ documents and equipment shall be done.

### c. Duty Hours

Duty hours shall have two (2) shifts: 7 AM – 7 PM, 7PM – 7 AM.

### d. Submission of Reports

- Proof of Service

The proof of service shall be submitted within one (1) day upon receipt of Severe Weather Bulletin (SWB) No. 1 through text or any web-based social media platforms duly acknowledged by the LCE, DRRMO or City/ Municipal Administrator during weekends and holidays. However, hard or scanned copy of the proof of service shall be submitted on the working day following the weekend or holiday.

- LGU Preparedness Monitoring

The LGU preparedness monitoring sheet (Items 1-24) through google drive shall be accomplished upon activation of the Disaster Monitoring System. Items 25-35 shall be accomplished during the typhoon.

- Situation Reports

Provincial situation reports shall be submitted to regional OpCen for consolidation and submission to Central Office / USLG, CODIX and OCD as required.

Whenever there is power failure, the situation report can be submitted through SMS or any other means possible.



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## ADMINISTRATIVE CONCERNS

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- e. For other protocols, refer to the Standard Operating Procedure (SOP) of the OpCen.
2. All fire extinguishers shall be refilled at least one week before the expiration date.
3. Fire exits shall be clearly identified, unobstructed and with signage. Emergency exit plans and emergency numbers shall also be posted in all strategic areas.
4. Earthquake and fire drills shall be conducted at least quarterly nationwide including provinces.
5. A first aid kit shall be available and accessible at all times.
6. Automatic emergency lights shall be installed in all the offices.
7. Regional and Provincial Offices shall be provided with new Generator Sets, subject to the availability of funds.

### E. GREEN PROCUREMENT PROGRAM

All operating units shall adopt in their Project Procurement Management Plan / Annual Procurement Plan the purchase of more energy-efficient and environment-friendly goods / materials; e.g. purchase of goods made from sustainable and legally harvested timber contributing to the reduction of global deforestation; patronizing eco-labeled products and services certified by local (Philippine Center for Environmental Protection and Sustainable Development, Inc.) or foreign certifying bodies; purchase of less toxic cleaning products.

### F. 6S (SORT, SANITIZE, SWEEP, SYSTEMATIZE, SELF-DISCIPLINE, SAFETY)

6S shall be practiced as a way of life. Heads of Offices shall oversee the overall adoption of this program in their respective work areas. Any issues or concerns regarding the implementation of the above-cited policies shall be reported to the Management for appropriate and immediate action.

All Operating Units shall practice 6S every 3:00 PM of the last Friday of the month.



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### G. HEALTH AND WELLNESS

All DILG Region I employees are encouraged to undergo annual check-up to cover the following:

1. Annual Executive Check-up
2. Other tests as may be required by authorities

### **SEC. 7. MOBILITY**

The office shall provide access and opportunities and the needed support to all personnel in the use of office vehicles for official functions. As such the following operating guidelines shall be observed:

- a. The office shall provide an indicative schedule of official vehicles together with the assigned driver covered with trip tickets.
- b. A set of tools (tire wrench, jack, early warning device, trouble light, umbrella, and other wrenches) shall be provided in each vehicle for emergency purposes.
- c. Designated drivers shall:
  - Ensure that trip ticket and corresponding gas withdrawal slip are duly approved before the actual travel;
  - Before and after each trip, thoroughly check the vehicle's cleanliness, lubricant, oil, water and battery. Any findings on the condition of the vehicle shall be immediately reported in writing to his/her immediate supervisor;
  - Undergo refresher courses on maintenance and proper upkeep of vehicles once a year;
  - Assist the passengers in carrying luggage / packages, and such other tasks that the passengers will assign;
  - During office days, park the vehicles at the designated parking area for the office vehicles for ready use whenever there is / are official function/s to attend to;



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- Properly turn over the vehicles and the key to the guard-on-duty or designated vehicle caretaker (for provincial offices) after office hours or completion of travel;
- Accomplish first GS Form 1 (Request for Vehicle / Driver Support Services) and GS Form 2 (Trip Ticket) before going out on official trip. The forms shall be accomplished in four (4) copies, one (1) copy each for the driver, guard-on-duty, the immediate supervisor and the designated Supply Officer;

For the provincial offices, GS Form 2 shall be accomplished in two (2) copies, one (1) for the driver and one (1) for the office.

- Inform the immediate supervisor, in case of leave of absence, two (2) days prior to the effect of the approved leave of absence. In the absence of the immediate supervisor, the Chief of the Finance and Administrative Division (FAD) / Provincial Director shall be informed;
  - Always bring extra clothing when reporting to office ready for any emergency out-of-town assignments.
- d. The drivers shall also observe the following:
- Obey passengers as provided in the Trip Ticket;
  - Be courteous and friendly with all passengers;
  - Be discreet especially when passengers are conversing with each other about concerns relative to the implementation of various programs of the department. They shall not butt in and shall only answer when asked;
  - Shall not pout nor complain when called to ferry personnel;
  - Make sure that they have enough sleep before travelling if they have to travel early in the morning;
  - Obey traffic rules and regulations and shall not use DILG as an excuse;
  - Help the Secretariat of any given activities after driving technical personnel to the venue;
  - Make sure that vehicles shall be at the Regional / Provincial Offices by 5

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## ADMINISTRATIVE CONCERNS



o'clock in the afternoon. They have to inform the immediate supervisor when they could not return the vehicles on time and upon arrival at the Official Station;

- Clean the vehicles after use.
- e. For travels outside the regional / provincial offices, a request for use of vehicle shall be forwarded to the FAD / Provincial Director at least one day or more for proper scheduling.
- f. The lead staff who requested for the service vehicle shall be responsible in preparing a report to the immediate supervisor about the drivers' performance of their duties and responsibilities.
- g. For major vehicle repairs / parts replacement, the office vehicle shall be brought and repaired to the CASA or to a duly accredited service center.
- h. Newly - bought vehicle parts shall be inspected by the designated inspector of DILG regional / provincial offices to ensure the genuineness of the item / s and shall be installed in the presence of the immediate supervisor and the designated driver.
- i. Replaced parts / waste materials shall be brought to the Regional Office for inventory and verification.
- j. All minor / major repairs on the office vehicle shall be addressed at once, not on installment basis.
- k. Road test of the newly-repaired vehicle shall be done by the assigned driver. After the road test, the assigned driver shall immediately report to the immediate supervisor his findings and recommendations, if any.
- l. All office vehicles shall not be brought home by the assigned driver.

### **SEC. 8. USE OF EQUIPMENT / FURNITURE / FIXTURES**

Personnel shall be given equal opportunity / privilege in the use of office equipment, furniture and fixtures provided that such use shall be in line with official duties and functions.

At least One (1) unit of computer set shall be assigned at the Provincial Office for Field Officers. Policies on the use of the computer shall be issued by the



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Provincial Directors (i.e. USBs and external drives shall be scanned first before exploring the files).

### A. SLEEPING QUARTERS

DILG Personnel may use the sleeping quarters facility of the Regional Office provided that request has been approved by the Regional Director or his / her duly authorized representative.

Personnel who are granted the use of the sleeping quarters shall log in at the guardhouse. It shall be the responsibility of the personnel concerned to put off lights, air-conditioning unit or electric fan before leaving. The guard-on-duty shall double check the facility to ensure safety in the premises.

### B. COMPUTER EQUIPMENT

There shall be a system of equitable distribution of computers and shall be upgraded to meet the demands of technology based on the specifications provided by DILG Central Office.

Use of Facebook and other forms of social media (unless otherwise allowed) and computer games / videos / YouTube during office hours is strictly prohibited.

Division Chiefs will monitor compliance of staff in the case of Regional Office and the Program Managers in the case of Provincial Offices.

To ensure proper care and maintenance of regional / provincial office equipment, the following shall be strictly followed:

1. All regional office equipment for check-up / repair shall be reported to FAD / Provincial Director thru the General Services Unit for appropriate action with a written report prepared by the Information Technology Officer (ITO);
2. No equipment shall be pulled out from the office without proper clearance from the immediate supervisor; the authority to be presented to the guard-on-duty;

All personal computer equipment brought in and out of the office should be registered with the guard.

