



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

POLICY GUIDELINES FOR THE IMPLEMENTATION OF THE PROVISION OF POTABLE WATER SUPPLY - SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM FOR FY 2017

Memorandum Circular No. 2017-73

Date: June 7, 2017

1.0 BACKGROUND

The Department of the Interior and Local Government (DILG) through the Office of Project Development Services (OPDS) in partnership with the DILG Regional Offices (ROs) and the target Provinces and Municipalities as implementing partners is continuously implementing the Provision of Potable Water Supply- Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities.

The Program provides grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and operation and management of water supply facilities in a sustainable manner. Under the Program, Integrated Water, Sanitation and Hygiene are included in the capacity building programs for the day care centers and schools without access to potable water.

The DILG through the Office of Project Development Services (OPDS) in partnership with the DILG Regional Offices (ROs) and the target Provinces and Municipalities as implementing partners remains the lead agency for the FY 2017 SALINTUBIG Program.

2.0 PURPOSE

This Circular is being issued to ensure that all concerned are able to abide with the policies, processes and responsibilities in the overall implementation of water supply subprojects under the SALINTUBIG Program which are funded under the Republic Act (RA) 10924 (GAA FY 2017) and shall cover 86 Waterless Municipalities, 209 Waterless Barangays, and 7 Resettlement Sites without access to potable water.

3.0 LEGISLATIVE COMPLIANCE

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

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

The National Government has appropriated in the DILG Budget the amount of Php P1,573,150,000 under Republic Act (RA) 10924 (General Appropriations Act (GAA) FY 2017) for the implementation of the Program.

4.0 COVERAGE

All concerned DILG Central Office/Regional/Provincial/City Directors, Cluster Heads and City/Municipal Local Government Operation Officers (City/MLGOOs); Provincial Governors, City/Municipal Mayors of concerned LGUs.

5.0 DEFINITIONS

For purposes of this Guidelines, the following terminologies shall be technically defined as follows:

- a. **DILG Fund** – refers to National Government appropriation in the General Appropriation Act FY 2017 (RA 10924) under the DILG Budget for the Provision for Potable Water Supply (SALINTUBIG).
- b. **Georesistivity Study** – a field survey that locates and identifies areas that have groundwater potential.
- c. **Good Financial Housekeeping (GFH)** – It is a component of Seal of Good Local Governance. It is conferred to local government units that obtained an unqualified or qualified COA Opinion and have complied with the Full Disclosure Policy.
- b. **Implementing Partner** – the LGU or any other entity who has the capability and who will be responsible in the preparation of Detailed Engineering Design (DED), procurement, implementation/supervision and evaluation of the subproject.
- c. **Local Government Units (LGUs)** – as provided under the Local Government Code of 1991 or Republic Act No. 7160, assume the primary responsibility for the provision of basic services and facilities and the improvement of quality of life of their constituents.
- d. **Partner Agency** – refers to other agencies such as DPWH, Local Water Utilities Administration (LWUA), Water District (WD), Armed Forces of the Philippines – Engineering Brigade and State Universities contracted out by the Implementing Partner to prepare the Detailed Engineering Design (DED).
- e. **Project Management Office (PMO)** – refers to the Project Management Office (PMO) established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall-project management of the SALINTUBIG Program.
- f. **Proponent LGU** - the LGU who has the jurisdiction over the proposed subproject, including the operations and maintenance. The LGU could also be the Implementing Partner provided that the said LGU is eligible and capable to implement the subproject based on the criteria stipulated in Section 6.2.2 of this guidelines.
- g. **Provincial Technical Working Group (PTWG)** – a team organized at the Provincial Level, chaired by the DILG Provincial Director (DILG-PD) with DILG City Director (DILG-CD), Cluster Heads or C/MLGOOs as members and technical staff from DILG-RO, to review/evaluate and approve/disapprove the subproject proposals (SPs) costing Php 3.00 Million and below. Representatives from the provincial government may be invited, preferably from the Provincial Engineering Office (PEO) and Provincial Planning and Development Office (PPDO).
- h. **Potability Test** – the physical, chemical and bacteriological examinations of water from newly constructed systems or sources before and during construction, and before they are operated and opened for public use, and a regular conduct of the same after completion for sustainability of the project.
- i. **Subproject** - are the eligible individual subproject which shall be funded under the DILG Fund.

- j. **Variation Orders** – a modification in the scope of works in a construction contract or supply in the form of addition, substitution, or omission from the original scope of works.
- k. **Waterless Municipalities** - refer to communities where more than 50 percent of the population of poor households do not have access to "safe water" and with particularly high incidence of waterborne and sanitation-related diseases.
- l. **Water Source Validation** – confirmation of viability of water source.

6.0 POLICY CONTENT AND GUIDELINES

6.1 Fund Sources

6.1.1 DILG Fund

The National Government has appropriated the amount of **Php 1,512,730,000** in the DILG Budget under the Republic Act 10924 (GAA FY 2017) for the capital investment requirements for the implementation of water supply projects under the Program, herein referred to as **DILG Fund**.

6.1.2 LGU Counterpart

The Proponent LGU shall provide cash counterpart as reflected in the MOA and as mentioned in **Section 6.11.1.2.a.i** which shall be deposited in the Implementing Partner's Trust Account used for the implementation of the subproject; while both the Proponent LGU and Implementing Partner shall provide in **cash and/or in kind counterpart** for the implementation of the subproject as defined in **Section 6.11.1.2a.ii-v** and **Section 6.11.1.2b**.

6.2 Eligibility of Implementing Partners

- 6.2.1 As a general rule, the proponent LGU shall be the Implementing Partner unless it shall be found ineligible to implement the project as defined in the succeeding sections.
- 6.2.2 Proponent LGU/Implementing Partner shall be considered eligible to implement the subproject if it complies with the **Good Financial Housekeeping (GFH)**, a component of the **Seal of Good Local Governance (SGLG)** based on the latest available assessment.
- 6.2.3 No unliquidated cash transfers six (6) months after the turnover to the Proponent LGU, if by contract or final inspection if by administration, of completed subproject/s from previous funded subprojects under the DILG Fund.
- 6.2.4 For Proponent LGUs that failed to comply with **Section 6.2.2**, concerned Provincial Government shall implement the subprojects, provided it has met the conditions mentioned in **Section 6.2.2**.
- 6.2.5 DILG-ROs shall implement the subprojects where the Proponent LGU and the Provincial Government are ineligible to implement their subprojects or the DILG-ROs may opt to designate other Implementing Partner.
- 6.2.6 DILG-RO shall notify in writing (Eligibility Advice-**See Annex A**) the Proponent LGU whether it is eligible or not to implement the subproject immediately after assessment and the Implementing Partner if it is eligible to implement.

6.3 Subproject Preparation, Review And Approval Processes

6.3.1 Preparation and Submission of Subproject Proposals and Supporting Documents

- 6.3.1.1 The Proponent LGU shall submit to **DILG Provincial Office (DILG-PO)**, **within 45 calendar days** upon receipt of the Eligibility Advice from the DILG-RO a **Simplified Feasibility Study (SFS)** as shown in **Annex B**, with the following supporting documents:

a. Basic Supporting Documents:

- i.* **Letter Request** – a letter signed by the Local Chief Executive (LCE) submitting the required documents and requesting for the approval of the Simplified Feasibility Study (See **Annex C** for the format of Letter Request)
- ii.* **Annual Budget or Annual Investment Plan (AIP)** showing the budgeted amount for the required cash counterpart for the subproject/s (if any) of the Proponent LGU
- iii.* **Subproject Implementation Schedule** showing the activities and timelines for each activity from Detailed Engineering Design preparation up to subproject completion. (See **Annex D**)
- iv.* **Certification from the Local Treasurer or Bank Certificate** of their existing Trust Account for the implementation of the subprojects if the Proponent LGU is the Implementing Partner

(Note: Implementing Partner, which is not the Proponent LGU, shall be required to submit to DILG-RO the Certification from the Local Treasurer or Bank Certificate of the existing Trust Account before MOA Signing.)

b. Subproject Specific Documents:

- **Geo-resistivity results** for **new construction** with underground water source to determine the availability and quantity of the water source. In instances where geo-resistivity is not available, **results of pumping test with existing well within the vicinity of the proposed site** shall be submitted.
- **Certification from the Local Chief Executive** on the non-availability of geo-resistivity results be submitted together with the results of pumping test
- **Certification from the Municipal Engineer** that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation or they may seek technical assistance from DILG-RO.
- **Deed of Donation or Proof of Land Ownership** issued in favor of the Proponent LGU.
- **Certification from the Municipal Engineer** that the site of the project has no problem on Road Right-of-Way (RROW), if applicable
- Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of **water potability test**.

6.3.1.2 The CLGOO or MLGOO shall ensure the completeness of the documents before submission to the DILG-PO. In case there are lacking documents, the DILG-CD or C/MLGOO shall immediately notify the Proponent LGU. (See **Annex E**)

6.3.1.3 All the required documents mentioned in **Section 6.3.1.1** shall be submitted to the DILG-PO. The DILG- PD shall:

- a.* For subproject costing **Php3.00 Million and below**, convene the **Provincial Technical Working Group (PTWG)** to review and approve the subproject proposals within **fifteen (15) working days** upon receipt of the proposals.

b. For subprojects costing above Php3.00 Million, endorse all the documents to the DILG-RO within **two (2) working days** after receipt.

6.3.1.4 In case the Proponent LGU fails to submit the required documents within the prescribed 45-day period, the DILG- PO shall advise, notify, and require the concerned Proponent LGU to explain the reason for their non-submission within ten (10) working days. If after validation and evaluation of their justification/explanation, the same is found to be unacceptable, or the Proponent LGU has no action within the ten-day period, the DILG-PO shall inform the DILG-RO of the unacceptable justification or inaction of the Proponent LGU. Thereafter, the DILG-RO shall recommend to DILG-Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

6.3.1.5 Proponent LGU shall ensure that women, children, persons with disability (PWDs) shall participate/involve in the design, implementation, monitoring and evaluation of the projects, and they shall also be considered for employment in the implementation of integrated water, sanitation, health and hygiene projects.

6.3.2 Review and Approval of Subprojects

6.3.2.1 For subprojects costing Php3.00 Million and below, the PTWG, as mentioned in Section 6.3.1.3.a shall review for approval/disapproval of the subproject proposals within **fifteen (15) working days** after receipt of the proposals. Within **two (2) working days** after approval, the DILG-PD shall endorse the approved subproject proposals to the DILG-RO. However, if the submitted subproject proposal is not acted upon by the PTWG within the prescribed 15-day period, the Project Development Management Unit (PDMU) shall take over the review and approval.

6.3.2.2 For subprojects costing above Php3.00 Million, the PDMU shall review the subproject proposals and recommend to the DILG-RD within **fifteen (15) working days** after receipt of the proposals. Within **two (2) working days** after receipt of the recommendation, the DILG-RD shall approve/disapprove subproject proposals.

6.3.2.3 If necessary, the PTWG or PDMU shall conduct site validation, including source validation, to verify the accuracy of the submitted documents and to further assess the feasibility of the subproject/s. The DILG-RO/PO may designate other accredited technical staff or agency to conduct site validation in behalf of DILG.

6.3.2.4 After assessment, the PTWG or PDMU, as the case maybe finds the subproject feasible, it shall immediately notify the Proponent LGU and require it to comply with the comments/recommendations. After receipt of the official notice, the Proponent LGU shall, within **fifteen (15) working days** submit the compliance to the comments/recommendations. Review and approval shall follow the same procedure stated in Section 6.3.2 of this guidelines. In case the concerned LGU has not complied within the 15-day period, the DILG-RO/PTWG shall recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

6.3.2.5 If the PTWG/PDMU found the subproject not feasible, DILG-RO/PO shall inform in writing the Proponent LGU of the findings. The Proponent LGU may propose a new subproject, otherwise, the subproject will be cancelled and the DILG-RO/PO shall recommend to DILG-CO the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects. Approval shall follow the same procedure mentioned above.

Annex F is the Checklist of Documentary Requirements for Subproject Review and Approval.

6.4 Signing of Memorandum of Agreement (MOA)

- 6.4.1 A Memorandum of Agreement (MOA) to be signed within five (5) working days after subproject approval by DILG-RO or upon receipt of the DILG-PD endorsement of approved subproject by PTWG shall be entered into:
- a. By and between the DILG-RO and Proponent LGU as the Implementing Partner upon the submission of **Sangguniang Bayan/Panlungsod (SB/SP) Resolution** authorizing the LCE to enter into MOA with DILG. (See **Annex G**)
 - b. By and among the DILG-RO, Proponent LGU and Provincial Government or other Partner Agency as the Implementing Partner upon submission of the following requirement: (See **Annex H**)
 1. For Proponent LGU, **Sangguniang Bayan/Panlungsod (SB/SP) Resolution** authorizing the LCE to enter into MOA with DILG
 2. For Provincial Government as Implementing Partner, **Sangguniang Panlalawigan (SP) Resolution** authorizing the LCE to enter into MOA with DILG and Proponent LGU. Furthermore, a Certification from the Local Treasurer or Bank Certificate of the existing Trust Account to be used in the implementation of the subproject.
 3. For other Agency as Implementing Partner, Certification from the Agency Accountant or Bank Certificate of the existing Trust Account to be used in the implementation of the subproject.
- 6.4.2 The subproject cost to be reflected in the MOA shall be based on the amount determined after the review and approval of the subproject proposal and broken-down into DILG Fund and LGU Counterpart.
- 6.4.3 Immediately after the MOA signing, the DILG-RO shall obligate the **whole amount of the DILG Fund** stipulated in the MOA.
- 6.4.4 Copies of all signed MOAs shall be submitted to both the Regional and Local Resident Auditors within five (5) working days from its execution in pursuant to COA Circular No. 2009-001, Section 3.1.1 dated 12 February 2009.

6.5 Issuance of Certificate of Availability of Funds (CAF)

- 6.5.1 Within three (3) working days after the MOA signing, the DILG-RO shall issue a Certificate of Availability of Funds (CAF) corresponding to the whole approved amount stipulated in the MOA to the Implementing Partner (See **Annex I**). Simultaneous with the issuance of CAF, DILG-RO shall also prepare, process and release the funds to the Implementing Partner in accordance to **Section 6.11.2** (Mechanics for DILG Fund Releases).

Annex J is the Checklist of Documentary Requirements that will be used by PDMU on the request to Regional Budget Officer and/or Accountant in the issuance of CAF, obligation of funds and release of funds.

