



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue
West Triangle, Quezon City 1100
www.dilg.gov.ph



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MEMORANDUM CIRCULAR
NO. 2015-74

TO ALL CONCERNED DILG REGIONAL/PROVINCIAL DIRECTORS
AND MUNICIPAL LOCAL GOVERNMENT OPERATION OFFICERS
(MLGOOs); PROVINCIAL GOVERNORS, CITY/MUNICIPAL
MAYORS OF CONCERNED LGUs

SUBJECT POLICY GUIDELINES FOR THE IMPLEMENTATION OF SAGANA
AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM
UNDER THE PROVISION OF POTABLE WATER SUPPLY

I. LEGAL BASES

The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap.

In December 2010, a Memorandum of Agreement (MOA) outlining joint responsibilities and accountabilities of partner agencies was executed by and between the Department of the Interior and Local Government (DILG), the Department of Health (DOH), and the National Anti-Poverty Commission (NAPC) to implement the administration's priority water and sanitation program for waterless municipalities, the Provision of Potable Water Supply - Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program. The Program has an implementation period from January 2011 to December 2016.

The National Government has appropriated in the DILG Budget the amount of Php 577,730,000 under Republic Act 10633 (General Appropriations Act FY 2014) and Php1,572,730,000.00 under Republic Act 10651 (General Appropriations Act FY 2015) for the implementation of the Program.

II. BACKGROUND

The Government is continuously implementing the Provision of Potable Water Supply- Sagana at Ligtas naTubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities. The Program provides grant financing and capacity development



to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and management of water supply facilities in a sustainable manner.

The Department of the Interior and Local Government (DILG) through the Office of Project Development Services (OPDS) in partnership with the DILG Regional Offices (ROs) and the target Provinces and Municipalities as implementing partners remains the lead agency for the FY 2015 SALINTUBIG Program. Under the GAA FY 2015, the DILG has been appropriated a total of P1,572,730,000 for SALINTUBIG allocated for the following: A. Infrastructure Investments Component - P1,512,730,000 and B. Project Management and Capacity Development Component -P 60,000,000.00.

III. PURPOSE

These Guidelines shall prescribe the policies, procedures, requirements and the roles and responsibilities of the stakeholders in the execution of the components and various activities of the SALINTUBIG Program.

IV. COVERAGE

This Circular shall cover the following:

- a. Subprojects funded under FY 2014 GAA with no signed MOA
- b. Thirty Four (34) Waterless Municipalities, Six hundred Eighteen (618) Waterless Barangays under FY 2015 SALINTUBIG Program.

V. DEFINITION OF TERMS

For purposes of this Guidelines, the following terms and conditions or words and phrases shall mean or be understood as follows:

- a. **Waterless Municipalities** - refer to communities where more than 50 percent of the population of poor households do not have access to "safe water" and with particularly high incidence of waterborne and sanitation-related diseases.
- b. **Civil Society Organizations (CSOs)** – include non-government organizations (NGOs), People Organizations (POs), cooperatives, trade unions, professional associations, faith-based organizations, media groups, indigenous people movements, foundations, and other citizen's groups formed primarily for social and economic development to plan and monitor government programs and projects, engage in policy discussions, and actively participate in collaborative activities with government.



- c. **Local Government Units (LGUs)** – as provided under the Local Government Code of 1991 or Republic Act No. 7160, assume the primary responsibility for the provision of basic services and facilities and the improvement of quality of life of their constituents.
- d. **Proponent LGU** - the LGU who has the jurisdiction over the proposed subproject, including the operations and maintenance. The LGU could also be the Implementing Partner provided that said LGU is capable to implement based on the criteria stipulated in **Section VII B.2** of this guidelines
- e. **Implementing Partner** –the LGU or any entity who will be responsible in the in the preparation of the subproject proposal and Detailed Engineering Design (DED), procurement and implementation of the subproject.
- f. **Project Management Office (PMO)** – refers to the Project Management Office (PMO) that will be established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall-project management of the SALINTUBIG-DILG Fund.
- g. **Provincial Technical Working Group (PTWG)** – a review team organized at the Provincial Level to be chaired by the Provincial Director with Cluster Heads or MLGOOs as members and technical staff from DILG-RO to assist in the review of subproject proposals. Representatives from the provincial government may be invited, preferably from the Provincial Engineering Office (PEO) and Provincial Planning and Development Office (PPDO).
- h. **Subprojects** - are the eligible individual projects which shall be funded under the SALINTUBIG Program.
- i. **Potability Test** – the physical, chemical and bacteriological examinations of water from newly constructed systems or sources before and during construction and before they are operated and opened for public use.
- j. **Water Source Validation** – confirmation of viability of water source.
- k. **Georesistivity Study** – a field survey that locates areas that have groundwater potential.

VI. FUND SOURCE

A. DILG Fund

The National Government has allocated P1,512,730,000.00 in the DILG Budget under the GAA FY 2015 for the Provision of Potable Water Supply. The amount is intended for the capital investment requirements for the implementation of water supply projects by the target LGUs.



B. LGU Counterpart

B.1 Implementing LGU shall provide cash counterpart for:

- Conduct of geo-resistivity for the new construction of water facility with ground water source; and
- In cases where the subproject cost is more than the subproject allocation, the amount equivalent to the excess in subproject allocation.

The counterpart to be provided must be sourced from LGU funds. This shall be formalized and included by the LGU in its Annual Investment Plan (AIP) and Annual Budget. In such a case, the LGU counterpart shall be provided through an Appropriation Ordinance.

The LGU counterpart fund for the implementation of the subproject in excess of the allocation shall be reflected in the Memorandum of Agreement (MOA).

- ### B.2
- Implementing LGU shall also provide counterpart in cash or in kind to finance the preparatory and subproject implementation activities, as described in **Section XII.A.2 (b)** hereof, which may include additional Engineers to prepare the technical documents and supervise actual implementation.

VII. ELIGIBILITY AND CAPACITY ASSESSMENT OF IMPLEMENTING PARTNERS

- A. The Implementing Partner is defined as the LGU or any other entity who will be responsible in the preparation of the subproject proposal and Detailed Engineering Design, procurement and implementation of the subproject.
- B. As a general rule, the LGU (herein referred to as the Proponent LGU) who has the jurisdiction over the proposed subproject, including the operations and maintenance, shall be the Implementing Partner provided said LGU is eligible and capable to implement based on the criteria stipulated in the following section.

B.1 Eligibility Assessment on the LGU Capacity to Implement Subproject

- a. DILG-Regional Office (DILG-RO) shall conduct eligibility assessment on the following:
- a.1 Compliance with the FY 2014 Good Financial Housekeeping (GFH), a component of the Seal of Good Local Governance (SGLG).



a.2 Capacity of the Proponent LGU to implement the subproject based on the following parameters:

- i. Technical capabilities to implement subprojects
- ii. Availability of qualified personnel who can manage the subproject
- iii. Availability of funds for the administrative costs
- iv. Previous experience in implementing similar subprojects
- v. Capacity to implement subprojects through Competitive Bidding or by Administration
- vi. Capacity to monitor and evaluate subproject implementation
- vii. Absorptive capacity (capacity to implement additional projects especially if there are still on-going projects funded in previous years and/or funded by other agencies)

See **Annex B** for the LGU Capacity Assessment Guide.

a.3 No unliquidated funds within six (6) months after turnover of completed subprojects for previous funded subprojects.

b. DILG-RO shall notify the Implementing LGUs whether they are eligible or not to implement the subproject immediately after assessment.

c. If the Proponent LGU is ineligible to implement the subproject, the DILG shall implement or opt to designate the Provincial Government as the implementing partner subject to the following conditions:

c.1 The Proponent LGU agrees to have the subproject implemented by the Provincial Government.

c.2 The Provincial Government has:

- The technical capability based on the conditions mentioned in **Section B.2.a.1** above.
- Complied with the requirement of the Good Financial Housekeeping (GFH) FY 2014 assessment.
- No unliquidated funds within six (6) months after turnover of completed subprojects for previous funded subprojects.
- Passed a Sangguniang Panlalawigan Resolution authorizing the Governor to enter into MOA with DILG- Regional Office (RO) in accordance with Section 22 (c) of the Local Government Code.



VIII. SUBPROJECT PREPARATION, REVIEW AND APPROVAL PROCESSES

A. Preparation and Submission of Subproject Proposals and Supporting Documents

A.1 The Implementing Partner shall submit to DILG-Regional Office (RO) through the Provincial Director (PD) Simplified Feasibility Study (SFS), upon receipt of the eligibility advice from the RO. The SFS describing the scope of the subproject shall be submitted together with the following supporting documents:

- a. **Letter Request** – a letter signed by the LCE requesting for the approval of the Simplified Feasibility Study for Water Supply Subprojects and submitting the required documents.
- b. **Sangguniang Panlalawigan (SP)/Sangguniang Bayan (SB) Resolution** authorizing the LCE to enter into MOA with DILG.
- c. **Annual Investment Plan (AIP) or Annual Budget** showing the budgeted amount for the required equity or the subproject/s (if any)
- d. **Subproject Implementation Schedule** showing the activities and timelines for each activity (from subproject preparation up to completion).
- e. **Certificate from the Zoning Officer** that the subproject is located in a safe area based on the Mines and Geoscience Bureau (MGB) hazard map.
- f. **Bank Certificate** for the LGU Trust Account.
- g. **Potability Test** results confirming the potability of the water source which shall comprise of Bacteriological, Physical and Chemical Test from Department of Health (DOH) accredited laboratories. It should be noted that potability test will also be required after subproject completion.
- h. **Source Validation Report** confirming that the water source is viable.
- i. **Geo-resistivity Study** for **new construction** with underground water source to determine the availability and quantity of the water source.

Annex C is the format for the Simplified Feasibility Study

Annex D is the format for Subproject Implementation Schedule.

A.2 The MLGOO shall ensure the completeness of the documents before submission to the DILG-Provincial Office (PO). In case there are lacking documents, the MLGOO shall immediately notify the Implementing LGU.



- A.3** All SFS shall be submitted to the DILG-PO. The Provincial Director (PD) shall:
- a.** For SFS costing Php1.00 Million and below, convene the Provincial Technical Working Group (PTWG) to review and approve the subproject proposals within five (5) days upon receipt of the proposals.
 - b.** For SFS costing above Php1.00 Million, endorse to the DILG-RO within two (2) days after receipt of the proposals.
- A.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-compliance. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG-RO through the DILG-CO reserves the right to recommend to DBM the reversion of the LGU Budget Allocation and the inclusion of the Implementing LGU in the list of poor performers
- A.5** As a general rule, at the end of the appropriation validity period, any unobligated allotment will automatically be reverted to the General Fund. Appropriation is valid within two (2) years after the GAA approval or until December 2016.

B. Review and Approval of Subprojects

- B.1** For subprojects costing Php1.00 Million and below, the Provincial Technical Working Group (PTWG), as mentioned in **Section VII.A.3**, shall review and approve/disapprove subproject proposals within fifteen (15) days after receipt of the proposals. Within two (2) days after approval, the Provincial Director shall endorse the approved subproject proposals to the DILG-RO.
- B.2** For subprojects costing above Php1.00 Million, the Project Development Management Unit (PDMU) shall review the subproject proposals and recommend to the Regional Director for approval/disapproval within fifteen (15) days after receipt of the proposals. Within two (2) days after receipt of the recommendation, the Regional Director shall approve/disapprove subproject proposals.
- B.3** As part of the Review/Approval Process, the PTWG or PDMU shall conduct water source validation to verify the accuracy of submitted documents and to further assess the feasibility of the subproject/s and prepare water source validation report.
- B.4** Proposals that did not pass the PTWG or PDMU review and approval shall be returned to the Implementing LGU for revision to comply with the comments/recommendations of the reviewing body. After receipt of the official notice that the proposed subproject did not pass the review, the implementing LGU shall, within fifteen (15) days submit the revised



proposal. Review and approval shall follow the same procedure stated in **Section VII.B** of this guidelines. The Proposal shall be deemed disapproved in case the concerned LGU has not complied within the 15-day period. In such case, the DILG reserves the right to recommend to DBM the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

- B.5** If the recommendation of the PDMU/PTWG involves replacement of the subproject, the DILG-RO shall inform the Implementing Partner that the subproject is not feasible, thus the LGU shall replace and identify another project site within the municipality following the same procedure stated in **Section VII.B** of the guidelines. Otherwise the DILG shall recommend to DBM the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

C. Signing of Memorandum of Agreement (MOA)

- C.1** A MOA shall be forged between the DILG-RO and the Implementing Partner to formalize the implementation arrangement, among others and upon submission of Sangguniang Panlalawigan (SP)/Sangguniang Bayan (SB) Resolution authorizing the LCE to enter into MOA with DILG.
- C.2** Upon verification that the Implementing Partner has complied with all the requirements listed in **Section VIII.A.1**, the DILG Regional Director, shall enter into a MOA following the template provided in **Annex E** and shall be signed within the prescribed period.
- C.3** The subproject cost to be reflected in the MOA shall be the appraised amount of the subproject and broken-down into DILG Fund and LGU Counterpart.
- C.4** The MOA shall be signed five (5) days after subproject approval.
- C.5** Immediately after the MOA signing, the Regional Office shall obligate the whole DILG Fund stipulated in the MOA.
- C.6** Copies of all perfected MOAs shall be submitted to both the Regional and LGU Resident Auditors within five (5) days from its execution.

D. Issuance of Certificate of Availability of Funds (CAF)

- D.1** Within five (5) days after the MOA signing, the DILG-RO shall issue a Certificate of Availability of Funds (CAF) to the Implementing Partner with amount corresponding to the approved subproject allocation stipulated in the MOA.
- D.2** The CAF issued by the DILG-RO and the Appropriation Ordinance to cover the LGU Counterpart, shall be the basis of the Implementing



Partner to issue the Certificate of Availability of Funds to proceed with the procurement process provided that the Technical Design or DED has been approved by the DILG-RO. **Annex F** is a sample pro-forma for CAF.

E. Preparation and Submission of Technical Design/Detailed Engineering Design (DED)

The Implementing Partner shall be responsible in the preparation and submission of the Technical Design (TD)/Detailed Engineering Design (DED). In order to facilitate the same, the Implementing Partner may opt to hire additional technical staff as part of their counterpart fund. The DILG-RO may also provide technical assistance if warranted. The following are the technical documents to be prepared and submitted:

E.1 For Subprojects costing Php1.00 Million and below

- i. The Implementing Partner shall prepare Technical Design in lieu of Detailed Engineering Design. The Technical Design shall include the drawing plans, Program of Works (POW), among others.

E.2 For Subprojects costing above Php1.00 Million

- i. The Implementing Partner shall prepare the DED which may be undertaken through any of the following:
 - By Contract, through Competitive Bidding pursuant to RA 9184 (Government Procurement Reform Act)
 - Partnership agreement with any of the following:
 - ✓ Local Water Utilities Administration (LWUA)/ Water District
 - ✓ Provincial Government
 - ✓ Armed Forces of the Philippines (AFP) Engineering Brigade
 - ✓ Civil Society Organizations (CSOs)/ Non-Government Organizations (NGOs)
 - ✓ State Universities/ Academes
 - ✓ National Agencies
 - By administration or in-house, provided that the Implementing Partner has the capacity to prepare DED.
 - Upon the request of the Implementing Partner other than the DILG-RO, the DILG-RO may directly engage the services of consultants or government agencies in the preparation of DED.
- ii. The DED to be submitted shall comprise but not limited to the following documents:



- Detailed designs, plans and drawings (signed and sealed by the approving authorities)
- Detailed design reports (water demand projection, hydraulic analysis including network diagram, pump, structural, electrical design)
- Bill of Quantities, including detailed computations
- Technical Specifications
- Geodetic Survey Report
- Geotechnical Report (geo-resistivity report, if necessary).

