



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Memorandum Circular No. 2018 - 47  
Date: April 5, 2018

**TO: LOCAL CHIEF EXECUTIVES, MEMBERS OF THE LOCAL SANGGUNIANs, MEMBERS OF THE LOCAL FINANCE COMMITTEES, HEADS DIRECTORS OF THE CENTRAL AND REGIONAL OFFICES/FIELD OFFICES OF DILG AND ALL OTHERS CONCERNED**

**SUBJECT: GUIDELINES FOR THE IMPLEMENTATION OF THE PROVISION OF POTABLE WATER SUPPLY LOCAL GOVERNMENT SUPPORT FUND - SAGANA AT LIGTAS NA TUBIG SA LAHAT (LGSF-SALINTUBIG) PROGRAM FOR FY 2018**

### **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 in implementing the Provision of Potable Water Supply - Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide potable water particularly to the poor and waterless communities.

The Program will provide financial assistance and capacity development to increase access to potable 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, the Integrated Water, Sanitation and Hygiene (iWaSH) approach is included in the capacity building programs for the day care centers, schools and health facilities without access to potable water.

### **2.0 PURPOSE**

This Memorandum 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 LGSF-SALINTUBIG Program.

### **3.0 LEGISLATIVE COMPLIANCE**

The Program aims to contribute to the attainment of providing sufficient and safe water to the entire country and the targets defined in the national and global commitments, namely: **1)** the Philippine Water Supply Sector Roadmap for 2008-2025 where all municipalities will have an improved water supply targeting 100% of their total population by 2025; **2)** the Philippine Development Plan

(PDP) for 2017-2022, Chapter 19 (Accelerating Strategic Infrastructure Development) aiming to achieve a universal access to water supply, sewerage and sanitation (WSSS); and **3**) Goal 6 of the Sustainable Development Goals (SDG) for 2017-2030, a global commitment that aims, to achieve universal and equitable access to safe and affordable drinking water, adequate and equitable sanitation and hygiene facilities to eliminate open defecation and to strengthen the participation of local communities in improving water and sanitation management to progressively eliminate inequalities in access of water, sanitation and hygiene facilities.

The National Government has appropriated in the General Appropriations Act (GAA) FY 2018 (RA 10964) LGSF-SALINTUBIG Program the budget amounting to One Billion Three Hundred Eighty Five Million Seven Hundred Sixty Four Thousand Pesos (Php 1,385,764,000.00) which shall be used exclusively for the SALINTUBIG Projects and shall be implemented exclusively in the LGUs identified in the GAA.

#### **4.0 COVERAGE OF THE PROGRAM**

The SALINTUBIG Program which is funded under the Local Government Support Fund of the Republic Act (RA) 10964 (GAA FY 2018) shall cover 80 Waterless Municipalities, 171 Waterless Barangays, and 8 Resettlement Sites without access to potable water.

#### **5.0 DEFINITIONS OF TERMS**

For purposes of these Guidelines (Memorandum Circular), the following terminologies shall be technically defined as follow:

- 5.1 Aide Memoire** - An official document from the exit conference that reflects and summarizes the findings, recommendations and agreements as a result of project monitoring/visit conducted (see Annex O).
- 5.2 Certificate of Completion and Acceptance** - A document issued by the LGU accepting the project after 100% physical completion based on the Final Completion Inspection Report by the Municipal Engineer. The Certificate is signed by the LCE (See Annex J and Annex K).
- 5.3 Certificate of Final Acceptance<sup>1</sup>** - A document issued by the LGU upon final acceptance of the works after the one-year warranty period (liability period) and after all defects and failures, if any, have been corrected based on the Final Acceptance Inspection Report by the Municipal Engineer. The Certificate is signed by the LCE (See Annex L and Annex M).
- 5.4 Duly Accredited Civil Society Organizations (CSOs)** - Civil Society Organizations which have previous experience and participation in local planning. The accreditation shall be in accordance with the existing guidelines in DILG MC 2016-97 series of 2016 and/or by DILG which guidelines to be issued for the purpose.
- 5.5 Geo-resistivity Study** - A field survey that locates and identifies areas that have groundwater potential.

<sup>1</sup> is Sec 62.2 of the 2016 IRR of RA 9184

- 5.6 Good Financial Housekeeping (GFH)** – A component of Seal of Good Local Governance (SGLG) which is conferred to local government units that have obtained an unqualified or qualified COA Opinion and have complied with the Full Disclosure Policy (FDP).
- 5.7 Local Government Support Fund (LGSF)** – Financial assistance to LGUs for the implementation of priority programs and projects, as provided in the FY 2018 General Appropriations Act (GAA).
- 5.8 Notice of Defects/Deficiencies** - A document issued by the LGU to officially notify the Contractor of the noted defects/deficiencies and required corrective repair works found during final inspection. This document shall also be used to notify the Contractor of the noted defects/deficiencies within the one (1) year period from certificate of completion to final acceptance (See Annex N).
- 5.9 Partner Agency** - Other agencies such as Department of Public Works and Highways (DPWH), Local Water Utilities Administration (LWUA), Water Districts (WD), Armed Forces of the Philippines (AFP) - Engineering Brigade and State Universities contracted out by the Implementing Partner to prepare the Detailed Engineering Design (DED).
- 5.10 Period of Warranty<sup>2</sup>** – One (1) year defects liability period within which the Contractor guarantees the quality of Work he had contracted and completed.
- 5.11 Potability Test/Water Quality Test** - Physical, chemical and bacteriological examinations of water from newly constructed systems or sources before and during construction, before they are operated and opened for public use, and a regular periodic conduct of the same after completion as part of the project sustainability.
- 5.12 Project Completion** – Refers to 100% physical accomplishment of the works or goods as per contract/approved Program of Works.
- 5.13 Project Management Office (PMO)** – The Water Supply and Sanitation Project Management Office (WSSPMO) established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall program management of the SALINTUBIG Projects.
- 5.14 Punch-listing** – Conduct of preliminary inspection upon reaching 95% physical accomplishment. Punch-list is secured and usually attached to the certificate of substantial completion. It will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time.
- 5.15 RHubs** – A Regional WATSAN Hub composed of higher educational institutions (universities/colleges), water districts, private sector, and NGOs, that will assist the DILG in capacity building of LGUs.

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<sup>2</sup> Refer to Section 62.2.2 of the Revised IRR of RA 9184 of 2016 and DPWH DO 99 of 2015

- 5.16 Resettlement Area** - Identified relocation/resettlement area with low occupancy rate due to inadequate delivery of basic services such as electricity and water supply.
- 5.17 Sub-projects (SPs)** – Eligible individual sub-projects which shall be funded under the LGSF-SALINTUBIG Program.
- 5.18 Unutilized Funds** – Funds that are not utilized as a result of unimplemented project/s until December 31, 2019.
- 5.19 Unimplemented Projects** – Projects which have not successfully completed the bidding process or, if in case of procurement by administration, projects that are not 100% physically completed until December 31, 2019.
- 5.20 Variation Orders<sup>3</sup>** – 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.
- 5.21 Waterless Municipality** - Municipalities where fifty percent (50%) and above of the total poor population do not have access to "safe water" and/or with particularly high incidence of waterborne and sanitation-related diseases.
- 5.22 Waterless Barangays** - Barangays where fifty percent (50%) and above of the total poor population do not have access to "safe water" and/or with particularly high incidence of waterborne and sanitation-related diseases.
- 5.23 Water Source Validation** – Confirmation of viability of water source in terms of quality and quantity to be developed for the intended beneficiaries.
- 5.24 WATSAN (iWaSH) Council** – The local oversight body on water supply, sanitation and hygiene (iWaSH/WATSAN) matters of the whole locality. Also serves as governance and coordination body for the implementation of iWaSH at the local level.

## **6.0 GENERAL GUIDELINES**

### **6.1 Fund Allocation**

#### **6.1.1 LGSF-SALINTUBIG FY 2018 GAA (RA 10964)**

The amount of One Billion Three Hundred Eighty Five Million Seven Hundred Sixty Four Thousand Pesos (Php 1,385,764,000.00) appropriated under the Local Government Support Fund for SALINTUBIG (LGSF-SALINTUBIG) Project as mentioned in Paragraph 1, Section 5 of Special Provision under the Local Government Support Fund of the GAA FY 2018 (RA 10964).

The identification of beneficiaries for SALINTUBIG program was culled-out from the list of waterless communities, municipalities and barangays determined by the National Anti-Poverty Commission (NAPC) based on the

<sup>3</sup> Annex E of the Revised IRR of RA 9184 of 2016

following criteria: (i) high poverty incidence, (ii) low water supply access, and (iii) high water-borne diseases.

## **6.2 LGU Counterpart**

6.2.1 The LGU shall provide cash counterpart in case the project cost exceeds the national subsidy and shall be deposited in the trust account used for the implementation of LGSF-SALINTUBIG Project.

6.2.2 All expenses incurred in the conduct of preliminary activities (e.g. feasibility study/project proposal preparation, geo-resistivity survey, water drilling exploration, pump test, water quality test, permits, and clearances, etc.), and other administrative cost in the supervision of the project during the implementation of the project including the installation of community billboard (Annex F) in the City/Municipal Hall premises, water supply, sanitation and hygiene (WASH) related activities and attendance to trainings/meetings shall be borne by the City/Municipality as their counterpart.

