

**HOUSING AND URBAN
DEVELOPMENT COORDINATING
COUNCIL**

Quality Manual

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Annex B

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Effectivity:

MAR 16 2016

Annex B. HUDCC Quality Plan

STATUS OF PERFORMANCE VIS-À-VIS QUALITY PLAN

DEPARTMENT: AFKMG


OBJECTIVE: To provide logistical support

STRATEGIC OBJECTIVE	KPI/KPM	TARGET	CONTROL METHODOLOGY	RELATED DOCUMENTS	RECORD GENERATED	PERSON RESPONSIBLE	ACTUAL ACCOMPLISHMENTS
To provide vehicle services to HUDCC employees within Central Office	No. of Motor Vehicle Request Slips processed	100% of MVRS received approved	MVRS are processed on a First-Come, First-Served Basis Office Order prescribing the Guidelines on Motor Vehicle Reservation	MVRS, Official Business Slip, Travel Order, Itinerary of Travel, Driver's Locator Board, Pre-Inspection Report, Official Receipt, Bus Tickets, Reimbursement Expenses Receipt (RER)	Trip Ticket, Purchase Order for Gasoline and other lubricants, Post Inspection Report, Certificate of Travel Completed, Certificate of Appearance, External Contact Report	MV Dispatcher, GSD Staff	
To provide office supplies, materials and equipment to HUDCC employees in the Central Office	No. of approved Purchase Request/ Requisition Issue Slips processed	100% of PRs/RIS received processed	PRs are processed only if the same have complete specifications and included in the HUDCC's Annual Procurement Plan. RIS are processed only if the requested items are available in the HUDCC Stockroom	Approved PR/RIS, Abstract of Canvass with at least 3 quotations	Purchase Order or Contract, Delivery Receipt, Sales Invoice, Inspection and Acceptance, Requisition Issue Slip, Inventory Custodian Slip, Property Acknowledgement Receipt	Procurement and Supply Officer	

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Date _____

Signature _____



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STRATEGIC OBJECTIVE	KPI/KPM	TARGET	CONTROL METHODOLOGY	RELATED DOCUMENTS	RECORD GENERATED	PERSON RESPONSIBLE	ACTUAL ACCOMPLISHMENTS
To process on-line booking for the purchase of e-tickets for travel of all HUDCC employees	No. of on-line booking requests processed	100% of requested on-line booking processed	On-line booking will only be processed if requesting personnel has approved TO and IT, has no unliquidated cash advances and LBP Debit Card has sufficient funds	Approved TO, IT, Certification of No Unliquidated Cash Advances, LBP Debit Card Balance	E-ticket, Boarding Pass, Certificate of Appearance	Requesting Personnel, Finance Staff, Cashier	
To process/grant cash advances for travel of all HUDCC employees	No. of cash advance requests processed/granted	100%. of cash advance requests processed/granted	Cash advances will only be processed if requesting personnel has liquidated his/her previous cash advances and has submitted the complete documents to the Accounting Unit at least 5 days prior to actual travel/activity	Approved TO, IT, Certification of No Unliquidated Cash Advances	E-ticket, Boarding Pass, Certificate of Appearance, Certificate of Travel Completed, External Report, Terminal Ticket	Requesting Personnel, Finance Staff, Cashier	
To process payment for externally provided services (e.g. banquet services, room accommodation, venues) contracted by HUDCC for LSP events/activities	No. of payment requests processed	100%. of payment requests processed	Payment requests will only be processed if there is an approved Service Contract, Purchase Request, Abstract of Canvass with at least 3 Quotations, Prior Authority to Entertain, Approved Proposal, Summary of Initial List of Confirmed Attendees, Program of Activities	Approved Service Contract, Purchase Request, Abstract of Canvass with at least 3 Quotations, Prior Authority to Entertain, Approved Proposal, Summary of Initial List of Confirmed Attendees, Confirmation letter with list of attendees	Actual Attendance Sheet, Official Receipt, Statement of Account, Copy of Draft LSP, Justification letter from confirmed attendees who failed to attend, Activity Satisfaction Survey Report (per participant)	Requesting Personnel, Finance Staff, Cashier	

