



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-03

Revision Code: 00

Page 1 of 5

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **LOCAL FISCAL DATA ANALYSIS: REPORT ON LGU OUTSTANDING LOANS**

1. PURPOSE:

To provide timely, complete, and accurate consolidation and analysis of data contained in the Quarterly Report on LGU Outstanding Loans.

2. SCOPE:

This procedure covers activities from the receipt of quarterly reports from Financing Institutions, to analysis, consolidation, review, and uploading the consolidated Quarterly Report in the BLGF website.

3. DEFINITION OF TERMS:

- a. **FI** – Financing Institutions (Land Bank, Veterans Bank, PNB, LGU Loan Guarantee Corporation, etc.)
- b. **ISMD** – Information System Management Division
- c. **LGU** – Local Government Units
- d. **LDMED** – Local Debt Monitoring and Evaluation Division

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. GFIs Quarterly Report	LFPS Files	NAP R.A. 9470	10 years	Shred
2. BLGF Quarterly Report on Outstanding Loans of FGUs	LFPS Files	NAP R.A. 9470	Archived	N/A

5. REFERENCES:

5.1 ISO Clause Reference

- a. Clause 7 – Resources
- b. Clause 9.1 - Analysis and Evaluation
- c. Clause 10 – Improvement

5.2 Any document which supports the implementation of the procedure -
R.A. No. 7160 (Local Government Code of 1991)

5.3 Related documents linked to the procedure – Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: LFPS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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Page 2 of 5

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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD Start([START]) --> Receive[RECEIVE QUARTERLY REPORT FROM FIs] </pre>	<p align="center">Records Officer Central Records</p> <p align="center">Financial Analyst</p>	<p>For hard copies: Records date, time, and details of the case with supporting documents in Central Records logbook.</p> <p>For emails: Financial analyst receives the Quarterly Reports from GFIs cc: Division Chief.</p> <p>* Note: GFIs have MOA with BLGF to share data regarding outstanding loans of LGUs.</p>
<pre> graph TD Receive[RECEIVE QUARTERLY REPORT FROM FIs] --> Record[RECEIVE AND RECORD DATA] </pre>	<p align="center">Admin Aide (CTI)</p>	<p>Records date and details of the Quarterly Reports into the i2ms system and logbook.</p> <p>The documents are forwarded to Financial Analyst II for analysis and consolidation.</p>
<pre> graph TD Record[RECEIVE AND RECORD DATA] --> Analyze[ANALYZE DATA AND CONSOLIDATE QUARTERLY REPORT] Analyze --> End{{A}} </pre>	<p align="center">Financial Analyst II</p>	<p>Analyzes and consolidates the data into Consolidated Quarterly Report containing the ff:</p> <ul style="list-style-type: none"> • Outstanding loans • Remaining balance • Loan Purpose • Average Interest Rates <p>Data is grouped into Regional, LGU Type, GFI, Loan Purpose, and by Income Class.</p> <p>Ensures that the risk of accepting inaccurate data is prevented by counter-checking with the GFIs about the veracity of the data.</p>

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Page 3 of 5

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p align="center">REVIEW OVERALL ACCURACY OF THE REPORT</p>	<p align="center">Division Chief</p>	<p>Reviews the overall accuracy of the consolidated Quarterly Report.</p>
<p align="center">WITH CORRECTIONS ?</p>		
<p align="center">REVISE DRAFT FOR FINALIZATION</p> <p align="center">C</p>	<p align="center">Financial Analyst II</p>	<p>When there are corrections/revisions to be made, the draft is returned to Financial Analyst II for editing /finalization.</p>

PREPARED BY: *[Signature]* DIVISION CHIEF

REVIEWED BY: *[Signature]* LFPs SERVICE DIRECTOR

APPROVED BY: *[Signature]* EXECUTIVE DIRECTOR



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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Head of Executive Committee on Disclosure</p>	<p>Statistician accomplishes Disclosure Policy Form for approval of the DED Operations for uploading of the Consolidated Quarterly Report on the website.</p>
	<p align="center">ISMD Team</p>	<p>Receives soft copy and uploads the reviewed Quarterly Report to BLGF Website.</p>
	<p align="center">Financial Analyst II</p>	<p>Retains hard and soft copy of the Quarterly Report. Provides a copy of the report to other stakeholders upon request.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p align="center">Division Chief</p>	<p>Determines if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submits complete monthly accomplishment and performance report to immediate superior every first week of the month.</p>

PREPARED BY: DIVISION CHIEF

REVIEWED BY: LFF

APPROVED BY: EXECUTIVE DIRECTOR