



REGIONAL OFFICE

PRESENT:

- ARD/Program Manager Agnes A. De Leon, CESO V
- Asst. Program Manager LGOO VIII Reggie R. Colisao, CESO V
- FAD Chief Alicia C. Bang-oa
- LGCDD Chief Pedro D. Gonzales
- LGMED Chief Rhodora G. Soriano
- SAO Sety Zorayda S. Perez
- LGOO VI Lily-Ann Z. Victorio
- LGOO VI Leslie Carol I. Isip
- LGOO VI Sharwyn M. Sangel
- LGOO V Benedicta M. Barnachea
- LGOO V Rhealiza A. Delos Santos
- ITO Prayandleo E. Cahiga
- LGOO IV Michael David S. Casignia
- AO IV Karen Joy D. Espat
- LGOO III Sheen Mark C. Pagaduan
- LGOO II Jeslen B. Tesoro
- LGOO II Liana M. Lalata

Meeting Was Called to Order: 9:00 A.M.

The Local Governance Regional Resource Center (LGRRC) 1 held its 6th Meeting for the year 2021 last August 13, 2021. The said meeting was presided by ARD Agnes A. De Leon, LGRRC1 Program Manager. It was participated in by LGRRC 1 Facility Leaders, Members, and Secretariat. The said meeting was conducted through face-to-face and online platform.

	Agenda Item	Issues/Highlights of Discussion/Management Action and Decisions	Action Plan (What, Who, When to do)
1	Reading of the previous minutes of the Joint LGRRC-PLGRCS Meeting on July 28, 2021 and action plan on the different issues/matters discussed during the meeting	<p>LGOO II Jeslen B. Tesoro, Secretariat read the previous minutes of meeting. The following are the action plan discussed by the body:</p> <ul style="list-style-type: none"> a. Short-course on the Management Course for Local Officials and Functionaries of Region 1 - LGCDD Chief Pedro D. Gonzales informed the body that advisories/letters were disseminated to the LGUs, NGAs, DILG Region 1 personnel, particularly the Provincial Offices of Ilocos Norte, Ilocos Sur, and La Union regarding the short-course. Press release was also posted on the official FB page of DILG Region 1. b. Creation of MSAC Facebook and Messenger Account - LGOO IV Michael 	



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		<p>David S. Casignia informed that the page was already created.</p> <p>c. Submission of Press Releases – Some press releases are still yet to publish at the official FB page.</p> <p>d. Follow-Up on the Establishment of LGRCs at the City/Municipal Level – ARD Agnes A. De Leon, CESO V reminded the body to include Candon City, Ilocos Sur on the establishment of LGRC at the City level. As per LGCDD Chief Pedro D. Gonzales, they are already finalizing the list.</p> <p>e. Establishment of E-Library - Asst. Program Manager LGOO VIII Reggie R. Colisao, CESO V informed the body that DA Nathan Valdez created a google drive link for the E-Library in which RICTU and the Regional Planning Officer shall upload IEC/AVP and other materials to be accessible to all DILG Region 1 personnel for ready reference.</p>	<p>For the Divisions/Units/ Provincial Offices to submit press releases/data needed to dilg_r1@yahoo.com and dilgr1planning@gmail.com after each activity. RIO Alethea A. Cedo to assist the different divisions in creating press releases and write-ups on the major PPAs conducted by the RO.</p> <p>LGCDD Chief Pedro D. Gonzales to remind the PLGRCs regarding this matter.</p> <p>RICTU is incharge in following-up the submission of materials and presentations of the trainings/activities attended by the different divisions. Submission of the above-mentioned materials is every Monday.</p> <p>ITO Cahiga designated DA Nathaniel Valdez as the officer-in-charge on the e-library.</p> <p>RICTU to upload the training materials of the trainings/activities by the divisions that they are assisting.</p> <p>Reminder from Assistant Program Manager Reggie R. Colisao, CESO V</p>
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			to populate the e-library for the upcoming CapDev Ace Awards.
2	Capacity Development Ace Nomination Form for LGRRRC 1	The draft CapDev Ace Nomination Form filled up by LGOO V Rhealiza A. Delos Santos was presented for the body's review. The body provided their inputs/comments in the form.	<p>LGOO III Sheen Mark C. Pagaduan to provide data regarding the Subaybayan milestones of Region 1.</p> <p>ITO Prayandleo E. Cahiga to update the MSAC Members on the DILG RO1 website.</p> <p>Supporting documents of the nomination form shall be compiled and every milestone must be brief and concise, preferably 1 page each milestone/achievement.</p> <p>LGOO II Tesoro was tasked to finalized the nomination form to incorporate the body's inputs/comments. The said form shall be submitted to the Local Government Academy (LGA) on August 20, 2021.</p>
3	Action Plan on the Results of Knowledge Management (KM) Audit	<p>The KM Audit Tool 4 was presented to the body to tackle on the different action plans needed in order to improve the knowledge gaps of LGGRC</p> <p>1. The following knowledge gaps were discussed:</p> <p>a. Absence of designated library manager at LGRRRC (Need of Regional Order designating a Library Manager and conduct of orientation)</p>	<p>SAO Sety Zorayda Perez will be designated as library manager through a Regional Order. Additional staff shall be added, namely the Multi-Media and Knowledge Facility members, LGOO V Benedicta Barnachea, LGOO V Narvita R. Flores, ITO I Prayandleo E. Cahiga, Stat II Vida Jucutan. IT Personnel Rodolfo Sarranquin Jr and the QMS Officer (to be hired) will be included to</p>