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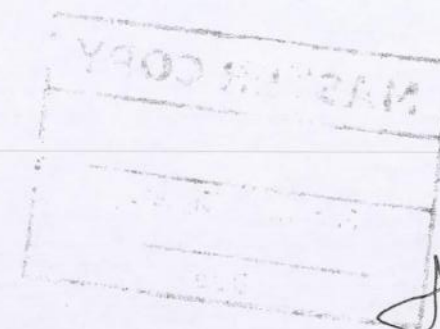
STATUS OF PERFORMANCE VIS-À-VIS QUALITY PLAN

DEPARTMENT: Office of the Secretary General

OBJECTIVE: To ensure that all required documents pertaining to Local Shelter Plan Formulation are approved/acted upon within the prescribed period.

STRATEGIC OBJECTIVE	KPI/KPM	TARGET	CONTROL METHODOLOGY	RELATED DOCUMENTS	RECORD GENERATED	PERSON RESPONSIBLE	ACTUAL ACCOMPLISHMENTS
To ensure that all required documents are approved/acted upon within the prescribed period.	Memo/LSP proposal acted upon including documentary requirements (such as, but not limited to, Travel Order, Purchase Request for food and venue, supplies and materials)	100% of requests for approval of LSP Workshop & writeshop	Complete documentary requirements submitted to OSG for action	Proposal/Training design/program for approval of SG, TO, PR, Contract of venue	LSP workshop/writeshop documentary requirements	SG/OSG staff	

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STATUS OF PERFORMANCE VIS-À-VIS QUALITY PLAN

DEPARTMENT: Legal Services, Anti-squatting and External Affairs Group (LASEAG)

OBJECTIVE: To ensure that the contracts entered into by HUDCC falls within the bounds of law.

STRATEGIC OBJECTIVE	KPI/KPM	TARGET	CONTROL METHODOLOGY	RELATED DOCUMENTS	RECORD GENERATED	PERSON RESPONSIBLE	ACTUAL ACCOMPLISHMENTS
To ensure that the contracts entered into by HUDCC falls within the bounds of law	No. of Legal Certifications issued	100% of requests for Legal Certification reviewed and issued two (2) days from receipt of complete documents.	Complete pre-requisite documents	Approved Memorandum for the Secretary General Three (3) canvass/ quotations from suppliers Abstract of Canvass	Legal Certification	Legal Staff	

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DEPARTMENT: REGIONAL OPERATIONS GROUP (ROG), ASSET REFORM GROUP (ARG), and COMMUNITY DEVELOPMENT GROUP (CDG)

OBJECTIVE: To ensure effective and efficient conduct of Local Shelter Plan Formulation (LSPF) activities.

STRATEGIC OBJECTIVE	KPI/KPM	TARGET	CONTROL METHODOLOGY	RELATED DOCUMENTS	RECORDS GENERATED	PERSON RESPONSIBLE	ACTUAL ACCOMPLISHMENTS
To ensure timely and efficient preparation for the conduct of LSPF Activities (Orientation, Training Workshop and Writeshop).	LGUs coordinated and oriented on the processes and requirements of LSPF	Annual target of 124 LGUs	Complete administrative, financial, logistical, data requirements and approved operational expenses for the conduct of LSPF Activities.	Administrative, financial, logistical and data requirements for the conduct of LSPF Activities.	Processed and approved administrative, financial, logistical and required output.	ROG/ARG/CDG Staff AFKMG Staff Legal Staff Executive Office	
To ensure effective and efficient conduct of LSP Training Workshop.	LGUs trained on LSP Formulation / LGUs with 1st draft Local Shelter Plan	Annual target of 124 LGUs	Confirmed participating LGUs/Provincial Government/KSAs	Administrative, financial, logistical and data requirements, LSP Worksheets, Client Perception Measurement Forms.	Processed and approved administrative, financial, logistical, required output and Client Perception Measurement and Evaluation Results	ROG/ARG/CDG Staff	
To ensure effective and efficient conduct of LSP Writeshop.	LGUs with 2 nd draft Local Shelter Plan (narrative)	Annual target of 124 LGUs	Confirmed participating LGUs/Provincial Government	Administrative, financial, logistical and data requirements, LSP Worksheets, Client Perception Measurement Forms.	Processed and approved administrative, financial, logistical and required output.	ROG/ARG/CDG Staff	

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