



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)
DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)**

Joint Memorandum Circular No. 2017-3

Date: May 23, 2017

TO : Local Chief Executives, Members of the Local Sanggunians, Members of the Local Finance Committees, Heads and Directors of the Central and Regional Offices/Field Offices of the DBM and DILG, and All Others Concerned

SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE FY 2017 LOCAL GOVERNMENT SUPPORT FUND-ASSISTANCE TO DISADVANTAGED MUNICIPALITIES (LGSF-ADM) PROGRAM

1.0 BACKGROUND

Local governments confront rising public expectations regarding the delivery of services. Despite more than two decades of implementation of Republic Act (RA) No. 7160 (Local Government Code of 1991), local governments still face various challenges in the exercise of devolved service delivery functions. Foremost among these is the raising of sufficient funds for local development.

Cognizant of the need to provide further support to the LGUs to enable them to fully carry out functions devolved to them while at the same time, building their capacity towards genuine fiscal autonomy, the National Government has scaled up its efforts to ensure meaningful devolution by providing a Local Government Support Fund (LGSF) under the FY 2017 General Appropriations Act (GAA), Republic Act (RA) No. 10924.

Part of the FY 2017 LGSF is the Assistance to Disadvantaged Municipalities (ADM) Program, which seeks to equitably assist all municipalities in the delivery of basic services by providing financial subsidy to municipalities for the implementation of their priority programs and projects.

2.0 PURPOSE

This Joint Memorandum Circular (JMC) is being issued to prescribe the general policies and procedures in the implementation of the ADM Program, and ensure that all concerned are able to abide with the prescribed processes and be accountable for the overall implementation of the Program.

3.0 DEFINITION OF TERMS

For purposes of this JMC, the following terminologies are used and defined as follows:

- 3.1 **Duly Accredited Civil Society Organizations (CSOs)** – Refer to CSOs which have previous experience and participation in local planning, as validated by the DILG thru the Municipal Local Government Operations Officer (MLGOO).
- 3.2 **Good Financial Housekeeping (GFH)** – A component of the Seal of Good Local Governance, which is conferred to local government units (LGUs) that obtained an unqualified or qualified COA Opinion, and complied with the Full Disclosure Policy.
- 3.3 **Local Development Council (LDC)** – The main advisory arm of the local chief executive in setting the direction and coordinating development efforts in their respective territorial jurisdictions.
- 3.4 **Local Government Support Fund (LGSF)** – Financial subsidy to LGUs for the implementation of priority programs and projects, as provided in the FY 2017 GAA.
- 3.5 **Notice of Cash Allocation (NCA)** – Cash authority issued by the DBM to central, regional and provincial offices and operating units through the authorized government servicing banks of the Modified Disbursement Scheme, to cover the cash requirements of the agencies.
- 3.6 **Office of Project Development Services - Project Management Office (OPDS-PMO)** – Refers to the office established under the OPDS of the DILG, which shall be responsible for the provision of technical assistance to beneficiary LGUs, and monitoring and evaluation of projects.
- 3.7 **Oversight Project Management Office (OPMO)** – Refers to the office established under the Office of the Undersecretary for Local Government of the DILG, which shall oversee the overall implementation of the Program, and ensure that the LDCs in LGUs at all levels are fully functional and compliant with the requirements provided in the GAA.
- 3.8 **Projects** – refers to the Provision of Water System Projects, Evacuation Facilities, Local Access Roads, Small Water Impounding Projects, Sanitation and Health Facilities, and Non-Infrastructure Anti-Poverty Projects, that are included in the LGUs' approved local development plans and investment programs.

- 3.9 **Public Financial Management (PFM)** – Deals with all aspects of resource mobilization and expenditure management in government. It is about the way government mobilizes resources and manages its expenditures to deliver essential services to its citizens along the areas which generally improve the lives of citizens.
- 3.10 **Variation Orders** – A modification in the scope of works in a construction contract or supply in the form of addition, substitution, or omission from the original scope of works.

