



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG – NAPOLCOM CENTER Building, EDSA Corner Quezon Avenue, Quezon City



May 23, 2016

MEMORANDUM CIRCULAR

NO. 2016- 69

FOR : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, REGIONAL DIRECTORS, DILG PROVINCIAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF COMMUNITY-BASED MONITORING SYSTEM (CBMS) AND OTHER DILG-ADMINISTERED CAPACITY DEVELOPMENT SUBPROJECTS ON GENDER AND DEVELOPMENT (GAD) AND DISASTER RISK REDUCTION AND CLIMATE CHANGE ADAPTATION (DRR-CCA) UNDER THE BOTTOM-UP BUDGETING (BUB) – DILG FUND FY 2016

1.0 BACKGROUND

The Department of the Interior and Local Government (DILG) has been in partnership with the CBMS Network Team of the Angelo King Institute of the De La Salle University (DLSU)-Manila since 2003 for the promotion, advocacy and technical assistance in LGU implementation and adoption of the Community-Based Monitoring System (CBMS) for poverty diagnosis, disaster-risk reduction management and climate change adaptation, and for monitoring the Millennium Development Goals (MDGs) now the Sustainable Development Goals (SDGs) among other thematic concerns. The CBMS is an organized process for data collection, processing, validation and use of data for various development processes. Initially implemented by selected local government units (LGUs) since 2000 using paper and pen approach for the conduct of census operations, the CBMS tools have been improved overtime using available, affordable and accessible information technology and instruments in response to a growing demand from LGUs for faster generation of their required data.

As of 31 January 2016, CBMS has been adopted as an MDG benchmarking and poverty diagnosis and monitoring tool for evidence-based planning and budgeting in 23,932 barangays, 891 municipalities, 74 cities and 75 provinces (32 of which are province-wide) and the numbers are still growing. CBMS is being implemented using a structured and standard set of instruments and training modules developed

and being shared by the CBMS Network of DLSU for use of LGUs in collaboration with the DILG through its pool of accredited CBMS trainers at the national, regional and local levels. At least 300 of these LGUs have been implementing the CBMS *Accelerated Poverty Profiling (APP)* since its initial deployment for LGUs use in 2014.

Cognizant of its use for evidence-based planning that should fit in the Bottom-up Budgeting (BuB) Local Poverty Reduction Action Plan (LPRAP) process, CBMS was included in the menu of projects eligible for FY 2016 BuB financing.

Likewise the Department as Vice-Chair for Disaster Preparedness in the National Disaster Risk Reduction and Management Council (NDRRMC) and the Role of DILG in the localization of the Magna Carta of Women provides the rationale for DILG involvement in the implementation of DRR/CCA preparedness and GAD initiatives.

2.0 PURPOSE

While DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 7 dated 3 November 2015 provided general policy guidelines and procedures in the implementation of the Bottom-Up Budgeting Program for FY 2016 onwards, this guidelines shall clarify policies and processes governing the implementation of Community-Based Monitoring System (CBMS) and Capacity development projects on GAD and DRR-CCA enrolled under the FY 2016 BuB for the efficient and effective execution of subproject components, monitoring and reporting. This shall cover two hundred twenty nine (229) subprojects in the following:

- 2.1 Two Hundred Twenty Six (226) cities/municipalities in sixteen (16) regions for the implementation of the CBMS APP version of the Community-Based Monitoring System and any or all of its subcomponent activities.
- 2.2 Three (3) municipalities in three (3) regions for the implementation of GAD and DRR-CCA Capacity Development subprojects.

The list of LGUs and corresponding allocation are attached as Annex A.

3.0 LEGAL BASES

- 3.1 DILG Memorandum Circular No. 2004-152, dated 10 November 2004, *Guide to Local Government Units in the Localization of the Millennium Development Goals*
- 3.2 National Economic Development Authority Social Development Committee (NEDA-SDC) Resolution No. 3, Series of 2006, dated 19 July 2006, *Adopting the Community-Based Monitoring System as the Prescribed Monitoring Tool for the Generation of the Core Local Poverty Indicator Database*

- 3.3 Memorandum of Understanding on Capacitating Municipalities on Poverty Diagnosis and Planning, dated 13 June 2006, signed by the League of Municipalities (LMP), National Anti-Poverty Commission (NAPC), DILG, and the CBMS Network Team
- 3.4 Republic Act No. 10121: The Philippine Disaster Risk Reduction and Management Act of 2010, dated 27 May 2010, *An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and for Other Purposes*
- 3.5 Republic Act No. 9710: The Magna Carta of Women, dated 14 August 2009, *An Act Providing for the Magna Carta of Women*
- 3.6 Republic Act No. 10717: General Appropriations Act (GAA) FY 2016, dated 21 December 2015, *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines From January One to December Thirty One, Two Thousand and Sixteen, and for Other Purposes Approved by the President on December 21, 2015*
- 3.7 DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 7, dated 3 November 2015, *Policy Guidelines and Procedures in the Implementation of the Bottom-up Budgeting Program for FY 2016 and Thereafter*

4.0 COVERAGE

This guidelines shall cover all concerned DILG Central Office/Regional/Provincial/City Directors, Cluster Heads and City/Municipal Local Government Operation Officers (C/MLGOOs), Provincial Governors and City/Municipal Mayors of concerned LGUs.

5.0 DEFINITIONS

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

- 5.1 **Proponent LGU** – the city/municipality that proposed and enrolled CBMS implementation, GAD and DRR-CCA Capacity Development subprojects in the FY 2016 BuB. It has jurisdiction over the proposed subproject, including the operations and maintenance of the system and/or sustainability mechanism of the capacity development (CapDev) intervention.

- 5.2 **Implementing Partner** – The city/municipality/province responsible for implementing the BuB Subproject with eligibility to implement based on criteria stipulated in Item 5.4.2 of DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 7 dated 3 November 2015 consistent with the GAA.

In cases wherein the proponent city/municipality and province are ineligible, the DILG Regional Offices (DILG-RO) shall be the Implementing Partner.

- 5.3 **CBMS APP (Community Based Monitoring System Accelerated Poverty Profiling)** – Developed by the CBMS Network Team, the CBMS APP is an organized, systematic and efficient process of use of latest information and communication technology tools e.g. tablets, and the standard CBMS instruments for data collection (CBMS SCAN), processing (CBMS STATSIM), poverty mapping (Quantum Geographic Information System) and data management tools. Data is transmitted, managed and accessed through the CBMS Portal.

- 5.4 **CBMS APP Manuals** – Corresponding users' manuals of the different components of the CBMS APP modules.

- 5.5 **BuB MOA** – A standard Memorandum of Agreement (MOA) to be accomplished by LGUs that enrolled both infrastructure and/or capacity development subprojects that stipulates the terms and conditions governing financing under the Bottom-Up Budgeting Funds. Said MOA shall be entered into by the Proponent LGU /Implementing Partner as represented by the Local Chief Executive (LCE) and the DILG Regional Director (DILG-RD) of the concerned Regional Office.

Once signed, said MOA shall be the trigger for fund release to proponent LGUs/Implementing partners.

- 5.6 **CBMS-BuB MOA** – A standard Memorandum of Agreement (MOA) to be accomplished by LGUs that enrolled CBMS APP for BuB FY 2016 financing. Said MOA expresses the terms and conditions, roles and responsibilities governing technical assistance for CBMS implementation. Said MOA shall be entered into by the Proponent LGU/Implementing Partner as represented by the Local Chief Executive (LCE), the DILG-RD of the concerned Regional Office, the Bureau of Local Government Development (BLGD) and Dr. Celia M. Reyes of the CBMS Network Team, developer of the CBMS methodology.

- 5.7 **CBMS/CapDev Funds** – are the portion of the BuB Funds allocated for the implementation of CBMS and other capacity development initiatives on GAD and DRR-CCA as enrolled by proponent LGUs.

- 5.8 **Provincial Technical Working Group (PTWG)-CapDev** – a team organized at the Provincial Level, chaired by the DILG Provincial Director (DILG-PD) with Cluster Heads or C/MLGOOs as members and technical staff to include Regional/Provincial CBMS/GAD/DRR-CCA Focal Persons for Capacity Development subprojects to assist in the review of subproject WFPs and timelines. Representatives from the provincial government may be invited, preferably from the Provincial Planning and Development Office (PPDO).
- 5.9 **CBMS Technical Working Group (CBMS-TWG)** – a technical team organized at the Provincial, City or Municipal level to be chaired by the City/Municipal Planning and Development Coordinator (C/MPDC) with Department Heads and City/Municipal Planning and Development Office (C/MPDO) technical staff as members to take the lead in the coordination and implementation of CBMS APP.
- 5.10 **Subproject/s** – refers to the eligible individual local projects specifically CBMS APP Project, GAD and DRR-CCA-related proposals enrolled under FY 2016 BuB financing.
- 5.11 **LGU Counterpart** – This shall include (i) excess costs/expenses over the subproject allocation and (ii) administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring expenses) of respective Proponent LGU/Implementing Partner personnel overseeing and monitoring the subproject. Ordinarily, the latter is covered by regular operational budgets of the LGU.

6.0 POLICY CONTENT AND GUIDELINES

- 6.1 **Eligibility of Implementing Partners**
- 6.1.1 As a general rule, the proponent LGU shall be the Implementing Partner unless it shall be found ineligible to implement the project.
- 6.1.2 Consistent with the criteria set under Section 5.4.2 of DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 7 dated 3 November 2015, proponent LGU shall be considered eligible to implement and is considered as the Implementing Partner for the subproject if it satisfies the following set of “Governance Conditions:”
- 6.1.2.1 Good Financial Housekeeping (GFH), a component of the Seal of Good Local Governance (SGLG) based on the latest available assessment

6.1.2.2 "Proof of progress" in the implementation of Public Finance Management (PFM) Improvement Plan, as assessed by the DBM Regional Office

The List of Eligible LGUs will be provided by the DBM Central Office.

6.1.3 For Proponent LGUs, except for Independent Component Cities (ICCs) and Highly Urbanized Cities (HUCs) that failed to comply with conditions set forth in Section 6.1.2, the concerned Provincial Government shall implement the identified BuB subprojects, provided it has met the conditions mentioned in Section 6.1.2.1.

The Provincial Government should comply with the submission of the PFM Improvement Plan or any other prerequisites that may be required by the DBM instead of the proof of progress in the implementation of the PFM Improvement Plan as provided under Section 6.1.2.2.

The List of Provinces that complied with the GFH and submission of the PFM Improvement Plan or any other prerequisite will be provided by the DBM Central Office.

6.1.4 For ICCs, HUCs and Provincial Governments which are also deemed ineligible to implement subprojects, the DILG-ROs shall implement the subprojects.

6.1.5 DILG-RO shall notify in writing immediately after assessment: (Please see Annex B for the template of the Eligibility Advice) (i) the Proponent LGU, whether it is eligible or not to implement the subproject and (ii) the Implementing Partner on its eligibility to implement, in cases where the proponent LGU is not eligible.

6.2 Fund Sources and Utilization

6.2.1 BuB-DILG Fund

6.2.1.1 The amount of Php 380,688,848.74 is appropriated in the DILG Budget under the FY 2016 General Appropriations Act (Republic Act No. 10717), hereinafter referred to as CBMS/CapDev DILG Fund with allocation broken down as follows:

- (a) CBMS Implementation – Php 378,318,848.74
- (b) GAD Capacity Development – Php 670,000.00
Subprojects
- (c) DRR-CCA Capacity Development – Php 1,700,000.00
Subprojects

6.2.1.2 The BuB-DILG Fund shall:

- (a) Be used exclusively to finance the implementation of subprojects reflected in the signed MOA to include transportation expenses, food and accommodation of DILG trainers and focal persons to be incurred in the conduct of the training.
- (b) Not be used to finance administrative costs of Implementing Partner/Proponent LGU personnel overseeing and monitoring the subproject implementation.
- (c) Return any unexpended balances of BuB-DILG Fund to the DILG-ROs within six (6) months after subproject completion consistent with Commission on Audit (COA) Circular No. 94-013, dated 13 December 1994.

6.2.2 LGU Counterpart

6.2.2.1 In case the subproject cost is more than the allocation (List of subprojects and allocation are listed in Annex A), the Proponent LGU shall shoulder the excess costs/expenses over the subproject allocation. The said excess costs/expenses shall be reflected in the MOA and must be sourced from LGU funds to be included by the LGU in its Annual Investment Program (AIP) and Annual Budget. In such case, the LGU counterpart shall be provided through an Appropriation Ordinance which shall be deposited in the Implementing Partner's Trust Account before the implementation of the subproject.

6.2.2.2 The Proponent LGU/Implementing Partner shall also provide counterpart funds to cover administrative costs of respective Proponent LGU/Implementing Partner personnel overseeing and monitoring the subproject.

6.3 Work and Financial Plan (WFP) Preparation, Review and Approval Processes

6.3.1 WFP Preparation and submission

The WFP reflects sub-components/work items and required budget for the conduct of subproject activities including timeline/implementation schedule of milestone activities up to completion. Please see Annex C for the WFP template.

6.3.1.1 For CBMS, the WFP includes procurement of supplies/equipment, honoraria for enumerators and resource persons, transportation cost and other incidental expenses and the amounts allocated for each expense.

Breakdown of expenditure items should follow standard costing guidelines (See Annex C.1 for the Guidelines in standards and technical specifications) and sample CBMS budget computation detailing expenses to be incurred by the LGU in the adoption of the CBMS APP. (See Annex C.2 for the sample CBMS Budget computation).

The WFP shall also reflect the dates as to when the CBMS modular training will be conducted as well as other subproject milestone activities (See Annex C.3 for CBMS Indicative timelines for Milestone Activities).

6.3.1.2 For GAD and DRR-CCA Capacity Development Subprojects, the same work and financial template with the same level of details as required in Annex C should be used. Milestone activities however, shall be identified so as to produce the required output and attain the objectives of the LGU proposal.

6.3.1.3 In the case of Component Cities/Municipalities, the Proponent LGU/Implementing Partner shall submit to the DILG Provincial Office (DILG-PO), within fifteen (15) working days upon receipt of the Eligibility Advice from the DILG-RO the accomplished WFP together with the supporting documents as indicated under Section 6.3.1.4.

In the case of HUCs/ICCs, submission of the WFP and supporting documents shall be made to the DILG-RO within the same prescribed period.

6.3.1.4 The WFP shall be submitted together with the following documents:

(a) Letter signed by the LCE, endorsing the WFP for consideration and approval, together with below-indicated supporting documents: items (b) and (c).

(b) Annual Budget or Annual Investment Program (AIP) showing the budgeted amount for the required cash counterpart for the subproject/s (if any) of the Proponent LGU.

(c) Certification from the Local Treasurer or Bank Certificate of existing Trust Account for the implementation of BuB Projects if the Proponent LGU is the Implementing Partner.

The Implementing Partner, if it is not the Proponent LGU, shall submit to DILG-RO the Certification from the Local Treasurer or Bank Certificate of the existing Trust Account before MOA signing.

- 6.3.1.5 In the case of Component Cities/Municipalities, C/MLGOO shall ensure the completeness of the documents before submission to the DILG-PO. In case there are lacking documents, the C/MLGOO shall immediately notify the Proponent LGU/Implementing Partner.

In the case of HUCs/ICCs, the City Director/CLGOO shall ensure the completeness of documents before submission to DILG-RO. In case there are lacking documents, the City Director/CLGOO shall communicate with the Proponent LGU/Implementing Partner for them to comply with requirements.

- 6.3.1.6 When Component Cities/Municipalities as the Proponent LGU/Implementing Partner fails to submit the required documents within the prescribed fifteen (15) day period, the DILG-PO shall advise and require the concerned Proponent LGU to explain in writing, the reason/s for their non-submission within five (5) working days from the DILG notification of their deficiency/ies. If after validation and evaluation of their justification/explanation, the same is found to be unacceptable, or the Proponent LGU did not act within the five (5) day period, the DILG-PO shall recommend to RPRAT through the DILG-RO the cancellation of the subproject.

In the case of HUCs/ICCs failing to submit required documents within the fifteen (15) day period prescribed, the DILG-RO shall advise the concerned Proponent LGU to explain in writing, within five (5) working days from the DILG notification of their deficiency/ies. If justification is deemed unacceptable or concerned LGU did not act on the matter within the five (5) day period, the DILG-RO shall recommend cancellation of the subproject to RPRAT.

The RPRAT shall cancel the subproject in accordance with DILG Memorandum Circular No. 2015-134 *Guidelines on the Cancellation of Non-moving Subprojects under BuB-DILG*

Fund and/or blacklist the Proponent LGU/Implementing Partner from participating in next years' BuB Program.

6.3.2 Review and Approval Process

- 6.3.2.1 For subprojects proposed by Component Cities/Municipalities costing below Php 1.00 Million, the DILG-PD shall convene the PTWG-CapDev to review and approve/disapprove the WFP within fifteen (15) working days upon receipt of the proposals.

Within two (2) working days after approval, the DILG-PD shall endorse the approved documents together with attachments to the DILG-RO. However, if the submitted documents are not acted upon by the PTWG-CapDev within the prescribed fifteen (15) day period, the Unit handling the thematic concern (CBMS/GAD/DRR-CCA) within the DILG-RO shall take over the review and approval.

The DILG-RO review shall adhere to the prescribed period as indicated in Section 6.3.2.2.

- 6.3.2.2 For subprojects proposed by Component Cities/Municipalities costing above Php 1.00 Million, the DILG-PO shall endorse all the documents to DILG-RO for their review within two (2) working days after receipt.

The Unit handling the thematic concern (CBMS/GAD/DRR-CCA) within the DILG-RO shall review the WFP and recommend to the DILG-RD for approval/disapproval within fifteen (15) working days after receipt of the proposal/s. Within two (2) working days after receipt of the recommendation, the DILG-RD shall accordingly act on the document.

For subprojects proposed by HUCs/ICCs regardless of the total project cost, provisions in the immediately preceding paragraph apply.

- 6.3.2.3 Proponent LGU/Implementing Partner shall be notified and requested to comply in case of comments/recommendations from the PTWG-CapDev or DILG-RO. The Proponent LGU/Implementing Partner shall, within five (5) working days comply with the comments/recommendations. Review and approval shall follow the same procedure stated in Section

6.3.2.1 or 6.3.2.2 of this Guidelines. In case the concerned LGU is not able to comply within the five (5) day period, the DILG-PO shall recommend to RPRAT through the DILG-RO the cancellation of the subproject.

The RPRAT shall cancel the subproject in accordance with DILG Memorandum Circular No. 2015-134 *Guidelines on the Cancellation of Non-Moving Subprojects under BuB-DILG Fund* and/or blacklist the Proponent LGU from participating in next years' BuB Program.

6.4 Signing of Memorandum of Agreement (MOA)

6.4.1 BuB MOA as the Trigger for Fund Release

A unified Memorandum of Agreement (MOA) for DILG-administered BuB infrastructure and capacity development projects, herein referred to as the BuB MOA, shall be signed within five (5) working days after approval of the WFP by the DILG-RD or upon receipt of the DILG-PD endorsement of subproject approval by PTWG-CapDev.

6.4.1.1 In the case of the Proponent LGU as the Implementing Partner, the BuB MOA shall be entered into by and between the DILG-RO and Proponent LGU (See Annex D.1 for the Pro-Forma BuB MOA) upon the submission of Sangguniang Bayan/Panlungsod (SB/SP) Resolution authorizing the LCE to enter into MOA with DILG (See Annex E.1 for the Pro-Forma Sangguniang Bayan/Panlungsod Resolution).

6.4.1.2 In the case of non-eligibility of Proponent LGU, the Tripartite BuB MOA shall be entered into by and amongst the DILG-RO, Proponent LGU and Provincial Government as the Implementing Partner (See Annex D.2 for the Pro-Forma Tripartite BuB MOA) upon submission of the following requirements:

(a) For the Provincial Government as Implementing Partner:

- Sangguniang Panlalawigan (SP) Resolution authorizing the LCE to enter into a MOA with DILG and Proponent LGU (See Annex E.2 for the Pro-Forma Sanggunian Panlalawigan Resolution)
- Certification from the Local Treasurer or Bank Certificate of the existing Trust Account to be used in the implementation of the subproject.

(b) For the Proponent LGU, Sangguniang Bayan/Panlungsod authorizing the LCE to enter into a MOA with DILG and the Province

6.4.1.3 The subproject cost to be reflected in the MOA shall be based on the amount determined after the review and approval of the WFP and broken-down into CBMS/CapDev Fund and LGU Counterpart.

6.4.1.4 Immediately after MOA signing, the DILG-RO shall obligate the whole amount of the CBMS/CapDev stipulated in the MOA.

6.4.2 CBMS-BuB MOA – Trigger for Technical Assistance

The CBMS-BuB Projects shall be governed by the standard partnership agreement between the CBMS Network Team, DILG and the LGUs (Province/City/Municipality) for the use of the CBMS APP tools and instruments citing the roles and responsibilities of parties concerned.

6.4.2.1 In the case of the Proponent LGU as the Implementing Partner, the CBMS-BuB MOA shall be forged amongst the DILG-RO, Proponent LGU as the Implementing Partner, DILG-BLGD and the CBMS Network Team. (See Annex F.1 for the Pro-Forma CBMS-BuB MOA with LGU as Implementing Partner).

6.4.2.2 In the case of non-eligibility of Proponent LGU, a CBMS-BuB MOA shall be forged amongst the DILG-RO, Proponent LGU, the Provincial Government as the Implementing Partner, DILG-BLGD and the CBMS Network Team. (See Annex F.2 for the Pro-Forma CBMS-BuB MOA with Province as Implementing Partner).

6.4.2.3 In the case of non-eligibility of the HUCs/ICCs and Province as Implementing Partner, the CBMS-BuB MOA shall be entered into amongst the DILG-RO as the Implementing Partner, the Proponent LGU, DILG-BLGD and the CBMS Network Team. (See Annex F.3 for the Pro-Forma CBMS-BuB MOA with DILG-RO as implementing Partner).

6.4.2.4 The CBMS-BuB MOA shall be supported by the following:
(a) Sangguniang Bayan/Panlungsod/Panlalawigan Resolution authorizing the Mayor/Governor to enter into a MOA with

the CBMS Network Team and the DILG-BLGD for the provision of technical assistance for CBMS implementation
(b) Approved WFP

6.4.2.5 Once signed by the DILG-RD and the Proponent LGU/ Implementing Partner, the scanned copy of the signed MOA shall be transmitted to CBMS Network Team through cbms.network@gmail.com, for processing and preparation of the customized installer for Module I.

Original copies of the signed MOA shall then be transmitted to the DILG Central Office for signature of the BLGD and CBMS Network Team.

6.4.3 In cases where the DILG-RO is the Implementing Partner, signing of CBMS-BuB MOA should trigger fund utilization.

6.4.4 Once the WFP has been approved, BuB MOA and CBMS-BuB MOA can be signed in parallel.

6.4.5 Copies of all completed MOAs shall be submitted to both the Regional and Local Resident Auditors within five (5) working days from its execution pursuant to Section 3.1 of COA Circular No. 2009-001 dated 12 February 2009.

For the CBMS-BuB MOA, notarized copies shall also be submitted to BLGD and CBMS Network Team.

6.5 Mechanics for BuB-DILG Fund Management: CBMS/CapDev Fund

6.5.1 DBM to DILG-RO

6.5.1.1 Based on the comprehensive release of the BuB-DILG Funds by DBM to the DILG-ROs, the DILG-RO shall book up the BuB-DILG Funds in the regular account under Fund 101.

6.5.1.2 The DILG-RO shall immediately obligate the whole amount allotted for the subproject after MOA signing as stipulated in Section 6.4.1.4.

6.5.1.3 Based on the release of Notice of Cash Allocation (NCA) by DBM to DILG-RO, DILG-RO shall book up the Notice of Cash Allocation as "Subsidy from National Government - 4-03-01-0101."