- 6.5.2 The CAF issued by the DILG-RO (equivalent to 100% of the allocation stipulated in the signed MOA) and the Annual Budget to cover the LGU Counterpart, if any, shall be the basis of the Implementing Partner to issue the CAF necessary to proceed with the procurement process provided that the Technical Design or DED has been approved by the DILG-RO.

6.6 Preparation and Submission of Technical Design/Detailed Engineering Design (TD/DED)

- 6.6.1 The Implementing Partner shall be responsible in the preparation and submission of the TD/DED. However, if the Implementing Partner is not the same as the

Proponent LGU, the Implementing Partner shall closely coordinate with the Proponent LGU during the TD/DED preparation to ensure that the needs and welfare of the beneficiaries are considered.

6.6.2 In general, the preparation of TD/DED shall be financed from LGU counterpart fund. In order to facilitate the same, the Implementing Partner may opt to hire additional technical staff for the preparation of TD/DED to be obtained as part of their counterpart fund. Implementing Partner may use a portion of the DILG Fund but not to exceed 6% of the allocation stated in the signed MOA for the particular subproject in accordance to Section 6.11.2 (Mechanics for DILG Fund Releases).

6.6.3 The Implementing Partner may prepare the DED through any of the following:

6.6.3.1 By Contract, through Competitive Bidding pursuant to RA 9184 (Government Procurement Reform Act)

6.6.3.2 Partnership agreement with any of the following:

- a. Local Water Utilities Administration (LWUA)/ Water District
- b. Provincial Government
- c. Armed Forces of the Philippines (AFP) Engineering Brigade
- d. State Universities/ Academes
- e. National Agencies

6.6.3.3 By administration or in-house, provided that the Implementing Partner has the capacity to prepare DED

6.6.3.4 Upon the request of the Implementing Partner, the DILG-RO may directly engage the services of consultants or government agencies in the preparation of DED.

6.6.3.5 The DILG-RO may also provide technical assistance if warranted.

6.6.4 **Documentary Requirements**

6.6.4.1 The following are the technical documents to be prepared and submitted by the Implementing Partner:

a. **For Subprojects costing Php1.00 Million and below**

The Implementing Partner shall prepare TD in lieu of the DED which may include but not limited to the following:

- i. Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE
- ii. Technical Drawings (signed and sealed by the concerned Local Chief Executive)
- iii. Bill of Quantities including detailed computation (signed and sealed by the concerned Local Chief Executive)

b. **For Subprojects costing above Php1.00 Million**

The Implementing Partner shall prepare DED to include the following:

- i. Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE
- ii. Detailed designs, plans and drawings (signed and sealed by the approving authorities)
- iii. Detailed Design Report
 - water demand projection

6.7 Approval of Technical Design/Detailed Engineering Design (DED)

- 6.7.1 For subprojects costing Php 3.00 Million and below, the PTWG, shall review/evaluate and approve/disapprove TD within fifteen (15) working days after receipt of the proposals. Within two (2) working days after approval, the DILG-PD shall endorse the approved subproject proposals to the DILG-RO. However, if the submitted TD are not acted upon by the PTWG within the prescribed 15-day period, the PDMU shall take over the review and approval.
- 6.7.2 For subprojects costing above Php 3.00 Million, the PDMU shall review the DED and recommend approval to DILG-RD within fifteen (15) working days after receipt of the DED. Within two (2) working days after receipt of the recommendation, the DILG-RD shall approve/disapprove the DED.

Annex M is the Documentary Checklist of TD/DED Approval.

- 6.7.3 TD/DED that did not pass the PTWG or DILG PDMU approval shall be returned to the Implementing Partner for revision complying with the comments/recommendations of the reviewing body.
- 6.7.4 After receipt of the official notice that the proposed subproject did not pass the review, the Implementing Partner shall, within seven (7) working days, submit the revised TD/DED. Review and approval shall follow the same procedure stated in Section 6.7.
- 6.7.5 In case the Implementing Partner has not complied within the seven (7)-day period, DILG-RO shall:
- 6.7.5.1 Advise, notify and require the concerned Implementing Partner to explain the reason for its non-submission. If after validation and evaluation, the reason is found unacceptable, or after due course, the Implementing Partner has no action, the DILG-RO shall issue a Demand Letter, with a copy furnished to Local COA Auditor, requiring the Implementing Partner to return within fifteen (15) working days, all the released amount to the DILG-Regional Office as the source agency;
 - 6.7.5.2 Recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.
- 6.7.6 The DILG-RO shall officially notify the Implementing Partner of the approval of the TD/DED and advise the Implementing Partner to proceed with the procurement process.
- 6.7.7 Within five (5) working days after the official notification of the Implementing Partner on the approval of the TD/DED, the DILG-RO shall submit the electronic copy of the approved documents mentioned in Section 6.6.4 to DILG Central Office (DILG-CO).
- 6.7.8 The Implementing Partner shall commence with the posting of Invitation to Bid (ITB) within five (5) working days upon receipt of the official communication on the approval of their TD/DED.

6.8 Mode of Implementation

All subprojects shall be implemented by Contract, unless in cases of negotiated procurement.

- 6.8.1 Implementing Partner shall strictly follow RA 9184 (Government Procurement Reform Act) and its RIRR on *Competitive Bidding*.
- 6.8.1.1 The Implementing Partner shall :
 - a. Start posting the advertisement of ITB within five (5) working days after the approval of the DED by the DILG-RO.

- b. Submit to the DILG-RO, through the DILG-PD, a copy of the ITB as published on the newspaper and PhilGEPs within two (2) working days after publication and posting.
 - c. Complete the bidding process following the timelines stipulated in RA 9184 as summarized in **Annex N**.
 - 6.8.1.2 The Implementing Partner shall invite the DILG-RD or the DILG-PD or their duly authorized representative to be present during the bid opening.
 - 6.8.1.3 In the event of a failed bidding, the Implementing Partner shall immediately start the re-bidding process within **five (5) calendar days** after the **Bids and Awards Committee (BAC)** has issued a resolution declaring a failure of bidding in accordance with the timeline set-forth in RA 9184. Within the same period, the Implementing Partner shall submit to DILG-RO, through the DILG-PO a revised Subproject Implementation Schedule indicating the revised target dates for the bidding.
 - 6.8.1.4 In the event that the Implementing Partner will have to resort to negotiated procurement after two (2) failed biddings, the Implementing Partner shall commence the negotiation process within **five (5) calendar days** after the BAC has issued a resolution declaring a failure of bidding and complete the negotiation within **fifteen (15) calendar days**.
 - 6.8.1.5 In case of failure in the two (2) biddings and the negotiated procurement, the Implementing Partner shall seek clearance from the DILG-RO to implement the subproject by **Administration**. In such case, the procurement of materials/goods shall adhere to RA 9184 and its RIRR. Likewise, the Implementing Partner shall submit a revised POW that excludes Contractor's Profit, Taxes and Overhead Contingencies and Miscellaneous (OCM) expenses; with unit price derivations per item of work, for review, validation, and approval by the DILG-RO.
 - 6.8.1.6 The bidding process is deemed completed upon the issuance of the **Notice to Proceed (NTP)** by the Implementing Partner.
 - 6.8.2 **Subprojects to be implemented by Contract for Design and Build Infrastructure Projects**
 - 6.8.2.1 The Implementing Partner may also implement the subproject by Contract for Design and Build Infrastructure Projects following the Guidelines for Procurement and Implementation of Contract for Design and Build Infrastructure Projects (see Annex G of RA 9184) subject to the review and approval of DED by the DILG-RO.
 - 6.8.3 Per COA Circular No. 2009-001, Section 3.1.1 dated **February 12, 2009**, within five (5) working days from the execution of the contract, the Implementing Partner shall submit to the LGU Resident Auditor a copy of the said contract together with all the documents forming part thereof, by reference or incorporation. The Implementing Partner shall also submit said documents to DILG-RO/PO for reference or incorporation.
 - 6.8.4 All procurement shall follow the approved implementation schedule as attached in the signed MOA.
- 6.9 Subproject Implementation**
- 6.9.1 **For Implementing Partners**
 - 6.9.1.1 Designate a Project Engineer/Supervisor to supervise the construction/implementation on a day-to-day basis
 - 6.9.1.2 Conduct a Pre-Construction Conference with the Contractor immediately after the acceptance of the NTP or prior to implementation to discuss the following:

- a. Technical aspects of the Contract
- b. Specific subproject timeline including the advice to Contactor to mobilize within seven (7) calendar days after the receipt of the NTP
- c. Agree on the regular conduct of coordination meetings
- d. The nature and thrust of the subproject in relation to SALINTUBIG to ensure that the Contractor or Partner Agency appreciates the Project
- e. The participatory monitoring approach of SALINTUBIG
- f. Compliance of the Contractor or Partner Agency to pertinent policies and guidelines
- g. Quality control and testing of materials

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

- 6.9.1.3 Consistent with RA 6685 dated 12 December 1988, shall hire or ensure that the Contractor hires at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements from the available bona fide residents in the province, city, or municipality where the subproject is located. The Implementing Partner shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of the rotation process to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritization of those from the community with no current employment and are able.
- 6.9.1.4 Submit or cause the Contractor to submit a monthly report on the labor force employed within the subproject based on the format shown in **Annex P** as part of the Monthly Physical Accomplishment Report stipulated in **Section 6.9.1.6** below.
- 6.9.1.5 Cause the Contractor to observe the following:
 - i. Construction materials are available on site in accordance with the approved plans and specifications
 - ii. Project and/or Material Engineer is present on site
 - iii. Appropriate equipment are on site in accordance with the Equipment Schedule
 - iv. Actual implementation/construction is in accordance with the approved Plans and Technical Specifications
 - v. Quality control (QC) tests are conducted consistent with the frequency specified in the Technical Specifications for each item of work. The tests are conducted by accredited testing center/laboratory
 - vi. Waste disposal is done in accordance with prescribed standards
 - vii. Health and Safety standards set by DOLE are implemented
- 6.9.1.6 Submit/require the Contractor to submit a Monthly Physical Accomplishment Report within five (5) days after the end of each month using the report form shown in **Annex Q – Statement of Work Accomplished (SWA)**. Copy of the report shall be submitted to the DILG-PO and PDMU within **two (2) working days** after the submission of the Contractor.
- 6.9.1.7 In case there is noted/observed delay, the Implementing Partner shall:
 - a. *If by administration*, submit of a catch-up plan to complete the works within the approved implementation period

- b. *If by contract*, immediately issue a Warning Letter to the Contractor or Partner Agency and require the submission of a catch-up plan to complete the work within the approved contract period.

6.9.1.8 In case the delay is due to unforeseen events or work items known to the Implementing Partner, submit or immediately advise the Contractor to submit a request within **thirty (30) calendar days** from the occurrence of such circumstances/events leading to the delay, for either suspension of works or extension of contract/implementation time.

Any Contractor's request submitted beyond the said period shall be denied. The Implementing Partner shall act on the Contractor's request within three (3) days upon receipt of the request.

6.9.1.9 In case there is a stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the Implementing Partner shall immediately assess/evaluate the situation, determining the accomplished and remaining works, and shall officially notify the Contractor to explain the reason for abandonment and the consequence of its action. If warranted, Implementing Partner shall:

- a. Forfeit the Performance Security Bond in favor of the Implementing Partner
- b. File liquidated damages in accordance with RA 9184
- c. Recommend to DILG blacklisting of the Contractor and
- d. Recommend revocation of the Philippine Contractors' Accreditation Board (PCAB) License.

In such case, the Implementing Partner shall take over the work or immediately rebid the remaining works.

6.9.1.10 Invite the presence of DILG-C/MLGOO and/or DILG-City/Provincial/Regional Office representative/s during major activities such as, but not limited to:

- i. Well drilling
- ii. Pumping test
- iii. Concrete pouring of water reservoir/tanks
- iv. Pipe laying
- v. Pipeline and tank leakage/hydro testing/commissioning/disinfection
- vi. Water sampling for potability (before, during and after construction)
- vii. Water Meter installation

6.9.1.11 For subproject implemented by Contract, the Implementing Partner shall

- a. Conduct inspection when the subproject reaches 95% physical accomplishment for punch listing. The Implementing Partner may invite the DILG-RO or DILG-PO to be present during inspection. Immediately after inspection, the Implementing Partner shall inform the Contractor to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.
- b. Within one (1) week upon receipt of the request for final inspection from the Contractor, conduct final inspection and shall invite the DILG-RO or DILG-PO to be present during inspection.
- c. During the conduct of final inspection, the Implementing Partner shall ensure the availability of the following documents:
 - 1. Approved POW and construction drawing
 - 2. Latest potability test result
 - 3. Quality Test Results e.g Tank and pipeline hydro testing and disinfection

6.9.1.12 For subproject implemented by Administration, the Implementing Partner shall :

- a. Request inspection from DILG-RO or DILG-PO when the subproject reaches 95% physical accomplishment for punch listing. Immediately after inspection, the Implementing Partner shall rectify the noted deficiencies, if any, and complete the works within the remaining implementation duration.
- b. Conduct joint final inspection with DILG-RO/DILG-PO.
- c. DILG-RO/PO shall certify that the subproject is completed

6.9.1.13 Within seven (7) working days upon receipt of Implementing Partner or of the Contractor's/ Partner Agency's request for final inspection of the subproject, the Implementing Partner shall also request for COA inspection.

6.9.1.14 Officially turnover the completed subproject to the LGU who will operate and maintain the subproject.

6.9.1.15 Ensure that no water system shall be allowed to be operated and opened for public use without the Certificate of Potability.

6.9.1.16 Subproject can only be reported as completed upon submission of Certificate of Completion to DILG-RO.

6.9.1.17 Prepare and submit to DILG-RO the **Subproject Completion Report (SPCR) as Annex R**, within six (6) months after completion, which should include the following documents/proof:

- i. Certificate of acceptance of the project issued or signed by the recipient or beneficiaries
- ii. Consolidated Liquidation Report showing all fund deposits and actual disbursements
- iii. Others, as deemed necessary.