## **6.3 Fund Release**

6.3.1 The release of funds under the SALINTUBIG Project shall be subject to the compliance by the concerned City/Municipality with the following conditions vis-a-vis based on the latest assessment, to wit:

6.3.1.1 DILG Seal of Good Financial Housekeeping (GFH)

6.3.1.2 Requirements of the DILG Local Development Council Functionality

6.3.1.3 Public Financial Management (PFM) Systems and adoption of the corresponding PFM improvement measures

Additionally, the City/ Municipality shall provide the following requirements:

6.3.1.4 Notarized Certification (Annex A) prepared by the Municipal Engineer and Municipal Planning and Development Coordinator, and signed by the Local Chief Executive (LCE) attesting that:

a. The water source has been validated by the City/Municipality Engineer and has been found to be:

i. Feasible for supplying water to the intended beneficiaries (based on the water source assessment and feasibility study), and

ii. Potable for drinking or scientific and/or engineering interventions/measures have been included in the design to make the water potable. Water is potable if it has passed the Potability Test/Water Quality Test conducted by a DOH-accredited laboratory.

Note: The DILG may verify the yield of the water source as needed to check the feasibility of the proposed project.

b. The site of the project has no land Ownership and/or Road Right of Way (RROW) problem/Issues.

- 6.3.2 Project implementation schedule, including procurement timelines, prepared by the City/Municipality Engineer and approved by the LCE (Annex B).
- 6.3.3 The compliance and submission of the requirements shall be until October 31, 2018. Funds for non-compliant Cities/Municipalities shall no longer be released.
- 6.3.4 The DILG RO shall consolidate the list of the Cities/Municipalities that have complied with the conditions for fund release under Section 6.3.1 and Section 6.3.2.
- 6.3.5 The DILG RO shall endorse to the DILG CO the list of eligible Cities/Municipalities for fund release using Annex C, including the scanned copy of requirements under Section 6.3.1 indicating therein the region to which they belong and their corresponding cost (per subproject). The RO shall determine the ID code or Reference No. of the sub-project. The deadline for the RO for the final endorsement is until November 10, 2018.
- 6.3.6 The DILG CO thru the PMO shall consolidate the list of the Cities/Municipalities that have complied with the conditions for fund release under Section 6.3.1 and Section 6.3.2 hereof.
- 6.3.7 The DILG CO shall endorse to the DBM the list of Cities/Municipalities eligible for fund release, and their corresponding cost (per subproject).  
Based on the endorsed list of Cities/Municipalities, the DILG CO through the OPDS-WSSPMO shall inform the concerned DILG-RO on the final list of Cities/Municipalities endorsed to DBM.
- 6.3.8 Subsequently, upon endorsement of the compliant Cities/Municipalities by the DILG and in accordance with established mechanisms, the DBM will issue the corresponding Notice of Cash Allocation (NCA) to the Modified Disbursement System (MDS)-Authorized Government Servicing Bank (AGSB) and the Advice of NCA Issued (ANCAI) to the BTr, which shall directly download the funds to the Cities/Municipalities. The list of beneficiary Cities/Municipalities and the corresponding amounts released to them will be provided to the Commission on Audit-Local Government Sector (COA-LGS) by the DBM.
- 6.3.9 In accordance with established mechanisms, the funds shall be directly downloaded by the BTr to the Cities/Municipalities thru the issuance of the ADA to the Authorized Government Servicing Bank (AGSB) concerned. A Notice of Authority to Debit Account Issued (NADAI) will be issued by the BTr. Copies of NADAI shall be furnished to the DBM and DILG-OPDS and Regional Offices (ROs) concerned, as well as the Local Auditors in charge of the beneficiary Cities/Municipalities.
- 6.3.10 All other applicable provisions under DOF-DBM Joint Circular No. 2016-1 dated January 4, 2016 shall be observed.

#### **6.4 Fund Management**

- 6.4.1 Consistent with Section 7 of the Special Provisions and Section 90 (c) of the General Provision of the FY 2018 GAA, RA No. 10964, the funds shall be released directly by the BTr to the beneficiary LGU through authorized government servicing banks. The amount released to the

Cities/Municipalities shall be recorded as Trust Fund to be used for the specified purpose. Moreover, the City/Municipality shall maintain a separate subsidiary ledger for each project to record each transaction. Funds which are unutilized as mentioned in Section 6.4.6 shall be reverted to the Bureau of Treasury.

- 6.4.2 Within fifteen (15) days after transfer of funds, the beneficiary City/Municipality's Treasurer shall confirm with the DILG-RO through DILG-PO and concerned MLGOO that the funds have been recorded as Trust Fund using the template shown under Annex D hereof.
- 6.4.3 The City/Municipality shall exclusively utilize the fund (a portion of the fund mentioned in Section 6.1.1 and Section 6.2.1 of this Guidelines) for the implementation of the project in accordance with the existing government budgeting, procurement, accounting and auditing laws, rules and regulations.
- 6.4.4 Pursuant to Section 5, Paragraph 1 of the Special Provisions of GAA FY 2018 (RA 10964), the fund shall be used exclusively for the SALINTUBIG Projects and shall be used exclusively in the identified LGUs.

The LGSF-SALINTUBIG shall not be used:

- 6.4.4.1 For any purpose other than the project(s) to which the fund was released and to other location not specified in GAA FY 2018.
- 6.4.4.2 To fund projects already fully covered by other funds under FY 2018 GAA; and
- 6.4.4.3 For the payment of Personal Services<sup>4</sup> expenditures (i.e., payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation) and all other items indicated in Section 6.2.2 of these Guidelines.
- 6.4.5 The City/Municipality may use the difference between the Approved Budget for the Contract and Contract Award Price to finance additional work due to Variation Orders for the same project. Variation order mentioned therein strictly refers to the variation order as defined and as allowed in Item 1, Annex E, of the 2016 Revised Implementing Rules and Regulations for RA 9184, otherwise known as the "Government Procurement Reform Act".
- 6.4.6 Consistent with Section 90 (c) and Special Provision 7 of the LGSF under the Allocation to LGUs in the FY 2018 GAA R.A. No. 10964, the funds that remain unutilized as of December 31, 2019 shall be reverted to the Bureau of Treasury by the recipient Cities/Municipalities. However, if at any point before December 31, 2019, the City/Municipality determines that the funds cannot be utilized, (e.g. when the program or project cannot be implemented for any reason or the same has been funded from other sources) the amount received by the City/Municipality shall immediately reverted to the Bureau of Treasury.

Also, funds that are not utilized after the completion of the projects as recognized by the City/Municipal Accountant within the year after the

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<sup>4</sup> Sec. 306(k) of the Local Government Code of 1991

Final Payment; in this case, it shall be reverted at the end of the given year.

In case of project implemented by administration: Funds that remains undisbursed until December 31, 2019 will be reverted.

- 6.4.7 The City/Municipal Accountant shall initiate the preparation of vouchers and the City/Municipal Treasurer shall cause the remittance of the unutilized fund to the BTr.
- 6.4.8 The City/Municipality shall provide a copy to the DILG RO through DILG-PO and concerned MLGOO of the said transaction.

## **6.5 Project Implementation**

- 6.5.1 The City/Municipality shall be accountable for the overall implementation of the projects. The City/Municipality shall ensure that the design, plans, specifications and construction of projects are in accordance with the National Government standards and within the range of costs of materials, labor, equipment, etc. and the project duration of similar projects being implemented by a national government agency in the same locality.
- 6.5.2 Pursuant to Section 26 of the General Provisions of the GAA FY 2018, the following requirements shall be observed in the implementation of infrastructure projects:
  - 6.5.2.1 The location, areas or sites of all infrastructure projects are not included in the critical geo-hazard areas or no-build zones identified and/or certified by the Mines and Geosciences Bureau (MGB); No government facility shall be located on a no-build zone.
  - 6.5.2.2 The standards of construction, rehabilitation, improvement or repair of all infrastructure projects in all areas and zones are consistent with the rules determined by the DPWH, which shall consider, among others, the structural strength and climate resilience required for infrastructure projects in all areas and zones; and
  - 6.5.2.3 The planning and construction of all infrastructure projects to be implemented within the National Integrated Protected Area System (NIPAS) are done in a way that eliminates or minimizes the risk of biodiversity loss while the specifications thereon are in accordance with those determined by the DPWH, in accordance with the DENR. Major infrastructure projects may only be undertaken on said areas if intended to enhance biodiversity.
- 6.5.3 In case the Cities/Municipalities may propose rainwater collection system as their subproject, Section 27 of the General Provisions of the GAA FY 2018 shall be applied.

### **6.5.4 Preparation and Submission of Documentary Requirements**

Within three (3) months after receipt of the funds, the LGU shall submit to DILG RO through DILG-PO and concerned MLGOO the following:



6.5.4.1 Duly notarized Certification (see template under Annex E hereof) prepared by the City/Municipal Engineer and City/Municipal Planning Coordinator, and duly signed by the Local Chief Executive (LCE) attesting that:

- a. The Detailed Engineering Design (DED) and Program of Works (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the RA 10964 (GAA FY 2018), and other applicable laws, circular and issuances.

The approved DED and POW shall be attached to this certification (Annex E).

Note: The City/Municipality may request technical assistance in the preparation of DED/POW from the DILG CO/RO.

In case that the City/Municipality resorted to Design and Build (D&B) Scheme, the provision of the Section 7 of Annex "G" of the 2016 Revised IRR of RA 9184 shall be included in the Certification in lieu of the DED and POW.