6.5.1.4 As a general rule, any unobligated allotment will automatically be reverted to the General Fund at the end of the appropriation validity period. In the case of FY 2016 budget, the appropriation is valid until December 2017.

6.5.2 DILG-RO to Cities/Municipalities and Provinces as Implementing Partners

6.5.2.1 DILG shall transfer the BuB-DILG Fund to the Implementing Partner by issuing Authority to Debit Account (ADA) authorizing the government servicing bank to transfer fund to the Trust Account of the Implementing Partner. Thereafter, a Notice of Authority to Debit Account shall be issued to the Implementing Partner.

However, instead of issuing ADA, the DILG-RO may opt to issue a 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 of the fund transfer.

DILG-RO shall book up the cash transfer as "Due from LGUs - 1-03-030030." The DILG-RO concerned shall maintain a subsidiary ledger of the fund transfer pertaining to the subproject/s.

6.5.2.2 The Implementing Partner shall take up the transferred funds as "Due to NGAs" and record as Trust Fund. The Implementing Partner shall maintain a separate subsidiary ledger to facilitate tracking of fund receipt, utilization and liquidation.

6.5.2.3 Fund release to Implementing Partner shall be made in a single tranche.

6.5.2.4 The DILG-RO shall inform in writing the concerned Regional and Local Resident Auditors that the funds has been released to the Implementing Partner, immediately after the release of funds.

6.5.2.5 The Implementing Partner/Proponent LGU shall deposit the Cash Counterpart Fund to cover the excess of the subproject

cost in the Trust Account of the Implementing Partner before the start of subproject implementation.

Said Implementing Partner shall submit to RO a valid document as proof that it had already deposited their counterpart in the LGU Trust Account, if any.

6.5.3 Reporting and Liquidation

6.5.3.1 Liquidation of Fund Transfers

- (a) The Implementing Partner shall liquidate the funds and submit to the DILG-RO, either in print or by way of electronic documents, the reports on the liquidation of the fund transfer.
- (b) The Report of Disbursement (ROD) submitted by the Implementing Partners shall be duly signed by the concerned Accountant and approved by the LCE/Head of Agency and duly received by the Local COA Auditor shall be taken up by the DILG-RO as liquidation subject to the post-audit of the Local COA Auditor. See Annex G.1 for the Pro-Forma Report of Disbursement/Liquidation (ROD).
- (c) The Implementing Partner shall submit to DILG-RO the ROD/Liquidation, if necessary, including copies of the supporting documents as evidence of the actual utilization of funds, within ten (10) days after the end of each month.
- (d) Within fifteen (15) calendar days after the end of each month, the DILG-RO shall submit to DILG Financial Management Service (FMS) – Accounting Division, copy furnished B.I.G.D the Regional Consolidated Report on Fund Utilization and Liquidation. Please refer to Annex G.2 for the pro-forma Regional Consolidated Report on Fund Utilization.
- (e) The DILG-RO 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.
- (f) All fund transfers shall be liquidated within six (6) months after the completion of each subproject. Unexpended

balance shall be returned to DILG-RO within the prescribed six (6) month period.

The Implementing Partner shall submit to the DILG-RO the Consolidated Report showing all fund receipts and actual disbursements based on the monthly submitted ROD as mentioned in Section 6.5.2.1 (b).

(g) In case of non-submission, the DILG-RO shall notify in writing the Implementing Partners on the need to submit the required liquidation reports.

6.5.3.2 Liquidation of Regional Operational Fund

On or before the 10th day after the end of each month, the DILG-RO shall submit to DILG FMS – Accounting Division, copy furnish BLGD, the ROD on the utilization of the sub-allotment for the operational expenses. The subsequent sub-allotment shall only be released upon submission of the liquidation report showing that at least 50% of the released amount has been disbursed.

6.5.4 Illustrative Accounting Code of Entries for the DILG Fund Transfer

Attached as Annex H 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 NCA to the transfer of assets by DILG-RO to LGUs.

6.5.5 Release of funds and/or disbursements pertaining to the implementation of the subprojects shall be subject to the usual accounting and auditing rules and regulations.

6.6 Monitoring and Evaluation

6.6.1 Progress Monitoring

Monitoring scheme for CBMS and other GAD and DRR-CCA Capacity Development Subprojects take into consideration the regular BuB reportorial requirements as well as the progress monitoring requirements and CBMS technical assistance monitoring of the BLGD.

Progress Monitoring and Reporting for CBMS-BuB Projects shall follow the structure, timelines and reporting flow as prescribed under Sections 5.14 and 5.15 of Joint Memorandum Circular No. 7 dated 3 November 2015 that provided for LPRAT Monitoring and NGA

reporting of BuB Projects. As provided, the designated BuB focal person takes the lead for the monitoring of all BuB projects in the locality.

6.6.1.1 The DILG-PO and DILG-RO shall closely monitor the LGU Implementing Partner on the progress of CBMS/CapDev on GAD and DRR-CCA implementation if they are strictly following the prescribed timelines as provided in the approved WFP.

In the case of CBMS, LGU compliance to milestone and document requirements prior to the conduct of each modular training as provided under the CBMS-BuB MOA (Section 3: Timelines of Annexes F.1, F.2 and F.3) should be closely monitored for compliance prior to proceeding to the next phase.

6.6.1.2 Uploading of progress reports in the BuB Portal shall be undertaken by the Regional BuB Focal Person in coordination with the appropriate focal person (CBMS/GAD/DRR-CCA).

6.6.1.3 The BLGD shall monitor the status of CBMS/CapDev implementation of each implementing partner using the monitoring template attached as Annex J.1 for CBMS subprojects. The template is based on CBMS milestone activities that should have been considered in the individual LGU WFPs and a similar template, Annex J.2 for GAD and DRR-CCA Subprojects that should contain activities as reflected in the WFP. Progress monitoring shall be undertaken on a monthly basis with reporting schedule of submission as follows:

- (a) LGUs through the CBMS-TWG shall submit the monthly reports to the DILG-PO or DILG Field Office for HUCs/ICCs not later than the 5th of the succeeding month.
- (b) The DILG-PO or DILG Field Office for HUCs/ICCs shall submit the consolidated Provincial report to the DILG-RO not later than the 10th of the succeeding month.
- (c) The DILG-RO shall submit the consolidated regional report to the DILG-BLGD not later than the 15th of the succeeding month. Template of the consolidated regional report is attached as Annex J.3.

6.6.1.4 BLGD shall monitor DILG-RO technical assistance for CBMS projects including those that are not funded under FY 2016 BUB. The monitoring template included as Annex K shall be

submitted by the DILG-RO on a quarterly basis not later than the 15th of the succeeding month after each quarter.

- 6.6.1.5 Proponent LGUs are required to submit Terminal Reports (complete with attachments) within two weeks after the conduct of each capacity development event/activity (i.e. Training, workshop, consultations) to be submitted to the DILG-RO of their respective regions. The Terminal Reports shall form part of the documents needed for the liquidation of the funds granted to the said LGU. Outline of the Terminal Report is attached as Annex L.

The DILG-RO may require the LGU to submit the Terminal Report as a requirement to be complied with prior to the conduct of the next activity.

6.6.2 Training/Activity Evaluation

With GBMS enrollment as one of the core processes of the Department under the Quality Management System (QMS) initiative for the attainment of International Organization of Standardization (ISO) 9001-2008 Certification, the DILG-RO shall administer and process the Post-Activity Customer Satisfaction Surveys to evaluate training effectiveness.

- 6.6.2.1 Customer Satisfaction Survey (CSS) Forms to be administered per activity are attached as FM-QP-BLGD-PDD-33-02 series of forms: Annex I.1A FM-QP-BLGD-PDD-33-02A (Orientation Briefing); Annex I.2A FM-QP-BLGD-PDD-33-02B (Module I); Annex I.3A FM-QP-BLGD-PDD-33-02C (Module II); Annex I.4A FM-QP-BLGD-PDD-33-02D (Module III); and Annex I.5A FM-QP-BLGD-PDD-33-02E (Training Workshop IV). Complete or 100% administration of the CSS Forms to participants is required.

- 6.6.2.2 Results of the said surveys per activity shall be summarized in the FM-QP-BLGD-PDD-33-03 series of forms: Annex I.1B FM-QP-BLGD-PDD-33-03A (Orientation Briefing); Annex I.2B FM-QP-BLGD-PDD-33-03B (Module I); Annex I.3B FM-QP-BLGD-PDD-33-03C (Module II); Annex I.4B FM-QP-BLGD-PDD-33-03D (Module III); and Annex I.5B FM-QP-BLGD-PDD-33-03E (Training Workshop IV).

Original or scanned copy of the accomplished Summary Forms as indicated in the immediately preceding paragraph shall be

submitted monthly to the PDD, BLGD every 15th of the succeeding month for consolidation since this will be subject for audit by Internal Audit Service (IAS) and the ISO Team. A copy should be retained by the DILG-RO as input to Annex I.6.

6.6.2.3 The attached FM-QP-BLGD-PDD-33-04 Form (Annex I.6) provides a consolidated summary of the CSS results for all technical assistance on CBMS provided by the region.

Original copy of the accomplished Summary Forms as indicated in the immediately preceding paragraph shall be submitted monthly to the PDD, BLGD every 15th of the succeeding month.

6.6.2.4 It is advised that subprojects for GAD and DRR-CCA also adopt the administration of Post-Activity Customer Satisfaction Surveys customized for the GAD and DRR-CCA objectives and topics.

6.6.3 Transparency and Accountability Mechanisms

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

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

6.6.3.2 Third party monitors engaged by BuB-PMO shall monitor to validate subproject status.

6.6.4 Information Dissemination and Institutional Learning

The PMO and DILG-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 be fed into planning and programming to facilitate institutional learning.

6.7 Implementation Arrangement

The following subsections provide for the roles and responsibilities of the BLGD, Implementing Partners and DILG-ROs in the administration of the BuB CBMS/CapDev Fund. For CBMS implementation, specific roles for BLGD, Implementing Partner, Proponent LGU and CBMS Network Team are specified in the CBMS-BuB MOA.

6.7.1 Project Management Office (PMO)

The Project Development Division (PDD) of the BLGD shall be responsible for the overall project management, in close coordination with the BuB-PMO and other agencies involved in the implementation of the subproject/s. Specifically, the PMO shall be responsible for the following:

- 6.7.1.1 Formulation/Updating of Operational Guidelines and Strategies for effective implementation;
- 6.7.1.2 Over-all physical and financial planning;
- 6.7.1.3 Over-all fund management;
- 6.7.1.4 Development of monitoring and evaluation systems;
- 6.7.1.5 Monitoring of subproject implementation through the ROs
- 6.7.1.6 Development and maintenance of databases for the BuB-DILG Fund Projects;
- 6.7.1.7 Preparation and submission of consolidated monthly, quarterly, annual and other regular reports to the DILG Management and other partner agencies either in print or by electronic copy;
- 6.7.1.8 Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners in the development, implementation, operation, and management of subprojects upon request and as may be deemed necessary;
- 6.7.1.9 Assistance in the development and implementation of capacity development programs for DILG Field Offices and Implementing Partners; and
- 6.7.1.10 Conduct of regular consultations/dialogues with DILG-ROs and LGUs.

6.7.2 DILG Regional Offices

The DILG-RO shall take the lead and be responsible for the efficient and effective implementation of the BuB-DILG Fund Project at the local level, and shall take appropriate measures to ensure that the BuB-DILG Funds transferred to Implementing Partners are used for the intended purpose.

6.7.2.1 The DILG-RO shall:

- (a) Organize PTWGs-CapDev in all participating provinces to review and approve proposals and WFPs for subprojects amounting to Php 1.00 Million and below;
- (b) On behalf of the DILG, enter into a MOA with the Implementing Partners and other partners for the implementation and release of funds for the subprojects;
- (c) Approve/Disapprove WFPs for subprojects:
 - Above Php 1.00 Million;

- Implemented by HUCs and ICCs, and Provinces in behalf of its Component Cities/Municipalities;
 - Not acted on by the PTWG-CapDev within the prescribed fifteen (15) day period;
- (d) Act on, sign and/or approve contracts, disbursement vouchers, checks, liquidation reports and all other related documents pertaining to the implementation of the subprojects; and
- (e) Terminate/cancel the implementation of the subproject and file the appropriate civil, criminal and/or administrative case against concerned local public official/s based on the grounds for cancellation/termination of subprojects and filing of cases as stipulated in Section 6.8.

6.7.2.2 The DILG-RO, through the appropriate focal person or unit in charge of CBMS/GAD/DRR-CCA, shall:

- (a) Conduct eligibility assessment of Proponent LGUs;
- (b) Review documents submitted by Proponent LGU/Implementing Partners prior to fund release, verify satisfactory compliance of requirements, evaluate, and recommend approval of WFPs that are within the approving authority of the DILG-RD consistent with Section 6.7.2.1 (c);
- (c) Implement subprojects, as necessary;
- (d) Provide advisory and technical assistance to DILG Provincial/City/Municipal Offices and Implementing Partners, in the development, implementation, operation and management of subprojects;
- (e) Ensure compliance to requirements of Proponent LGUs/Implementing Partners;
- (f) Assist in the conduct of capacity development assistance to Implementing Partners;
- (g) Provide support to the Provincial/City/Municipal Offices in the monitoring and evaluation for subprojects costing Php 1.00 Million and below;
- (h) Prepare and submit timely physical and financial accomplishments of all BuB subprojects to DILG Central Office through FMS and BLGD;
- (i) Immediately notify BLGD of delays and/or concerns that cannot otherwise be addressed at the regional level;
- (j) Conduct regular consultations/dialogues with LGUs and other stakeholders;

- (k) Recommend cancellation of non-moving subprojects and blacklist of non-performing Proponent LGUs/Implementing Partners to RPRAT; and
- (l) Advocate for the adoption of CBMS in their respective regions.

6.7.3 Proponent LGU/Implementing Partner

6.7.3.1 The Proponent LGU shall:

- (a) Prepare subproject proposal/s based on the approved BuB-DILG Fund Subprojects listed in the approved GAA FY 2016;
- (b) Provide counterpart funds, as necessary;
- (c) Deposit cash counterpart in the Implementing Partner's Trust Account as necessary;
- (d) If not the Implementing Partner, enter into a MOA with DILG and Implementing Partner; and
- (e) If not the Implementing Partner, jointly monitor the implementation of subproject with the Implementing Partner.

6.7.3.2 The Implementing Partner shall:

- (a) Enter into a MOA/Tripartite MOA, whichever is applicable, with the DILG and/or Proponent LGU for the implementation of subproject;
- (b) Maintain a Trust Account for the transfer of funds;
- (c) Designate a focal person/appropriate focal unit/department in the organization which will manage and coordinate the implementation of subproject/s, including financial transactions;
- (d) Adhere to the pertinent provisions of Republic Act No. 9184 and its Implementing Rules and Regulations;
- (e) Consistent with this Guidelines, ensure that subproject/s is/are implemented in accordance with the approved schedule; within the approved budget and in accordance with acceptable standards;
- (f) Allocate counterpart funds for overseeing and monitoring the subproject;
- (g) Monitor subproject implementation;
- (h) Submit monthly financial and physical accomplishment reports to the DILG-PO/RO either in print or by electronic copy to DILG;
- (i) Be responsible for the liquidation of funds; and

- (j) Return to DILG-RO any of the unexpended balance of the BuB-DILG Fund.

6.8 Grounds for Cancellation/Termination of Subprojects and Filing of Cases

6.8.1 Subproject implementation shall be terminated/cancelled by the Regional Director in the following instances:

- 6.8.1.1 Implementing Partner's non-compliance to subproject processes, standards and requirements;
- 6.8.1.2 Corruption and fraudulent practices on the basis of a filed complaint;
- 6.8.1.3 When situations/circumstances would make it improbable for the subproject to continue to be carried out; and
- 6.8.1.4 Upon request of the Implementing Partner for any cause that is deemed justifiable as determined by the Regional Director.

6.8.2 Appropriate civil, criminal and/or administrative case shall be filed by the Regional Director against concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

7.0 REFERENCES

- 7.1 Memorandum Circular No. 2016-50 *Guidelines for the Implementation of Provision of Potable Water Supply and other Projects (Evacuation Center) under the Bottom-up Budgeting (BuB) – DILG Fund FY 2016*
- 7.2 Republic Act No. 10717: General Appropriations Act (GAA) FY 2016, dated 21 December 2015, *An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines From January One to December Thirty One, Two Thousand and Sixteen, and for Other Purposes Approved by the President on December 21, 2015*
- 7.3 DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 7, dated 3 November 2015, *Policy Guidelines and Procedures in the Implementation of the Bottom-up Budgeting Program for FY 2016 and Thereafter*

8.0 ANNEXES

ANNEX A	List of LGUs and Corresponding Allocation
ANNEX B	Pro-Forma Eligibility Advice-CBMS/CapDev
ANNEX C	Work and Financial Plan (WFP) Template
ANNEX C.1	CBMS: Guidelines on Standards and Technical Specifications
ANNEX C.2	Sample CBMS Budget Computation

ANNEX C.3	CBMS: Indicative Timelines for Milestone Activities
ANNEX D	Implementation Schedule for Infrastructure Subprojects
ANNEX D.1	BuB MOA Between Proponent LGU as Implementing Partner and DILG
ANNEX D.2	Pro-Forma Tripartite BuB MOA amongst the DILG-RO, Proponent LGU and Provincial Government or other Agency as Implementing Partner
ANNEX E.1	Sangguniang Bayan/Sangguniang Panlungsod Resolution Template Authorizing the Mayor to Enter into a MOA
ANNEX E.2	Sangguniang Panlalawigan Resolution Authorizing the Governor to enter into a MOA
ANNEX F.1	CBMS-BuB MOA for LGUs as Implementing Partner
ANNEX F.2	CBMS-BuB MOA for Provinces as Implementing Partner
ANNEX F.3	CBMS-BuB MOA for DILG-RO as Implementing Partner
ANNEX G.1	Pro-Forma Report of Disbursement (ROD)
ANNEX G.2	Pro-Forma Regional Consolidated Report on Fund Utilization
ANNEX H	Illustrative Entries for Fund Transfer
ANNEX I	Post-Activity Customer Satisfaction Survey for GAD and DRR-CCA Subprojects
ANNEX I.1A	FM-QP-BLGD-PDD-33-02A
ANNEX I.1B	FM-QP-BLGD-PDD-33-03A
ANNEX I.2A	FM-QP-BLGD-PDD-33-02B
ANNEX I.2B	FM-QP-BLGD-PDD-33-03B
ANNEX I.3A	FM-QP-BLGD-PDD-33-02C
ANNEX I.3B	FM-QP-BLGD-PDD-33-03C
ANNEX I.4A	FM-QP-BLGD-PDD-33-02D
ANNEX I.4B	FM-QP-BLGD-PDD-33-03D
ANNEX I.5A	FM-QP-BLGD-PDD-33-02E
ANNEX I.5B	FM-QP-BLGD-PDD-33-03E
ANNEX I.6	FM-QP-BLGD-PDD-33-04
ANNEX J.1	Monitoring Template for LGU Implementation of CBMS Subprojects
ANNEX J.2	Monitoring Template for LGU Implementation of GAD/DRR-CCA Subprojects
ANNEX J.3	Regional Consolidation of LGU Implementation Status
ANNEX K	Monitoring Template for DILG-RO Technical Assistance
ANNEX L	Outline of Terminal Report

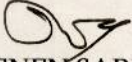
9.0 INQUIRIES/APEALS AND ESCALATION

Inquiries, clarifications and appeals concerning this document should be directed/addressed to the BLGD Director through the PDD with contact details as follows: tel. no. (02) 927-7852, email address at ldpd_blgd@yahoo.com or mailing

address at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City.

10.0 EFFECTIVITY

This policy shall take effect immediately.


MEL SENEN SARMIENTO
Secretary



List of LGUs and Corresponding Allocation for BuB CBMS/CapDev Subprojects

Regional Distribution		
REGION	LGUs	Fund Allocation
NCR	2	41,876,480.00
I	14	16,243,484.00
II	18	19,836,761.58
III	19	36,198,155.22
IV-A	19	35,844,330.74
IV-B	5	3,066,603.00
V	10	10,674,450.00
VI	13	13,329,376.70
VII	8	20,541,224.00
VIII	13	10,800,357.50
IX	11	21,640,858.00
X	25	24,564,160.00
XI	20	30,726,424.00
XII	31	57,299,174.00
XIII	3	4,012,660.00
NIR	18	34,034,350.00
TOTAL	229	380,688,848.74
For M & E		11,751,817.00
		392,440,665.74

Angono, Rizal	GAD	670,000.00
Cagayancillo, Palaw	CSO/DRRM	500,000.00
Catbalogan City, Sarister Prepared		1,200,000.00
		2,370,000.00

380,688,848.74
2,370,000.00
378,318,848.74

LGUs Enrolled in BuB FY 2016

National Capital Region

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT NAME	TYPE	ALLOCATION
OT-16-13-75-02-000-01	OT	NCR	NCR, THIRD DISTRICT	CITY OF MALABON	1	CITY WIDE	VALIDATION OF COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,198,000.00
OT-16-13-00-00-000-01	OT	NCR	NCR, FIRST DISTRICT	CITY OF MANILA	1	869 BARANGAYS OF THE CITY OF MANILA	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	40,678,480.00
					2				41,876,480.00

LGUs Enrolled in BuB FY 2016									
Region I									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-01-28-03-000-01	OT	REGION I	ILOCOS NORTE	BADOC	1	all brgys	Community Based Monitoring System	CAPDEV/ CBMS	756,000.00
OT-16-01-28-12-000-01	OT	REGION I	ILOCOS NORTE	CITY OF LAOAG (Capital)	1	Citywide	CBMS	CAPDEV/ CBMS	1,000,000.00
OT-16-01-28-16-000-01	OT	REGION I	ILOCOS NORTE	PAOAY	1	All the 31 brgys of Paoay	CBMS thru Accelerated Poverty Profiling (APP) and CBMS Paper Tracks	CAPDEV/ CBMS	648,000.00
OT-16-01-28-22-000-01	OT	REGION I	ILOCOS NORTE	SOLSONA	1	all 22 barangays; 5,200 households	Community-Based Monitoring System	CAPDEV/ CBMS	564,300.00
OT-16-01-33-05-000-01	OT	REGION I	LA UNION	BALAOAN	1	LGU-BALAOAN	CONDUCT OF COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-01-33-16-000-01	OT	REGION I	LA UNION	SAN JUAN	1	ALL BARANGAYS OF SAN JUAN	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-01-55-10-000-01	OT	REGION I	PANGASINAN	BAUTISTA	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS THROUGH CBMS APP)	CAPDEV/ CBMS	915,000.00
OT-16-01-55-48-000-01	OT	REGION I	PANGASINAN	LAOAC	1	LGU LAOAC	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	750,000.00
OT-16-01-55-26-000-01	OT	REGION I	PANGASINAN	MANGALDAN	1	ALL 30 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,500,000.00
OT-16-01-55-33-000-01	OT	REGION I	PANGASINAN	SAN FABIAN	1	ALL 34 BARANGAYS POBLACION, CAYANGA (PILOT TESTING)	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	800,000.00
OT-16-01-55-35-000-01	OT	REGION I	PANGASINAN	SAN MANUEL	1	SAN MANUEL, PANGASINAN	CBMS	CAPDEV/ CBMS	2,200,000.00
OT-16-01-55-40-000-01	OT	REGION I	PANGASINAN	SANTO TOMAS	1	10 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	1,000,000.00
OT-16-01-55-43-000-01	OT	REGION I	PANGASINAN	TAYUG	1	ALL 21 BARANGAYS	COMMUNITY-BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	1,345,248.00
OT-16-01-55-44-000-01	OT	REGION I	PANGASINAN	UMINGAN	1	MUNICIPAL-WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS APP)	CAPDEV/ CBMS	1,764,936.00
					14				16,243,484.00

LGUs Enrolled in BuB FY 2016									
Region II									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-02-15-01-000-01	OT	REGION II	CAGAYAN	ABULUG	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS : COMMUNITY BASED MONITORING SYSTEM FOR BENCH MARKING/MONITORING	CAPDEV/ CBMS	500,000.00
OT-16-02-15-08-000-01	OT	REGION II	CAGAYAN	BUGUEY	1	MUNICIPAL-WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS: UTILIZATION OF COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMNS PAPER TRACKS	CAPDEV/ CBMS	500,000.00
OT-16-02-15-14-000-01	OT	REGION II	CAGAYAN	GONZAGA	1	MUNICIPAL-WIDE	Community Based Monitoring System (CBMS) through (1) CBMS APP and (2) CBMS PAPER tracks: CBMS	CAPDEV/ CBMS	500,000.00
OT-16-02-15-17-000-01	OT	REGION II	CAGAYAN	LASAM	1	LGU LASAM	Community Based Monitoring System (CBMS) through (1) CBMS APP and (2) CBMS PAPER tracks: IMPLEMENTATION OF CBMS	CAPDEV/ CBMS	2,000,000.00
OT-16-02-15-18-000-01	OT	REGION II	CAGAYAN	PAMPLONA	1	MINICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM THROUGH (1) CBMS APP & (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	500,000.00
OT-16-02-15-28-000-01	OT	REGION II	CAGAYAN	TUAO	1	TUAO, CAGAYAN	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,534,000.00
OT-16-02-31-05-000-01	OT	REGION II	ISABELA	BURGOS	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	523,000.00
OT-16-02-31-08-000-01	OT	REGION II	ISABELA	CITY OF CAUAYAN	1	CITY WIDE	COMMUNITY BASED MONITORING SYSTEM: CBMS ENHANCEMENT	CAPDEV/ CBMS	2,800,000.00
OT-16-02-31-14-000-01	OT	REGION II	ISABELA	CITY OF ILAGAN (Capital)	1	RURAL BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,450,000.00
OT-16-02-31-15-000-01	OT	REGION II	ISABELA	JONES	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (A) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,277,800.00
OT-16-02-31-19-000-01	OT	REGION II	ISABELA	MALLIG	1	18 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) FOR BENCHMARKING	CAPDEV/ CBMS	952,633.24
OT-16-02-31-20-000-01	OT	REGION II	ISABELA	NAGUILIAN	1	25 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	530,450.00
OT-16-02-31-29-000-01	OT	REGION II	ISABELA	SAN ISIDRO	1	13 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM(CBMS) ACCELERATED POVERTY PROFILING	CAPDEV/ CBMS	792,398.34
OT-16-02-31-31-000-01	OT	REGION II	ISABELA	SAN MARIANO	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,750,000.00

LGUs Enrolled in BuB FY 2016

Region II

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-02-50-06-000-01	OT	REGION II	NUEVA VIZCAYA	DIADI	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,111,000.00
OT-16-02-50-07-000-01	OT	REGION II	NUEVA VIZCAYA	DUPAX DEL NORTE	1	DUPAX DEL NORTE, NUEVA VIZCAYA	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,000,000.00
OT-16-02-57-06-000-01	OT	REGION II	QUIRINO	NAGTIPUNAN	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	615,480.00
OT-16-02-57-05-000-01	OT	REGION II	QUIRINO	SAGUDAY	1	CARDENAS, DIBUL, GAMIS, LA PAZ, MAGSAYSAY, RIZAL, SALVACION, STO. TOMAS, TRES REYES	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS- COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	500,000.00
					18				19,836,761.58

LGUs Enrolled in BuB FY 2016									
Region III									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-03-77-01-000-01	OT	REGION III	AURORA	BALER (Capital)	1	ALL 13 BARANGAYS OF BALER	CBMS, IMPLEMENTATION OF CBMS APP.	CAPDEV/ CBMS	705,040.00
OT-16-03-77-06-000-01	OT	REGION III	AURORA	DIPACULAO	1	LGU DIPACULAO	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	756,000.00
OT-16-03-77-08-000-01	OT	REGION III	AURORA	SAN LUIS	1	ALL 18 BARANGAYS OF SAN LUIS	COMMUNITY-BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	702,000.00
OT-16-03-08-08-000-01	OT	REGION III	BATAAN	MORONG	1	LGU	CBMS	CAPDEV/ CBMS	600,000.00
OT-16-03-08-09-000-01	OT	REGION III	BATAAN	ORANI	1	LGU	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH 1 CBMS APP AND 2 CBMS PAPER TRACKS	CAPDEV/ CBMS	1,100,000.00
OT-16-03-08-10-000-01	OT	REGION III	BATAAN	ORION	1	LGU- ORION	CBMS-APP IMPLEMENTATION IN THE MUNICIPALITY	CAPDEV/ CBMS	810,000.00
OT-16-03-08-11-000-01	OT	REGION III	BATAAN	PILAR	1	MUNICIPAL-WIDE	DATA COLLECTION AND PROCESSING USING CBMS APP IN THE MUNICIPALITY OF PILAR	CAPDEV/ CBMS	1,500,000.00
OT-16-03-08-12-000-01	OT	REGION III	BATAAN	SAMAL	1	LGU	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH 1 CBMS APP AND 2 CBMS PAPER TRACKS	CAPDEV/ CBMS	700,000.00
OT-16-03-14-02-000-01	OT	REGION III	BULACAN	BALAGTAS (BIGAA)	1	ALL 9 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1.) CBMS APP	CAPDEV/ CBMS	1,000,000.00
OT-16-03-14-03-000-01	OT	REGION III	BULACAN	BALUAG	1	27 BARANGAYS	CBMS THROUGH CBMS APP 2	CAPDEV/ CBMS	3,500,000.00
OT-16-03-14-07-000-01	OT	REGION III	BULACAN	CALUMPIT	1	29 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,600,000.00
OT-16-03-14-14-000-01	OT	REGION III	BULACAN	OBANDO	1	0	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,300,000.00
OT-16-03-49-16-000-01	OT	REGION III	NUEVA ECIIJA	LUPAO	1	24 BARANGAYS	CBMS	CAPDEV/ CBMS	869,565.22
OT-16-03-54-07-000-01	OT	REGION III	PAMPANGA	GUAGUA	1	22,694 HOUSEHOLDS	COMMUNITY BASED MANAGEMENT SYSTEM (CBMS)	CAPDEV/ CBMS	2,450,000.00
OT-16-03-71-06-000-01	OT	REGION III	ZAMBALES	MASINLOC	1	13 BARANGAYS OF MASINLOC	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,105,550.00
OT-16-03-71-07-000-01	OT	REGION III	ZAMBALES	CITY OF OLONGAPO	1	17 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) - APP MOBILE	CAPDEV/ CBMS	5,500,000.00
OT-16-03-71-08-000-01	OT	REGION III	ZAMBALES	PALAUIG	1	ALL 19 BARANGAYS OF PALAUIG	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	5,000,000.00
OT-16-03-71-10-000-01	OT	REGION III	ZAMBALES	SAN FELIPE	1	LGU-WIDE	COMMUNITY BASED MANAGEMENT SYSTEM (CBMS) TROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	2,000,000.00
OT-16-03-71-14-000-01	OT	REGION III	ZAMBALES	SUBIC	1	ALL BARANGAYS OF SUBIC	CBMS	CAPDEV/ CBMS	5,000,000.00
					19				36,198,155.22

LGUs Enrolled in BuB FY 2016									
Region IV-A									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-04-10-14-000-01	OT	REGION IV-A	BATANGAS	CITY OF LIPA	1	0	COMMUNITY BASED MANAGEMENT INFORMATION SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-04-10-22-000-01	OT	REGION IV-A	BATANGAS	SAN JOSE	1	33 BARANGAYS OF SAN JOSE	COMMUNITY BASED MONITORING SYSTEM (CBMS) INCLUDES PROCUREMENT OF EQUIPMENT	CAPDEV/ CBMS	1,700,000.00
OT-16-04-10-26-000-01	OT	REGION IV-A	BATANGAS	SAN PASCUAL	1	ALL 29 BARANGAYS	COMMUNITY-BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-04-21-04-000-01	OT	REGION IV-A	CAVITE	CARMONA	1	ALL BRGYS	CBMS ROUND 4	CAPDEV/ CBMS	1,700,000.00
OT-16-04-21-06-000-01	OT	REGION IV-A	CAVITE	CITY OF DASMARIÑAS	1	ALL BRGYS	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	10,000,000.00
OT-16-04-21-13-000-01	OT	REGION IV-A	CAVITE	MARAGONDON	1	27 BARANGAYS OF THE MUNICIPALITY	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,000,000.00
OT-16-04-21-20-000-01	OT	REGION IV-A	CAVITE	TANZA	1	ALL BRGYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH 1. CBMS APP 2. CBMS PAPER TRACKS	CAPDEV/ CBMS	3,000,000.00
OT-16-04-21-21-000-01	OT	REGION IV-A	CAVITE	TERNATE	1	10 BARANGAYS OF TERNATE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,500,000.00
OT-16-04-34-04-000-01	OT	REGION IV-A	LAGUNA	CITY OF CABUYAO	1	11 BARANGAYS	CBMS	CAPDEV/ CBMS	4,800,000.00
OT-16-04-34-07-000-01	OT	REGION IV-A	LAGUNA	CAVINTI	1	19 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	1,000,000.00
OT-16-04-34-08-000-01	OT	REGION IV-A	LAGUNA	FAMY	1	MUNICIPAL WIDE	CBMS	CAPDEV/ CBMS	700,000.00
OT-16-04-34-09-000-01	OT	REGION IV-A	LAGUNA	KALAYAAN	1	0	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	700,000.00
OT-16-04-34-11-000-01	OT	REGION IV-A	LAGUNA	LOS BAÑOS	1	14 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	800,000.00
OT-16-04-34-20-000-01	OT	REGION IV-A	LAGUNA	PAKIL	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP & (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	600,000.00
OT-16-04-34-30-000-01	OT	REGION IV-A	LAGUNA	VICTORIA	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	864,000.00
OT-16-04-56-17-000-01	OT	REGION IV-A	QUEZON	GENERAL NAKAR	1	KABILOGAN, ILAYA BAYBAY CLUSTER BARANGAY'S	MPDC/COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH: (1) CBMS (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	600,000.00
OT-16-04-56-46-000-01	OT	REGION IV-A	QUEZON	TAGKAWAYAN	1	LGU	RAPID COMMUNITY BASED MONITORING SYSTEM (RCBMS)	CAPDEV/ CBMS	1,306,330.74
OT-16-04-58-01-000-01	OT	REGION IV-A	RIZAL	ANGONO	1	MUN OF ANGONO	GENDER AND DEVELOPMENT PROGRAM	CAPDEV/ CBMS	670,000.00
OT-16-04-58-14-000-01	OT	REGION IV-A	RIZAL	TERESA	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,404,000.00
					19				35,844,330.74

LGUs Enrolled in BuB FY 2016

Region IV-B

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-17-40-04-000-02	OT	REGION IV-B	MARINDUQUE	MOGPOG	1	MOGPOG, MARINDUQUE	UPDATING OF COMMUNITY BASED MONITORING SYSTEM USING CBMS APPS	CAPDEV/ CBMS	700,000.00
OT-16-17-53-08-000-01	OT	REGION IV-B	PALAWAN	CAGAYANCILLO	1	MUNICIPALWIDE	CAPABILITY BUILDING CSO/DRRM	CAPDEV/ CBMS	500,000.00
OT-16-17-53-14-000-01	OT	REGION IV-B	PALAWAN	MAGSAYSAY	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	500,000.00
OT-16-17-59-10-000-01	OT	REGION IV-B	ROMBLON	ROMBLON (Capital)	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP & (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	800,000.00
OT-16-17-59-14-000-01	OT	REGION IV-B	ROMBLON	SAN JOSE	1	MUNICIPAL WIDE	RAPID COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	566,603.00
					5				3,066,603.00

LGUs Enrolled in BuB FY 2016

Region V

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-05-16-02-000-01	OT	REGION V	CAMARINES NORTE	CAPALONGA	1	(ALL BARANGAYS/ MUNICIPAL WIDE)	CONDUCT OF COMMUNITY BASED MONITORING SYSTEM (CBMS) ROUND 4 (TABLET BASED)	CAPDEV/ CBMS	1,000,000.00
OT-16-05-16-12-000-01	OT	REGION V	CAMARINES NORTE	VINZONS	1	(19 BARANGAYS)	COMMUNITY BASED MONITORING SYSTEM THROUGH CBMS APP AND CBMS PAPER TRACKS	CAPDEV/ CBMS	1,000,000.00
OT-16-05-17-03-000-01	OT	REGION V	CAMARINES SUR	BATO	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,000,000.00
OT-16-05-17-07-000-01	OT	REGION V	CAMARINES SUR	CABUSAO	1	ALL 9 BARANGAYS	CBMS	CAPDEV/ CBMS	1,010,000.00
OT-16-05-17-16-000-01	OT	REGION V	CAMARINES SUR	CITY OF IRIGA	1	CITYWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,700,000.00
OT-16-05-17-20-000-01	OT	REGION V	CAMARINES SUR	MAGARAO	1	0	COMMUNITY BASED MONITORING SYSTEM(CBMS)	CAPDEV/ CBMS	700,000.00
OT-16-05-17-26-000-01	OT	REGION V	CAMARINES SUR	PAMPLONA	1	MUNICIPAL WIDE	CBMS THROUGH (1) CBMS APP (2) CBMS PAPER TRACK	CAPDEV/ CBMS	864,450.00
OT-16-05-20-06-000-01	OT	REGION V	CATANDUANES	PANDAN	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM(CBMS) THROUGH (1) CBMS APP and (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	500,000.00
OT-16-05-41-05-000-01	OT	REGION V	MASBATE	CATAINGAN	1	36 BARANGAY	IMPLEMENTATION OF 2016 CBMS	CAPDEV/ CBMS	700,000.00
OT-16-05-41-12-000-01	OT	REGION V	MASBATE	MILAGROS	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM APP	CAPDEV/ CBMS	1,200,000.00
					10				10,674,450.00

LGUs Enrolled in BuB FY 2016					
Region VI					
CODE	PMO	REGION	PROVINCE	C/Ms	ALLOCATION
OT-16-06-04-05-000-01	OT	REGION VI	AKLAN	BURUANGA	500,000.00
OT-16-06-04-07-000-01	OT	REGION VI	AKLAN	KALIBO (Capital)	2,000,000.00
OT-16-06-04-08-000-02	OT	REGION VI	AKLAN	LEZO	500,000.00
OT-16-06-06-03-000-01	OT	REGION VI	ANTIQUE	BELISON	500,000.00
OT-16-06-06-04-000-01	OT	REGION VI	ANTIQUE	BUGASONG	1,000,000.00
OT-16-06-06-06-000-01	OT	REGION VI	ANTIQUE	CULASI	1,080,000.00
OT-16-06-06-10-000-01	OT	REGION VI	ANTIQUE	LIBERTAD	500,000.00
OT-16-06-06-11-000-01	OT	REGION VI	ANTIQUE	PANDAN	1,500,000.00
OT-16-06-06-13-000-01	OT	REGION VI	ANTIQUE	SAN JOSE (Capital)	1,249,376.70
OT-16-06-06-16-000-01	OT	REGION VI	ANTIQUE	SIBALOM	1,700,000.00
OT-16-06-06-07-000-01	OT	REGION VI	ANTIQUE	TOBIAS FORNIER (DAO)	1,500,000.00
OT-16-06-06-18-000-01	OT	REGION VI	ANTIQUE	VALDERRAMA	800,000.00
OT-16-06-79-05-000-01	OT	REGION VI	GUIMARAS	SIBUNAG	500,000.00
					13,329,376.70

LGUs Enrolled in BuB FY 2016									
Region VII									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-07-22-10-000-01	OT	REGION VII	CEBU	BARILI	1	42 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,500,000.00
OT-16-07-22-21-000-01	OT	REGION VII	CEBU	DAANBANTAYAN	1		COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP AND CBMS PAPER TRACKS	CAPDEV/ CBMS	2,341,224.00
OT-16-07-22-22-000-01	OT	REGION VII	CEBU	DALAGUETE	1	MUNICIPAL - WIDE	COMMUNITY-BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	2,500,000.00
OT-16-07-22-23-000-01	OT	REGION VII	CEBU	CITY OF DANAOG	1	CITY-WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	3,000,000.00
OT-16-07-22-30-000-01	OT	REGION VII	CEBU	CITY OF MANDAUE	1	ALL 27 BARANGAYS/CITY-WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	7,000,000.00
OT-16-07-22-36-000-01	OT	REGION VII	CEBU	PILAR	1	LGU PILAR	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-07-22-48-000-01	OT	REGION VII	CEBU	TABOGON	1	25 BARANGAY OF TABOGON	COMMUNITY - BASE MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,000,000.00
OT-16-07-22-52-000-01	OT	REGION VII	CEBU	TUBURAN	1	MUNICIPAL WIDE	COMMUNITY BASE MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,200,000.00
					8				20,541,224.00

LGUs Enrolled in BuB FY 2016									
Region VIII									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-08-26-23-000-01	OT	REGION VIII	EASTERN SAMAR	TAFT	1	All 24 barangays the municipality	CBMS	CAPDEV/ CBMS	547,100.00
OT-16-08-37-05-000-02	OT	REGION VIII	LEYTE	BABATNGON	1		COMMUNITY BASED MONITORING SYSTEM(CBMS) THROUGH CBMS APP & CBMS PAPER TRACKS	CAPDEV/ CBMS	1,000,000.00
OT-16-08-37-24-000-01	OT	REGION VIII	LEYTE	JAVIER (BUGHO)	1	0	CBMS	CAPDEV/ CBMS	800,000.00
OT-16-08-37-38-000-01	OT	REGION VIII	LEYTE	CITY OF ORMOG	1	0	CBMS	CAPDEV/ CBMS	2,003,937.50
OT-16-08-37-44-000-01	OT	REGION VIII	LEYTE	SANTA FE	1	0	COMMUNITY BASED MONITORING SYSTEM THROUGH CBMS APP AND CBMS PAPER TRACKS	CAPDEV/ CBMS	600,000.00
OT-16-08-48-09-000-01	OT	REGION VIII	NORTHERN SAMAR	LAPINIG	1	0	INSTALLATION OF COMMUNITY-BASED MONITORING SYSTEM THROUGH CBMS APP	CAPDEV/ CBMS	500,000.00
OT-16-08-60-05-000-02	OT	REGION VIII	SAMAR	CITY OF CATBALOGAN (Capital)	1	DRRM OFFICE, CITY HALL	DISASTER PREPAREDNESS PROGRAM	CAPDEV/ CBMS	1,200,000.00
OT-16-08-64-02-000-01	OT	REGION VIII	SOUTHERN LEYTE	BONTOC	1	ENTIRE MUNICIPALITY	COMMUNITY BASED MONITORING SYSTEM (CBMS) THRU (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	840,000.00
OT-16-08-64-05-000-01	OT	REGION VIII	SOUTHERN LEYTE	LIBAGON	1	ALL 14 BARANGAYS	CBMS THROUGH CBMS APP	CAPDEV/ CBMS	500,000.00
OT-16-08-64-06-000-01	OT	REGION VIII	SOUTHERN LEYTE	LILOAN	1	LGU-LILOAN	CBMS	CAPDEV/ CBMS	503,720.00
OT-16-08-64-13-000-01	OT	REGION VIII	SOUTHERN LEYTE	SAN FRANCISCO	1	ALL 22 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) FOR BENCHMARKING AND MONITORING	CAPDEV/ CBMS	505,600.00
OT-16-08-64-17-000-01	OT	REGION VIII	SOUTHERN LEYTE	SOGOD	1	MUNICIPAL WIDE	CBMS	CAPDEV/ CBMS	1,000,000.00
OT-16-08-64-18-000-01	OT	REGION VIII	SOUTHERN LEYTE	TOMAS OPPUS	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THRU (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	800,000.00
					13				10,800,357.50

LGUs Enrolled in BuB FY 2016

Region IX

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-09-97-01-000-01	OT	REGION IX	CITY OF ISABELA	CITY OF ISABELA (Capital)	1	ISABELA CITY WIDE (45 BARANGAYS)	COMMUNITY-BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	910,224.00
OT-16-09-73-32-000-01	OT	REGION IX	ZAMBOANGA DEL SUR	CITY OF ZAMBOANGA	1	ZAMBOANGA CITY, 98 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) APP	CAPDEV/ CBMS	12,179,700.00
OT-16-09-72-01-000-01	OT	REGION IX	ZAMBOANGA DEL NORTE	CITY OF DAPITAN	1	50 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS THROUGH CBMS APP)	CAPDEV/ CBMS	1,900,000.00
OT-16-09-72-06-000-01	OT	REGION IX	ZAMBOANGA DEL NORTE	LILLOY	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,200,000.00
OT-16-09-72-11-000-01	OT	REGION IX	ZAMBOANGA DEL NORTE	PRES. MANUEL A. ROXAS	1	MANUKAN	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-09-72-17-000-01	OT	REGION IX	ZAMBOANGA DEL NORTE	SIBUTAD	1	ALL BARANGAYS	COMMUNITY BASED MONITORING SYSTEM THROUGH ACCELERATED POVERTY PROFILING (CBMS-APP)	CAPDEV/ CBMS	780,000.00
OT-16-09-72-20-000-01	OT	REGION IX	ZAMBOANGA DEL NORTE	SIRAWAI	1	MUNICIPAL WIDE	CBMS	CAPDEV/ CBMS	677,900.00
OT-16-09-73-27-000-01	OT	REGION IX	ZAMBOANGA DEL SUR	TABINA	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	697,808.00
OT-16-09-73-28-000-01	OT	REGION IX	ZAMBOANGA DEL SUR	TAMBULIG	1	31 BRGYS	CBMS	CAPDEV/ CBMS	878,613.00
OT-16-09-73-41-000-01	OT	REGION IX	ZAMBOANGA DEL SUR	VINCENZO A. SAGUN	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	750,000.00
OT-16-09-73-43-000-01	OT	REGION IX	ZAMBOANGA DEL SUR	GUIPOS	1	17 BARANGAYS OF GUIPOS, ZAMBOANGA DEL SUR	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	666,613.00
					11				21,640,858.00