4.0 **GENERAL GUIDELINES**

4.1 **Coverage of the Program**

The Program covers 1,373 municipalities specified in the FY 2017 GAA, RA No. 10924. The projects stated in Section 3.8 hereof shall be covered under the Program.

4.2 **Fund Release**

4.2.1 As stated in DILG-DBM JMC No. 1, series of 2016 dated September 16, 2016 and Special Provision No. 2 of the LGSF in the FY 2017 GAA, and after consultation with the DBM and duly accredited CSOs and People's Organizations (POs), the following factors were considered in determining the budget cap per recipient municipality:

- i. Equal share (58%): each municipality shall be provided with P8.2 million;
- ii. Per capita share (20%): each municipality shall be provided with P72 per person based on 2010 Census of Population;
- iii. Years-based share computed from previous national government allocations to the municipality (19%): municipalities with BuB funding since FY 2013 are excluded (484 municipalities); municipalities with BuB funding since FY 2014 are provided with P3.4 million; and municipalities with BuB funding since FY 2015 are provided with P5.4 million; and
- iv. Share for good performance as determined by DILG (3%) P9.7 million per eligible municipality (70 eligible municipalities);

4.2.2 Notwithstanding the availability of specific recipient municipalities in the GAA, the ADM Program shall follow the procedures for releases from the Special Purpose Funds, whereby the DBM shall issue a Special Allotment Release Order (SARO) to the BTr. Under Schedule II of National Budget Circular No. 567 dated January 3,

2017,¹ the issuance of the SARO shall not require the submission of a Special Budget Request.

- 4.2.3 The release of funds under the ADM Program shall be subject to the compliance by the municipalities concerned with the following conditions:
- i. DILG Seal of GFH; and
 - ii. The assessment of their PFM Systems and adoption of the corresponding improvement measures.
- 4.2.4 The deadline for compliance with the requirements and the release of funds shall be until September 30, 2017.
- 4.2.5 The DILG shall consolidate the list of municipalities that have complied with the conditions for fund release under items 4.2.1, 4.2.2, 4.2.3 and 4.2.4 hereof.
- 4.2.6 The DILG shall endorse to the DBM the list of municipalities eligible for fund release, indicating therein the region to which they belong, the projects being funded and their corresponding cost (per project).
- 4.2.7 Subsequently, upon endorsement of the compliant municipalities by the DILG, the DBM may 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 municipalities. The DBM shall provide the Commission on Audit-Local Government Sector (COA-LGS) the list of beneficiary municipalities and the corresponding amounts released to them.
- 4.2.8 The BTr shall directly download the funds to the municipalities by issuing an Authority to Debit Account (ADA) to the AGSB concerned. The BTr shall inform the beneficiary municipality through a Notice of Authority to Debit Account Issued (NADAI), copies of which shall be furnished to the DBM and DILG Regional Offices (ROs) concerned, as well as the Local Auditors in charge of the beneficiary municipalities.
- 4.2.9 All other applicable provisions under DOF-DBM Joint Circular No. 2016-1 dated January 4, 2016² and DBM-DOF Joint Circular No. 2013-1 dated September 16, 2013³ shall be observed.

¹ FY 2017 Fund Release Guidelines: Expenditure Items for Later Release (Negative List)

² Guidelines for Direct Release of Funds by the Bureau of the Treasury to Local Government Units (LGUs) in FY 2016 and Thereafter

³ Guidelines in the Use of Authority to Debit Account for Transfers to Local Government Units