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3. Only authorized personnel / technician shall be allowed to do repairs and other inspection of the equipment. Tinkering done by unauthorized personnel shall be dealt with accordingly.
4. Division / section / unit shall undertake measures in order to protect the computers and other office equipment from ordinary wear and tear:
  - a. Providing them with protective covering;
  - b. Virus scanning shall be done after inserting external drives into the computer.

A regular (semestral) maintenance of computer equipment (virus removal, backing-up of files, defragmentation, upgrading of systems, etc.) be included in the regular budget.

### C. TELEVISION (TV)

DILG Personnel may be allowed TV viewing from 12:00 NN to 1:00 PM, and view telecast of national and local significance any time within the day such as State of the Nation Address (SONA) and weather updates. Only clients and visitors are allowed to view anytime.

Videos on the PPAs of the Department, its good practices/accomplishments be shown to clients while they are waiting on the results of their official business with the office. Otherwise, a good show of general patronage or those that exemplify good moral values may be shown.

## **SEC. 9. ATTENDANCE**

### 1. BIOMETRICS AND LOG BOOK

Daily attendance of personnel shall be registered with the biometrics and the log book provided. Entries shall tally in both registry. In the event that the biometrics fail to recognize the fingerprint being registered, the personnel shall register the actual time as indicated in the biometrics machine and in the logbook in the presence of any of the following personnel who in turn will initial the entry in the logbook and DTR:



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- a. FAD Chief
- b. Supervising Administrative Officer
- c. Chief, Personnel Section

For the Provincial Offices, the Program Managers will initial the entry in the logbook and DTRs.

The Personnel Section / officially designated officer shall close the log book at exactly 8:00 AM every Monday and 8:30 AM from Tuesdays to Fridays. Personnel found logging in but are not within the office premises during office hours shall be dealt with accordingly.

Field personnel reporting to the Provincial Office shall login the biometrics. Biometrics print-out and travel orders shall be the supporting documents/ attachments of the duly accomplished Daily Time Record.

### 2. FLAG RAISING

All personnel are required to attend the Flag Raising Ceremony and Convocation every Monday at 8:00 AM.

C/MLGOOs shall also be required to attend flag raising ceremony in their respective LGU assignments.

Provincial Directors, Cluster Leaders, Program Managers and all staff shall attend provincial office Flag Raising Ceremonies.

### 3. FLEXI-TIME

The flexi-time schedule may be observed at the Regional / Provincial / City Offices from 7:30 AM to 5:30PM, provided that the eight (8) working hours per day is rendered by each personnel.

For Mondays, log in time in the morning is from 7:30 to 8:00 and log out time in the afternoon starts at 4:30.

For Tuesdays to Fridays, log in time in the morning is from 7:30 to 8:30 and log out time in the afternoon is from 4:30 to 5:30.

All DILG employees shall diligently observe punctuality and the eight-hour working period as required under Rule XVII, Section 5 Book V of Executive

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Order 292 and Omnibus Rules of the Civil Service Commission, which provides, "Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.

#### 4. PASS SLIP

Personnel who attend personal business after logging in may be allowed to go out for a maximum of 2 hours per week at the discretion of the approving authority to be submitted to the guard-on-duty / duty officer at the Public Assistance and Complaints Desk (PACD) before leaving the office premises. In excess of 2 hours, it will be deductible from the leave credits.

The Provincial Director/ In-Charge of Office, in the case of Provincial Offices, and the immediate supervisor, in the case of the Regional Office, may approve the pass slip and monitor the time of departure and arrival of concerned personnel.

#### 5. ACCOMPLISHMENT AND SUBMISSION OF DAILY TIME RECORD (DTR) AND CONSOLIDATED REPORT OF ATTENDANCE (CRA).

For Regional Office Personnel – DTRs shall be submitted by Division / Operating Unit concerned with complete applicable supporting documents such as Approved Travel Order/s, Special Regional Orders and Communication duly noted by the RD / ARD to attend meetings and others to the Records Officer not later than the 8th day of the ensuing month.

DTRs with entries not registered with / recognized by the biometrics machine shall bear the initial of any of the following:

- a. FAD Chief
- b. Supervising Administrative Officer
- c. Chief, Personnel Section

On the other hand, DTR entries of personnel who failed to log in and out other than the above-stated reason shall bear the initial of the immediate supervisor or the officer next-in-rank.



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All DILG Provincial Offices are required to submit the CRA with complete supporting documents not later than the 10th day of the ensuing month. Failure to comply on time shall mean delay in the release of the salary. Review of DTRs shall be the responsibility of the employee's Immediate Supervisor before submitting to the Personnel Section.

Personnel Section shall be responsible in attaching copies of approved Form 6, CTO forms and Regional Orders/ Travel to the DTR.

### SIGNATORY OF DTRs

	<b>Initialed by</b>	<b>Signatory</b>
Division Chiefs	ARD	RD
ORD Unit Chiefs		
PIPU		ARD
Legal		ARD
PDMU		ARD
ORD Personnel	Unit Chiefs	ARD
LGMED Personnel	Asst. DC	LGMED Chief
LGCCD Personnel	Asst. DC	LGCCD Chief
FAD Section Chiefs/Unit Chief	SAO	FAD Chief
FAD Personnel	Unit Chiefs	FAD Chief
Provincial Directors	ARD	RD
Provincial Staff	Program Manager	Provincial Director
C/MLGOOs	Cluster Leader	Provincial Director
City Staff	CLGOO	Provincial Director

Electronic signatures shall not be allowed in DTRs and its attachments.

### SECTION 10. LEAVE APPLICATION AND APPROVAL

#### A. VACATION LEAVE

1. Application for Vacation and Forced Leave shall be filed five (5) days in advance, before the intended leave.
2. In the exigency of public service, the approved vacation leave may be recalled.

“Matino, Mahusay at Maaasahan”



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### B. SICK LEAVE

1. Application for Sick Leave shall be filed immediately upon employee's return from such leave. Notice of absence, however shall be sent to the immediate supervisor and / or the head of the agency. At the discretion of the Head of Office, a Medical Certificate shall be attached to the application for sick leave.
2. Sick leave may be availed by an employee on account of sickness or disability of the employee concerned, or any member of his / her immediate family.
3. Sick Leave may be applied in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by medical certificate.
4. In ordinary application for sick leave already taken not exceeding five (5) days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.
5. Whenever the application for leave, including terminal leave, is not acted upon by the agency or his / her duly authorized representative within five (5) working days after receipt thereof, the application for leave shall be deemed approved.
6. All other leave applications such as Maternity Leave, Paternity Leave, Solo Parent Leave, Calamity Leave and others shall be guided by CSC Rules and Regulations.
7. If applied leave shall be spent abroad regardless of the number of days, the leave application shall be approved by the Central Office.
8. If applied leave is Sixty (60) days or less, the leave application shall be approved by the following:

	Recommending Approval	Approval
Division Chiefs/ Provincial Directors	ARD	RD
Regional Office Staff	Division Chief	RD
Field Office Staff	Program Manager/ Cluster Leader	Provincial Director



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9. For other leave application concerns, please refer to the Circular on the Delegation of Authority.

### **SEC. 11. SUBMISSION OF STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) FORMS**

Based on the Guidelines in the Establishment and Implementation of the Department's SPMS, submission of the forms is as follows:

Performance Commitment:

SPMS Forms	Date of Submission	
	1st Semester	2nd Semester
OPCR (Region)	December 10	June 10
OPCR of ADs/ ARDs, PDs	January 5	July 5
DPCRs and IPCRs	January 12	July 22

All SPMS rating forms (O/D/IPCRs) must be submitted on or before the 30th day of the ensuing month after the rating period (July 30 or January 30 of the following year).

#### A. SANCTIONS

1. Unless justified and accepted by the Performance Management Team (PMT), non-submission of the OPCR form to the PMT and the Individual Employee's Performance Commitment and Review forms to the DILG Regional Office Personnel Section within the specified dates shall be a ground for:
  - Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus and other forms of benefits, incentives and awards if the cause of the non-submission of the report form is the fault of the employee/s;
  - An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisor/s or employee/s responsible for the delay or non-submission of the office and individual performance commitment and review report;

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2. Failure on the part of the Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

### B. APPEALS

- Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office / unit or individual employee, however, shall not be allowed to protest the performance ratings of other office / unit or co-employee/s. Ratings obtained by other office / unit or co-employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating;
- The PMT shall decide on the appeals within one month from receipt;
- Appeals lodged at any PMT shall follow the hierarchical jurisdiction of various PMTs, such that decision of the Regional PMT which decision is appealable to the Central Office PMT;
- The decision of the Central Office PMT in the Central Office may be appealed to the Honorable Secretary;
- Officials and employees who are separated from the service on the basis of Unsatisfactory or Poor Performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

### **SEC. 12. SUBMISSION OF STATEMENT OF ASSETS AND LIABILITIES AND NET WORTH**

All Personnel shall submit their Statement of Assets, Liabilities and Net Worth (SALN) using the prescribed form not later than the last working day of March.

