

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-02-01

Revision Code: 00

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Section: **PLANNING** Effectivity Date: 01-19-2018

Subject: STRATEGIC PLANNING

PURPOSE:

- a. To ensure that the development and implementation of plans and programs are aligned with the overall strategy and direction of the organization and that resources are properly and efficiently used.
- b. To ensure that the plans and programs of the organization conform with the service requirements of the agency and its Quality Management System.

2. SCOPE:

This procedure covers activities from the receipt of proposed plans and programs, consolidation and deliberation in an Annual Planning Conference; monthly and quarterly monitoring of accomplishment of plans and programs.

3. DEFINITION OF TERMS:

- a. **PP –** Plans and programs
- b. APC Annual Planning Conference
- c. ISMD Information Systems Management Division
- d. CABSEC Office of the President, Cabinet Secretariat

4. RECORDS:

	TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1.	Consolidated Quarterly Accomplishment Report (PLN-001)	Central Records Files	NAP R.A. 9470	Archived	NA
2.	Quarterly Accomplishment Report per office. (PLN-002)	Planning Office	NAP R.A. 9470	10 years	Shred
3.	Monthly Accomplishment Reports per office. (PLN-003)	Planning Office	NAP R.A. 9470	10 Years	Shred

5. REFERENCES:

- 5.1 ISO Clause Reference
 - a. Clause 6 Planning 6.1, 6.1.1, 6.1.2 Actions to Address Risks and Opportunities
 - b. Clause 6.2, 6.2.2 Quality Objectives and Planning to Achieve them

PREPARED BY: DIVISION CHIEF REVIEWED BY: AFMS DIRECTOR APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL BUREAU OF LOCAL GOVERNMENT

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5.2 Any document which supports the implementation of the procedure

PH Local Government Code of 1999

5.3 Related documents linked to the procedure

a. Budgeting Procedure

b. Corrective Action Procedure

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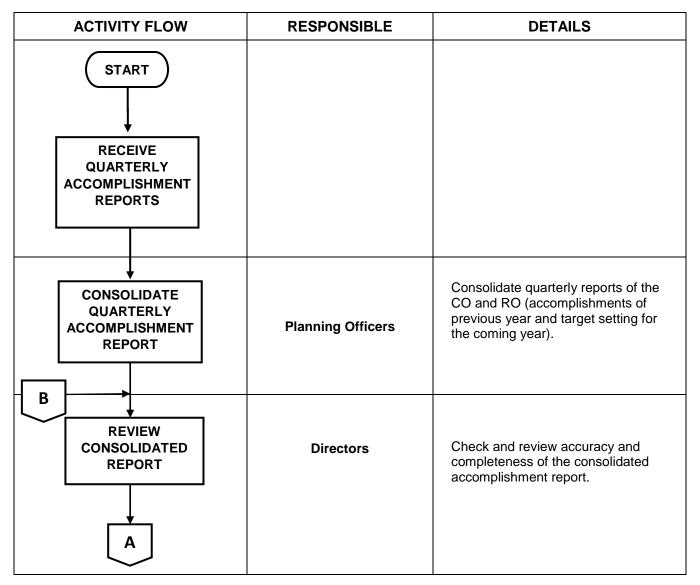
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6. PROCEDURE:



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ACTIVITY FLOW	RESPONSIBLE	DETAILS
YES WITH CORRECTIONS ? NO		
REVISE DRAFT DECISION FOR FINALIZATION B	Planning Officers	When there are corrections/revisions to be made, the draft is returned to the Planning Officer for editing/finalization.
SCHEDULE ANNUAL PLANNING CONFERENCE (APC)	Planning Officer	Schedules and arranges for logistics of the Annual Planning Conference (APC) Prepares materials that will be used in the APC.

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REVIEWED BY: AFMS DIRECTOR



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ACTIVITY FLOW RESPONSIBLE DETAILS PRESENT The accomplishments, plans, **Executive Director,** AND DELIBERATE programs, and budget per office are **Deputy Executive Director, PPs AND** discussed and deliberated in the Service Directors, **BUDGET FOR** Annual Planning Conference. CO Division Chiefs, THE COMING RO Directors, **YEAR Technical Staff** Based on the deliberations in the **REVISE Directors** APC, the plans and programs for the **PLANS AND** (CO and RO) coming year are revised. **PROGRAMS** Based on the revised plans and programs from the APC. **UPDATE Planning Officer AGENCY PLANS AND PROGRAMS** After the plans and programs of the **REVIEW AND** year are approved and implemented. CONSOLIDATE **Planning Officer** The offices send a Quarterly **QUATERLY** Accomplishment report for review and **ACCOMPLISHMENT** consolidation/ **REPORTS**

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
REVIEW AND APPROVE QUARTERLY ACCOMPLISHMENT REPORTS	CO Division Chiefs, Service Directors, Deputy Executive Director, Executive Director	Route the consolidated Quarterly Report to approving authorities. Executive Director makes the final approval and signs the document for release.
FORWARD SOFT COPY FOR UPLOADING IN WEBSITE	Planning Officers	Forward soft copy of Quarterly Report to ISMD for uploading in the website and monitoring/compliance with Good Governance Conditions. Retain a copy of the Quarterly Report in the Planning files.
SUBMIT CONSOLIDATED REPORT TO VARIOUS GOVT BODIES	Planning Officers	Submit consolidated report to DOF, COA, DBM, NEDA, and CABSEC (Office of the President Cabinet Secretariat) Forward copy of consolidated report to Records Section.
RECORD AND RETAIN CONSOLIDATED ACCOMPLISHMENT REPORT	Records Officer	Records the date and details of the Quarterly Accomplishment Reports. Retains a copy of the document for file and reference purposes.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
REVIEW AND IMPROVE ACTIVITIES	Division Chief	Reviews activities of the process to see where quality improvements can be done in the process.
CORRECTIVE ACTION PROCEDURE NO TARGETS ACHIEVED? YES END	Division Chief	Determine if performance targets were achieved. For unmet targets: Refer to Corrective Action Procedure.

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR