



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos-Guingona Streets, Malaybalay City
Telefax (0880 or (088) 221-4597 email : depedmlblycity@yahoo.com

DIVISION MEMORANDUM

No. 269, s. 2014

DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: 9/9/14 Time: 1:20

**TO: Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division**

FROM: EDILBERTO L. OPLENARIA
Schools Division Superintendent *ib*

**SUBJECT: DISSEMINATION OF DEPED MEMORANDUM DATED SEPTEMBER 2,
2014 RE: DESIGNATION OF THE DEPARTMENT OF EDUCATION
REPRESENTATIVES TO THE CHILD-FRIENDLY LOCAL
GOVERNANCE (CFLG) AUDIT TEAM**

DATE: September 4, 2014

1. This Office hereby disseminates DepED Memorandum No. 97, s. 2014 dated September 2, 2014 entitled : Designation of the Department of Education (DepED) Representatives To The Child-Friendly Local Governance (CFLG) Audit Team the content of which is self-explanatory.
2. In this regard, each School/District shall designate their representative to the Audit Team at their respective levels and submit the name to this Office on or before September 10, 2014, Attention: Imelda S. Bentillo -EPS in Mathematics/Division Focal Person on Child-Friendly School System.
3. For immediate dissemination and compliance.



Republic of the Philippines
Department of Education

02 SEP 2014

DepEd MEMORANDUM
No. **97**, s. 2014

**DESIGNATION OF THE DEPARTMENT OF EDUCATION (DEPED) REPRESENTATIVES
TO THE CHILD-FRIENDLY LOCAL GOVERNANCE (CFLG) AUDIT TEAM**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepEd) supports the country's commitment to the United Nations Convention on the Rights of the Child (UNCRC) in pursuit of a Child-Friendly Philippines. Hence, the Department shall participate in undertaking the mandatory assessment of all local government units (LGUs) through the Child-Friendly Local Governance (CFLG) Audit.
2. The main goal of the CFLG Audit is to ensure child-friendly local governance for effective care and protection of children through functional Local Councils for the Protection of Children (LCPC) at all levels.
3. The Council for the Welfare of Children (CWC) adopted and launched the CFLG Audit in 2013, which is a mandatory auditing and recognition system on LGUs in producing positive results for children's well-being based on verifiable and quantifiable criteria and indicators. The results will be used in the national assessment, deliberation, and conferment of the Seal of Child-Friendly Local Governance (SCFLG) to all qualified municipalities and cities by the CWC in coordination with the Office of the President. Further, the SCFLG is a pre-requisite for a municipality/city to qualify for the *Presidential Award for Child-Friendly Municipalities and Cities*.
4. Relative to this, the Department of Interior and Local Government (DILG) issued the *Child-Friendly Local Governance Audit Implementing Guidelines* through a DILG Memorandum dated April 23, 2014 (Enclosure No. 1) and Memorandum Circular No. 2014-80 dated July 7, 2014 entitled *2014 Child-Friendly Local Governance Audit (CFLGA)* (Enclosure No. 2), directing DILG Regional Directors to organize and mobilize Audit Teams at all levels.
5. The Audit Team is organized based on the Inter-Agency Monitoring Task Force (IMTF) for the CFLG and shall be composed of the following:
 - a. DILG Representatives;
 - b. Department of Social Welfare and Development (DSWD) Representatives/Local Social Welfare and Development Officer (LSWDO) at different levels; and
 - c. DepEd Representatives at all levels.

6. In this regard, all DepEd Regional Directors and Schools Division Superintendents shall designate their representatives to the Audit Team at the school/district, division, and regional levels. The DILG Focal Persons of the CFLG Audit Team shall closely coordinate with the DepEd representatives.

7. The City/Municipal/Provincial/Regional CFLG Audit Team shall be chaired by the DILG Focal Person. All CFLGA reports of the Regional Team shall be submitted to the Regional Committee/Sub-Committee for the Welfare of Children (RC/SCWC) for appropriate action.