### **SEC. 13. NON-MONETARY REMUNERATION FOR OVERTIME SERVICES (Circular 2016-08 dated June 7, 2016)**



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This non-monetary remuneration for overtime services shall cover incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee. It does not cover the following government personnel: (1) those occupying positions whose ranks are higher than chiefs of division chief; (2) those appointed to positions in the Career Executive Service

The Head of Office shall determine the need for overtime services. In this regard, the Office concerned shall issue an office order specifying the date and time for rendition of overtime, and its purpose.

Overtime services may be authorized for the following activities:

- a. completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
- b. relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
- c. seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
- d. preparation of special financial/ accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- e. the provision of essential public services during emergency situations, such as power and energy, water, distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
- f. implementation of special programs / projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employees
- g. legal services to facilitate the dissolution of cases / resolutions/decisions;
- h. services rendered by drivers and other immediate staff of officials when required to keep the same working hours as the superiors; and

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- i. such other activities as may be determined by the head of agency.

### Computation of COCs

The computation is expressed in number of hours, computed as follows:

### Accrual and Use of COCs

1. Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours
2. The COCs shall be used as time-off within the year these are earned until the immediately succeeding year.

### Limitation on the Use of COCs

1. The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.
2. The bCOCs earned cannot be converted into cash, hence, are noncommutative.
3. The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

### Effect on Personnel Movement

1. In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited.
2. In case of detail, secondment or transfer to another agency, the COCs earned in one agency cannot be transferred to another agency, nor could the employee receive monetary equivalent thereof.
3. In case of promotion, except when promoted to a position not qualified to receive overtime pay under previous issuances, the employee will retain his or her accrued COC.
4. In case of re-assignment of official station, the employee will retain his or her accrued COC.



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### Issuance of Certificate of COC Earned

An employee who has earned COC shall be granted a Certificate of COC earned duly approved and signed by the Head of Office. The certificate indicates the number of hours of earned COC by the employee in a month. The certificate would be issued at the end of each month.

### Availment of CTO

1. The CTO may be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules shall make parallel adjustments in the availment blocks, tantamount to either a half or full day leave from work.
2. The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.
3. The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The Management shall accommodate, to the extent practicable, all applications for availment of CTO at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

### **SEC. 14. FINANCIAL MATTERS**

A. PAYMENT OF SALARY – Salaries of employees shall be paid on a bi-monthly basis through the Land Bank of the Philippines (LBP) ATM-based Payroll Account System.

Provincial / City payrolls shall be submitted to the Regional Office within the first 20 days of the month covering payrolls for the succeeding month.

The crediting of regular salaries shall be as follows:

- 1st Quincena – on the 14th day of the month
- 2nd Quincena – on the 28th day of the month

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If the scheduled day falls on a weekend or holiday, the ATM-based Payroll Register shall be submitted to LBP on the working day immediately preceding the weekend or holiday.

### B. REQUIREMENTS FOR THE NET PAY CREDITING TO ATM ACCOUNT

In line with the implementation of the ATM-based Payroll System, the following shall be observed:

#### 1. FOR PERSONNEL WHOSE PAYROLL ACCOUNT IS AT REGIONAL OFFICE

A. Submission of Daily Time Report (DTR) as required in Sec. 4 No.5.

B. Personnel shall inform the Accounting Section changes in their deductions for the succeeding month. They shall also inform their refunds for the current month before the next Net Pay Crediting not later than the 16th day of the current month.

Example: Changes in deductions for April must be forwarded not later than March 30. Refunds for April must be informed on or before April 15.

2. FOR PERSONNEL WHOSE PAYROLL ACCOUNT IS AT PROVINCIAL / CITY OFFICES DTRs of the Provincial / City staff and field personnel shall be submitted as required in Sec. 4 No. 5.

3. MAINTAIN AN AMOUNT OF AT LEAST P100.00 ON YOUR ATM ACCOUNT.

### C. ALLOWABLE DEDUCTIONS

The government and employee share in the compulsory contributions to the Employees Compensation Commission, PHILHEALTH, GSIS and HDMF shall be remitted directly to the respective recipient agencies. Other deductions from salaries shall likewise be remitted to institutions concerned.

### D. BENEFITS

Benefits shall be given to all personnel provided, there are legal bases and zings are not sufficient to cover the benefit as mandated by law, such amount shall be equally divided to all personnel.



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### E. DISBURSEMENTS

Complete details of the expenditures must be stated in both the Obligation Request and Disbursement Vouchers. Only vouchers with complete supporting documents shall be processed and vouchers with incomplete supporting attachments shall be returned reflecting the lacking documents to support the claim.

### F. SUSPENSION/DISALLOWANCES

Concerned personnel of the Accounting Section shall review disbursement vouchers before submitting to the Office of the Resident Auditor to minimize suspension and / or disallowances.

### G. REPORT OF DISBURSEMENT / STATUS OF FUNDS

All division chiefs shall be furnished copies of disbursement reports, status of funds on a monthly basis.

### H. FIELD OFFICES BOOKS OF ACCOUNT

Field offices are required to submit to Regional Office on or before the 10th day of each month the following financial reports covering the field financial transactions of the preceding month for COA and Accounting copies.

- a. Status of Monthly Allocation & Utilization of Funds
- b. Bank Reconciliation with Bank Statement
- c. Cash in Bank Register
- d. Paid Disbursement Vouchers
- e. Recapitulation of the Status of Funds

### I. FINANCIAL REPORTS

The Accountant and the Budget Officer shall interface with the RD and the ARD regarding monthly financial reports before signing the reports. In line with the Transparency Seal, all financial reports required for posting shall be published in the official website.



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### J. PAYMENT OF TRAVELLING EXPENSES

As per Memorandum Order Number 2016-001 dated March 8, 2016 re: Reiterations and Amendment of Memorandum Order Number 2013-03 on the Payment of Travelling Expenses Voucher (TEV) filing of claims with complete attachments for travelling expenses should be made within the quarter.

For travels made during the last week of a particular quarter, said TEV must be submitted within the first five (5) working days of the following quarter.

The following shall always be observed:

1. One day before and after is allowed for approved travels in Ilocos Norte; 1st (except Bantay, Caoayan, Sta. Catalina, Vigan), and 2nd (Cervantes, Quirino, G. Del Pilar, Sigay, Sugpon, Alilem, Suyo, San Emilio, Lidlidda, Salcedo, Burgos, Nagbukel, Galimuyod) Districts of Ilocos Sur; 1st (all except Sual), 2nd (Mangatarem), 3rd (Bayambang, Urbiztondo), and 6th (all except Rosales) Districts of Pangasinan. Other than that, claims will be allowed on the day and a day before or a day after depending on the result of dialogue between the personnel and the Division Chief concerned; (applicable to RO only)
2. TE claims of drivers are allowed one day before or after provided they shall report to work for shuttle on their travel time, if not, the allowance of one day in their claims will be forfeited.

Particulars on the obligation requests and disbursement vouchers shall bear complete information as to the venue / duration / purpose of travel and the PPA Column on the Obligation Requests.

The taxi rates shall be as follows:

Metro Manila/ Subic/ Clark  
P250.00 – Bus Station to training venue  
P250.00 – Bus Station to Central Office

Baguio City  
P75.00 – Bus Station to and from training venue

For taxi fares more than the above rates, an official receipt shall be attached to the TE claim.



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TE claims sent within the time frame shall be considered and processed by the Regional Office. Concerned employee shall inform the Records Officer that the documents for the claim has been sent through waybill.

