

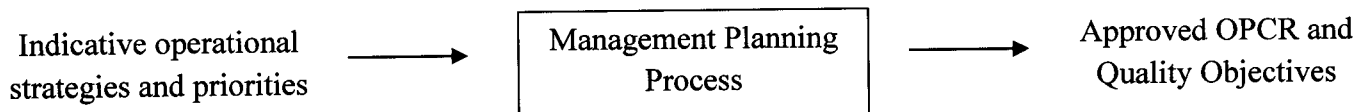


QUALITY SYSTEM PROCEDURE

TITLE	Management Planning
PURPOSE	This procedure defines the process of management planning to ensure that the priorities of the head of the agency are cascaded to the various operating units for a more coherent operation.
SCOPE	This process covers the drafting of priorities and strategies to the approval of the OPCR and Quality Objectives.
DEFINITION OF TERMS	<ol style="list-style-type: none"> 1) Major Final Output (MFO) – a good or service that an agency is mandated to deliver to external clients through the implementation of programs, projects and activities 2) Support to Operations (STO) – are activities that provide technical and substantive support to operations and projects of the agency 3) General Administration and Support Services (GASS)– are activities dealing with the provision of overall administrative management support to the entire agency operations 4) Office Performance Commitment and Review (OPCR) Form – accomplished by Undersecretaries and Staff and Regional Directors and contains the success indicators, commitment and targets of officials

PROCESS DESCRIPTION

The process describes the setting of agency operational strategies and priorities by MANCOM during the NEDA Internal Planning Conference, its translation into office-level commitment and targets for incorporation to the OPCR and Quality Objectives, and reviewing of OPCR and Quality Objectives to ensure alignment with NEDA's MFOs, STO and GASS activities and consistency with the overall agency strategies and priorities.



PROCESS FLOW

STEP NO.	PROCESS / STEPS	DETAILS	RESPONSIBLE PERSON	REFERENCE / INTERFACE
	START			
1.	Drafting of indicative set of agency operational strategies and priorities	<ul style="list-style-type: none"> • Prepare draft strategies and priorities for the NEDA budget proposal for the next fiscal year 	Planning Officer	<ul style="list-style-type: none"> • Budget priorities framework • Summary of Agreements and instructions during MANCOM meetings



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		<ul style="list-style-type: none"> • Circulate to the Undersecretaries for validation, confirmation or additional inputs, if any • Incorporate comments of Undersecretaries and Directors into a revised set of indicative strategies and priorities • Forward the revised draft strategies and priorities to the Secretary for confirmation/approval • Circulate to all MANCOM to serve as guide in the preparation of budget proposals 		<ul style="list-style-type: none"> • Executive issuances and congressional bills • Presidential priorities • Transmittal memorandum • Draft NEDA Key Strategies and Priorities for FY 2017 • Revised Draft NEDA Key Strategies and Priorities for FY 2017 • Transmittal memorandum • Revised NEDA Key Strategies and Priorities for FY 2017 • Transmittal memorandum • Approved NEDA Key Strategies and Priorities for FY 2017
2.	Conduct of NEDA Internal Planning Conference (NIPC)	<ul style="list-style-type: none"> • Discuss the indicative strategies and priorities to reconfirm or validate 	MANCOM members	<ul style="list-style-type: none"> • Approved NEDA Key Strategies and Priorities • 2017 NIPC plenary presentation and