8. For further inquiries and clarifications, all concerned may contact:

The Council for the Welfare of Children (CWC)

No. 10 Apo Street, Sta. Mesa Heights, Quezon City

Telephone Nos.: (02) 781-1035/39 locals 2001, 2002, and 2003

Fax Nos.: (02) 740-8864 local 2010

Email Address: cwc@cwc.gov.ph

Website Address: www.cwc.gov.ph

9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

None

To be indicated in the Perpetual Index
under the following subjects:

AUDIT
COMMITTEE
OFFICIALS

R-MCR/Mam Jo DM Decid^{ed} Representative to the Audit Team-final
0593/August 20/26 2014



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
Telephone Numbers 925.11.46 / 925.88.88 / 925.03.32
<http://www.dilg.gov.ph>



MEMORANDUM

TO : ALL DILG REGIONAL DIRECTORS, DILG-ARMM REGIONAL SECRETARY, PROVINCIAL AND CITY DIRECTORS/FIELD OFFICERS AND OTHERS CONCERNED

SUBJECT : CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT IMPLEMENTING GUIDELINES

DATE : 23 APRIL 2014

PREFATORY STATEMENT

The Department supports the realization of children's rights and building a "Child-Sensitive and Child-Friendly Society", in accordance with the country's commitments to the United Nations Convention on the Rights of the Child (CRC). In this regard, the Department has committed to undertake a mandatory assessment of all LGUs through the Child-Friendly Local Governance Audit (CFLGA), which is aimed at generating local information on LGU performance in delivering children- and youth-specific social services in the community. The Council for the Welfare of Children (CWC) has adopted the CFLGA and has committed to use the results thereof in the national assessment, deliberation, and conferment of the Seal of Child-Friendly Local Governance, in coordination with the Office of the President.

The Implementing Guidelines are hereby provided to guide in the conduct of the CFLGA.

A. Responsibilities of DILG Offices at all levels

1. The DILG-Central Office, through the National Barangay Operations Office, shall:
 - a. Oversee the overall policy, technical and administrative arrangements for the CFLGA;
 - b. Coordinate with and provide guidance to Regional Focal Persons, Cluster Heads, Team Leaders of Regional Assessment Teams (RATs), as deemed necessary, in the conduct of CFLGA;
 - c. Serve as "CFLGA Help Desk" to all queries and requests for assistance from the field, particularly in the use of the CFLGA tools and protocols, among others;

- d. Monitor the implementation of the CFLGA and recommend adjustments or mitigation measures to the OUSLG to help manage risks that arise from implementation monitoring; and
- e. Undertake any measures on its own, within the authority of the Bureau, to ensure successful run of the CFLGA.

2. All DILG Regional Offices shall:

- a. Orient all C/MLGOOs, together with the Cluster Heads/Leaders, based on these guidelines and the information shared by the CFLGA team during the SDCG orientation meetings in Angeles City, Mandaluyong City, and Cebu City in April 2014;
- b. Organize and mobilize the Audit Team at all levels;
- c. Through the Regional Director or Regional Focal Person, serve as Chairperson of the Regional Audit Team;
- d. Disseminate audit tools to DILG Provincial and City Offices, as well as Cluster levels;
- e. Oversee data gathering and assessment;
- f. Help the Central Office in managing operational risks, especially at the field level;
- g. Raise questions or seek clarification on the CFLGA through the LGPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that there are responded to more quickly and adequately;
- h. Undertake quality and integrity checks of CFLGA processes and outputs from the field before submitting the same to the Central Office; and
- i. Undertake any measures on its own, within the authority of the Regional Office, to ensure successful run of the CFLGA.

3. All DILG Provincial Offices shall:

- a. Oversee the actual conduct of the CFLGA at the Cluster levels based on the agreed work plan and the support required by MLGOOs;
- b. Through the Provincial Director or Provincial Focal Person, serve as Chairperson of the Provincial Audit Team and ensure quality and integrity in the data submissions from the field using CFLGA Forms 1, 2 and 3;
- c. Help the Central and Regional Offices in managing operational risks, especially at the field level;
- d. Raise questions or seek clarification on the CFLGA through the LGPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that there are responded to more quickly and adequately; and
- e. Undertake any measures on its own, within the authority of the Provincial Office, to ensure successful run of the CFLGA.