For personnel hired thru contract of service / job orders, payment of travel expenses shall be governed by Circular No. 2016-10 issued June 29, 2016 re: Amendment to Item 3.2 of Circular No. 2012-12 dated July 2, 2012 (Guidelines on the Payment of Travel Expenses for Local Travel of DILG LG Sector Officials and Personnel), as follows:

“Personnel hired thru contract of service / job orders shall be allowed to travel on official business in exceptional cases provided that their Contracts / Terms of Reference (TOR), specifically allow or include activities that require travel outside of their official station. Claims for travel expenses of personnel hired thru contract of service / job order shall be allowed, if necessary and justified, on reimbursement basis only. They shall not be allowed to avail of cash advances for travelling expenses, except those who are involved in, or for purposes of inspection, monitoring and evaluation of locally-funded projects as per their travel plan approved by the Head of Office.”

### K. CASH ADVANCES / PRE-PAYMENTS

No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is liquidated or a proper accounting thereof is made. The accountable officer shall prepare the liquidation report in duplicate copies with supporting documents to be submitted to the Accountant.

The accountable officer shall liquidate his cash advance within the prescribed period as:

- a. For salaries, wages, etc. – within five (5) days after each pay period;
- b. For petty operating expenses and field operating expenses immediately after the completion of the activity and within 10 days after the end of the month respectively;
- c. For foreign travel – within 60 days upon return to the Philippines;
- d. Local travel – within 30 days upon his return to official station.

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When a cash advance is no longer needed or has not been used for a period of two (2) months, it must be returned to or deposited immediately with the collecting officer.

All cash advances shall be fully liquidated at the end of each year. Except for petty cash fund, the Accountable Officer shall refund any unexpended balance to the Cashier / Collecting Officer who will issue the necessary official receipt.

### L. DOCUMENTARY REQUIREMENTS FOR REGULAR CLAIMS

#### a. TRAVELS: Local and Foreign

BEFORE THE TRIP	AFTER THE TRIP
<p><b>Local</b></p> <ul style="list-style-type: none"> <li>■ Approved Travel Order/ Regional Order/ Department Order</li> </ul> <p><b>Foreign (Scholarship)</b></p> <ul style="list-style-type: none"> <li>■ Acceptance Letter</li> <li>■ Travel Authority endorsed by CO &amp; approved by DFA</li> <li>■ Contract</li> </ul>	<ul style="list-style-type: none"> <li>■ Certificate of Appearance (CA) or its equivalent</li> <li>■ Certificate of Travel Completed (CTC)</li> <li>■ Approved itinerary of travel</li> <li>■ Used ticket/s (bus/airline)/ terminal fees stubs</li> <li>■ Receipts, if entitled to travel representation allowance</li> <li>■ After travel report</li> <li>■ Justification in case of deviation</li> </ul>

BASIC REQUIREMENTS	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>■ Annual Procurement Plan</li> <li>■ Request and Issue Slip</li> <li>■ Purchase Request</li> <li>■ Posting at GEPS Website</li> </ul>	<p><b><u>For Procurement of spare parts</u></b></p> <ul style="list-style-type: none"> <li>■ Waste Material Report (for spare parts)</li> <li>■ Driver's Report</li> </ul>



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<ul style="list-style-type: none"> <li>■ Certificate of Personal Canvass with quotations of at least 3 suppliers</li> <li>■ Purchase Order</li> <li>■ Certificate of Acceptance</li> <li>■ Inspection Report</li> <li>■ Charge Invoice</li> <li>■ Official Receipt (c/o Cash Unit)</li> <li>■ Certificate VAT withheld (c/o Accounting)</li> </ul>	<p><b><u>For semi-expendable supplies / equipment</u></b></p> <ul style="list-style-type: none"> <li>■ Memorandum receipt copy</li> </ul> <p><b><u>For Supplies for Distribution</u></b></p> <ul style="list-style-type: none"> <li>■ Certified Distribution List with attached listings duly signed by recipients</li> </ul> <p><b><u>For Procurement via Sole Distributorship</u></b></p> <ul style="list-style-type: none"> <li>■ Certificate of Sole Distributorship duly certified photocopy</li> <li>■ Official Price List Copy duly certified photocopy</li> </ul> <p><b><u>For Emergency Purchases</u></b></p> <p>Certificate of Emergency Purchase</p>
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### c. Conduct of Trainings

Basic Requirements	For 50,000 and above
<ul style="list-style-type: none"> <li>■ Approve copy of Design               <ul style="list-style-type: none"> <li>■ Purchase Request, RIS, PO</li> <li>■ Statement of account with original charge invoices/order slips</li> <li>■ Certified list of participants</li> <li>■ Attendance Sheets</li> <li>■ Registration Sheets</li> <li>■ Official Receipt c/o Cash Unit</li> <li>■ Certificate of VAT withheld (c/o Accounting)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Notarized Contract               <ul style="list-style-type: none"> <li>■ PHILGEPS Posting (Notice of Abstract to Bid, Notice of Award)</li> <li>■ BAC Resolution</li> </ul> </li> </ul>

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- Canvass Papers from 3 Bonafide caterers/hotels/resorts
- Abstract of Quotation of prices
- Post-activity report
- Order/Memorandum for the conduct of training/seminar

### d. Gas, Oil and Lubricants\*

As In House Credit	As Reimbursement
<ul style="list-style-type: none"><li>■ Vehicle trip tickets</li><li>■ Withdrawal Slips</li><li>■ Original Charge Invoices</li><li>■ Request and Issue Slip</li><li>■ Official Receipt c/o Cash Unit</li><li>■ Certificate of VAT withheld (c/o Accounting)</li></ul>	<ul style="list-style-type: none"><li>■ Vehicle trip tickets</li><li>■ Official receipt/s</li><li>■ Request and Issue Slip</li><li>■ Toll tickets for toll fee</li></ul>

\*Applicable only to Regional/ Provincial Offices

### M. UTILIZATION OF FUNDS

Funds given to the regional and provincial offices by the Central Office, Local Government Academy and other agencies to implement certain programs shall be utilized solely in accordance with the specific purpose/s for which these are appropriated.

### SEC. 15. TERMINAL/ACTIVITY/AFTER TRAVEL REPORTS

Submission to ORD for proper notation of terminal / activity / after travel reports for all activities covered with activity/training design and travels undertaken shall be done within (5) days after the activity. The duly noted terminal / activity / after travel reports shall form part of the liquidation papers submitted to Accounting Section / Cash Unit. In the absence of the RD, ARD and HEA, the terminal / activity / after travel reports shall be noted by the Division Chief concerned.

In case of provincial offices, the PM / CL shall note the terminal reports in the absence of the PD.



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### SEC. 16. PROCUREMENT OF GOODS AND SERVICES

#### 1. PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

All Divisions / Units shall prepare their respective Annual PPMPs every first month of the year to be incorporated in the DILG RO1 Annual Procurement Plan (APP) by the Bids and Awards Committee (BAC) Secretariat. For the provincial offices, the APPs shall be submitted to the regional office not later than February.

#### 2. FREQUENCY / SCHEDULE OF PROCUREMENT

Procurement of regular supplies shall be done on a quarterly basis.

#### 3. STEPS

##### A. Regular Procurements

For Procurement of supplies, goods and services that are included in the approved APP, the requesting Division / Unit / Section shall submit a duly accomplished / signed Purchase Request (PR) and Requisition and Issue Slip (RIS).

##### B. Emergency / Special Procurements

For procurements outside the approved APP, the approved design together with the required BAC documents shall be attached to the duly accomplished / approved PR and RIS.

In both procurements, the PR and RIS shall be submitted to the designated Supply Officer who shall be responsible in the preparation of other supporting documents. He shall also ensure delivery of the required goods and services on time and with the desired specifications.

The inspection team shall check the supplies, goods delivered before the designated Supply Officer issues the same to the end- user / requisitioning Division / Unit / Section. The end-user / requisitioning Division / Unit / Section, on the other hand, shall also check the delivered supplies and goods before affixing their signatures to the RIS. The end-user has the right to demand a replacement of the delivered items found not in accordance with the desired specifications.

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### C. Infrastructure Projects and Consulting Services

For Infrastructure Projects and Consulting Services, provisions of RA 9184 (Government Procurement Reform Act) and its IRR shall apply.

### 4. INVENTORY

Designated Supply Officer of each Division shall prepare a quarterly inventory report that shall tally with the inventory of the designated Regional Supply Officer. The designated Supply Officer shall submit a regional inventory to the Regional Director through the FAD Chief on a quarterly basis.

