

**Wave 2: Six Sigma Black Belt Training - Project Summary**

**PBD Sector Six Sigma Projects**

Name of Black Belt	Project Title	Process being improved	Y responses
1. Rhodel SSO-DARCO	Improve the allocation system of PBD budget	Start: receive annual work and financial plan from the DARROs End: approved by USSO of the Regional Allocation of PBD Budget	-No. of regions with lowest/highest PBD fund allocation -average rate of accomplishment versus the target
2. Rosita BDCD Basilan	Improve the collection of loan amortization payments for DAR DBP Window 3 Projects in Basilan	Start: Recompute loan amortization schedule End: Submit loan amortization collection report to the DARCO TFC/Accounting	-No. of days from the monthly due date of loan payment increase in the amount collected
3. Felix Region II	Improve the control of DAR in the management of ARF funded projects	Start: endorse projects by DARRO to DARCO End: sign and submit Project Completion Report by DARRO to DARCO	-No. of SAROs or ARF projects released to the DARRO -No. of projects implemented and monitored by DARRO and DARPO -No. of PCRs signed with the full knowledge of RD-DARRO
4. Lenie BARBD	Improve the consolidation of regional and provincial data of forms 1-11	Start: receipt of provincial forms 1-11 reports End: final national consolidated report	-no. of errors per form in the provincial reports form 1-11 -no. of days to consolidate provincial reports -no. of days to consolidate regional reports

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5. Arlene BDCD Quezon 1	Improvement of the process of Land Distribution Information System (LDIS)	LDIS preparation process	-no. of days in LDIS preparation -no. of landholdings (claim folders) with LDIS prepared
6. Mayette Region 7	Fastracking LDIS preparation and submission	LDIS preparation to submission	-no. of errors in document

### Training

Name of Black Belt	Project Title	Process being improved	Y responses
7. Joey BARIE ODRD	Assessment of the effectiveness of Basic Course on Mediation & Conciliation Training	Re-entry plan preparation to terminal report	-no. of pax. Who apply knowledge and skills
8. Tonet IE - Davao	Reduction in consumption of electricity	Electricity utilization	-monthly consumption(ave. head count present) -monthly consumption (working days)

### Legal Group

Name of Black Belt	Project Title	Process being improved	Y responses
9. James OSEC-SCS	Improvement of the monitoring system in the QRO mechanism	Start: Case/commitment received/ made End: case/commitment monitored	-Accuracy of data -speed and frequency of monitoring
10. Muss Basilan	Fastracking resolution of DARAB cases	Start: cases received End: decision issued	Quality. Speed, cost

## Administration

Black Belt	Project	Significance	Project Description				
			Project Scope/Boundaries	Process being improved	Y response(s)	Problem Statement	Project Objective
11. Polits	Evaluate utilization of LUMD funds	N	Start:funded target End: Accomplished target	Utilize fund	Accomplished within specified time		
12. Sonny	Strengthen survey team of DARPO Zambales	P	Profiling of survey team to design and implement capacity building program	-Survey executed -completed and submitted survey returns	-Reduced survey cost -survey by admin conducted by provincial survey team -survey returns forwarded to LMS -ASP	-Lack of skills of survey team members to conduct survey -DARPO requesting DARRO to provide technical assistance to PST -DARPO is dependent on DARRO technical personnel in the completion and submission of survey returns -low accomplishment in survey by admin	-increase competency level of DARPO survey team in executing survey by admin by ___% to that of the provincial target survey cost. Reduced by ___% -increased accomplishment in survey by admin
13. Weng	Simplify accounting flow of claims	N	Start:receipt of documents End:release of approved documents		-Accuracy in the generation of financial schedule/reports		
14. Peter	Compare surveys by administration vs. by contract	R	Start:Execute field survey End:approved survey plan	Prepare survey returns	-Increase in area in hectares -increase no. number collective CLOAs subdivided -decrease number	The execution of field survey and preparation of survey returns of administrative survey takes a	-to 100% increase the efficiency and effectiveness of land survey projects by admin with that of the

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					of days/months -decrease Peso sign	bigger gestation period and more costly than survey by contract	private sector -to establish land survey project unit cost -to attain six sigma level in the approval of survey returns
15. Gay	Improve document finding and feedback mechanism at OSEC	CO	Start:received documents by OSEC End: routed/processed documents	Improve document handling	-no. of documents correctly routed within 15 days		
16. Rick	Procurement process of supplies, materials and equipment	N	Approved PR to payment	Improve procurement process	-Average time (in days) -deliveries -release of checks		
17. Ren3	Performance contract implementation for 3 Los (RDs, ARDOs, ARDAs)	N	Prerequisites of PC preparation to PC rating review and evaluation of PBD component	ID of KRAs, target setting (RRF, LIF) rating and implementation	-Physical targets are set according to established standards -no. of PCs with outstanding rating -PCs are rated according to actual outputs using agreed scale -OTO=no. of PC -outstanding performance of 3 LO -CTR=no. of PCs in accordance w/ agreed scale	-Slow processing of documents -Rating not based on actual performance -Below average performance	-To decrease delays -increase level of performance from below average to outstanding -increase efficiency of 3 LO on PBD
18. Bibing	Completion of 2005 Funded Module		Start Identification - of	Survey process		-Delayed survey due to non-	-Establish the inventory of

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	Survey Targets (New Lands) of Negros Occidental		landholdings for survey - End - Submission of survey returns to the LMS			workable list of landholdings; delayed ASP due to defects in technical documents/references	new lands contracted for survey in 2005 -100% field survey of 2005 workable landholdings by the end of the 3rd Quarter 2007

**Operations:**

Name of Black Belt	Project Title	Process being improved	Y responses
19. Aris	Rationalize the conduct of dialogues w/ civil society organizations in DARCO	No./conduct of dialogues	-no. of dialogues
20. Rigo	Increasing the Volume of CFs Processing at PPU and Transmitting It Error-Free to LBP-LVO Bacolod City	Review and processing of CFs	-no. of CFs reviewed -timeliness