4.3 Fund Management

- 4.3.1 Consistent with Section 86 (c) of the General Provisions of the FY 2017 GAA, RA No. 10924, the amount to be released to LGUs shall be recorded as a Trust Fund to be used for the specified purpose. Moreover, the LGU shall maintain a separate subsidiary ledger for each project to record each transaction.
- 4.3.2 Within 15 days after receipt of the funds, the beneficiary municipality shall confirm with the DILG-RO concerned that the funds have been recorded as Trust Fund using the Pro-forma Letter shown under **Annex A** hereof.
- 4.3.3 The municipality shall exclusively utilize the fund for the implementation of the project in accordance with the existing government budgeting, procurement, accounting and auditing laws, rules and regulations.
- All expenses incurred in the conduct of preliminary activities (e.g., feasibility study/project proposal preparation, procurement activities, etc.), and other administrative cost in the supervision of the project during the implementation shall be borne by the municipality as their counterpart.
- 4.3.4 The municipality may use the difference between the Approved Budget for the Contract and Contract Award Price to finance additional work under Variation Orders for the same project, subject to item iv of Section 4.4.3 of this JMC.
- 4.3.5 The Municipal Accountant shall recognize the completed project as asset in accordance with existing accounting rules and regulations.
- 4.3.6 Funds which cannot be used for the specific purpose for which the funds were released shall immediately be remitted to the BTr by the municipality concerned, subject to further guidelines that may be issued for the purpose.

4.4 Project Implementation

The municipality shall be accountable for the overall implementation of the projects. The 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 and project duration of similar projects being implemented by a national government agency in the same locality.

All projects shall be implemented "By Contract." However, the municipality shall be allowed to implement projects "By Administration" only after two (2) failed biddings and failed negotiated bidding, subject to the Government Procurement Policy Board-issued Revised Guidelines for the Implementation of Infrastructure Projects by Administration.

4.4.1 Preparation and Submission of Documentary Requirements

Within two (2) months after receipt of the funds, the municipality shall submit to the DILG the following:

- i. Duly notarized Certification (see template under **Annex B hereof**) prepared by the Municipal Engineer and Municipal Planning and Development Officer, and signed by the Local Chief Executive (LCE) attesting that:
 - a. The Detailed Engineering Design (DED) / Program of Work (POW) have been prepared in accordance with the national government standards and approved by the LCE. The municipality may request technical assistance in the preparation of the DED/POW from the DILG.
 - b. All bidding documents have been completed and the municipality is ready to proceed with publication of the Invitation To Bid/ Advertisement (ITB/Ad).
 - c. Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (CNC), National Commission on the Indigenous People (NCIP) and Water Permit applications have been submitted to the agencies concerned, as may be applicable.
 - d. The site of the project has no Land Ownership and/or Road Right-of-Way (RROW) problems/issues.
 - e. For Water Supply Projects
The water source has been validated by the Municipal Engineer and has been found to be:
 - Feasible for supplying water to the intended beneficiaries; and
 - Potable for drinking or engineering mitigation measures have been included in the design to make the water potable.
 - f. For Vertical Structures
 - The project site is located in a safe zone based on the Department of the Environment and Natural Resources - Mines and Geosciences Bureau hazard map; or

- The project is located in a hazard zone but engineering mitigation measures have been included in the design to address the potential problems.

g. For Evacuation Centers

The design and site location are compliant with the requirements of Special Provision No. 9 for the DILG under the FY 2017 GAA, RA No. 10924, to wit:

“In the design and construction of evacuation center, the DILG shall ensure that the centers can withstand wind speed of three hundred (300) kilometers per hour and moderate seismic activity of at least 8.0 magnitude on the richter scale; utilized natural ventilation and rainwater through the inclusion of a rainwater catchment/harvesting system; and include facilities for the special needs of women, children, the elderly, persons with disabilities (PWDs) and such other physical provisions guaranteeing a humane condition for evacuees. In the selection of sites, the DILG shall consider site stability and susceptibility to landslide or flooding based on the latest vulnerability, risk assessment and geo-hazard maps of the DENR. No center shall be located on a no-build zone. The evacuation centers shall be turned over to the LGU concerned which shall be responsible for maintenance and operation of the centers.”

- h. Municipal funds are available for the maintenance, repairs and insurance, where applicable, once the project is completed.
- i. The abovementioned documents shall be made available to the DILG during field monitoring visits and/or as may be requested.
- ii. Project implementation schedule, including procurement timelines, prepared by the Municipal Engineer and approved by the LCE, using the template under **Annex C** hereof.