### **SEC. 17. OFFICIAL TRAVEL**

#### Local Travels

For regional office personnel, all local travels shall be approved by the Regional Director at least two (2) days prior to the actual travel except in urgent cases. The TO shall be recommended by the concerned DCs initialed by the ARD.

For provincial office personnel, all local travel orders shall be approved by the following:

- Outside the province – The TO shall be recommended by the PD and approved by the RD within five (5) days prior to the actual travel, except for urgent cases.
- Within the province – The TO shall be approved by the PD within two (2) days prior to the actual travel, except for urgent matters

Training/activity design shall be attached to the travel order.

Field Officers (P/C/MLGOOs) shall be required to submit the travel order within the month as an attachment to the DTR.

#### Foreign Travels

The SILG shall approve an application for a Travel Authority outside the country upon endorsement by the Regional Director.

All regional office personnel seeking travel authority shall submit Letter of Intent. For Field Officers, the following documents shall be submitted:



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1. Clearance from money and property accountability;
2. Leave Application duly accomplished and approved by the Immediate Supervisor
3. A Letter of Intent citing the reasons for the travel abroad
4. Endorsement from the concerned Provincial Director

In both instances, the required document/s shall be submitted to the Regional Director through the Personnel Section at least a month before the actual travel.

In cases where a C/MLGOO travels abroad, a Provincial Order designating an In-Charge of Office (ICO) to be assigned in the LGU shall be required as an additional document.

In cases where there is no designated ICO, the Cluster Leader shall automatically radiate the LGU where the vacancy exists. For foreign travels for one (1) month or longer, a proper turn-over / clearance shall be done.

### **SEC. 18. LINE OF AUTHORITY**

1. In the absence of the Regional Director, the Assistant Regional Director shall be authorized to act / decide on matters needing immediate action relevant to the operation or conduct of our regular programs, projects and activities.
2. In the absence of both the Regional Director and Assistant Regional Director, the Division Chiefs in the following order shall act as In-Charge of Office (ICO):
  - a. FAD Chief
  - b. LGCDD Chief
  - c. LGMED Chief
3. In the absence of the Division Chiefs, the Assistant Chief in the same order shall act as In-Charge of Office (ICO).
4. For the provincial offices, the PD shall issue an order designating the ICO in his/her absence to act / decide on matters needing immediate action relevant to the operation or conduct of our regular programs, projects and activities.



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The ICO shall have the following duties and responsibilities:

- a. Approve trip tickets for the day within the City of San Fernando and suburbs;
- b. Approval of gasoline slips for the shuttle;
- c. Sign transmittal letters of reports and other documents to be submitted to Central Office;
- d. Oversee and ensure smooth flow of operation and proper conduct of office as caretaker;
- e. Sign communications for field offices, and;
- f. Perform such other functions with the approval of the Regional Director.

The ICO shall submit an accomplishment report to the Regional Director not more than two (2) days after the tour of duty.

### **SEC. 19. REQUEST FOR ASSISTANCE OF PERSONNEL**

Protocol Clause

Proper clearance/permission from the concerned Provincial Director/ Division/ Assistant Division Chiefs or Unit Heads shall be secured first before requesting assistance from any of the personnel of a certain Division in the conduct of any activity.

### **SEC.20. TRACKING OF REGIONAL ISSUANCES**

To keep track of Regional issuances and directives, Operating Units shall coordinate with the Personnel Section in the preparation of Regional Orders for proper numbering and recording. Personnel Section shall likewise provide copies of the approved Regional Orders to concerned units.



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### **SEC. 21. SIGNING OF DOCUMENTS**

For all documents that require the signature of the Regional Director or the Assistant Regional Director, the Division Chief concerned shall first affix his / her initial.

For Contracts or Memorandum of Agreements or Understanding (MOA / MOU), in addition to the initial of the Division Chief concerned, the Legal Officer shall also affix his / her initial before the Assistant Regional Director affixes his / her initial.

### **SEC. 22. PUBLIC ASSISTANCE AND COMPLAINTS DESK (PACD)**

Personnel from the FAD / Province shall be assigned as Officer-of-the-day (OD) and shall do the following:

- Assist all walk-in/external clients by requiring them to log in time of arrival, address, and purpose of visit at the Visitors Logbook;
- Assist clients in filling up the referral slip indicating therein the purpose and name of DILG I Regional Office personnel to be visited;
- Contact the personnel concerned about the visit to meet the client at the 1st floor lobby;
- Extend the necessary courtesy to the client;
- Require the client to accomplish the Client's Feedback Form;
- Monitor the flow of visitors coming in and out of the office;
- Enforce the office policy that guests who come for personal reasons shall do their business at the 1st floor office lobby.
- Perform other related tasks

### **SEC. 23. DRESS CODE**

A. All DILG personnel shall wear complete uniform with Official ID as prescribed by the Department and name tag as required by the Anti-Red Tape Act (ARTA).

B. For Fridays, all personnel shall wear appropriate office attire. Wearing of walking shorts, jogging pants, t-shirts, sandos, sleeveless blouses are prohibited.

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- C. Official polo shirts with collars shall be worn during field work/ monitoring activities. However, during trainings, seminars and meetings, use of branded polo shirt is optional unless specified in the regional order.
- D. During summer months (March – May), wearing of the prescribed uniforms is suspended.
- E. An office memorandum shall be issued for the above concerns.
- F. The following are hereby exempted from wearing the prescribed uniforms:
  - 1. Those who are pregnant;
  - 2. Those who are in mourn;
  - 3. Those who are retiring for the current year;
  - 4. Employees who are detailed to other government agencies and those on scholarships, trainings, and official travels;
  - 5. Officials occupying third level positions.
- G. The immediate supervisor of each division/ section/ unit shall monitor and submit a monthly report on the compliance to Personnel Section.

### **SEC. 24. PERSONNEL ACTIONS / MOVEMENTS**

#### A. Promotions

- 1. Any vacancy in all levels / provinces, Administrative or Technical positions, shall be open to all qualified personnel.
- 2. Vacancies shall be published in the CSC Bulletin of vacant positions, DILG ROI website and post the same in three (3) conspicuous places in the Regional and Provincial Offices for at least 10 calendar days.
- 3. Published vacant positions which are not filled within six (6) months shall be re-published.
- 4. Results of the latest assessment may apply to assessments done for the same positions within one (1) year.

All qualified next-in-rank employees may submit application letter indicating his / her intention to said promotion. All qualified next-in-rank who are not interested shall submit a waiver.



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## ADMINISTRATIVE CONCERNS

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5. All applicants for re-employment shall be considered as first-time applicants.

Previously separated employees who reapply for technical positions shall be assessed for LGOO II regardless of the positions held prior to the separation from the service. The applicant shall be required to undergo the screening process as provided in Circular 93-08. The appointment shall be considered "Original Appointments."

6. All assessments shall be guided by the policies formulated by the Regional Personnel Selection and Promotion Board (RPSPB) which are consistent with the approved Merit Selection and Promotion Plan (MSPP).
7. The PPSPB shall assist the RPSPB in the pre-screening process of applicants.

### B. Transfer / Re-assignment

The transfer / re-assignment of personnel shall be governed by the exigency of the service so requiring and other considerations subject to the discretion of the management.

For the provincial offices, the PD shall take charge in the transfer / re-assignment of employees upon consultation with concerned personnel. Re-assigned personnel shall secure clearance from money and property accountability and conduct proper turn-over of documents, equipment, etc.

### **SEC. 25. PHYSICAL FITNESS AND SPORTS PROGRAM**

- A. The DILG Regional / Provincial Offices shall formulate their Physical Fitness Program (PFP) and Health Awareness Program (HAP) as mandated by the Civil Service Commission pursuant to its MC No. 06, series 1995 and CSC MC No. 8, Series 2011, in order to develop a healthy and alert workforce.
- B. The DILG R1 shall conduct a health and wellness summit once a year that includes sports activities, subject to the availability of funds.
- C. Attendance to fun run or any fitness activities where the office is invited shall be encouraged.
- D. The CSC authorized one (1) hour each week for the conduct of health awareness program and twenty (20) minutes daily for the conduct of wellness or fitness program shall be adopted by the Regional and Provincial Offices provided

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that the necessary rules for its implementation are formulated by the concerned office.

The Regional and Provincial Offices shall devise a fitness program one (1) hour a week to be hosted by assigned division/operating units for the Flag Raising Ceremony.

