



MEMORANDUM CIRCULAR
NO: 2011-172

November 16, 2011

TO : ALL DILG REGIONAL DIRECTORS AND THE DILG-ARMM SECRETARY

SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF THE PANIBAGONG PARAAN SA PAGPAPALAKAS NG PANLOKAL NA PAMAHALAAN (5Ps) PROGRAM GRANT FOR 2012

I. BACKGROUND

The Department of the Interior and Local Government (DILG) through the Local Government Academy (LGA) is continuously developing quality and innovative development programs that will respond to the capacity building requirements of local government officials and further improve local governance. One of these programs is the *Panibagong Paraan sa Pagpapalakas ng Panlokal na Pamahalaan* known as the 5Ps. The 5Ps is a Capacity Building Grant Competition inspired by the World Bank's *Panibagong Paraan* which is a Philippine Development Innovation Market Place. The program focuses on specific trainings, workshops, researches and other activities that aim to create learning opportunities to governance stakeholders and strengthen human resources at the local level.

This Grant is open to all DILG Regional Offices. It is aspired that through the 5Ps program the DILG Regional Offices will enhance their capacity to conceptualize and implement a capacity development intervention driven or influenced by the performance assessment done by the local government units (LGUs) as reflected in the LGU's State of Local Governance Report (SLGR) and Capacity Development Agenda (CapDev Agenda).

II. OBJECTIVES

The 5Ps program aims:

- To empower DILG offices' leadership roles as enablers and catalysts in enhancing LGU capacities to effectively and efficiently deliver services to its constituents;
- To encourage creation and implementation of innovative interventions addressing LGU development needs;
- To build and promote lasting partnerships and alliances among good local governance stakeholders that will facilitate learning opportunities and strengthen human resources leading to the LGUs' achievement of improved service delivery and sustainable development.

III. PROGRAM CATEGORIES

The project proposal must adhere to the three tenets of the Biyaheng Pinoy Program, namely:

- 1) seamless performance that nurtures accountability
- 2) transparency, sense of ownership, and informed decisions through participation and collective action
- 3) unquestionable integrity

Proposed projects must be implementable within twelve (12) months and must be supportive of the current issues that must be addressed in order to achieve inclusive growth – the end goal of the Philippine Development Plan 2011-2016. These current issues are on Good Governance and Anti-Corruption, Human Development and Poverty Reduction, Economic Development with a special focus on competitiveness, Environment, specifically Climate Change Adaptation and Disaster Risk Reduction and Management, and Security, Justice & Peace.

As the 5Ps program encourages creation of innovative interventions to address LGUs' gaps, the proposed projects must fall under any of the following sectoral governance concerns:

- a) Administration
- b) Social Services
- c) Environmental Management
- d) Economic Development
- e) Valuing Fundamentals of Governance

Ten (10) project proposals will be selected which can be extended a grant amount of up to PhP500,000.00 to implement the winning proposals. The actual grant amount will be based on the budget submitted. Proposals must reflect counterpart contributions of institutions involved in the project implementation.

IV. SELECTION PROCESS

1. *First Level Screening* – The first level is the eligibility screening. The Technical Working Group (TWG) will review and evaluate all abstracts submitted. Only the selected abstract will be required to prepare full-blown proposals. All entries will be informed in writing on the result of the eligibility screening.
2. *Second Level Screening* - During the second level screening the TWG will review the submitted full-blown proposals and provide a short list for recommendation to the National Steering Committee (NSC).
3. *Third Level Screening* - The NSC will review the short listed projects recommended by the TWG and select the ten winning proposals.
4. *Awarding of Grants* – Winners will be informed through mail. An awarding ceremony may be organized to announce and acknowledge the winning project proposals.

V. SELECTION CRITERIA

The project entries will be assessed using the following criteria:

- **Innovation (20%)** – utilizes appropriate creative and alternative learning strategies in the delivery of capacity building intervention.
- **Positive Results/Efficiency (20%)** – shows high productivity results and tangible outputs can be measured in terms of enhanced competence or the performance level of LGUs are along the performance areas of the LGPMS.
- **Partnership Building (20%)** - active involvement of different sectors and stakeholders in the implementation of the capacity building programs is evident.
- **Sustainability and Scalability (20%)** – projects are potentially sustainable beyond project duration and replicable.
- **Feasibility (20%)** – implementation is realistic within budgetary and time constraints.

VI. ELIGIBILITY CRITERIA

Entries must meet the following minimum requirements:

1. Submission of a 3-5 pages abstract paper containing the following information, together with the regional/provincial profile.
 - a) Objectives
 - b) Outcomes
 - c) Major activities
 - d) Resource requirements

- e) Project description
2. The LGU partner/s must pass the Seal of Good Housekeeping
3. The DILG Regional Office as project proponent
4. No pending liquidation concern (for previous grantees)

VII. ROLES AND RESPONSIBILITIES

1. *The Local Government Academy (LGA) shall*

- Manage the over-all implementation of the program
 - Monitor program implementation
 - Assess program implementation for future enhancement
 - Organize meetings and workshops to facilitate program implementation.
- Convene the 5Ps TWG and NSC
- Provide Grant Funds for the 5Ps
- Serve as the 5Ps Secretariat

2. *DILG Regional Offices*

A. As Project Proponent, the DILG Regional Office shall:

- Prepare and submit abstract/full blown proposal
- Provide counterpart funds for the project implementation/operation
- Disseminate through the provincial/city/municipal offices information about the program and select prospective LGU partner –grantee for the proposed project

B. As Project Manager, the DILG Regional Office shall:

- Implement the program in the given timeframe together with the partner institutions
- Monitor the implementation of the program
- Prepare and submit reports required as grantees
- Organize (project) team that will implement the project

3. *Local Government Units as Partner Beneficiary shall:*

- Provide counterpart funds for the project implementation
- Designate a team that will implement the project in coordination with the DILG Regional/Provincial Project Team
- Provide necessary technical assistance requirements

VIII. ADMINISTRATIVE ARRANGEMENTS

A. FUND RELEASE AND LIQUIDATION

The cash award will be released to the DILG Regional Offices upon submission of the required documents to LGA. The approved amount will be released as follows:

1. First Tranche - 40% upon signing of the Memorandum of Agreement (MOA).
2. Second Tranche - 50% upon submission of the progress and financial reports (to be determined in the MOA).
3. Third Tranche - 10% upon submission of End of Project Report (EPR).

B. SUBMISSION OF REPORTS

5Ps winners/grantees are required to submit the following reports using prescribed formats:

- i. Progress Report every quarter (within the week following end of the quarter) of project implementation
- ii. End of project report (EPR) to describe the project's outputs/results as well as its impact to the community; and
- iii. Financial Report to illustrate utilization of funds

IX. TIMETABLE OF ACTIVITIES

The following are the timetable of the 5Ps Program:

ACTIVITIES	TIMETABLE
▪ Deadline: Submission of Abstract	4 th week of November
▪ First Screening	Within the 4 th week of November
▪ Deadline: Submission of Full Blown Proposal	20 th of December
▪ Second Screening	6 th January 2012
▪ Third Screening	13 th January 2012
▪ Awarding of Grant Prize	4 th week January 2012

X. SUBMISSION OF ENTRIES

All Entries should be submitted thru email, mail, courier or hand delivered to the following address: Email : lgamail@lga.gov.ph and/or Mail, courier or hand carry at **8th Floor Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City 1605.**

This Memorandum Circular shall take effect immediately.


JESSE M. ROBREDO
Secretary



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG11-010187