- b. All bidding documents have been completed and the City/Municipality is ready to proceed with publication of Invitation To Bid/ Advertisement (ITB/Ad).
- c. Water Permit application has been submitted to the concerned agencies.
- d. For Vertical Structures (All types of tanks/reservoir, filtration facilities, pump house, among others)
  - i. The project site is located in safe zone based on the Department of Environment and Natural Resources – Mines and Geosciences Bureau hazard map; or
  - ii. City/Municipal funds shall be made available for the maintenance, repairs and insurance where applicable once the project is completed.
- e. The City/ Municipality has MDC Project Monitoring Team/Unit.

6.5.4.2 Project implementation schedule, including procurement timelines, prepared by the City/Municipal Engineer and approved by the LCE, using the template under Annex B (indicating the changes versus the initial submitted Annex B) hereof.

6.5.4.3 The abovementioned documents shall be made available to DILG during field monitoring visits and/or as may be requested. Any failure on the part of the LGU to present the above documents shall be grounds for possible disqualification or ineligibility in accessing the NG assistance in the future.

6.5.4.4 Implementation of the project prior to the submission of the Certification mentioned above shall be considered as non-compliance to these Guidelines and may be considered as

grounds for sanction as stipulated in Section 8.0 of this Memorandum.

### **6.5.5 Procurement by the City/Municipality**

6.5.5.1 Pursuant to Section 18 of the General Provisions of the GAA FY 2018, all agencies of the government shall strictly adhere to the provisions of RA No. 9184, its IRR and GPPB guidelines in the procurement of goods, infrastructure projects and consulting services.

- a. All project procurement shall be through competitive bidding in strict compliance with the provisions of RA No. 9184 (Government Procurement Reform Act) and its 2016 Revised IRR and GPPB Guidelines. The LGU shall use the standard bidding documents, 5th Edition, for procurement of works issued by GPPB which can be accessed at [www.gppb.gov.ph](http://www.gppb.gov.ph)
- b. The Cities/Municipalities shall be allowed to implement projects "By Administration" only after two (2) failed biddings and failed negotiated bidding and/or upon compliance with the requirements stipulated in the RA 9184, Appendix 1, Section 3.0, Conditions and Requirements for the use of "By Administration", and 2016 Revised IRR of RA 9184, Section 62, Warranty as provided under Section 3.6 of Appendix 1 for projects to be implemented by Administration.
- c. To promote transparency and achieve efficiency in the procurement process, the Philippine Government Electronic Procurement System (PhilGEPS) shall be the primary source and repository of information on government procurement.
- d. All projects must be included in the Annual Procurement Plan of the City/Municipality.
- e. The City/Municipality can only proceed with the procurement upon submission of the Certifications and documents required in Section 6.5.4.1 and Section 6.5.4.2 of these Guidelines.
- f. The concerned C/MLGOO, CSOs and other entities shall be invited to observe particularly during pre-bid conference and/or bid opening.
- g. In the event of a failed bidding, the BAC shall conduct a mandatory review and evaluation of the terms, conditions, and specifications in the Bidding Documents, including its cost estimates.
- h. The City/Municipality shall start the re-bidding process within five (5) working days after the Head of the Procuring Entity (HOPE) has approved the BAC Resolution declaring a failure of bidding. Within the same period, the City/Municipality shall submit to DILG-RO through DILG-

PO and concerned MLGOO a revised procurement schedule indicating the revised target dates for the bidding.

- i. In the event that the City/Municipality will have to resort to negotiated procurement after two (2) failed biddings, the negotiation shall commence within five (5) days after the HOPE has approved the resolution declaring a failure of bidding and shall be completed within thirty (30) days. Within the same period, the City/Municipality shall submit to DILG-RO through DILG-PO and concerned MLGOO a revised procurement schedule indicating the revised target dates.

6.5.5.2 The City/Municipality shall provide a copy of Notice to Proceed (NTP) to DILG through C/MLGOO.

6.5.5.3 The City/Municipality shall submit to the Local Auditor assigned to the City/Municipality a copy of the contract and other required supporting documents within five (5) days from the execution of the contract, in accordance with Section 3.1 of COA Circular No. 2009-001 dated February 12, 2009.

6.5.5.4 Pursuant to Section 5, Paragraph 3 (ii) of the Special Provisions under the LGSF of the GAA FY 2018, duly accredited Civil Society Organizations and citizens shall be allowed to actively participate in the implementation as observer in the procurement process, among others, under Section 2 of the FY 2018 GAA Special Provision. The CSO duly accredited by the City/Municipality is in addition to the observers identified under Section 13 of RA No. 9184 and its 2016 Revised IRR.

#### **6.5.6 Project Execution**

6.5.6.1 The City/Municipality shall have the primary responsibility in ensuring the quality of works and that the implementation of the project shall be in accordance with the approved design, plans, and specifications consistent with the relevant provisions of applicable laws, circulars and issuances.

6.5.6.2 Adherence to National Government Standards and Policies

- a. The City/Municipality shall abide by the standards and policies set by the National Government, which are applicable to all phases of subproject preparation and implementation.
- b. The DILG-RO shall ensure that these standards and policies are considered during appraisal and are being observed during actual implementation by the City/Municipality.
- c. Adherence of the City/Municipality to existing national standards/guidelines, laws and policies, which include, but are not limited, to the following:

- i. 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
  - ii. Vol. II, Standard Specifications for Public Works and Highways (2013 Edition)
  - iii. "No-build" zone in accordance with FY 2018 GAA
  - iv. Philippine National Standard for Drinking Water pursuant to DOH Administrative Order (AO) 2007-0012
  - v. Rainwater Collection Facilities pursuant to RA 6716
  - vi. Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
  - vii. Clean Water Act of 2014 pursuant to RA 927
- d. Infrastructure subprojects shall provide architectural and structural features, design, or facilities that will reasonably enhance mobility, safety, and welfare of persons with disability pursuant to Batas Pambansa (BP) 344 and RA 7277.
- e. Infrastructure subprojects shall integrate energy-saving solutions in planning and implementation to mitigate the effect of climate change pursuant to RA 9729.
- f. The City/Municipality shall ensure that project construction shall commence within seven (7) days after the issuance of the Notice to Proceed (NTP).
- g. Consistent with RA 6685 dated 12 December 1988, the City/Municipality 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 city or municipality where the subproject is located. The City/Municipality shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritization of those from the community with no current employment and are abled.
- The City/Municipality shall submit or cause the Contractor to submit a monthly report on the labor force employed within the subproject based.
- h. The City/Municipality shall ensure that quality control and assurance are observed, quality tests (Annex I) are conducted and construction logbook is maintained at the project site, and shall be made available to DILG during visits and/or as may be requested. In case of time

extension request, a construction logbook shall be used to support the Contractor's request.

- i. Any variation order mentioned therein strictly refers to the variation order as defined and as allowed in Item 1, Annex E, of the 2016 Revised Implementing Rules and Regulations for RA 9184, otherwise known as the "Government Procurement Reform Act". Any variation order and contract time extension shall be approved by the LCE. If the revised cost, which includes variation order, exceeds the approved allocation for the project, the City/Municipality shall provide the required additional funds. The City/Municipality shall inform the concerned DILG-RO through DILG-PO and concerned MLGOO of any approved variation order and contract time extension and shall ensure that all related documents are readily available during monitoring by DILG personnel and/or as may be requested.
- j. In case of delay in the implementation of the project, the City/Municipality shall perform the following actions:
  - i. Negative slippage of 5%
    - By Contract - Issue a Warning Letter requiring the Contractor to submit a Catch-up Plan.
    - By Administration - Submit a Catch-up Plan to DILG-RO through DILG-PO and concerned MLGOO.
  - ii. Negative slippage of 10%
    - By Contract - Terminate the contract for default when the project has incurred a negative slippage of ten percent (10%) or more in the completion of the work due to the contractor's fault and after the contract time has expired, pursuant to Annex I Section III 2(b) of the 2016 Revised Implementing Rules and Regulations of the R.A. 9184.
    - By Administration - Submit justification on the cause of delay and catch-up plan to the concerned DILG-RO through DILG-PO and concerned MLGOO, supported by adequate resources such as materials, workforce and equipment
  - iii. Negative slippage of 15%
    - By Contract - Initiate the termination process in accordance with Annex E, in conjunction with Annex I, of the 2016 Revised IRR of R.A. No. 9184.
    - By Administration - Submit justification to DILG-RO through DILG-PO and concerned MLGOO on why DILG should not impose sanction mentioned in Section 8.0
- k. In case the Contractor fails to complete the work within the specified contract duration and any approved time extension, the City/Municipality shall impose liquidated

damages in accordance with Annex E of the 2016 Revised IRR of R.A 9184.