4.4.2 Procurement by the Municipality

- i. 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 the GPPB which can be accessed at www.gppb.gov.ph
- ii. All projects must be included in the Annual Procurement Plan of the municipality.
- iii. Upon submission of the required Certifications and documents stated in Section 4.4.1, the municipality shall proceed with the procurement, as indicated in the Certification.
- iv. The DILG and other entities may be invited to observe particularly during pre-bid conference and/or bid opening.
- v. A duly accredited CSO representative who is a signatory to the municipality's list of priority projects shall be invited to sit as observer in the Bids and Awards Committee (BAC), which will undertake the procurement activities for the implementation of ADM projects. The CSO duly accredited by the municipality is in addition to the three (3) observers identified under Section 13 of RA No. 9184 and its 2016 Revised IRR.
- vi. 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.
- vii. The 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, in accordance with the timelines set forth in 2016 Revised IRR of RA No. 9184. Within the same period, the LGU shall submit to the DILG-RO concerned a revised procurement schedule indicating the revised target dates for the bidding.
- viii. In the event that the 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 municipality shall submit to DILG-RO concerned a revised procurement schedule indicating the revised target dates.

- ix. The municipality shall submit to the Local Auditor assigned to the 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 12 February 2009.

4.4.3 Project Execution

- i. The municipality shall have the primary responsibility for ensuring the quality of works, and implementing the project in accordance with the approved design, plans and specifications.
- ii. The municipality shall ensure that project construction shall commence within seven (7) days after the issuance of the Notice to Proceed (NTP).
- iii. The municipality shall ensure that quality control and assurance are observed, and that quality tests 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.
- iv. Any variation order shall strictly comply with Annex E (Contract Implementation Guidelines for the Procurement of Infrastructure Projects) of the 2016 Revised IRR of RA No. 9184, and the provisions of the Contract. Any variation order and contract time extension shall be approved by the LCE. If the revised cost, which includes the variation order, exceeds the approved allocation for the project, the municipality shall provide the required additional funds. The municipality shall inform the DILG-RO concerned 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.
- v. In case of delay in the implementation of the project, the municipality shall perform the following actions:
 - a. Negative slippage of 5%

- By Contract - issue a Warning Letter with a requirement for the Contractor to submit a Catch-up Plan
 - By Administration – submit Catch-up Plan to DILG-RO
- b. Negative slippage of 10%
- By Contract - issue a Final Warning Letter with a requirement for the Contractor to submit a detailed schedule of activities to catch-up with the delays, supported by adequate resources such as materials, workforce and equipment
 - By Administration – submit justification on the cause of delay and catch-up plan to the DILG-RO concerned, supported by adequate resources such as materials, workforce and equipment
- c. Negative slippage of 15%
- By Contract - initiation of termination process in accordance with Annex E, in conjunction with Annex I, of the 2016 Revised IRR of RA No. 9184.
 - By Administration – submit justification on why the DILG should not impose sanction mentioned in Section 6.0 and submit catch-up plan to the DILG-RO concerned.
- vi. In case the Contractor fails to complete the work within the specified contract duration and any approved time extension, the municipality shall impose liquidated damages in accordance with Annex E of the 2016 Revised IRR of RA 9184.
- vii. The municipality shall conduct pre-final inspection (punchlisting) upon reaching 95% physical accomplishment. Immediately after the pre-final inspection, the municipality shall instruct the contractor to rectify the noted deficiencies, if any.
- viii. The municipality shall invite the DILG during pre-final inspection (punchlisting) and final inspections.
- ix. The municipality shall ensure the following:
- a. Performance security by contractors is valid/updated within the approved project duration including approved time extension

- b. Warranty security by contractors is valid/updated throughout the warranty period
 - c. The Contractor's All Risk Insurance is valid throughout the approved project duration, including time extension.
- x. Completed projects shall be recorded as asset in the book of accounts of the municipality concerned.