E.3. In consideration of the time needed to secure the necessary permits, licenses, certificates, clearances, and other documentary requirements from other National Government Agencies (NGAs), copies of applications shall be submitted together with the above mentioned technical requirements. **However, these permits/licenses shall be secured prior to implementation.** Indicated below are the related requirements that need to be complied with:

- Proof that the Certificate of Land Ownership or any applicable legal instrument/s allowing the use of land or property for the subproject (where applicable) is being secured
- Proof that Certificate of Non-Coverage (CNC) is being secured.
- Pursuant to RA 8371, for subproject areas with Indigenous People (IPs) that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the National Commission on Indigenous People (NCIP).
- Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB).

E.4. The Implementing Partner shall submit the Technical Design/Detailed Engineering Design (DED) and other supporting documents as mentioned above and summarized in **Annex G** to DILG Regional Office through the PD/MLGOO **within 60 days**, after the receipt of the first tranche. Non-compliance within the prescribed period, the Implementing Partner shall not be allowed to participate future DILG projects

F. Approval of Technical Design/Detailed Engineering Design (DED)

- F.1 The MLGOO shall ensure the completeness of the documents submitted as listed in **Section VIII.E** above, which shall be endorsed to the DILG Provincial Office within two (2) days upon receipt of the DED
- F.2 For subprojects costing **Php1.00 Million** and below, the DILG Provincial Director shall, upon receipt of the Technical Design, convene within two (2) days the PTWG to review and



approve/disapprove the Technical Design. Within ten (10) days, the PTWG, shall complete the review and approval/disapproval of the Technical Design. Within two (2) days after approval, the Provincial Director shall endorse the approved Technical Design to DILG-RO.

- F.3** For subprojects costing above **Php1.00 Million**, the DILG PD shall, upon receipt, endorse within two (2) days the DED to the DILG Regional Office through the PDMU, for review and approval. Within fifteen (15) days, the PDMU shall complete the review and recommend approval/disapproval of the DED to the Regional Director. Within two (2) days after receipt of the recommendation, the Regional Director shall approve/disapprove the DED.
- F.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter, copy furnish Local Resident Auditor, requiring the Implementing Partner to return all the released amount to the DILG Regional Office as the source agency. In such a case, the project shall be deemed cancelled and DILG shall recommend the inclusion of the said Implementing Partner in the list of poor performers. Poor performer LGUs shall be excluded in SALINTUBIG beneficiary for the succeeding year.
- F.5** Technical Design/DED that did not pass the PTWG or DILG PDMU approval shall be returned to the Implementing Partner for revision to comply with the comments/recommendations of the reviewing body.
- F.6** After receipt of the official notice that the proposed subproject did not pass the review, the Implementing Partner shall, within seven (7) days submit the revised Technical Design/DED. Review and approval shall follow the same procedure stated in **Section VIII.F1 to F4**.
- F.7** In case the Implementing Partner has not complied within the seven (7)-day period, DILG-RO shall compel the LGU to return all the released funds **within (15) days** and recommend to DBM for the inclusion of the Implementing Partner in the list of poor performers as stipulated in **Section VIII.F4** above.
- F.8** The DILG shall officially notify the Implementing Partner the approval of their Technical Design/DED and to proceed with the procurement process
- F.9** The Implementing Partner shall commence the posting of Invitation to Bid (ITB) within five (5) days upon receipt of the official communication on the approval of their Technical Design/DED



IX. MODE OF IMPLEMENTATION

In order to promote economy and efficiency the Implementing Partner shall adhere to the provisions provided in RA 9184 (Government Procurement Reform Act).

A. Following are the methods of procurement:

1. By Administration
2. By Contract
3. By Contract for Design and Build Infrastructure Projects

B. Subprojects to be implemented by Administration

1. Procurement of materials/goods shall strictly follow the RA 9184 and its Implementing Rules and Regulations (IRR).
2. In areas where there are issues on peace and order or security, AFP Engineering Brigade may be tapped as the Implementing Partner subject to the Guidelines of Infrastructure projects undertaken by the AFP Corps of Engineers under RA 9184 (Government Procurement Reform Act).

C. Subprojects to be implemented by Contract

1. Implementing Partner shall strictly follow the Implementing Rules and Regulation on **Competitive Bidding** pursuant to RA 9184 (Government Procurement Reform Act).
2. The Implementing Partner shall start the posting and advertisement of Invitation to Bid (ITB) within 5 days after issuance of the CAF by the DILG Regional Office. The Implementing Partner shall submit to the DILG-RO through the PD a copy of the ITB as published on the newspaper and PhilGEPs, within two (2) days after publication and posting. The Implementing Partner shall complete the bidding process following the timelines stipulated in RA 9184 as summarized in **Annex H**.
3. The Implementing Partner shall invite the DILG-RD or the Provincial Director or their duly authorized representative to be present during the bid opening.
4. In the event of a failed bidding, the Implementing Partner shall immediately start the re-bidding process within five (5) days after the Bids and Awards Committee (BAC) has issued a resolution declaring a failure of bidding, in accordance with the timelines set-forth in RA 9184. Within the same period, the Implementing Partner shall submit to DILG-RO a revised Program Financial Plan (PFP) indicating the revised target dates for the bidding.
5. In the event the Implementing Partner will have to resort to negotiated procurement after two (2) failed biddings, the Implementing Partner shall commence the negotiation within five (5) days after the BAC has issued



a resolution declaring a failure of bidding and complete the negotiation within 15 days.

6. In case of failure in the two (2) biddings and the negotiated procurement, the Implementing Partner shall seek clearance from the DILG-RO to implement the subproject by Administration. In such a case, the procurement of materials/goods shall adhere to RA 9184. Likewise, the Implementing Partner shall submit a revised Program of Works that excludes Contractor's Profit, Taxes and Overhead Contingencies and Miscellaneous (OCM) expenses; with unit price derivations per item of work, for review, validation and approval by the DILG Regional Office.
7. The bidding process is deemed completed upon the issuance of the Notice to Proceed (NTP) by the Implementing Partner.

D. Subprojects to be implemented by Contract for Design and Build Infrastructure Projects

1. The Implementing Partner may also implement the subproject By Contract for Design and Build Infrastructure Projects following the Guidelines for Procurement and Implementation of Contract for Design and Build Infrastructure Projects, Annex G. of RA 9184, subject to the review of DED by the DILG RO.

E. Per COA Circular No. 2009-001, Section 3.1.1 dated February 12, 2009, within five (5) working days from the execution of the contract, the Implementing Partner shall submit to the LGU Resident Auditor a copy of the said contract together with all the documents forming part thereof, by reference or incorporation

F. All procurement shall follow the approved implementation schedule as attached in the signed MOA.

X. ADHERENCE TO NATIONAL GOVERNMENT STANDARDS AND POLICIES

A. The Implementing Partner shall abide by the standards and policies set by the National Government which are applicable to all phases of subproject preparation and implementation.

B. The DILG-RO shall ensure that these standards and policies are considered during appraisal and are being observed during actual implementation by the Implementing Partner.

C. Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following:

- "No-build" zone in accordance with FY 2015 GAA
- Philippine National Standard for Drinking Water pursuant to Department of Health (DOH) Administrative Order (AO) 2007-0012



- Rainwater Collection Facilities pursuant to RA 6716
 - Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
 - Clean Water Act of 2014 pursuant to RA 9275
 - The Water Code of the Philippines (P.D. 1067)
- D. Infrastructure subprojects shall provide architectural and structural features, design or facilities that will reasonably enhance mobility, safety and welfare of persons with disability pursuant to Batas Pambansa (B.P) 344 and RA 7277.
- E. Infrastructure subprojects shall integrate energy-savings solutions in the planning and implementation to mitigate the effect of climate change pursuant to RA 9729.

XI. SUBPROJECT IMPLEMENTATION

A. For Implementing Partners

- a. The Implementing Partner shall ensure that all required clearances and permits as mentioned in **Section VIII.E.3** of this Guidelines has been secured prior to the project implementation
- b. The Implementing Partner shall designate a full-time Project Engineer/ Supervisor to supervise the construction/implementation on a day-to-day basis
- c. For subproject to be implemented by contract, the Implementing Partner shall conduct a Pre-Construction Conference with the Contractor immediately after the acceptance of the Notice to Proceed (NTP) to discuss the following:
 - Technical aspects of the Contract
 - Specific subproject timelines including the advice to Contractor to mobilize within seven (7) days after the receipt of the NTP
 - Agree on the regular conduct of coordination meetings
 - The nature and thrust of the subproject in relation to the SALINTUBIG to ensure that the Contractor appreciates the Project
 - The participatory monitoring approach of the SALINTUBIG
 - Compliance of the Contractor to pertinent policies and guidelines

Annex I provides the complete agenda in the conduct of the Pre-Construction Conference

- d. Consistent with RA 6685 dated 12 December 1988, the Implementing Partner shall hire or ensure that the Contractor hires at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements from the available bona fide residents in the province, city or municipality where the subproject is located. The



Implementing Partner shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritizing those from the community with no current employment and are abled.

- e. The Implementing Partner shall submit or cause the Contractor to submit a monthly report on the labor force employed within the subproject based on the format shown in **Annex J** as part of the Monthly Physical Accomplishment Report stipulated in **Item A.g** below.
- f. The Implementing Partner shall observe or cause the Contractor to observe the following:
 - i. Construction materials are available on site in accordance with the approved plans and specifications
 - ii. Material Engineer is present on site
 - iii. Appropriate equipment are on site, in accordance with the Equipment Schedule
 - iv. Actual implementation/construction is in accordance with the approved Plans and Technical Specifications
 - v. Quality control tests are conducted consistent with the frequency and number specified in the Technical Specifications for each item of work. The tests are conducted by accredited testing center/laboratory
 - vi. Waste disposal is done in accordance with prescribed standards
 - vii. Health and Safety standards set by DOLE are implemented
- g. The Implementing Partner shall submit or require the Contractor to submit a Monthly Physical Accomplishment Report within five (5) days after the end of each month using the report form shown in **Annex K – Statement of Work Accomplished**. Copy of the report shall be submitted to the PD and PDMU within two (2) days after submission of the Contractor.
- h. In case there is noted/observed delay, the Implementing Partner shall:
 - *If by administration*, submit of a catch-up plan to complete the works within the approved implementation period
 - *If by contract*, immediately issue a Warning Letter to the Contractor and require the submission of a catch-up plan to complete the works within the approved contract period.
- i. In case the delay is due to unforeseen events or work items known to the Implementing Partner, submit or immediately advise Contractor to submit a request within thirty (30) days from the occurrence of such circumstances/events leading to the delay, for either suspension of works or extension of contract/implementation time.



For subproject implemented by contract, any Contractor's request submitted beyond the said period shall be denied. The Implementing Partner shall act on the Contractor's request within three (3) days upon receipt of the request.

- j. In case there is stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the Implementing Partner shall immediately assess/evaluate the situation, including the determination of the accomplished and remaining works, and officially notify the Contractor to explain the reason for abandonment and the consequence of its action. If warranted, Implementing Partner shall forfeit the Performance Security Bond in favor of the Implementing Partner and recommend blacklisting of the Contractor and revocation of the PCAB License. In such a case, the Implementing Partner shall take over the work or immediately rebid the remaining works.
- k. The Implementing Partner shall invite the presence of DILG-MLGCO/PD/RD during major activities such as, but not limited to:
 - Well drilling
 - Pumping test
 - Pipe laying
 - Leakage/hydro testing/commissioning
 - Water sampling for potability (before, during and after construction)
- l. The Implementing Partner shall request inspection from DILG-RO or Provincial Office when the subproject reaches 95% physical accomplishment for punch listing. Immediately after inspection, the Implementing Partner shall rectify the noted deficiencies, if any, and to complete the works within the remaining implementation duration or inform the Contractor to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.
- m. Within one (1) week upon submission of LGU or the Contractor's request for Final Inspection of the subproject, the Implementing Partner shall conduct joint final inspection with representatives from DILG-RO.
- n. Within one (1) week upon submission of LGU or of the Contractor's request for Final Inspection of the subproject, the Implementing Partner shall also request COA inspection.
- o. The Implementing Partner shall organize ceremonial inauguration to officially turn-over the completed subproject to the LGU who will operate and maintain the subproject.
- p. The Implementing Partner shall prepare and submit to DILG Regional Office the Subproject Completion Report (SPCR), within six (6) months after completion, which should include the following documents:



- i. Certificate of acceptance of the project issued or signed by the recipient or beneficiaries
- ii. COA certification of Liquidation of 100% of the project fund and COA Inspection Report
- iii. Others, as deemed necessary.

B. For DILG-ROs, Provincial Directors or MLGOOs

- a. Ensure that the Implementing Partner has secured all required clearances and permits as mentioned in **Section VIII.E.3** of this Guidelines prior to the project implementation
- b. The DILG-RO, through the PDMU, shall take the lead in monitoring all aspects of subproject implementation.
- c. During monitoring visits, the DILG-RO, through the PDMU, shall observe/check the following, among others:
 - i. Availability of construction materials on site, in accordance with the approved plans and specifications
 - ii. The presence of Materials Engineer on site
 - iii. Availability of appropriate equipment on site, in accordance with the Equipment Schedule
 - iv. Quality control tests results conducted whether they are consistent with the frequency and number specified in the Technical Specifications, and whether the tests were conducted by accredited testing center/laboratory
 - v. Waste disposal is done in accordance with prescribed standards
 - vi Health and Safety standards set by DOLE are being implemented
 - vii. Works are in accordance with the approved Plans and Specifications

The DILG-RO, through the PDMU, or the Provincial Director and MLGCO shall immediately advise the Implementing Partner for any noted deviations and advise the Implementing Partner to initiate corrective actions or to cause the Contractor to initiate corrective actions.

- d. The DILG-RO, through the PDMU, Provincial Director and MLGOO shall validate reports submitted by the Implementing Partner on the Contractor's compliance with the provisions of RA 6685 regarding the hiring of skilled and unskilled labor. If the Implementing Partner or Contractor is not compliant with the said provisions, the Implementing Partner shall immediately be advised to comply or to cause the Contractor to comply.
- e. The DILG-RO, through the PDMU, shall evaluate all submitted reports by the Implementing Partners/Implementing LGU. For the following cases:



- i. Physical Works not in accordance with the Approved Plans and Specifications - The DILG-RO, through the PDMU, Provincial/City Director and MLGOO shall advise the Implementing Partner to immediately implement corrective measures or issue notice to Contractor to implement corrective measures on noted defects. Implementing Partner shall be advised to monitor Contractor's corrective actions.
 - ii. Inconsistency between the reported and actual work accomplished, PD and/or PDMU shall advise the Implementing Partner to conduct a joint inspection within three (3) days, to resolve inconsistencies
 - iii. Any delay in subproject implementation, PD or PDMU shall advise the Implementing Partner to submit catch-up plan to complete the works within the approved implementation period or issue Warning Letter to the Contractor and require immediate submission of catch-up plan to complete the works within the approved contract period.
 - f. Poor quality of works - The PDMU shall check the results of quality control tests conducted by the Implementing Partner or Contractor, among others.
 - g. Annex L shows the list of minimum QC tests that should be conducted by the Contractor per type of subproject. The DILG Regional Office shall conduct separate quality control tests, if necessary, to validate quality of the subproject preferably the Field Density Test for Earthworks and Coring Test for PCCP
 - h. In case there is a reported stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the DILG-RO, through the PDMU, PD and MLGOO shall advise the Implementing Partner to immediately assess/evaluate the situation and recommend appropriate action.
 - i. The DILG-RO, through the PDMU, Provincial Director and MLGOO shall closely monitor the subproject. Advise the Implementing Partner to:
 - i. Before the subproject reaches 95%, organize the joint inspection for Punch listing.
 - ii. Before the subproject reaches 100% physical, organize the joint final inspection and to request COA for final inspection.
- C. All subprojects shall be completed within the approved contract duration. In case the Implementing Partner cannot comply with this provision, the concerned Implementing Partner shall be recommended for inclusion in the negative list or poor performers.