- i. The City/Municipality shall terminate the contract as deemed necessary on the grounds stipulated in Annex I, Section III.2 (c) of the 2016 Revised IRR of R.A. No. 9184.
- m. In accordance with the Annex E of the 2016 Revised IRR of R.A. No. 9184, the City/Municipality shall conduct preliminary inspection (punch listing) upon reaching 95% physical accomplishment. Immediately after the preliminary inspection, the City/Municipality shall submit a punch-list to the contractor in preparation for the final turnover of the project. Said punch-list will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the procuring entity's claim for liquidated damages. The City/Municipality shall instruct the contractor to rectify the noted deficiencies, if any.
- n. The City/Municipality shall inform the DILG RO/PO that the project has been substantially completed (95%).
- o. The project is deemed physically completed once the City/Municipality issues a Certificate of Completion and Acceptance.
- p. The City/Municipality shall ensure the following:
  - i. That there is a valid Contractor's Letter of Credit or guarantee instrument equivalent to the un-recouped amount of advance payment.
  - ii. Performance security by Contractors is valid/updated within the approved project duration including approved time extension.
  - iii. The Contractor's All Risk Insurance is valid throughout the approved project duration, including time extension.
  - iv. Warranty security by Contractors is valid/updated throughout the warranty period.
- q. The City/Municipality shall issue a Certificate of Final Acceptance after the one-year warranty period (liability period) and after all defects and failures, if any, have been corrected.

#### **6.5.7 Information and Publicity of Projects.**

- 6.5.7.1 As LGU counterpart, within a month after receipt of the fund, the City/Municipality shall install the DILG Projects Community Billboards within the premises of the City/Municipal hall in accordance with the specifications

prescribed in Annex F hereof. The City/Municipality shall ensure the regular monthly updating of the project status in the latter.

DILG Projects Community Billboard must contain all DILG implemented projects under GAA 2018.

- 6.5.7.2 The City/Municipality shall ensure the installation of the project signboard/s at each project location in accordance with COA Circular No. 2013-004 dated January 30, 2013 and regular updating thereof.
- 6.5.7.3 The City/Municipality shall comply with the reportorial and posting requirements stipulated in the following laws:
  - a. Rule XI Section 37.4.2 of the 2016 Revised IRR of R.A. No. 9184, and any relevant policies issued by the GPPB;
  - b. Consistent with the Full Disclosure Policy of the DILG, the said reports shall be posted on the LGU's website, and in at least three (3) conspicuous public places in the locality within twenty (20) days from the end of each quarter.
  - c. Pursuant to Section 98 of the FY 2018 GAA General Provisions (Transparency in Infrastructure Project)
  - d. Pursuant to Section 91 of the FY 2018 GAA General Provisions (Status of Infrastructure Projects)
  - e. Pursuant to the last paragraph of Section 5 of the FY 2018 GAA Special Provision under the LGSF, The LCE of the implementing LGU shall send a written notice to the Speaker of the House of Representatives, House Committee on Appropriations, and Senate Committee on Finance upon posting of reports on the LGU Website. The said written notice of the LGU shall be considered the date of submission to the said Offices.
- 6.5.7.4 The LCE and web administrators or their equivalent shall be responsible for ensuring compliance with the above Section. The LCE shall assign a web administrator or its equivalent in case there is none. The LGUs shall create and maintain their respective websites for this purpose.

## **6.6 Project Monitoring**

The City/Municipality in coordination with the DILG through channels and duly accredited CSOs shall be responsible in monitoring the smooth and proper implementation of the SALINTUBIG projects.

The City/Municipality shall provide efficient and accurate physical and financial information and data in relation to project implementation during project monitoring.

- 6.6.1 During project monitoring/inspection the City/Municipality shall observe the following:
  - 6.6.1.1 Construction materials available are in accordance with the approved plans and specifications.
  - 6.6.1.2 Construction materials are properly stored and handled on site.

6.6.1.3 Appropriate equipment are on site, in accordance with the Equipment Schedule.

6.6.1.4 Actual implementation/construction is in accordance with the approved Plans and Technical Specifications.

6.6.1.5 Quality Control (QC) tests are conducted consistent with the frequency specified in the Technical Specifications for each item of work.

a. Pressure and Leakage testing or hydro testing/commissioning for Water Tank/Reservoir and Pipelines, etc. (Annex I)

The City/Municipal Engineer shall ensure that no payment will be made for pipes laid unless they have passed the pressure and leakage tests (unless waived by the Engineer) and the pavements over the pipes have been satisfactorily restored.

Note: The City/Municipality may request technical assistance in the conduct of Pressure and Leakage testing or hydro testing from the DILG CO/RO.

b. Quality Control Test Results

The City/Municipal Engineer shall ensure that quality control tests are conducted and certified by an independent accredited laboratory.

6.6.1.6 Material Engineer is present on site during the conduct of quality test.

6.6.1.7 Waste disposal is done in accordance with prescribed standards.

6.6.1.8 Health and Safety standards set by DOLE are implemented.

6.6.2 The City/Municipality shall invite the presence of the DILG and CSO Representative during major activities such as, but not limited to:

6.6.2.1 Well drilling (PO/RO)

6.6.2.2 Source Validation and/or Pumping test (PO/RO)

6.6.2.3 Pipe laying (PO/RO)

6.6.2.4 Pressure and Leakage testing or hydro testing/commissioning (PO/RO)

6.6.2.5 Water sampling for potability (before, during and after construction)

6.6.2.6 Punch listing and Final Inspection (Cluster Head/PO/RO)

The City/Municipality shall ensure the availability of the following documents before the conduct of the Punch listing and Final Inspection:

- a. Approved POW, construction drawing and/or as-built drawing
- b. Latest Water Quality Test Result
- c. Quality Test Result (e.g. Pressure and Leakage test result of Water Tank/Reservoir and Pipelines, etc.)



### **6.6.3 MDC MONITORING UNIT**

In accordance to Section 109 of RA7160 otherwise known as the Local Government Code of 1991, the LDC is mandated to coordinate, monitor, and evaluate development programs and projects.

For the purpose of this Guidelines, the beneficiary LGU shall have MDC Project Monitoring Team/Unit. The members of the said monitoring team/unit may consist of 50% LGU and 50% CSO.

- 6.6.4 Furthermore, the City/Municipal Project Monitoring Committee (C/MPMC) shall monitor all projects within the City/Municipality funded under LGSF. In members this regard, the City/Municipality shall ensure its functionality.

## **6.7 Project Reporting**

- 6.7.1 The City/Municipality shall submit a status report twice a month to the DILG RO, through the City/Municipal Local Government Operations Officer (MLGOO) and City/Provincial Director (C/PD), using the prescribed template attached as Annex G and seven (7) calendar days before the prescribed dates of submission stipulated in the schedule of report submission as Annex H hereof. Copies of the approved Statement of Work Accomplished (SWA) and Report of Disbursements (ROD) shall be submitted, if requested.
- 6.7.2 The DILG-PO shall evaluate the reports submitted by the City/Municipality to check the consistency between the reported and the actual works accomplished. As necessary, the DILG-PO/RO shall join inspections with the City/Municipality to resolve inconsistencies.
- 6.7.3 The DILG-Provincial Office (DILG-PO) shall submit to the DILG-RO a copy of the report with the corresponding findings and recommendation.
- 6.7.4 The concerned DILG-RO shall prepare Regional Consolidated Reports, both financial and physical accomplishments, based on the reports submitted by the City/Municipality and submit the same to the DILG-CO.
- 6.7.5 The DILG-CO shall prepare the over-all SALINTUBIG Project Consolidated Reports, both financial and physical accomplishments, based on the reports submitted by the DILG-RO and submit the same either by printed form or by way of electronic documents to the concerned agencies stipulated in the GAA FY 2018 and the said reports are likewise be posted on the DILG website.
- 6.7.6 The beneficiary City/Municipality shall submit reportorial requirements mentioned in Section 6.5.7.3 of these Guidelines.

## **7.0 RESPONSIBILITY AND ACCOUNTABILITY**

### **7.1 Cities/Municipalities**

- 7.1.1 The LCE and other local officials concerned shall be solely responsible and accountable for the proper disbursement and utilization of the Project funds, for ensuring the timeliness and quality of works in the

implementation of the project which shall be in accordance with the approved design, plans, and specifications and consistent with these Guidelines and the relevant provisions of applicable laws, circulars and issuance.

Moreover, it shall be the responsibility of the City/Municipality to ensure that no duplication and/or overlapping of funding will occur. As such, the City/Municipality shall immediately inform the DILG-RO if it has received funding from other sources for the same programs or projects.

- 7.1.2 The City/Municipal Accountant shall recognize the completed project as asset in the book of accounts of the City/Municipality pursuant to Government Accounting Manual Volume II for other infrastructure projects.
- 7.1.3 The City/Municipality shall ensure that no water system shall be allowed to be operated and opened for public use without the Certificate of Potability from a DOH-accredited laboratory.
- 7.1.4 All other specific responsibilities of the City/Municipality are stipulated in the applicable provisions of these Guidelines.

## **7.2 Procedure on the issuance of Notice of City's/Municipality's Non-Compliance:**

- 7.2.1 After the project monitoring, the DILG shall ensure the issuance of "aide memoire". The City's/Municipality's non-compliance with the recommended corrective action during project implementation as indicated in the "aide memoire" and any deviation of the provision of these Guidelines, the following action shall be undertaken:
  - 7.2.1.1 Upon recognition of non-compliance by the City/Municipality, the C/MLGOO shall immediately call the attention of the LCE of their non-compliance and inform the Cluster Head within two (2) working days.
  - 7.2.1.2 Within seven (7) working days after the acknowledgement of information from C/MLGOO, the Cluster Head shall endorse to the PD the MLGOO's observed non-compliance. The PD shall officially notify (1st Notice) the LCE, copy furnished DILG-RO thru PDMU, of their non-compliance and advise them to initiate/address the said issues.
  - 7.2.1.3 If no action has been initiated by the concerned City/Municipality after fifteen (15) calendar days after the receipt of the 1st notice, the C/MLGOO shall notify the PD of the City/Municipality's non-action and the PD shall subsequently inform the DILG-RO thru the PDMU.
  - 7.2.1.4 The DILG-RO shall officially notify (2nd notice) the City/Municipality, copy furnished DILG-CO thru OPDS-WSSPMO, of their non-action and require the concerned City/Municipality to submit justification within fifteen (15) calendar days thereafter.
  - 7.2.1.5 If after fifteen (15) calendar days the City/Municipality fails to comply and/or their justification for non-compliance/non-

action is unacceptable, the DILG-RO shall officially notify the DILG-CO thru the OPDS, copy furnished City/Municipality.

