



Department of the Interior and Local Government
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Diliman, Quezon City



March 15, 2005

MEMORANDUM CIRCULAR

NO. 2005-27

TO : All Undersecretaries, Assistant Secretaries, NAPOLCOM Vice Chairman, PNP Director General, PPSC President, LGA Executive Director, BFP and BJMP Directors, Bureau / Service / Regional Directors and All Others Concerned

SUBJECT : **POLICY GUIDELINES IN THE PREPARATION OF THE DILG FY 2005 OPERATIONS PLAN & BUDGET (OPB)**

Date : March , 2005

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1.0 Purpose

- 1.1 To provide the DILG's over-all priority thrusts for FY 2005 – 2007, within the context of the Medium Term Philippine Development Plan; and
- 1.2 To prescribe the guidelines and procedures in the preparation of the FY 2005 Annual Operations Plan and Budget (AOPB) by the bureaus, services and regional offices of DILG and its attached agencies.

2.0 Planning and Budget Framework

The DILG FY 2005 Operations Plan and Budget (OPB) shall reflect the Department's programs, projects, and activities to be implemented in 2005 consistent with our desired outcomes to wit: Promotion of Excellence in Local Governance, Engendering Peaceful and Prosperous Communities, and Effective and Ethical Leadership and guided by our overarching theme of "building strong communities under the rule of law." Through these outcomes, we could greatly contribute to the attainment of the President's ten-point agenda.

3.0 Performance Targets

Along its mandated areas of concern, the DILG's FY 2005 performance targets are as follows:

3.1 Promoting Excellence in Local Governance

- a. Ten percent (10%) of cities and municipalities shall have established Bayanihan Centers. The organized Bayanihan Centers shall have increased savings by 10% and at least 10% of its members have livelihood projects.
- b. All Regions have at least three (3) clustered LGUs implementing common development programs.

- c. Organized Gabay sa Mamamayan Action Centers (GMACs) shall be functional.
- d. 15 target provinces have accepted the Rural Roads Development Framework.
- e. The study on assessing the capacity of 5th and 6th class municipalities to access alternative financing interventions as reference material in policy formulation and program development, shall be completed.
- f. 80% of provinces, cities and municipalities shall have functional project monitoring and evaluation committees to ensure the efficient implementation of LGU projects in accordance with established standards.
- g. All web-enabled cities and municipalities shall have adopted the E-Procurement System and have incurred savings in their purchases of supplies and materials.
- h. 80% of 1st to 3rd class LGUs and 60% of the 4th to 6th class LGUs have simplified civil application systems, one stop-shop processing centers and customer complaint desks as means to eliminate bureaucratic red-tape.
- i. All provinces, cities and municipalities shall have adopted the Local Government Performance Management System (LGPMS) and formulated their respective State of Local Governance Reports (SLGRs).
- j. The LGU Information Portal has been developed and operational by the end of 2005.
- k. All of the cities and municipalities have completed their respective Solid Waste Management Plans.
- l. One (1) city or municipality in every province in the Mindanao region has replicated good practices in local governance.
- m. Eighty percent (80%) of the provinces, cities and municipalities are complying with the DILG issued policies and with at least an average of 80% compliance rate. List of policies are provided for in Annex A.
- n. LGUs participating in LGU awards programs like Clean and Green, Lupong Tagapamayapa and Galing Pook shall have increased by 20%.
- o. 80% of the provinces, cities, municipalities and barangays have functional community-based institutions such as but not limited to: Peace and Order Council/Committee, Anti-Drug Abuse Council/Committee, Disaster Coordinating Council, Barangay Tanod and Lupong Tagapamayapa, Local Council for the Protection of Children and Women.
- p. 10% of the municipalities have prepared their Executive-Legislative Agenda.
- q. All barangays in Cagayan de Oro City have replicated the good practices on Local Environment Planning Management, the said city being the selected recipient of the foreign funding institution.
- r. The DILG Commitment as regards to the strengthening of Lupon Tagapamayapa in 3,000 barangays has been approved and ready for implementation by July 2005 in coordination with the Supreme Court and DOJ. (Central Office Target)

- s. At least thirty percent (30%) of all provinces, cities and municipalities have localized the Millennium Development Goals.
- t. 80% of all provinces, cities and municipalities have Local Poverty Reduction Action Teams and have formulated their respective Local Poverty Action Plans/Agenda.
- u. At least ten percent (10%) of all provinces, cities and municipalities have formulated Local Poverty Action Plans/Agenda (LPAPs/LPRAA).
- v. At least 10% of all cities and municipalities have established poverty maps.
- w. At least twenty (20) good practices in Local Governance: Facility for Adaptation and Replication have been documented. (Central Office Target)