- C. The DILG-CO, through the DILG-RO shall ensure that the following Capacity Development Programs be conducted for the WATSAN Councils/Teams and Water Service Providers:
- 1) Pre-implementation Phase
 - i. Program Advocacy-Orientation and Feasibility Study Preparation
 - ii. Detailed Engineering Design (DED) Preparation and Procurement
 - iii. Construction Supervision and Fund Management
 - iv. Water Supply and Sanitation Sector Plan Preparation
 - 2) Implementation Phase
 - i. Community Organizing and Skills Enhancement
 - ii. Human Rights-Based Local WATSAN Governance and Strategic Communication
 - 3) Sustainability Phase
 - i. Operations and Maintenance
 - LGU-Managed Water Supply Systems
 - BWASA-Managed Water Supply Systems
 - ii. Ring-fencing and Business Planning for LGU-managed Water Supply Utilities
 - iii. Monitoring and Evaluation

XII. FUND ADMINISTRATION

In general, all prevailing COA rules and regulations shall be followed:

A. Fund Utilization

A.1 The DILG Fund shall be used exclusively to finance for the following:

- a. Implementation of subprojects reflected in the MOA.
- b. The DED Cost but shall not be more than 6% of the subproject allocation. Any excess shall be borne by the Implementing LGU as equity/counterpart. Cost for DED may be inclusive of preliminary surveys such as geo-resistivity tests on potential well source for water supply subproject and other related surveys necessary for the development of the DED.
- c. Any balances or savings shall be returned to the DILG Regional Offices within six (6) months after subproject completion.
- d. In no case shall the Implementing Partner use the SALINTUBIG DILG Fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses). Such expenses shall be borne by the Implementing Partner.



A.2 The Implementing Partner counterpart funds shall be used to finance the following:

a. Cash Counterpart

- i. Partly for the implementation of subprojects in cases where the total project cost is more than the DILG allocation. This shall be deposited in the LGU Trust Account before subproject implementation
- ii. Conduct of Geo-resistivity for new construction of water supply facility with underground water source.

b. Cash or In-kind Counterpart

- i. In-house preparation of Technical Design/Detailed Engineering Design
- ii. Preparatory activities (Feasibility Study/Subprojects Proposal preparation, survey/validation, social preparation activities, cost/fees for permits, tests, and etc.)
- iii. Construction Supervision
- iv. Administrative cost for the monitoring and evaluation of subproject (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses)
- v. Implementing LGU shall appropriate at least 1% of the subproject allocation for sanitation related activities such as behavioural change communication, barangay consultation on water, sanitation and hygiene and Community Led Total Sanitation (CLTS).

B. Mechanics for DILG Fund Releases

B.1 Release of Funds shall be done by the DBM direct to the DILG Regional Offices through their Regular Accounts (Fund 101). The DILG RO shall book up the Notice of Cash Allocation (NCA) as "Subsidy from National Government - 4-03-01-010" while the fund transfer shall be taken up as "Due from LGUs – 1-03-03-030". The DILG Regional Office shall immediately obligate the whole amount allotted for the subproject. The DILG Regional Office concerned shall maintain a subsidiary ledger of the fund transfer pertaining to the subproject/s.

B.2 Implementing LGU may opt to open a Special Trust Account for the Fund or may use the existing Trust Account and a separate subsidiary ledger for each subproject shall be maintained to facilitate tracking of fund utilization and liquidation. The transferred funds shall be taken up as "Due to NGAs" by the Implementing Partner.



- B.3** For subprojects that will be implemented by other entities such as the AFP Engineering Brigade/CSOs/other Implementing Partner, the concerned Regional Office, shall transfer the fund to these entities, based on the agreed and approved Work and Financial Plan. These entities shall open a Special Trust Account for the purpose. The DILG, through the Regional Director, shall likewise enter into a MOA with these entities.
- B.4** Fund releases to Implementing Partner shall be made in the following tranches and submission of required documents mentioned in **Annex G**.
- a. **100% of the Subproject Allocation** shall be released upon MOA signing for subprojects costing **Php 3,000,000.00 and below**
 - b. **Two (2) tranches** for subprojects costing **above Php 3,000,000.00**
 - **1st Tranche** - **80% of the Subproject Allocation** upon MOA signing
 - **2nd Tranche** - **20%** or the approved Contract Cost less the first tranche, but not be more than the remaining balance of the Subproject Allocation shall be released upon **50% liquidation** of the 1st tranche and LGU Equity (if any) and **50%** physical accomplishment
- B.5** Requests for fund releases shall be submitted to the concerned Regional Office with the required supporting documents as mentioned in **Annex G**.
- B.6** The DILG RO, thru the PDMU, shall review the submitted documents and conduct field inspection to validate the claimed physical accomplishment prior to the release of funds.
- B.7** DILG RO shall release the funds within seven (7) days upon satisfactory compliance of the requirements. It shall issue the check in the name of the Implementing Partner for deposit to the Implementing Partner's Trust Account maintained for the purpose. For its part, the Implementing Partner shall issue the corresponding official receipt in acknowledgment.
- B.8** Regional Directors are given authority to act on, sign and/or approve contracts, disbursement vouchers, checks, liquidation reports with amounts equivalent to the approved subproject costs stipulated in the MOAs with the Implementing Partners, and all other related documents pertaining to the implementation of the Projects, subject to the usual accounting and auditing rules and regulations.



B.9 The DILG RO shall officially inform the concerned Regional and Local Resident Auditors that the funds have been released to the Implementing Partner, immediately after the release of funds.

B.10 The Implementing Partner shall deposit the Cash Counterpart Fund in the Trust Account after the issuance of the Notice to Proceed but before the start of subproject implementation and shall be 50% disbursed before the release of the last Tranche.

C. Reporting and Liquidation

C.1 Liquidation of Fund Transfers

- a. The Implementing Partner shall liquidate the funds and submit to the DILG Regional Office, either in print or by way of electronic documents, reports on the liquidation of the fund transfer.
- b. The Implementing Partner shall submit to DILG Regional Office the Report of Disbursement (ROD)/Liquidation including copies of the supporting documents as evidence of the actual utilization of funds, if necessary, within 10 days after the end of each month. The ROD shall be duly signed by the concerned Accountant and approved by the Local Chief Executive/Head of Agency and stamped-received by the Local Resident Auditor. The DILG RO shall take this up as liquidation subject to the post audit of the Local Resident Auditor. This shall serve as the basis for the subsequent fund releases recording of LGU. See **Annex M** for the Pro-Forma Report of Disbursement/Liquidation (ROD).
- c. Within fifteen (15) days after the end of each month, the DILG-RO shall submit to Accounting Division, Financial Management Service (FMS), copy furnished OPDS, the Regional Consolidated Report on Fund Utilization and Liquidation. Please refer to **Annex N** for the pro-forma Regional Consolidated Report on Fund Utilization.
- d. The DILG Regional Office or any authorized representative shall conduct spot checks, if warranted, of fund utilization, proper recording of book of accounts, and overall financial management of the Implementing Partner.
- e. All fund transfers shall be liquidated six (6) months after the completion of each subproject. The Implementing Partner shall submit to the DILG-RO an Audited Consolidated Report showing all fund deposits and actual disbursements provided including a separate opinion from the Auditor, as to whether the fund has been used for the purpose.
- f. The DILG RO shall officially notify the Implementing Partners on the need to submit the required liquidation reports.



C.2 Liquidation of Regional Operational Fund

- a. Within 10 days after the end of each month, the Regional Office shall submit to DILG Central Office the ROD on the utilization of the funds transferred for operational expenses. The succeeding sub-allotment shall only be released upon submission of the liquidation report showing that at least 50% of the released amount has been disbursed.

D. Illustrative Entries for the Fund Transferred

- a. **Annex O** is the matrix/table of illustrative accounting entries for Regional Office and LGUs in their respective books of accounts, showing entries from the issuance of Notice of Cash Allocation (NCA) to the transfer of assets by Regional Office to LGUs.

XIII. IMPLEMENTATION ARRANGEMENTS

1. Project Management Office (PMO)

Project Management Office (PMO) shall be established in the DILG Central Office under the Office of Project Development Services (OPDS) which shall be responsible for the overall-project management, in close coordination with NAPC, DOH and other line agencies involved in the implementation of the Project. Specifically, the PMOs shall be responsible for the following:

- Formulation/Updating of Operational Guidelines and Strategies for effective implementation
- Over-all physical and financial planning
- Over-all fund management
- Development of monitoring and evaluation systems
- Development and maintenance of databases for the Projects
- Preparation and submission of monthly and quarterly reports to the DILG Management and other partner agencies.
- Preparation of status report of all the subprojects to be submitted to DBM, House Committee on Appropriations and Senate Committee on Finance, either in print or by way of electronic document.
- Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners, in the development, implementation, operation and management of subprojects
- Development and implementation of capacity development programs for DILG Field Offices and Implementing Partners.
- Conduct of regular consultations/dialogues with DILG-ROs and LGUs

B. Regional Offices

The Regional Offices shall take the lead and be responsible for the efficient and effective implementation of the Project at the local level, and shall take



appropriate measures to ensure that the Funds transferred to Implementing Partners are used for the intended purpose.

B.1 The Regional Director shall:

- Organize Provincial Technical Working Groups (PTWGs) in all participating provinces to review and approve proposals and Technical Designs for subprojects amounting to Php 1.00 Million and below
- On behalf of the DILG, enter into a MOA with the Implementing Partners for the implementation and release of funds for the subprojects
- Enter into Partnership Agreement with service providers for the DED preparation and implementation of capacity development activities
- Approve/disapprove subproject proposals and DED for subprojects above Php 1.00 Million
- Sign and/or approve contracts, disbursement vouchers, checks, liquidation reports relative to Project implementation

B.2 The Regional Offices, thru the Project Development and Management Units (PDMUs) shall take the lead and be responsible for the efficient and effective implementation of the Projects at the local level. The PDMUs shall be responsible for the following:

- Regional fund management, which includes among others, review of documents submitted by Implementing Partners prior to release of funds, and verifying satisfactory compliance of requirements
- Regional physical and financial planning
- Review, assessment and validation of the proposed subprojects;
- Eligibility assessment of LGUs
- Review, evaluation and approval of subproject proposals and DED;
- Implementation of subprojects, as necessary
- Provision of advisory and technical assistance to DILG Provincial/Municipal Offices and Implementing Partners, in the development, implementation, operation and management of subprojects
- Ensuring the compliance to requirements of Implementing LGUs/Implementing Partners
- Provision of capacity development assistance to Implementing Partners
- Provision of support to the Provincial and Municipal Offices in the monitoring and evaluation of subprojects
- Preparation and submission of Physical and Financial Accomplishments of all subprojects to DILG Central Office thru FMS and OPDS
- Preparation of regular alert status reports that will provide management advance information on what is happening on the ground that will guide in addressing possible bottleneck



- Regular consultations/dialogues with LGUs and other stakeholders
- Conduct of separate quality control tests, as necessary

C. DILG Provincial/City/Municipal Offices

The **Provincial Directors and MLGOOs** shall assist the DILG Regional Office in overseeing the implementation of the Project at the local level. The DILG Provincial Director or his/her duly designated representative shall act as the SALINTUBIG-Focal Person in the Province. The MLGOO shall serve as the SALINTUBIG-Focal Person in the municipality. The Provincial Director and MLGOO shall be responsible for the following:

- Facilitation in the conduct of the capacity development activities at the provincial/city/municipal level
- Briefing to Implementing Partners and Implementing LGUs of the Project Guidelines and Timelines
- Monitoring and providing reports/feedback to Regional Office on the progress of activities in all phases of project implementation to include but not limited to the following:
 - Status of the preparation of subproject proposals, DED/Technical Design and other supporting documents
 - Progress of the preparation of Bidding Documents
 - Issuance of the Sanggunian Resolution authorizing the Mayor to sign the MOA
 - Status of Procurement
 - Status of Subproject Implementation
- Review the completeness of the relevant documents submitted by the Implementing Partners
- Facilitation in finalizing the documents required in MOA signing.
- Providing feedback whether Implementing Partner has issued CAF to BAC as a requirement to commence procurement process.
- Monitoring and providing advice during the bidding process.
- Act as an Observer during the Bid Opening.
- Ensuring timely submission of accomplishment reports (including pictures) and upon subproject completion, attest to the existence of the subproject.
- Ensuring that Implementing Partner install and regularly update the Subproject Community Billboard in compliance with the COA issuance No. 2013-004 dated January 30, 2013 and other relevant guidelines
- Participation in the conduct of punch listing and final inspection and submit report within 2 days after inspection to DILG-RO
- Ensuring that the DILG-Funds are utilized for the intended purpose
- Assistance in the conduct of spot checking on the book of accounts and ledgers of the Implementing Partners

D. The Provincial Technical Working Group (PTWG)

The **PTWG** shall be chaired by the Provincial Director with Cluster Heads or MLGOOs as members. Representatives from the provincial government



preferably from the Provincial Engineering Office (PEO) and Provincial Planning and Development Office (PPDO), to assist in the review of subproject proposals.

The PTWG shall:

- Review, evaluate and approve/disapprove subproject proposals costing Php 1.00 Million and below
- Conduct site visits and field validation to further assess the feasibility of the proposed subprojects
- Prepare consolidated evaluation report for submission to the Regional Director.

E. Proponent LGU/Implementing Partner

Assessment of the eligibility of the **Proponent LGU** as the Implementing Partner shall be in accordance with **Section VII.B** of this Guidelines and shall be further validated during Subproject Review Process. The Implementing Partner may be the Provincial Government or the City/Municipal Government or any other entity as may be designated by the DILG Regional Director.

E.1 The Proponent LGU shall:

- Prepare subproject proposal/s based on the identified priorities as a result of the Regional/Provincial Programming
- Provide counterpart funds, as necessary
- Adhere to existing national standards/guidelines, laws and policies stipulated in **Section X** among others
- If not eligible as Implementing Partner, enter into a MOA with DILG and Implementing Partner
- If not eligible as Implementing Partner, jointly monitor the implementation of subproject with the Implementing Partner
- Commit to provide annual operations and maintenance funds through a Sangguniang Bayan Resolution
- Identify appropriate institution to manage and operate the subproject

E.2 The Implementing Partner shall:

- Enter into a MOA/Tripartite MOA, whichever is applicable, with the DILG and/or Proponent LGU for the implementation of subproject
- Open and maintain a Trust Account for the transfer of funds
- Designate a focal person/appropriate focal unit/department in the organization which will manage and coordinate the implementation of subproject/s, including financial transactions
- Designate a full time Project Engineer/Supervisor to oversee the physical implementation of the subprojects to ensure that it is in accordance with the plans and specifications



- Adhere to existing national standards/guidelines, laws and policies stipulated in **Section X**, among others
- During procurement, adhere to and implement all provisions of RA 9184 and its Implementing Rules and Regulations (IRR)
- Consistent with this Guidelines, ensure that subproject is implemented in accordance with the approved schedule, within the approved budget and in accordance with acceptable standards
- Submit monthly financial and physical accomplishment reports to the DILG-Regional Office
- Submit a report of all the projects it has implemented, either in print or by way of electronic document, to DBM, House Committee on Appropriations and Senate Committee on Appropriations.
- Be responsible for the liquidation of funds transferred to the Implementing Partner.
- Return to DILG-RO any of the unexpended balance of the funds.