6.9.2 For DILG-ROs, Provincial/City Directors or MLGOOs

6.9.2.1 The DILG-RO, through the PDMU, shall take the lead in monitoring all aspects of subproject implementation.

6.9.2.2 During monitoring visits, the DILG-RO, through the PDMU, shall observe/check the following, among others:

- a. Availability of construction materials on site in accordance with the approved plans and specifications
- b. The presence of Materials Engineer on site
- c. Availability of appropriate equipment on site in accordance with the Equipment Schedule
- d. QC tests results conducted whether they are consistent with the frequency specified in the Technical Specifications, and whether the tests were conducted by accredited testing center/laboratory
- e. Waste disposal is done in accordance with prescribed standards
- f. Health and Safety standards set by DOLE are being implemented
- g. Works are in accordance with the approved Plans and Specifications

The DILG-RO, through the PDMU, the DILG-C/PD and/or C/MLGOO, shall immediately advise the Implementing Partner for any noted deviations and advise the Implementing Partner to initiate corrective actions or to cause the Contractor to initiate corrective actions.

6.9.2.3 The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall validate reports submitted by the Implementing Partner of the Implementing Partner's or the Contractor's compliance with the provisions of RA 8885 regarding the hiring of skilled and unskilled labor. If the Implementing Partner or Contractor is not compliant with the said

provisions, immediately advise the Implementing Partner to comply or cause the Contractor to comply.

- 6.9.2.4 The DILG-RO, through the PDMU, shall evaluate all submitted reports by the Implementing Partners for the following cases:
- a. Physical Works not in accordance with the Approved Plans and Specifications - The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall advise the Implementing Partner to immediately implement corrective measures or issue notice to Contractor to implement corrective measures on noted defects. Implementing Partner shall be advised to monitor Contractor's/Partner Agency's corrective actions.
 - b. Inconsistency between the reported and actual work accomplished. DILG-PD and/or PDMU shall advise the Implementing Partner to conduct a joint inspection within three (3) days to resolve inconsistencies
 - c. Any delay in subproject implementation. DILG-PD or PDMU shall advise the Implementing Partner to submit catch-up plan to complete the works within the approved implementation period, or issue Warning Letter to the Contractor and require immediate submission of catch-up plan to complete the works within the approved contract period.
- 6.9.2.5 Poor quality of works - The PDMU shall check the results of QC tests conducted by the Implementing Partner or Contractor, among others.
- 6.9.2.6 Annex S shows the list of minimum QC tests that should be conducted by the Implementing Partner or Contractor per type of subproject. The DILG-ROs shall conduct separate QC tests, if necessary, to validate quality of the subproject.
- 6.9.2.7 In case there is a reported stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall advise the Implementing Partner to immediately assess/evaluate the situation and recommend appropriate action.
- 6.9.2.8 The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO shall closely monitor the subproject and advise the Implementing Partner to:
- a. Before the subproject reaches 95%:
 - i. Join the inspection for Punch listing of the subproject implemented by Contract
 - ii. Organize and conduct inspection for subproject implemented by Administration.
 - b. Before the subproject reaches 100% physical accomplishment:
 - i. Join the final inspection for subproject implemented by Contract
 - ii. Organize and conduct final inspection for subproject implemented by Administration.
 - c. Advise Implementing Partner to request COA for final inspection.
- 6.9.3 All subprojects shall be completed within the approved contract duration. In case the Implementing Partner cannot comply with this provision, DILG-RO shall advise, notify and require the concerned Implementing Partner to explain the reason for its non-compliance. If after validation and evaluation, the reason is found unacceptable, or after due course, the Implementing Partner has no action, the DILG-RO shall recommend to DILG Central Office the transfer of the LGU

Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

- 6.9.4 The LGU Accountant shall recognize the completed project as asset in accordance with existing accounting rules and regulations. The LGU Accountant shall submit Journal Entry Voucher (JEV) recognizing the completed project as asset to DILG-RO for reference during monitoring and evaluation of the project.

6.10 Adherence to National Government Standards and Policies

- 6.10.1 The Implementing Partner shall abide by the standards and policies set by the National Government, which are applicable to all phases of subproject preparation and implementation.
- 6.10.2 The DILG-RO shall ensure that these standards and policies are considered during appraisal and are being observed during actual implementation by the Implementing Partner.
- 6.10.3 Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following:
- a. Buildings and other vertical structures per the CY 2005 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 7th Edition of the National Structural Code of the Philippines published on CY 2015 by the Association of Structural Engineers of the Philippines
 - b. Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)
 - c. "No-build" zone in accordance with FY2017 GAA
 - d. Philippine National Standard for Drinking Water pursuant to DOH Administrative Order (AO) 2007-0012
 - e. Rainwater Collection Facilities pursuant to RA 8716
 - f. Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
 - g. Clean Water Act of 2014 pursuant to RA 9275
- 6.10.4 Infrastructure subprojects shall provide architectural and structural features, design, or facilities that will reasonably enhance mobility, safety, and welfare of persons with disability pursuant to Batas Pambansa (BP) 344 and RA 7277.
- 6.10.5 Infrastructure subprojects shall integrate energy-saving solutions in planning and implementation to mitigate the effect of climate change pursuant to RA 9729.

6.11 Fund Administration

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

6.11.1 Fund Utilization

6.11.1.1 The DILG Fund shall:

- a. Be used exclusively to finance the following:
 - i. Construction/implementation of subprojects reflected in the signed MOA.
 - ii. Preparation of the DED, but it shall not be more than 6% of the subproject allocation based on the following conditions:
 - If the Implementing Partner is not the Proponent LGU
 - If the Implementing Partner is the Proponent LGU, for construction of new subprojects costing above Php 1.00 Million.
- b. Not to be used to finance 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/Proponent LGU personnel overseeing and supervising the subproject implementation. Such expenses shall be borne by the Implementing Partner as LGU-counterpart fund.

At the end of each year, the LGU shall determine savings or unexpended balances of DILG Fund for all completed projects. The LGU Accountant shall initiate the preparation of vouchers and the LGU Treasurer shall cause the return of the savings to the DILG-RO.

6.11.1.2 The Cash and/or in-kind counterpart of the Proponent LGU/Implementing Partner shall be used for the following:

a. Proponent LGU

- i. The subproject cost in excess of the DILG Fund allocation (in cash) which shall be used exclusively for construction/implementation of the subproject and shall be deposited/transferred in the Implementing Partner's Trust Account used in the subproject implementation.
- ii. Preparatory activities (Feasibility Study/Subprojects Proposal preparation, survey/validation, social preparation activities, cost/fees for permits, tests, and etc.) including hiring of technical staff for the preparation of Feasibility Study
- iii. Conduct of geo-resistivity for new construction of water supply facility with underground water source and/or pumping test with existing well within the vicinity of the proposed project site.
- iv. Administrative cost for the implementation/supervision and evaluation of subproject including attendance to meetings and trainings (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related construction supervision expenses)
- v. Appropriate at least 1% of the subproject allocation for sanitation related activities such as behavioral change communication, barangay consultation on water, sanitation, health and hygiene (e.g. Community Led Total Sanitation (CLTS)).

b. Implementing Partner

- i. The preparation of DED shall be financed from LGU counterpart fund. However, Implementing Partner may use a portion of the DILG Fund but not to exceed 6% of the allocation stated in the signed MOA for the particular subproject in accordance to Section 6.11.2 (Mechanics for DILG Fund Releases).
- ii. Construction Supervision including hiring of additional engineer
- iii. Administrative cost for the implementation/supervision and evaluation of subproject including attendance to meetings and trainings (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related construction supervision expenses)

6.11.2 Mechanics for DILG Fund Management

6.11.2.1 DBM to DILG-RO

- a. Based on the comprehensive release of the SALINTUBIG Funds by DBM to the DILG-ROs, the DILG-RO shall book up the SALINTUBIG- Funds in the regular account under Fund 101.
- b. The DILG-RO shall immediately obligate the **whole amount** allotted for the subproject after MOA signing as stipulated in **Section 6.4.3**.
- c. Based on the release of Notice of Cash Allocation (NCA) by DBM to DILG-RO, DILG-RO shall book up the NCA as "Subsidy from National Government - 4-03-01-0101"
- d. 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 2017 budget, the appropriation is valid until December 2018. However, pursuant to Item III.A of the FY 2017 President's Veto Message, all concerned office heads shall ensure obligation of water supply subprojects funded under FY 2017 GAA not later than December 31, 2017.

6.11.2.2 DILG-RO to C/Is and Provinces as Implementing Partners

- a. DILG shall issue CAF to the Implementing Partner equivalent to the DILG Fund allocation for the subproject as reflected in the MOA.
- b. DILG shall transfer the 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, the DILG-RO may opt to issue check in the name of the Implementing Partner instead of ADA. 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.
- c. The Implementing Partner shall take up the transferred funds as "Due to NGAs". The Implementing Partner shall maintain a separate subsidiary ledger to facilitate tracking of fund receipt, utilization and liquidation.
- d. Fund releases to Implementing Partner shall be made in the following tranches upon submission of required documents mentioned in **Annex T**.
 - **100% of the Subproject Allocation** shall be released upon MOA signing for subproject costing Php 3.00 Million and below
 - Two (2) tranches for subproject costing above Php 3.00 Million as follows:
 - ✓ **1st Tranche** - **80% of the Subproject Allocation** upon MOA signing
 - ✓ **2nd Tranche** - **20% of the Subproject Allocation** or the approved Contract Cost less the first tranche, but not more than the remaining balance of the Subproject Allocation shall be released upon **20% liquidation** of the 1st tranche and LGU cash counterpart fund (if any) mentioned in **Section 6.11.1.2.a.i** and 50% physical accomplishment
- e. Requests for the release of funds shall be submitted to the concerned DILG-RO with the required supporting documents as mentioned in **Annex T**.

- f. The DILG-RO shall review the submitted documents and conduct field inspection to validate the claimed physical accomplishment prior to the release of funds.
- g. DILG-RO shall release the funds within **seven (7) working days** upon satisfactory compliance of the requirements in accordance to **Section 6.11.2.2.e**.
- h. DILG-RDs are authorized to act on, sign and/or approve contracts, disbursement vouchers, checks, liquidation reports and all other related documents pertaining to the implementation of the DILG Projects with amounts equivalent to the approved subproject costs stipulated in the MOAs with the Implementing Partners, subject to the usual accounting and auditing rules and regulations.
- i. 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.

Note: The Proponent LGU shall deposit the Cash Counterpart Fund in the Implementing Partner's Trust Account before the issuance of the NTP and before the start of subproject implementation and the DILG Fund first tranche shall be 20% disbursed before the release of the last tranche.

6.11.3 Reporting and Liquidation

6.11.3.1 Liquidation of Fund Transfers

- a. The Implementing Partner shall liquidate the funds by submitting to the DILG-RO, either in print or by way of electronic documents, the duly signed Report of Disbursement (ROD)/Liquidation **(See Annex U)**.
- b. The 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. This shall also serve as the basis for the subsequent fund release to Implementing Partner.
- c. The Implementing Partner shall submit to DILG-RO the Report of Disbursement (ROD)/Liquidation, if necessary, including copies of the supporting documents as evidence of the actual utilization of funds, within 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 Finance and Management Service (FMS) – Accounting Division, copy furnished OPDS, the Regional Consolidated Report on Fund Utilization and Liquidation. **(See Annex V)**
- e. The DILG-RO or any authorized representative may conduct spot checks of the 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. 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 6.11.3.1.b**.
- g. In case of non-submission, DILG-RO shall notify in writing the Implementing Partners on the need to submit the required liquidation reports.

6.11.3.2 Liquidation of Regional Operational Fund

Every 10th day after the end of each month, the DILG-RO shall submit to DILG Finance and Management Service (FMS) – Accounting Division, copy furnished OPDS, the ROD on the utilization of the sub-allotment for 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 have been disbursed.

6.11.4 Illustrative Accounting Code of Entries for the DILG Fund Transfer

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

6.12 Implementation Arrangement

6.12.1 Project Management Office (PMO)

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

- 6.12.1.1 Formulation/Updating of Operational Guidelines and Strategies for effective implementation
- 6.12.1.2 Over-all physical and financial planning
- 6.12.1.3 Over-all fund management
- 6.12.1.4 Development monitoring and evaluation systems
- 6.12.1.5 Development and maintenance of databases for the DILG Fund Projects
- 6.12.1.6 Preparation and submission of consolidated weekly, monthly, quarterly, annual and other regular reports to the DILG Management and other partner agencies either in print or by electronic copy.
- 6.12.1.7 Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners in the development, implementation, operation, and management of big ticket and critical subprojects.
- 6.12.1.8 Conduct risk assessment to determine critical subprojects.
- 6.12.1.9 Close monitoring of big ticket and critical subprojects.
- 6.12.1.10 Implementation of the following capacity development programs for the Implementing Partners, Municipal WATSAN Councils/Teams, and Water Service Providers:

1) Pre-implementation Phase

- i. Water Supply and Sanitation Sector Plan (MW4SP) Preparation
- ii. Project Proposal/Feasibility Study (FS) Preparation
- iii. Detailed Engineering Design (DED) Preparation and Procurement

2) Implementation Phase

- iv. Construction Supervision and Fund Management
- v. Human Rights-Based Local WATSAN Governance (HRBLWG) and Strategic Communication
- vi. Community Organizing and Skills Enhancement Using Rights-Based Approach

3) Sustainability Phase

- vii. Operation and Maintenance (O&M)
 - LGU-Managed Water Supply Project
 - BWSA-Managed Water Supply Project
- viii. Ring-fencing and Business Planning for LGU-managed Water Supply System
- ix. Performance Benchmarking and Tariff Setting
- x. Water Safety Plan (WSP) Preparation

6.12.1.11 Conduct of regular consultations/dialogues with DILG-ROs/POs and LGUs

6.12.2 DILG Regional Offices (DILG-RO)

The DILG Regional Offices (DILG-ROs) shall take the lead and responsible for the efficient and effective implementation of the projects at the local level, and shall take appropriate measures to ensure that the fund transferred to Implementing Partners are used for the intended purpose.