Where public services will be unduly disrupted or prejudiced, the personnel complement may be divided into such number of groups as may be necessary who shall undertake such activities in different times.

### **SEC. 26. SECURITY MEASURES**

A Security Guard shall be posted at the guardhouse at all times. An organic personnel guard shall man the post on daytime from 8:00 AM-4:00 PM.

A private security provider shall be contracted to secure the office from 4:00 PM-8:00 AM and during weekends and holidays.

The security guard on duty shall be responsible with the following:

- Make a special report on unusual happenings in the Office;
- Make daily written inventory of Office vehicle;
- Close doors and windows and turn off air conditioning units and lights after office hours;
- Record whereabouts of transported equipment to and from the office;
- Record guests and their vehicles, if any, upon entering the Office premises;
- Not allow personnel and visitors to enter the office premises beyond the regular office hours unless with approved request for overtime from the head of agency.
- For emergency purposes not covered by an approved overtime permission of the head of the agency, the guard on duty shall record the name and purpose of the personnel who enters the office premises and shall only stay for not more than 15 minutes.
- Submit corresponding report to the FAD Chief on the next working day.

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## ADMINISTRATIVE CONCERNS

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- Notify the personnel without approved overtime to leave the Regional Office premises otherwise they shall be dealt with accordingly.
- Perform other related work as may be assigned from time to time. The SG shall be furnished a copy of the approved request for overtime.

Employee concerned shall be responsible for their belongings and office issued equipment / furniture and fixtures. The Office shall not be liable for any loss and damage due to neglect.

Personal belongings (IT equipment, camera, etc.) shall be logged in at the Security Guard before entering the Regional Office premises.

### **SEC. 27. PHYSICAL INVENTORY**

The designated Supply Officer, together with the Accountant and in the presence of the Resident Auditor, shall conduct an annual inventory of all physical assets in the Regional / Provincial Office, unless interim inventory is required.

Physical assets shall refer to all properties (buildings, furniture, fixtures and of the same kind), equipment and service vehicles of the office.

The guidance for the inventory of all DILG R1 Office properties shall be guided by the Manual on the New Government Accounting System (NGAS) for National Government Agencies, VOL. I-III, prescribed by Commission on Audit Circular No. 2002-02 dated June 18, 2002.

### **SEC. 28. OTHER CONCERNS**

- A. Personnel shall not be allowed to do table hopping during office hours except for official business transactions. Transacting official business shall be done in a professional manner.
- B. Comfort rooms and other facilities shall be used with utmost care and cleanliness and proper upkeep shall be observed.
- C. Field offices shall be well informed on policies and other information relevant to office operations.
- D. Attendance of personnel to DILG RI Credit Cooperative and Employees' Union Meetings shall be allowed on official time provided that such attendance shall

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## ADMINISTRATIVE CONCERNS



not affect his/ her work/ performance.

- E. If an incumbent DILG R1 employee dies, a mandatory contribution of at least P200.00 per employee shall be collected by the head of the operating units for remittance to the Cashier of the Regional Office.

Wreath shall be given to deceased DILG R1 personnel and his/her immediate family members: spouse (legal/common-law), children, parents (biological/foster), and siblings.

- F. All issuances disseminated thru email shall indicate the number and subject of said issuance and provide instructions.
- G. All DILG R1 personnel shall be covered with group accident insurance under the GSIS. The personnel concerned has the option to increase his/her insurance coverage provided that the additional premium will be charged to the account of said personnel
- H. Travels and application for leave which are beyond the delegated authority of the Regional Director shall be submitted to the Central Office one (1) month before the travel.



# CHAPTER III

## COMPLAINTS AND GRIEVANCES

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### **SEC. 29. EMPLOYEES / EMPLOYERS COUNSELLING SERVICES**

Counseling services shall be provided by the DC / ADC / Unit Head / PD / PM / CL concerned to the personnel who is frequently absent / tardy, conduct unbecoming, willful neglect of duty, and other similar cases. A dialogue between the superior and the subordinate shall be encouraged to assist the personnel concerned.

### **SEC. 30. GRIEVANCE**

- A. A Regional and Provincial Grievance Committee shall be created for the office to achieve its goal of developing a conducive atmosphere.
- B. COMPOSITION: Only permanent officials and employees, whenever applicable, shall be appointed as members of the grievance committee as covered by a Regional/Provincial Order.
- C. The Personnel Section shall extend secretariat services to the grievance committee.
- D. A grievance shall be resolved expeditiously at all times at the lowest level possible in the agency. However, if not settled at the lowest level possible, Grievance Committee shall take cognizance of the issue.
- E. The Grievance Committee shall establish its own internal rules of procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties.
- F. GROUNDS:

Grievance refers to work related issues giving rise to employee dissatisfaction.

The following cases shall be acted upon through the grievance machinery:

1. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;



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## COMPLAINTS AND GRIEVANCES



2. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
3. Physical working conditions;
4. Interpersonal relationships and linkages;
5. Protest on appointments; and
6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

The following cases shall not be acted upon through the grievance machinery:

1. Disciplinary cases which shall be resolved pursuant to the Revised Rules on Administrative Cases in the Civil Service;
  2. Sexual harassment cases as provided for in RA 7877; and
  3. Union-related issues and concerns.
- G. A grievance may be elevated to the Civil Service Regional Office concerned only upon submission of a Certification on the Final Action on Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.
- H. Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations.

(CSC Revised Rules on Grievance Machinery: Resolution No. 010113 dated January 10, 2001).

Procedures:

1. A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally



# CHAPTER III

## COMPLAINTS AND GRIEVANCES

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the aggrieved party of the corresponding action. If the aggrieved party is not satisfied with the result or the actions taken, he/she may elevate the matter to the grievance committee.

2. If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor or the grievance committee.
3. The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation: PROVIDED, HOWEVER, that where the object of the grievance is the Grievance Committee, the aggrieved party may submit the grievance to top management (Central Grievance Committee).
4. After rendering the decision, the Grievance Committee shall issue the Certification on the Final Action Grievance (CFAG) which shall contain the following, among others, history and final action taken by the agency on the agency.
5. If the aggrieved party is not satisfied with the result or action taken, he/ she may elevate the matter to the Central Grievance Committee or the Civil Service Commission (CSC Regional Office)

### **SEC. 31. ADMINISTRATIVE COMPLAINT**

Disciplinary cases shall be resolved pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS) particularly Rules 1-14 issued by the Civil Service Commission.

#### Procedures

1. All disciplinary cases shall be in writing and under oath and may be filed before the Regional Director (Disciplining Authority) or at the CSC.
2. Upon review of the case, the Regional Director shall designate an investigation officer who shall conduct preliminary investigation or any proceedings necessary in the resolution of the case.
3. After the conduct of preliminary investigation, the investigating officer shall submit the investigation report with recommendation and the complete records of the case to the disciplining authority.

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## COMPLAINTS AND GRIEVANCES



4. If a prima facie case is established during the investigation, the disciplining authority may issue a formal charge/notice of charge pursuant to Rule 5 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS). In the absence of prima facie case, the complaint shall be dismissed.
5. A formal charge/notice of charge shall be issued against the respondent pursuant to Rule 5 of RRACCS. The respondent shall submit his/her answer, in writing and under oath. Failure to file an answer, the respondent shall be considered to have waived his/her right to submit the same and the case may be decided based on available records. (Rule 6, RRACCS)
6. Preventive Suspension may be imposed by the Disciplining authority provided that all the requirements mentioned in Rule 7, RRACCS are present in the case.
7. The formal investigation shall be conducted by the disciplining authority where the merits of the case cannot be decided judiciously without conducting such investigation or the respondent elects to have one per Rule 8, RRACCS.
8. The rules and procedures under Rule 8 of RRACCS shall govern the formal investigation in order to safeguard the right to due process of the respondent.
9. After formal investigation, the Disciplining authority, after thirty (30) days from receipt of the formal investigation report, shall decide the case. A decision rendered by the disciplining authority whereby the penalty of suspension for not more than thirty (30) days or fine in the amount not exceeding thirty (30) days' salary is imposed, the same shall be final, executory and not appealable unless a motion for reconsideration is seasonably filed. However, the respondent may file an appeal when the issue raised is violation of due process (Sec. 45, Rule 9 RRACCS)  
If the respondent failed to file motion for reconsideration or an appeal after the lapse of the reglementary period to file one, the decision with penalty exceeding the requirements mentioned above shall become final and executory.
10. The classification of Offenses with corresponding penalties shall be governed by Sections 46 and 47 of Rule 10, RRACCS.
11. All other matters necessary in the determination of the Disciplinary cases, the rules and regulations provided for by RRACCS shall be adopted by this Office.