XIV. MONITORING AND EVALUATION

A. Progress Monitoring

A.1 DILG-PMO

- a. Conduct project risk assessment and site visits for critical subprojects and spot checks in all phases of subproject implementation, whenever necessary.
- b. In accordance with the special provisions of General Appropriations Act of FY 2015, the DILG PMO shall submit a consolidated quarterly monitoring report to DBM thru the DILG-PS and FMS.
- c. Conduct semestral Project Implementation Reviews.

A.2 DILG Field Offices

DILG Regional Offices shall take the lead in the progress monitoring of all SALINTUBIG subprojects funded by DILG.

- a. Progress monitoring shall be conducted by DILG Regional/Provincial/ City/Municipal Offices and shall cover but not limited to the following:
 - physical status and accomplishment;
 - financial status to include utilization/disbursement rates;
 - problems encountered and recommended solutions; and
 - assumption/risk analysis.
- b. Monitoring and reporting of progress of subproject implementation will be done monthly and quarterly using Monitoring and Evaluation (M&E) forms prescribed by DILG PMO with photos attached.



A.3 Alert Mechanisms shall be established to ensure timely resolution of issues that may arise before, during and after subproject implementation.

B. Transparency and Accountability Mechanisms

The following Transparency and Accountability Mechanisms shall be operationalized in the implementation of subprojects:

B.1 Implementing Partners/Implementing LGUs shall install subproject billboards on the subproject sites to provide information including the period of implementation, fund allocation and status of fund utilization consistent with COA Circular No. 2013-004, dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on subproject reporting and monitoring of subproject/s.

B.2 Implementing Partners shall post in their respective websites, within thirty (30) calendars days from entering into Contract with the winning contractor/bidder, the following information per subproject:

- a. Subproject title and detailed description which shall include the nature and location;
- b. The detailed estimates in arriving at the Approved Budget for the Contract; and
- c. The winning contractor and the detailed estimates of the bid awarded.

B.3 Implementing Partner shall also post in their respective websites within thirty (30) calendars days from the issuance of subproject completion the following:

- a. Detailed actual cost of the sub-project; and
- b. Variation orders, if any.

B.4 DILG-PMO and ROs shall post subproject implementation status on their respective websites. Full disclosure of subproject information and status of implementation is encouraged through tri-media.

C. Project Evaluation

Data on specific social and economic indicators shall be regularly collected in project sites to aid in outcome evaluation.



D. Information Dissemination and Institutional Learning

DILG PMO and ROs shall establish processes and mechanisms for the regular sharing of findings from monitoring and evaluation initiatives. This will include sharing of information on challenges encountered, good practices and lessons learned from program implementation. These are envisioned to feed into planning and programming to facilitate institutional learning.

XV. PENALTIES AND SANCTIONS

The **Regional Director** is authorized to:

A. Terminate/cancel the implementation of the subproject in the following instances:

- Implementing Partner's/Implementing LGU's non-compliance to subproject processes, standards and requirements;
- Corruption and fraudulent practices;
- When situations/circumstances would make it improbable for the subproject to continue to be carried out; and
- Upon request of the Implementing Partner.

In case the subproject is partially or fully cancelled due to the fault of the Implementing Partner, the Implementing Partner shall be obliged to return the unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the subproject, whichever applies without prejudice to paragraph C hereof.

B. Suspend/withhold the release of the final tranche if any of the following occurs:

- a. The DILG, during the conduct of review and monitoring activities determines that: (i) the procurement of any contract is inconsistent with RA 9184 provisions; and/or (ii) Implementing Partner is performing unsatisfactorily in the implementation and execution of the subproject or in the event that substantial slippage in implementation is incurred;
- b. extraordinary conditions such as force majeure, fortuitous events and the like which shall make it necessary to suspend the implementation of the subproject

Implementing Partner will be given a period of **one (1) month** to resolve the issue, improve performance, or remedy the situation. However, termination will be resorted to only, if Implementing Partner, having been duly notified, does not make any effort to institute measures that will address issues at hand.



- C. File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

XVI. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

MAR ROXAS
Secretary



DILG-OSEC OUTGOING 15-02100

LGU CAPACITY ELIGIBILITY ASSESSMENT

Region : _____
 Province: _____
 Municipality : _____
 Date of Interview: _____

Respondent/s:

Name	Position	Contact Number	E-mail Address

A. Contact Persons					
A.1 LGU Officials					
Name	Position	Contact Number	E-mail Address		
	Governor/Mayor				
	Vice- Governor/Mayor				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
	SB Member				
A.2 LGU Functionaries					
Name	Position	Contact Number	E-mail Address		
	Prov./City/Mun. Planning & Dev't. Coord.				
	Prov./City/Mun Engineer				
	Prov./City/Mun Accountant				
	Prov./City/Mun Budget Officer				
B. General Information					
B.1 Land Area = _____ sq.km.					
B.2 List of Barangays (Urban/Rural) and Population					
Urban	Population	HHs	Rural	Population	HHs

Urban	Population	HHs	Rural	Population	HHs
Sub-total			Sub-total		
Total Population					
B.3 Income Class: _____					
B.4 Major Economic Activities					
___ Agricultural and Fishery ___ Trade and Commerce ___ Mining and Quarrying			___ Manufacturing ___ Others (Specify) _____ _____		
C. Financial Information					
C.1 LGU Income (for the last 3 years)					
Year	IRA	Local Source	Total		
2011					
2012					
2013					
C.2 Does the LGU have an existing loan? <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify information below)					
Source	Type	Amount of Loan	Interest Rate	Loan Tenor (no. of years)	
<input type="checkbox"/> LBP					
<input type="checkbox"/> DBP					
<input type="checkbox"/> Others (specify) _____					
C.3 LGU Counterpart Funds					
How much can it allocate as equity contribution for the proposed project (administrative cost for the monitoring and supervision for the proposed subproject)? _____					
D. Compliance with DILG's Seal of Good Housekeeping					
D.1 Is the LGU a recipient of SGH? ___ Yes ___ No					
If No, reason for non-compliance					
___ COA Adverse opinion. Specify the adverse findings:			___ DILG's Full Disclosure Policy. Please list down lacking documents		
E. Experience and Track Record					
E.1 The largest single similar project completed by the LGU in the last three years implemented by Contract through Competitive Bidding .					
Name of Project: _____			Cost of Project: _____		
Brief Description :					
(Cost of project should be at least 50% of the estimated cost of the proposed subproject.)					

E.2 The largest single similar project completed by the LGU in the last three years implemented by Administration (Project Manager to Foreman).

Name of Project: _____ Cost of Project: _____

Brief Description :

(Cost of project should be at least 50% of the estimated cost of the proposed subproject.)

E.3 Qualified Personnel to Manage the Project

E.3.1 List of technical personnel involved in infrastructure projects

Name	Engineering Background	Designation	Description of Involvement
<i>a. Feasibility Study (FS)/ Project Proposal Preparation</i>			
<i>b. Preparation of Detailed Engineering Design (DED)/ Technical Drawings</i>			
<i>c. Preparation of Tendering/Bidding Documents</i>			
<i>d. Composition of Bids and Award (BAC) and Technical Working Group (TWG)</i>			
<i>e. Construction (By Administration)</i>			
<i>f. Construction Supervision (By Contract)</i>			

E.3.2 List of technical personnel to be involved with the projects

Name	Engineering Background	Designation	Description of Involvement
<i>a. Feasibility Study (FS)/ Project Proposal Preparation</i>			
<i>b. Preparation of Detailed Engineering Design (DED)/ Technical Drawings</i>			

Name	Engineering Background	Designation	Description of Involvement
<i>c. Preparation of Tendering/Bidding Documents</i>			
<i>d. Composition of Bids and Award (BAC) and Technical Working Group (TWG)</i>			
<i>e. Construction (By Administration)</i>			
<i>f. Construction Supervision (By Contract)</i>			

E.3.3 List of technical personnel in Engineering Office

Name	Engineering Background	Designation	Description of Involvement

E.4 List of LGU's Construction/Maintenance Equipment

Type	Number	Capacity	Condition

E.5 Capacity to Operate and Maintain Infrastructure Facility

List the Major Infrastructure for the last three years

Name of Facility	Brief Description	Project Cost (In Millions)	Budget Allocation for Maintenance	Project Condition

E.6 List of On-going Infrastructure Project (Other than GPBP)

Name of Facility	Brief Description	Project Cost (In Millions)	Budget Allocation for Maintenance	Project Condition

F. Assessment of GPBP Project (List of On-going/Completed Subproject under DILG)							
F.1 Completed Subproject/s							
Subproject Name	Description	Date of Completion	Total Cost	Amount Released	Amount Liquidated	Status	
F.2 On-going Subproject/s							
Subproject Name	Description	Proj. Dur	Target Completion Date	Amount			Status
				Total Cost	Amount Released	Amount Liquidated	
G. IMPLEMENTATION OF PUBLIC FINANCIAL MANAGEMENT (PFM)							
G.1 Has made substantial progress in implementing its Public Financial Management (PFM) Improvement Plan as determined by DBM? ___ Yes ___ No.							
H. Additional Assessment/Comments							

Conclusion:

Base on this evaluation the LGU is:

- Not Eligible to implement the subproject/s*
- Eligible to implement the subproject/s*
 - By Contract**
 - By Administration**

Prepared by :

Approved by:

 Name of Evaluator

 DLG Regional Director

G. Project Partners

- Describe other partners in the project, CSO participation, their roles and commitments, if any.
- Describe other sources of funding for the project including other support received relevant to this proposal.

H. Technical Evaluation (for Infra Projects)

Site Analysis

Describe the physical and spatial location of the proposed project, including:

- Topography
- Hydrology
- Soil Investigation
- Proximity to Utilities
- Vulnerability to Natural Hazards
- Land Use/Zoning Plans

Notes: (to take into account DRRM)

- The proposed site should not be susceptible to excessive surface run-off or flooding except for small water impounding projects and inland fishery projects
- The proposed site should not be located on or near the slopes that is prone to landslide and erosion
- The proposed site should not be located near an active fault line
- The proposed site will not disturb historical and monumental markers
- For road projects, describe if it is linked with an existing national road
- For new water supply projects, describe its distance from the potential source

II. Project Components and Implementation Schedule

- Identify and describe the major components and activities to be carried out in the implementation of the project. The plan should be presented by task with the responsible parties which shall carry out the tasks.
- Include a time table of activities showing when each task will be completed. This should be presented in a table format and cover all months or quarters of the project implementation.

III. Work and Financial Plan

Include detailed financial schedules of the proposed project

IV. Project Management

Name the key officers and personnel that will be directly accountable for the project. Describe the on and post-project management scheme, internal monitoring and evaluation procedures.

V. Project Sustainability

- Demonstrate how the benefits/returns of the project can be greater than the costs

- Describe how the project will be sustained after the assistance in terms of policy, user's fees and charges and related ordinances; office/unit responsible for the operation and maintenance.

Prepared by:

Signature above Printed Name
LGU/PO/NGO_____

Endorsed by:

Signature above Printed Name
LGU/PO/NGO_____



SUBPROJECT PROPOSAL FORMAT Provision of Water Supply Project

Sagana at Ligtas na Tubig sa Lahat						Form 1	
A Program funded by the GAA Provision for Potable Water Supply							
Name of Project: 0				DESIGN CRITERIA			
a. Design Period (years)	b. Population Growth Rate (annual)	c. Population at the start of the Project		d. Population at Design Year	e. Avg. No. of People per Household		
0	0.00%	0		0	0		
f. Per Capita Water consumption (lpcd)	g. NRW (%)	h. Average Daily Demand		i. Maximum Daily Demand		j. Max. Hourly Demand (PHD)	
		lpcd	lps	lpcd	lps	lph	lps
Level							
2	0	0%	0	0.00	0	0.00	0
k. Pumping Hours per Day		l. Pumping Rate		m. Storage Capacity		n. System Pressure (meters)	
0		lpcd	lps	liters	cu. m	0	
		#DIV/0!	#DIV/0!	c	0		
o. Households Served Per Faucet				At Start of Operations		At Design Year	
12		p. No. of HH		q. No. of Public Faucets		r. No. of HH	
		#DIV/0!		#DIV/0!		#DIV/0!	
Formulas							
<p>c = Population at Start of Project x (1 + Population Growth Rate) ^ Design Period</p> <p>h = Population at Design Year x Per Capita Water Consumption / (1-NRW)</p> <p>i = Average Daily Demand x 1.3</p> <p>j = Average Daily Demand x 2.0 / 24</p> <p>l = Maximum Daily Demand / Pumping Hours per Day</p> <p>m = Average Daily Demand / 4</p> <p>p = Population At Start of Operations / Average Persons Per Household</p> <p>q = Number of Households at Start of Operations / Households Served Per Faucet</p> <p>r = Population At Design Year / Average Persons Per Household</p> <p>s = Number of Households at Design Year / Households Served Per Faucet</p>							
Technical Data on Proposed Facility							
Water Supply Source				Type of System			
<input type="checkbox"/> Spring <input checked="" type="checkbox"/> Well <input type="checkbox"/> Surface Water				<input type="checkbox"/> Gravity <input checked="" type="checkbox"/> Pumped			
Description of Water Sources (Add more rows for the description if there is more than one source.)							
For Wells							
Casing Diameter (mm/inches)	Well Depth (meters)	Water Level of Well (meters below ground)	Well Capacity or Yield (lps) : 2.00 lps				
sdsd	xzxc	Xc	Method of Measurement : <input checked="" type="checkbox"/> Volumetric <input checked="" type="checkbox"/> Flotation <input checked="" type="checkbox"/> Flow Meter				
			<input checked="" type="checkbox"/> Others (specify) #DIV/0!				
Please attach computation / photographs during capacity measurement							
For Springs/Surface Water							
Elevation Difference from source to service area (m)		Distance from Service Area (km)		Capacity or Yield (lps) :			
				Method of Measurement : <input checked="" type="checkbox"/> Volumetric <input type="checkbox"/> Flotation <input type="checkbox"/> Flow Meter			
				<input checked="" type="checkbox"/> Others (specify) #DIV/0!			
Please attach computation / photographs during capacity measurement							
Pump Horsepower Required (hp)	Pumping Time (Hours per Day)	Pump Design		Average Daily Demand (cu. m.)	Storage Tank Capacity (cu. m.) 25% of ADD		
0.00	0	Capacity (lps)	Head (m)	0	0		
		#DIV/0!	0				
Pipeline Required							
Pipe Material		Diameter (mm)		Length (m.)		Storage Tank Overflow Elevation (m.)	
Transmission (based on service area)							
Distribution (based on service area)						Proposed No. of Faucets	
						#DIV/0!	

Sagana at Ligtas na Tubig sa Lahat

Form 2
(page 2)

Name of Project: A Program funded by the GAA Provision for Potable Water Supply
Socio-economic, Technical and Financial Information

D. TYPE OF PROJECT
 New Construction Expansion Rehabilitation

Barangay: 000 Municipality: 0 Province: 0 Region: 0

E. PROJECT TARGETS (Indicate baseline data and targets)

	Without the project (existing facility)	With the project (proposed facility)
No. of households (HHs) served	#DIV/0!	#DIV/0!
Population Served	0	0
Existing major source/s of water		
Average distance of target HHs from water source (in m)		
Average daily supply per person (lpcd)		0
Water quality (bacteriological, physical, chemical)		
Spending on water per day per HH (in pesos)		

F. TECHNICAL INFORMATION ON EXISTING SOURCES (use separate sheets if necessary)

Wells Within the Service Area

Well No.	Location	Year Constructed	Depth (m)	Water Level	Type of Pump	Casing Diameter (mm)	Remarks (Utilized or Unutilized)

Springs Within the Service Area

Spring No.	Location	Year Constructed	Average Flow/Yield (lps)	Relative Elevation (m)	Remarks (Utilized or not; Protected or Unprotected; etc.)