6.12.2.1 The DILG Regional Director (DILG-RD) shall:

- a. Organize PTWGs in all participating provinces to review and approve proposals and Technical Designs for subprojects amounting to **Php 3.00 Million and below**
- b. On behalf of the DILG, enter into a MOA with the Implementing Partners for the implementation and release of funds for the subprojects
- c. Enter into a Partnership Agreement with service providers for the DED preparation
- d. Approve/disapprove subproject proposals and DED for subprojects **above Php 3.00 Million**
- e. Sign and/or approve contracts, disbursement vouchers, checks, liquidation reports and other documents related to subproject implementation

6.12.2.2 The DILG Regional Offices (DILG-RO), thru the Project Development and Management Units (PDMUs), shall take the lead and be responsible for the efficient and effective implementation of the projects at the local level. The PDMUs shall be responsible for the following:

- a. Conduct regional fund management, which includes among others, review of documents submitted by the Proponent LGU/Implementing Partner prior to release of funds, and verifying satisfactory compliance of requirements;
- b. Conduct regional physical and financial planning;
- c. Review, assess, and validate the proposed subprojects;
- d. Review, evaluate, and recommend approval of subproject proposals and DED;
- e. Implement subprojects, as necessary;
- f. Provide advisory and technical assistance to DILG Provincial/Municipal Offices and Implementing Partners, in the development, implementation, operation and management of subprojects;
- g. Ensure the compliance to requirements of Proponent LGUs/Implementing Partners;
- h. Assist in the conduct of capacity development programs;
- i. Provide support to the Provincial and Municipal Offices in the monitoring and evaluation for subprojects costing **Php 3.00 Million and below**;
- j. Prepare and submit timely Physical and Financial Accomplishments of all SALINTUBIG subprojects to DILG Central Office thru FMS and OPDS;
- k. Prepare regular alert status reports that will provide the management advance information on what is happening on the ground that will guide in addressing possible bottleneck;
- l. Conduct regular consultations/dialogues with LGUs and other stakeholders;
- m. Recommend cancellation of non-moving subprojects and transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects, and

6.12.3 DILG Provincial/City/Municipal Offices

The DILG-C/PD and C/MLGOOs shall assist the DILG-RO in overseeing the implementation of the projects at the local level. The DILG-C/PD or his/her duly designated representative shall act as the Focal Person in the Province/City. The C/MLGOOs shall serve as the SALINTUBIG-Focal Person in the municipality. The DILG-RO shall be responsible for the following:

- 6.12.3.1 Convene the PTWG for the review and approval of the submitted subproject proposals
- 6.12.3.2 Assist in the conduct of the capacity development activities at the provincial/city/municipal level
- 6.12.3.3 Brief the Proponent LGUs and Implementing Partners of the Project Guidelines and Timelines
- 6.12.3.4 Monitor and provide timely reports/feedback to the DILG-RO on the progress of activities in all phases of subproject implementation to include but not limited to the following:
 - a. Status of the preparation of Project Proposal/FS, DED/Technical Design and other supporting documents
 - b. Progress of the preparation of Bidding Documents
 - c. Issuance of the SB Resolution authorizing the Mayor to sign the MOA
 - d. Status of Procurement
 - e. Status of Subproject Implementation
 - f. Subproject completion
 - g. Functionality of completed water supply project
 - h. Functionality of Municipal WATSAN Council/Team and other Water Service Providers
- 6.12.3.5 Review the completeness of the relevant documents submitted by the Implementing Partners
- 6.12.3.6 Facilitate the finalization of documents required in MOA signing.
- 6.12.3.7 Provide feedback whether Implementing Partner has issued CAF to BAC as a requirement to commence with the procurement process.
- 6.12.3.8 Monitor and provide advice during the bidding process.
- 6.12.3.9 Attend during the Bid Opening, if necessary.
- 6.12.3.10 Ensure timely submission of accomplishment reports (including pictures) and upon subproject completion, attest to the existence of the subproject.
- 6.12.3.11 Ensure that Implementing Partner install and regularly update the Subproject Community Billboard in compliance with the COA issuance No. 2013-004 dated January 30, 2013 and other relevant guidelines
- 6.12.3.12 Participate in the conduct of punch listing and final inspection and submit report to DILG-RO within two (2) days after inspection
- 6.12.3.13 Ensure that the DILG Funds are utilized for the intended purpose
- 6.12.3.14 Assist in the conduct of spot checking on the book of accounts and ledgers of the Implementing Partners

6.12.4 The Provincial Technical Working Group (PTWG)

The Provincial Technical Working Group (PTWG) shall be chaired by the DILG-RO with City Director, Cluster Heads or C/MLGOOs as members. Representatives from the Provincial Government, preferably from the Provincial Engineering Office (PEO) and Provincial Planning and Development Office (PPDO), are to assist in the review of subproject proposals. The PTWG shall:

- 6.12.4.1 Review, evaluate, and approve/disapprove subproject proposals and technical documents costing Php 3.00 Million and below
- 6.12.4.2 Conduct site visits and field validation to further assess the feasibility of the proposed subproject
- 6.12.4.3 Prepare consolidated evaluation report for submission to the DILG-RO.
- 6.12.4.4 Recommend cancellation/transfer of non-moving subprojects and blacklisting of non-performing Proponent LGUs/Implementing Partner to DILG-RO.

6.12.5 Proponent LGU/Implementing Partner

Assessment of the eligibility of the **Proponent LGU** as the **Implementing Partner** shall be in accordance with **Section 6.2** of this Guidelines and shall be further validated during Subproject Review Process. The **Implementing Partner** may be the Provincial Government or the City/Municipal Government or any other entity that may be designated by the DILG-RO.

6.12.5.1 The Proponent LGU shall:

- a. Prepare subproject proposal/s
- b. Provide counterpart funds, as necessary
- c. Adhere to existing national standards/guidelines, laws and policies stipulated in **Section 6.10**, among others
- d. If not the **Implementing Partner**, enter into a MOA with DILG and **Implementing Partner**
- e. If not the **Implementing Partner**, jointly monitor the implementation of subproject with the **Implementing Partner**
- f. Commit to provide annual operations and maintenance funds through a SB Resolution
- g. Identify appropriate institution to manage, operate and maintain the subproject

6.12.5.2 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. Designate a full time Project Engineer/Supervisor to oversee the physical implementation of the subprojects to ensure that it is in accordance with the plans and specifications
- e. Adhere to existing national standards/guidelines, laws and policies stipulated in **Section 6.10**, among others
- f. Adhere to the provisions of RA 9184 and its RIRR
- g. Ensure that subproject is implemented in accordance with the approved schedule, within the approved budget and in accordance with acceptable standards
- h. Submit financial and physical accomplishment reports twice a month to DILG-RO.
- i. Submit to DBM, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriation, and the Senate Committee on Finance, either in printed form or by way of electronic document, quarterly reports on financial and physical accomplishment by the project in accordance with Section 86 of the General Provisions, 2017 GAA (RA No. 10924).
- j. Submit a timely report of all projects that it has implemented, either in print or by electronic copy to DILG-RO.
- k. Liquidation of the DILG Fund within six (6) months after the completion of each project.
- k. Return to DILG-RO any of the unexpended balance of the DILG Fund.

6.13 Monitoring and Evaluation

6.13.1 Progress Monitoring

6.13.1.1 DILG-PMO

- a. Conduct SALINTUBIG Project risk assessment and site visits for big ticket and critical subprojects and spot checks in all phases of subproject implementation, whenever necessary.

- b. Shall submit a consolidated quarterly monitoring report to DBM thru the DILG-Planning Service and FMS.
- c. Shall post the consolidated quarterly monitoring report to DILG website.

6.13.1.2 DILG Field Offices

DILG-ROs shall take the lead in the progress monitoring of all SALINTUBIG subprojects funded by DILG.

- a. Progress monitoring shall be conducted by the DILG Regional/Provincial/ City/Municipal Offices and shall cover, but not limited to the following:
 - i. physical status and accomplishment;
 - ii. financial status to include utilization/disbursement rates;
 - iii. problems encountered and recommended solutions; and
 - iv. risk assessment and analysis.
 - b. Monitoring and reporting of progress of subproject implementation will be done bi-monthly (twice a month) and quarterly using Monitoring and Evaluation (M&E) forms prescribed by DILG-OPDS.
 - c. Regularly update the Programs/Projects Monitoring System (PPMS) - <http://ppms.dilg.gov.ph/projectsmapv3/maprojectv3.php>
- 6.13.1.3 Alert mechanisms shall be established to ensure timely resolution of issues that may arise before, during and after subproject implementation.

6.13.2 Transparency and Accountability Mechanisms

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

- 6.13.2.1 Implementing Partner shall install subproject billboards on the subproject sites to provide information including the period of implementation, fund allocation and status of fund utilization consistent with COA Circular No. 2013-004, dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on subproject reporting and monitoring.
- 6.13.2.2 Implementing Partners shall post in their respective websites, within thirty (30) calendars days from entering into Contract with the winning contractor/bidder, the following information per subproject:
 - a. Subproject title and detailed description, which shall include the nature and location;
 - b. The detailed estimates in arriving at the Approved Budget for the Contract; and
 - c. The winning contractor and the detailed estimates of the bid awarded.
- 6.13.2.3 Implementing Partner shall also post in their respective websites within thirty (30) calendars days from the issuance of subproject completion the following:
 - a. Detailed actual cost of the subproject; and
 - b. Variation orders, if any.
- 6.13.2.4 DILG-OPDS and 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.

6.13.3 Project Evaluation

Data on specific social and economic indicators shall be regularly collected in SALINTUBIG project sites to aid in outcome evaluation. A separate guideline will be issued for the detailed SALINTUBIG Project evaluation system/procedure.

6.13.4 Information Dissemination and Institutional Learning

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

6.14 Penalties and Sanctions

The DILG Regional Director is authorized to:

6.14.1 Terminate/cancel/transfer the implementation of the subproject in the following instances:

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

In case the subproject is partially or fully cancelled due to the fault of the Implementing Partner, the Implementing Partner shall be **obliged to return** the spent amount and unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the subproject, whichever applies without prejudice to **Section 6.14.3** hereof.

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

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

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

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

7.0 REFERENCES

- RA 9184 (Government Procurement Reform Act)
- RA10924 (GAA FY 2017)
- RA 6685 dated 12 December 1988
- COA Circulars
- Buildings and other vertical structures per the CY2005 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 7th Edition of the National Structural Code of the Philippines published CY2015 by the Association of Structural Engineers of the Philippines
- Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)

- Tourism facilities per Department of Tourism (DOT) guidelines
- "No-build" zone in accordance with FY2015 GAA
- Philippine National Standard for Drinking Water pursuant to Department of Health (DOH) Administrative Order (AO) 2007-0012
- Rainwater Collection Facilities pursuant to RA 6716
- Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
- Clean Water Act of 2014 pursuant to RA 9275
- LWUA Standard Specifications for Water System Construction, Bidding Document Volume 2 (November 2009)

8.0 ANNEXES

- Annex A* - Pro-forma Eligibility Advice
- Annex B* - Simplified Feasibility Study (SFS) Format
- Annex C* - Pro-Forma Letter Request
- Annex D* - Pro-Forma Subproject Implementation Schedule
- Annex E* - Checklist for Documentary Requirements for Submission of SFS
- Annex F* - Checklist for Documentary Requirements for DILG-RO Review/Approval
- Annex G* - Pro-Forma Memorandum of Agreement (MOA) between DILG and LGU
- Annex H* - Tripartite Memorandum of Agreement (MOA)
- Annex I* - Pro-forma Certificate of Availability of Funds (CAF)
- Annex J* - Checklist for Documentary Requirements for Release of CAF and Fund
- Annex K* - Checklist for Documentary Requirements for Submission of Technical Specification/Design
- Annex L* - Checklist for Documentary Requirements for Submission of DED
- Annex M* - Checklist for Documentary Requirements for DED Approval
- Annex N* - Procurement Timelines
- Annex O* - Preconstruction Conference Agenda
- Annex P* - Labor Force Report
- Annex Q* - Statement of Work Accomplished
- Annex R* - Pro-forma Subproject Completion Report (SPCR)
- Annex S* - Minimum Requirements for Quality Control Tests
- Annex T* - Summary of Documentary Requirements
- Annex U* - Pro-forma Report of Disbursement/Liquidation (ROD)
- Annex V* - Pro-forma Consolidated Report of Disbursement (CROD)
- Annex W* - Illustrative Accounting Code of Entries for Fund Transfer

9.0 INQUIRIES/APPEALS AND ESCALATION

The Water Supply and Sanitation-Project Monitoring Office (WSS-PMO) of the Office of Project Development Services (OPDS) is responsible for drafting/formulating/issuing the policy. Inquiries or complaints concerning this document should be directed/addressed to OPDS through the WSS-PMO on any of the following: Tel. No. (02)-928-5854, email address at dilgwsspmo@gmail.com or mailing address at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for appropriate action.

10.0 EFFECTIVITY

This policy shall take effect immediately.


CATALING S. UY
 Officer-in-Charge

**APPENDIX 1
ACRONYMS AND ABBREVIATIONS**

AIP	Annual Investment Plan
AO	Administrative Order
BAC	Bids and Awards Committee
BP	Batas Pambansa
BTr	Bureau of Treasury
CAF	Certificate of Availability of Funds
CLTS	Community Led Total Sanitation
COA	Commission on Audit
DBM	Department of Budget and Management
DED	Detailed Engineering Design
DILG	Department of the Interior and Local Government
DILG-PD	Department of the Interior and Local Government Provincial Director
DILG-PO	Department of the Interior and Local Government Provincial Office
DILG-RD	Department of the Interior and Local Government Regional Director
DILG-RO	Department of the Interior and Local Government Regional Office
DOH	Department of Health
DOLE	Department of Labor and Employment
DOT	Department of Tourism
ECC	Environmental Compliance Certificate
EO	Executive Order
FMS	Finance and Management Service
FY	Fiscal Year
GAA	General Appropriations Act
GFH	Good Financial Housekeeping
IP	Indigenous People
IRR	Implementing Rules and Regulations
ITB	Invitation to Bid
LCE	Local Chief Executive
LGUs	Local Government Units
LWUA	Local Water Utilities Administration
M&E	Monitoring and Evaluation
MC	Memorandum Circular
MGB	Mines and Geoscience Bureau
MLGOOs	Municipal Local Government Operation Officers
MOA	Memorandum of Agreement
NAPC	National Anti-Poverty Commission
NCA	Notice of Cash Allocation
NCIP	National Commission on Indigenous People
NG	National Government
NGAs	National Government Agencies
NTP	Notice to Proceed
NWRB	National Water Resources Board
OCM	Overhead Contingencies and Miscellaneous
OPDS	Office of Project Development Services
P/CD	Provincial or City Directors
PCAB	Philippine Contractors' Accreditation Board
PCCP	Portland Cement Concrete Pavement
PD	Presidential Decree
PDMU	Project Development Management Unit
PEO	Provincial Engineering Office
PFP	Program Financial Plan
PMO	Project Management Office
POW	Program of Works
PPDO	Provincial Planning and Development Office
PTWG	Provincial Technical Working Group
QC	Quality Control
RA	Republic Act
ROD	Report of Disbursement
SB	Sangguniang Bayan
SFS	Simplified Feasibility Study
SGLG	Seal of Good Local Governance
SPCR	Subproject Completion Report
SWA	Statement of Work Accomplished

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/Province has been found (eligible/ ineligible) to implement your project under the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program FY 2017.