- 7.2.1.6 If the circumstances warrant further evaluation/validation, the OPDS-PMO shall prepare the 3rd Notice addressed to the concerned City/Municipality to immediately initiate corrective action/s as recommended that non-compliance may be a ground for imposition of sanctions as stipulated in the last paragraph of Section 8.0 of these Guidelines, copy furnished Local-COA and COA-LGS.

### **7.3 CSO Participation in Project Monitoring**

7.3.1 Pursuant to Section 5 paragraph 3 of the FY 2018 GAA Special Provision, duly accredited civil society organizations and citizens shall be allowed to actively participate in the implementation by way of:

- 7.3.1.1 Municipal Development Council Project Monitoring
- 7.3.1.2 Observer in the procurement process
- 7.3.1.3 Third party monitoring and evaluation
- 7.3.1.4 Citizen feedback mechanism

The implementation of this provision shall be subject to the Guidelines to be issued by DILG.

### **8.0 SANCTIONS/PENAL PROVISIONS**

8.1 Projects not implemented in accordance with the provisions of this MC including all applicable laws but not limited to the following:

- 8.1.1 R.A. No. 3019 "Anti-Graft and Corruption Practices Act"
- 8.1.2 R.A. No. 9485 "An act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefor"
- 8.1.3 R.A. No. 9184 "The Government Procurement Reform Act and its Revised Implementing Rules and Regulations"
- 8.1.4 Section 43, Chapter 5 and Section 80, Chapter 7, Book VI of E.O. No. 292 "Expenditure of appropriated funds"
- 8.1.5 Pertinent Provisions of R.A. 10964 – FY 2018 General Appropriation Act may result in the:
  - a. filing of appropriate civil, criminal and/or administrative cases against the local public official/s and/or employees concerned for acts or omissions in relation to the performance of their duties.
  - b. non-inclusion and disqualification of the City/Municipality in the future National Government assistance.

### **9.0 ISSUES FOR RESOLUTION**

Interpretation of the provisions of this Memorandum Circular, including issues and concerns not covered herein, shall be submitted to the DILG for resolution.

#### **10.0 REPEALING CLAUSE**

All provisions of existing issuance that are inconsistent with this Circular are hereby repealed/amended accordingly.

#### **11.0 ANNEXES**

Annex A – LCE Certification

Annex B - Pro-forma Implementation Schedule

Annex C - Pro-forma List of Eligible Municipalities for Fund Release

Annex D - Information Letter on the receipt of FY 2018 SALINTUBIG Fund

Annex E - LCE Certification of Compliance

Annex F - Community Billboard

Annex G – Pro-forma Monthly Report

Annex H – Schedule of Report Submission

Annex I – Minimum Quality Control Test

Annex J - Certificate of Completion

Annex K – Final Completion Inspection Report

Annex L – Certificate of Acceptance

Annex M – Final Acceptance Inspection Report

Annex N – Notice of Defects/Deficiencies

Annex O – Aide Memoire

#### **12.0 EFFECTIVITY**

This Circular shall take effect immediately upon posting in the DILG website.

  
**EDUARDO M. AÑO**  
Officer-In-Charge, DILG

   
DILG-DREC 07012018-18578



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**CERTIFICATION**

In the implementation of the following water supply projects in the City/Municipality of \_\_\_\_\_ under the FY 2018 SALINTUBIG Program

- 1.
- 2.
- 3.

We, the undersigned, hereby certify that:

1. The water source has been validated by the Municipal Engineer and has been found to be:
  - a. Feasible for supplying water to the intended beneficiaries (based on the water source assessment and feasibility study); and
  - b. Potable for drinking or scientific and/or engineering interventions/measures have been included in the design to make the water potable. Water is potable if it has passed the Potability Test/Water Quality Test.
2. The site of the project has no problem with Land Ownership and/or Road Right-of-Way (RROW) problems/issues.

Prepared by:

\_\_\_\_\_  
(Signature Over Printed Name)  
City/Municipal Engineer

\_\_\_\_\_  
(Signature Over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
(Signature Over Printed Name)  
City/Municipal Planning and  
Development Coordinator

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES

(City/Municipality of \_\_\_\_\_) S.S

**SUBSCRIBED AND SWORN** to before me on this date, a Notary Public for and in \_\_\_\_\_, Philippines:

NOTARY PUBLIC  
Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**SALINTUBIG PROGRAM  
FY 2018 BUDGET**

\_\_\_\_\_  
Name of Local Government Unit

**Project Implementation Schedule**

**Project Title:** \_\_\_\_\_

Sn	Activity	Timelines		
		Duration	Start	Finish
<b>1.00</b>	<b>PROCUREMENT PROCESS</b>			
1.01	Bid Preparation			
1.02	Pre-Procurement Conference			
1.03	Ad/ Posting ITB			
1.04	Pre-bid Conference			
1.05	Submission and Receipts of Bids			
1.06	Opening of Bids			
1.07	Bid Evaluation			
1.08	Post Qualification			
1.09	Issuance of BAC Resolution w/ BER			
1.10	Issuance of Notice of Award			
1.11	Contract Signing			
1.12	Issuance of Notice to Proceed			
<b>2.00</b>	<b>CONSTRUCTION/IMPLEMENTATION (Indicative Duration based on submitted Program of Works to Regional Office)</b>			
2.01	Mobilization			
2.02	Implementation			
2.03	Pre-Final Inspection/Punch Listing			
2.04	Acceptance			

Prepared by:  
(Signature Over Printed Name)  
\_\_\_\_\_  
City/Municipal Engineer

Approved by:  
(Signature Over Printed Name)  
\_\_\_\_\_  
Local Chief Executive



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT  
**CONFIRMATION OF FUND RECEIPT**

Date \_\_\_\_\_

Director \_\_\_\_\_  
DILG Regional Office \_\_\_\_  
Address \_\_\_\_\_

Dir. \_\_\_\_\_;

We would like to inform you that the City/Municipality of \_\_\_\_\_ has received the amount of P \_\_\_\_\_ through the Notice of ADA Issued (NADAI) No. \_\_\_\_\_ dated \_\_\_\_\_ intended for the implementation of the following projects under the FY 2018 SALINTUBIG Program:

No.	Name of Project	Allocation
1.		
2.		
3.		
..		
...		
	TOTAL	

The said funds have been transferred from the General Fund to the City/Municipality's Trust Account No. \_\_\_\_\_ and recorded as Trust Fund.

Rest assured that we are committed to implement the above projects in accordance with the FY 2018 SALINTUBIG Guidelines No. \_\_\_\_, Series \_\_\_\_\_.

Prepared by:  
(Signature Over Printed Name)  
\_\_\_\_\_  
City/Municipal Treasurer

Conformed by:  
(Signature Over Printed Name)  
\_\_\_\_\_  
City/ Municipal Accountant

Noted by:  
(Signature Over Printed Name)  
\_\_\_\_\_  
Local Chief Executive

Cc: DILG-PO, MLGOO



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**CERTIFICATION**

In the implementation of the following projects in the Municipality of \_\_\_\_\_ under the FY 2018 SALINTUBIG Program:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared in accordance with the national government standards and relevant provisions of R.A. No 10964 (FY 2018 GAA) and other applicable laws and issuance and approved by the LCE.
2. All bidding documents have been completed and ready to proceed with publications of Invitation To Bid/ Advertisement (ITB/Ad).
3. Water Permit application/s has/have been submitted to the concerned agencies.
- 4a. The project is not located in an ancestral domain area; or
- 4b. The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. For Vertical Structures (Ground/Elevated Water Tank, Reservoir, Filtration Facilities, Pump House, among others)
  - a. The project site is located in safe zone based on the MGB hazard map; or
  - b. The project is located in a hazard zone but engineering mitigation measures have been included in the design to address the potential problems
6. Funds shall be made available for the maintenance and insurance where applicable once the project is completed.
7. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on \_\_\_\_ (indicate date) \_\_\_\_
8. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.

This Certification is being issued in compliance with the FY 2018 SALINTUBIG Guidelines No. \_\_\_\_\_, Series \_\_\_\_\_.