LGUs Enrolled in BuB FY 2016									
Region X									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-10-13-09-000-01	OT	REGION X	BUKIDNON	KITAOTAO	1	Municipal Wide	RAPID COMMUNITY BASED MONITORING SYSTEM (RCBMS)	CAPDEV/ CBMS	500,000.00
OT-16-10-13-10-000-01	OT	REGION X	BUKIDNON	LANTAPAN	1	Municipal Wide	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APPLICATION AND CBMS PAPER TRACKS	CAPDEV/ CBMS	1,500,000.00
OT-16-10-13-15-000-01	OT	REGION X	BUKIDNON	MARAMAG	1	Municipal Wide	Community Based Monitoring System	CAPDEV/ CBMS	2,350,000.00
OT-16-10-13-17-000-01	OT	REGION X	BUKIDNON	QUEZON	1	Municipal Wide	CBMS	CAPDEV/ CBMS	2,125,000.00
OT-16-10-35-01-000-01	OT	REGION X	LANAO DEL NORTE	BACOLOD	1	Municipal wide	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	600,000.00
OT-16-10-35-02-000-01	OT	REGION X	LANAO DEL NORTE	BALO-I	1	Municipal wide	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	800,000.00
OT-16-10-35-03-000-01	OT	REGION X	LANAO DEL NORTE	BAROY	1	Municipal wide	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	1,500,000.00
OT-16-10-35-04-000-01	OT	REGION X	LANAO DEL NORTE	CITY OF ILIGAN	1	Municipal wide	UPDATING COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-10-35-05-000-01	OT	REGION X	LANAO DEL NORTE	KAPATAGAN	1	Municipal wide	Acquisition of State-of-the-Art Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	1,250,000.00
OT-16-10-35-07-000-01	OT	REGION X	LANAO DEL NORTE	KAUSWAGAN	1	Municipal wide	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	900,000.00
OT-16-10-35-08-000-01	OT	REGION X	LANAO DEL NORTE	KOLAMBUGAN	1	Kolambugan	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	542,160.00
OT-16-10-42-03-000-01	OT	REGION X	MISAMIS OCCIDENTAL	BONIFACIO	1	Municipal wide	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	700,000.00
OT-16-10-42-04-000-01	OT	REGION X	MISAMIS OCCIDENTAL	CALAMBA	1	Municipal-wide	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	500,000.00
OT-16-10-42-05-000-02	OT	REGION X	MISAMIS OCCIDENTAL	CLARIN	1	Municipal-wide	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,000,000.00
OT-16-10-42-17-000-01	OT	REGION X	MISAMIS OCCIDENTAL	DON VICTORIANO CHIONGBIAN (DON MARIANO MARCOS)	1	Municipal-wide	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	541,000.00
OT-16-10-42-07-000-01	OT	REGION X	MISAMIS OCCIDENTAL	JIMENEZ	1	24 barangays	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	500,000.00
OT-16-10-42-08-000-01	OT	REGION X	MISAMIS OCCIDENTAL	LOPEZ JAENA	1	Municipal -wide	CBMS. CBMS APP / PAPERS	CAPDEV/ CBMS	540,000.00
OT-16-10-42-09-000-02	OT	REGION X	MISAMIS OCCIDENTAL	CITY OF OROQUIETA (Capital)	1	47 barangays	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APPLICATION AND CBMS TRACK	CAPDEV/ CBMS	1,700,000.00
OT-16-10-43-03-000-01	OT	REGION X	MISAMIS ORIENTAL	BALINGOAN	1	9 barangays	Rapid Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	500,000.00
OT-16-10-43-05-000-02	OT	REGION X	MISAMIS ORIENTAL	CITY OF CAGAYAN DE ORO (Capital)	1	City-wide	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-10-43-12-000-01	OT	REGION X	MISAMIS ORIENTAL	KINOOGUITAN	1	Municipal wide	Establishment of CBMS	CAPDEV/ CBMS	500,000.00
OT-16-10-43-17-000-01	OT	REGION X	MISAMIS ORIENTAL	MAGSAYSAY (LINUGOS)	1	Municipal wide	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	800,000.00
OT-16-10-43-23-000-01	OT	REGION X	MISAMIS ORIENTAL	SUGBONGCOGON	1	10 brgys	Community Based Monitoring system	CAPDEV/ CBMS	500,000.00
OT-16-10-43-24-000-01	OT	REGION X	MISAMIS ORIENTAL	TAGOLOAN	1	Municipal wide	Community Based Monitoring System	CAPDEV/ CBMS	1,568,000.00
OT-16-10-43-25-000-01	OT	REGION X	MISAMIS ORIENTAL	TALISAYAN	1	18 Brgys	Community Based Monitoring System	CAPDEV/ CBMS	648,000.00
					25				24,564,160.00

LGUs Enrolled in BuB FY 2016									
Region XI									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-11-82-02-000-01	OT	REGION XI	COMPOSTELA VALLEY	LAAK (SAN VICENTE)	1	MUNICIPALWIDE	COMMUNITY-BASED MONITORING SYSTEM 1 CBMS APP & 1 CBMS PAPER TRACKS	CAPDEV/ CBMS	1,944,000.00
OT-16-11-82-05-000-01	OT	REGION XI	COMPOSTELA VALLEY	MARAGUSAN (SAN MARIANO)	1	24 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) - APP	CAPDEV/ CBMS	1,400,000.00
OT-16-11-82-06-000-01	OT	REGION XI	COMPOSTELA VALLEY	MAWAB	1	MAWAB, COMPOSTELA VALLEY;	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	808,920.00
OT-16-11-82-08-000-01	OT	REGION XI	COMPOSTELA VALLEY	MONTEVISTA	1	20 brgys	ESTABLISHMENT OF COMMUNITY BASED MONITORING SYSTEMS	CAPDEV/ CBMS	972,000.00
OT-16-11-23-01-000-01	OT	REGION XI	DAVAO DEL NORTE	ASUNCION (SAUG)	1	20 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-11-23-19-000-01	OT	REGION XI	DAVAO DEL NORTE	CITY OF TAGUM (Capital)	1	TAGUM CITY	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH (1) CBMS APP AND (2) CBMS PAPER TRACKS	CAPDEV/ CBMS	7,650,000.00
OT-16-11-23-17-000-01	OT	REGION XI	DAVAO DEL NORTE	CITY OF ISLAND GARDEN OF SAMAL	1	LGU - IGACOS	RAPID COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,000,000.00
OT-16-11-23-14-000-01	OT	REGION XI	DAVAO DEL NORTE	NEW CORELLA	1	20 BARANGAYS OF NEW CORELLA	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-11-23-24-000-01	OT	REGION XI	DAVAO DEL NORTE	SAN ISIDRO	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	900,000.00
OT-16-11-23-22-000-01	OT	REGION XI	DAVAO DEL NORTE	TALANGOD	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	598,320.00
OT-16-11-24-16-000-01	OT	REGION XI	DAVAO DEL SUR	DON MARCELINO	1	LGU	CBMS	CAPDEV/ CBMS	1,000,000.00
OT-16-11-24-07-000-01	OT	REGION XI	DAVAO DEL SUR	MAGSAYSAY	1	MUNICIPALWIDE	CBMS	CAPDEV/ CBMS	1,000,000.00
OT-16-11-24-12-000-01	OT	REGION XI	DAVAO DEL SUR	SANTA CRUZ	1	18 BARANGAYS	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-11-24-14-000-01	OT	REGION XI	DAVAO DEL SUR	SULOP	1	25 BRGYS	COMMUNITY BASED MONITORING SYSTEMS (CBMS) THROUGH 1 CBMS APP AND CBMS PAPER TRACK	CAPDEV/ CBMS	875,520.00
OT-16-11-25-02-000-01	OT	REGION XI	DAVAO ORIENTAL	BANAYBANAY	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,200,000.00
OT-16-11-25-03-000-01	OT	REGION XI	DAVAO ORIENTAL	BOSTON	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS) THRU (1) CBMS APP	CAPDEV/ CBMS	540,000.00
OT-16-11-25-05-000-01	OT	REGION XI	DAVAO ORIENTAL	CATEEL	1	16 brgys	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS-APP AND CBMS PAPER TRACK	CAPDEV/ CBMS	1,037,664.00
OT-16-11-25-07-000-02	OT	REGION XI	DAVAO ORIENTAL	LUPON	1	21 brgys	COMMUNITY BASED MONITORING SYSTEM THROUGH CBMS ACCELERATED POVERTY PROFILLING (APP) AND CBMS PAPER TRACKS	CAPDEV/ CBMS	1,300,000.00
OT-16-11-25-08-000-01	OT	REGION XI	DAVAO ORIENTAL	MANAY	1	17 BRGYs	COMMUNITY BASE MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,000,000.00
OT-16-11-25-10-000-01	OT	REGION XI	DAVAO ORIENTAL	SAN ISIDRO	1	16 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS) ACCELERATED POVERTY PROFILING (APP)	CAPDEV/ CBMS	1,000,000.00
					20				30,726,424.00

LGUs Enrolled in BuB FY 2016									
Region XII									
CODE	PMO	REGION	PROVINCE	C/MS		BARANGAY	PROJECT NAME	TYPE	ALLOCATION
OT-16-12-98-04-000-01	OT	REGION XII	CITY OF COTABATO	CITY OF COTABATO	1	37 BARANGAYS OF COTABATO CITY	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	6,000,000.00
OT-16-12-47-01-000-01	OT	REGION XII	COTABATO	ALAMADA	1	MUNICIPAL WIDE	COMMUNITY BASED INFORMATION MANAGEMENT SYSTEM (CBIS) PROGRAM	CAPDEV/ CBMS	500,000.00
OT-16-12-47-17-000-01	OT	REGION XII	COTABATO	ALEOSAN	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,000,000.00
OT-16-12-47-16-000-01	OT	REGION XII	COTABATO	BANISILAN	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	850,000.00
OT-16-12-47-03-000-02	OT	REGION XII	COTABATO	KABACAN	1	POBLACION	RAPID COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-12-47-04-000-01	OT	REGION XII	COTABATO	CITY OF KIDAPAWAN (Capital)	1	(40) BRGYS OF KIDAPAWAN CITY	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,840,000.00
OT-16-12-47-06-000-01	OT	REGION XII	COTABATO	MAGPET	1	32 BRGYS MUNICIPAL WIDE	COMMUNITY BASE MONITORING SYSTEM	CAPDEV/ CBMS	2,083,334.00
OT-16-12-47-07-000-01	OT	REGION XII	COTABATO	MAKILALA	1	LGU - MAKILALA	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,770,000.00
OT-16-12-47-08-000-01	OT	REGION XII	COTABATO	MATALAM	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-12-47-09-000-01	OT	REGION XII	COTABATO	MIDSAYAP	1	57 BARANGAYS OF MIDSAYAP	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	3,000,000.00
OT-16-12-47-10-000-01	OT	REGION XII	COTABATO	M'LANG	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,221,680.00
OT-16-12-47-11-000-01	OT	REGION XII	COTABATO	PIGCAWAYAN	1	FORTY (40) BARANGAYS OF PIGCAWAYAN	COMMUNITY- BASED MONITORING SYSTEM (CBMS) FOR BENCH MARKING AND MONITORING	CAPDEV/ CBMS	2,200,000.00
OT-16-12-47-12-000-01	OT	REGION XII	COTABATO	PIKIT	1	MUNICIPAL WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	2,376,000.00
OT-16-12-80-01-000-01	OT	REGION XII	SARANGANI	ALABEL (Capital)	1	Municipalwide	e-Community Based Monitoring System (CBMS) App	CAPDEV/ CBMS	1,800,000.00
OT-16-12-80-02-000-01	OT	REGION XII	SARANGANI	GLAN	1	Municipalwide	COMMUNITY-BASED MONITORING SYSTEM - AP	CAPDEV/ CBMS	2,580,000.00
OT-16-12-80-03-000-01	OT	REGION XII	SARANGANI	KIAMBA	1	Municipalwide	Community Based Monitoring System (CBMS) through eCBMS App	CAPDEV/ CBMS	1,000,000.00
OT-16-12-80-04-000-01	OT	REGION XII	SARANGANI	MAASIM	1	Municipalwide	Community Based Monitoring System (CBMS) through (1) CBMS APP and (2) CBMS PAPER Tracks	CAPDEV/ CBMS	700,000.00
OT-16-12-80-05-000-01	OT	REGION XII	SARANGANI	MAITUM	1	Municipal Wide	Community Based Monitoring System (CBMS) through CBMS APP	CAPDEV/ CBMS	500,000.00
OT-16-12-80-06-000-01	OT	REGION XII	SARANGANI	MALAPATAN	1	Municipalwide	Updating of Community-Based Monitoring System through CBMS App	CAPDEV/ CBMS	1,500,000.00
OT-16-12-63-06-000-01	OT	REGION XII	SOUTH COTABATO	CITY OF KORONADAL (Capital)	1	0	COMMUNITY- BASED MONITORING SYSTEM	CAPDEV/ CBMS	4,104,000.00
OT-16-12-63-18-000-01	OT	REGION XII	SOUTH COTABATO	SANTO NIÑO	1	0	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APPLICATION	CAPDEV/ CBMS	595,000.00

LGUs Enrolled in BuB FY 2016										
Region XII										
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION	
OT-16-12-63-14-000-01	OT	REGION XII	SOUTH COTABATO	TAMPAKAN	1	0		COMMUNITY BASED MONITORING SYSTEM (CBMS) -A TABLET-BASED (USING THE CBMS ACCELERATED POVERTY PROFILING (CBMS-APP)), DATA PROCESSING (CSPRO AND STATSIM) AND POVERTY MAPPING (QGIS)	CAPDEV/ CBMS	989,160.00
OT-16-12-63-15-000-02	OT	REGION XII	SOUTH COTABATO	TANTANGAN	1	0		COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	1,000,000.00
OT-16-12-63-17-000-01	OT	REGION XII	SOUTH COTABATO	TUPI	1	0		COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APPLICATION	CAPDEV/ CBMS	2,000,000.00
OT-16-12-65-01-000-01	OT	REGION XII	SULTAN KUDARAT	BAGUMBAYAN	1		Municipal Wide	CBMS APP	CAPDEV/ CBMS	1,700,000.00
OT-16-12-65-02-000-01	OT	REGION XII	SULTAN KUDARAT	COLUMBIO	1		Municipal Wide	Community Base Monitoring System (CBMS) through (1) CBMS APP	CAPDEV/ CBMS	500,000.00
OT-16-12-65-05-000-01	OT	REGION XII	SULTAN KUDARAT	KALAMANSIG	1		Municipal Wide/ 15 Barangays	Community Based Monitoring System (CBMS) through (1) CBMS APP and (2) CBMS PAPER tracks	CAPDEV/ CBMS	1,100,000.00
OT-16-12-65-08-000-01	OT	REGION XII	SULTAN KUDARAT	LAMBAYONG (MARIANO MARCOS)	1		26 Barangays	CBMS	CAPDEV/ CBMS	2,000,000.00
OT-16-12-65-07-000-01	OT	REGION XII	SULTAN KUDARAT	LUTAYAN	1		Municipal-wide	Conducting of Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-12-65-09-000-01	OT	REGION XII	SULTAN KUDARAT	PALIMBANG	1		Municipal wide	Community Based Monitoring System	CAPDEV/ CBMS	1,890,000.00
OT-16-12-65-10-000-01	OT	REGION XII	SULTAN KUDARAT	PRESIDENT QUIRINO	1		Municipal Wide	Community Based Monitoring System (CBMS)	CAPDEV/ CBMS	3,000,000.00
					31					57,299,174.00

LGUs Enrolled in BuB FY 2016

Region XIII

CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT_NAME	TYPE	ALLOCATION
OT-16-16-85-07-000-02	OT	REGION XIII	DINAGAT ISLANDS	TUBAJON	1	Municipal Wide	CBMS Round 2	CAPDEV/ CBMS	500,000.00
OT-16-16-67-24-000-01	OT	REGION XIII	SURIGAO DEL NORTE	CITY OF SURIGAO (Capital)	1	Surigao City	Community-Based Monitoring System (CBMS) through CBMS App and CBMS Paper Tracks	CAPDEV/ CBMS	3,012,660.00
OT-16-16-68-18-000-01	OT	REGION XIII	SURIGAO DEL SUR	TAGO	1	LGU-Tago	Updating of Community - Based Monitoring System (CBMS)	CAPDEV/ CBMS	500,000.00
					3				4,012,660.00

LGUs Enrolled in BuB FY 2016									
Negros Island Region									
CODE	PMO	REGION	PROVINCE	C/Ms		BARANGAY	PROJECT NAME	TYPE	ALLOCATION
OT-16-06-45-03-000-01	OT	NIR	NEGROS OCCIDENTAL	BINALBAGAN	1	MUNICIPAL-WIDE (16 BARANGAYS)	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,000,000.00
OT-16-06-45-07-000-01	OT	NIR	NEGROS OCCIDENTAL	CAUAYAN	1	MUNICIPAL WIDE	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	3,500,000.00
OT-16-06-45-11-000-01	OT	NIR	NEGROS OCCIDENTAL	HINIGARAN	1	MUNICIPALWIDE	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,500,000.00
OT-16-06-45-12-000-02	OT	NIR	NEGROS OCCIDENTAL	HINOBA-AN (ASIA)	1	MUNICIPAL-WIDE	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,000,000.00
OT-16-06-45-13-000-01	OT	NIR	NEGROS OCCIDENTAL	ILOG	1	MUNICIPAL GOV'T OF ILOG	COMMUNITY-BASED MANAGEMENT SYSTEM (CBMS)	CAPDEV/ CBMS	2,645,000.00
OT-16-06-45-14-000-01	OT	NIR	NEGROS OCCIDENTAL	ISABELA	1	MUNICIPAL-WIDE	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-06-45-15-000-01	OT	NIR	NEGROS OCCIDENTAL	CITY OF KABANKALAN	1	CITY WIDE	COMMUNITY BASED MONITORING SYSTEM (CBMS) FOR BENCHMARKING AND MONITORING	CAPDEV/ CBMS	5,000,000.00
OT-16-06-45-16-000-01	OT	NIR	NEGROS OCCIDENTAL	CITY OF LA CARLOTA	1	CITY-WIDE	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,500,000.00
OT-16-06-45-18-000-01	OT	NIR	NEGROS OCCIDENTAL	MANAPLA	1	12 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	1,639,350.00
OT-16-06-45-24-000-01	OT	NIR	NEGROS OCCIDENTAL	CITY OF SAN CARLOS	1	ALL OF SAN CARLOS CITY	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	900,000.00
OT-16-06-45-25-000-02	OT	NIR	NEGROS OCCIDENTAL	SAN ENRIQUE	1		COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	500,000.00
OT-16-06-45-26-000-01	OT	NIR	NEGROS OCCIDENTAL	CITY OF SILAY	1	12 BARANGAYS	COMMUNITY-BASED MONITORING SYSTEM	CAPDEV/ CBMS	3,000,000.00
OT-16-06-45-28-000-01	OT	NIR	NEGROS OCCIDENTAL	CITY OF TALISAY	1		COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	2,100,000.00
OT-16-07-46-17-000-01	OT	NIR	NEGROS ORIENTAL	SAN JOSE	1	ALL 14 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	650,000.00
OT-16-07-46-18-000-01	OT	NIR	NEGROS ORIENTAL	SANTA CATALINA	1	ALL 22 BARANGAYS	COMMUNITY BASED MONITORING SYSTEM (CBMS)	CAPDEV/ CBMS	2,000,000.00
OT-16-07-46-23-000-01	OT	NIR	NEGROS ORIENTAL	VALENCIA (LUZURRIAGA)	1	MUNICIPALITY OF VALENCIA	COMMUNITY BASED MONITORING SYSTEM (CBMS) THROUGH CBMS APP	CAPDEV/ CBMS	1,000,000.00
OT-16-07-46-24-000-01	OT	NIR	NEGROS ORIENTAL	VALLEHERMOSO	1	MUNICIPAL-WIDE	COMMUNITY BASED MONITORING SYSTEM (cbms) THROUGH (1) ABMS APP AND (2) PAPER TRACKS	CAPDEV/ CBMS	900,000.00
OT-16-07-46-25-000-01	OT	NIR	NEGROS ORIENTAL	ZAMBOANGUITA	1	LOCAL GOVERNMENT UNIT OF ZAMBOANGUITA	COMMUNITY BASED MONITORING SYSTEM	CAPDEV/ CBMS	700,000.00
					18				34,034,350.00

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office (___)
(Insert Address)
(Insert Contact Numbers)
(Insert email address)

DATE

NAME OF LOCAL CHIEF EXECUTIVE

Municipal Mayor
Address

Dear Mayor _____:

This is to inform you that your municipality has been found (eligible/ineligible) to implement your BuB-DILG Fund Project FY 2016.

Upon receipt of this letter, you are expected to take the necessary actions/steps stipulated in the Guidelines following this advice.

You are advised to start preparing the following documents for Work and Financial Plan approval:

BASIC REQUIREMENTS

1. Official Letter submitting the required documents signed by the LCE
2. Work and Financial Plan (including timelines)
3. Certification from the Treasurer if they have existing Trust Account or Bank Certificate for new Trust Account, specifying the Bank Name and Branch and Account Name and Number
4. Annual Investment Program/Annual Budget Plan if the total subproject cost is more than the DILG Allocation

Sincerely,

SIGNATORY

Regional Director

Region _____

Province _____

City/Municipality _____

Subproject Title _____

Activity	Assumption Unit/Cost	Total Cost	Timelines		Remarks
			Inclusive Dates	Duration	
Major Activity 1 Component 1 Component 2 Component 3 ↓ Component N					
Major Activity 2 Component 1 Component 2 Component 3 ↓ Component N					
Major Activity N Component 1 Component 2 Component 3 ↓ Component N					

Submitted by:

Approved by:

LGU Designated Official¹

Implementing Partner
LCE

¹ In the case of CBMS subprojects, PPDO/CPDO/MPDO shall accomplish the form.
In the case of DRR-CCA subprojects, LDRRMO shall accomplish the form.
In the case of GAD subprojects, GAD Focal Person shall accomplish the form.

1.0 Standard Number of Tablets

Maximum number of tablets to be purchased using CBMS-BUB Funds is to be determined using the following formula:

$$\text{Total no. tablet} = \text{Total no. of tablets for Enumerator} + \text{Total no. of tablets for Editors}$$

Assumptions:

One (1) Enumerator will have a tablet each.

For every four (4) Enumerators, there is one (1) supervising Field Editor.