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

Sincerely,

SIGNATORY
Regional Director

SIMPLIFIED FEASIBILITY STUDY FORMAT

I. Description

A. Project Title

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

B. Project Location

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

C. Brief Summary of the Project

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

D. Project Goals and Objectives

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

E. Total Project Cost

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

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

F. Target Beneficiaries

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

G. Project Partners

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

H. Technical Evaluation (for Infra Projects)

Site Analysis

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

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

Notes: (to take into account DRRM)

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

II. Project Components and Implementation Schedule

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

III. Work and Financial Plan

Include detailed financial schedules of the proposed project

IV. Project Management

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

V. Project Sustainability

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

Prepared by:

Signature above Printed Name
LGU/PO/NGO _____

Endorsed by:

Signature above Printed Name
LGU/PO/NGO _____

SIMPLIFIED FEASIBILITY STUDY FORMAT
Provision of Potable Water Supply Project

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

Sagana at Ligtas na Tubig sa Lahat		Form 2 (page 1)	
A Program funded by the GAA Provision for Potable Water Supply			
Name of Project 0		Socio-economic, Technical and Financial Information	
<i>Data for the responses of this survey may be taken from well-informed primary or secondary sources preferably from technical persons within the municipal LGU.</i>			
A. LOCATION			
Barangay 0,00	Municipality 0	Province 0	Region 0
B. GENERAL INFORMATION (Barangay/s)			
Population (per barangay)		Number of Households (per barangay)	Distance from Poblacion (km, per barangay)
Availability of Electricity <input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available		Power Cost per kWh (per barangay)	Distance from Main Electric Line (km, per barangay)
Availability of Public Transportation <input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available		If Transportation is Available, Types	Average Monthly Income / HH (P)
Main Livelihood of Residents (as % of Population)			
Farming	%	Fishing	%
		Services	Entrepreneur/Own Business
		Sector	%
		Business Type	%
Employed			
Private	%	Govt	%
C. HEALTH INFORMATION			
Number of Water-Related Disease Cases Last Year			
Diartheal Diseases	Skin Diseases	Cholera	Hepatitis A
			Others
Number of Households with Sanitary Toilets			
Flush	Pour Flush	Ventilated Improved Pit	
Number of Households with Insanitary Toilets			
Open/Closed Pit	Overhang	Without Toilets	

Sagana at Ligtas na Tubig sa Lahat		Form 2 (page 3)	
A Program funded by the GAA Provision for Potable Water Supply			
Name of Project 0		Socio-economic, Technical and Financial Information	
G. FINANCIAL INFORMATION			
1. Local Counterpart Contribution			
	Cash	In-Kind (Please Specify)	
Provincial LGU			
Municipal LGU			
Barangay LGU			
Community Based Organization			
Others			
Totals			
Unit Cost (Peso)			
Total Cost (Peso)			
2. Target number of beneficiary families or households		3. Average monthly family or household income	
4. Present average monthly family or household expense on water (amount spent for buying water and paying others to fetch water)		5. Average monthly amount the family or household is willing to pay for water (to avail of an improved water supply service)	
H. INSTITUTIONAL INFORMATION			
1. Is there an existing water user association willing to operate the system?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> None			
Name of Water Service Provider		No. of Facilities Managed	
		Level 1 Level 2 Level 3	
<input checked="" type="checkbox"/> Active for ___ years <input checked="" type="checkbox"/> Inactive for ___ years			
Registered with the following:			
<input checked="" type="checkbox"/> LGU <input checked="" type="checkbox"/> CDA <input checked="" type="checkbox"/> SEC <input checked="" type="checkbox"/> LWUA <input checked="" type="checkbox"/> NWRB <input checked="" type="checkbox"/> Others, specify			
2. Are the residents willing to operate and maintain the WS facilities?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Community dialogue/workshops held with the residents.			
Date	Topic	Conducted By	No. of Attendees
4. Type of organization to be formed			
<input checked="" type="checkbox"/> RWSA/BWSA <input checked="" type="checkbox"/> Cooperative <input checked="" type="checkbox"/> Water District <input checked="" type="checkbox"/> Other, specify			
Name of Organization			
5. Submit the following for existing or proposed water supply organization:			
<input checked="" type="checkbox"/> By-Laws <input checked="" type="checkbox"/> List of Officers <input checked="" type="checkbox"/> Certificate of Registration			

Sagana at Ligtas na Tubig sa Lahat		Form 4
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project 0	SCHEMATIC DIAGRAM	
Scale: 1:50,000		

Sagana at Ligtas na Tubig sa Lahat		Form 5
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project	Cross-section of well source/ plan of spring source development/ others	
0		
<p>(Include, for example, a cross-section of geological formation encountered.)</p>		

Sagana at Ligtas na Tubig sa Lahat				Form 6a				
A Program funded by the GAA Provision for Potable Water Supply				(Level I)				
Name of Project				Program of Works				
0								
Proposed Type of Water Source		Mode of Construction						
Deep Well	<input checked="" type="checkbox"/>	New Construction		<input checked="" type="checkbox"/>				
Shallow Well	<input checked="" type="checkbox"/>	Rehabilitation		<input checked="" type="checkbox"/>				
Spring	<input checked="" type="checkbox"/>							
Rainwater	<input checked="" type="checkbox"/>							
Well								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost	Total Cost				
1. Well drilling	m							
2. Supply and installation of hand pump	pc							
3. Construction of apron	m ³							
4. Treatment / Disinfection	Lump sum							
				Total Project Cost				
				10% Contingency				
Spring								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost	Total Cost				
1. Source Development	m ³							
2. Treatment / Disinfection	LS							
				Total Project Cost				
				10% Contingency				
Rainwater								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost	Total Cost				
1. Source Development	m ²							
2. Cistern	m ³							
3. Treatment / Disinfection	LS							
				Total Project Cost				
				10% Contingency				
Schedule of Activities	No. of Days	Week Number						
		1	2	3	4	5	6	7
1. Land acquisition								
2. Mobilization and site preparation								
3. Construction								
4. Site restoration and demobilization								

Sagana at Ligtas na Tubig sa Lahat		(Levels II & III)						
A Program funded by the GAA Provision for Potable Water Supply								
Name of Project 0		Program of Works						
Proposed Type of Project		Mode of Construction						
Level II	<input checked="" type="checkbox"/>	New Construction	<input checked="" type="checkbox"/>					
Level II	<input checked="" type="checkbox"/>	Rehabilitation	<input checked="" type="checkbox"/>					
Combination of		Expansion	<input checked="" type="checkbox"/>					
Level II & III	<input checked="" type="checkbox"/>							
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost	Total Cost				
1. Source Confirmation								
a. Well Drilling	m							
b. Spring Source Development	m ³							
2. Pipe and Fittings	m							
3. Reservoir	m ³							
4. Pump House	m ²							
5. Electro-mechanical works (Pump, Control & Others	pc							
6. Power Line Extension	km							
7. Treatment facilities (Chlorinator)	LS							
Total Project Cost								
10% Contingency								
Schedule of Activities	No. of Days	Month						
		1	2	3	4	5	6	7
1. Land acquisition								
2. Detailed Engineering Design (DED)								
3. Procurement								
2. Mobilization and site preparation								
3. Construction								
4. Site restoration and demobilization								

Sagana at Ligtas na Tubig sa Lahat		Form 7
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project 0	COST SUMMARY	
A. PRE-CONSTRUCTION COST		
1. Georesistivity Survey		
2. Detailed Engineering Design (DED)		
B. CONSTRUCTION COST		
1. Pipes and Fittings (in-place cost)		
2. Cost of Reservoir (in-place cost)		
3. Cost of Pump (in-place cost)		
a. Cost of Pumps		
b. Cost of Pump House		
4. Source Development		
5. Treatment Facility		
Sub-total Cost of the System		
6. Contingencies (10% of sub-total cost of the system)		
Total Project Cost		
	Rounded Up To	
C. COST SHARING STRUCTURE		
1. DILG (GAA Provision)		
2. LGU Contribution (indicate if loan or equity)		
a. Province <input type="checkbox"/> Loan <input type="checkbox"/> Equity		
b. Municipality / City <input type="checkbox"/> Loan <input type="checkbox"/> Equity		
c. Barangay (indicate if cash or in kind)		
<input type="checkbox"/> Cash <input type="checkbox"/> In kind		
3. Users/Community-Based Organizations' Contribution		
<input type="checkbox"/> Cash <input type="checkbox"/> In kind		
4. Other Contributions (please give details)		
Total Contributions		
Total Funds		

Sagana at Ligtas na Tubig sa Lahat				Form 8	
A Program funded by the GAA Provision for Potable Water Supply					
Name of Project			FINANCIAL ANALYSIS		
0					
Total Project Cost					
To be Financed By:					
		% vs. Total	Amount		
DILG (GAA Provision)					
Provincial LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Municipal LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Barangay LGU					
Users/Community-Based Organization					
Others					
Project Cost per Household	Total Project Cost		No. of HH Beneficiaries	=	
B. MONTHLY EXPENSES					
1. Operations					
a. Salaries					
b. Power $(b1 \times b2 \times b3 \times b4 \times b5 \times b6)$					
b1. Conversion Factor of kw to hp					
b2. Pump horsepower, hp/pump					
b3. Number of pump units					
b4. Operating hours per day					
b5. Cost /kwhr, Peso					
b6. 30 days in a month					
c. Chemicals					
d. Office Supplies					
e. Miscellaneous					
Total Operating Cost					
2. Asset Replacement <i>Enter cost of existing assets and assets funded by the proposed project</i>					
Type of Asset	Acquisition Cost	+	Useful Life (Mos.)	=	Amount
a. Well			50		
b. Pump			15		
c. Pumphouse			50		
d. Tank			50		
e. Pipelines			50		
f. Others					
Total Assets					
Total Asset Replacement Provision					
3. Maintenance <i>Total assets to be maintained is the Total Assets under Asset Replacement above</i>					
Total Assets	x	Maintenance Rate p.a.	+	Months in a Year	=
				12	
4. Total Annual Interest on Loan					
5. Total Monthly Expenses					
C. COMPUTATION OF WATER FEE					
Total Monthly Expenses	+	No. of HH	=	Monthly Water Fee per Household	
D. AFFORDABILITY OF WATER FEE					
Average Monthly Family Income					
Present Average Monthly Family Expense on Water					
Average Monthly Amount Family is Willing to Pay for Water					
Water Fee as Percentage of Family Income	Monthly Water Fee/HH	+	Ave. Family Income/Mo	=	

Republic of the Philippines
Province of _____
CITY/MUNICIPALITY OF _____
Office of the City/Municipal Mayor

DATE

(NAME OF REGIONAL DIRECTOR)

Regional Director
DILG – Region ()
(_____ Address _____)

THRU: **NAME OF PROVINCIAL DIRECTOR**

Provincial Director

Dear Sir/Ma'am,

In line with our Local Poverty Reduction Action Plan (LPRAP), may we respectfully request your office for the approval of (_____ PROJECT NAME _____) with a project cost of (amount in words) _____ (amount in numbers) to be funded under the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program 2017.

Enclosed herewith is the following list of supporting documents as requirement.

1. Simplified Feasibility Study (SFS)
2. Certification from the Treasurer if they have existing Trust Account or Bank Certificate for new Trust Account
3. Subproject Implementation Schedule
4. Annual Investment Plan / Annual Budget Plan
5. **Geo-resistivity Study** for new construction with underground water source to determine the availability and quantity of the water source or results of pumping test in lieu of the geo-resistivity study
6. **Deed of Donation or Proof of Land Ownership**
7. **Certification from Municipal Engineer** that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation
8. Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct water potability test.
9. **Certification from the Municipal Engineer** that the site of the project has no problem on Road Right-of-Way (RRROW), if applicable

Should you need further clarification, you may contact (NAME OF CONTACT PERSON) at telephone number XXX-XXX-XX-XX.

Anticipating for your positive response.

Sincerely,

(NAME OF LCE)

City/Municipal Mayor

**SALINTUBIG PROGRAM – DILG FUND
FY 2017 BUDGET**

Name of Implementing Partner

Subproject Implementation Schedule

Project Title: _____

Sn	Activity	Duration	Timelines	
			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 (Indicative Duration based on POW)			
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

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Provincial Office of _____, Region ____
 (Insert Address)
 (Insert Contact Numbers)
 (Insert email address)

LIST OF DOCUMENTARY REQUIREMENTS FOR SUBMISSION OF PROJECT BRIEF/SIMPLIFIED FEASIBILITY STUDY (SFS)

NAME OF LGU : _____
 PROVINCE : _____
 SUB-PROJECT TITLE : _____
 DILG FUND SUBSIDY : _____

Item No.	Documents	Present	Absent	Remarks
BASIC REQUIREMENTS				
1	Official Letter submitting the required documents signed by the LCE			
2	Simplified Feasibility Study (SFS)			
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	Subproject Implementation Schedule showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	Annual Investment Plan / Annual Budget Plan if the total subproject cost is more than the DILG Allocation			
6	Geo-resistivity Study for new construction with underground water source to determine the availability and quantity of the water source or results of pumping test in lieu of the geo-resistivity study.			
7	Certification from Municipal Engineer that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of water potability test.			
9	Deed of Donation or Proof of Land Ownership			
10	Certification from the Municipal Engineer that the site of the project has no problem on Road Right-of-Way (RROW), if applicable			

Check for Completeness by:

Noted by:

 MLGOO

 DILG Provincial Director

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

LIST OF DOCUMENTARY REQUIREMENTS FOR MOA SIGNING
 SALINTUBIG PROGRAM 2017

NAME OF LGU : _____
 PROVINCE : _____
 SUB-PROJECT : _____
 DILG FUND SUBSIDY : _____

Item No.	Documents	Present	Absent	Remarks
BASIC REQUIREMENTS				
1	Official Letter submitting the required documents signed by the LCE			
2	Simplified Feasibility Study (SFS) for water supply			
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	Subproject Implementation Schedule showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	Annual Investment Plan / Annual Budget Plan if the total subproject cost is more than the DILG Allocation			
6	Geo-resistivity Study for new construction with underground water source to determine the availability and quantity of the water source or results of pumping test in lieu of the geo-resistivity study.			
7	Certification from Municipal Engineer that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of water potability test.			
9	Deed of Donation or Proof of Land Ownership			
10	Certification from the Municipal Engineer that the site of the project has no problem on Road Right-of-Way (RRROW), if applicable			
ADDITIONAL REQUIREMENT FOR MOA SIGNING				
1	Sangguniang Panlalawigan/Bayan (SP/SB) Resolution authorizing the LCE to enter into MOA with DILG			
2	Recommendation report on the subproject from reviewing body indicating whether the subproject is approved or disapproved			
3	Memorandum of Agreement (MOA) already signed by the LCE and for RD's signature			

Check and Reviewed by:

Approved by:

PTWG/PDMU Head_____
Provincial Director/Regional Director

**MEMORANDUM OF AGREEMENT (MOA)
FOR THE IMPLEMENTATION OF THE PROVISION FOR POTABLE WATER
SUPPLY – SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM**

KNOWN ALL MEN BY THESE PRESENTS:

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

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

- and -

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

Governor/City Mayor/Municipal Mayor
Hon. _____

WITNESSETH

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

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

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

WHEREAS, provision for potable water supply are allocated in the FY 2017 budget of the DILG under Republic Act 10924 (FY 2017 General Appropriations Act);

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

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

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

ARTICLE I - SCOPE

Section 1.1 This Memorandum of Agreement (MOA) covers the implementation of the following 2017 SALINTUBIG Subproject/s in the Municipality of _____, Province of _____ in accordance with DILG Memorandum No. ___ 201___ - Guidelines for the Implementation of Provision for Potable Water Supply – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG), herein referred to as the “SALINTUBIG Guidelines”, which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAYS	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 2017 General Appropriation Act to finance the subproject/s stipulated in **Section 1.1** above, not to exceed the aggregate amount of (amount in words) _____, (Php _____) subject to the terms and conditions of this Agreement.

