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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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June 20, 2007

MEMORANDUM CIRCULAR

NO. 2007 -63

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,  
DILG REGIONAL DIRECTORS AND OTHERS CONCERNED

SUBJECT : MONITORING AND EVALUATION SYSTEM ON TRACKING  
LGU RESPONSES TO MILLENNIUM DEVELOPMENT GOALS  
(MDGs)

I. Prefatory Statement

Consistent with the adoption of the Millennium Declaration, the Department of the Interior and Local Government (DILG) is tasked as the lead agency in the localization of the Millennium Development Goals (MDGs).

In its initial localization efforts, the DILG developed a framework for MDG localization identifying a set of desired outcomes for an MDG responsive local government unit (LGU). The Department issued policy guidelines particularly DILG MC 2004-152: "Guide to Local Government Units in the Localization of the MDGs" dated 10 November 2004 which provides: a) menu of programs, projects and activities (P/P/A per MDG goal and target to guide LGUs in responding to MDG; b) diagnosis of local situation using local indicators and monitoring system; and c) call for documentation and replication of good practices. Related DILG policies were also issued on prioritization of budget and operationalization of MDG responsive P/P/As.

Parallel to this, national government agencies, the academe, private sector and the Civil Society Organizations (CSOs) jointly or separately provide support mechanisms to assist LGUs in attaining the MDGs.

In view of this, there is a need to track the responses of LGUs on the extent of their implementation of MDG Localization and to monitor LGU contribution to the attainment of the MDGs.

## II. The MDG Local Tracking Instruments

The MDG local tracking instrument is designed to capture LGU initiatives and progress on MDG localization and will monitor extent of contributions to the desired outcomes under the MDG localization framework :

- Integration of MDG targets into the local plans/investment programs
- Increase in budget allocation for MDG responsive P/P/As;
- Institutionalization of structures and mechanisms to support MDG localization
- Establishment of poverty benchmarking/monitoring tool for local MDG progress.

The MDG local tracking instrument is organized in six (6) forms. These are:

**Form 1. Tracking MDG Outcomes in the LGUs** – Designed to show the outcomes for each Millennium Development Goal after necessary interventions have been put in place by the LGUs.

**Form 2. Institutional Mechanisms and Local Policies** - Shows the Institutional mechanism and instruments supportive of MDGs such as ordinances enacted, resolutions passed, executive orders issued which have been developed, established and adopted to ensure that MDGs are reached and targets are achieved by the LGUs over a 3-year period.

**Form 3. Integration of MDGs in the Local Plans** - Intends to draw out specific provisions in the Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP) and the Executive-Legislative Agenda (ELA) that correspond to the MDGs.

**Form 4. MDGs Responsive P/P/As** - Determines whether P/P/As are MDG responsive. It will track the variance between planned and targeted outputs of MDG responsive P/P/As, the amount proposed in the AIP to implement these activities, the amount approved in the local budget and the amount actually disbursed for each MDG responsive P/P/As. It will also serve as an instrument to determine the share of the barangay, municipal, province, national government or other source of funds for these P/P/As.

**Form 5. Financial Allocation and Utilization** - Generates information regarding the amounts allocated to each LGU office/department per type of expenditure and how these have been actually spent.

**Form 6. Financial Allocation and Utilization over a 3-Year Period -**

Summarizes the results of forms No. 5 over a 3-year period and shall be used for the vertical and horizontal analysis of the financial allocation and utilization for a 3-year period.

MDG local tracking forms 1-3 and 6 shall be accomplished every three (3) years while M & E Forms 4 and 5 shall be accomplished annually.

**III. Sources of Data for Filling Up the MDG Local Tracking Instruments**

The City/Municipal Planning and Development Coordinator shall be the point person in the accomplishment of MDG tracking forms since he/she is responsible for monitoring and evaluating the implementation of the different programs and projects in the LGU.

The C/MPDC shall be assisted by the City/Municipal Budget Officer, Municipal Accountant, Department Head, Unit/ Section Head by providing the required data/information and/or filling up the appropriate spaces in the forms.

Offices/departments that may be called upon for assistance and the data that may be obtained from them are the following:

Form No.	LGU Department/Office	Data
1	Local Health Office, Local Health Board, Local Nutrition Office	Health Statistics (infant and maternal mortality rate); Programs, projects and activities related to the health sub-sector, Nutritional Status; Households without access to safe water; households without sanitary toilets
	Local Housing Board	Households without safe housing
	Local Social Welfare and Development Office	Poverty situation – households living below the poverty line; informal settlers; families who eat less than 3 full meals a day
	District/Division Office of the Department of Education, Commission on Higher Education	School statistics (enrolment, participation rate, cohort survival rate, etc.), PPAs related to the education sub-sector
	Philippine National Police	Crime statistics



Form No.	LGU Department/Office	Data
2	Local Sanggunian	Ordinances enacted/Resolutions enacted in support of MDGs
	MLGOO	Good Practices Replicated; Innovations Introduced
	SMEDC, Solid Waste Management Board, LPRAT, PESO	Programs and projects in support of MDGs
3	LPDC, Local Sanggunian	Provisions in the CLUP, CDP and ELA supportive of the MDGs
4, 5 & 6	Local Budget Officer, Local Treasurer, Local Accountant, various PPA proponent offices/ departments/units/special bodies	Financial allocation and utilization

#### IV. Roles and Responsibilities

The DILG Regional Offices are hereby directed to cause the widest dissemination of this Memorandum Circular, and monitor compliance of local government units within their jurisdictions. The Regional and Field Offices shall ensure the proper accomplishment of the forms, and if necessary provide assistance in filling up the forms.

The accomplished forms shall be submitted by the MPDC to the City/Municipal Local Government Operations Officers (CLGOO/MLGOO) not later than Aug. 30, 2007. The provincial offices shall consolidate the forms and submit provincial reports to the Regional Offices. Regional Offices shall submit regional reports and analysis to the Office of the Undersecretary for Local Government on or before Sept. 30, 2007.

For the guidance of all concerned.

  
**RONALDO V. PUNO**  
 Secretary 

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Republic of the Philippines  
 DEPARTMENT OF THE INTERIOR  
 AND LOCAL GOVERNMENT

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