4.4.4 Information and Publicity of Projects

- i. Within a month after receipt of the fund, the LGU shall install the community billboards within the premises of the municipal hall in accordance with the specifications prescribed in **Annex D** hereof.
- ii. Upon mobilization, the municipality shall ensure the installation of the project signboard/s at each project location in accordance with COA Circular No. 2013-004 dated 30 January 2013 and ensure the regular updating thereof.
- iii. The municipality shall post in their respective websites within thirty (30) calendars days from entering into Contract with the winning contractor/bidder, the following information per project:
 - a. Project title and detailed description, including the nature and location;
 - b. The detailed estimates in arriving at the Approved Budget for the Contract; and
 - c. The winning contractor and the detailed estimates of the bid awarded.
- iv. The municipality shall also post in their respective website within thirty (30) calendars days from the issuance of certificate of project completion the following:
 - a. Detailed actual cost of the project; and
 - b. Variation orders, if any.

4.5 Project Monitoring

DILG Monitoring

4.5.1 During project monitoring, the DILG shall observe the municipality's compliance with the following requirements:

- i. All items included in the Certification and project implementation schedule submitted by the municipality are in accordance with item 4.4.1 hereof.
- ii. Project Implementation
 - a. Implementation timelines;
 - b. Availability of construction materials on site, in accordance with the approved plans and specifications;
 - c. Availability of appropriate equipment on site, in accordance with the Equipment Schedule and manpower;
 - d. Works are in accordance with the approved Plans and Specifications; and
 - e. Quality test conducted and construction logbook is being maintained.

4.5.2 The DILG shall conduct site visits and spot checks during project implementation.

The DILG, through appropriate channels, shall immediately advise the municipality of any noted deviation and non-conformity during implementation and recommend corrective actions.

The municipality shall submit report on the actions taken on the recommendations.

4.5.3 A feedback mechanism shall be set up by the DILG to address the issues and concerns in the implementation of projects.

MDC Monitoring

4.5.4 The Municipal Project Monitoring Committee (MPMC) shall serve as the monitoring committee of all projects in the municipality funded by the National Government. At least half of the members of this sub-committee shall be composed of civil society representatives.

Third Party Evaluation

4.5.5 Subject to the guidelines that may be issued for the purpose, the DILG shall establish a third party evaluation scheme in partnership with State Universities and Colleges (SUCs), and accredited CSOs and POs. It shall be composed of parties that are external to the implementing units and the direct beneficiaries of ADM projects.

4.6 Project Reporting

4.6.1 The municipality shall submit a status report twice a month to the DILG, through the Municipal Local Government Operations Officer (MLGOO), using the prescribed template attached as **Annex E** and in accordance with the schedule of report submission under **Annex F** hereof. Copies of the approved Statement of Work Accomplished (SWA) and Report of Disbursements (ROD) shall be submitted, if requested.

The DILG-Provincial Office (DILG-PO) shall transmit the said report to the DILG-RO.

4.6.2 The DILG-RO concerned shall prepare Regional Consolidated Reports, both financial and physical accomplishments, based on the reports submitted by the municipality and submit the same to the DILG-CO, copy furnished the Regional Auditor.

4.6.3 The DILG-CO shall prepare an ADM Project Consolidated Report based on the Regional Consolidated Report and provide a copy thereof to the COA-LGS.

4.6.4 The DILG shall evaluate the submitted reports submitted by the municipality to check the consistency between the reported and the actual works accomplished. As necessary, the DILG may join inspections with the municipality to resolve inconsistencies.

4.6.5 The DILG shall post the reports submitted by the municipality on the ADM portal.

4.6.6 The DILG shall conduct regular site visit and spot check during construction of the project.

4.6.7 Upon completion of the project, the municipality shall submit to the DILG the following:

- i. Copy of the Certificate of Acceptance of the project signed by the LCE;
- ii. Copy of Project Completion Report; and
- iii. Others, as may be deemed necessary.

4.6.8 The municipality shall submit to the DBM, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee of Appropriation, and the Senate Committee on Finance, copy furnished the Local Auditors concerned, either in printed form or by way of electronic document, quarterly reports on the financial and physical accomplishment of the project in accordance with Special Provision No. 2 of the LGSF under the FY 2017 GAA, RA No. 10924.