4. All DILG City/Municipal Offices shall:

- a. Implement the CFLGA at the city/municipal governments based on these guidelines and those shared during the orientation meetings in item 2.a above;
- b. Chair the City/Municipal Audit Team;
- c. Furnish the CFLGA Forms to appropriate units in the LGU and explain how to accomplish these;
- d. Ensure that reasonable and verifiable data are indicated in CFLGA Forms 1 and 2;
- e. Raise questions or seek clarification on the CFLGA through the LCPMS Help Desk in Facebook by using this query line, "attention: NBOO", so that these are responded to more quickly and adequately;
- f. Provide feedback on the remarks column about nuances and conditions that may not be fully captured by the CFLGA indicators in the appropriate forms distributed for this CFLGA exercise, and
- g. Ensure, at all times, the integrity, honesty and quality of data and information from LGUs, including where appropriate, indicating "No Data" and some explanation for this to guide the Central Office in the future and to provide meaningful feedback to the Council for the Welfare of Children.

B. Creating the Audit Teams (IMTF) at All Levels and Inter-Agency Arrangements

5. Audit Teams shall be formed based on the Inter-Agency Monitoring Task Force (IMTF) in accordance with DILG MC No. 2008-126 dated August 21, 2008 providing for the revised guidelines in monitoring the functionality of LCPC at all levels and for other purposes.
6. The members of the IMTF include the DILG, the Local Social Welfare and Development Officer (LSWDO)/DSWD, and DepEd. The same members shall comprise the Audit Team for the CFLGA.
7. The City/Municipal (IMTF) Audit Team shall be chaired by the C/MLGOO with LSWDO and DepEd Representative as members.
8. The Provincial (IMTF) Audit Team shall be chaired by the DILG Provincial Focal Person and the members are the Social Welfare and Development (SWAD) Team representative and DepEd representative.
9. The DILG Regional Focal Person is the chairperson of the Regional (IMTF) Audit Team, with DSWD and DepEd Regional Focal Persons as members.

10. There is a Regional Sub-Committee for the Welfare of Children (RSCWC) chaired by the DSWD Regional Director. The members of the RSCWC are the Regional Directors of DILG, DOLE, DOH, DepEd, NNC, PIA, NEDA, NGO, Academe and Interfaith Representatives. All CFLGA reports of the Regional IMTF shall be submitted to the RSCWC for appropriate action.

C. Assessment Procedures

11. During the data-gathering period (2nd Week of May to 4th Week of May), the City/Municipal Audit Team (IMTF) shall:
 - a. conduct data gathering using CFLGA Form 1 (Data Capture Form) and
 - b. accomplish CFLGA Form 2 (together with Form 1) and submit the same to the Provincial IMTF.
12. In the case of HUC/ICC, the accomplished CFLGA Form 2 (together with Form 1) shall be submitted directly to the Regional (IMTF) Audit Team.
13. During the Provincial (IMTF) Assessment and Validation period (1st week of June), the Provincial (IMTF) Audit Team shall:
 - a. review/validate the submitted Forms 1 and 2 from the field, and
 - b. prepare Form 3 together with Form 1 and submit the same to the Regional (IMTF) Audit Team.
14. During the Regional (IMTF) Assessment and Validation period (2nd week of June to 4th week of June), the Regional (IMTF) Audit Team shall:
 - a. organize, orient and mobilize the team at all levels from the 4th week of April to 1st week of May;
 - b. validate/review the results (Forms 1 and 3) forwarded by the Provincial IMTF, including those from HUCs/ICCs.
 - c. prepare the consolidated overall regional rating using Form 4; and
 - d. submit Form 4 (together with Form 1) to the RSCWC for validation.
15. During the validation phase (1st Week of July to 3rd week of July), the RSCWC shall:
 - a. assess and validate the results forwarded by the Regional (IMTF) Audit Team;
 - b. prepare the List of Audit Passers to the CFLGA using Form 5;
 - c. submit the List of Audit Passers (together with Form 1) to the CWC-Technical Management Group (TMG), copy furnished DILG-NBOO.

15. During the endorsement phase to the CWC Board (4th week of July to 3rd week of August), the CWC TMG shall:

- a. validate the List of Passers;
- b. endorse the List of Passers to the CWC Board for conferment using Form 6; and
- c. present the results of the assessment to the CWC Board for adoption.

17. During the conferment phase (4th week of August), the CWC Board shall confer the Seat of CFLG through a CWC Board Resolution.

18. Attached are the Forms to be used in the implementation of the CFLGA.

D. CFLGA Monitoring and Evaluation

19. The Community Capacity Development Division (CCDD) of NBOO shall oversee the overall monitoring of the CFLGA and provide the USLG progress reports.

20. In support of continuous improvement, all DILG ROs, POs, and Clusters may submit areas of enhancement and opportunities for improvement in the process, content, and system (including policy and support) in conducting the CFLGA to the NBOO in order to modify accordingly the CFLGA in future runs.

for guidance and compliance.



