



DILG REGION IV-A (CALABARZON)
**QUALITY MONITORING AND
EVALUATION (QME)**

OFFICE	Finance and Administrative Division - Regional Information and Communications Technology Unit (FAD-RICTU)												
QUALITY PROCEDURE TITLE	Website Administration												
QUALITY OBJECTIVE	1. Timely performance of website backup within 5 working days after the month 2. 85% Timely posting of information on the website within three (3) hours upon receipt of request or within agreed timeline.												
CURRENT PERIOD	Month of DECEMBER 2019												
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Objective 1: Timely performance of website backup within 5 working days after the month													
A Actual date of website backup	2/5	3/6	4/2	5/3	6/4	7/1	8/2	9/2	10/2	11/5	12/6	01/03	
B Expected date of website backup	2/7	3/7	4/5	5/8	6/7	7/5	8/8	9/5	10/8	11/8	12/9	01/08	
C Formula: B-A	2days	1day	3days	3days	3days	4days	4days	3days	4days	3days	1day	3days	
D Gap Analysis: In case the objective is not met, put your analysis why it is not met.													
Objective 2: Timely posting of information on the website within three (3) hours upon receipt of request or within agreed timeline.													
A Total number of posted information on the website within three (3) hours upon receipt of request or within agreed timeline	5	2	4	5	2	2	4	4	5	4	19	10	66
B Total number of request for posting of information on the website	5	2	4	5	2	2	4	4	5	4	19	10	66
C Formula: (A/B) x 100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
D Gap Analysis: In case the objective is not met, put your analysis why it is not met.													

Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the QMR.

Prepared By:	Reviewed By:		Noted By:
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Process Owner	Quality Management Representative	Top Management	