Is there an existing water tank that can be used? Yes No
 If yes, indicate location in the map of the project area.

Water Tank Type	Capacity, in cu. m.	Elevation, m.	Remarks
Steel			<input checked="" type="checkbox"/> Ground <input checked="" type="checkbox"/> Elevated
Reinforced Concrete			<input checked="" type="checkbox"/> Ground <input checked="" type="checkbox"/> Elevated

Are there other sites where water tanks may be erected? Yes No
 If yes, describe location and ownership. Indicate location in the map of the project area.

Location and Ownership	Relative Elevation With Respect to Service Area (m.)

Are there water supply materials and equipment (pumps, pipes, fittings) which can be used for this project? Yes No

PVC Pipes				GI Pipes			
Diameter		Length	Remarks	Diameter		Length	Remarks
mm	Inches	meters		mm	Inches	meters	
200	8			200	8		
150	6			150	6		
100	4			100	4		
50	2			50	2		
25	1			25	1		
Others, specify				Others, specify			

Other Pipe Materials		Pumps	
Diameter, mm	Length, meters	Type	Power, Hp

Does the community have skilled personnel? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many:	Are there competent contractors within the area? Plumbing contractor <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Tank fabricator <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Well drillers <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Skill</th> <th>Number</th> </tr> </thead> <tbody> <tr><td>Plumbers</td><td> </td></tr> <tr><td>Masons</td><td> </td></tr> <tr><td>Carpenters</td><td> </td></tr> <tr><td>Others</td><td> </td></tr> </tbody> </table>	Skill	Number	Plumbers		Masons		Carpenters		Others		Are there suppliers of materials (pumps, pipes, fittings) in the municipality? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Skill	Number										
Plumbers											
Masons											
Carpenters											
Others											

Sagana at Ligtas na Tubig sa Lahat

Form 2

A Program funded by the GAA Provision for Potable Water Supply

(page 1)

Name of Project

0

Socio-economic, Technical and Financial Information

Data for the responses of this survey may be taken from well-informed primary or secondary sources preferably from technical persons within the municipal LGU.

A. LOCATION

Barangay	Municipality	Province	Region
0.00	0	0	0

B. GENERAL INFORMATION (Barangay/s)

Population (per barangay)	Number of Households (per barangay)	Distance from Poblacion (km, per barangay)
Availability of Electricity	Power Cost per kwh (per barangay)	Distance from Main Electric Line (km, per barangay)
<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available		
Availability of Public Transportation	If Transportation is Available, Types	Average Monthly Income / HH (P)
<input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available		

Main Livelihood of Residents (as % of Population)

Farming	%	Fishing	%	Services		Entrepreneur/Own Business	
				Sector	%	Business Type	%
Employed							
Private	%	Govt	%				

C. HEALTH INFORMATION

Number of Water-Related Disease Cases Last Year

Diarrheal Diseases	Skin Diseases	Cholera	Hepatitis A	Others

Number of Households with Sanitary Toilets

Flush	Four Flush	Ventilated Improved Pit

Number of Households with Insanitary Toilets

Open/Closed Pit	Overhang	Without Toilets

Sagana at Ligtas na Tubig sa Lahat

Form 2

(page 3)

A Program funded by the CAA Provision for Potable Water Supply

Name of Project

0

**Socio-economic, Technical
and Financial Information**

G. FINANCIAL INFORMATION

1. Local Counterpart Contribution

	Cash	In-Kind (Please Specify)
Provincial LGU		
Municipal LGU		
Barangay LGU		
Community Based Organization		
Others		
Totals		
Unit Cost (Peso)		
Total Cost (Peso)		

2. Target number of beneficiary families or households

3. Average monthly family or household income

4. Present average monthly family or household expense on water (amount spent for buying water and paying others to fetch water)

5. Average monthly amount the family or household is willing to pay for water (to avail of an improved water supply service)

H. INSTITUTIONAL INFORMATION

1. Is there an existing water user association willing to operate the system?

Yes None

Name of Water Service Provider	No. of Facilities Managed		
	Level 1	Level 2	Level 3
<input checked="" type="checkbox"/> Active for ___ years <input checked="" type="checkbox"/> Inactive for ___ years			
Registered with the following:			
<input checked="" type="checkbox"/> LGU <input checked="" type="checkbox"/> CDA <input checked="" type="checkbox"/> SEC <input checked="" type="checkbox"/> LWUA <input checked="" type="checkbox"/> NWRB <input checked="" type="checkbox"/> Others, specify			

2. Are the residents willing to operate and maintain the WS facilities?

Yes No

3. Community dialogue/workshops held with the residents.

Date	Topic	Conducted By	No. of Attendees

4. Type of organization to be formed

RWSA/BWSA Cooperative Water District Other, specify

Name of Organization

5. Submit the following for existing or proposed water supply organization:

By-Laws List of Officers Certificate of Registration

Sagana at Ligtas na Tubig sa Lahat

Form 3

A Program funded by the GAA Provision for Potable Water Supply

Name of Project

MAP OF PROJECT AREA

Attach map of the area. Please indicate location of houses, and structures which have access or no access to water

supply. Please indicate locations of existing wells and springs and/or possible sources of water supply. The map should preferably

be drawn to scale.

Lay out with Profile
Scale: 1:50,000

Sagana at Ligtas na Tubig sa Lahat

Form 4

A Program funded by the GAA Provision for Potable Water Supply

Name of Project

0

SCHEMATIC DIAGRAM

Scale: 1:50,000

Sagana at Ligtas na Tubig sa Lahat

Form 5

A Program funded by the GAA Provision for Potable Water Supply

Name of Project

0

**Cross-section of well source/
plan of spring source
development/ others**

(include, for example, a cross-section of geological formation encountered.)

Sagana at Ligtas na Tubig sa Lahat

Form 7

A Program funded by the GAA Provision for Potable Water Supply

Name of Project

0

COST SUMMARY

A. PRE-CONSTRUCTION COST

1. Georesistivity Survey
2. Detailed Engineering Design (DED)

B. CONSTRUCTION COST

1. Pipes and Fittings (in-place cost)
2. Cost of Reservoir (in-place cost)
3. Cost of Pump (in-place cost)
 - a. Cost of Pumps
 - b. Cost of Pump House
4. Source Development
5. Treatment Facility
- Sub-total Cost of the System
6. Contingencies (10% of sub-total cost of the system)

Total Project Cost

Rounded Up To

C. COST SHARING STRUCTURE

1. DILG (GAA Provision)
2. LGU Contribution (indicate if loan or equity)
 - a. Province Loan Equity
 - b. Municipality / City Loan Equity
 - c. Barangay (indicate if cash or in kind)
 - Cash In kind
3. Users/Community-Based Organizations' Contribution
 - Cash In kind
4. Other Contributions (please give details)

Total Contributions

Total Funds

Sagana at Ligtas na Tubig sa Lahat

Form 8

A Program funded by the GAA Provision for Potable Water Supply

Name of Project 0	FINANCIAL ANALYSIS
----------------------	--------------------

Total Project Cost					
To be Financed By:					
DILG (GAA Provision)		% vs. Total		Amount	
Provincial LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Municipal LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Barangay LGU					
Users/Community-Based Organization					
Others					
Project Cost per Household	Total Project Cost	+	No. of HH Beneficiaries	=	

B. MONTHLY EXPENSES

1. Operations					
a. Salaries					
b. Power <i>(b1 x b2 x b3 x b4 x b5 x b6)</i>					
b1 Conversion Factor of kw to hp					
b2 Pump horsepower, hp/pump					
b3 Number of pump units					
b4 Operating hours per day					
b5 Cost /kwhr, Peso					
b6 30 days in a month					
c. Chemicals					
d. Office Supplies					
e. Miscellaneous					
Total Operating Cost					

2. Asset Replacement <i>Enter cost of existing assets and assets funded by the proposed project.</i>					
Type of Asset	Acquisition Cost	÷	Useful Life (Mos.)	=	Amount
a. Well			50		
b. Pump			15		
c. Pumphouse			50		
d. Tank			50		
e. Pipelines			50		
f. Others					
Total Assets					
Total Asset Replacement Provision					

3. Maintenance <i>Total assets to be maintained is the Total Assets under Asset Replacement above</i>					
Total Assets	x	Maintenance Rate p.a.	+	Months in a Year	=
				12	

4. Total Annual Interest on Loan					

5. Total Monthly Expenses					

C. COMPUTATION OF WATER FEE

Total Monthly Expenses	+	No. of HH	=	Monthly Water Fee per Household	
D. AFFORDABILITY OF WATER FEE					
Average Monthly Family Income					
Present Average Monthly Family Expense on Water					
Average Monthly Amount Family is Willing to Pay for Water					
Water Fee as Percentage of Family Income	Monthly Water Fee/HH	÷	Ave. Family Income/Mo	=	

SUBPROJECT PROPOSAL FORMAT

I. Description

A. Project Title

Indicate Project Title
 (For infrastructure projects, specify if the project is New Construction, Rehabilitation or Upgrading of an existing facility.)

B. Project Location

Provide data on the location of the project including Congressional District of the City/Municipality (CM).

C. Brief Summary of the Project

- Indicate the development concerns that the project wishes to address and cite existing indicators to describe the development situation.
- Elaborate on the potential impact of the project on the locality and/or community.
- Enumerate indicators that will demonstrate the current conditions being addressed.
- Discuss if the project is complementary to other projects (i.e. CCT, PAMANA and Focus LGUs).

D. Project Goals and Objectives

Describe project goals (what you hope to achieve) and objectives (in measurable terms). State how the specific program/project/activity contributes to the improvement of the target beneficiaries

E. Total Project Cost

Indicate the Total Project Cost in Pesos and the percentage of contribution/counterpart of the proponent (if any)

Line Items	City/Municipality Counterpart	Other Partners Support	Nat'l. Gov't. Subsidy	Total
Total				
% share				

F. Target Beneficiaries

Identify the direct and indirect beneficiaries of the project, and the potential project benefits that might accrue to them.

**Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program
FY 2015 BUDGET**

Name of Implementing Partner

Subproject Implementation Schedule

Project Title: _____

Sn	Activity	Timelines		
		Duration	Start	Finish
1.00	DED PREPARATION			
1.01	Preparation of DFD			
1.02	Submission to DILG			
2.00	SUBPROJECT REVIEW/APPROVAL			
2.01	Endorsement to PTWG/ PDMU			
2.02	Review by PTWG/ PDMU			
2.03	Approval by DILG Provincial/ Regional Director			
2.04	Confirmation letter to LGU on the Approval of the DED			
3.00	PROCUREMENT PROCESS			
3.01	Bid Preparation			
3.02	Pre-Procurement Conference			
3.03	Ad/ Posting ITB			
3.04	Pre-bid Conference			
3.05	Submission and Receipts of Bids			
3.06	Opening of Bids			
3.07	Bid Evaluation			
3.08	Post Qualification			
3.09	Issuance of BAC Resolution w/ BER			
3.10	Issuance of Notice of Award			
3.11	Contract Signing			
3.12	Issuance of Notice to Proceed			
4.00	CONSTRUCTION/ IMPLEMENTATION			
4.01	Mobilization			
4.02	Implementation			
4.03	Punch Listing			
4.04	Acceptance			

Prepared by:

Provincial/City/Municipal Engineer

Approved by:

Governor/ Mayor

Concurred by:

DILG Provincial Director

**MEMORANDUM OF AGREEMENT (MOA)
FOR THE IMPLEMENTATION OF THE SAGANA AT LIGTAS NA TUBIG SA
LAHAT (SALINTUBIG) PROGRAM**

KNOWN ALL MEN BY THESE PRESENTS:

This Agreement made and executed into this ___ day of _____ 201_ by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**, a national government agency represented herein by its Regional Director, _____, Region _____ with office address at _____, hereinafter referred to as the **"DILG"**.

- and -

The **City/Municipality** of _____ a local government unit (LGU) in the _____ Region, duly established under the laws of the Republic of the Philippines, with address at _____ herein represented by its _____ Governor/City Mayor/Municipal Mayor Hon. _____, hereinafter referred to as the **"Implementing Partner"**.

WITNESSETH

WHEREAS, The Government continuous to implement Provision of Potable Water Supply- Sagana at Ligtas naTubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities. ;

WHEREAS, The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap;

WHEREAS, the DILG is the lead executing agency responsible for the provision of grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and management of water supply facilities in a sustainable manner;

WHEREAS, provision for potable water supply are allocated in the FY 2015 budget of the DILG under Republic Act 10651 (FY 2015 General Appropriation Act);

WHEREAS, the City/Municipality of _____ has been identified by Program as one of the priority areas and had complied with all the requirements;

WHEREAS, the City/Municipality has proposed the subproject in **Article 1 Section 1.1** of this Agreement::

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties to this Agreement do hereby agree on the following terms and conditions:

ARTICLE I - SCOPE

Section 1.1 This Memorandum of Agreement (MOA) covers the implementation of the following 2015 SALINTUBIG Subproject/s in the Municipality of _____, Province of _____ in accordance with DILG Memorandum Circular No. 201_-__ - Guidelines for the Implementation of Provision for Potable Water Supply-Sagana at Lugtas na Tubig sa Lahat (SALINTUBIG) Program, herein referred to as the "SALINTUBIG Guidelines", which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAY/S	HH SERVED	ALLOCATION		
				DILG Allocation	LGU Counter-part	Total
TOTAL						

Section 1.2 The DILG shall make available to the Implementing Partner chargeable against the FY 2015 General Appropriation Act to finance the subproject/s stipulated in **Section 1.1** above, not to exceed the aggregate amount of _____ (amount in words) _____, (Php _____) subject to the terms and conditions of this Agreement.

Section 1.3 The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the SALINTUBIG Guidelines. The Implementing Partner shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is

applicable, and other required documents stipulated in DILG Memorandum Circular (SALINTUBIG Guidelines). The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **SALINTUBIG Guidelines**. The Implementing Partner can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

- Section 1.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter, copy furnish Local COA Auditor, requiring the Implementing Partner to return all the released amount to the DILG Region Office as the source agency. In such a case, the project shall be deemed cancelled.
- Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex D** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in **Article III** of this MOA. The DILG has also the option to recommend the non-inclusion of the Implementing Partner in the SALINTUBIG Program in the succeeding fiscal year.
- Section 1.6** In case the subproject/s cost is/are more than the allocation as stipulated in **Section 1.1**, the **Implementing Partner** shall provide cash counterpart equivalent to the excess in subproject allocation.
- Section 1.7** The **Implementing Partner** shall also provide counterpart fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses) of **Implementing Partner** personnel overseeing and monitoring the subproject.

Article II OTHER COVENANTS

- Section 2.1** The **Implementing Partner** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:
- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation

- b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.

Section 2.2 Upon the issuance of Certificate of Acceptance the **Implementing Partner** shall:

- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.

Section 2.3 Any notice or request or permission to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to _____ (office address) _____ and in the case of the **Implementing Partner** to _____ (office address) _____, or such other addresses which the parties hereto may specify in writing.

