



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**GUIDELINES ON THE RELEASE OF FUNDS FROM DILG-REGIONS VI AND VII TO DILG-NIR FOR THE IMPLEMENTATION OF FY 2017 SALINTUBIG PROGRAM**

**Memorandum Circular No. 2017-83**

**Date: June 28, 2017**

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**1.0 PURPOSE**

This Circular is being issued to provide the policies, processes and responsibilities on the release of funds from DILG Regions VI and VII to the concerned LGUs/Implementing Partners of NIR for the implementation of water supply subprojects under the SALINTUBIG Program which are funded under the Republic Act (RA) 10924 (GAA FY 2017).

**2.0 COVERAGE**

DILG Regional Directors of Regions VI, VII and NIR and all concerned LGUs/Implementing Partners of NIR.

**3.0 GUIDELINES**

**3.1 Review and Approval/Disapproval of Subproject Proposals**

The concerned LGUs/Implementing Partners shall submit the documentary requirements for the project to DILG-NIR.

DILG-NIR shall be responsible for reviewing and approving/disapproving the initial documents submitted by the concerned LGUs/Implementing Partners as enumerated in Section 6.3.1.1 of the Department Memorandum Circular on the Guidelines for the Implementation of the Provision of Potable Water Supply-Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program for FY 2017.

Once it is verified that that the Implementing Partner has complied with the aforesaid requirements, DILG-NIR shall inform DILG Region VI or VII, as the case maybe, in writing, of their approval of the project.

The said letter shall be the basis for the DILG-Region VI or VII Regional Director to enter into a Memorandum of Agreement (MOA) pertinent to the project.

**3.2 MOA Signing**

The MOA shall be entered into by and between DILG-Region VI or VII Regional Director, DILG-NIR Regional Director and the LGU Governor/Mayor.



Immediately after the MOA signing, DILG-Region VI or VII shall obligate the whole amount of the DILG Fund stipulated in the MOA.

They shall also issue a certificate of availability of funds (CAF) to the Implementing Partner within three (3) working days after the MOA signing corresponding to the whole approved amount stipulated in the MOA.

### **3.3 Release of Funds**

DILG-Region VI or VII shall release the funds to the concerned Implementing Partners for the 1<sup>st</sup> tranche or the full amount depending on the cost of the project based on the approved/signed MOA and the letter of approval by DILG-NIR Regional Director. All pertinent documents shall be kept by DILG-NIR.

Subsequent releases, if any, shall also be done upon receipt of the required liquidation report of the first release and other documentary requirements and upon receipt of written advice from DILG-NIR Regional Director to proceed with the 2<sup>nd</sup> tranche releases.

### **3.4 Review and Approval/Disapproval of Technical Design/Detailed Engineering Design (TD/DED)**

DILG-NIR shall be responsible in coordinating with the proponent LGUs/Implementing Partners regarding the submission of TD/DED and the review and approval of the documents as enumerated in Sections 6.6.4 and 6.7 of the Department Memorandum Circular on the Guidelines for the Implementation of the Provision of Potable Water Supply-Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program for FY 2017.

### **3.5 Monitoring/Inspection of Project Implementation**

DILG-NIR shall take full responsibility in monitoring all aspects of the project implementation.

- 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/mapprojectv3.php>

### **3.6 Reporting and Liquidation**

The concerned LGU/Implementing Partner shall liquidate the funds by submitting to DILG-Regions VI and VII the report of disbursement (ROD), either in print or by way of electronic documents, duly signed by the concerned Accountant, approved by the LCE/head of Agency and received by the Local COA Auditor, copy furnished DILG-NIR. DILG-NIR shall be responsible in coordination and facilitation of the concerned LGUs/Implementing Partners for the submission of reports.

All funds transferred shall be liquidated within shall be liquidated within six (6) months after the completion of each subproject.

However, if upon liquidation by the concerned LGUs/Implementing Partners, source agency has already established a completed set of books of accounts, and said funds have already been transferred and recorded thereat, the liquidation reports and the unexpended balances shall be submitted and returned to the source agency.

#### 4.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately.

  
CATALINO S. CUY  
Officer-in-Charge