5.0 RESPONSIBILITY AND ACCOUNTABILITY

The LCE and other local officials concerned shall be responsible and accountable for the proper disbursement and utilization of the LGSF-ADM and for the implementation of eligible programs and/or projects, including compliance with pertinent provisions of RA No. 9184 and its 2016 Revised IRR, as well as budgeting, accounting, and auditing rules and regulations.

6.0 SANCTIONS

Projects not implemented in accordance with the provisions of this JMC may result to the filing of appropriate civil, criminal and/or administrative cases against the local public official/s concerned for acts or omissions in relation to the performance of their duties under this JMC.

7.0 ISSUES FOR RESOLUTION

Interpretation of the provisions of this JMC, including cases not covered herein, shall be submitted to the DILG for resolution by the DILG and DBM.

8.0 REPEALING CLAUSE

All provisions of existing issuance that are inconsistent with this JMC are hereby repealed/superseded accordingly.

9.0 SEPARABILITY CLAUSE

If any provision of this JMC is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

10.0 EFFECTIVITY

This Circular shall take effect immediately upon publication in the Official Gazette or a newspaper of general circulation.


CATALINO S. CUY
Officer-in-Charge, DILG


BENJAMIN E. DIOKNO
Secretary, DBM



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

Dir. _____
DILG Regional Office ____
Address

Dear Dir. _____:

We would like to inform you that the 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 2017 ADM Program:

Name of Project	Allocation
1.	
2.	
3.	
.....	

	Total:

The said funds have been transferred from the General Fund to the LGU's Trust Account No. _____ and recorded as Trust Fund.

Rest assured that we are committed to implement the above projects in accordance with the ADM Guidelines No. ____, Series ____.

Truly yours,

Local Chief Executive

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of the following projects in the Municipality of _____
under the 2017 ADM Program:

- 1.
- 2.
- 3.

I hereby certify that:

1. DED/POW have been prepared in accordance with the national government standards 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. ECC/CNC, NCIP and Water Permit applications have been submitted to the concerned agencies
4. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW)
5. For Water Supply Projects

The water source has been validated by the Municipal Engineer and has been found to be:

- a. Feasible to supply the intended beneficiaries
- b. Potable for drinking or engineering mitigation measures have been included in the design to make the water potable

6. For Vertical Structures

- The project site is located in safe zone based on the MGB hazard map; **or**
- The project is located in a hazard zone but engineering mitigation measures have been included in the design to address the potential problems

7. For Evacuation Centers

The design and site location are compliant with the requirements of paragraph 9 of the Special Provisions of Section XV of R.A. 10924 (GAA FY 2017)

8. Funds are available for the maintenance and insurance where applicable once the project is completed
9. Procurement of the project/s is included in the LGU's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date)
10. 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 ADM Guidelines No. _____, Series _____.

Prepared by:

Municipal Engineer

MPDC

Local Chief Executive

Date

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT
ASSISTANCE TO DISADVANTAGED MUNICIPALITIES (ADM)
FY 2017 BUDGET

Name of Local Government Unit

Project Implementation Schedule

Project Title: _____

Sn	Activity	Timelines		
		Duration	Start	Finish
1.00	PROCUREMENT PROCESS			
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			
2.00	CONSTRUCTION/ IMPLEMENTATION (Indicative Duration based on approved POW)			
2.01	Mobilization			
2.02	Implementation			
2.03	Pre-Final Inspection/ Punchlisting			
2.04	Final Inspection			
2.04	Acceptance			

Prepared by:

Approved by:

Municipal Engineer


Local Chief Executive


ASSISTANCE TO DISADVANTAGED MUNICIPALITIES

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 MUNICIPALITY OF KIBUNGAN ASSISTANCE TO DISADVANTAGED MUNICIPALITIES					
NO.	PROJECT NAME	LOCATION	IMPLEMENTED BY	ALLOCATED BUDGET	STATUS
1	Provision of Handtractors and Shredders	Madaymen, Poblacion, Palina, Lubo and Segpat	DILG	600,000	