- a. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region ___ or his/her authorized representative.
- b. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **Implementing Partner** may be taken or executed by the **Provincial Governor/City Mayor/Municipal Mayor** or such persons as he/she shall designate in writing.

Section 2.4 In no case shall the fund transferred be utilized for the payment of additional compensation to employees in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, except as may be authorized by law or existing regulations, nor shall it be used to create new positions, to augment salaries of regular personnel.

Section 2.5 By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and management of the Subproject/s. All other parties concerned shall be notified/ informed of such changes, revisions and amendments.

Section 2.6 All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to **DILG-Central Office**.

Article III TERMINATION OR SUSPENSION

Section 3.1 The DILG reserves the right to:

- a. Terminate/Cancel the implementation of the subprojects in following instances:
 - **Implementing Partner** non-compliance to prescribed processes, standards, requirements and timelines stipulated in Annex D
 - Occurrence of fraudulent practices
 - Occurrence of *force majeure* where it becomes improbable for the projects to continue to be carried out

In such case that the subproject/s are partially or fully cancelled due to the fault of the **Implementing Partner**, the **Implementing Partner** shall be obliged to return the spent amount and the unexpended balance of the released portion of the funds of the pertinent portions related to the cancelled component.

- b. Suspend/Withhold the release of the final tranche in the following instances:
 - **Implementing Partner** is performing unsatisfactorily in the implementation and execution of the project or in the event that substantial slippage in implementation is incurred.
 - Extraordinary conditions such as *force majeure*, fortuitous events and the like which shall make it necessary to suspend the implementation of the project.
- c. File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

Section 3.2 **Implementing Partner** will be given one month to resolve the issue, improve performance or remedy the situation. However, termination will be resorted to only, if **Implementing Partner**, having been duly notified, do not make any effort to institute measure that will address issues at hand.

**Article IV
ANTI-GRAFT AND CORRUPTION PRACTICES ACT**

Section 4.1 Neither of the parties to this Agreement shall unduly benefit from each other nor gain anything which is disadvantageous to the Government, and in violation of Republic Act No. 3019, as amended, otherwise known as the Anti-graft and Corrupt Practices Act.

**Article V
EFFECTIVITY OF THE AGREEMENT**

Section 5.1 This Agreement shall take effect immediately upon approval and signing by the contracting parties and shall remain in force and effect until the completion of the subproject/s and the requirements stipulated under this MOA and the accompanying **SALINTUBIG Guidelines** in the Management of the SALINTUBIG-DILG Fund, unless sooner terminated.

IN WITNESS WHEREOF, the Parties hereto, acting through their representatives thereto authorized, have caused this Agreement to be signed in their respective names in _____, Philippines on __day of _____ 201__.

PROVINCE/CITY/MUNICIPALITY of

(LGU Name)

DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

Governor/ Mayor

DILG Regional Director

WITNESSES

ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, this
____ day of _____ 201__, personally appeared the following:

- | Name | Gov't issued ID No./Date and Place Issued |
|------------------------|---|
| 1. (Governor/Mayor) | _____ |
| 2. (Regional Director) | _____ |

both known to me to be the same persons who executed the foregoing instruments and acknowledged to me that the same is their own free and voluntary act of deed.

This instrument refers to a Memorandum of Agreement consisting of _____ () pages including this page where the acknowledgement is duly written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL .

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 201__.

**MEMORANDUM OF AGREEMENT (MOA)
FOR THE IMPLEMENTATION OF THE SAGANA AT LIGTAS NA TUBIG SA
LAHAT (SALINTUBIG) PROGRAM**

KNOWN ALL MEN BY THESE PRESENTS:

This Agreement made and executed into this ___ day of _____ 201_ by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**, a national government agency (NGA) represented herein by its Regional Director, _____, Region _____ with office address _____ at _____, hereinafter referred to as the "DILG".

The _____ of _____ a Local Government Unit (LGU)/ NGA in the _____ Region, duly established under the laws of the Republic of the Philippines, with address _____ at _____ herein represented by its _____, Hon. _____, hereinafter referred to as the "Implementing Partner".

- and -

The **City/Municipality** of _____ a Local Government Unit (LGU) in the _____ Region, duly established under the laws of the Republic of the Philippines, with address at _____ herein represented by its _____ City Mayor/ Municipal Mayor, Hon. _____, hereinafter referred to as the "Proponent LGU".

WITNESSETH

WHEREAS, The Government continuous to implement Provision of Potable Water Supply- Sagana at Ligtas naTubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities. ;

WHEREAS, The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the

Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap;

WHEREAS, the DILG is the lead executing agency responsible for the provision of grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and management of water supply facilities in a sustainable manner;

WHEREAS, provision for potable water supply are allocated in the FY 2015 budget of the DILG under Republic Act 10651 (FY 2015 General Appropriation Act);

WHEREAS, the **City/Municipality of _____** has been identified by Program as one of the priority areas and had complied with all the requirements;

WHEREAS, the City/Municipality has proposed the subproject in **Article 1 Section 1.1** of this Agreement:

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties to this Agreement do hereby agree on the following terms and conditions:

ARTICLE I - SCOPE

Section 1.1 This Memorandum of Agreement (MOA) covers the implementation of the following 2015 SALINTUBIG Subproject/s in the Municipality of _____, Province of _____ in accordance with DILG Memorandum Circular No. 201-__ - Guidelines for the Implementation of Provision for Potable Water Supply-Sagana at Lugtas na Tubig sa Lahat (SALINTUBIG) Program, herein referred to as the "**SALINTUBIG Guidelines**", which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAYIS	HH SERVED	ALLOCATION		
				DILG Allocation	LGU Counterpart	Total
TOTAL						

Section 1.2 The DILG shall make available to the **Implementing Partner** chargeable against the FY 2015 General Appropriation Act to finance the subproject/s stipulated in **Section 1.1** above, not to exceed the aggregate amount of _____ (**amount in words**) _____ (**Php** _____) subject to the terms and conditions of this Agreement.

Section 1.3 The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the

SALINTUBIG Guidelines. The Implementing Partner shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is applicable, and other required documents stipulated in SALINTUBIG Guidelines. The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **DILG Memorandum No. 201_--** (SALINTUBIG Guidelines). The Implementing Partner can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

- Section 1.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter requiring the Implementing Partner to return all the released amount to the DILG Region Office as the source agency. In such a case, the project shall be deemed cancelled.
- Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex D** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in Article III of this MOA. The DILG has also the option to recommend the non-inclusion of the Implementing Partner in the SALINTUBIG Program in the succeeding fiscal year.
- Section 1.6** In case the subproject/s cost is/are more than the allocation as stipulated in **Section 1.1**, the **Proponent LGU** shall provide cash counterpart equivalent to the excess in subproject/s allocation and shall transfer the said amount to the **Implementing Partner**
- Section 1.7** The **Implementing Partner** shall also provide counterpart in cash or in kind to finance the preparatory activities and monitoring in the implementation of the subproject/s

Article II OTHER COVENANTS

- Section 2.1** The **Implementing Partner** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:
- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation

- b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.

Section 2.2 Upon the issuance of Certificate of Acceptance the **Proponent LGU** shall:

- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.

Section 2.3 Any notice or request or permission to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to _____ (office address) _____, in the case of the **Implementing Partner** to _____ (office address) _____ and in the case of the **Proponent LGU** to _____ (office address) _____ or such other addresses which the parties hereto may specify in writing.

- a. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region ___ or his/her authorized representative.
- b. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **Implementing Partner** may be taken or executed by the _____ or such persons as he/she shall designate in writing.
- c. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **Proponent LGU** may be taken or executed by the **City Mayor/ Municipal Mayor** or such persons as he/she shall designate in writing.

Section 2.4 In no case shall the fund transferred be utilized for the payment of additional compensation to employees in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, except as may be authorized by law or existing regulations, nor shall it be used to create new positions, to augment salaries of regular personnel.

Section 2.5 By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and management of the Subproject/s. All other parties concerned shall be notified/ informed of such changes, revisions and amendments.

Section 2.6 All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to **DILG-Central Office**.

Article III TERMINATION OR SUSPENSION

Section 3.1 The DILG reserves the right to:

- a. Terminate/Cancel the implementation of the subprojects in following instances:
 - **Implementing Partner** non-compliance to prescribed processes, standards, requirements and timelines stipulated in Annex D
 - Occurrence of fraudulent practices
 - Occurrence of *force majeure* where it becomes improbable for the projects to continue to be carried out

In such case that the subproject/s are partially or fully cancelled due to the fault of the **Implementing Partner**, the **Implementing Partner** shall be obliged to return the spent amount and the unexpended balance of the released portion of the funds of the pertinent portions related to the cancelled component.

- b. Suspend/Withhold the release of the final tranche in the following instances:
 - **Implementing Partner** is performing unsatisfactorily in the implementation and execution of the project or in the event that substantial slippage in implementation is incurred.
 - Extraordinary conditions such as *force majeure*, fortuitous events and the like which shall make it necessary to suspend the implementation of the project.
- c. File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

Section 3.2 Implementing Partner will be given one month to resolve the issue, improve performance or remedy the situation. However, termination will be resorted to only, if **Implementing Partner**, having been duly notified, do not make any effort to institute measure that will address issues at hand.

**Article IV
ANTI-GRAFT AND CORRUPTION PRACTICES ACT**

Section 4.1 Neither of the parties to this Agreement shall unduly benefit from each other nor gain anything which is disadvantageous to the Government, and in violation of Republic Act No. 3019, as amended, otherwise known as the Anti-graft and Corrupt Practices Act.

**Article V
EFFECTIVITY OF THE AGREEMENT**

Section 5.1 This Agreement shall take effect immediately upon approval and signing by the contracting parties and shall remain in force and effect until the completion of the subproject/s and the requirements stipulated under this MOA and the accompanying Guidelines in the Management of the SALINTUBIG-DILG Fund, unless sooner terminated.

IN WITNESS WHEREOF, the Parties hereto, acting through their representatives thereto authorized, have caused this Agreement to be signed in their respective names in _____, Philippines on ___day of _____ 201__.

PROVINCE of _____ CITY/MUNICIPALITY of (LGU Name)

Governor

Mayor

**DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT**

DILG Regional Director

WITNESSES

ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, this
____ day of _____ 201____, personally appeared the following:

Name	Gov't issued ID No./Date and Place Issued
1. (Mayor)	_____
2. (Governor)	_____
3. (Regional Director)	_____

known to me to be the same persons who executed the foregoing instruments and acknowledged to me that the same is their own free and voluntary act of deed.

This instrument refers to a Memorandum of Agreement consisting of _____ () pages including this page where the acknowledgement is duly written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL .

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 201____.

CAF No. _____
Dated : _____

CERTIFICATION OF AVAILABILITY OF FUNDS (CAF)

Pursuant to the provisions of RA ____ (FY 201_ General Appropriations Act), the amount of _____ (*amount in words of the total Regional Allocation*) _____ (Php *amount in figures* _____) has been allocated to DILG Region ____ for the implementation of _____ (*name of Program/Project*) _____ and booked-up by this Office under Fund 101.

This Office hereby certifies that a portion of the said appropriations is available for the Province/City/Municipality of _____ (*name of LGU*) _____ amounting to _____ (*amount in words based on the signed MOA*) _____ (Php *amount in figures* _____) and shall be charged against the abovementioned appropriations to finance the following SALINTUBIG DILG Fund Sub-projects:

Project Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____
TOTAL	_____

The corresponding cash shall be released in accordance with the signed **Memorandum of Agreement (MOA)** between the DILG Region and the Province/City/Municipality of _____ (*name of LGU*) _____ signed on _____ 201__ and the **Guidelines For The Implementation of Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program Under Provision for Potable Water Supply No. __ series 201_**. Tentative cash releases shall be as follows:

Project Title	First Tranche (80%)		Second Tranche (20%)	
	Amount	Date	Amount	Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

Certified correct by:

Approved by:

DILG Regional Accountant

DILG Regional Director

LIST OF DOCUMENTARY REQUIREMENTS

A. MOA SIGNING AND RELEASE OF FIRST TRANCHE

1. Official letter submitting the required documents
2. Subproject Proposal or Simplified Feasibility Study for water supply.
3. Appropriate Sanggunian Resolution authorizing the LCE to enter into MOA with DILG
4. Annual Investment Plan (AIP) or Annual Budget showing the budgeted amount for the required equity or the subproject/s (if any)
5. Subproject Implementation Schedule duly approved by LCE
6. Certificate from the Zoning Officer that the subproject is located in a safe area based on the Mines and Geoscience Bureau (MGB) hazard map.
7. Bank Certificate for the LGU Trust Account.
8. *Potability Test* results confirming the potability of the water source which shall comprise of Bacteriological, Physical and Chemical Test from Department of Health (DOH) accredited laboratories
9. *Source Validation* report confirming that the source is viable
10. *Geo-resistivity Study* for **new construction** with underground water source to determine the availability and quantity of the water source.
11. *Executive Order* on the creation of WATSAN Council and WATSAN Team

B. APPROVAL OF TECHNICAL DESIGN/DETAILED ENGINEERING

1. Technical Design or Detailed Engineering Design for water supply subprojects
2. Stamped received copies of applications for the following:
 - Proof that the Certificate of Land Ownership or any applicable legal instrument/s allowing the use of land or property for the subproject (where applicable) is being secured
 - Proof that Certificate of Non-Coverage (CNC) whichever is applicable, is being secured.
 - Pursuant to RA 8371, for subproject areas with Indigenous People (IPs) that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the National Commission on Indigenous People (NCIP).
 - Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB).

C. RELEASE FOR THE SECOND TRANCHE

1. Letter of Request for the 2nd tranche release from the LGUs
2. Report of Disbursements (ROD) duly signed by the Treasurer and Accountant duly approved by the Mayor or his duly authorize representative, with stamp-received by the COA, with at least 50% liquidation of the 1st Tranche.
3. Summary of Works Accomplishment (SWA) showing 50% Physical Accomplishment and Updated Construction Schedule duly signed by the Municipal Engineer and approved by the Mayor or his duly authorized representative as applicable
4. Pictures of the Physical Accomplishments on the Projects and Updated Subproject Billboard.
5. Certified true copies of other bidding documents and evaluation report, as may be require

D. SUBPROJECT COMPLETION REPORT

1. Subproject Completion Report
2. As-Built Plans and Detailed Actual Subproject Cost
3. Summary of Subproject Report on Disbursement/Liquidation or Audited Consolidated Report on Disbursement/Liquidation showing 100% liquidation of DILG Funds and LGU Equity with separate Auditor's Opinion
4. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries;
5. Sustainability Plan
6. Pictures of the Completed Subprojects
7. Copy of COA certification of Liquidation of 100% of the subproject fund; and,
8. Others, as deemed necessary

PROCUREMENT TIMELINES

Activities	Particulars
1. Advertisement and Posting in PhilGEPS	<ul style="list-style-type: none"> • Advertisement and Posting in PhilGEPS should start simultaneously on the same day. • For Infrastructure projects above 5M and Goods above 2 M, advertised is done at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least (2) two years before the date of issue of the Advertisement. • For infrastructure projects below 5M and Goods below 2M, advertisement in a newspaper is not mandatory. • Posting in of Invitation to Bid in PhilGEPS and Conspicuous places must be done continuously for (7) calendar days.
2. Issuance of Bidding Documents	<ul style="list-style-type: none"> • Issuance of Bidding Documents must start from 1st day of Advertisement and Posting until the date set for the submission and receipt of Bids.
3. Pre Bid Conference	<ul style="list-style-type: none"> • Must be conducted at least (12) calendar days before Bid Opening • Must be conducted at least one (1) for contracts with an ABC of 1M and above • For contracts with an ABC of 1M below, pre bid conference may be conducted at the discretion of the BAC
4. Supplemental/ Bid Bulletin	<ul style="list-style-type: none"> • Issuance should at least be seven (7) calendar days before Bid Opening.
5. Submission and Receipt of Bids	<ul style="list-style-type: none"> • Deadline of submission of Bids must be set within fifty (50) calendar days for projects 50M and below and sixty-five (65) calendar days for projects above 50 M. • Please take note that deadline of submission of Bids may be earlier that (45) and (65) calendar days.
6. Bid Evaluation	<ul style="list-style-type: none"> • Bid Evaluation should be completed within seven (7) calendar days for Goods and Infrastructure above 50 M, five (5) calendar days for Infrastructure 50 M and below. • Bid Evaluation may be completed earlier than five (5) and seven (7) calendar days, respectively.
7. Post Qualification	<ul style="list-style-type: none"> • Post qualification process shall be completed in not more than seven (7) calendar days from determination of the Lowest Calculated Bid (LCB).

