



	Activity	Responsible Unit/Person	Objective	Risk Factors	Likelihood of Occurrence	Significance of Impact	Control Activities/Mechanisms	Assessment	Remarks
3	Transmission of 201 Files								
3.1		Field Team to MBD	To forward 201 files to CO	Loss or damage of 201 files due to mishandling or force majeure;	Low	High	Transmission thru reputable courier service providers.	Acknowledgement receipt is not institutionalized.	
3.2		Field Team to MBD		Delayed transmission of 201 files (by batch)	Low	Low	None	Lack of monitoring and standard re: frequency of dispatch	
3.3		MBD to PAIC		Loss, misplacement or tampering of 201 files	Low	High	PAIC signs transmittal form as acknowledgement	Non-use of the document tracking system	
4	Encode application	PAIC	To input info into the IVDMS	Wrong entries	Low	High	OAPD reviews entries against the info from the application form itself, which is part of the folder.		
5	Transmission of Applications	PAIC to OAPD Records Section	To turn over applications for processing	Loss or damage of 201 files due to mishandling or force majeure;	Low	High	Logbook System		
6	Assignment of Application to Examiners	OAPD Records Control Section	To distribute applications for processing	None			date of receipt recorded; equally distributed to all examiners	previous date nabubura na; old system has capability to compute ageing; separate system, runs against IVDMS	
7	Checking for double filing	Examiners	To avoid double payment	Neglect of duty	Low	High	Next level checks	No sanctions imposed on erring personnel; No strict implementation of laws	
7.1	<i>If a previous application has been filed by under a different claimant, case is referred to LID</i>	Examiners	For resolution						
7.2	<i>If a previous application has been filed by the same claimant, the application is returned to applicant.</i>	Examiners	To inform applicant of an existing application.						



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8	Verification of Documents	Examiners	To check sufficiency and authenticity of documents and consistency of information				IRR (DO A-49) Sec 11		
8.1	Checking of sufficiency of documents	Examiners	To check sufficiency of documents.	Abuse of discretion. Examiner may ignore/overlook insufficiency	Low	High	Next level review	If walk in, frontline receives; if courier, communications section receives.	No adequate training to guide review
8.1a	<i>If insufficient, notifies applicant to submit docs 30 days upon receipt of letter</i>	Examiners	To inform applicant of additional documentary requirement/s.	Abuse of discretion. Examiner may require additional requirements	Low	High	The Asst Div Chief issues notice to applicant. (cursory review)		Letter should specify why documents are insufficient.
8.2	Verification of authenticity of documents (e.g. MC, BC, MSR)	Examiners	To validate documents	Abuse of discretion. Examiner may ignore/overlook document authenticity. Error in judgement.	High	High	Next level review		No standards to check authenticity, no adequate training.
8.2a	<i>If in doubt, checks with appropriate agencies re authenticity of submitted docs</i>	Examiners	To check officially with issuing agencies.	Delay	High	Low	RA 6713		No monitoring/service standards. No strict implementation.
8.2b	<i>Refers to FT for spot investigation, if necessary</i>	Field Team	For general verification	Delay	High	Low			No training; inavailability of funds. Reason for spot investigation is not clear insofar as the FT is concerned.
8.2c	<i>If spurious/fraudulent docs, recommends disapproval of claim/application</i>	Examiners							



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8.3	Check consistency of information in various documents	Examiners	To check consistency.	Abuse of discretion. Examiner may ignore/overlook inconsistencies.	Low	High	Next level review		
8.3a	<i>If in doubt, refers OV with OW to ID for comparison</i>								
8.3b	<i>In cases of inconsistency of info, refer to LID for resolution or FTs for SI.</i>	Examiner/Division Chief		Delays due to unnecessary referrals to LID or FT.	Low	Low	Div Chief issues the referral. LID checks propriety of referral.		
9	Recommendation for approval/disapproval	Examiners		Delay	Low	Low	Review by Section Chief		
10	Review of Application	Section Chief	To review evaluation by examiner	Neglect of duty	Low	Low	Review by Asst Div Chief		
11	Review of Application	Asst Division Chief	To review evaluation by Section Chief	Neglect of duty	Low	Low	Review by Div Chief		
12	Preparation of Masterlists (encodes pertinent data, prepares masterlist for approved and disapproved applications)	Masterlisting Section	To facilitate retrieval of information on status of claims recommended for approval.	Manipulation of priority list during masterlisting.	Low	Low	Folders and printout of IVDMS are attached for comparison during review by Assistant Chief and Division Chief. Assistant Division Chief maintains logbook to check FIFO.		
12.1		Masterlisting Section	To ensure correct entry of data	Alteration of information.	Low	High	Review by Asst Div Chief		
12.2	<i>If disapproved, prepare notice of disapproval for each applicant</i>	Masterlisting Section	To notify applicants						



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13	Review of Masterlist	Asst Division Chief	To compare masterlist and attached individual folders	Neglect of duty	Low	High	Review by the Division Chief	Tedious	
14	Review of Masterlist	OAP Div Chief	To ensure integrity of masterlist	Neglect of duty	Low	High	Review of Approved Masterlist of Dir III		
14.1	<i>If disapproved, sign masterlist and letter of notification to applicants and transmit 201 files to Records Section</i>	OAP Div Chief							
14.2	<i>If recommended for approval, forward to Dir. III</i>	OAP Div Chief							
15	Review of Masterlist recommended for approval	Dir III	To ensure integrity of masterlist	Neglect of duty	Low	High	Review of Administrator		
16	Approval	Administrator	To confer entitlement	Abuse of authority by Administrator in conferring entitlement	High	High			

The history ends with the changes saved on 06/19/2007 at 10:48 AM.