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		<ul style="list-style-type: none"> Come out with revised operational strategies and priorities 		<p>workshop results</p> <ul style="list-style-type: none"> Secretary's Keynote Address during the 2017 NIPC Revalidated NEDA Key Strategies and Priorities for FY 2017
3.	Processing of NIPC agreements	<ul style="list-style-type: none"> Prepares the revised set of strategies and priorities for confirmation by the Secretary 	Planning Officer	<ul style="list-style-type: none"> Revalidated NEDA Key Strategies and Priorities for FY 2017
4.	Adoption of revised operational strategies and priorities	<ul style="list-style-type: none"> Prepares memorandum transmitting the revised strategies and priorities Sign the Revised NEDA Key Strategies and Priorities for FY 2017 	<p>Planning Officer</p> <p>Secretary</p>	<ul style="list-style-type: none"> Transmittal memorandum Revalidated NEDA Key Strategies and Priorities for FY 2017 Approved Revalidated NEDA Key Strategies and Priorities for FY 2017
5.	Preparation of Agency Performance Commitment and Review (APCR) Form	<ul style="list-style-type: none"> Draft APCR of Secretary 	Planning Officer	<ul style="list-style-type: none"> Approved Revalidated NEDA Key Strategies and Priorities for FY 2017 Agency Performance Measures



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				<ul style="list-style-type: none"> National Expenditure Program Draft APCR
6.	Approval of APCR	<ul style="list-style-type: none"> Prepare memorandum transmitting the draft APCR Approve the APCR 	Planning Officer Secretary	<ul style="list-style-type: none"> Transmittal memorandum Draft APCR Approved APCR
7.	Circulation of APCR to MANCOM members	<ul style="list-style-type: none"> Prepare memorandum transmitting the approved APCR and requesting the MANCOM to prepare respective draft OPCR and draft Quality Objectives 	Planning Officer	<ul style="list-style-type: none"> Transmittal Memorandum Approved APCR
8.	Preparation of draft OPCR and draft Quality Objectives	<ul style="list-style-type: none"> Prepare draft OPCR and incorporate commitments in the draft Quality Objectives 	Undersecretaries Staff and Regional Directors	<ul style="list-style-type: none"> Approved APCR Draft OPCR Draft Quality Objectives
9.	Discussion of draft OPCR and draft Quality Objectives	<ul style="list-style-type: none"> Meeting of supervising undersecretaries with directors to review draft OPCR and draft Quality Objectives 	Undersecretaries Staff and Regional Directors	<ul style="list-style-type: none"> Draft OPCR Draft Quality Objectives
10.	Review of draft OPCR and draft Quality Objectives	<ul style="list-style-type: none"> Check alignment of draft success indicators and draft Quality Objectives with NEDA's MFOs, STO and GASS and consistency with agency strategies and priorities 	Planning Officer	<ul style="list-style-type: none"> Draft OPCR Draft Quality Objectives Approved APCR Approved Revalidated NEDA Key Strategies and Priorities for FY 2017



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				NEDA Key Strategies and Priorities for FY 2017
11.	Transmittal of results of review of draft OPCR and draft Quality Objectives	<ul style="list-style-type: none"> Prepare memorandum transmitting results of review 	Planning Officer	<ul style="list-style-type: none"> Transmittal memorandum
12.	Finalization of OPCR and Quality Objectives	<ul style="list-style-type: none"> Finalize OPCR and Quality Objectives based on the result of review of FPMS 	Undersecretaries Staff and Regional Directors	<ul style="list-style-type: none"> Revised OPCR Revised Quality Objectives
13.	Approval of OPCR and Quality Objectives	<ul style="list-style-type: none"> Approve the OPCR and Quality Obejctives 	Secretary and Undersecretaries	<ul style="list-style-type: none"> Approved OPCR Approved Quality Objectives
14.	Receipt of approved OPCR commitments and Quality Objectives	<ul style="list-style-type: none"> File approved OPCR commitments and Quality Objectives 	Planning Officer	<ul style="list-style-type: none"> Approved OPCR Approved Quality Objectives
	END			
RECORDS GENERATED		<ol style="list-style-type: none"> 1) Approved NEDA Key Strategies and Priorities for FY 2017 2) Approved Revalidated NEDA Key Strategies and Priorities for FY 2017 3) Approved APCR 4) Approved OPCR 5) Approved Quality Objectives 		

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