Activities	Particulars
	<ul style="list-style-type: none"> • In exceptional cases post qualification period may be extended by the Head Of Procuring Entity (HOPE), but in no case shall the aggregate period exceed thirty (30) calendar days
<p>8. Approval of resolution/Issuance of Notice of Award</p>	<ul style="list-style-type: none"> • Should be done within seven (7) calendar days for Goods and Infrastructure above 50 M, four (4) calendar days for Infrastructure 50 M and below. • The BAC shall post within three (3) calendar days from its issuance, the NOA in the PhilGEPS, its website and conspicuous places.
<p>9. Contract preparation and signing</p>	<ul style="list-style-type: none"> • Should be done within ten (10) calendar days from receipt of NOA, including the posting of the required Performance Security.
<p>10. Approval of Contract by higher authority</p>	<ul style="list-style-type: none"> • Should be done within five (5) calendar days for Infrastructure 50 M and below. • If no action on the contracts is taken by the HOPE or the approving authority within the periods specified, the contract concerned shall be deemed approved.
<p>11. Issuance of Notice to Proceed</p>	<ul style="list-style-type: none"> • Should be done within two (2) calendar days for Infrastructure 50 M and below. • Contract effectivity date shall not be later than seven (7) calendar days from its issuance.

SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA

i. Project Matters

1. General Contract Data
 - Name and No. of Contract
 - Name of Contractor
 - Contract Price Award Date
 - Contract Duration
2. Scope of Works
3. Delegation of duties and Responsibilities and Command Structure
4. Documents required from contractor
 - Performance Bond
 - Insurance
 - Construction Program
 - Form of Agreement
5. Drawings of Project Sign Board Possession of Site
6. Measurement and Payment
 - a. Measurement Method
 - b. Frequency of Payment
 - c. Contingencies and Dayworks
7. Verification of RROW acquisition/LAPP has been completed and that the Contractor has permission to move to the site
8. Review and agree the activities, flow-chart, forms and schedules of subproject monitoring and reporting
9. Arrange and agree with Contractor's Program of Works
10. Obtain from Contractor the List of Sub-contractors for approval by the Implementing Partner
11. Request Contractor's Organizational Chart and CVs of personnel for comparison with those included in the bid
12. Request Contractor's equipment and manpower utilization schedule for approval of the Implementing Partner
13. Possible meeting with public utility authorities to coordinate and resolve possible work conflicts
14. Any other business
 - Traffic control
 - Safety
 - Resources Proposed
 - Subcontractors
 - Environmental Control Project Vehicle add Field Office
 - Construction Camp Location

ii. Site Matters

1. Checks Contractor's shop drawing for signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
2. Check's Contractor's mobilization of plant, equipment and personnel is in accordance with those details included in the Bidding documents, and all equipment is in good working condition and calibrated, if necessary
3. Arrange with Contractor the operation for verification of quantities
4. Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
5. Check the Contractor's identification and quality of material sources
6. Identify with Contractor possible areas for disposal of water materials

7. Checks Contractor's proposal for safety
8. Checks Contractor's proposal to ensure protection of environment
9. Verify with Contractor the provision and calibration of laboratory equipment and that the said equipment is sufficient to meet the Minimum Test Requirement of DPWH Standards Specifications and Schedule of Minimum Test Requirements
10. Request Contractor to submit Job Mix Formula proposal for Concrete Works
11. Organize with Contractor the work-request system plus monitoring, testing and reporting procedures

iii. Site Records

1. Supervision Reporting and Documentation
 - Correspondence to/from Resident Engineer,
 - Correspondence to/from Contractor
 - Correspondence with Other Implementing Partners
 - Site Instructions
 - Program of works
 - Work Request form
 - S-Curve reflecting the target and actual accomplishment
 - Daily accomplishment
 - Monthly Progress Report
 - Minutes of Meetings
 - Site Supervision Staff Attendance Record
 - Monthly Labor Force Employment Report
 - Memorandum Orders
 - Daily Weather Records
 - Progress Photographs
 - Labor Issues
 - Vehicle and Equipment
 - Expenses
2. Quality Control Testing
 - Quality Control Program
 - Concrete Design Mix-Trial Mix and Test Results
 - Materials Report in support of Contractors claim
 - Weekly Quality control Assurance
 - Status of Tests
 - Summary of Labor Tests
 - Schedule of Tests
 - Routine Testing (Quality test of aggregates and other materials)
3. Quantity Measurements
 - Approved AS-staked Plan
 - AS-staked quality computations
 - Variation Orders
 - Measurement and Quantities-Daily/weekly Record signed by Resident Engineer and Contractor
 - Approved As-built Plan
 - As-built Quantity Computations

Annex K
Statement of Work Accomplishment

Republic of the Philippines

PROVINCE OF _____
MUNICIPALITY OF _____

SALINTUBIG Program

Implementing Partner : _____
Subject Title : _____
Subject Code : _____

Date Submitted : _____
Date Covered : _____

Original Contract Amount : _____

Total Approved Value of Contract _____
Variation Order _____
Revised Contract Amount _____
Advance Payment _____
Completed to Date _____
Percent Completed _____

MONTHLY REPORT NO. : _____
Name of Contractor : _____

SUMMARY OF PAYMENTS

Value of Work Completed to Data-Bid Items

1. Total Value of Work Completed to Date _____
2. Previous Value of Work Completed (from Previous M.P.R.) _____
3. Work Completed this Period (#1 - #2) _____
4. Less : Deductions (a+b+c+d) _____
 - a. 10% Retention (10% of Total of #3) _____
 - b. 2% Withholding Tax (2% x 100% of #3) _____
 - c. 5% Value Added Tax -VAT (5% x 100% of #3) _____
 - d. Recoupment of Advance Payment (15% of #3) _____
5. Sub-total (#3 - #4) _____
6. Net Amount Approved for Payment this Period _____

Scheduled Progress : (from Approved S-Curve and Bar Chart)

Target Progress (%) _____
Actual Progress (%) _____
Slippage (+/-) _____

Prepared by: _____

Check and verified by: _____

Recommended by: _____

Approved by: _____

Date : _____

Contractor _____

Prov./City/Mun. Engineer _____

Focal Person _____

Governor/City Mayor/Mun. Mayor _____

Date : _____

Date : _____

Date : _____

Date : _____

Date : _____

MINIMUM REQUIREMENTS QUALITY CONTROL TEST

SCHEDULE OF MINIMUM TEST REQUIREMENT GOVERNING ITEMS OF WORK OF DPWH STANDARD SPECIFICATIONS FOR HIGHWAYS, BRIDGES AND AIRPORT, 1988 (VOLUME II)

PART C – EARTHWORK

Item 100 – Clearing and Grubbing -

Tests: None

Item 101 – Removal of Structures and Obstruction -

Tests: None

Item 102 – Excavation -

Tests: Same as for item 103, 104 and 105, whichever is applicable.

Item 103 – Structure Excavation

If excavated materials are wasted, the volume involved shall be reported, so that quality control requirements maybe adjusted accordingly. Submit Project Engineer Certificate of Waste.

If excavated materials are incorporated into the work:

Tests: For every 1500m³ or fraction thereof:

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

For every 150mm layer in uncompacted depth

1-D, Field Density Test

Item 104 – Embankment

Tests: For every 1500m³ or fraction thereof

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

1-C, Laboratory Compaction Test

For each 500m² of each layer of compacted fill or fraction thereof at least one group of three (3) in-situ density tests. The Layers shall be placed not exceeding 200mm in loose measurement or based on the result of compaction trials.

Item 105 – Sub-grade Preparation

Same as for Item 104

Item 106 – Compaction Equipment and Density Control Strips

Tests: Same as for items 104, 105, 200, 201, 202, 203, 204, 205, 206 and 300

Item 107 – Overhaul

Tests: None

PART D – SUB-BASE AND BASE COURSE

Item 200 – Aggregate Sub-base Course

Tests: For every 300m³ or fraction thereof:

1-G, Grading Test
1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ or fraction thereof:
1-Q, Quality Test (Grading, Plasticity & Abrasion)
1-C, Lab. Compaction Test

For every 2500m³ or fraction thereof:
1-CBR, California Bearing Ratio

For every layer of 150mm of compacted depth/based on the results of Compaction trials.
At least one group of three (3) in-situ density tests for each 500m² or fraction thereof.

Item 201 – Aggregate Base Course

Tests: For every 300m³ or fraction thereof:
1-G, Grading Test
1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ OR fraction thereof:
1-Q, Quality Test (Grading, Plasticity & Abrasion)
1-C, Lab. Compaction Test

For every 2500m³ or fraction thereof:
1-CBR, California Bearing Ratio Test

For every layer of 150mm of compacted depth/based on the results of compaction trials at
least one group of three(3) in-situ density tests for each 500m² or fraction thereof.

Item 202 – Crushed Aggregate Base Course

Tests: Same as for Item 201

For every 1500m³ or fraction thereof:
1-F, Fractured Face

Item 203 – Lime Stabilized Road Mix Base Course

Amount of Lime to be added: 3 to 12 mass percent of dry soil aggregate

Tests:

A. Soil Aggregate

For every 300m³ or fraction thereof:
1-G, Grading Test
1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ or fraction thereof:
1-Q, Quality Test (Grading, Plasticity & Abrasion)

B. Mix

For every 300m³ or fraction thereof:
1-C, Laboratory Compaction Test
1-JC, Unconfined Compression Test
1-CBR, California Bearing Ratio Test

C. Compacted Base Course

For every 150mm compacted depth:
1-D, Field Density Test for every 150m or fraction thereof
1-T, thickness Determination for every 150m or fraction thereof

- D. Hydrated Lime
For every 100t or fraction thereof:
 - 1-Q, Quality Test

Item 204 – Portland Cement Stabilized Road Mix Base Course

Amount of Cement to be added: 6 to 10 mass percent of dry soil aggregate

Tests:

- A. Soil Aggregate – Same as for Item 203
- B. Cement
 - 1-Q, Quality Test for every 2,000 bags or fraction thereof
- C. Water
 - 1-Q, Quality Test/Project Engineer's Certificate
- D. Mix
For every 300m³ or fraction thereof:
 - 1-C, Laboratory Compaction Test
 - 1-UC, Unconfined Compression Test
 - 1-UCBR, California Bearing Ratio Test
- E. Compacted Base Course
For every layer of 150mm compacted depth
 - 1-D, Field Density Test for every 150m or fraction thereof
 - 1-T, Thickness determination for every 150m or fraction thereof

Item 205 – Asphalt Stabilized Road Mix Base Course

Amount of Asphalt to be added: 4 to 7 mass of dry soil aggregate

Tests:

- A. Soil Aggregate – same as for Item 203
- B. Emulsified Asphalt:
 - 1-Q, Quality Test for every 40t or 200 drums or fraction thereof
- C. Mix – same as for Item 203
- D. Compacted Base Course – same as for Item 203

Item 206 – Portland Cement Treated Plant Mix Base Course

Amount of cement to be added: 6 to 10 mass % of dry soil aggregate

- A. Soil Aggregate
Tests: Same as for Item 203
- B. Portland Cement
Tests: For every 2,000 bags or fraction thereof:
 - 1-Q, Quality Test
- C. Water
Tests: 1-Q, Quality Test/Project Engineer's Certificate
- D. Mix
Tests: Same as for Item 204
- E. Compacted Base Course
Tests: For every layer of 150mm compacted depth

- 1-D, Field Density Test for every 150m or fraction thereof
- 1-T, Thickness determination for every 150m or fraction thereof

Item 207 – Aggregate Stockpile

Tests: Same as the specified Item No. of the Specifications.

PART E – SURFACE COURSE

Item 300 – Aggregate Surface Course

Tests: For every 300m³ or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (LL, PL, P.I.)

For every 1,500m³ or fraction thereof:

- 1-C, Compaction Test
- 1-Q, Quality Test (Grading, Plasticity and Abrasion)

For every layer of 150mm of compacted depth/based on the results of compaction trials:
At least one (1) group of three in-situ density tests for each 500m² or fraction thereof.

For Crushed Gravel or Crushed Stone, 1,500m³ or fraction thereof:
1-F, Fractured Face

Item 301 – Bituminous Prime Coat

Quantity: 1 TO 2 L/m²

Tests: 1-Q, Quality Test: for every 40t or 200 drums

Item 302 – Bituminous Tack Coat

Quantity: 0.2 to 0.7 L/m²

Tests: 1-Q, Quality Test for every 40 t or 200 drums.

Item 303 – Bituminous Seal Coat

A. Bituminous Materials

Quantity: 0.2 to 1.5 L/m²

Tests: 1-Q, Quality Test for every 40 t or 200 drums

B. Cover Aggregates

Quality: From 5 to 14 Kg/m²

Tests: From every 75 m³/200 kg or fraction thereof:
1-G, Grading Test.

Item 304 – Bituminous Surface Treatment (Double or Single Treatment)

A. Aggregates

Quantity: *Using Cut-Back Asphalt or Asphalt Cement –*

13.6 Kg/m² for Single Treatment

38.0 Kg/m² for Double Treatment

27.2 kg/m² - 1st course

10.88 kg/m² – 2nd course

Using Emulsified Asphalt –

13.6 kg/m² for Single Treatment

19.04 kg/m² for Double Treatment
13.6 kg/m² – 1st course
5.44 kg/m² – 2nd course

Tests: For every 75 m³/200 kg. Or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (PL, LL, PI)

For every 1500 m³ or fraction thereof:

- 1-Q, Quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk Specific Gravity)
- 1-F, Fractured Face.

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt or Asphalt Cement –

- 1.36 L/m² for Single Treatment
- 2.94 L/m² for Double Treatment
- 1.36 L/m² – 1st Course
- 1.58 L/m² – 2nd Course

Quantity: Using Emulsified Asphalt -

- 1.58 L/m² for Single Treatment
- 2.04 L/m² for Double treatment
- None – 1st Course
- 2.04 – 2nd Course

Test: Same as for ITEM 301

Item 305 – Bituminous Penetration Macadam Pavement

A. Aggregates

Quantity: Using Asphalt Cement or Rapid Curing

- Coarse (Crushed) ----- 90 kg/m²
- Key (Crushed)(13 & 11)----- 24 kg/m²
- Cover (Crushed or Screened)--- 8 kg/m²

Quantity: Using Emulsified Asphalt

- Coarse (Crushed)----- 90 kg/m²
- Choker (Crushed)----- 10 kg/m²
- Key (Crushed)(10 & 8) ----- 18 kg/m²
- Cover (Crushed or Screened)--- 8 kg/m²

Tests: Same as for ITEM 304

B) Bituminous Materials

Quantity: Asphalt Cement / Rapid Curing : 7.2 L/m²

Quantity: Emulsified Asphalt : 11.0 L/m²

Tests: Same as for ITEM 301

Item 306 – Bituminous Road Mix Surface Course

A. Aggregates

Tests: Same as for Item 304

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt – 4.5 to 7.0 mass % of total dry aggregates

Quantity: Using Emulsified Asphalt – 6.0 to 10.0 mass % of total dry aggregate
Tests: Same as for Item 301

C. Mix

Tests: For every 75 Cu.M./130t of fraction thereof:

- 1-G, Grading Test
- 1-Ext., Extraction
- 1-Sty., Stability
- 1-C, Laboratory Compaction

D. Hydrated Lime

For every 100 t or fraction thereof:

Tests: 1-Q, Quality Test

E. Compaction Pavement

For each full day's operation:

Tests: D & T (Density and Thickness Tests) – at Least one (1) but not more than three (3) samples shall be taken.