**DILG**
Regional Office: Cordillera Administrative Region
Baguio City, Province of Benguet
Tel. No.: 074-443-9640

Municipality/City ADM Office:	Contact Info:
Kibungan ADM Office	Tel. No.: 047-000-0000

  
Participating Agencies: DBM | DILG | LGU

Local Government Support Fund
Report on Fund Utilization (Monthly) and Status of Program/Project Implementation (Bi-Monthly)
As of _____

ID No.	Budget Year	LGU PROFILE			Project Profile						Financial			Physical			Implementation Issues (Please use the dropdown menu)	Action taken/recommendation
		Region	Province	LGU	Title of Project	Specific Location	Project Type (Potable Water/Local Road/Evacuation Center/SWIP)	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries		Amount		Balance	Date Activity Started	Status	% Physical Accomplishment per SWA (if ongoing)		
									Qty.	Unit	Approved Budget per GAA							
											Received	Disbursed						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(12)-(13) =(14)	(15)	(16)	(17)	(18)	(19)

Prepared by:

Municipal/Provincial Accountant
(Financial Status)

Municipal/Provincial Engineer
(Physical Status)

Approved by:

Local Chief Executive

Submitted by:

MLGOO/PD

Definition of entries

As of: End of reporting period

- | | |
|---|--|
| <p>(1) <i>ID No.: Identification/Reference number of project implemented</i></p> <p>(2) <i>Budget Year: As Stated in the GAA</i></p> <p>(3) <i>Region: Location of Region</i></p> <p>(4) <i>Province: Province where project is Implemented</i></p> <p>(5) <i>LGU: Municipality where project is Implemented</i></p> <p>(6) <i>Title of Project: Name of Project to be Implemented</i></p> <p>(7) <i>Specific Location: Exact location of the project to be Implemented</i></p> <p>(8) <i>Project Type: Potable Water/Local Road/ Evacuation Center/Small Water Impounding project (SWIP)</i></p> <p>(9) <i>Mechanism/Mode of Implementation: If Implementation is by ADMIN/CONTRACT</i></p> <p>(10) <i>Quantity: Total number of Beneficiaries</i></p> <p>(11) <i>Unit: Unit on the total number of beneficiaries</i></p> <p>(12) <i>Received (Approved Budget per GAA): Actual funds received as found in GAA</i></p> <p>(13) <i>Disbursed (Approved Budget per GAA): Actual funds released</i></p> | <p>(14) <i>Balance: Difference of the Amount Received & Amount Disbursed</i></p> <p>(15) <i>Date Activity Started: Actual Date of Implementation Started</i></p> <p>(16) <i>Status: Physical Status of project as of report date (proposed, pipelined, on-going, completed, dropped, no status information)</i>
 <i>Proposed: LGU has no yet received funds from the DBM Regional Office. If so, state under column 'Implementation Issues' why</i>
 <i>Pipelined: LGU has not received 100% or at least first tranche of the funds</i>

 <i>On-going: Implementation of the project has started and there is already <u>visually verifiable</u> physical accomplishment</i>
 <i>Completed: The project has been physically completed</i>
 <i>Dropped: MLGU and PLGU have not complied with the BUB requirements</i>
 <i>No Status: No status report of the project</i></p> <p>(17) <i>%Physical Accomplishment per SWA(if on-going): Actual % of physical status submitted by contractor/admin during on-going Implementation</i></p> <p>(18) <i>Implementation Issues: Operation constraints/concerns encountered during project implementation</i></p> <p>(19) <i>Action taken/Recommendation: Remedial measures taken/recommended to improve project progress/implementation</i></p> |
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ASSISTANCE TO DISADVANTAGED MUNICIPALITIES

SCHEDULE OF SUBMISSION OF STATUS REPORT

First Semester	Second Semester
May 29, 2017	July 10, 2017
June 13, 2017	July 31, 2017
June 26, 2017	August 14, 2017
	August 29, 2017
	September 11, 2017
	September 25, 2017
	October 9, 2017
	October 23, 2017
	November 13, 2017
	November 27, 2017
	December 11, 2017
	December 26, 2017