



QUALITY PROCEDURE

PROCEDURE TITLE	SEARCH FOR TOP ACHIEVERS OF REGION 02 (STAR 02) IMPLEMENTATION	
SCOPE	The STAR 02 starts from the dissemination of the guidelines up to the approval of the final results of evaluation by the Regional Director as recommended by the STAR 02 Steering Committee.	
PURPOSE	To define the standard procedure for the STAR 02 implementation pursuant to Regional Circular No. 2017-06A dated November 2017.	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Nominations/ evaluations/ entries and documentary requirements RD/ARD/ Provincial Directors/ Division Chiefs/Evaluation Teams	STAR 02 IMPLEMENTATION	Approved Results of Evaluation Organic Personnel/ Operating
DESCRIPTIVE STATEMENT: The Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02) under Regional Circular No. 2017-06A dated November 2017 is anchored on the principles of the PRAISE. The evaluation shall be conducted by the Regional Evaluation Team (RET), as follows:		
<ul style="list-style-type: none"> For Individual Awards, evaluation shall be based on the nomination submitted by the PD/DC, validation of documents submitted to the Regional Office, ocular inspection of office and interview. For Team awards, evaluation shall be based on documents submitted to the Regional Office. 		
Results of evaluation are endorsed to the STAR 02 Steering Committee for review and recommendation to the Regional Director for approval.		

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	AO V/PS Chief	Dissemination of guidelines	Furnish guidelines to all Operating Units with attached relevant forms	Regional Circular No. 2017-06A dated November 2017 re Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02)
2	AO V/PS Chief	Organization of STAR 02 Committees and setting of timelines	Facilitate issuance of a Regional Order re organization of Regional Steering Committee and Regional Evaluation Teams. Send memorandum/ advisory to all Operating Units re organization of Provincial/ Division Selection Committees; and schedule of	Regional Memorandum

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			evaluation/validation: <ul style="list-style-type: none"> • evaluation of teams by RET • evaluation and submission of individual nominees by PSC/DSC • evaluation of entries for the Special Award for Innovation/Initiative • validation of provincial/division evaluation by RET 	
	AO V/ PS Chief	Invitation of Local Resource Institute (LRI) representatives	Send invitation letter to LRIs re participation in the evaluation of Individual, team and Special Award for Innovation/ Initiative.	Invitation letters
3	PSC/DSC	Evaluation of provincial and division/ORD personnel and submission of nominees to the RSC	Evaluate personnel and submit nominees for the Individual Award categories to the RSC thru the RET using the prescribed forms with complete documents.	STAR2 Form 1 and 1A
4	PSC/DSC	Submission of Behavioral Ratings of all personnel	Evaluates behavior of all personnel in the province/division.	Behavioral Rating Forms of all personnel
5	RET for Team Awards	Table evaluation of team performance and submission of results	Evaluate team performance for the Team Award category based on SPMS documents submitted at the Personnel Section and Behavioral Ratings submitted by provincial offices/divisions as well as consolidate and submit the results to the RSC for review.	STAR2 Form 2
	RET for Individual Awards	Table evaluation of nominees	Evaluate qualifications of individual nominees	Pre-Evaluation Report
	Local Resource Institute (LRI) Representatives	Table evaluation of entries for the Special Award for Innovation/ Initiative	Evaluate written entries for the Special Award for Innovation/ Initiative and submit results to the RSC	STAR2 Form 3

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			for review.	
6	RET for Individual Awards	On-site-validation of nominations for the provincial/division individual award categories and submission of results	Conduct on-site validation of nomination documents submitted by PSC/DSC using the prescribed forms thru: <ul style="list-style-type: none"> • Verification of documents • Ocular inspection of office • Interview Consolidate and submit results to the RSC for review	STAR2 Forms 1 and 1A
7		Determination of qualified awardees for the Hall of Fame Award, Honor Award and STAR 02 Award as well as evaluation of candidate for the Honor Award.	Determine if there are qualified individual and team awardees in previous years' STAR 02 implementation for the Hall of Fame Award, Honor Award and STAR 02 AWARD as well as evaluate candidate, if any, for the Honor Award.	
8	RSC	Review and endorsement of evaluation results to the Regional Director	Review the evaluation results for the following categories: Team, Individual and Special Awards as well as Hall of Fame, Honor and STAR 02 Award, if any, and endorses final results to the Regional Director for his appropriate action.	STAR2 Forms 2, 3 and 4
9	Regional Director	Approval of results.	Approves STAR 02 evaluation results for all categories.	STAR2 Forms 2, 3 and 4
10	PS Chief/ ADA IV	Retain documents for reference.	Retain copy each of the documents for file and reference .	Files