(Signature Over Printed Name)

\_\_\_\_\_  
City/Municipal Engineer

\_\_\_\_\_  
Date



(Signature Over Printed Name)

\_\_\_\_\_  
City/Municipal Planning and  
Development Coordinator

\_\_\_\_\_  
Date

(Signature Over Printed Name)

\_\_\_\_\_  
Local Chief Executive

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES

(City/Municipality of \_\_\_\_\_) S.S

**SUBSCRIBED AND SWORN** to before me on this date, a Notary Public for and in  
\_\_\_\_\_, Philippines:

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_

**SAGANA AT LIGTAS NA TUBIG SA LAHAT**

Technical Description of the Tarpaulin to be posted in a Billboard

- Outdoor Media
  - One (1) Tarpaulin per concerned City/Municipality in all Regions posted in a billboard.
- Tarpaulin Specification
  - Color and size : white, 4'x8'
  - Resolution : 70 dpi
  - Font : Helvetica
  - Font Size for Main Information : 3"
  - Sub-Information : 1"
  - Font Color : black

  Republic of the Philippines Cordillera Administrative Region Province of Benguet MUNICIPALITY OF KIBUNGAN 				
<b>"LOCAL GOVERNMENT SUPPORT FUND - FY 2018 SAGANA AT LIGTAS NA TUBIG SA LAHAT (LGSF FY 2018 - SALINTUBIG)"</b>				
NO.	PROJECT NAME	LOCATION	ALLOCATED BUDGET	STATUS
1.	CONSTRUCTION OF LEVEL II WATER SYSTEM	MADAYMEN, POBLACION, PALINA, LUBO AND SAGPAT	3,000,000.00	PROCUREMENT

For issues and complaints:

<b>DILG</b> Office: Upper Session Rd., cor. North Drive, Baguio City, Benguet 2600 Contact: (074) 442-90-85; dilgordcaud@gmail.com Website: www.dilgcat.com Facebook: www.facebook.com/dilgcarregionloffice	<b>LGU</b> Office: Poblacion, Kibungan Address: (470) 422-46-48; sample@email.com Website: www.samplewebsite.com Facebook: www.facebook.com/sampleofficialfbpage
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**SALINTUBIG PROGRAM FY 2018**

SCHEDULE OF SUBMISSION OF STATUS REPORT

<b>First Semester</b>	<b>Second Semester</b>
January 17, 2018	July 18, 2018
January 31, 2018	August 1, 2018
February 14, 2018	August 15, 2018
February 28, 2018	August 29, 2018
March 14, 2018	September 12, 2018
March 28, 2018	September 26, 2018
April 11, 2018	October 17, 2018
April 28, 2018	October 31, 2018
May 16, 2018	November 14, 2018
May 30, 2018	November 28, 2018
June 13, 2018	December 12, 2018
June 27, 2018	December 26, 2018

**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**

Except when specifically provided to the contrary, excavation shall include the removal of materials of whatever nature encountered, including all obstructions of any nature that would interfere with the proper execution and completion of work. The removal of said materials shall conform to the lines and grades shown or ordered. Unless otherwise provided, the entire construction site shall be stripped of all vegetation and debris, and such materials shall be removed from the site prior to performing any excavation or placing any fill. The Contractor shall furnish, place and maintain all supports and shoring that may be required for the sides of the excavations and all pumping, ditching, or other approved measures for the removal or exclusion of water, including taking care of storm water and waste water reaching the site of the work from any source, so as to prevent damage to the work or adjoining property.

The walls and faces of all excavations in which are exposed to danger from unstable ground shall guard against by a shoring system, sloping of the excavation, or some other acceptable method. The Contractor shall furnish, install, and maintain such sheeting, bracing, etc., as may be necessary to protect the workers and prevent, any movement of earth which could injure or delay the work or endanger adjacent structures. In excavations where workers may be required to enter, excavated or other materials shall be effectively stored and retained at least 600 mm or more from the edge of the excavation. All excavation and trenching operations shall conform to any and all national, provincial, and local safety requirements.

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 1500m<sup>3</sup> 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

Backfill shall not be dropped directly upon any structure or pipe. Materials used for backfill shall be selected material, free from grass, roots, brush or other vegetation, or rocks having maximum dimension larger than 150mm (6in). Materials placed within 150 mm (6 in) of any structure or pipe shall be free of rocks or unbroken masses or earth materials having maximum dimension larger than 75 mm (3 in). Backfill shall not be placed around or upon any structure until the concrete has attained sufficient strength to withstand the loads imposed. Backfill around water-retaining structures shall not be placed until the structures have been tested, and the structure shall be full of water while backfill is being placed.

Use Class A or Sand Material.

Tests: For every 1500m<sup>3</sup> or fraction thereof

1-G, Grading Test

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

1-C, Laboratory Compaction Test

For each 500m<sup>2</sup> 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

1. 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.
2. 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.
3. 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<sup>3</sup> of concrete

Class B ----- 8.0 bags/ m<sup>3</sup> of concrete

Class C ----- 9.5 bags/ m<sup>3</sup> of concrete

Class P ----- 11.0 bags/ m<sup>3</sup> of concrete

Tests: For every 2000 bags or fraction thereof

1 - Q, Quality Test

1. Fine Aggregate

Quantity: m<sup>3</sup>/ m<sup>3</sup> 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 m<sup>3</sup> 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 m<sup>3</sup> or fraction thereof:

1 - G, Grading Test

2. Coarse Aggregates

Quantity: m<sup>3</sup>/ m<sup>3</sup> 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 m<sup>3</sup> 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 m<sup>3</sup> or fraction thereof:

1 – G, Grading Test

3. Water

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

4. Premolded Filler for expansion joints

Tests:

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

5. Steel Reinforcement

Tests:

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

6. 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 m<sup>3</sup> of Concrete or fraction thereof.

B. PRESTRESSED CONCRETE STRUCTURES

1. Concrete

Tests: Same as for Item 405, Class P

2. Steel Reinforcement

Tests: Same as for Item 404

3. 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

Miscellaneous metalwork is defined as all items required to be fabricated from structural steel shapes, plates, bars, and their products. The Contractor shall provide the necessary labor, supervision, tools, materials supplies, and appurtenances for the proper construction and operation of the elevated steel reservoir. The contractor shall accomplish the work in a complete and finished manner and insure the highest quality of workmanship in accordance with the drawings and specifications and to the satisfaction of the Engineer.

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

The Contractor shall furnish and install all pipes, fittings, closure pieces, supports, bolts, nuts, gaskets, jointing materials, and appurtenances as shown and specified, and as required for a complete and workable piping system. Shop drawings of all piping systems shall be furnished, as required.

All bolts, nuts, and studs in the assembly of piping shall conform to the requirements indicated in the drawing.

All exposed piping shall be adequately supported with devices of appropriate design. Where details are shown, the supports shall conform thereto and shall be placed as indicated; provided that support for all piping shall be complete and adequate regardless of whether or not supporting devices are specially shown.

All pipes shall be laid in a uniform profile as shown on the Drawings.

#### 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).

## CAST IRON PIPE FOR POTABLE WATER

### 1. Materials:

Bell and spigot cast iron pipe shall conform to the requirements of the following:

- a. "Cast Iron Pipe Centrifugally Cast in Metal Molds for Water or Other Liquids" (AWWA C-106) or "Cast Iron Pipe Centrifugally Cast in Sand-Lined Molds for Water of Liquids" (AWWA C-108), shall be Class 100 or Class 150 where shown on the Drawings and as indicated in the Bid Schedule; or
- b. "ISO Recommendations R-13; Cast Iron Pipes, Special Casting and Cast Iron Parts for Pressure Main Lines." The pipe shall be Class LA; however the hydrostatic test pressure shall be 2.45 Mpa (455 psi) for all sizes.

### 2. Flanges

Standard flanged cast iron pipe fittings shall conform to the requirements of the "American Standard for Cast-Iron Pipe Flanges and Flanged Fittings" (ANSI B16.1), Class 125

### 3. Installation

Cast iron pipe and fitting shall be lined with cement mortar in accordance with the requirements of the "American Standard for Cement-Mortar Lining for Cast-Iron Pipe and Ductile-Iron Pipe and Fittings for Water" (AWWA C-600)

## 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.

No.	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 the pressure shall be measured through a meter or by other means satisfactory to the Engineer.

### METAL/ STEEL PIPES

#### 1. 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.

## 2. 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.

## B. TESTING AND DISINFECTION OF RESERVOIR AND APPURTENANCES PIPING

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.

### 1. 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).

### 2. 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.

### 3. 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.

### 4. 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.

### 5. 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.

### C. 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.

### D. TEST APPROVAL

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

### E. 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

The specifications cover the requirements of water meter of various metrological classes which can withstand permanent flow rates from 0.5 m<sup>3</sup>/h to 20 m<sup>3</sup>/h, maximum admissible working pressure equal to or greater than 10 bars and maximum admissible temperature of 30 degrees Centigrade.

The water meter shall conform to the requirements of ISO 4064 Part 1: Measurement of Water Flow in Closed Conduits-Meters for Cold Potable Water, subject to the following additional requirements.

The method and means to be employed in determining the compliance of water meters shall be in accordance with ISO 4064/3 (Test Methods and Equipment).

#### 1. 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.

## 2. 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:
  - i. Initial accuracy test
  - ii. Pressure tightness test (static tests)
  - iii. Head loss test
  - iv. Accelerated endurance tests
  - v. Final accuracy test





LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**C E R T I F I C A T E   O F   C O M P L E T I O N**

Contract ID No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contract Price (Original/Revised): \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Implementing Office: \_\_\_\_\_

This is to certify that the above stated project has been satisfactorily completed on \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract based on the attached Final Completion Inspection Report of the Inspectorate Team dated \_\_\_\_\_.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during the one-year Defects Liability Period from the date of completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 91.84.