3.2 Engendering Peaceful and Prosperous Communities

- a. Register an increase in the crime solution efficiency rate and response time to crimes. The 2004 crime solution efficiency rate was recorded at 89.9%.
- b. Increase percentage of arrested offenders/wanted persons vis-à-vis crime suspects/offenders/wanted persons.
- c. All PNP operating units are implementing and sustaining anti-crime programs that would result in a decrease in incidence of crimes.
- d. Increase in the number of mobilized community-based institutions/organizations.
- e. All PNP operating units are implementing anti-kotong initiatives such as but not limited to values orientation, TABA (Tamad, Abusado, Bastos, Ayaw Padiplina) Cops and LOI Patnubay (Campaign against misfits and scalawags within the police force), to continually pursue the "zero kotong cop" target.

3.3 Improving Internal Administration

- a. Increase percentage of resolved cases involving PNP, BJMP & BFP personnel, as compared to 2004.
- b. Increase percentage of PNP, BJMP, BFP and DILG-OSEC personnel provided with training, as compared to 2004.
- c. Increase percentage of PNP, BJMP, BFP and DILG-OSEC personnel who are recipients of awards, as compared to 2004.
- d. Improve and modernize DILG facilities and equipment.
- e. Improve internal systems and procedures that would result in a decline in processing time, red tape, etc.
- f. Fifty percent (50%) decrease in jail breaks and fire incidents, as compared to 2004.
- g. Increase percentage of inmates provided with rehabilitation interventions, as compared to 2004.

4.0 General Guidelines

- 4.1 Due to limited financial resources, programs and projects must be prioritized to bring about the greatest results.
- 4.2 Customized programs, projects, and activities of the LG Sector – Regional Offices shall not exceed 20% of their recurring MOOE expenses.
- 4.3 Transparency and accountability shall be strictly observed i.e., programs and projects with counterpart funding or funded by other agencies or institutions and local government units must be properly indicated in the OPB and in the monitoring reports as such.
- 4.4 The FY 2005 OPB shall serve as primary reference in the preparation of the Accomplishment Report of all DILG operating units/ attached agencies.
- 4.5 A semestral Performance Appraisal Review (PAR) and Program Review and Analysis (PRA) will be conducted by Planning Service to gauge the outcomes of Programs and Projects Implementation.

5.0 Submission

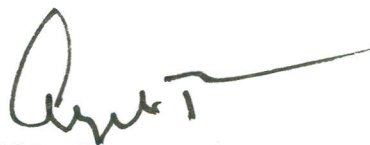
- 5.1 All regions, bureaus, services, attached agencies and their respective directorates and regions, and other offices shall submit their respective AOPB, to their national offices not later than March 28, 2005. The consolidated AOPBs at the national offices of attached agencies shall then be submitted to the DILG Planning Service, not later than April 1, 2005 copy furnished the DILG Financial Management Service for review and integration into a Department OPB.

The bureau or office OPB shall follow the attached outline in Annex B.

Highlights of the Department AOPB shall be presented to the DPBCC for review and finalization before submission to the SILG for his approval. In the case of the peace and order agencies, the draft AOPB of the NAPOLCOM and PNP shall be first presented to the DPBCC for review and finalization before presenting it to the Commission for approval. The said peace and order agencies shall furnish the DILG Planning Service copies of their approved AOPB not later than April 1, 2005.

- 5.2 Mid-year Revisions/Realignment of OPBs shall be submitted to the DILG Planning Service, copy furnished the DILG Financial Management Service, not later than July 7, 2005 for review. The Revised/Realigned/Integrated DILG AOPB shall be completed by July 15, 2005 and shall be presented to the DPBCC for final review before submission to the SILG for his approval.

For compliance.



ANGELO T. REYES
Secretary



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLS CITE:
SILG05-004562



CONTENT OUTLINE

The Bureau/Region/Office Operations Plan and Budget shall have the following contents:

- I. The projects and activities implemented by the bureau/region/office in CY 2004 and its status of implementation as of end of December 2004. This will serve as baseline data in the assessment of the CY 2005 performance targets
- II. Issues and concerns that cropped-up in the implementation of the projects and activities in CY 2004
- III. Summary of the Indicator System to measure Performance Targets for CY 2005
- IV. Details of the OPB using Forms 003 and 003-A