# CHAPTER IV

## CAREER ADVANCEMENTS AND SCHOLARSHIPS

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### **SEC. 32. RETOOLING ACTIVITIES**

Participation of personnel to the retooling activities shall be based on the Human Resource Development (HRD) Plan of the DILG R1.

### **SEC. 33. PERMIT TO STUDY / TEACH / PRACTICE OF PROFESSION**

#### A. Permit to Study

1. All employees planning to complete post graduate studies / short courses outside office hours shall secure the necessary permit to study.
2. Copies of class schedule and list of subjects enrolled shall be furnished to the Office upon enrollment. Such documents shall form part of the employee's 201 file.
3. Failure to secure permit, the Office will not merit the earned units / degree for all purposes (DILG Memo dated January 31, 2013).
4. All permits shall be secured from the Office of the Regional Director every semester. The requests shall be endorsed by the Provincial Director.

#### B. Permit to Practice of Profession

1. No official or personnel shall engage directly in any profession without a written permission from the SILG or his duly authorized representative per Department Order No. 2013-11 Re: Delegation of Authority.
2. Officials with the rank of Director to Undersecretary or its equivalent are prohibited from practicing their profession as their duties and responsibilities require that their entire time be at the disposal of the Government and of this Department. However, said officials and all other officials or personnel may be allowed to teach in a college, university or educational institution outside of the regular work hours.
3. Officials or personnel below the rank of Director, who are members of the Bar, may be granted authority to practice their profession only as Notaries Public. In no case shall they be authorized to appear as counsel before any court of law or a tribunal except to prosecute or defend a case involving themselves or their immediate family members.

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## CAREER ADVANCEMENTS AND SCHOLARSHIPS

4. Officials and personnel with Authority to Practice their profession, who will have to leave the office during regular office hours shall file a leave of absence or secure a written "Permission to Leave" from office approved by the Head of their respective operating units indicating therein the said purpose. In no case shall said "Permission to Leave" be granted more than twice per month.
5. In granting the "Permission to Leave", the head of the requesting operating unit concerned must ensure that the efficiency of the official or personnel will not be impaired in any way.
6. No government time, vehicle, personnel, funds or supplies shall be utilized in the pursuit of one's profession except when the official or personnel concerned is defending the interest of the government.
7. Officials and personnel who are members of the medical profession may practice their professions even during official hours of work only on occasions of emergency and during medical missions sanctioned by the Department, provided he/she does not derive monetary compensation therefrom.
8. Any official or personnel who is invited to conduct a lecture as resource person by virtue of the mandate of his/her office and the mandate of this Department is prohibited from receiving honorarium or charging a fee.
9. Any official or personnel whose expertise was acquired by virtue of a government scholarship grant or program is prohibited from charging a fee or honorarium as resource person in an activity conducted by any instrumentality of the government and this Department.
10. In case of conflict of schedule the duties and responsibilities of the official or personnel concerned must take precedence over the Authority to Practice granted to him/her. (see Appendix \_\_\_\_)

### **SEC. 34. SCHOLARSHIP**

The following guidelines and procedures shall be adopted in availing scholarship programs:



# CHAPTER IV

## CAREER ADVANCEMENTS AND SCHOLARSHIPS

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- A. All applications for scholarships shall be coursed through the Regional Local Government Scholarship Committee (RLGSC) which shall screen, assess and endorse to the Regional Director qualified applicants for nomination to the Central LGSC;
- B. Upon approval of the scholarship by the sponsoring donor institution/ country, the grantee shall furnish the RLGSC the following documents:
1. Central LGSC nomination (if applicable)
  2. Department Order
  3. Approved Application for Study Leave
  4. Authority to Travel (if applicable)
  5. Clearances/Certifications
  6. Scholarship Contract
  7. Photocopy of Passport (if applicable)
  8. Other documents as may be necessary for records purposes
- C. Upon completion of the local or foreign scholarship, or for every semester completed, each grantee shall submit a certified true copy of the academic grade. Within sixty (60) days from completion of the grant, the grantee shall submit a certified copy of the Certificate of Completion or diploma and two (2) copies of research study, policy paper or thesis or agency re-entry plan for short term courses or a project/ activity proposal for the application of the newly acquired skills or expertise. The grantee shall also submit a certified correct statement of funds availed of from the office or any government entity. The grantee shall also disclose any form of assistance where government funds are utilized in the completion of the scholarship.

The Personnel Section shall serve as the secretariat to the RLGSC and shall be responsible for the widest dissemination of the circular. The Secretariat shall keep all documents submitted to RLGSC. The secretariat shall also be responsible in monitoring compliance of the circular and up- date the Regional Director and RLGSC on the status of scholarship program in the Region.

### **SEC. 35. COVERAGE**

The circular shall cover all scholarships whether academic studies, fellowships, technical training, seminars, observation tours and other similar activities whether locally (i.e. CSC-LSP, etc.) or abroad for regional employees.

# CHAPTER IV



## CAREER ADVANCEMENTS AND SCHOLARSHIPS

Requirements except the academic grades mentioned in Section 29, Paragraph C shall also apply to grantees who availed of and finished / completed the scholarships as defined above. These records shall form part of the 201 files to be kept by the Personnel Section and the materials shall be kept with the LGRR for reference.

### **SEC. 36. LOCAL SCHOLARSHIP PROGRAM**

The following additional office procedures on Local Scholarship Program shall be observed in the pursuit of an enhanced performance and increased productivity among the personnel particularly among field officers and LSP scholars:

1. All local scholarship grantees are required to submit to the Provincial Directors (PDs) Division Chiefs (DCs) copy furnished the Regional Director, the class schedule for each semester during the duration of the course;
2. Submit the scholastic records and other citations for each semester to the PDs/DCs copy furnished the Regional Office/Personnel Section;
3. Report to DILG Office closest to the school during the period that they are not attending classes and/or other class-related activities;
4. PDs / DCs shall assign duties and responsibilities to the new staff scholars and shall directly supervise them;
5. PDs / DCs shall monitor the attendance and required to submit to the Regional Office a periodic report of attendance; and;
6. Submit to the PDs / DCs copy furnished the Regional Director the re-entry Plan after the duration of the scholarship program.
7. Submit a copy of the thesis to the Regional Office.

The office shall take necessary actions against these grantees on the non-compliance of the above policies.



# CHAPTER V

## PERSONNEL MECHANISMS

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### **SEC. 37. REGIONAL PERSONNEL SELECTION AND PROMOTION BOARD**

Pursuant to Department Circular No. 2014-01 or the Enhanced Merit Selection and Promotion Plan (MSPP), the Regional Personnel Selection and Promotion Board (RPSPB) shall be composed of the following:

Chairperson: Assistant Regional Director

Members :

All Division Chiefs

Provincial Director Representative to be chosen from among themselves

Provincial Director where the vacancy is

Administrative Office V (HRMO); and

Employees Association Representatives, who shall serve for a period of two (2) years

- 1st Level Representative
- 2nd Level Representative

In the absence of a quorum, the alternate representatives of the absent regular members shall attend the board meeting.

To assist the RSPB, a Provincial Personnel Selection and Promotion Board (PP-SPB) shall be created with the following composition:

Chairperson: Provincial Director

Members : Representative of the Cluster Heads, if applicable

Representative of CLGOOs, if applicable

Representative of MLGOOs

Representative of LGOOs III/II

Representative of First Level Employees

### **SEC. 38. REGIONAL PROTEST AND APPEALS BOARD**

The Regional Protest and Appeals Board shall be re-organized and composed of the following:

Chairperson: Legal Officer

Members : Personnel Officer

Technical Personnel from LGCDD and LGMED

DREAM Representative

Employees' Union representative from the province where the protest originated (in case of provincial employees)

Secretariat: Personnel Section



# CHAPTER V

## PERSONNEL MECHANISMS



The Board shall be guided by pertinent CSC laws, rules and regulations in the exercise of its functions and the provisions of the DILG Enhanced MSPP.