Definition of Terms:

- STAR 02 is a yearly incentive and award program of DILG Region 02 anchored on the principles of the PRAISE which aims to reward the exemplary performance of personnel and Operating Units/Teams in the region.
- Operating Units refers to the following:
 - ✓ Regional Office: ORD, FAD, LGMED and LGCDD
 - ✓ Provincial Offices: Five (5) Provincial Offices and Nine (9) Cluster Offices of the region

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Legal References:

- Regional Circular No. 2017-06A dated November 2017 re Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02)

Prepared By		Reviewed By		Approved By	
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Process Owner	Deputy QMR	Regional QMR	Top Management		

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QUALITY OBJECTIVE

OFFICE	FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION
PROCEDURE TITLE	SEARCH FOR TOP ACHIEVERS OF REGION 02 (STAR 02) IMPLEMENTATION

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
STAR 02 IMPLEMENTATION	1. Timely evaluation of all operating teams, individual employees and entries for Special Award.	<ul style="list-style-type: none"> 90% 	<ul style="list-style-type: none"> (The number of teams/individuals/entries evaluated not later than December 11/ total number of teams/individuals/entries evaluated) x 100 	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> AO V/ PS Chief 	<ul style="list-style-type: none"> Regional Circular No. 2017-06A dated November 2017 re Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02) Evaluation Reports: STAR2 Forms 1, 1A, 2, 3 and 4

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	2. Timely review of evaluation results and endorsement to the Regional Director for appropriate action.	<ul style="list-style-type: none"> 90% 	<ul style="list-style-type: none"> (The number of evaluation results reviewed and endorsed not later than December 14/ the total number of evaluation results reviewed and endorsed) x 100 	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> AO V/ PS Chief 	<ul style="list-style-type: none"> Regional Circular No. 2017-06A dated November 2017 re Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02) Evaluation Reports: STAR2 Forms 1, 1A, 2, 3 and 4

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	3. Timely approval of the final results of evaluation.	90%	<ul style="list-style-type: none"> (The number of final evaluation results approved not later than December 15/ the total number of final evaluation results approved) x 100 	<ul style="list-style-type: none"> Once 	<ul style="list-style-type: none"> AO V/ PS Chief 	<ul style="list-style-type: none"> Regional Circular No. 2017-06A dated November 2017 re Revised Guidelines for the Search for Top Achievers of Region 02 (STAR 02) Evaluation Reports: STAR2 Forms 1, 1A, 2, 3 and 4

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Process Owner	Deputy QMR	Regional QMR	Top Management		

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QUALITY MONITORING AND EVALUATION

OFFICE	FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION					
PROCEDURE TITLE	SEARCH FOR TOP ACHIEVERS OF REGION 02 (STAR 02) IMPLEMENTATION					
OBJECTIVE STATEMENT	1. Timely evaluation of operating teams, individual nominees and entries for Special Award. 2. Timely review of evaluation results and endorsement to the Regional Director for approval. 3. Timely approval of the final results of evaluation.					
CURRENT PERIOD	October to December 2017					
	INDICATORS/FORMULA	Operatin g Tea ms	Indi vidu al Nom inee s	Inno vati ons/ Initi ative s		Total
Objective 1: Timely evaluation of operating teams, individual nominees and entries for Special Award.						
A	The number of teams/ nominees/ entries evaluated not later than December 11					
B	Total number of teams/ nominees/ entries evaluated					
C	Formula: (A/B)*90	Target Result : 90%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
Objective 2: Timely review of evaluation results and endorsement to the Regional Director for approval.						
A	The number of evaluation results reviewed and endorsed not later than December 14					
B	The total number of evaluation results reviewed and endorsed					
C	Formula: (A/B)*90	Target Result : 90%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
Objective 3: Timely approval of the final results of evaluation.						
A	The number of final evaluation results approved					



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	not later than December 15					
B	The total number of final evaluation results approved					
C	Formula: $(A/B)*100$	Target Result : 90%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
<p>Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.</p>						

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