			assist SAO Perez as library manager. ARD De Leon suggested to request Saint Louis College (SLC) to have their librarian orient the library manager and staff.
		b. Insufficient financial resources to support KM initiatives (Need of Upgraded IT application for knowledge sharing	ITO Cahiga informed that Information Communication and Technology (ICT) Equipment were purchased last May 2021 thru LGA Funds.
		c. Absence of policy for safeguarding KPs (Need of Policy on Library Management including safeguarding KPs and other resource materials i.e. e-copy of references, and the need of a Process to safeguard KPs)	Task is to be assigned to the Multi-Media and Knowledge Facility headed by LGOO V Barnachea. The process to safeguard KPs shall be drafted after the training/orientation of library manager.
		d. Local Governance Legal Opinion not updated (Need of Compilation of Legal Opinions)	For Legal Unit to compile the Legal Opinions
		e. Limited space/ storage for KM Materials (Need of E-Copies and Google Drive Link for KM)	The E-Library shall be the avenue for KM Materials which will be populated by RICTU and RP.
		f. Limited KPs in the LGRRRC Library (Need of Solicitation, purchase, donation of KPs on the 5 Areas of Governance)	Task is to be assigned to the Multi-Media and Knowledge Facility headed by LGOO V Barnachea.
		g. LGU Plans and Manuals (CDP-CLUP, POPSPlan, DRRM Plan, LCCAP, SWM Plan, GAD Plan & Budget, CapDev Agenda)	To request sample plans and manuals from LGUs to be uploaded to the E-Library
		h. Database needs updating (Need Compilation of updated databases)	Masterlist of LCEs and to be uploaded to the DILG R1 Website by ITO Cahiga; for the posting of personal details (contact



		<p>i. The organization has an organized system for managing crisis situations or unforeseen events that ensures uninterrupted operations, prevention, and recovery (Need of RO organizing the Crisis Management Team)</p> <p>j. Induction process for new staff to familiarize them with KM and its benefits, the KM system, and KM tools is not fully implemented (Need of On-boarding programs for newly-hired employees)</p> <p>k. Unorganized location of KPs particularly on e-copies of resource materials and references (Need of Latest Inventory of knowledge products (library, e-copies, G-drive, links)</p> <p>l. IT Infrastructure partially aligned to the organization's KM strategy (Need of Training of IT personnel)</p> <p>m. Documentation and sharing of knowledge accrued from completed tasks or projects not fully implemented (Need of a Compendium of knowledge accrued from completed tasks)</p> <p>n. Critical knowledge from employees leaving the organization is retained. (Need of Policy on twinning/Man Ops-update)</p>	<p>numbers, birth dates, addresses, etc) to be verified by ITO based on the Data Privacy Act.</p> <p>LGCCD to verify with LGA the composition of the Crisis Management Team. FAD Personnel to draft RO organizing the Crisis Management Team)</p> <p>On-going On-boarding programs for newly-hired employees; New personnel to be oriented on KM</p> <p>RICTU to accomplish inventory of knowledge products.</p> <p>RICTU has on-going trainings. RICTU to emphasize titles of seminars/trainings attended</p> <p>Multi-media and Knowledge Facility headed by LGOO V Barnachea to make a masterlist.</p> <p>Public Education and Citizenship Facility headed by LGMED Chief Rhodora Soriano to draft the policy</p>
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DILG REGIONAL OFFICE 1
MINUTES OF THE MEETING
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		o. The organization shares best practices and lessons learned across the organization so that there is no constant re-inventing of the wheel or work duplications (Need of sharing of best practice/Memo/Circular/Man Ops-Update	Tasks are given to Public Education on Governance and Citizenship Development/Multi-media and Knowledge Facility. Man Ops need to be updated. PDMU to share their best practices on Subaybayan.
4	Other Matters	Updating of DILG R1 Website	RICTU shall see to it that the DILG R1 Website is updated with press releases from the region as well as from the provinces.
There being no other matters to be discussed the meeting was adjourned at 11:40 A.M.			

Prepared by:

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JESLEN B. TESORO
 LGOO II

Liana M. Lalata
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 LGOO II

Approved by:

Agnes A. De Leon
AGNES A. DE LEON, CESO V
 ARD/LGGRC Program Manager