### **SEC. 39. AD HOC COMMITTEES**

Ad Hoc committees shall be created as the need arises covered by a Regional/ Provincial Order.

### **SEC. 40. DISPOSAL COMMITTEE**

The Disposal Committee shall conduct appraisal of unserviceable equipment and shall be guided by the provisions of COA and DBM Circulars. The committee shall be composed of the following:

Regional Office:

Chairperson : Assistant Regional Director  
Members :  
Chief Administrative Officer - Principal  
Supervising Administrative Officer - Alternate  
LGCDD Chief - Principal  
Asst. LGCDD Chief – Alternate  
LGMED Chief - Principal  
Asst. LGMED Chief - Alternate  
COA Representative  
Secretariat : Supply Officer

Provincial Office :

Chairperson : Provincial Director  
Members : Program Manager  
Cluster Leader  
LGOO V  
Administrative Staff  
COA representative

Secretariat: Designated Supply Officer



# CHAPTER V

## PERSONNEL MECHANISMS

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### **SEC. 41. REGIONAL LOCAL GOVERNMENT SCHOLARSHIP COMMITTEE**

The Regional Scholarship Committee shall be re-organized and shall be referred to as the Regional Local Government Scholarship Committee (RLGSC). The committee shall be composed of the following:

Chairman : ARD  
Members : Division Chiefs  
DREAM Representatives Principal / Alternate from 2nd level / 1st level  
Provincial Director

Secretariat services shall be provided by the Personnel Section. The committee shall initially draw up policies to address the issues in connection with local and foreign scholarship grants prevalent in the Region and shall complement the provisions of the manual. Such policies shall be presented for review and upon approval shall be adopted by the region.

### **SEC. 42. OFFICE PERFORMANCE MANAGEMENT TEAM (PMT)**

Chairperson : Chief, Finance and Administrative Division  
Co-Chairperson : Chief, LGCDD  
Chief, LGMED  
Members : Regional Planning Officer  
Regional Legal Officer  
Chief, Personnel Section  
Chief, Budget Section  
Rep. of Rank & File Employees (2nd level)  
Rep. of Rank & File Employees (1st level)  
Secretariat : Personnel Section

The Field Offices (DILG Provincial/City Offices) shall create SPMS Teams.

### **SEC. 43. GRIEVANCE COMMITTEE**

The Regional Grievance Committee shall be re-organized to develop an atmosphere conducive to a harmonious relationship in the office and further boost employee morale. The Regional Grievance Committee shall be composed of the following:

Chairperson : Chief Administrative Officer  
Members : Division Chiefs (LGCDD and LGMED)  
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# CHAPTER V

## PERSONNEL MECHANISMS



Legal Officer  
HRMO  
DREAM Representative from 1st / 2nd Level  
Employees' Union representative from the province  
(where the complainant/ respondent are assigned)

In case of absence, the officer next-in-rank shall sit as representative to the Committee. Moreover, the Personnel Section shall provide secretariat services and shall keep all records involving complaints and grievances. For the Provincial Grievance Committee, the composition is upon the discretion of the Provincial Director organized through a Provincial Order.

### **SEC. 44. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE (PRAISE)**

The committee aims to encourage creativity, innovativeness, efficiency, integrity and productivity in the office by giving due recognition and reward to employees for their suggestions, inventions and superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvement in office operations or for other extraordinary acts or services rendered in the interest of public service.

The composition of the committee shall follow the Circular on the Enhanced DILG PRAISE.

### **SEC. 45. BIDS AND AWARDS COMMITTEE (BAC)**

In adherence to the principles of transparency, accountability and competitiveness as provided for under RA 9184 otherwise known as Government Procurement Reform Act and its Implementing Rules and Regulations, the DILG Regional Office shall organize its Bids and Awards Committee composed of the following:

Chairperson	:	Division Chief
Members	:	2 Division Chiefs 1 Provisional Member with technical knowledge on procurement
End-user Secretariat	:	Head Secretariat (at least Fifth Ranking Officials) Members

Technical Working Group to be organized by the BAC through a BAC Resolution for the issuance of a Regional Order.



# CHAPTER V

## PERSONNEL MECHANISMS

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The provincial BAC shall have at least five (5) members, but not more than seven (7) members. It shall be chaired by at least a third-ranking permanent official of the procuring entity other than its head.

### **Sec 46. REGIONAL/PROVINCIAL COMMUNICATION COMMITTEE**

Pursuant to Department Circular 2016-05, the Regional Communication Committee is organized with the following composition:

Chairperson	:	Regional Director
Vice Chairperson	:	Assistant Regional Director
Members	:	Division Chiefs Regional Information Officer

Moreover, Provincial Offices shall also organize their respective Provincial Communication Committee to be chaired by the Provincial Director with the Cluster Leader/s and Program Manager as members.

The Regional Information Officer remains as the communication focal person who shall coordinate all communication-related activities of the region.

### **Section 47. GAD FOCAL POINT SYSTEM**

#### A. Composition

Pursuant to the PCW Memorandum Circular 2011-1 (Guidelines for the Creation, Strengthening and Institutionalizing the Gender and Development Focal Point System), the DILG R1 GAD FPS is created with the following composition and functions:

Chairperson	:	RD
Vice-Chairperson	:	ARD
Members	:	Division Chiefs
TWG cum Secretariat	:	Regional Planning Officer Division Planning Officers

Likewise, a GFPS in the four (4) DILG Provincial Offices shall be created to be composed of the following:

Chairperson	:	PD
Members	:	CL, PM, CLGOOs
Secretariat	:	Planning Officer GAD Focal Person

# CHAPTER V

## PERSONNEL MECHANISMS



### B. Functions

#### GFPS:

1. Lead in the gender mainstreaming in the agency;
2. Lead in the preparation of GPB and consolidation of GAD Accomplishment Report;
3. Lead in setting up appropriate systems and mechanisms e.g. sex-disaggregated data or GAD database;
4. Coordinate efforts of different divisions, offices, units of the agency on gender mainstreaming;
5. Conduct of advocacy activities and the development of IEC materials on GAD to ensure critical support for agency GAD efforts;
6. Monitor the implementation of GAD-related PPAs;
7. Prepare and consolidate agency GAD Accomplishment Reports; and
8. Submit reports and recommendations to agency head.

#### TWG cum Secretariat:

1. Lead gender mainstreaming efforts through the GPB process;
2. Assist in the capacity development of an provide technical assistance to the agency;
3. Coordinate with all concerned on their meaningful participation in GAD efforts;



# CHAPTER VI

## DILG REGION 1 AWARDS AND INCENTIVES PROGRAM

### SEC. 48. POLICY GUIDELINES ON AWARDS / RECOGNITION

1. A search for the DILG R1 Best Performers shall be done annually to be awarded during the employees' convention.

Field validation shall be done semi-annually, 1 unannounced and 1 announced. The approved criteria shall be disseminated to the provincial and field offices.

2. The search shall be in conformity with the criteria set forth by the DILG R1 Awards Evaluation Team. The implementation of the 6S shall be an additional criteria.

3. Composition of the Search Committee

Chairperson	:	Regional Director
Vice-Chairperson	:	ARD
Members	:	Division Chiefs HEA Legal Officer
Secretariat	:	Regional Planning Officer

4. Functions of the Search Committee

5. Criteria of the Search

Best Provincial Team

- PPA Compliance
- Finance and Administrative Compliance

6. Incentives

Plaques and cash awards shall be given to the Best, 1st, 2nd and 3rd Runners up Provincial Team category. The amount of cash awards shall be determined by the Search Committee subject to the availability of funds.

# CHAPTER V

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## FINAL PROVISIONS



### **SEC. 49. PENALTY CLAUSE**

Any violations of the herein policies and standards shall be dealt with accordingly. Penalties to be imposed shall be determined in accordance with existing Civil Service Rules and Regulations.

### **SEC. 50. SEPARABILITY CLAUSE**

The provisions of this Manual of Operations that are inconsistent with DILG DOs, CSC Rules and Regulations and other existing national laws shall be declared inoperative.

### **SEC. 51. EFFECTIVITY CLAUSE**

This Manual of Operations shall take effect 15 days after its publication and dissemination in the DILG Region I Official Website and Field Offices.

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGION 1**  
Aguila Road, Sevilla, San Fenando City, La Union