**Signature Over Printed Name**  
Local Chief Executive  
City/Municipality of \_\_\_\_\_

Conforme:

**Signature Over Printed Name**  
Contractor



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**FINAL COMPLETION INSPECTION REPORT**

Contract ID No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_

Contract Price (Original/Revised): \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Implementing Office: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_  
Findings: \_\_\_\_\_

Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report (s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the Contractor.

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on \_\_\_\_\_ in accordance with the Plans and Specifications of the Contract.

Signature Over Printed Name  
CSO Representative 1

Signature Over Printed Name  
Implementing Office (ME)

Signature Over Printed Name  
CSO Representative 2

Signature Over Printed Name  
Implementing Office (MPDC)

Conformed by:

Signature Over Printed Name  
Contractor



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**CERTIFICATE OF ACCEPTANCE**

Contract ID No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contract Price (Original/Revised): \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Implementing Office: \_\_\_\_\_  
Date of Certificate of Completion: \_\_\_\_\_

Based on the Final Acceptance Inspection Report of the Inspectorate Team dated \_\_\_\_\_, after the one-year Defects Liability Period, the project is free from defects/deficiencies which are due to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In view hereof, we hereby certify that the project is accepted by this (City/Municipality) on \_\_\_\_\_.

**Signature Over Printed Name**  
Local Chief Executive  
City/Municipality of \_\_\_\_\_



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**ACCEPTANCE INSPECTION REPORT**

Contract ID No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contract Price (Original/Revised): \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Implementing Office: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Findings: \_\_\_\_\_

Provide here a Narrative Report of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report (s), indicating defects/ deficiencies observed by the Inspectorate Team and repair works done by the Contractor.

We, the undersigned members of the Inspectorate Team, conducted a final inspection of the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects/deficiencies that are due to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

Signature Over Printed Name  
CSO Representative 1

Signature Over Printed Name  
Implementing Office (ME)

Signature Over Printed Name  
CSO Representative 2

Signature Over Printed Name  
Implementing Office (MPDC)

Conformed by:

Signature Over Printed Name  
Contractor



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT  
**NOTICE OF DEFECTS/DEFICIENCIES**

(Date of Issuance)

(Name of the Contractor)

(Address of the Contractor)

(Fax and Contact Number of the Contractor)

Dear Sir/ Madame:

Based on the Inspection Report for the (Project Name and Location), you are hereby directed to commence the repair works within seven (7) days and to complete the works within ninety (90) days on the following defects and deficiencies.

1. (Defects and Deficiencies including Location)
2. (Defects and Deficiencies including Location)
3. (Defects and Deficiencies including Location)

.....

Very Truly your,

Signature Over Printed Name

Local Chief Executive

City/Municipality of \_\_\_\_\_

Conforme:

Signature Over Printed Name

Name of Contractor



Department of the Interior and Local Government  
Address  
**AIDE MEMOIRE**

**LGU:**

**DATE OF MONITORING:**

**SUMMARY OF FINDINGS/OBSERVATIONS/AGREEMENTS**

**PROJECT NAME:**

<b>FINDINGS/ OBSERVATIONS</b>	<b>RECOMMENDATIONS AND AGREEMENTS</b>	<b>TIMELINES</b>	<b>REMARKS</b>
1.	1.	1.	1.
2.	2.	2.	2.
1.	1.	1.	1.
2.	2.	2.	2.

*(Use additional sheet if necessary)*

<b>DILG Representatives</b>		<b>LGU Representatives</b>	
Name	Signature	Name	Signature

I agree with the above observations and corresponding recommendations/timelines and I commit to act within 15 working days from the date of monitoring.

Further, I am aware that sanctions shall be applied in case of neglect to implement the aforementioned agreements/recommendations as provided for in the (mention Guidelines/Issuance).

\_\_\_\_\_  
Municipal Mayor

FINDINGS/ OBSERVATIONS	RECOMMENDATIONS AND AGREEMENTS	TIMELINES	REMARKS
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.
3. 4.	3. 4.	3. 4.	3. 4.



Department of the Interior and Local Government

**SALINTUBIG PROGRAM FY 2018 BUDGET**

ID No.	BUDGET YEAR	MUNICIPALITY PROFILE			PROJECT PROFILE					APPROVED BUDGET PER GAA FY 2018
		REGION	PROVINCE	MUNICIPALITY	BARANGAY	PROJECT TITLE	PROJECT DESCRIPTION	ESTIMATED NUMBER OF BENEFICIARIES		
								QTY	UNIT	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Prepared By: \_\_\_\_\_  
Head, PDMU

Approved By: \_\_\_\_\_  
Regional Director



**Definition of entries**

- |   |   |
|---|---|
| <p>(1) <i>ID No.: Identification/Reference number of project implemented</i><br/><b>(FIXED)</b></p> | <p>Ex. SA-14-10-02-012-002-01<br/>where:<br/>SA – SALINTUBIG<br/>14 – FY YEAR (FY 2014)<br/>Based on Philippine Standard Geographic Code (PSGC) (10-02-012-002)<br/>where:<br/>10 – REGION<br/>02 – PROVINCE<br/>012 – MUNICIPALITY<br/>002 – Barangay (if specific Barangay/ if not use 000)<br/>and<br/>01 – Sequence Number (Based on Number of SPs)</p> |
| <p>(2) <i>Budget Year: As Stated in the GAA</i></p>   | <p>(8) <i>Project Description: Short description of the project coverage/details</i></p>  |
| <p>(3) <i>Region: Location of Region</i></p>  | <p>(9) <i>Quantity: Total number of Beneficiaries</i></p>   |
| <p>(4) <i>Province: Province where project is Implemented</i></p>                                   | <p>(10) <i>Unit: Unit on the total number of beneficiaries</i></p>  |
| <p>(5) <i>MUNICIPALITY: Municipality where project is Implemented</i></p>                           | <p>(11) <i>Received (Approved Budget per GAA): Actual funds received as found in GAA</i></p>  |
| <p>(6) <i>Specific Location: Exact location/Barangay of the project to be Implemented</i></p>       |   |
| <p>(7) <i>Title of Project: Name of Project to be Implemented</i></p>                               |   |

**Local Government Support Fund – SALINTUBIG PROGRAM FY 2018**  
**Report on Fund Utilization (Monthly) and Status of Program/Project Implementation (Twice-a-Month)**  
**As of \_\_\_\_\_**

ID No.	Budget Year	MUNICIPALITY PROFILE			Project Profile						Financial						Physical				Action taken/recommendation		
		Region	Province	Municipality	Title of Project	Specific Location	Project Type	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries		LGU Counterpart (Deposited in the Trust Account)			Approved Budget per GAA			Date Activity Started	Status	% Physical Accomplishment per SWA (if on-going)	TARGET DATE OF COMPLETION		Implementation Issues (Please use the dropdown menu)	
									Qty	Unit	Received	Disbursed	Balance	Received	Disbursed	Balance							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	

Certified Correct by: \_\_\_\_\_

Head, Finance Committee  
(Financial Status)

Certified Correct by: \_\_\_\_\_

Municipal Engineer  
(Physical Status)

Certified Correct by: \_\_\_\_\_

Municipal/Provincial Accountant  
(Financial Status)

Noted by: \_\_\_\_\_

Local Chief Executive

**Definition of entries**

As of: End of reporting period

- |  |   |
|--|---|
| <p>(1) ID No.: Identification/Reference number of project implemented</p> <p>(2) Budget Year: As Stated in the GAA</p> <p>(3) Region: Location of Region</p> <p>(4) Province: Province where project is Implemented</p> <p>(5) MUNICIPALITY: Municipality where project is Implemented</p> <p>(6) Title of Project: Name of Project to be Implemented</p> <p>(7) Specific Location: Exact location of the project to be Implemented</p> <p>(8) Project Type: Potable Water</p> <p>(9) Mechanism/Mode of Implementation: If Implementation is by ADMIN/CONTRACT</p> <p>(10) Quantity: Total number of Beneficiaries</p> <p>(11) Unit: Unit on the total number of beneficiaries</p> <p>(12) LGU Counterpart: (Actual funds Deposited in the Trust Account by the LGU to supplement the funds received from the NG for the project)</p> <p>(13) Disbursed LGU Counterpart: Amount Disbursed from LGU Counterpart</p> <p>(14) Balance LGU Counterpart: Difference of the Total LGU Counterpart &amp; Amount Disbursed</p> | <p>(15) Received (Approved Budget per GAA): Actual funds received as found in GAA</p> <p>(16) Disbursed (Approved Budget per GAA): Actual funds released</p> <p>(17) Balance: Difference of the Amount Received &amp; Amount Disbursed</p> <p>(18) Date Activity Started: Actual Date of Implementation Started</p> <p>(19) Status: Physical Status of project as of report date (proposed, pipelined, on-going, completed, dropped, no status information)<br/> <i>Proposed: MUNICIPALITY has no yet received funds from the DBM Regional Office. If so, state under column 'Implementation Issues' why</i><br/> <i>Pipelined: MUNICIPALITY has not received 100% or at least first tranche of the funds</i><br/> <i>On-going: Implementation of the project has started and there is already visually verifiable physical accomplishment</i><br/> <i>Completed: The project has been physically completed</i><br/> <i>Dropped: MUNICIPALITY and PMUNICIPALITY have not complied with the BUB requirements</i><br/> <i>No Status: No status report of the project</i></p> <p>(20) % Physical Accomplishment per SWA(if on-going): Actual % of physical status submitted by contractor/admin during on-going Implementation</p> <p>(21) TARGET DATE OF COMPLETION, based on the Actual Contract Duration and Time Extension</p> <p>(22) Implementation Issues: Operation constraints/concerns encountered during project implementation</p> <p>(23) Action taken/Recommendation: Remedial measures taken/recommended to improve project progress/implementation</p> |
|--|---|