AUSTERE A. PANADERO
Undersecretary for Local Government

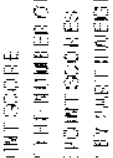
Encls: a/s

PARTICULAR FACTORS	LEADERSHIP FACTORS	RATINGS		SUMMARY OF RATINGS		OVERALL WEIGHTED SCORES	OVERALL POINT SCORE	WEIGHTED AVERAGE POINT SCORES	OVERALL WEIGHTED SCORES
		SUPERVISOR	EMPLOYEE	PARTY A	PARTY B				
1	1	8	8	6.46	2.60	6.46	9.05	0.50	4.55
2	2	6	8	6.46	2.60	6.46	9.05	0.30	2.72
3	3	8	8	6.46	2.60	6.46	9.05	0.10	0.81
4	4	10	10	6.53	2.70	6.53	9.23	0.10	0.92
5	5	8	8						9.00
6	6	10	10						

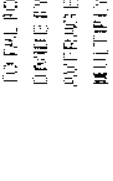
FINAL NUMERICAL PERFORMANCE RATING 9.00

EQUIVALENT ADJECTIVAL RATING YS

WE DISCUSS AND ASSESS THE ABOVE RATINGS:



 SEVELL M. ABULI
 SUPERVISOR



 GW ENDOLYAL O. OLER
 RATER

FLORANTENIA CORPORATION, CE SOV
 SCHOOLS SUPERINTENDENT
 TO BE RECEIVED BY NEXT CHRISTMAS

JANUARY 2014
 DATE

PERFORMANCE

COMMENT AND RECOMMENDATIONS

Resortful Has initiative and can work independently with less supervision

TOTAL POINT SCORE: 52
 DIVIDE BY THE NUMBER OF ENTRIES: 7
 AVERAGE POINT SCORES: 844
 MULTIPLY BY PART WEIGHT (30%): 308
 WEIGHTED AVERAGE SCORES: 2.60

PART II. CRITICAL FACTORS	CRITICAL FACTORS	RATING		RATING	SUMMARY OF RATINGS			
		SUPERVISOR	EMPLOYEE		WEIGHTED PART I SCORES	OVERALL POINT SCORE	WEIGHT %	OVERALL WEIGHTED SCORES
1	COURTESY	10	10	Supervisor Rater	6.11	2.70	0.50	4.405
2	HUMAN RELATIONS	10	10	Self Rater	6.11	2.70	0.30	2.64
3	PUNCTUALITY AND ATTENDANCE	10	10	Peer Rater	6.06	2.66	0.10	0.87
4	INITIATIVE	8	8	Client Rater	6.06	2.75	0.10	0.88
5	STRESS TOLERANCE	8	8					
6	OTHERS (specify)	8	8					

Regional Directors are hereby directed to organize and mobilize Audit Teams at [redacted] and shall coordinate with the LGUs in the conduct of [redacted] audit.

8.801

FINAL NUMERICAL PERFORMANCE RATING

EQUIVALENT ADJECTIVAL RATING → VS → [redacted]

WE DISCUSS AND AGREE ON THE ABOVE RATINGS:

TOTAL POINT SCORE 54
 DIVIDE BY THE NUMBER OF ENTRIES 6
 AVERAGE POINT SCORES 9.00
 MULTIPLY BY PART II WEIGHT (30%) 30%
 WEIGHTED AVERAGE SCORES 2.70