Section 1.3 The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the **SALINTUBIG Guidelines**. The Implementing Partner shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is applicable, and other required documents stipulated in **SALINTUBIG Guidelines**. The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **SALINTUBIG Guidelines**. The Implementing Partner can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

Section 1.4 In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter, copy furnish Local COA Auditor, requiring the Implementing Partner to return all the released amount to the DILG Region Office as the source agency. In such a case, the project shall be deemed cancelled.

- Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex A** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in **Article III** of this MOA. The DILG has also the option to transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.
- Section 1.6** In case the subproject/s cost is/are more than the allocation as stipulated in **Section 1.1**, the **Implementing Partner** shall provide cash counterpart equivalent to the excess in subproject allocation.
- Section 1.7** The **Implementing Partner** shall also provide counterpart fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses) of **Implementing Partner** personnel overseeing and monitoring the subproject.

Article II OTHER COVENANTS

- Section 2.1** The **Implementing Partner** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:
- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation
 - b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- Section 2.2** Upon the issuance of Certificate of Acceptance the **Implementing Partner** shall:
- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
 - b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.
- Section 2.3** Any notice or request or permission to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to _____ (office address) _____ and in the case of the **Implementing Partner** to _____ (office address) _____, or such other addresses which the parties hereto may specify in writing.
- a. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region ____ or his/her authorized representative.

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

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

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

Section 2.6 All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to the **DILG-Central Office**. Failure to settle the dispute/controversy at DILG-Central Office shall give rise to an appropriate action filed with the court that has jurisdiction over the place where the property is located.

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 this MOA.

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

Article IV

ANTI-GRAFT AND CORRUPTION PRACTICES ACT

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

Article V

EFFECTIVITY OF THE AGREEMENT

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

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

PROVINCE/CITY/MUNICIPALITY of

 (LGU Name)

**DEPARTMENT OF THE INTERIOR
 AND LOCAL GOVERNMENT**

 Governor/ Mayor

 DILG Regional Director

WITNESSES

ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

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

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

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

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

WITNESS MY HAND AND NOTARIAL SEAL.

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

**SALINTUBIG PROGRAM
FY 2017 BUDGET**

Name of Implementing Partner _____

Subproject Implementation Schedule

Project Title: _____

Sn	Activity	Duration	Timelines	
			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 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)
FOR THE IMPLEMENTATION OF THE PROVISION FOR POTABLE WATER
SUPPLY – SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM**

KNOWN ALL MEN BY THESE PRESENTS:

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

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

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

- and -

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

WITNESSETH

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

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

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

WHEREAS, provision for potable water supply are allocated in the FY 2017 budget of the DILG under Republic Act 10924 (FY 2017 General Appropriations Act);

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

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

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

ARTICLE I - SCOPE

Section 1.1 This Memorandum of Agreement (MOA) covers the implementation of the following 2017 SALINTUBIG Subproject/s in the Municipality of _____, Province of _____ in accordance with **DILG Memorandum No. 201 - Guidelines for the Implementation of Provision for Potable Water Supply – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program** herein referred to as the **"SALINTUBIG Guidelines"**, which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAYS	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 2017 General Appropriations Act to finance the subproject/s stipulated in **Section 1.1** above, not to exceed the aggregate amount of _____ **(amount in words)** **(Php _____)** subject to the terms and conditions of this Agreement.

Section 1.3 The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the **SALINTUBIG Guidelines**. The **Implementing Partner** shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is applicable, and other required documents stipulated in the **SALINTUBIG Guidelines**. The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **SALINTUBIG Guidelines**. The **Implementing Partner** can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

Section 1.4 In case the **Implementing Partner** fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter requiring the **Implementing Partner** to return all the released amount to the DILG Regional Office as the source agency. In such a case, the project shall be deemed cancelled.

- Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex A** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in Article III of this MOA. The DILG has also the option to transfer the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.
- 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 **Proponent LGU** 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 **Proponent LGU** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:
- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation
 - b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- Section 2.2** Upon the issuance of Certificate of Acceptance the **Proponent LGU** shall:
- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
 - b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.
- Section 2.3** Any notice or request or permission to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to _____ (office address) _____, in the case of the **Implementing Partner** to _____ (office address) _____ and in the case of the **Proponent LGU** to _____ (office address) _____ or such other addresses which the parties hereto may specify in writing.
- a. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region ____ or his/her authorized representative.

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

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

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

Section 2.6 All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to **DILG-Central Office**. Failure to settle the dispute/controversy at DILG-Central Office shall give rise to an appropriate action filed with the court that has jurisdiction over the place where the property is located.

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

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

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

Article IV
ANTI-GRAFT AND CORRUPTION PRACTICES ACT

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

Article V
EFFECTIVITY OF THE AGREEMENT

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

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

PROVINCE of _____

CITY/MUNICIPALITY of (LGU Name)

Governor

Mayor

**DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT**

DILG Regional Director

WITNESSES

ACKNOWLEDGMENT

Republic of the Philippines) _____) S.S.

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

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

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

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

WITNESS MY HAND AND NOTARIAL SEAL.

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

**SALINTUBIG PROGRAM
FY 2017 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			
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

CAF No. _____
Dated : _____

CERTIFICATION OF AVAILABILITY OF FUNDS (CAF)

Pursuant to the provisions of RA 10924 (FY 2017 General Appropriations Act), the amount of _____ (*amount in words of the total Regional Allocation*) _____ (Php *amount in figures* _____) has been allocated to DILG Region _____ for the implementation of _____ (*name of Program/Project*) _____ and booked-up by this Office under Fund 101.

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

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

The corresponding cash shall be released in accordance with the signed **Memorandum of Agreement (MOA)** between the DILG Region and the Province/City/Municipality of _____ (*name of LGU*) _____ signed on _____ 201__ and the **Guidelines For The Implementation Of SALINTUBIG Program No. _____ Series 2017**. Tentative cash releases shall be as follows:

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

Certified correct by:

Approved by:

DILG Regional Accountant

DILG Regional Director

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

LIST OF DOCUMENTARY REQUIREMENTS
 SALINTUBIG Program 2017

NAME OF LGU : _____
 PROVINCE : _____
 SUB-PROJECT : _____
 DILG FUND SUBSIDY : _____

Item No.	Documents	Present	Absent	Remarks
BASIC REQUIREMENTS				
1	Official Letter submitting the required documents signed by the LCE			
2	Simplified Feasibility Study (SFS)			
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	Subproject Implementation Schedule showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	Annual Investment Plan / Annual Budget Plan if the total subproject cost is more than the DILG Allocation			
6	Geo-resistivity Study for new construction with underground water source to determine the availability and quantity of the water source or results of pumping test with existing well within the vicinity of the proposed site.			
7	Certification from Municipal Engineer that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Deed of Donation or Proof of Land Ownership issued in favor of the Proponent LGU.			
9	Certification from the Municipal Engineer that the site of the project has no problem on Road Right-of-Way (RRCW), if applicable			
10	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of water potability test			
ADDITIONAL REQUIREMENT FOR OBLIGATION/RELEASE OF CAF AND 1ST TRANCHE				
1	Sangguniang Panlalawigan/Bayan (SP/SB) Resolution authorizing the LCE to enter into MOA with DILG			
2	Recommendation report on the subproject from reviewing body indicating whether the subproject is approved or disapproved			
3	Perfected Memorandum of Agreement (MOA) already signed by the LCE and RD			

Check and Reviewed by:

Approved by:

PTWG/PDMU Head_____
Provincial Director/Regional Director

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

**LIST OF DOCUMENTARY REQUIREMENTS
 FOR SUBMISSION OF TECHNICAL SPECIFICATION
 SALINTUBIG PROGRAM 2017**

NAME OF LGU : _____
 PROVINCE : _____
 SUB-PROJECT : _____
 DILG FUND SUBSIDY : _____

Item No.	Documents	Present	Absent	Remarks
TECHNICAL SPECIFICATION				
1	Official Letter submitting the required documents signed by the LCE			
2	Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE			
3	Technical Drawings signed by the approving authorities			
4	Bill of Quantities including detailed computation (signed and sealed by the approving authorities)			
NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES				
1	Application for the issuance of Water Permit from deputized agencies of National Water Resources Board (NWRB)			

Check for Completeness by:

Noted by:

 C/MLGOO

 Provincial Director

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

**LIST OF DOCUMENTARY REQUIREMENTS
FOR SUBMISSION DETAILED ENGINEERING DESIGN (DED)
SALINTUBIG PROGRAM 2017**

NAME OF LGU _____
PROVINCE _____
SUB-PROJECT _____
DILG FUND SUBSIDY _____

Item No.	Documents	Present	Absent	Remarks
TECHNICAL SPECIFICATION				
1	Official Letter submitting the required documents signed by the LCE			
2	Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE			
3	Detailed Engineering Designs (DED), plans and drawings (signed and sealed by the approving authorities)			
4	Bill of Quantities including detailed computation (signed and sealed by the approving authorities)			
5	Detailed Design Report for Water Supply <ul style="list-style-type: none"> ▪ water demand projection ▪ hydraulic analysis taking into account the network diagram report and, if necessary, geo-resistivity report 			
6	Any other supporting documents as maybe required, such as PERT-CPM and S-Curve			
NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES				
1	Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB)			

Check for Completeness by:

Noted by:

C/MLGOO

Provincial Director

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

**LIST OF DOCUMENTARY REQUIREMENTS
FOR SUBMISSION DETAILED ENGINEERING DESIGN (DED)
SALINTUBIG PROGRAM 2017**

NAME OF LGU _____
 PROVINCE _____
 SUB-PROJECT _____
 DILG FUND SUBSIDY _____

Item No.	Documents	Present	Absent	Remarks
TECHNICAL SPECIFICATION				
1	Official Letter submitting the required documents signed by the LCE			
2	Reviewed Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE			
3	Reviewed Detailed Engineering Designs (DED), plans and drawings signed and sealed by the approving authorities or Technical Drawings signed by the approving authorities			
4	Reviewed Bill of Quantities including detailed computation (signed and sealed by the approving authorities)			
5	Reviewed Detailed Design Report for Water Supply <ul style="list-style-type: none"> • water demand projection • hydraulic analysis taking into account the network diagram report and, if necessary, geo-resistivity report 			
6	Any other supporting documents as maybe required, such as PERT-CPM and S-Curve			
NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES				
1	Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB)			

Reviewed by:

Approved by:

Reviewing Engineer

PTWG Head/ PDMU Head

Noted by:

Provincial/Regional Director

PROCUREMENT TIMELINES

Activities	Particulars
1. Advertisement and Posting in PhilGEPS	<ul style="list-style-type: none"> • Advertisement and Posting in PhilGEPS should start simultaneously on the same day. • For Infrastructure projects above 5M and Goods above 2 M, advertised is done at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least (2) two years before the date of issue of the Advertisement. • For Infrastructure projects below 5M and Goods below 2M, advertisement in a newspaper is not mandatory. • Posting in of Invitation to Bid in PhilGEPS and Conspicuous places must be done continuously for (7) calendar days.
2. Issuance of Bidding Documents	<ul style="list-style-type: none"> • Issuance of Bidding Documents must start from 1st day of Advertisement and Posting until the date set for the submission and receipt of Bids.
3. Pre Bid Conference	<ul style="list-style-type: none"> • Must be conducted at least (12) calendar days before Bid Opening • Must be conducted at least one (1) for contracts with an ABC of 1M and above • For contracts with an ABC of 1M below, pre-bid conference may be conducted at the discretion of the BAC
4. Supplemental/ Bid Bulletin	<ul style="list-style-type: none"> • Issuance should at least be seven (7) calendar days before Bid Opening.
5. Submission and Receipt of Bids	<ul style="list-style-type: none"> • For Goods, deadline of submission of Bids must be set within (45) calendar days from the last day of Posting. • For Infrastructure Projects, deadline of submission of Bids must be set within fifty (50) calendar days for projects 50M and below and sixty-five (65) calendar days for projects above 50 M. • Please take note that deadline of submission of Bids may be earlier that (45) and (65) calendar days.
6. Bid Evaluation	<ul style="list-style-type: none"> • Bid Evaluation should be completed within seven (7) calendar days for Goods and Infrastructure above 50 M, five (5) calendar days for Infrastructure 50 M and below. • Bid Evaluation may be completed earlier than five (5) and seven (7) calendar days, respectively.
7. Post Qualification	<ul style="list-style-type: none"> • Post qualification process shall be completed in not more than seven (7) calendar days from determination of the Lowest Calculated Bid (LCB). • In exceptional cases post qualification period may be extended by the Head Of Procuring Entity (HOPE), but in no case shall the aggregate period exceed thirty (30) calendar days.
8. Approval of resolution/Issuance of Notice of Award	<ul style="list-style-type: none"> • Should be done within seven (7) calendar days for Goods and Infrastructure above 50 M, four (4) calendar days for Infrastructure 50 M and below. • The BAC shall post within three (3) calendar days from its issuance, the NOA in the PhilGEPS, its website and conspicuous places.
9. Contract preparation and signing	<ul style="list-style-type: none"> • Should be done within ten (10) calendar days from receipt of NOA, including the posting of the required Performance Security.
10. Approval of Contract by higher authority	<ul style="list-style-type: none"> • Should be done within fifteen (15) calendar days for Goods and Infrastructure above 50 M, five (5) calendar days for Infrastructure 50 M and below. • If no action on the contracts is taken by the HOPE or the approving authority within the periods specified, the contract concerned shall be deemed approved.
11. Issuance of Notice to Proceed	<ul style="list-style-type: none"> • Should be done within three (3) calendar days for Goods and Infrastructure above 50 M, two (2) calendar days for Infrastructure 50 M and below. • Contract effectivity date shall not be later than seven (7) calendar days from its issuance.

SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA

1. Project Matters

- 1.1 General Contract Data
 - Name and No. of Contract
 - Name of Contractor
 - Contract Price Award Date
 - Contract Duration
- 1.2 Scope of Works
- 1.3 Delegation of duties and Responsibilities and Command Structure
- 1.4 Documents required from contractor
 - Performance Bond
 - Insurance
 - Construction Program
 - Form of Agreement
- 1.5 Drawings of Project Sign Board Possession of Site
- 1.6 Measurement and Payment
 - Measurement Method
 - Frequency of Payment
 - Contingencies and Dayworks
- 1.7 Verification of RROW acquisition/LAPP has been completed and that the Contractor has permission to move to the site
- 1.8 Review and agree the activities, flow-chart, forms and schedules of subproject monitoring and reporting
- 1.9 Arrange and agree with Contractor's Program of Works
- 1.10 Obtain from Contractor the List of Sub-contractors for approval by the Implementing Partner
- 1.11 Request Contractor's Organizational Chart and CVs of personnel for comparison with those included in the bid
- 1.12 Request Contractor's equipment and manpower utilization schedule for approval of the Implementing Partner
- 1.13 Possible meeting with public utility authorities to coordinate and resolve possible work conflicts
- 1.14 Any other business
 - Traffic control
 - Safety
 - Resources Proposed
 - Subcontractors
 - Environmental Control Project Vehicle and Field Office
 - Construction Camp Location

2. Site Matters

- 2.1 Checks Contractor's shop drawing for signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
- 2.2 Check's Contractor's mobilization of plant, equipment and personnel is in accordance with those details included in the Bidding documents, and all equipment is in good working condition and calibrated, if necessary
- 2.3 Arrange with Contractor the operation for verification of quantities
- 2.4 Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
- 2.5 Check the Contractor's identification and quality of material sources
- 2.6 Identify with Contractor possible areas for disposal of water materials
- 2.7 Checks Contractor's proposal for safety
- 2.8 Checks Contractor's proposal to ensure protection of environment
- 2.9 Verify with Contractor the provision and calibration of laboratory equipment and that the said equipment is sufficient to meet the Minimum Test Requirement of DPWH Standards Specifications and Schedule of Minimum Test Requirements
- 2.10 Request Contractor to submit Job Mix Formula proposal for Concrete Works
- 2.11 Organize with Contractor the work-request system plus monitoring, testing and reporting procedures

3. Site Records

- 3.1 Supervision Reporting and Documentation
 - Correspondence to/from Resident Engineer,
 - Correspondence to/from Contractor
 - Correspondence with Other Implementing Partners
 - Site Instructions
 - Program of works
 - Work Request form

- S-Curve reflecting the target and actual accomplishment
- Daily accomplishment
- Monthly Progress Report
- Minutes of Meetings
- Site Supervision Staff Attendance Record
- Monthly Labor Force Employment Report
- Memorandum Orders
- Daily Weather Records
- Progress Photographs
- Labor Issues
- Vehicle and Equipment
- Expenses

3.2 Quality Control Testing

- Quality Control Program
- Concrete Design Mix-Trial Mix and Test Results
- Materials Report in support of Contractors claim
- Weekly Quality control Assurance
- Status of Tests
- Summary of Labor Tests
- Schedule of Tests
- Routine Testing (Quality test of aggregates and other materials)

3.3 Quantity Measurements

- Approved AS-staked Plan
- AS-staked quality computations
- Variation Orders
- Measurement and Quantities-Daily/weekly Record signed by Resident Engineer and Contractor
- Approved As-built Plan
- As-built Quantity Computations

SUBPROJECT COMPLETION REPORT (SPCR)

	Minimum Data that can be seen
1. Background of the Project 1.1 Background 1.2 Project Formulation Process	<ul style="list-style-type: none"> ● Brief description of the project. ● How the project materialized. ● How the LGU became the beneficiary of the Program.
2. Project Design 2.1 Basic Information of the Project 2.1.1. Project Proponent(s): 2.1.2. Project Title: 2.1.3. Project Description: 2.1.4. Project Location: 2.1.5. Project Duration: 2.1.5.1. Target Start Date: 2.1.5.2 Actual Start Date: 2.1.5.3. Target Completion Date: 2.1.5.4. Actual Completion Date: 2.1.6. Project Beneficiaries: 2.1.6.1. Number of Households: 2.1.6.2. Number of Population: 2.1.7 Date of MOA Signed:	<ul style="list-style-type: none"> ● Proponents (number of HH and Population to be served) ● Title of the project with exact location. ● Description of the project such as laying of 100 lm distribution pipeline, etc. ● The target and actual start and completion of the project.
3. Activities / Scope of Work(s) of the Project:	<ul style="list-style-type: none"> ● Scope of work stated in the approved POW such as construction of 10 cu.m reservoir, excavation and other major and minor activities.
4. Fund Management: 4.1. Fund Allocation: 4.2 LGU Counterpart: 4.2.1. Cash: 4.2.2. In-kind: 4.3. Total Project Cost:	<ul style="list-style-type: none"> ● Total allocation from the DILG, counterpart from LGU (cash or in-kind)
5. Fund Utilization: 5.1. Release of First Tranche: 5.1.1. Amount: 5.1.2. Released Date: 5.1.3. Check No.:- 5.2. Release of Second Tranche: 5.2.1. Amount: 5.2.2. Released Date: 5.2.3. Check No.:	<ul style="list-style-type: none"> ● Process flow of transfer of fund to LGU with amount, date of released and check number.
6. Project Accomplishment:	<ul style="list-style-type: none"> ● Actual number of HH served, actual scope of work delivered. ● Changes in the project in terms of technical concern.
7. Type of Management of the Completed Water Supply Facility (LGU-managed, BWASA, Cooperative, Water District, and other Private Water Service Provider)	<ul style="list-style-type: none"> ● Responsible for the operation and management of the completed water supply facility and provision of safe, affordable, continuous and quality drinking water to all households in the community
8. Problem(s) Encountered:	<ul style="list-style-type: none"> ● Weather conditions, securing of Deed of Donations, accident in the project.
9. Insights / Recommendations:	<ul style="list-style-type: none"> ● Any recommendations that will be helpful for example use this materials instead of the other one.
10. Annexes: 9.1. Photo / Video Documentation: 9.2. Minute(s) of Meeting: 9.3. Other documents that may help/support the project	<ul style="list-style-type: none"> ● Project documentation, minutes of meeting, varition order and other documents that will support the project.

Prepared by:

Municipal Engineer

Certified Correct:

Municipal Mayor

MINIMUM REQUIREMENTS QUALITY CONTROL TEST

SCHEDULE OF MINIMUM TEST REQUIREMENT GOVERNING ITEMS OF WORK OF DPWH AND LWUA STANDARD FOR CONSTRUCTION OF WATER SYSTEM.

I. EARTH WORK

A. EXCAVATION

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

If excavated materials are incorporated into the work:

Tests: For every 1500m³ or fraction thereof:

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

For every 150mm layer in un-compacted depth

- 1-D, Field Density Test

B. SAND BEDDING/ BACKFILLING

Use Class A or Sand Material.

Tests: For every 1500m³ or fraction thereof

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

For each 500m³ of each layer of compacted fill or fraction thereof at least one group of three (3) in-situ density tests. The Layers shall be placed not exceeding 200mm in loose measurement or based on the result of compaction trials.

1. Pipeline trenches shall be back filled to a level of 150 mm (6 in.) above the top of the pipe with selected material obtained from the excavation.
2. Such material shall be compacted to ninety-five percent (95%) of maximum density where the trench is located under proposed structures, and ninety percent (90%) of maximum density elsewhere. Compaction, shall be obtained by tamping in not more than 150 mm (6 in.)

C. RESTORATION

- A. Except where shown on the drawings or otherwise specified, any pavement, trees, shrubbery, fences, poles or other property and surface structures which have been damaged, removed, or disturbed by the Contractor, whether deliberately or through failure to carry out the requirements of the Contract Documents, Municipal Ordinances, or the specific directions of the Engineer, or through failure to employ usual and reasonable safeguards shall be replaced or repaired at the expense of the Contractor.
- B. The temporary pavement shall be of a character satisfactory in all respects and safe for public travel. The surface of all temporary repaving shall conform to the street grades. The temporary re-pavement shall be placed and maintained by the Contractor at his own expense until permanent surfacing is completed.
- C. Upon completion of substantial parts of the project but not before the pipeline has been tested, the temporary resurfacing shall be replaced with permanent resurfacing.

D. SLOPE PROTECTION AND EROSION CONTROL

Unless otherwise specified, all embankment slopes steeper than three (3) units horizontal to one (1) unit vertical shall be stabilized by sodding as directed by the Engineer. Strips of sod not less than 300 mm (12 in.) wide shall be placed along sloped banks. Sods shall be taken only from fields not less than three (3) years old and have been previously rolled and mowed at least once. Sods taken from wild field that have not been mowed will not be acceptable. Sod shall be of sufficient thickness to prevent excessive breakage and shall be stripped in the largest practicable widths and lengths. It shall be tamped in place, properly leveled and immediately well-sprinkled. All sods not in good condition after being tamped in place shall be removed and replaced. Immediately after setting of grass sod, sod shall be covered with 6 mm (0.24 in.) of screened topsoil which has been well-mixed with 460 grams (1 lb.) of grass seed per 100 square meters (1,076 sq.ft.). Sod shall be replaced with the same kind of surfacing or better in accordance with the latest specifications; re sodding shall continue until acceptance.

II. CONCRETE AND REINFORCING STEEL

A. CONCRETE

Item 405 - Structural Concrete Cement

Quantity: (40 kg/bag)

Class A	9.0 bags/ m ² of concrete
Class B	8.0 bags/ m ² of concrete
Class C	9.5 bags/ m ² of concrete
Class P	11.0 bags/ m ² of concrete

Tests: For every 2000 bags or fraction thereof
1 – Q, Quality Test

i. Fine Aggregate

Quantity: m³/ m² of concrete

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

Tests: For every 1500 m³ or fraction thereof:

- a) For a source not yet tested or failed in previous Quality test
1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale.
- b) For a source previously tested and passed quality Test:
1 – Q, Quality Test (Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength)

Tests: For every 75 m³ or fraction thereof:
1 – G, Grading Test

ii. Coarse Aggregates

Quantity: m³/ m² of concrete

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

Tests: For every 1500 m³ or fraction thereof:

- a) For a source not yet tested or failed in previous Quality tests:
1 – Q, Quality Test (Grading, Bulk Specific Gravity, Absorption, Abrasion, Soundness and Unit Weight)
- b) For a source previously tested and passed quality Test:
1 – Q, Quality Test (Grading, Absorption, Bulk Specific Gravity and Abrasion)

Tests: For every 75 m³ or fraction thereof:
1 – G, Grading Test

iii. Water

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

iv. Premolded Filler for expansion joints

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

v. Steel Reinforcement

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

- vi. Concrete
Tests:
Compressive strength test on concrete cylinder Samples. One (1) set consisting of 3 concrete. Cylinder samples shall be taken from each day's pouring and to represent not more than 75 m³ of Concrete or fraction thereof.

B. PRESTRESSED CONCRETE STRUCTURES

- i. Concrete
Tests: Same as for Item 405, Class P
- ii. Steel Reinforcement
Tests: Same as for Item 404
- iii. Wire Strand
Tests: 1 – Q, for every 20 t or fraction thereof.

C. CONCRETE STRUCTURES

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

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

III. MISCELLANEOUS METAL WORKS

Steel welding fittings shall conform to ASTM A234.

Item 403 – Metal Structures

- Tests:
- 1 – Q, Quality Test or Mill Certificate for each type of materials used.
 - 1 – IR, Inspection Report for each type and shipment of metal used.

Item 404 – Reinforcing Steel

- A. Bar reinforcement for concrete for every 10,000 kg or Fraction thereof for each size:
 - 1 – Q, Quality Test for Bending, Tension and Chemical Analysis.
- B. Wire and Wire Mesh
 - 1 – Q, Quality Test

Item 409 – Welded Structural Steel

Tests: Same Tests as for 403 and Inspection Report

IV. PIPING

UPVC (POLYVINYL CHLORIDE) PIPE FOR POTABLE WATER

This standard specifies the requirements for un-plasticized polyvinyl chloride (uPVC) Pipes with

Nominal outside diameter of 63 mm to 500 mm intended for the conveyance of potable water under pressure and of temperatures up to 45°C for use below ground,

The pipe shall conform to the requirements of the Philippine National Standard Specification for un-plasticized Polyvinyl Chloride (uPVC) Pipes for Potable Water Supply (PNS 65:1993).

HIGH DENSITY POLYETHYLENE (HDPE) PIPE FOR POTABLE WATER

The pipe shall conform to the requirements of the Philippine National Standard Specification for High Density Polyethylene (HDPE) Pipe for Potable Water Supply (PNS ISO 4427:2002).