1.1 Total no. of tablets for Enumerators:

$$\frac{\text{Total no. of HH}}{(\text{Total no. of days of actual data collection}) \times (\text{Total no. of HH that can be interviewed per day by an Enumerator})}$$

(Total no. of days of actual data collection) x (Total no. of HH that can be interviewed per day by an Enumerator)

1.1.1 Total no. of days of actual data collection should be 44 days.

1.1.2 Total no. of HH that can be interviewed per day by an enumerator:

- 8 (for rural areas)
- 10 (for densely populated areas particularly in Metro Manila where there is dense concentration of settlements within a small area)

1.2 Total no. of tablets for Field Editors:

$$\frac{\text{Total no. of tablets for Enumerators}}{4}$$

4

2.0 Minimum Technical Specifications for Hardware Requirements:

2.1 Tablets

- Wifi Ready
- 3G
- 7" Display screen (1024 x 600)
- Camera
- GPS Chip (not assisted GPS through the net)
- At least Dual Core Processor
- Android 4.1
- USB (to connect with the computer)
- Li-Ion 4000 Mah battery (1200 hrs standby/40 hrs talk)
- Back up charger (battery Pack)

2.2 Data Server – one (1) computer unit dedicated to CBMS database with minimum specifications as follows:

- Intel ® Core (TM) i5-4460 CPU @ 3.20 Ghz
- 4GB RAM
- 64 Bit Operating System, x 64-based processor
- 1TB Hard Drive

Estimated Sample Budget for CBMS Implementation (CBMS Accelerated Poverty Profiling)

Coverage: 21 barangays; 83,561 Households

Assumed Data Collection Period: 44 days

		ACTIVITY		TOTAL COST	BUDGET NOTES
				(In Peso)	
Total Budget for CBMS Implementation				9,034,806.50	
Number of Households (Projected -2014)		83,561		83,561	
Cost Per Household				108.12	
1.0	Conduct of Training Workshops			839,747.50	
1.1	<i>Module 1. Mobile Based CBMS Data Collection (5 days for maximum of 50 trainees/training session; 2 trainers per training session)</i>			513,102.50	
1.1.1	<i>Workshop Meals (2 snacks + 1 lunch)</i>			403,500.00	
	<i>Enumerators & Field Coordinators /Editors</i>	P 300/pax x 254 pax (186 enumerators, 21 field Coordinators and 47 field editors)	381,000.00		
	<i>CBMS Trainers/Resource Persons</i>	P 300/pax x 5 workshops x 5 days x 3 trainers/workshop	22,500.00		
1.1.2	<i>Workshop Materials</i>			49,602.50	
	Manual of CBMS Household Profile Questionnaire	P 0.50/page x 150 pages x 254 enumerators/field Coordinators/field editors	19,050.00		
	Manual of CBMS Barangay Profile Questionnaire	P 0.50/page x 19 pages x 21 bgys (1 per bgy CBMS focal person)	199.50		
	Field Validation Manual	P 0.50/page x 32 pages x 254 enumerators/field Coordinators/editors	4,064.00		

	Manual of Data Encoding	P 0.50/page x 57 pages x 254 pax	7,239.00		
	Pen and Notebook/Notepad/CD	P 75/person x 254 pax	19,050.00		
1.1.3	Venue Fees/Equipment Rental (Computer/LCD)		-	-	Optional: LGU Could use existing meeting/plen ary room facilities & equipment if available
1.1.4	Transportation Cost of Trainers		60,000.00	60,000.00	
	<i>Local/land Transportation Cost</i>	(3 trainers) /workshop= P12000/worksho p x 5 workshops	60,000.00		
1.2	Module 2. Data Consolidation, Poverty Mapping and Building of the CBMS Database(5 days for ~25 trainees/training session)			43,770.00	
1.2.1	Workshop Meals (2 snacks + 1 lunch)			33,000.00	
	<i>Data Processors</i>	P 300/day x 20 data processors x 5 days	30,000.00		
	<i>Trainers</i>	P 300/day x 5 days x 2 trainers per workshop	3,000.00		
1.2.2	Workshop Materials			2,770.00	
	Manual-Module 2	P 0.50/page x 127 pages x 20 data processors	1,270.00		
	Pen/notepad/CDs	P 75/kit x 20 data processors	1,500.00		
1.2.3	Venue Fees/Equipment Rental (Computer/LCD)			-	Optional: LGU Could use existing meeting/plen ary room facilities & equipments if available
1.2.4	Transportation Cost of Trainers	P 4000 x 2 trainers	8,000.00	8,000.00	
1.3	Module 3. CBMS-Based Planning and Budgeting (4 days maximum of 50 trainees/training session)			282,875.00	

1.3.1	Workshop Meals (2 snacks + 1 lunch)			254,400.00	
	Participants (3 pax per bgy)+ CPDO + DILG	P 300/day x 3 pax/bgy x 21 bgys x 4 days + 5 CPDO + 2 DILG	252,000.00		
	Trainers	P 300/day x 4 days x 2 trainers	2,400.00		
1.3.2	Workshop Materials			20,475.00	
	Manual-Module 4	P 0.50/page x 45 pages x 70 pax	4,725.00		
	Pen/notepad/CD	P 75/kit x 70 pax	15,750.00		
1.3.3	Venue Fees/Equipment Rental (Computer/LCD)			-	Optional: LGU Could use existing meeting/plenary room facilities & equipments if available
1.3.4	Transportation Cost of Trainers	P 4000/trainer x 2 trainers	8,000.00	8,000.00	
2.0	Data Collection/Field Survey Operations			8,020,059.00	
	Local Enumerators	P 40/hh x 83,561 households	3,342,440.00		LGU can tap community SPES, scholars as local enumerators
	Local Field Editors	P 18/hh x 83,561 households	1,504,098.00		
	Reproduction of Field Operation Monitoring Forms				
	Callback Form	P. 50/pages x 5 pages/enumera tor x 254 enumerators	635.00		
	HPQ Distribution Form	P. 50/page x 2 enumerators/page x (50/2)	127.00		
	Enumerator's Monitoring Form	P. 50/page x 254 enumerators	127.00		
	Field Coordinator's Monitoring Form	P. 50/page x 254 enumerators	127.00		

	Tablets	P 9000/unit x 233 tablets	2,097,000.00		
	Charger	P 2500/unit x 233 units	582,500.00		
	Local Transportation of Field Coordinators , Enumerators and Editors				
	Pocket 3G/Wifi Facility	P 200/week x 47 pax (field data editors) x 8 weeks	75,200.00		
	CBMS census stickers	P 5/hh x 83,561 hhs	417,805.00		
3.0	Data Processing/Data Base Management			70,000.00	
	Local Data Processors				LGUs can tap existing LGU-personnel (CPDO/MAP C) and SPES or OJTs
	Computer Hardware (desktop) to serve as the LGU-CBMS database	P35,000 x 2units		70,000.00	LGU can use existing computer to be devoted for CBMS database
	Data Server				LGU can use existing LGU-IT server
	Printer for Printing of CBMS Based-Poverty Maps				LGUs can use existing equipment/supplies
	Printer Ink / Paper for printing of poverty maps/report				LGUs can use existing equipment/supplies
4.0	Data Validation			105,000.00	
	Meals for Participants	P 100/pax x 50 pax/bgy x 21 bgys	105,000.00		Alternatively, LGU can also conduct data validation as part of regular LGU village assemblies/meetings
	Transportation cost of CBMS field monitors to participate in validation workshops in the barangays				LGU can use existing transportation facilities

5.0	Dissemination			-	
	<i>Presentation of Findings to LCEs & LGU-stakeholders</i>				
	(To save on cost; LGU can present CBMS findings during scheduled LGU meetings/fora i.e. MDC/BDC meetings, planning workshops)				
6.0	CBMS Mobile Data Capture, Processing and Poverty Mapping System (Software) and Training Modules				Counterpart contribution of the CBMS Network Office (Provided for Free to LGUs implementing CBMS in the Philippines)
7.0	Technical assistance and mentoring on the use of the basic CBMS instruments and modules in the duration of CBMS implementation of the LGU				Counterpart contribution of the DILG and the CBMS Network

Additional References:

Total Estimated Number of Population (for 2014):

Estimated No. of HHs:	83,561	
Number of Barangays:	21	
Expected Completion of CBMS Census (Including Encoding):	45 days	(2 months)
Total Number of required enumerators	186	
Total Number of required field coordinators	21	(1 for every 10 enumerators)
Total Number of field editors	47	(1 for every 4 enumerators)

Note: Transportation expenses, food and accommodation of DILG trainers and resource persons shall be included in the computation and shall be shouldered by the LGU from its local counterpart cost if not considered in the allocation under CBMS-BuB financing.

CBMS Activities	Duration
1. Orientation Meeting on CBMS Basic Information for LGU Functionaries	1 day
2. Consultation Meeting of LGU Functionaries to Discuss Details of CBMS Implementation	1 day
3. Issuance of an SP/SB Resolution Authorizing the LCE to Enter into a MOA for CBMS Implementation	Depends on the LGU
4. Work and Financial Plan Preparation	15 days
5. Procurement of Equipment	
6. CBMS-BuB Memorandum of Agreement (MOA) Signing (LGU, DILG, AKI-DLSU, CBMS Network)	15 days
7. Module I Training (Data Collection)	5 days
8. Actual Data Collection	2 months
9. Module II Training (Processing Data, Poverty Mapping and Building of CBMS Database)	5 days
10. Processing and Consolidation of CBMS Data, Generation of Poverty Maps	1 month
11. Conduct of Validation workshop and Presentation of Processed Data to the Community for Validation	3-5 days
12. Documentation of Findings, Recommendations and Agreements in the Validation Workshop	1 day
13. Building-Up of Computerized CBMS Data and Updating of CBMS Database to Incorporate Validated Data	1 month
14. Module III Training (CBMS-Based Budgeting and Planning)	5 days
15. Preparation of Barangay Socio-Economic Profile	2 months
16. Training Workshop IV (Integrating CBMS into the CDP)	5 days
17. Dissemination of CBMS Results	1 month
18. Use of CBMS Data as Inputs to Preparation of Development and Investment Plans, Project Proposals, Implementation and Monitoring	

BuB – Other Local Infrastructure Projects
FY 20__ BUDGET

Name of Implementing Partner

Subproject Implementation Schedule

Project Title: _____

Sn	Activity	Timelines		
		Duration	Start	Finish
1.00	DED PREPARATION			
1.01	Preparation of DED			
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 (Subject for change with the actual			

Sn	Activity	Timelines		
		Duration	Start	Finish
	contract agreement with the winning bidder)			
4.01	Mobilization			
4.02	Implementation			
4.03	Punch Listing			
4.04	Acceptance			

Prepared by:

Approved by:

Provincial/City/Municipal Engineer

Governor/ Mayor

Concurred by:

DILG Provincial Director

MEMORANDUM OF AGREEMENT (MOA)

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 City Mayor/ _____ Municipal Mayor _____, Hon. _____, hereinafter referred to as the “**Implementing Partner**”.

WITNESSETH

WHEREAS, the National Government, as pronounced in the Philippine Development Plan for 2011-2016, shall pursue the Millennium Development Goal of reducing poverty in the country from 26.50% in 2009 to 16.6% by 2015;

WHEREAS, E.O. No. 43, Series 2011, organized the Human Development and Poverty Reduction Cluster (HDPRC), among others, that is mandated to implement Bottom-Up Budgeting (BuB) to ensure the inclusion of the funding requirements for the development needs of focus cities and municipalities in the budget proposals of participating agencies;

WHEREAS, National Budget Memorandum No. 121, series of 2014 and DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 6 and 7, series of 2015, provide the guidelines for the implementation of the BuB for FY 2016, respectively;

WHEREAS, the DILG is the lead executing agency responsible for the provision of grant financing for the implementation of the projects and enhancing the capacity of the LGUs and water service providers to plan, implement, manage and operate the projects.

WHEREAS, provision for potable water supply and other projects are allocated in the FY 2016 budget of the DILG under Chapter XIV.A - Provision of Potable Water Supply and Other Projects of Republic Act No. 10717,

WHEREAS, the **City/Municipality of _____** has been identified by NAPC, DSWD, DILG and DBM as one of the BuB priority areas and had complied with all the requirements through the endorsement of their LPRAP by the BS/CSOs;

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 201_ BuB Subproject/s in the Municipality of _____, Province of _____ in accordance with *DILG Memorandum Circular No. 2016-50 Guidelines for the Implementation of Provision of Potable Water Supply and other Projects (Evacuation Center) under the Bottom-Up Budgeting (BuB) – DILG Fund FY 2016*, herein referred to as the “DILG-BuB Infrastructure Guidelines” and *DILG Memorandum Circular No. 201_-__ Guidelines for the Implementation of Community-Based Monitoring System (CBMS) and Other DILG-Administered Capacity Development Subprojects on Gender and Development (GAD) and Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) under the Bottom-Up Budgeting (BuB) – DILG Fund FY 2016* herein referred to as the “DILG-BuB CBMS/CapDev Guidelines”.

Subprojects Title	Subproject ID No.	Target Barangay/s	HH Served	Allocation		
				DILG Allocation	LGU Counterpart	Total

Subprojects Title	Subproject ID No.	Target Barangay/s	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 201_ 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 following provisions:

- a. For the implementation Potable Water Supply and Evacuation Center - “**DILG-BuB Infrastructure 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-BuB Infrastructure 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-BuB Infrastructure 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.
- b. For CBMS/CapDev Projects - “**DILG-BuB CBMS/CapDev Guidelines**”. The Implementing Partner can only utilize the funds after the DILG approval of the Work and Financial Plan 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 for Infrastructure Subprojects) of this MOA and the approved Work and Financial Plan for CBMS/ CapDev Subprojects. 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 BuB 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** In the case of infrastructure, 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. Furthermore, in the case of purchase of motor vehicles, funds shall not be utilized without prior approval of the DILG Secretary or the DBM Secretary, as may be applicable, pursuant to Administrative Order (AO) No. 233, s. 2008, as amended by AO 15, s. 2011, Budget Circular No. 2010-2, DILG Memorandum Circular No. 2014-155, and such pertinent guidelines issued by concerned agencies.

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 **Regional Local Poverty Reduction Team (RPRAT)**.

ARTICLE III Termination or Suspension

Section 3.1 The DILG reserves the right to:

- a. Terminate/Cancel the implementation of the subproject/s in following instances:
 - **Implementing Partner** non-compliance to prescribed processes, standards, requirements and timelines stipulated in Annex A
 - 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 the above-indicated Memorandum Circulars specified under Section 1.1.

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 **DILG-BuB Infrastructure Guidelines** and DILG BuB CBMS/CapDev Guidelines, 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

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. (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)

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)/Designated Implementing Partner 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 National Government, as pronounced in the Philippine Development Plan for 2011-2016, shall pursue the Millennium Development Goal of reducing poverty in the country from 26.50% in 2009 to 16.6% by 2015;

WHEREAS, E.O. No. 43, Series 2011, organized the Human Development and Poverty Reduction Cluster (HDPRC), among others, with mandate of implementing Bottom-Up Budgeting (BuB) to ensure the inclusion of the funding requirements for the development needs of focus cities and municipalities in the budget proposals of participating agencies;

WHEREAS, National Budget Memorandum No. 121, series of 2014 and DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 6, series of 2015, among DBM, DILG, DSWD and NAPC, provide the guidelines for the implementation of the BuB for FY 2014 and 2015, respectively;

WHEREAS, the DILG is the lead executing agency responsible for the provision of grant financing for the implementation of the projects and enhancing the capacity of the LGUs and water service providers to plan, implement, manage and operate the projects.

WHEREAS, provision for potable water supply, local access road and other projects have budget allocation in the FY 2014 budget of the DILG under Chapter XIV, 406010001-Provision for Potable Water Supply, Local Access and Other Projects of Republic Act No. 10633 (FY 2014 General Appropriations Act);

WHEREAS, provision for potable water supply and other projects have budget allocation in the FY 2015 budget of the DILG under Chapter XIV - Provision of Potable Water Supply and Other Projects of Republic Act No. 10651 (FY 2015 General Appropriation Act);

WHEREAS, the **City/Municipality of _____** has been identified by NAPC, DSWD, DILG and DBM as one of the BuB priority areas and had complied with all the requirements through the endorsement of their LPRAP by the BS/CSOs;

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

WHEREAS, the proponent City/Municipality is not the Implementing Partner of the subproject;

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 201_ BuB Subproject/s in the Municipality of _____, Province of _____ in accordance with **DILG Memorandum Circular No. 2016-50 *Guidelines for the Implementation of Provision of Potable Water Supply and other Projects (Evacuation Center) under the Bottom-Up Budgeting (BuB) – DILG Fund FY 2016***, herein referred to as the “DILG-BuB Infrastructure Guidelines” and **DILG Memorandum Circular No. 201_-__ *Guidelines for the Implementation of Community-Based Monitoring System (CBMS) and Other DILG-Administered Capacity Development Subprojects on Gender and Development (GAD) and Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) under the Bottom-Up Budgeting (BuB) – DILG Fund FY 2016*** herein referred to as the “DILG-BuB CBMS/CapDev Guidelines”.

Subprojects Title	Subproject 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 201_ 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 following provisions:

- a. For the implementation Potable Water Supply and Evacuation Center – “**DILG-BuB Infrastructure 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-BuB Infrastructure 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-BuB Infrastructure 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.

- b. For CBMS/CapDev Projects – **“DILG-BuB CBMS/CapDev Guidelines”**. The Implementing Partner can only utilize the funds after the DILG approval of the Work and Financial Plan 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.2.1** (Implementation Schedule for infrastructure subprojects) of this MOA and the approved Work and Financial Plan for CBMS/ CapDev Subprojects. 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 BuB 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. Furthermore, in the case of purchase of motor vehicles, funds shall not be utilized without prior approval of the DILG Secretary or the DBM Secretary, as may be applicable, pursuant to Administrative Order (AO) No. 233, s. 2008, as amended by AO 15, s. 2011, Budget Circular No. 2010-2, DILG Memorandum Circular No. 2014-155, and such pertinent guidelines issued by concerned agencies.

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 **National Local Poverty Reduction Team (NPRAT)**.

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 A
- 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 the above-indicated Memorandum Circulars specified under Section 1.1.

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 GPBP-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. (Governor)/(Rep. of designated implementing partner) | _____ |
| 2. (Mayor) | _____ |
| 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__.

RESOLUTION NO. __

Series of ____

RESOLUTION APPROVING THE LIST OF ANTI-POVERTY REDUCTION PROJECTS IN THE CITY/MUNICIPALITY OF _____, PROVINCE OF _____ AND LIKEWISE, AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO ENTER INTO MOA WITH ALL BuB PARTICIPATING AGENCIES.

WHEREAS, Executive Order No. 43, series of 2011 dated May 2011 mandated the Cabinet to organize into clusters that shall serve as the primary mechanism of the Executive Branch towards the realization of the Social Contract with the Pilipino;

WHEREAS, the Human Development and Poverty Reduction Cluster (HDPRC) is tasked to improve the overall quality of life of the Pilipino and translating the gains on good governance into direct, substantial benefits that will empower the poor and marginalized segments of the society;

WHEREAS, the Local Government Code (LGC) of 1991 mandates the community to participate in the local development councils and various organized local special bodies, such as, local school boards, and local development councils, among others;

WHEREAS, the National government agencies and other stakeholders shall pursue the Millennium Development Goal of reducing poverty from 26.5% in 2009 to 16.6% by 2015;

WHEREAS, the Good Governance and Anti- Corruption Cluster, the Human Development and Poverty Reduction Cluster, and the Economic Development Cluster, are implementing Bottom – Up Budgeting to ensure the inclusion of the funding requirements for the development needs of the focus local government units (LGUs);

WHEREAS, the LGU has organized/reactivated the expanded Local Poverty Reduction Action Team (LPRAT), chaired by the Local Chief Executive and composed of the Chairperson of the Sangguniang Bayan Appropriation Committee, the Planning Officer, Agriculture Officer, Social Welfare and Development Officer, Budget Officer, Liga ng mga Barangay President, Local Government Operations Officer, DSWD Municipal Links, a Pantawid Pamilya Parent Leader, a Community Health Team Leader, LGU accredited CSOs, NGA accredited/recognized CSOs, NAPC identified basic sector representatives and a private sector representative;

WHEREAS, the LPRAT has prepared the list of priority projects for FY 2016 based on the GAA for 2016;

WHEREAS, the list of priority projects was duly endorsed by the partner CSO representatives as proof of genuine participation in identifying the priority projects;

WHEREAS, the List of Priority Projects were lodged to the following agencies: a) _____ (Name of Partner Agencies) _____; b) _____ (Name of Partner Agencies) _____; c) _____ (Name of Partner Agencies) _____; and d) _____ (Name of Partner Agencies) _____;

WHEREAS, the following projects herein listed are duly approved by the Sangguniang Bayan, to wit;

BuB LIST OF PRIORITY PROJECTS IDENTIFIED BY LPRAT FOR FY 2016

Agency	Name of Project	Total Project Cost	Budget Requested from NGAs	LGU Counterpart
DILG				
DOT				
DSWD				
DOH				

NOW THEREFORE, in consideration of the foregoing and upon motion of _____ and duly seconded by _____, be it;

RESOLVED, as it is hereby resolved to APPROVE THE LIST OF ANTI-POVERTY REDUCTION PROJECTS IN THE MUNICIPALITY OF _____, PROVINCE OF _____ AND LIKEWISE AUTHORIZE MAYOR _____ TO ENTER INTO MOA WITH THE _____ FOR THE IMPLEMENTATION OF PROJECT UNDER FY___ BOTTOM-UP BUDGETING (BuB) PROGRAM.

RESOLVED FURTHER, that copy of this resolution be forwarded to concerned agencies, including NAPC and Regional Offices of DILG, DBM, and DSWD for appropriate action.

ADOPTED AND APPROVED:

I HEREBY CERTIFY to the correctness of the foregoing resolution.

CERTIFIED CORRECT:

ATTESTED BY:

Presiding Officer

Secretary to the Sanggunian

CONFORMED:

SB Member

SB Member

SB Member

SB Member

SB Member

SB Member

APPROVED: _____, 20__

City/Municipal Mayor

RESOLUTION NO. __

Series of ____

RESOLUTION APPROVING THE LIST OF ANTI-POVERTY REDUCTION PROJECTS IN THE PROVINCE OF _____ AND LIKEWISE, AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO ENTER INTO MOA WITH ALL BuB PARTICIPATING AGENCIES.

WHEREAS, Executive Order No. 43, series of 2011 dated May 2011 mandated the Cabinet to organize into clusters that shall serve as the primary mechanism of the Executive Branch towards the realization of the Social Contract with the Pilipino;

WHEREAS, the Human Development and Poverty Reduction Cluster (HDPRC) is tasked to improve the overall quality of life of the Pilipino and translating the gains on good governance into direct, substantial benefits that will empower the poor and marginalized segments of the society;

WHEREAS, the Local Government Code (LGC) of 1991 mandates the community to participate in the local development councils and various organized local special bodies, such as, local school boards, and local development councils, among others;

WHEREAS, the National government agencies and other stakeholders shall pursue the Millennium Development Goal of reducing poverty from 26.5% in 2009 to 16.6% by 2015;

WHEREAS, the Good Governance and Anti- Corruption Cluster, the Human Development and Poverty Reduction Cluster, and the Economic Development Cluster, are implementing Bottom – Up Budgeting to ensure the inclusion of the funding requirements for the development needs of the focus local government units (LGUs);

WHEREAS, the LGU has organized/reactivated the expanded Local Poverty Reduction Action Team (LPRAT), chaired by the Local Chief Executive and composed of the Chairperson of the Sangguniang Panlalawigan Appropriation Committee, the Planning Officer, Agriculture Officer, Social Welfare and Development Officer, Budget Officer, Liga ng mga Barangay President, Local Government Operations Officer, DSWD Municipal Links, a Pantawid Pamilya Parent Leader, a Community Health Team Leader, LGU accredited CSOs, NGA accredited/recognized CSOs, NAPC identified basic sector representatives and a private sector representative;

WHEREAS, the LPRAT has prepared the list of priority projects for FY 2016 based on the GAA for 2016;

WHEREAS, the list of priority projects was duly endorsed by the partner CSO representatives as proof of genuine participation in identifying the priority projects;

WHEREAS, the List of Priority Projects were lodged to the following agencies: a) _____ (Name of Partner Agencies) _____; b) _____ (Name of Partner Agencies) _____; c) _____ (Name of Partner Agencies) _____; and d) _____ (Name of Partner Agencies) _____;

WHEREAS, the following projects herein listed are duly approved by the Sangguniang Bayan, to wit;

BuB – LIST OF PRIORITY PROJECTS IDENTIFIED BY LPRAT FOR FY 2016

Agency	Name of Project	Total Project Cost	Budget Requested from NGAS	LGU Counterpart
DILG				
DOT				
DSWD				
DOH				

NOW THEREFORE, in consideration of the foregoing and upon motion of _____ and duly seconded by _____, be it;

RESOLVED, as it is hereby resolved to APPROVE THE LIST OF ANTI-POVERTY REDUCTION PROJECTS IN THE PROVINCE OF _____ AND LIKEWISE AUTHORIZE GOVERNOR _____ TO ENTER INTO MOA WITH THE _____ FOR THE IMPLEMENTATION OF PROJECT UNDER FY____ BOTTOM-UP BUDGETING (BuB) PROGRAM.

RESOLVED FURTHER, that copy of this resolution be forwarded to concerned agencies, including NAPC and Regional Offices of DILG, DBM, and DSWD for appropriate action.

ADOPTED AND APPROVED:

I HEREBY CERTIFY to the correctness of the foregoing resolution.

CERTIFIED CORRECT:

ATTESTED BY:

Presiding Officer

Secretary to the Sanggunian

CONFORMED:

SB Member

SB Member

SB Member

SB Member

SB Member

SB Member

APPROVED: _____, 20__

Governor

MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* entered into and executed by:

Dr. Celia M. Reyes, Leader of the ***Community Based Monitoring System (CBMS) Network Team*** with principal office at the PEP Asia-CBMS Network Office, DLSU Angelo King Institute for Economic and Business Studies, 10th Floor Angelo King International Center, Estrada corner Arellano Sts., Malate, Manila, Philippines, hereinafter referred to as “CBMS Network and/or CBMS Network Team”;

The ***Department of the Interior and Local Government (DILG) through the Bureau of Local Government Development (BLGD)*** with principal office at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, Philippines, hereinafter referred to as “DILG”, represented by its OIC-Director, **Ms. Anna Liza F. Bonagua**;

The ***Department of the Interior and Local Government, Regional Office***____, hereinafter referred to as the RO with principal address at _____
 _____ represented herein by Regional Director _____;

-and-

The ***Municipality/City of*** _____, _____ represented herein by its **Municipal/City Mayor, Honorable** _____, by virtue of **Sangguniang Bayan/Panlungsod Resolution No.**____, herein referred as the **Implementing Partner**.