Item 307 – Bituminous Plant-Mix Surface Course – General

A. Aggregates

Tests:

For every 75 Cu.M./200 t or fraction thereof:

- 1-G & P, Grading and Plasticity Tests

For every 1,500 Cu.M./4000 t or fraction thereof:

- 1-Q, Quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk Specific Gravity)
- 1-F, Fractured Face

B. Bituminous Materials

Quantity: 5.0 to 8.0 mass % of total dry aggregates

Tests: 1 - Q, Quality Test for each 40 t or fraction thereof.

C. Mix

Tests: For every 75 m³ / 130 t or fraction thereof:

- 1 - G, Grading Test
- 1 - Ext., Extraction
- 1 - Sty., Stability
- 1 - C, Laboratory Compaction

D. Hydrated Lime

Tests: For every 100 t or fraction thereof:

- 1 - Q, Quality Test

E. Mineral Filler

Tests: For every 75 m³ or fraction thereof:

- 1 - G & P, Grading and Plasticity Tests (LL, PL, PI)

F. Compacted Pavement

Tests: For each full day's operation:

D & T (Density and Thickness Tests) – at least one (1) but not more than three (3) samples shall be taken.

Item 308 – Bituminous Plant – Mix Surface Course, Cold-Laid

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt – 4.5 to 7.0 mass percent of total dry aggregate.

Quantity: Using Emulsified Asphalt – 6.0 to 10.0 mass percent of total dry aggregates.

Tests: 1 – Q, Quality Test for every 40t or 200 drums

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

For every 75 Cu.M. or fraction thereof:

Tests: 1 –G & P, Grading and Plasticity Tests (LL, PL, PI)

F. Compacted Pavement

Test: Same as for Item 307

Item 309 – Bituminous Plant-Mix (Stockpile Maintenance Mixture)

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: 4 to 10 mass % of total mix

Tests: 1- Q, Quality Test for every 40T or 200 Drums

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

Tests: Same as for Item 307

F. Compacted Pavement

Tests: Same as for Item 307

Item 310 – Bituminous Concrete Surface Course, Hot – Laid

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: 5.0 to 8.0 mass percent of total dry Aggregate

Tests: Same as for Item 307

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

Tests: Same as for Item 307

F. Compacted Pavement
Tests: Same as for Item 307

Item 311 – Portland Cement Concrete Pavement

A. Cement

Quantity: 9.00 bags per Cu M. (40 Kgs/bag)

Tests: For every 2,000 bags or fraction thereof:
1 – Q, Quality Test

B. Fine Aggregates

Quantity: 0.50 m³ / m³ concrete (if rounded coarse aggregate is used)

Quantity: 0.54 m³ / m³ concrete (if angular coarse aggregate is used)

Tests: For every 1500 m³ or fraction thereof:

a) For a source not yet tested, or failed in previous quality test:

1 – Q, Quality Test for: Grading, Elutriation (wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic impurities, Unit Weight, % Clay Lumps and Shale.

b) For a source previously tested and passed quality test:

1 – Q, Quality Test for: Grading Elutriation (wash), Bulk Specific Gravity, Absorption and Mortar Strength.

Tests: For every 75 m³ or fraction thereof:

1 – G, Grading Test

C. Coarse Aggregate

Quantity: 0.77 m³ / m³ concrete (if rounded coarse aggregate is used)

Quantity: 0.68 m³ / m³ concrete (if angular coarse aggregate is used)

Tests: For every 1500 m³ or fraction thereof:

a) For a source not yet tested and or failed in previous quality test:

1 – Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption, Soundness and Unit Weight.

b) For a source previously tested and passed Quality test:

1 – Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption and Abrasion.

For every 75 m³ or fraction thereof:

1 – G, Grading Test

D. Water

Tests: 1 – PE Cert., Certificate from Project Engineer or

1 – Q, Quality Test, if source is questionable

E. Joint Filler

1. Poured Joint Filler

Tests: 1 – Q, Quality Test on each type of Ingredient for each shipment

2. Premolded Joint Filler

Tests: 1 – Q, Quality Test on each thickness of filler for each shipment

F. Special Curing Agents

Tests: 1 – Q, Quality Test for each shipment

G. Steel Bars

Tests: For every 10,000 kg. or fraction thereof for each size:

1 – Q, Quality Test, (Bending, Tension and Chemical Analysis)

H. Concrete

Tests: Flexural Strength Test on Concrete Beam Samples:

1 – set consisting of 3 beam samples shall represent a 330 m² of pavement, 230mm. depth, or fraction thereof placed each day. Volume of concrete not more than 75 m³.

I. Completed Pavement

Tests: Thickness determination by concrete core drilling on a lot basis.

Five (5) holes per km per lane or five (5) holes per 500 m² when 2 lanes are poured concurrently.

PART F – BRIDGE CONSTRUCTION

Item 400 – Piling

A. Timber Piles

Tests: 1 – Inspection Report for each size and shipment of Timber

B. Concrete Piles

a) Concrete

Tests: Same as for Item 405

b) Reinforcing Steel

Tests: Same as for Item 404

C. Structural Piles

Tests: 1 – Q, Quality Test/Mill Test Certificate

1 – IR, Inspection Report

Item 401 – Railing

A. Concrete

Tests: Same as for Item 405, Class C

B. Reinforcing Steel

Tests: Same as for Item 404

Item 402 – Timber Structures

Tests:

1 – Q, Quality Test or Manufacturer's Certificate for each type of materials used

1 – IR, Inspection Report for each size and shipment of Timber

Item 403 – Metal Structures

Tests:

1 – Q, Quality Test or Mill Certificate for each type of materials used.

1 – IR, Inspection Report for each type and shipment of metal used.

Item 404 – Reinforcing Steel

A. Bar reinforcement for concrete for every 10,000 kg or Fraction thereof for

each size:

1 – Q, Quality Test for Bending, Tension and Chemical Analysis.

B. Wire and Wire Mesh

1 – Q, Quality Test

Item 405 – Structural Concrete

A. Cement

Quantity: (40 kg/bag)

Class A -----	9.0 bags/M3 of concrete
Class B -----	8.0 bags/M3 of concrete
Class C -----	9.5 bags/M3 of concrete
Class P -----	11.0 bags/M3 of concrete

Tests: For every 2000 bags or fraction thereof

1 – Q, Quality Test

B) Fine Aggregate

Quantity: M3/M3 of concrete

	For Rounded	For Angular
Class A -----	0.50	0.54
Class B -----	0.45	0.52
Class C -----	0.53	0.59
Class P -----	0.44	0.47

Tests: For every 1500 M3 or fraction thereof:

a) For a source not yet tested or failed in previous Quality test

1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale.

b) For a source previously tested and passed quality Test:

1 – Q, Quality Test (Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength)

Tests: For every 75 M3 or fraction thereof:

1 – G, Grading Test

C) Coarse Aggregates

Quantity: M3/M3 of concrete

	For Rounded CA	For Angular CA
Class A -----	0.77	0.68
Class B -----	0.82	0.73
Class C -----	0.70	0.68
Class P -----	0.68	0.65

Tests: For every 1500 M3 or fraction thereof:

a) For a source not yet tested or failed in previous Quality tests:

1 – Q, Quality Test (Grading, Bulk Specific Gravity, Absorption, Abrasion, Soundness and Unit Weight)

b) For a source previously tested and passed quality Test:

1 – Q, Quality Test (Grading, Absorption, Bulk Specific Gravity and Abrasion)

Tests: For every 75 M3 or fraction thereof:

1 – G, Grading Test

D) Water

Tests: 1 – Q, Quality Test, if source is questionable Certificate of Project Engineer

E) Premolded Filler for expansion joints

Tests:

1 – Q, Quality Test on each thickness of filler for each shipment

F) Steel Reinforcement

Tests:

1 – Q, Quality Test for every 10,000 kg or fraction thereof for each size.

B. Concrete

Tests:

Compressive strength test on concrete cylinder Samples. One (1) set consisting of 3 concrete. Cylinder samples shall be taken from each day's pouring and to represent not more than 75 M3 of Concrete or fraction thereof.

Item 406 – Prestressed Concrete Structures

A. Concrete

Tests: Same as for Item 405, Class P

B. Steel Reinforcement

Tests: Same as for Item 404

C. Wire Strand

Tests: 1 – Q, for every 20 t or fraction thereof.

Item 407 – Concrete Structures

Tests: Same Test as for Item 403, 404, 405 and 411. Elastomeric Bearing Pad will be tested to determine its quality.

Item 408 – Steel Bridges

Tests: Same as for Item 403 and 411

Painting:

1 – Q, One 20-L can for every 100 cans or fraction thereof or

1 – Q, One 4-L can for every 100 cans or fraction thereof.

Item 409 – Welded Structural Steel

Tests: Same Tests as for 403 and Inspection Report

Item 410 – Treated and Untreated Timber

Tests: Inspection Report for Timber

1 – Q, Quality Test for preservatives

Item 411 – Paint

Tests:

1 – Q, One 20-L can for every 100 cans or fraction thereof or

1 – Q, One 4-L can for every 100 cans or fraction thereof.

PART G – DRAINAGE AND SLOPE PROTECTION STRUCTURES

Item 500 – Pipe Culverts and Storm Drains

A. Pipes

Tests:

1 – P, Pipe for every 50 pieces: Strength, Absorption and Dimension

Alternative Requirement:

1 – Set consisting of 3 concrete cylinder samples for not more than 25 pipes cast in the field and

1 – Inspection Report for each size for not more than 25 pipes cast in the field

B. Clay Pipe

Tests:

1 – Pipe for every 200 pieces each size, with a minimum of 2 specimens for strength, absorption and dimension.

Item 502 – Manholes, Inlets and Catch Basins

A. Concrete

Tests: Same as for Item 405, Class A

B. Lids, Cast Iron Frames and Grating

Tests: Inspection Report

Item 503 – Cleaning and Reconditioning

Existing Drainage Structures

Tests: Inspection Report

Item 504 – Riprap and Grouted Riprap

Tests: Same as for Item 505

Item 505 – Stone Masonry

A. Cement

Quantity: 2 bags/M3 of concrete

Tests: For every 2,000 bags or fraction thereof:

1 – Q, Quality Test

B. Fine Aggregates

Quantity: 0.17 M3/M3 of concrete

Tests: For every 1,500 M3 or fraction thereof:

1 – Q, Quality Test (Same as for Item 405)

For every 75 M3 or fraction thereof:

1 – G, Grading Test

C. Stone

Tests: Inspection Report

D. Water

Tests: 1 – PE Cert., Project Engineer's Certificate or

1 – Q, Quality Test, if source is questionable

Item 506 – Hand-Laid Rock Embankment

Tests: Inspection Report

Item 507 – Sheet Piles

- A. Timber Sheet Piles
Tests: Inspection Report
- B. Concrete Sheet Piles
Tests: Same as for Item 400
- C. Steel Sheet Piles
Tests: Same as for Item 403

Item 508 – Concrete Slope Projection

- A. Bed Course
Tests: Same as for Item 200
- B. Steel Reinforcement
Tests: Same as for Item 404
- C. Concrete
Tests: Same as for Item 405

Item 509 – Gabions

- Tests:
- 1 – Q, Quality Test for each shipment
- PART H – MISCELLANEOUS STRUCTURES**

Item 600 – Curb and/or Gutter

- A. Concrete
Quantity: 0.078 M3/M (Curb Only)
0.092 M3/M (Curb and Gutter, Type A)
0.149 M3/M (Curb and Gutter, Type B)
0.074 M3/M (Curb and Gutter, Type C)

Tests: Same as for Item 405

- B. Joint Filler
Tests: Same as for Item 311

Item 601 – Sidewalk

- A. Concrete
Tests: Same as for Item 405 Class A
- B. Pre-molded Expansion Joint Filler
Tests: Same as for Item 311

Item 602 – Monuments, Markers and Guide Posts

- A. Concrete
Tests: Same as for Item 405
- B. Reinforcing Steel
Tests: Same as for Item 404
- C. Timber
Tests: Same as for Item 410
- D. Paint
Tests: Same as for Item 411

Item 603 – Guardrail

A. Steel Posts

Tests: Same as for Item 403

B. Timber Posts

Tests: Same as for Item 410

C. Concrete

Tests: Same as for Item 405

D. Reinforcing Steel

Tests: Same as for Item 404

E. Rail

Tests: Inspection Report

F. Paint

Tests: Same as for Item 411

Report of Disbursement/Liquidations

Amount Received per NTA No. ___
Less: Disbursement

Balance as of _____

Payee	Nature of Payment	Check No.	Date	Amount	Remarks

Certified Correct:

Accountant

Approved by:

Regional Director

Verified by:

Regional COA Auditor

REGIONAL CONSOLIDATED FUND UTILIZATION REPORT¹

SN	PROJ. CODE	PROVINCE	MUNICIPALITY	PROJECT TITLE	BUDGET ALLOCATION	NCA RELEASES						Cash Transfer				LG LIQUIDATION			
						First Tranche			Second Tranche			Total for the Previous Month	Current Month Total	TOTAL	Total for the Previous Month	Current	Total	Balance	
						Date Received	Ref No.	Amount	Date Received	Ref No.	Amount								Ref No.
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			

Prepare by: _____

Approved by: _____

Regional Accountant

Regional Director

ILLUSTRATIVE ENTRIES FOR FUND TRANSFER

PARTICULARS	Regional Office Entry				LGU Entry			
	Account Name	Account Code	Debit	Credit	Account Name	Account Code	Debit	Credit
Upon release of NCA From DBM to RO	Cash - MDS, Regular Subsidy from National Gov't	1-01-04-040 4-03-01-010	XXX				NO ENTRY	
Upon issuance of check by RO to LGUs	Due from LGUs Cash - MDS, Regular	1-03-03-030 1-01-04-040	XXX	XXX			NO ENTRY	
Deposit of Cash received by LGUs to AGDB			NO ENTRY		Cash in Bank-LCCA Due to NGAs	1-01-02-020 2-02-01-050	XXX	XXX
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-MOOE)	Financial Assistance to LGUs Due from LGUs	5-02-14-030 1-03-03-030	XXX	XXX	Due to NGAs Expenses Account	2-02-01-050 X-XX-XX-XXX	XXX	XXX
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-CO)	Asset Account Due from LGUs	X-XX-XX-XXX 1-03-03-030			Due to NGAs Asset Account	2-02-01-050 X-XX-XX-XXX	XXX	XXX
Transfer of assets by RO to LGUs by Donation or Financial Assistance	Donation/Financial Assistance Asset Account	5-02-14-030/ 5-02-99-030 X-XX-XX-XXX			Asset Account Income from Grant & Donation	X-XX-XX-XXX 4-04-02-020	XXX	XXX