V. VALVES AND APPURTENANCES

A. VALVE TESTING

1. Testing: Operate the valves to complete closed position and complete open position through several complete cycles of closing and opening. In addition, have the test pressure for each valve, when in the closed position, applied to one side of the valve only. Test each end of the valve in this manner.
2. Test Pressure: Test each valve at the same test pressure as that specified for the pipe in which the valve is installed.
3. Leakage: Stop all external and internal leakage through the valves.
4. Movement: Stop all valve movement or structural distress.

VI. PRESSURE LEAKAGE TESTING AND DISINFECTING

A. PIPELINE TESTING

All pipelines shall be thoroughly flushed out with water prior to testing. Maximum length of test sections shall be 500 meters for distribution mains and 1,000 meters for transmission mains. Where test sections are approved which exceed the above maximum lengths, the allowable leakage for the lengths in excess of the maximum allowable shall be reduced by fifty percent (50%). The pipeline shall not be filled with water until the following curing periods have elapsed.

Description	Minimum Allowable Time
1. Cement Mortar Linings	14 days
2. Cement Mortar at Joints	8 hours
3. Concrete Thrust Block	
a. Standard Cement	7 days
b. High early strength cement	36 hours

The pipeline shall be prepared for testing by closing valves when available, after the line or section thereof has been completely filled, it shall be allowed to stand under a slight pressure for a minimum of forty-eight (48) hours to allow the escape of air from any air pockets and to allow the pipe or mortar lining to absorb as much water as possible.

During this period, all exposed pipes, fittings, valves, joints and couplings shall be examined for leaks. If found to be cracked or defective, these shall be removed and replaced by the Contractor with sound material at his own expense. The pipeline shall then be refilled and all bulkheads, joints and connections shall be examined for leaks. If any are found, these shall be stopped. The test shall consist of holding the test pressure on each section of the line for a period of two (2) hours. The test pressure at the lowest point shall be 690 KPa or 1.0 MPa according to the class of pipe installed, class 100 or class 150, and as approved by the Engineer. Pressure gauges shall also be provided at all ends of the section tested. The water necessary to maintain test pressure shall be measured through a meter or by other means satisfactory to the Engineer.

B. METAL/ STEEL PIPES

HYDROSTATIC PRESSURE TEST

All steel cylinders shall be subjected to a hydrostatic pressure test which stresses the steel to 172.36 MPa. While under pressure test, all welds shall be thoroughly inspected and air parts showing leakage shall be marked. Cylinders which show any leakage under test shall be re-welded at the point of leakage and subjected to another hydrostatic test.

C. PIPELINE DISINFECTING

All new domestic water mains or extension to existing systems, or valve section of such extension or any replacement in the existing water system shall be disinfected with chlorine in accordance "Standard for Disinfecting Water Mains." Disinfection shall be

completed not more than three (3) days prior to placing the pipeline into service unless otherwise approved by the Engineer and care shall be taken to prevent recontamination of the pipeline. A bacteriological test shall be taken, at the expense of the LGU, prior to acceptance of the pipeline disinfected.

The amount and concentration of chlorine solution applied shall be such as to provide a dosage of not more than fifty milligrams per litre (50 mg/L) after a contact period of twenty-four hours, the chlorine residual of samples taken at service connections shall not be less than twenty-five milligrams per litre (25 mg/L). The system shall then be flushed with clear water until the residual chlorine is not greater than 0.75 mg/L but not less than 0.20 mg/L. All valves and appurtenances in the pipeline being disinfected shall be operated several times during the chlorine contact periods.

D. TESTING AND DISINFECTION OF RESERVOIR AND APPURTENANCES PIPING

a. General

The operation of testing and disinfecting the reservoir shall be combined. Any leaks found after the reservoir is filled shall be repaired and the disinfection procedures repeated to the satisfaction of the Engineer.

b. Cleaning

Prior to disinfecting the reservoir shall be thoroughly cleaned by hosing down with a high pressure hose and nozzle of sufficient size to deliver a minimum flow of 3.15 L/s (50 gpm).

c. Testing of Steel Reservoir

The steel reservoir shall be tested prior to the application of protective coatings by filling the reservoir with water to the elevation of the overflow. The reservoir shall show no leaks at the end of a 24-hour test period. Any leaks shall be repaired by welding. The reservoir shall be retested and repaired until no leaks occur.

d. Disinfecting

A strong chlorine solution (200 mg per liter) shall be sprayed on all interior surfaces of the reservoir. Following this, the reservoir shall be partially filled with water to a minimum depth of approximately 30 cm (1.0 ft). During the filling operation, a chlorine water mixture shall be injected by means of a solution-feed chlorinating device. The dosage applied to the water shall be sufficient to give a chlorine residual of at least 50 mg per litre upon completion of the partial filling operation. Precaution shall be taken to prevent the strong chlorine solution from flowing back into the lines supplying the water.

After the partial filling has been completed, sufficient water shall be drained from the lower ends of the appurtenant piping to insure filling the lines with the heavily chlorinated water.

Disinfection of the steel reservoir shall be done after protective coatings have been applied to the inside surfaces of the reservoir. The reservoirs and connecting lines thereto shall be thoroughly disinfected with chlorine before being placed in operation.

e. Retention Period

Chlorinated water shall be retained in the reservoir and in the appurtenant piping long enough to destroy all non-spore-forming bacteria and, in any event, for at least twenty-four (24) hours. After the chlorine-treated water has been retained for the required time, the chlorine residual in the reservoir and in the lines shall be at least 25 mg per litre. All valves shall be operated while the lines are filled with the heavily chlorinated water.

f. Final Filling of Reservoir

After the chlorine residual has been in accordance with Clause (d), the water level in the reservoir shall be raised uniformly to approximately 30 cm (1 ft.) below the overflow level by the addition of potable water. Before final filling is commenced, the quantity of

heavily chlorinated water remaining in the reservoir after filling the piping shall be sufficient when the water level is raised to its final elevation to produce a chlorine residual of between 1 mg per litre and 2 mg per litre. After the reservoir has been filled, the strength of the chlorinated water in the reservoir shall be determined by the Engineer. If the chlorine residual is less than 1 mg per litre, an additional dosage shall be applied to the water in the reservoir. If the chlorine residual is greater than 2 mg per litre in the reservoir, the reservoir shall be partially emptied and additional potable water added.

E. LEAKAGE TESTS FOR STRUCTURES

Structure Leakage Testing: Perform leakage tests of wet wells, tanks, vaults and similar purpose structures before backfilling, by filling the structure with water to the overflow water level and observing the water surface level for the following 24 hours.

1. Make an inspection for leakage of the exterior surface of the structure, especially in areas around construction joints.
2. Leakage will be accepted as within the allowable limits for structures from which there are no visible leaks.
3. If visible leaks appear, repair the structure by removing and replacing the leaking portions of the structure, waterproofing the inside, or by other methods approved.

F. TEST APPROVAL

Testing: Do all performance tests, include bacteriological and pressure testing, prior to connecting new pipeline with the existing water system.

G. PAINTING AND PROTECTIVE COATINGS

Item 411 – Paint

Tests:

- 1 – Q, One 20-L can for every 100 cans or fraction thereof or
- 1 – Q, One 4-L can for every 100 cans or fraction thereof.

H. SECURITY FENCING

A. Barbed Wire, Chain Link Fabric

1-Q, Quality Test

B. Concrete Post

Same tests as for Item 405

Steel Reinforcement: Same test as for Item 404

I. ELECTRO-MECHANICAL EQUIPMENT

All mechanical and electrical equipment shall be tested to the satisfaction of the Engineer before any facility is put into operation tests shall be made to determine whether the equipment has been properly assembled, aligned, adjusted and connected. Any changes, adjustments or replacements required to make the equipment operate as specified shall be carried out by the Contractor as part of the work. In addition to the mentioned testing conditions, the following field test requirements should be considered for electrical equipment, materials and components.

1. System Test - Each panel board shall be tested with the power equipment connected, circuit breakers closed and all loads and fixtures permanently connected for their intended operation for a minimum of 24 hours continuous operation in the presence of the Engineer, at the expense of the Contractor. The entire installation shall be free from any ground fault and from any short circuit. In no case shall the insulation resistance be less than that allowed by PEC regulations for Electrical Equipment of Buildings and/or manufacturer's recommendations. Failures shall be corrected in a manner satisfactory to the Engineer.
2. Performance Test and Equipment Setting - It shall be the responsibility of the Contractor to test the entire electrical system for the proper equipment operation. Setting of all protective relays, pilot devices, and auxiliary systems shall conform with the operating requirements of the Installations. The Contractor shall turn over the entire electrical installation in a satisfactory working condition.

J. WATER METERS

WARRANTY

All meters shall be guaranteed against defects in workmanship and materials for a period of one (1) year from the date of acceptance. Defective meters or parts discovered within this period shall be replaced without charge upon their return to the manufacturer/supplier. This warranty shall not apply if the meter has been modified by using replacement parts not made by the manufacturer of the meter or if it has been exposed to service conditions exceeding those of normal operating conditions.

K. ACCREDITATION

The accreditation process shall be as follows:

- a. The water meter manufacturer shall have ISO 9000 and ISO 9001 certifications.
- b. A sample meter, preferably a cut-away sample, together with the manufacturer's technical brochures re: the meter is evaluated as to conformance with the requirements of these specifications.
- c. If it does, the following tests may be conducted on five (5) new sealed samples:
 1. Initial accuracy test
 2. Pressure tightness test (static tests)
 3. Head loss test
 4. Accelerated endurance tests
 5. Final accuracy test

LIST OF DOCUMENTARY REQUIREMENTS

A. RELEASE FOR THE 1ST TRANCHE

1. BASIC SUPPORTING DOCUMENTS

- 1.1 **Letter Request** – a letter signed by the LCE requesting for the approval of the Subproject Proposal or Simplified Feasibility Study for Water Supply Subprojects and submitting the required documents
- 1.2 **Annual Investment Plan (AIP) or Annual Budget showing the budgeted amount for the required equity or the subproject's (if any) of the Proponent LGU**
- 1.3 **Subproject Implementation Schedule showing the activities and timelines for each activity (from DED preparation up to completion). See Annex D for the Subproject Implementation Schedule Format.**
- 1.4 **Certification from the Treasurer if they have existing Trust Account or Bank Certificate for new Trust Account of the Implementing Partner**

2. SUBPROJECT SPECIFIC DOCUMENTS

- 2.1 **Geo-resistivity Study for new construction with underground water source to determine the availability and quantity of the water source. In instances where geo-resistivity is not available, results of pumping test with existing well within the vicinity of the proposed site shall be submitted**
- 2.2 **Certification from Municipal Engineer that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation**
- 2.3 **Deed of Donation or Proof of Land Ownership issued in favor of the Proponent LGU.**
- 2.4 **Certification from the Municipal Engineer that the site of the project has no problem on Road Right-of-Way (RROW), if applicable**
- 2.5 **Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of water potability test**

3. Other Supporting Documents

- 3.1 **Sangguniang Panlalawigan/Bayan (SP/SB) Resolution authorizing the LCE to enter into MOA with DILG**
- 3.2 **Perfected Memorandum of Agreement (MOA) already signed by the LCE and RD**

B. APPROVAL TECHNICAL DESIGN, DETAILED ENGINEERING AND OF TECHNICAL EQUIPMENT/ GOODS SPECIFICATION

1. TECHNICAL SPECIFICATION and/or DETAILED ENGINEERING DESIGN

- 1.1 **Official Letter** submitting the required documents signed by the LCE
- 1.2 **Program of Works (POW)** signed by the Municipal Engineer and approved by the concerned LCE
- 1.3 **Detailed Engineering Designs (DED), plans and drawings signed and sealed by the approving authorities or Technical Drawings** signed by the approving authorities
- 1.4 **Bill of Quantities** including detailed computation (signed and sealed by the approving authorities)
- 1.5 **Reviewed Detailed Design Report**
 - 1.5.1 **Water demand projection**
 - 1.5.2 **Hydraulic analysis** taking into account the network diagram report and, if necessary, geo-resistivity report

2. NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES

- 2.1 Application for the issuance of **Water Permits** from deputized agencies of National Water Resources Board (NWRB).
- 2.2 **Certification from the National Commission on Indigenous People (NCIP)** that the area affected does not overlap with any ancestral domain.

C. RELEASE FOR THE SECOND TRANCHE

1. BASIC SUPPORTING DOCUMENTS

- 1.1 **Request Letter** from the Implementing Partner
- 1.2 **Summary of Works Accomplishment (SWA)** showing 50% Physical Accomplishment and Updated Construction Schedule duly signed by the Municipal Engineer and approved by the Mayor or his duly authorized representative as applicable
- 1.3 **Report of Disbursement/Liquidation (ROD)** duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that 20% 1st Tranche release and the LGU Counterpart has been fully disbursed
- 1.4 **Pictures of the Physical Accomplishments on the Projects and Updated Subproject Billboard.**
- 1.5 Certified true copies of other bidding documents and evaluation report, as may be require

D. SUBPROJECT COMPLETION REPORT

1. Subproject Completion Report (SPCR)
2. As-Built Plans and Detail MOA Between LGU and DILG ed Actual Subproject Cost
3. Summary of Subproject Report on Disbursement/Liquidation showing 100% liquidation of DILG Funds and LGU Equity
4. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries;
5. Sustainability Plan
6. Pictures of the Completed Subprojects
7. Others, as deemed necessary

Report of Disbursement/Liquidations

Amount Received per NTA No. _____
 Less: Disbursement

Balance as of _____

Payee	Nature of Payment	Check No.	Date	Amount	Remarks

Certified Correct: _____

Accountant

Approved by: _____

Regional Director

Verified by: _____

Regional COA Auditor

REGIONAL CONSOLIDATED FUND UTILIZATION REPORT¹

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

Prepare by: _____

Regional Accountant

Approved by: _____

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 MCA From DBM to RO	Cash - MDS, Regular Subsidy from National Govt	1-01-04-040 4-03-07-010	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 AGOB			NO ENTRY		Cash in Bank-LOCA Due to NGAs	1-01-02-020 2-02-01-080	XXX	XXX
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-MOGE)	Financial Assistance to LGUs Due from LGUs	5-02-14-030 1-03-03-030	XXX	XXX	Due to NGAs Expense Account	2-02-01-080 x-xx-xx-xxx	XXX	XXX
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-CO)	Asset Account Due from LGUs	4-xx-xx-xxx 1-03-03-030			Due to NGAs Asset Account	2-02-01-080 x-xx-xx-xxx	XXX	XXX
Transfer of assets by RO to LGUs by Donation or Financial Assistance	Exonstion/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