WITNESSETH

WHEREAS, the Local Planning and Development Office (LPDO) acts as the coordinating body and the center of operations of all committees, bodies, etc. that form the development council and the operations of the council itself either directly or through its executive committee led by the Local Chief Executive;

WHEREAS, the CBMS methodology was developed in 1993 by *Dr. Celia Reyes*, under the **Micro Impacts of the Macroeconomic Adjustment Policies (MIMAP) Program** with the support of the **International Development Research Center (IDRC-Canada)**, as a tool for evidenced-based policymaking and program implementation while empowering

communities to participate in the process. Since 2002, the CBMS Network Team, led by Dr. Reyes, is spearheading the CBMS International research program of the PEP Network (known as the Partnership for Economic Policy) and also provides technical support for the development and implementation of community-based and local poverty monitoring systems in developing countries;

WHEREAS, the **CBMS Network Team**, currently based at the DLSU Angelo King Institute for Economic and Business Studies (DLSU-AKI), provides technical assistance to national and local government units in the Philippines on the development and institutionalization of CBMS and its use for planning, program formulation and impact monitoring;

WHEREAS, the **DILG** through the **BLGD** is the office primary responsible for the implementation of the Millennium Development Goals (MDG) localization, and for the capacity building of local government units on poverty diagnosis and planning using CBMS and its institutionalization at the local level;

WHEREAS, the **DILG and the CBMS Network Team** in partnership with the National Anti-Poverty Commission (NAPC) has established partnership through various initiatives in line with the scaling up and institutionalization of CBMS as a tool for poverty diagnosis, local planning and program implementation and monitoring the MDGs in the Philippines since the early 2000;

WHEREAS, a CBMS national repository which is intended to be used as inputs for policymaking and program implementation has been established and being maintained at the CBMS Network Office, DILG and NAPC;

WHEREAS, the DILG through the BLGD has adopted and used the CBMS data collection and data processing instruments and corresponding training modules, shared by the CBMS Network Team of DLSU-AKI, for DILG's conduct of capacity building activities for local government units in line with preparation of local development plans and mainstreaming of thematic concerns;

WHEREAS, the CBMS with its disaggregated and geographically defined data has been proven as a useful tool for analyzing poverty related issues and is deemed particularly relevant as it supports the Bottom-up Budgeting (BuB) processes espoused by the Department that serves as basis for national government allocation priorities under the BuB program;

WHEREAS, the CBMS was included in the Menu of Projects eligible for FY 2016 financing;

WHEREAS, the **Municipality/City of _____**, as the Implementing Partner, through its Municipal/City Planning and Development Office (MPDO/CPDO) requests for technical assistance from the CBMS Network Team in cooperation with the DILG-BLGD on the institutionalization of the CBMS as a planning and monitoring tool at the municipal/city, and barangay levels in _____ financed from the BuB FY 2016 Funds;

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereto agree to collaborate, subject to the following terms and conditions:

SECTION 1 **Objectives**

This collaboration among the CBMS Network Team, the DILG-BLGD, the DILG Regional Office, and the Municipality/City of _____ through its MPDO/CPDO are in line with the goal of institutionalizing a CBMS to generate baseline data or information for poverty diagnosis, MDG and sustainable development goals (SDG) target monitoring, ecological profiling as well as for effective and efficient planning, budgeting, programming and impact monitoring and for other purposes. Specifically, this collaboration aims to:

1. Establish a monitoring tool for poverty diagnosis, and for monitoring selected MDG and SDG indicators for a more data-based or evidence-based planning and programming; and in monitoring the effects of policies and programs on the socio-economic conditions in their respective jurisdictions;
2. Capacitate the LGU in building-up CBMS database, institutionalizing and maintaining a CBMS; and
3. Equip the designated technical staff of the LGU and the DILG-CBMS [Regional Office] Trainers (National, Regional, Provincial as well as MLGOOs) with the necessary information and skills for the implementation of CBMS.

Expected Outputs

1. Implementation of a CBMS in the municipality/city;
2. Conduct of Training Workshops on CBMS data collection and data processing for key personnel at the regional, provincial, municipal/city, and barangay levels;
3. Utilization of CBMS data at the provincial, municipal/city, and barangay levels as a basis/tool for:
 - a. Local planning and design of development policies and programs;

- b. Preparation of provincial, municipal/city, and barangay socio-economic and physical profiles and development plans;
- c. Identification of needs/problems and appropriate responses;
- d. Project/Program-impact monitoring and evaluation;
4. Improved Data Banking System at the municipal/city and barangay levels through the installation of the CBMS database;
5. Report/Analysis on consolidated and validated CBMS Results;
6. Presentation of CBMS information through poverty maps generated from the CBMS database;
7. Dissemination of CBMS results;
8. Integration of CBMS results in the Local Development Plans and the Investment Programs in the municipality/city, specifically:
 - a. Municipal/City MDG/SDG Report based on consolidated CBMS results;
 - b. Updated ecological profile and development plans of LGUs; and
9. CBMS implementation, best practices and lessons learned documented.

SECTION 2 Responsibilities

A. The CBMS Network Team shall:

1. Provide free technical assistance to DILG and LGUs (**Implementing Partner**) by sharing the CBMS methodology, data collection, computerized data encoding and processing systems, poverty mapping and database management instruments, and corresponding training modules developed by the CBMS Network with designated CBMS focal persons/monitors/trainers at the national, regional, provincial, municipal/city, and barangay levels for complimentary use of the local government units;
2. Conduct mentoring and training support to the national pool of CBMS trainers in the use and implementation of CBMS instruments and training modules;
3. Provide technical assistance to the DILG and NAPC for updating of CBMS national repository every six month(s) and whenever necessary;
4. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
5. Acknowledge the source of CBMS data used in all its project documents, research studies, publications and on-line database; and

6. As the developer of the system, the CBMS Network shall update the system/software and definition of terms, based on national standards and may accept future modification for improvement of the system.

B. The DILG through the BLGD shall:

1. Spearhead advocacy on the uses of CBMS as a benchmarking tool in localizing MDGs, poverty diagnosis, database planning, program targeting, formulation of local development plans, investment programming and for other purposes;
2. Assist DILG Regional and Provincial Trainers in the integration of CBMS methodology to the LGUs and monitor the conduct of CBMS implementation in the region;
3. Facilitate the integration of the CBMS methodology in its training modules for DILG Regional Trainers and LGU;
4. Facilitate the conduct of the CBMS training modules for designated CBMS focal person/personnel from the LGUs;
5. Provide necessary post workshop mentoring support to LGUs on the implementation of CBMS;
6. Facilitate the gathering of the CBMS data from the LGUs thru DILG Regional Offices on the implementation of CBMS and for updating of the CBMS National and Regional Repository;
7. Share with the CBMS Network and NAPC the CBMS census data gathered from the LGUs in line with the development of the CBMS national repository;
8. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
9. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
10. Coordinate with the CBMS Network, all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;

11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided to the CBMS Network;
12. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
13. Update and maintain the DILG national repository of all CBMS data collected and to make the data available online as part of the DILG CBMS database;
14. Facilitate the dissemination of project findings to policymakers, legislators, executive agencies and other interest groups; and
15. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

C. DILG Regional Office shall:

1. Advocate for the adoption of the CBMS methodology and instruments by all LGUs in the regions;
2. Assign Regional and Provincial CBMS Focal Persons who will coordinate the CBMS implementations in the LGUs as well as assign Regional and Provincial CBMS Trainers who will conduct the CBMS trainings for LGUs in the Regions in coordination with BLGD and/or CBMS Network and ensure completion of trainings and activities as scheduled;
3. Monitor the progress of the implementation of CBMS activities in the region and consolidate the validated CBMS data at the regional level. As far as practicable, maintain and update the CBMS database regularly using the CBMS processing system;
4. Spearhead logistical preparations for the conduct of training workshops for CBMS trainers for the Regions;
5. Ensure that separate computer hardware/laptops are provided for presentation and use of the regional CBMS trainers;

6. Coordinate with LGUs regarding compliance to ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
7. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the DILG-BLGD and CBMS Network;
8. Ensure that the application of the CBMS methodology and instruments shall be sustained by capacitating in-house technical officers in the regional and provincial offices;
9. Update every six (6) months and maintain the regional DILG repository of all CBMS data collected in the region and to make the data available online as part of the regional CBMS database;
10. Ensure confidentiality of household/individual level information contained in CBMS regional database;
11. Facilitate the gathering of CBMS data from the LGUs within their jurisdiction to be submitted to CBMS Network Team thru BLGD for updating of the national repository database before the updating of the regional database every six (6) months;
12. Ensure the participation of DILG Provincial Focal Persons and MLGOOs in all modular trainings;
13. Upon request of BLGD, allow the Regional CBMS accredited trainers to extend necessary technical assistance to LGUs outside the region in collaboration with other Regional Offices who might need assistance in the conduct of CBMS activities; and
14. Secure written consent from the CBMS Network and furnish copy thereof to DILG-BLGD regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

D. The Implementing Partner through its MPDO/CPDO shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the municipality/city;

2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data;
3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS technical working group led by the MPDO/CPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerators and data processors at the municipality/city. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the municipality/city, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the municipal/city level;
4. Administer the utilization of BUB-CBMS/CapDev Fund in the amount of _____ (PhP _____) to be managed by the Municipal/City Government of _____ through its MPDO/CPDO which shall form part of the funds for CBMS implementation (Please attach detailed breakdown including timelines using **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**);
5. If necessary, allocate an amount of _____ (PhP _____) to be managed by the Municipal/City Government of _____ through its MPDO/CPDO to supplement the BuB-CBMS/CapDev Fund which shall form part of the funds for CBMS implementation (Please include in the detailed breakdown as indicated in **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**);
6. Ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
7. Share with the PPDO, DILG, the CBMS Network and NAPC, the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a repository of CBMS data at the national level and to make the data available online as part of the CBMS database. CBMS data shared to the PPDO, on the other hand, shall be used as basis for the preparation of development plans and profiles, program design and impact monitoring at the provincial level;
8. Provide the CBMS Network Team thru the DILG Regional Office and the BLGD with full and complimentary access to its complete CBMS census data as part of

the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network at no cost/charges. This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the Team;

9. Agrees to the publication by the CBMS Network of the aggregated CBMS data of the LGU;
10. Facilitate the processing and consolidation of CBMS data at the municipal/city level;
11. Facilitate the validation of the results of the census in all LGUs in the municipality/city;
12. Facilitate the integration of CBMS census results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the municipality/city;
13. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to BLGD;
14. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring;
15. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
16. Coordinate with the CBMS Network thru the DILG Regional Office and the BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;
17. Secure written consent from the CBMS Network, thru the DILG Regional Office and the BLGD, regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party;

18. Secure written consent from the CBMS Network Team thru the DILG Regional Office and the BLGD regarding use of the CBMS data processing software for other purposes;
19. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the Municipality/City of _____ to the CBMS Network;
20. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
21. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning;
22. Ensure confidentiality of household/individual level information contained in CBMS database; and
23. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

SECTION 3 **Timelines**

CBMS trainings adoption and implementation must be completed within six (6) months to ensure reliability, accuracy, validity and consistency of data. Below are the activities:

1. Orientation meetings between and among CBMS Network, BLGD-DILG, DILG Regional Office concerned and Technical Working Group of the implementing LGU;
2. Consultation meetings at the municipal/city and barangay levels;
3. Adoption of CBMS by the Local Sanggunian through SB/SP Resolution and formulation of the Work/Action Plan by the LGU concerned;
4. Signing of Memorandum of Agreements (MOAs);

5. **CBMS Accelerated Poverty Profiling (APP) Module I: Data Collection (using Tablets) = 1 day for CBMS-TWG and 4 days for Enumerators/Editors/Coordinators (5 days)**

1st day allotted only to TWG for discussion of CBMS Portal, BPQ and preparatory tasks for CBMS Scan. 2nd to 5th day are training on concepts and definitions on HPQ and on CBMS Scan using Android gadgets

- Participants:

Day 1: LGU Monitors/Technical Working Group members of the LGU

- P/M/CPDC and staff

Day 2-5: LGU Monitors, Field Coordinators, Field Editors, Enumerators

At most 50 participants in the Training of Trainers (5 days) composed of:

- P/M/CPDC and staff
- Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project
- Field editors: at the municipal/city or barangay levels identified to do editing of collected information to be submitted to the supervisor
- Data Enumerators: at the municipal/city or barangay levels identified to do data collection

- Requirements for the training: MOA has been signed by all parties concerned

6. Data collection/Field Census Operation

7. **CBMS Accelerated Poverty Profiling (APP) Module II: Data Processing, Poverty Mapping and Building of CBMS Database = 5 days**

- Participants: At most 25 participants from the municipal/city and barangay composed of the following:

- P/M/CPDC and staff
- Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project who are assigned to oversee data processing
- Data processors assigned who possess permanent status of appointment and have undergone Module I

- Requirements for the training:

- Data collection using CBMS Scan and Portal had already started and data had been generated for at least 1 barangay
- Provision of available GIS files including road network, municipal/city and barangay boundaries, location of available infrastructure, purok boundaries (if applicable), etc. to the CBMS Network for preparation of spatialite files

- Request for software must be coordinated with the DILG-BLGD thru DILG Regional Office **at least 2 weeks before the scheduled training** for installer preparation.
8. Processing and consolidation of CBMS results
 9. Generation of poverty maps
 10. Building of computerized CBMS Database
 11. Conduct of data validation workshop to present and discuss consolidated CBMS results
 - Validation should be scheduled for each barangay after its data had been processed and poverty maps had been prepared.
 12. Documentation of findings, recommendations, and agreements in the validation workshops
 13. Updating of the CBMS database to incorporate validated data
 14. Use of CBMS data as inputs to preparation of development and investment plans, project proposals, implementation, and monitoring
 15. **CBMS Accelerated Poverty Profiling (APP) Module III: Plan Formulation = CBMS-Based Local-Level Planning and Budgeting Module = 4 days**
 - Participants: At most 50 participants from the municipal/city composed of the following:
 - P/M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
 - For TOT: include at least 3 participants per barangay which shall be composed of the following: i) Barangay Chairman; ii) One member of the Sangguniang Barangay chosen by the majority of its members and; iii) One member of the PO/NGO sector in the barangay
 - Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities

- CBMS Indicator tables and poverty maps and other important data had been prepared

16. Training Workshop IV: Integrating CBMS into the CDP = 4 days

- Participants: At least 3 participants from the municipal/city composed of the following:
 - P/M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
- Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities
 - Core CBMS Indicator tables and poverty maps and other important data had been prepared

17. Dissemination of CBMS findings and recommendations to local policymakers and program implementers

18. Submission of CBMS database to the CBMS Network, NAPC, and DILG for the building of the CBMS National Repository

19. Documentation/evaluation of implementation of CBMS

20. Planning for next phase of implementation

SECTION 4 Effectivity

The project activities shall commence on _____ and terminate on _____. This agreement shall take effect upon signing by the representatives of the Parties hereto and shall be in force until _____ unless revoked by mutual consent of the Parties prior to that date.

IN WITNESS WHEREOF, the Parties hereunto affixed their signatures on this _____ day of _____, 201_ at _____.

CBMS Network

By:

DILG-BLGD

By:

Dr. Celia M. Reyes

CBMS Network Leader

Dir. Anna Liza F. Bonagua, CSEE

Director, BLGD

DILG Regional Office _____

By:

LGU

By:

Director _____

DILG Regional Director

Hon. _____

Municipal/City Mayor

SIGNED IN THE PRESENCE OF:

DILG-RO

By:

DILG-BLGD

By:

Ms. Jenifer G. Galorport

Chief, Local Development
Planning Division, BLGD

LGU

By:

CBMS Network

By:

M/CPDC _____

Municipality/City of _____

Ms. Anne Bernadette E. Mandap

Research and Administration Officer
PEP-CBMS Network

ACKNOWLEDGEMENT

Republic of the Philippines)
City/Municipal Government of _____) S.S

BEFORE ME, a notary public, for and in the above jurisdiction, personally appeared on this _____.

NAME	CTC No.	DATE/PLACE OF ISSUE
Anna Liza F. Bonagua	_____	_____
Celia M. Reyes	_____	_____
RD _____	_____	_____
Mayor _____	_____	_____

Known to me the above person/s that executed the foregoing instrument and acknowledge to me his/her free and voluntary act and deed.

The parties have signed this Memorandum of Agreement consisting of __ (__) pages, including the page where the acknowledgement is written, and their instrumental witnessed on the left margin of each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand on the date and place above written.

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

MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* entered into and executed by:

Dr. Celia M. Reyes, Leader of the ***Community Based Monitoring System (CBMS) Network Team*** with principal office at the PEP Asia-CBMS Network Office, DLSU Angelo King Institute for Economic and Business Studies, 10th Floor Angelo King International Center, Estrada corner Arellano Sts., Malate, Manila, Philippines, hereinafter referred to as “CBMS Network and/or CBMS Network Team”;

The ***Department of the Interior and Local Government (DILG) through the Bureau of Local Government Development (BLGD)*** with principal office at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, Philippines, hereinafter referred to as “DILG”, represented by its OIC-Director, **Anna Liza F. Bonagua**;

The ***Department of the Interior and Local Government, Regional Office*** ____, with principal _____ office _____ at _____, hereinafter referred to as the RO represented herein by Regional Director _____;

The ***Provincial Government of*** _____ with principal office at _____, Philippines represented herein by its **Governor, Honorable** _____, by virtue of **Sangguniang Panlalawigan Resolution No.** _____ dated _____ herein referred as the **Implementing Partner**;

-and-

The _____ municipalities and _____ city of the Province of _____ represented herein by its respective municipal/city mayors by virtue of Sangguniang Bayan/Panlungsod Resolutions, herein referred to as Proponent LGU/s.

Municipality/City	SB/SP Resolution No.	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WITNESSETH

WHEREAS, the Local Planning and Development Office (LPDO) acts as the coordinating body and the center of operations of all committees, bodies, etc. that form the development council and the operations of the council itself either directly or through its executive committee led by the Local Chief Executive;

WHEREAS, the CBMS methodology was developed in 1993 by *Dr. Celia Reyes*, under the Micro Impacts of the Macroeconomic Adjustment Policies (MIMAP) Program with the support of the International Development Research Center (IDRC-Canada), as a tool for evidence-based policymaking and program implementation while empowering communities to participate in the process. Since 2002, the CBMS Network Team, led by Dr. Reyes, is spearheading the CBMS International research program of the PEP Network (known as the Partnership for Economic Policy) and also provides technical support for the development and implementation of community-based and local poverty monitoring systems in developing countries;

WHEREAS, the **CBMS Network Team**, currently based at the DLSU Angelo King Institute for Economic and Business Studies (DLSU-AKI), provides technical assistance to national and local government units in the Philippines on the development and institutionalization of CBMS and its use for planning, program formulation and impact monitoring;

WHEREAS, the DILG through the **BLGD** is the office primary responsible for the implementation of the Millennium Development Goals (MDG) localization, and for the capacity building of local government units on poverty diagnosis and planning using CBMS and its institutionalization at the local level;

WHEREAS, the **DILG and the CBMS Network Team** in partnership with the National Anti-Poverty Commission (NAPC) have established partnership through various initiatives in line with the scaling up and institutionalization of CBMS as a tool for poverty diagnosis, local planning and program implementation and monitoring the MDGs in the Philippines since the early 2000;

WHEREAS, a national repository of CBMS data intended to be used as inputs for policymaking and program implementation has been established and being maintained at the CBMS Network Office, DILG and NAPC;

WHEREAS, the DILG through the BLGD has adopted and used the CBMS data collection and data processing instruments and corresponding training modules, shared by the CBMS Network Team of DLSU-AKI, for DILG's conduct of capacity building activities for local government units in line with preparation of local development plans and mainstreaming of thematic concerns.

WHEREAS, the CBMS with its disaggregated and geographically defined data has been proven as a useful tool for analyzing poverty related issues and is deemed particularly relevant as it supports the Bottom-up Budgeting (BuB) processes espoused by the Department that serves as basis for national government allocation priorities under the BUB program;

WHEREAS, the CBMS was included in the Menu of Projects eligible for FY 2016 financing;

WHEREAS, the **Provincial Government of _____**, as the Implementing Partner, through its Provincial Planning and Development Office (PPDO) in collaboration with LGUs through its Municipal Planning and Development Office (MPDO)/City Planning and Development Office (CPDO) requests for technical assistance from the CBMS Network Team in cooperation with the DILG-BLGD on the institutionalization of the CBMS as a planning and monitoring tool at the provincial, municipal/city, and barangay levels in _____ financed from the BuB FY 2016 Funds;

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereto agree to collaborate, subject to the following terms and conditions:

SECTION 1

Objectives

This collaboration among the CBMS Network Team, the DILG-BLGD, the DILG Regional Office, and the Provincial Government of _____ through the PPDO are in line with the goal of institutionalizing CBMS to generate baseline data or information for poverty diagnosis, MDG and sustainable development goals (SDG) target monitoring, ecological profiling as well as for effective and efficient planning, budgeting, programming and impact monitoring and for other purposes. Specifically, this collaboration aims to:

1. Establish a monitoring tool for poverty diagnosis and for monitoring selected MDG and SDG indicators; for a more data-based or evidence-based planning and programming; and in monitoring the effects of policies and programs on the socio-economic conditions in their respective jurisdictions;
2. Capacitate the LGU in building-up CBMS database, institutionalizing and maintaining a CBMS; and
3. Equip the designated technical staff of the LGU and the DILG CBMS [Regional Office] Trainers (National, Regional, Provincial as well as MLGOOs) with the necessary information and skills for the implementation of CBMS.

Expected Outputs

1. Implementation of a CBMS in the municipalities/cities in the province
2. Conduct of Training Workshops on CBMS data collection and data processing for key personnel at the regional, provincial, municipal/city, and barangay levels
3. Utilization of CBMS data at the provincial, municipal/city, and barangay levels as a basis/tool for:
 - a. Local planning and design of development policies and programs
 - b. Preparation of provincial, municipal/city, and barangay socio-economic and physical profiles and development plans
 - c. Identification of needs/problems and appropriate responses
 - d. Project/Program-impact monitoring and evaluation
4. Improved Data Banking System at the provincial, municipal/city and barangay levels through the installation of the CBMS database.
5. Report/Analysis on Consolidated and validated CBMS Results.
6. Presentation of CBMS information through poverty maps generated from the CBMS database
7. Dissemination of CBMS results
8. Integration of CBMS results in the Local Development Plans and the Investment Programs in the Province, specifically
 - a. Provincial/Municipal/City MDG/SDG Report based on consolidated CBMS results;
 - b. Updated ecological profile and development plans of LGUs;
9. CBMS implementation, best practices and lessons learned documented

SECTION 2

Responsibilities

A. The CBMS Network Team shall:

1. Provide free technical assistance to **DILG, Province (Implementing Partner)** and **LGUs** by sharing the CBMS methodology, data collection, computerized data encoding and processing systems, poverty mapping and database management instruments, and corresponding training modules developed by the CBMS Network with designated CBMS focal persons/monitors/trainers at the national, regional, provincial, municipal/city, and barangay levels for complimentary use of the local government units;
2. Conduct mentoring and training support to the national pool of CBMS trainers in the use and implementation of CBMS instruments and training modules;
3. Provide technical assistance to the DILG and NAPC for updating of CBMS national repository every six month(s) and whenever necessary;
4. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
5. Acknowledge the source of CBMS data used in all its project documents, research studies, publications and on-line database; and
6. As the developer of the system, shall update the system/software and definition of terms, based on national standards and may accept future modification for improvement of the system.