Sibyll M. Maputi
SIBYLL M. MAPUTI
 SUPPLY OFFICER II

Gwendoly L. Ocier
GWENDOLY L. OCIER
 RATEE

Florante M. Corpuz
FLORANTE M. CORPUZ, Ph.D., CESO V
 SCHOOLS DIVISION SUPERINTENDENT

DECEMBER 2010
 DATE

COMMENTS AND RECOMMENDATIONS

PERC ACTION



**MALAYBALAY CITY GOVERNMENT
PERFORMANCE EVALUATION FORM
For the rating period JANUARY-JUNE 2011**

DEPED-DIVISION OF MALAYBALAY CITY
PROCUREMENT SECTION

OFFICE/DIVISION
UNIT

EMPLOYEE: **GWENDOLYN L. OCIER**
POSITION: **ADMINISTRATIVE AIDE - JOB ORDER**

PART I: PERFORMANCE

WT. %	WORK/ACTIVITY	UNIT OF MEASURE/INDICATOR	QUANTITY		QUALITY		TIME	SUPERVISOR		RATINGS							
			TARGET	ACCOMP.	TARGET	ACCOMP.		QN	QL	APS	EPS	QN	QL	APS	EPS		
40%	Prepares and processes procurement documents of various office supplies/materials & equipments	No. of documents prepared & processed	75	97	4 minor errors	1 minor error	5 hours / documents	8	8	8.00	3.20	8	8	8	8.00	3.1	
25%	Conducts canvass of office supplies and equipment	No. of canvass conducted	120	292	satisfactory	Very satisfactory	3 hrs/ canvass	10	8	10	9.33	2.33	10	8	10	9.33	2.1
10%	Prepares Inventory Custodian Slip for Instructional Materials	No. of ICS prepared	192	250	3 minor errors	no error	5 min/ ICS	10	8	10	9.33	0.93	10	8	10	9.33	0.1
10%	Keeps records of BAC Resolution, Purchase Order and all related documents in our section	No. of BAC Resolution Purchase Order kept	195	240	Satisfactory	no error	3 min/ record	8	8	10	8.66	0.87	8	8	10	8.66	0.1
10%	Prepares Annual/Supplemental Procurement Plan	No. of plans prepared kept	12	15	Satisfactory	Very Satisfactory	15 min / plan	8	8	8	8.00	0.80	8	8	8	8.00	0.1
5%	Prepares Order Form for Instructional Materials	No. of order form prepared	30	36	Satisfactory	Satisfactory	7 min/order form	8	8	10	8.66	0.43	8	8	10	8.66	0.1
100%	<p>Total Equivalent Point Score Multiplied by Percentage Weight Allocation (70%) Weighted Average Score (WAS)</p> <p>8.56 70% 5.99</p>												PERC ACTION:	8.56 70% 5.99			

WE DISCUSS AND AGREE ON THE ABOVE TARGETS:

Signature
SIBYL L. MAPUTI
CHIEF

Signature
GWENDOLYN L. OCIER
RATER

JANUARY 2011
DATE

Certified true copy from the original:
Signature
MICHAEL M. MORALES
Substantive Officer

MARCULANO S. RONOLO
CITY ADMINISTRATOR-DESIGNATE

CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT REVISED IMPLEMENTATION GUIDE

(For those regions which have not started their Data Gathering)

Who	What To Do	Timeline	Duration	Form to Use	Description
City/Municipality Audit Team (IMTF)	Conducts data gathering, accomplishes and submits of CFLGA Form 2 (together with Form 1) to the Provincial IMTF	July 7-11, 2014	1 week	CFLGA Form 1 CFLGA Form 2	Data Capture Form City/Mun. Summary of Scores
Provincial Audit Team (IMTF)	Validates the submitted Forms 1 and 2; prepares and submits Form 3 together with Form 1 to Regional (IMTF) Audit Team	July 14-18, 2014	1 week	CFLGA Form 1 CFLGA Form 2 CFLGA Form 3	Data Capture Form City/Mun. Summary of Scores Consolidated Provincial Overall Rating
Regional Audit Team (IMTF)	Organizes, orients and mobilizes the team at all levels Validates the submitted Forms 1 and 3, prepares the overall Regional Rating and submit Form 4 together with Form 1 to Regional Sub-committee for the Welfare of Children (RSCWC)	July 7-11, 2014 July 21-31, 2014	1 week 2 weeks	CFLGA Form 1 CFLGA Form 3 CFLGA Form 4	Data Capture Form Consolidated Provincial Overall Rating Consolidated Regional Overall Rating

RSCWC	Assess, validates the scores, prepares list of audit passers using form 5 and endorses to CWC-TMG copy furnished DILG-NBDO	August 4-15, 2014	2 weeks	CFLGA Form 1 CFLGA Form 4 CFLGA Form 5	Data Capture Form Consolidated Regional Overall Rating List of Audit Passers
CWC-TMG	Validates and endorses to CWC Board the audit passers for conferment	August 18-29, 2014	2 weeks	CFLGA Form 1 CFLGA Form 5	Data Capture Form List of Eligible LGUs
CWC Board	Conferment through a Board resolution	September 1-5, 2014	1 week	CFLGA Form 6	List of Endorsed LGUs