**Local Government Support Fund – SALINTUBIG PROGRAM FY 2018**  
**Report on Fund Utilization (Monthly) and Status of Program/Project Implementation (Twice-a-Month)**  
**As of \_\_\_\_\_**

ID No.	Budget Year	MUNICIPALITY PROFILE			Project Profile						Financial						Physical				Action taken / recommendation		
		Region	Province	Municipality	Title of Project	Specific Location	Project Type	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries		LGU Counterpart (Deposited in the Trust Account)			Approved Budget per GAA			Date Activity Started	Status	% Physical Accomplishment per SWA (if on-going)	TARGET DATE OF COMPLETION		Implementation Issues (Please use the dropdown menu)	
									Qty.	Unit	Received	Disbursed	Balance	Received	Disbursed	Balance							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	

Certified Correct by: \_\_\_\_\_  
Head, Finance Committee  
(Financial Status)

Certified Correct by: \_\_\_\_\_  
Municipal Engineer  
(Physical Status)

Certified Correct by: \_\_\_\_\_  
Municipal/Provincial Accountant  
(Financial Status)

Noted by: \_\_\_\_\_  
Local Chief Executive

**Definition of entries**

- As of: End of reporting period*
- (1) *ID No.: Identification/Reference number of project implemented*
  - (2) *Budget Year: As Stated in the GAA*
  - (3) *Region: Location of Region*
  - (4) *Province: Province where project is Implemented*
  - (5) *MUNICIPALITY: Municipality where project is Implemented*
  - (6) *Title of Project: Name of Project to be Implemented*
  - (7) *Specific Location: Exact location of the project to be Implemented*
  - (8) *Project Type: Potable Water*
  - (9) *Mechanism/Mode of Implementation: If Implementation is by ADMIN/CONTRACT*
  - (10) *Quantity: Total number of Beneficiaries*
  - (11) *Unit: Unit on the total number of beneficiaries*
  - (12) *LGU Counterpart: (Actual funds Deposited in the Trust Account by the LGU to supplement the funds received from the NG for the project)*
  - (13) *Disbursed LGU Counterpart: Amount Disbursed from LGU Counterpart*
  - (14) *Balance LGU Counterpart: Difference of the Total LGU Counterpart & Amount Disbursed*
  - (15) *Received (Approved Budget per GAA): Actual funds received as found in GAA*
  - (16) *Disbursed (Approved Budget per GAA): Actual funds released*
  - (17) *Balance: Difference of the Amount Received & Amount Disbursed*
  - (18) *Date Activity Started: Actual Date of Implementation Started*
  - (19) *Status: Physical Status of project as of report date (proposed, pipelined, on-going, completed, dropped, no status information)*  
    - Proposed: MUNICIPALITY has no yet received funds from the DBM Regional Office. If so, state under column 'Implementation Issues' why*
    - Pipelined: MUNICIPALITY has not received 100% or at least first tranche of the funds*
    - On-going: Implementation of the project has started and there is already visually verifiable physical accomplishment*
    - Completed: The project has been physically completed*
    - Dropped: MMUNICIPALITY and PMUNICIPALITY have not complied with the BUB requirements*
    - No Status: No status report of the project*
  - (20) *% Physical Accomplishment per SWA(if on-going): Actual % of physical status submitted by contractor/admin during on-going Implementation*
  - (21) *TARGET DATE OF COMPLETION, based on the Actual Contract Duration and Time Extension*
  - (22) *Implementation Issues: Operation constraints/concerns encountered during project implementation*
  - (23) *Action taken/Recommendation: Remedial measures taken/recommended to improve project progress/implementation*

[Type here]



Department of the Interior and Local Government

**SALINTUBIG PROGRAM FY 2018 BUDGET**

ID No.	BUDGET YEAR	MUNICIPALITY PROFILE			PROJECT PROFILE					APPROVED BUDGET PER GAA FY 2018
		REGION	PROVINCE	MUNICIPALITY	BARANGAY	PROJECT TITLE	PROJECT DESCRIPTION	ESTIMATED NUMBER OF BENEFICIARIES		
								QTY	UNIT	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Prepared By: \_\_\_\_\_  
Head, PDMU

Approved By: \_\_\_\_\_  
Regional Director

**Definition of entries**

- Ex. SA-14-10-02-012-002-01  
where:  
SA – SALINTUBIG  
14 – FY YEAR (FY 2014)  
Based on Philippine Standard Geographic Code (PSGC) (10-02-012-002)  
where:  
10 – REGION  
02 – PROVINCE  
012 – MUNICIPALITY  
002 – Barangay (if specific Barangay/ if not use 000)  
and  
01 – Sequence Number (Based on Number of SPs)
- |  |  |
|--|--|
| (1) ID No.: Identification/Reference number of project implemented<br><b>(FIXED)</b> | (8) Project Description: Short description of the project coverage/details     |
| (2) Budget Year: As Stated in the GAA  | (9) Quantity: Total number of Beneficiaries                                    |
| (3) Region: Location of Region   | (10) Unit: Unit on the total number of beneficiaries                           |
| (4) Province: Province where project is Implemented                                  | (11) Received (Approved Budget per GAA): Actual funds received as found in GAA |
| (5) MUNICIPALITY: Municipality where project is Implemented                          |  |
| (6) Specific Location: Exact location/Barangay of the project to be Implemented      |  |
| (7) Title of Project: Name of Project to be Implemented                              |  |

**Local Government Support Fund – SALINTUBIG PROGRAM FY 2018**  
**Report on Fund Utilization (Monthly) and Status of Program/Project Implementation (Twice-a-Month)**  
**As of \_\_\_\_\_**

ID No.	Budget Year	MUNICIPALITY PROFILE			Project Profile					Financial						Physical						
		Region	Province	Municipality	Title of Project	Specific Location	Project Type	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries		LGU Counterpart (Deposited in the Trust Account)			Approved Budget per GAA			Date Activity Started	Status	% Physical Accomplishment per SWA (if on-going)	TARGET DATE OF COMPLETION	Implementation Issues (Please use the dropdown menu)	Action taken/recommendation
									Qty	Unit	Received	Disbursed	Balance	Received	Disbursed	Balance						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17) (18) (19)	(20)	(21)	(22)	(23)		

Certified Correct by: \_\_\_\_\_

Head, Finance Committee  
(Financial Status)

Certified Correct by: \_\_\_\_\_

Municipal Engineer  
(Physical Status)

Certified Correct by: \_\_\_\_\_

Municipal/Provincial Accountant  
(Financial Status)

Noted by: \_\_\_\_\_

Local Chief Executive



**Definition of entries**

- As of: End of reporting period*
- |  |   |
|--|---|
| <p>(1) ID No.: Identification/Reference number of project implemented</p> <p>(2) Budget Year: As Stated in the GAA</p> <p>(3) Region: Location of Region</p> <p>(4) Province: Province where project is Implemented</p> <p>(5) MUNICIPALITY: Municipality where project is Implemented</p> <p>(6) Title of Project: Name of Project to be Implemented</p> <p>(7) Specific Location: Exact location of the project to be Implemented</p> <p>(8) Project Type: Potable Water</p> <p>(9) Mechanism/Mode of Implementation: If Implementation is by ADMIN/CONTRACT</p> <p>(10) Quantity: Total number of Beneficiaries</p> <p>(11) Unit: Unit on the total number of beneficiaries</p> <p>(12) LGU Counterpart: (Actual funds Deposited in the Trust Account by the LGU to supplement the funds received from the NG for the project)</p> <p>(13) Disbursed LGU Counterpart: Amount Disbursed from LGU Counterpart</p> <p>(14) Balance LGU Counterpart: Difference of the Total LGU Counterpart &amp; Amount Disbursed</p> | <p>(15) Received (Approved Budget per GAA): Actual funds received as found in GAA</p> <p>(16) Disbursed (Approved Budget per GAA): Actual funds released</p> <p>(17) Balance: Difference of the Amount Received &amp; Amount Disbursed</p> <p>(18) Date Activity Started: Actual Date of Implementation Started</p> <p>(19) Status: Physical Status of project as of report date (proposed, pipelined, on-going, completed, dropped, no status information)<br/> <i>Proposed: MUNICIPALITY has no yet received funds from the DBM Regional Office. If so, state under column 'Implementation Issues' why</i><br/> <i>Pipelined: MUNICIPALITY has not received 100% or at least first tranche of the funds</i><br/> <i>On-going: Implementation of the project has started and there is already visually verifiable physical accomplishment</i><br/> <i>Completed: The project has been physically completed</i><br/> <i>Dropped: MUNICIPALITY and PMUNICIPALITY have not complied with the BUB requirements</i><br/> <i>No Status: No status report of the project</i></p> <p>(20) % Physical Accomplishment per SWA(if on-going): Actual % of physical status submitted by contractor/admin during on-going Implementation</p> <p>(21) TARGET DATE OF COMPLETION, based on the Actual Contract Duration and Time Extension</p> <p>(22) Implementation Issues: Operation constraints/concerns encountered during project implementation</p> <p>(23) Action taken/Recommendation: Remedial measures taken/recommended to improve project progress/implementation</p> |
|--|---|