B. The DILG through the BLGD shall:

1. Spearhead advocacy on the uses of CBMS as a benchmarking tool in localizing MDGs, poverty diagnosis, database planning, program targeting, formulation of local development plans, investment programming and for other purposes;
2. Assist DILG Regional and Provincial Trainers in the integration of CBMS methodology to the LGUs and monitor the conduct of CBMS implementation in the region;
3. Facilitate the integration of the CBMS methodology in its training modules for DILG Regional Trainers and LGU;

4. Facilitate the conduct of the CBMS training modules for designated CBMS focal person/personnel from the LGUs;
5. Provide necessary post workshop mentoring support to LGUs on the implementation of CBMS;
6. Facilitate the gathering of the CBMS data from the LGUs thru DILG Regional Offices on the implementation of CBMS and for updating of the CBMS National and Regional Repository;
7. Share with the CBMS Network and NAPC the CBMS census data gathered from the LGUs in line with the development of the CBMS national repository;
8. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
9. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
10. Coordinate with the CBMS Network, all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;
11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided to the CBMS Network;
12. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
13. Update and maintain the DILG national repository of all CBMS data collected and to make the data available online as part of the DILG CBMS database;
14. Facilitate the dissemination of project findings to policymakers, legislators, executive agencies and other interest groups; and
15. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS

training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

C. DILG Regional Office shall:

1. Advocate for the adoption of the CBMS methodology and instruments by all LGUs in the regions;
2. Assign Regional and Provincial CBMS Focal Persons who will coordinate the CBMS implementations in the LGUs as well as assign Regional and Provincial CBMS Trainers who will conduct the CBMS trainings for LGUs in the Regions in coordination with BLGD and/or CBMS Network and ensure completion of trainings and activities as scheduled;
3. Monitor the progress of the implementation of CBMS activities in the region and consolidate the validated CBMS data at the regional level. As far as practicable, maintain and update the CBMS database regularly using the CBMS processing system;
4. Spearhead logistical preparations for the conduct of training workshops for CBMS trainers for the Regions;
5. Ensure that separate computer hardware/laptops are provided for presentation and use of the regional CBMS trainers;
6. Coordinate with LGUs regarding compliance to ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
7. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the DILG-BLGD and CBMS Network;
8. Ensure that the application of the CBMS methodology and instruments shall be sustained by capacitating in-house technical officers in the regional and provincial offices;
9. Update every six (6) months and maintain the regional DILG repository of all CBMS data collected in the region and to make the data available online as part of the regional CBMS database;

10. Ensure confidentiality of household/individual level information contained in CBMS regional database;
11. Facilitate the gathering of CBMS data from the LGUs within their jurisdiction to be submitted to CBMS Network Team thru BLGD for updating of the national repository database before the updating of the regional database every six (6) months;
12. Ensure the participation of DILG Provincial Focal Persons and MLGOOs in all modular trainings;
13. Upon request of BLGD, allow the Regional CBMS accredited trainers to extend necessary technical assistance to LGUs outside the region in collaboration with other Regional Offices who might need assistance in the conduct of CBMS activities; and
14. Secure written consent from the CBMS Network, and furnish copy thereof to DILG-BLGD regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party;

D. The Implementing Partner through its PPDO shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the province;
2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data;
3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS technical working group led by the PPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerators and data processors at the province. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the province, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the provincial level;
4. Provide technical guidance to the LGUs in the province in their implementation of CBMS;

5. Administer the utilization of BuB-CBMS/CapDev Fund in the amount of _____ (PhP _____) to be managed by the Provincial Government of _____ through its PPDO which shall form part of the funds for CBMS implementation (Please attach detailed breakdown including timelines using **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**).
6. If necessary, provide a counterpart budget from the CBMS fund specified in item (5) for the municipalities/cities to supplement the BuB-CBMS/CapDev Fund which shall form part of the funds for CBMS implementation (Please include in the detailed breakdown as indicated in **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**).
7. Ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
8. Facilitate the processing and consolidation of CBMS data at the municipal/city level;
9. Facilitate the validation of the results of the census in all LGU in the municipality/city level;
10. Facilitate the integration of CBMS census results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the Province;
11. Facilitate the documentation of CBMS findings and recommendations including lessons learned, best practices and recommendations and submit to BLGD;
12. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring;
13. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;

14. Coordinate with the CBMS Network thru the DILG Regional Office and the BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;
15. Secure written consent from the CBMS Network, thru the DILG Regional Office and the BLGD, regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party;
16. Secure written consent from the CBMS Network Team thru the DILG Regional Office and the BLGD regarding use of the CBMS data processing software for other purposes;
17. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the Municipality/City of _____ to the CBMS Network;
18. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
19. Ensure confidentiality of household/individual level information contained in CBMS database.

E. The Proponent LGU through its MPDO/CPDO shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the municipality/city;
2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data;
3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS technical working group led by the MPDO/CPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerators and data processors at the municipality/city. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the municipality/city, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the municipal/city level.

4. Allocate an amount of _____ (PhP _____) to be managed by the Municipal/City Government of _____ through its MPDO/CPDO to supplement the BuB-CBMS/CapDev Fund which shall form part of the funds for CBMS implementation (Please include in the detailed breakdown as indicated in **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**);
5. Ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
6. Share with the PPDO, DILG, the CBMS Network and the NAPC the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a repository of CBMS data at the national level and to make the data available online as part of the CBMS database. CBMS data shared to the PPDO, on the other hand, shall be used as basis for the preparation of development plans and profiles, program design and impact monitoring at the provincial level;
7. Provide the CBMS Network Team thru the DILG Regional Office and the BLGD with full and complimentary access to its complete CBMS census data as part of the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network at no cost/charges. This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the Team;
8. Agrees to the publication by the CBMS Network of the aggregated CBMS data of the LGU;
9. Facilitate the processing and consolidation of CBMS data at the municipal/city level;
10. Facilitate the validation of the results of the census in all LGUs in the municipality/city;
11. Facilitate the integration of CBMS survey results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the municipality/city;
12. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to BLGD;

13. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring;
14. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
15. Coordinate with the CBMS Network thru the DILG Regional Office and the BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;
16. Secure written consent from the CBMS Network, thru the DILG Regional Office and the BLGD, regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party;
17. Secure written consent from the CBMS Network Team thru the DILG Regional Office and the BLGD regarding use of the CBMS data processing software for other purposes;
18. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the Municipality/City of _____ to the CBMS Network;
19. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
20. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning;
21. Ensure confidentiality of household/individual level information contained in CBMS database; and
22. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

SECTION 3 **Timelines**

CBMS trainings adoption and implementation must be completed within eight (8) months to ensure reliability, accuracy, validity and consistency of data. Below are the activities:

1. Orientation meetings between and among CBMS Network, DILG-BLGD, DILG Regional Office concerned and Technical Working Group of the implementing LGU
2. Consultation meetings at the provincial, municipal/city and barangay levels
3. Adoption of CBMS by the Sanggunian Panlalawigan/Bayan through SB/SP Resolution and formulation of the Work/Action Plan by the LGU concerned
4. Forging of Memorandum of Agreements (MOAs);

5. **CBMS Accelerated Poverty Profiling (APP) Module I: Data Collection (using Tablets) = 1 day for CBMS-TWG and 4 days for Enumerators/Editors/Coordinators (5 days)**

1st day allotted only to TWG for discussion of CBMS Portal, BPQ and preparatory tasks for CBMS Scan. 2nd to 5th day are training on concepts and definitions on HPQ and on CBMS Scan using Android gadgets

- Participants:

Day 1: LGU Monitors/Technical Working Group members of the LGU

- P/M/CPDC and staff

Day 2-5: LGU Monitors, Field Coordinators, Field Editors, Enumerators

At most 50 participants in the Training of Trainers (5 days) composed of:

- P/M/CPDC and staff
- Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project
- Field editors: at the municipal/city or barangay levels identified to do editing of collected information to be submitted to the supervisor
- Data Enumerators: at the municipal/city or barangay levels identified to do data collection.

- Requirements for the training: MOA has been signed by all parties concerned

6. Data collection/Field Survey Operation

7. CBMS Accelerated Poverty Profiling (APP) Module II: Data Processing, Poverty Mapping and Building of CBMS Database = 5 days

- Participants: At most 25 participants from the municipal/city and barangay composed of the following:
 - P/M/CPDC and staff
 - Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project who are assigned to oversee data processing
 - Data processors assigned who possess permanent status of appointment and have undergone Module I
- Requirements for the training:
 - Data collection using CBMS Scan and Portal had already started and data had been generated for at least 1 barangay
 - Provision of available GIS files including road network, municipal/city and barangay boundaries, location of available infrastructure, purok boundaries (if applicable), etc. to the CBMS Network for preparation of spatialite files
 - Request for software must be coordinated with the DILG-BLGD thru DILG Regional Office **at least 2 weeks before the scheduled training** for installer preparation.

8. Processing and consolidation of CBMS results

9. Generation of poverty maps

10. Building of computerized CBMS Database

11. Conduct of data validation workshop to present and discuss consolidated CBMS results

- Validation should be scheduled for each barangay after its data had been fully encoded, digitized and processed

12. Documentation of findings, recommendations, and agreements in the validation workshops

13. Updating of the CBMS database to incorporate validated data

14. Use of CBMS data as inputs to preparation of development and investment plans, project proposals, implementation, and monitoring

15. CBMS Accelerated Poverty Profiling (APP) Module III: Plan Formulation = CBMS-Based Local-Level Planning and Budgeting Module = 4 days

- Participants: At most 50 participants from the municipal/city composed of the following:
 - M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
- Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities
 - CBMS Indicator tables and poverty maps and other important data had been prepared

16. Training Workshop IV: Integrating CBMS into the CDP = 4 days

- Participants: At least 3 participants from the municipal/city composed of the following:
 - P/M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
- Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities
 - CBMS Indicator tables and poverty maps and other important data had been prepared

17. Dissemination of CBMS findings and recommendations to local policymakers and program implementers

18. Submission of CBMS database to the CBMS Network, NAPC, and DILG for the building of the CBMS National Repository

19. Documentation/evaluation of implementation of CBMS

20. Planning for next phase of implementation

SECTION 4
Effectivity

The project activities shall commence on _____ and terminate on _____. This agreement shall take effect upon signing by the representatives of the Parties hereto and shall be in force until _____ unless revoked by mutual consent of the Parties prior to that date.

IN WITNESS WHEREOF, the Parties hereunto affixed their signatures on this _____ day of _____, 201_ at _____.

CBMS Network
By:

DILG-BLGD
By:

Dr. Celia M. Reyes
CBMS Network Leader

Dir. Anna Liza F. Bonagua, CSEE
Director, BLGD

DILG Regional Office _____
By:

Province of _____
By:

Director _____
DILG Regional Director

Hon. _____
Governor

Municipality/City	Mayor	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNED IN THE PRESENCE OF:

DILG-RO

By:

DILG-BLGD

By:

LGU

By:

Ms. Jenifer G. Galorport
Chief, Local Development
Planning Division, BLGD

PPDC _____

Province of _____

CBMS Network

By:

C/MPDC _____

Municipality/City of _____

Ms. Anne Bernadette E. Mandap
Research and Administration Officer
PEP-CBMS Network

ACKNOWLEDGEMENT

Republic of the Philippines)
Provincial Government of _____) S.S

BEFORE ME, a notary public, for and in the above jurisdiction, personally appeared on this _____.

NAME	CTC No.	DATE/PLACE OF ISSUE
Anna Liza F. Bonagua	_____	_____
Celia M. Reyes	_____	_____
RD _____	_____	_____
Governor _____	_____	_____
Mayor _____	_____	_____
Mayor _____	_____	_____
Mayor _____	_____	_____
Mayor _____	_____	_____

Known to me the above person/s that executed the foregoing instrument and acknowledge to me his/her free and voluntary act and deed.

The parties have signed this Memorandum of Agreement consisting of __ (__) pages, including the page where the acknowledgement is written, and their instrumental witnessed on the left margin of each and every page.

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Doc. No. _____

Page No. _____

Book No. _____

Series of 201_.

MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* entered into and executed by:

Dr. Celia M. Reyes, Leader of the *Community Based Monitoring System (CBMS) Network Team* with principal office at the PEP Asia-CBMS Network Office, DLSU Angelo King Institute for Economic and Business Studies, 10th Floor Angelo King International Center, Estrada corner Arellano Sts., Malate, Manila, Philippines, hereinafter referred to as “CBMS Network and/or CBMS Network Team”;

The *Department of the Interior and Local Government (DILG) through the Bureau of Local Government Development (BLGD)* with principal office at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, Philippines, hereinafter referred to as “DILG”, represented by its OIC-Director, **Ms. Anna Liza F. Bonagua**;

The *Department of the Interior and Local Government, Regional Office*____, hereinafter referred to as the RO with principal address at

____ represented herein by Regional Director _____
herein referred as the **Implementing Partner**;

-and-

The *Municipality/City of* _____, _____ represented herein by its **Municipal/City Mayor, Honorable** _____, by virtue of **Sangguniang Bayan/Panlungsod Resolution No.**____, herein referred to as the Proponent LGU.

WITNESSETH

WHEREAS, the Local Planning and Development Office (LPDO) acts as the coordinating body and the center of operations of all committees, bodies, etc. that form the development council and the operations of the council itself either directly or through its executive committee led by the Local Chief Executive;

WHEREAS, the CBMS methodology was developed in 1993 by *Dr. Celia Reyes*, under the **Micro Impacts of the Macroeconomic Adjustment Policies (MIMAP) Program** with the support of the **International Development Research Center (IDRC-Canada)**, as a

tool for evidence-based policymaking and program implementation while empowering communities to participate in the process. Since 2002, the CBMS Network Team, led by Dr. Reyes, is spearheading the CBMS International research program of the PEP Network (known as the Partnership for Economic Policy) and also provides technical support for the development and implementation of community-based and local poverty monitoring systems in developing countries;

WHEREAS, the **CBMS Network Team**, currently based at the DLSU Angelo King Institute for Economic and Business Studies (DLSU-AKI), provides technical assistance to national and local government units in the Philippines on the development and institutionalization of CBMS and its use for planning, program formulation and impact monitoring;

WHEREAS, the **DILG** through the **BLGD** is the office primary responsible for the implementation of the Millennium Development Goals (MDG) localization, and for the capacity building of local government units on poverty diagnosis and planning using CBMS and its institutionalization at the local level;

WHEREAS, the **DILG and the CBMS Network Team** in partnership with the National Anti-Poverty Commission (NAPC) has established partnership through various initiatives in line with the scaling up and institutionalization of CBMS as a tool for poverty diagnosis, local planning and program implementation and monitoring the MDGs in the Philippines since the early 2000;

WHEREAS, a CBMS national repository which is intended to be used as inputs for policymaking and program implementation has been established and being maintained at the CBMS Network Office, DILG and NAPC;

WHEREAS, the **DILG** through the **BLGD** has adopted and used the CBMS data collection and data processing instruments and corresponding training modules, shared by the CBMS Network Team of DLSU-AKI, for DILG's conduct of capacity building activities for local government units in line with preparation of local development plans and mainstreaming of thematic concerns;

WHEREAS, the CBMS with its disaggregated and geographically defined data has been proven as a useful tool for analyzing poverty related issues and is deemed particularly relevant as it supports the Bottom-up Budgeting (BuB) processes espoused by the Department that serves as basis for national government allocation priorities under the BUB program;

WHEREAS, the **CBMS** was included in the **Menu of Projects eligible for FY 2016 financing**;

WHEREAS, the **Municipality/City of _____**, as the proponent LGU, through its Municipal/City Planning and Development Office (MPDO/CPDO) requests for technical assistance from the CBMS Network Team in cooperation with the DILG-BLGD on the institutionalization of the CBMS as a planning and monitoring tool at the municipal/city, and barangay levels in _____ financed from the BuB FY 2016 Funds;

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereto agree to collaborate, subject to the following terms and conditions:

SECTION 1

Objectives

This collaboration among the CBMS Network Team, the DILG-BLGD, the DILG Regional Office, and the Municipality/City of _____ through its MPDO/CPDO are in line with the goal of institutionalizing a CBMS to generate baseline data or information for poverty diagnosis, MDG and sustainable development goals (SDG) target monitoring, ecological profiling as well as for effective and efficient planning, budgeting, programming and impact monitoring and for other purposes. Specifically, this collaboration aims to:

1. Establish a monitoring tool for poverty diagnosis, and for monitoring selected MDG and SDG indicators for a more data-based or evidence-based planning and programming; and in monitoring the effects of policies and programs on the socio-economic conditions in their respective jurisdictions;
2. Capacitate the LGU in building-up CBMS database, institutionalizing and maintaining a CBMS; and
3. Equip the designated technical staff of the LGU and the DILG-CBMS [Regional Office] Trainers (National, Regional, Provincial as well as MLGOOs) with the necessary information and skills for the implementation of CBMS.

Expected Outputs

1. Implementation of a CBMS in the municipality/city;
2. Conduct of Training Workshops on CBMS data collection and data processing for key personnel at the regional, provincial, municipal/city, and barangay levels;
3. Utilization of CBMS data at the provincial, municipal/city, and barangay levels as a basis/tool for:
 - a. Local planning and design of development policies and programs;

- b. Preparation of provincial, municipal/city, and barangay socio-economic and physical profiles and development plans;
 - c. Identification of needs/problems and appropriate responses;
 - d. Project/Program-impact monitoring and evaluation
4. Improved Data Banking System at the municipal/city and barangay levels through the installation of the CBMS database;
5. Report/Analysis on Consolidated and validated CBMS Results;
6. Presentation of CBMS information through poverty maps generated from the CBMS database;
7. Dissemination of CBMS results;
8. Integration of CBMS results in the Local Development Plans and the Investment Programs in the municipality/city, specifically
 - a. Municipal/City MDG/SDG Report based on consolidated CBMS results;
 - b. Updated ecological profile and development plans of LGUs;
9. CBMS implementation, best practices and lessons learned documented.

SECTION 2 Responsibilities

A. The CBMS Network Team shall:

1. Provide free technical assistance to **DILG, Implementing Partner (DILG-RO)** and **LGUs** by sharing the CBMS methodology, data collection, computerized data encoding and processing systems, poverty mapping and database management instruments, and corresponding training modules developed by the CBMS Network with designated CBMS focal persons/monitors/trainers at the national, regional, provincial, municipal/city, and barangay levels for complimentary use of the local government units;
2. Conduct mentoring and training support to the national pool of CBMS trainers in the use and implementation of CBMS instruments and training modules;
3. Provide technical assistance to the DILG and NAPC for updating of CBMS national repository every six month(s) and whenever necessary;
4. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
5. Acknowledge the source of CBMS data used in all its project documents, research studies, publications and on-line database; and

6. As the developer of the system, the CBMS Network shall update the system/software and definition of terms, based on national standards and may accept future modification for improvement of the system.

B. The DILG through the BLGD shall:

1. Spearhead advocacy on the uses of CBMS as a benchmarking tool in localizing MDGs, poverty diagnosis, database planning, program targeting, formulation of local development plans, investment programming and for other purposes;
2. Assist DILG Regional and Provincial Trainers in the integration of CBMS methodology to the LGUs and monitor the conduct of CBMS implementation in the region;
3. Facilitate the integration of the CBMS methodology in its training modules for DILG Regional Trainers and LGU;
4. Facilitate the conduct of the CBMS training modules for designated CBMS focal person/personnel from the LGUs;
5. Provide necessary post workshop mentoring support to LGUs on the implementation of CBMS;
6. Facilitate the gathering of the CBMS data from the LGUs thru DILG Regional Offices on the implementation of CBMS and for updating of the CBMS National and Regional Repository;
7. Share with the CBMS Network and NAPC the CBMS census data gathered from the LGUs in line with the development of the CBMS national repository;
8. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;
9. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
10. Coordinate with the CBMS Network, all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network;

11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided to the CBMS Network;
12. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
13. Update and maintain the DILG national repository of all CBMS data collected and to make the data available online as part of the DILG CBMS database;
14. Facilitate the dissemination of project findings to policymakers, legislators, executive agencies and other interest groups; and
15. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

C. The Implementing Partner shall:

1. Administer the utilization of BuB-CBMS/CapDev Fund in the amount of _____ (PhP _____) (Please attach detailed breakdown including timelines using Annex C **Work and Financial Plan Template of the CBMS CapDev Guidelines**);
2. Advocate for the adoption of the CBMS methodology and instruments by all LGUs in the regions;
3. Assign Regional and Provincial CBMS Focal Persons who will coordinate the CBMS implementations in the LGUs as well as assign Regional and Provincial CBMS Trainers who will conduct the CBMS trainings for LGUs in the Regions in coordination with BLGD and/or CBMS Network and ensure completion of trainings and activities as scheduled;
4. Monitor the progress of the implementation of CBMS activities in the region and consolidate the validated CBMS data at the regional level. As far as practicable, maintain and update the CBMS database regularly using the CBMS processing system;
5. Spearhead logistical preparations for the conduct of training workshops for CBMS trainers for the Regions;

6. Ensure that separate computer hardware/laptops are provided for presentation and use of the regional CBMS trainers;
7. Coordinate with LGUs regarding compliance to ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
8. Assist Proponent LGU in facilitating the processing and consolidation of CBMS data at the municipal/city level;
9. Assist Proponent LGU in facilitating the validation of the results of the census in all LGUs in the municipality/city;
10. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to BLGD;
11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the DILG-BLGD and CBMS Network;
12. Ensure that the application of the CBMS methodology and instruments shall be sustained by capacitating in-house technical officers in the regional and provincial offices;
13. Update every six (6) months and maintain the regional DILG repository of all CBMS data collected in the region and to make the data available online as part of the regional CBMS database;
14. Ensure confidentiality of household/individual level information contained in CBMS regional database;
15. Facilitate the gathering of CBMS data from the LGUs within their jurisdiction to be submitted to CBMS Network Team thru BLGD for updating of the national repository database before the updating of the regional database every six (6) months;
16. Ensure the participation of DILG Provincial Focal Persons and MLGOOs in all modular trainings;

17. Upon request of BLGD, allow the Regional CBMS accredited trainers to extend necessary technical assistance to LGUs outside the region in collaboration with other Regional Offices who might need assistance in the conduct of CBMS activities; and
18. Secure written consent from the CBMS Network and furnish copy thereof to DILG-BLGD regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

D. The Proponent LGU through its MPDO/CPDO shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the municipality/city;
2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data;
3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS technical working group led by the MPDO/CPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerators and data processors at the municipality/city. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the municipality/city, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the municipal/city level;
4. If necessary, allocate an amount of _____ (PhP _____) to be managed by the Municipal/City Government of _____ through its MPDO/CPDO to supplement the BuB-CBMS/CapDev Fund which shall form part of the funds for CBMS implementation (Please include in the detailed breakdown as indicated in **Annex C Work and Financial Plan Template of the CBMS CapDev Guidelines**);
5. Ensure that LGU's hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardware and ready for testing anytime;
6. Share with the PPDO, DILG, the CBMS Network and NAPC, the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a

repository of CBMS data at the national level and to make the data available online as part of the CBMS database. CBMS data shared to the PPDO, on the other hand, shall be used as basis for the preparation of development plans and profiles, program design and impact monitoring at the provincial level;

7. Provide the CBMS Network Team thru the DILG Regional Office and the BLGD with full and complimentary access to its complete CBMS census data as part of the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network at no cost/charges. This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the Team;
8. Agrees to the publication by the CBMS Network of the aggregated CBMS data of the LGU;
9. Facilitate the processing and consolidation of CBMS data at the municipal/city level;
10. Facilitate the validation of the results of the census in all LGUs in the municipality/city;
11. Facilitate the integration of CBMS census results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the municipality/city;
12. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to BLGD;
13. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring;
14. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;
15. Coordinate with the CBMS Network thru the DILG Regional Office and the BLGD all intended/future modifications to be done on the standard CBMS instruments,

manuals, training modules and software developed/customized, and provided by the CBMS Network;

16. Secure written consent from the CBMS Network, thru the DILG Regional Office and the BLGD, regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party;
17. Secure written consent from the CBMS Network Team thru the DILG Regional Office and the BLGD regarding use of the CBMS data processing software for other purposes;
18. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and software. A copy of this documentation shall be provided by the Municipality/City of _____ to the CBMS Network;
19. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;
20. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning;
21. Ensure confidentiality of household/individual level information contained in CBMS database; and
22. Secure written consent from the CBMS Network regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

SECTION 3 **Timelines**

CBMS trainings adoption and implementation must be completed within six (6) months to ensure reliability, accuracy, validity and consistency of data. Below are the activities:

1. Orientation meetings between and among CBMS Network, BLGD-DILG, DILG Regional Office concerned and Technical Working Group of the implementing LGU
2. Consultation meetings at the municipal/city and barangay levels

3. Adoption of CBMS by the Local Sanggunian through SB/SP Resolution and formulation of the Work/Action Plan by the LGU concerned
4. Signing of Memorandum of Agreements (MOAs);
5. **CBMS Accelerated Poverty Profiling (APP) Module I: Data Collection (using Tablets) = 1 day for CBMS-TWG and 4 days for Enumerators/Editors/Coordinators (5 days)**

1st day allotted only to TWG for discussion of CBMS Portal, BPQ and preparatory tasks for CBMS Scan. 2nd to 5th day are training on concepts and definitions on HPQ and on CBMS scan using Android gadgets

 - Participants:

Day 1: LGU Monitors/Technical Working Group members of the LGU

 - P/M/CPDC and staff

Day 2-5: LGU Monitors, Field Coordinators, Field Editors, Enumerators

At most 50 participants in the Training of Trainers (5 days) composed of:

 - P/M/CPDC and staff
 - Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project
 - Field editors: at the municipal/city or barangay levels identified to do editing of collected information to be submitted to the supervisor
 - Data Enumerators: at the municipal/city or barangay levels identified to do data collection
 - Requirements for the training: MOA has been signed by all parties concerned
6. Data collection/Field Census Operation
7. **CBMS Accelerated Poverty Profiling (APP) Module II: Data Processing, Poverty Mapping and Building of CBMS Database = 5 days**
 - Participants: At most 25 participants from the municipal/city and barangay composed of the following:
 - P/M/CPDC and staff
 - Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project who are assigned to oversee data processing
 - Data processors assigned who possess permanent status of appointment and have undergone Module I
 - Requirements for the training:
 - Data collection using CBMS Scan and Portal had already started and data had been generated for at least 1 barangay

- Provision of available GIS files including road network, municipal/city and barangay boundaries, location of available infrastructure, purok boundaries (if applicable), etc. to the CBMS Network for preparation of spatialite files
 - Request for software must be coordinated with the DILG-BLGD thru DILG Regional Office **at least 2 weeks before the scheduled training** for installer preparation
8. Processing and consolidation of CBMS results
 9. Generation of poverty maps
 10. Building of computerized CBMS Database
 11. Conduct of data validation workshop to present and discuss consolidated CBMS results
 - Validation should be scheduled for each barangay after its data had been processed and poverty maps had been prepared.
 12. Documentation of findings, recommendations, and agreements in the validation workshops
 13. Updating of the CBMS database to incorporate validated data
 14. Use of CBMS data as inputs to preparation of development and investment plans, project proposals, implementation, and monitoring
 15. **CBMS Accelerated Poverty Profiling (APP) Module III: Plan Formulation = CBMS-Based Local-Level Planning and Budgeting Module = 4 days**
 - Participants: At most 50 participants from the municipal/city composed of the following:
 - P/M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
 - For TOT: include at least 3 participants per barangay which shall be composed of the following: i) Barangay Chairman; ii) One member of the Sangguniang Barangay chosen by the majority of its members and; iii) One member of the PO/NGO sector in the barangay

- Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities
 - Core CBMS Indicator tables and poverty maps and other important data had been prepared

16. Training Workshop IV: Integrating CBMS into the CDP = 4 days

- Participants: At least 3 participants from the municipal/city composed of the following:
 - P/M/CPDC and staff
 - Members of the TWG who are: i) regular staff and/or under contract with the LGU for the duration of the project; ii) in charge of consolidating local-level development plans and; iii) capable and willing to train focal persons at the Province/Municipal/City/Barangay in preparing socioeconomic profiles and development plans
- Requirements for the training:
 - Data for all barangays have been fully encoded and processed and poverty maps have been prepared
 - CBMS Validation activity already conducted for all communities
 - Core CBMS Indicator tables and poverty maps and other important data had been prepared

17. Dissemination of CBMS findings and recommendations to local policymakers and program implementers

18. Submission of CBMS database to the CBMS Network, NAPC, and DILG for the building of the CBMS National Repository

19. Documentation/evaluation of implementation of CBMS

20. Planning for next phase of implementation

SECTION 4 Effectivity

The project activities shall commence on _____ and terminate on _____. This agreement shall take effect upon signing by the representatives of the Parties hereto and shall be in force until _____ unless revoked by mutual consent of the Parties prior to that date.

IN WITNESS WHEREOF, the Parties hereunto affixed their signatures on this _____ day of _____, 201_ at _____.

CBMS Network

By:

DILG-BLGD

By:

Dr. Celia M. Reyes
CBMS Network Leader

Dir. Anna Liza F. Bonagua, CSEE
Director, BLGD

DILG Regional Office _____

By:

LGU

By:

Director _____
DILG Regional Director

Hon. _____
Municipal/City Mayor

SIGNED IN THE PRESENCE OF:

DILG-RO

By:

DILG-BLGD

By:

Ms. Jenifer G. Galorport
Chief, Local Development
Planning Division, BLGD

LGU

By:

CBMS Network

By:

M/CPDC _____
Municipality/City of _____

Ms. Anne Bernadette E. Mandap
Research and Administration Office
PEP-CBMS Network

ACKNOWLEDGEMENT

Republic of the Philippines)
 City/Municipal Government of _____) S.S

BEFORE ME, a notary public, for and in the above jurisdiction, personally appeared on this _____.

NAME	CTC No.	DATE/PLACE OF ISSUE
Anna Liza F. Bonagua	_____	_____
Celia M. Reyes	_____	_____
RD _____	_____	_____
Mayor _____	_____	_____

Known to me the above person/s that executed the foregoing instrument and acknowledge to me his/her free and voluntary act and deed.

The parties have signed this Memorandum of Agreement consisting of __ (__) pages, including the page where the acknowledgement is written, and their instrumental witnessed on the left margin of each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand on the date and place above written.

Doc. No. _____

Page No. _____

Book No. _____

Series of 201_.

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:

Verified by:

Accountant

Treasurer

Local Chief Executive

REGIONAL CONSOLIDATED FUND UTILIZATION REPORT

Sn	Project Code	Province	Municipality	Project Title	Budget Allocation	NCA Releases							Cash Transfer				LGU Liquidation				
						First Tranche			Second Tranche			Total	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.	Date Released	Amount					
1																					
2																					
3																					
4																					
5																					
6																					
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9																					
10																					
11																					
12																					
13																					
14																					

Prepared 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	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 Expense 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/ 5-02-99-080 x-xx-xx-xxx			Asset Account Income from Grant & Donation	x-xx-xx-xxx 4-04-02-020	XXX	XXX

Respondent No. _____

Post-Activity Customer Satisfaction Survey

Name: _____ Position: _____
 Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- 1 – Strongly Disagree 4 – Agree
 2 – Disagree 5 – Strongly Agree
 3 – Neutral

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently capacitate participants on _____.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Assessment of Program Design and Management	Rating				
1. Topics discussed were appropriate.	1	2	3	4	5
2. Sessions were informative and interesting.	1	2	3	4	5
3. Overall quality of the sessions and presentations were good.	1	2	3	4	5
4. Training materials provided are helpful in the learning process.	1	2	3	4	5
5. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker: _____ Topic: _____					
1. The resource speaker used the appropriate training	1	2	3	4	5

methodology (i.e. lecture, workshops).					
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: _____					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: _____					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: _____					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!

Respondent No. _____

Post-Activity Customer Satisfaction Survey
Community-Based Monitoring System (CBMS) Orientation Briefing

Name: _____ Position: _____
Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- | | |
|-----------------------|--------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | |

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently orient LGU CBMS implementers.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Attainment of Activity Objectives	Rating				
1. Session was informative.	1	2	3	4	5
2. Overall quality of the session and presentations was good.	1	2	3	4	5
3. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker 1: _____					
Topic: _____					
1. The topic was presented in a manner that is easily understandable.	1	2	3	4	5

2. The resource speaker provided adequate information to enable LGU to commence CBMS pre-implementation activities.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker 2: _____					
Topic: _____					
1. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
2. The resource speaker provided adequate information to enable LGU to commence CBMS pre-implementation activities.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker 3: _____					
Topic: _____					
1. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
2. The resource speaker provided adequate information to enable LGU to commence CBMS pre-implementation activities.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!

Respondent No. _____

Post-Activity Customer Satisfaction Survey
Community-Based Monitoring System (CBMS) Module I

Name: _____ Position: _____
Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- | | |
|-----------------------|--------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | |

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently capacitate LGU CBMS implementers.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Assessment of Program Design and Management	Rating				
1. Topics discussed were appropriate.	1	2	3	4	5
2. Sessions were informative and interesting.	1	2	3	4	5
3. Overall quality of the sessions and presentations were good.	1	2	3	4	5
4. Training materials provided are helpful in the learning process.	1	2	3	4	5
5. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker: _____					
Topic: Overview of CBMS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Overview of CBMS APP					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS Portal					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS Scan					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS Barangay Profile Questionnaire					

1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS HPQ Page 1 Identification, Housing Characteristics and Characteristics of Household					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS HPQ Page 2 Demography					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS HPQ Page 3 Education and Literacy and Political Participation					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS HPQ Pages 4-5 Economic Activity					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5

4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: CBMS HPQ Page 6 Health, Crime and Nutrition					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: CBMS HPQ Page 7 Water and Sanitation, Housing and Waste Management					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: CBMS HPQ Page 8 Sources of Income					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: CBMS HPQ Page 9 Agricultural Activities, Livestock and Fishing					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: CBMS HPQ Page 10-11 Climate Change					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5

2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS HPQ Page 12 Hunger, Household Members Who Died and Programs					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Codebook for CBMS HPQ					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Sharing/Sending Form Data					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Forms and Exports					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Name of Speaker: _____					
Topic: CBMS Scan Dos and Don'ts					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Field Operations and Guides					
5. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
6. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
7. The resource speaker managed his/her time well.	1	2	3	4	5
8. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!

Respondent No. _____

Post-Activity Customer Satisfaction Survey
Community-Based Monitoring System (CBMS) Module II

Name: _____ Position: _____
Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- | | |
|-----------------------|--------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | |

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently capacitate LGU CBMS implementers.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Assessment of Program Design and Management	Rating				
1. Topics discussed were appropriate.	1	2	3	4	5
2. Sessions were informative and interesting.	1	2	3	4	5
3. Overall quality of the sessions and presentations were good.	1	2	3	4	5
4. Training materials provided are helpful in the learning process.	1	2	3	4	5
5. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker: _____					
Topic: Overview of CBMS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Overview of CBMS APP					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: File Management					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Overview of QGIS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Viewing Household Location Generated from CBMS Scan					

1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Creating and Editing New Shapes					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Installation of StatSim					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Familiarization of the StatSim					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Importing CBMS Data					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5

4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: Processing CBMS Data					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: Displaying Automatically Generated Indicators – Data/Report View					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: Exporting CBMS Core Indicators Data from StatSim					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: Understanding CBMS Tables and Maps					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____ Topic: Style Properties					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5

2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Creating CBMS Poverty Maps Using QGIS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Print Composer					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Processing Other CBMS Data Using SQL Syntax					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Correcting Household Location (GPS Coordinates) Using QGIS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Name of Speaker: _____					
Topic: CBMS Deduplicator					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS Validation Exercise					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!

Respondent No. _____

Post-Activity Customer Satisfaction Survey
Community-Based Monitoring System (CBMS) Module III

Name: _____ Position: _____
Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- | | |
|-----------------------|--------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | |

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently capacitate LGU CBMS implementers.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Assessment of Program Design and Management	Rating				
1. Topics discussed were appropriate.	1	2	3	4	5
2. Sessions were informative and interesting.	1	2	3	4	5
3. Overall quality of the sessions and presentations were good.	1	2	3	4	5
4. Training materials provided are helpful in the learning process.	1	2	3	4	5
5. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker: _____					
Topic: CBMS Module III Training Overview					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Overview of CBMS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Scaling Up Poverty Reduction through CBMS					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Understanding Tables and Maps					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Identifying Development Problems Using CBMS Data					

1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Encoding Writeshop Outputs Using the LLDP Template					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 1 Historical Background of the Barangay					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 2 Provincial/City/Municipal/Barangay Profile					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 3 Implementation of CBMS in the Province/City/Municipal/Barangay					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5

4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 4 CBMS Census Results: An Executive Summary					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 5 Demography					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 6 Human Development					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 7 Economic Development					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 8 Programs Implemented in the Barangay					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5

2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 9 LGU-Specific Indicators					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 10 LGU Vision, Mission, Objectives and Goals					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Writeshop 11 Programs, Projects and Activities (PPAs) and Budgets					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Evidence-Based Local Planning and Budgeting Using CBMS Data					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Name of Speaker: _____					
Topic: Approval of Plans					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: CBMS as a Tool for Targeting Poverty Interventions					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Next Steps					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
5. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
6. The resource speaker managed his/her time well.	1	2	3	4	5
7. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!

Respondent No. _____

Post-Activity Customer Satisfaction Survey
Community-Based Monitoring System (CBMS) Training Workshop IV

Name: _____ Position: _____
Date: _____ Region/LGU: _____

Thank you for participating in the conduct of this activity. Please help us improve the future conduct of similar activities by completing this evaluation form. Your feedback is sincerely appreciated. Rest assured that your responses will be treated with confidentiality.

Please encircle the rating of your choice using the scale below:

- | | |
|-----------------------|--------------------|
| 1 – Strongly Disagree | 4 – Agree |
| 2 – Disagree | 5 – Strongly Agree |
| 3 – Neutral | |

A. Attainment of the Objectives

Attainment of Activity Objectives	Rating				
1. Objectives of the activity were clearly set-out.	1	2	3	4	5
2. The activity has fully achieved its objectives.	1	2	3	4	5
3. The activity provided opportunity to sufficiently capacitate LGU CBMS implementers.	1	2	3	4	5
4. The content of the activity is related to my work.	1	2	3	4	5

B. Program Design and Management

Assessment of Program Design and Management	Rating				
1. Topics discussed were appropriate.	1	2	3	4	5
2. Sessions were informative and interesting.	1	2	3	4	5
3. Overall quality of the sessions and presentations were good.	1	2	3	4	5
4. Training materials provided are helpful in the learning process.	1	2	3	4	5
5. Overall, I am satisfied with this activity.	1	2	3	4	5

C. Resource Speakers

Assessment of Resource Speakers/Facilitators	Rating				
Name of Speaker: _____					
Topic: Current State of Local Development Planning and Current DILG Initiative and Interventions					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Quick Guide to CDP Formulation					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Local Vision Statement					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Ecological Profile and Local Development Indicators System					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					

Topic: Rationalized Planning Indicators and Data Sets (RaPIDS)					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Goal Formulation and Target Setting					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Transforming Goals into Actions					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Local Development Investment Program (LDIP)					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time well.	1	2	3	4	5
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5
Name of Speaker: _____					
Topic: Action Planning					
1. The resource speaker used the appropriate training methodology (i.e. lecture, workshops).	1	2	3	4	5
2. The topic was presented in a manner that is easily understandable.	1	2	3	4	5
3. The resource speaker managed his/her time	1	2	3	4	5

well.					
4. The resource speaker responded to the questions adequately and satisfactorily.	1	2	3	4	5

Thank you!



DILG-CENTRAL OFFICE

**TECHNICAL ASSISTANCE ON THE IMPLEMENTATION OF
COMMUNITY-BASED MONITORING SYSTEM (CBMS)
CSS SUMMARY LOGSHEET (Regional Consolidation)**

Document Code		
FM-QP-BLGD-PDD-33-04		
Rev. No.	Eff. Date	Page
00	02.01.16	1 of 1

QUALITY OBJECTIVE: 2. 80% of Clients Satisfaction Survey (Activity Feedback Form) received with an average rating of 3 and above (Satisfactory or higher).

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

No.	Particulars of the TA (1)		Average Satisfaction Rating (2)	Objective 2 Result (3) Have 80% Clients Satisfaction Survey (Activity Feedback Form) received with an average rating of 3 and above (Satisfactory or higher).		
	TA Title (1a)	Date Conducted (1b)		Met Put 1 if \geq 80% Client Satisfaction (3a)	Unmet Put 1 if < 80% Client Satisfaction (3b)	Reason Why Unmet (3c)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
TOTAL						
RESULTS						

Prepared By
NAME
Regional CBMS Focal Person

Reviewed By
NAME
Division Chief

Approved By
NAME
Regional Director

Note:

Column (1a): Indicate the title of the activity (Orientation Briefing, Module I, Module II, Module III and Training Workshop IV) that was conducted by the region.

Column (1b): Indicate the inclusive dates when the activity was conducted.

Column (2): Indicate the RESULT per Document Code FM-QP-BLGD-PDD-33-2A for the activity.

Column (3): For Columns (3a) and (3b), put a 1 in the appropriate column depending on the average satisfaction rating.

If 80% or higher, place a 1 in Column (3a), if below 80%, place a 1 in Column (3b)

For Column (3c), state the reason/s why rating is below 80% when applicable.

Region _____

Province _____

City/Municipality _____

Subproject Title _____

CBMS Activities	Implementation Schedule		Implementation Status ¹	Remarks
	Inclusive Dates	Duration		
1. Orientation Meeting on CBMS Basic Information for LGU Functionaries				
2. Consultation Meeting of LGU Functionaries to Discuss Details of CBMS Implementation				
3. Issuance of an SP/SB Resolution Authorizing the LCE to Enter into a MOA for CBMS Implementation				
4. Work and Financial Plan Preparation				
5. Procurement of Equipment				
6. CBMS-BuB Memorandum of Agreement (MOA) Signing (LGU, DILG, AKI-DLSU, CBMS Network)				
7. Module I Training (Data Collection)				
8. Actual Data Collection				
9. Module II Training (Processing Data,				

Poverty Mapping and Building of CBMS Database)				
10. Processing and Consolidation of CBMS Data, Generation of Poverty Maps				
11. Conduct of Validation workshop and Presentation of Processed Data to the Community for Validation				
12. Documentation of Findings, Recommendations and Agreements in the Validation Workshop				
13. Building-Up of Computerized CBMS Data and Updating of CBMS Database to Incorporate Validated Data				
14. Module III Training (CBMS-Based Budgeting and Planning)				
15. Preparation of Barangay Socio-Economic Profile				
16. Training Workshop IV (Integrating CBMS into the CDP)				
17. Dissemination of CBMS Results				
18. Use of CBMS Data				

as Inputs to Preparation of Development and Investment Plans, Project Proposals, Implementation and Monitoring			
--	--	--	--

Submitted by:

Noted by:

CBMS Regional Focal Person

Regional Director

¹ Implementation Status should be stated as follows: Ongoing, Completed, Not Yet Started.

Region _____

Province _____

City/Municipality _____

Subproject Title _____

Activity	Implementation Schedule		Implementation Status ¹	Remarks
	Inclusive Dates	Duration		
Major Activity 1				
Major Activity 2				
Major Activity 3				
↓				
Major Activity N				

Submitted by:

Noted by:

Regional Focal Person²

Regional Director

¹ Implementation Status should be stated as follows: Ongoing, Completed, Not Yet Started.

² In the case of DRR-CCA subprojects, DRR-CCA Focal Person shall accomplish the form.
In the case of GAD subprojects, GAD Focal Person shall accomplish the form.

Regional Consolidation of LGU Implementation Status
CBMS/CapDev Subprojects

Region ____
As of _____

Province	CBMS/CapDev Activities	Name of LGU			Remarks
		Not Yet Started	Ongoing	Completed	
Province 1	Major Activity 1				
	Major Activity 2				
	Major Activity 3				
	↓				
	Major Activity N				
Province 2	Major Activity 1				
	Major Activity 2				
	Major Activity 3				
	↓				
	Major Activity N				

Province N	Major Activity 1				
	Major Activity 2				
	Major Activity 3				
	Major Activity N				

Submitted by:

Noted by:

 CBMS Regional Focal Person

 Regional Director

ⁱ For CBMS major activities, please be guided by the activities as indicated in Annex J.1. These are the activities that need to be monitored.

Community-Based Monitoring System (CBMS) Monitoring and Evaluation Form

Region _____
 As of _____

Province	City/Municipality	Paper-Based (3)							Mobile-Based (4)							Funding Source	Remarks
		CBMS Technical Assistance	Technical Assistance Conducted By				LGU Implementation		CBMS Technical Assistance	Technical Assistance Conducted By				LGU Implementation			
			Date of Training	Central Office	Regional Office	Provincial Office	Date Started	Date Finished		Date of Training	Central Office	Regional Office	Provincial Office	Date Started	Date Finished		
(1)	(2)	(3A)	(3B)	(3C)	(3D)	(3E)	(3F)	(3G)	(4A)	(4B)	(4C)	(4D)	(4E)	(4F)	(4G)	(5)	(6)

Submitted by:

Noted by:

 CBMS Regional Focal Person

 Regional Director

Instructions on how to fill up the form:

Column 1: Indicate the name of the province

Column 2: Indicate the name of the municipality/city

Column 3A/4A: Indicate the technical assistance that has been or currently being conducted (Orientation Briefing, Module I, Module II, Module III, Training Workshop IV) that has been and currently being conducted

Column 3B/4B: Indicate the date of the training the module was conducted

Column 3C/4C: Indicate the name and designation of the CBMS Trainer from DILG Central Office/BLGD who provided technical assistance

Column 3D/4D: Indicate the name and designation of the CBMS Trainer from DILG Regional Office who provided technical assistance

Column 3E/4E: Indicate the name and designation of the CBMS Trainer from DILG Provincial Office who provided technical assistance

Column 3F/4F/3G/4G: Indicate the inclusive dates of the conduct and implementation of CBMS per module

Column 5: Please indicate funding source if BuB FY 2016 funds, LGU funds or from other sources

Terminal Report

- A. Title of the Activity
 - A.1 Objectives of the Activity
 - A.2 Inclusive dates and Venue
 - A.3 Participants of the Activity (attach attendance sheet as annex)
 - Indicate the position and agency/region/LGU of the participants
 - Include information on the number of invited participants and the actual participants that attended the activity
- B. Highlights of the Activity
 - B.1 Opening Program: Include the gist of opening remarks of the speaker.
 - B.2 Presentation/Discussion
 - Provide a gist of major points discussed during the presentation/s
 - Attach workshop Outputs (if applicable)
 - B.3 Closing Program: Include the gist of closing remarks of the speaker.
- C. Issues and Concerns
 - C.1 Issues and Concerns relative to the topic or the content of the discussion/presentation
 - C.2 Issues and concerns relative to program design and management including logistical/secretariat support
- D. Agreements/Follow-up Actions
 - D.1 Relative to topic/content of discussion/presentation
 - D.2 Relative to program design and management including logistical/secretariat support
- E. Recommendations
 - E.1 Relative to topic/content of discussion/presentation
 - E.2 Relative to program design and management including logistical/secretariat support
- F. Annexes
 - F.1 Attendance Sheets
 - F.2 Workshop Outputs
 - F.3 Pictures

Submitted by:

Noted by:

Designated Official of Implementing Partner¹

LCE/Implementing Partner

¹ In the case of CBMS subprojects, PPDO/CPDO/MPDO shall accomplish the form. If DILG-RO implements, Regional CBMS Focal Person shall accomplish the form.
In the case of DRR-CCA subprojects, LDRRMO shall accomplish the form.
In the case of GAD subprojects, GAD Focal Person shall accomplish the form.