



GUIDELINES ON THE PREPARATION OR UPDATING OF LOCAL PLANS

Memorandum Circular No: 2016-102
Date: August 8, 2016

1. BACKGROUND

DILG Memorandum Circular No. 2007-114 dated 6 September 2007 provided guidelines to LGUs in updating their Comprehensive Development Plan (CDP), the contents of the Executive-Legislative Agenda (ELA), formulation of the Provincial Development and Physical Framework Plan (PDPFP) and reconstitution of the Local Development Councils.

DILG Memorandum Circular No. 2010-112 dated 12 October 2010 reminded LGUs to update and legitimize their Comprehensive Land Use Plan (CLUP) and Comprehensive Development (CDP).

In view of the recent enhancements on planning and budgeting and statutes requiring the integration of disaster risk reduction and management and climate change adaptation and mitigation and other sectoral concerns such as conflict sensitivity and the concerns of marginalized sectors such as women, persons with disabilities, indigenous peoples/indigenous cultural communities, senior citizens, among others in land use and development planning both at the national and local levels, concrete actions are to be observed by local government units in the preparation or updating of their Provincial Development and Physical Development Plan (PDPFP), Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP).

2. PURPOSE

This Memorandum Circular serves to:

- Provide guidance to Provinces on the preparation/updating of the Provincial Development and Physical Framework Plan (PDPFP)
- Provide guidance to cities and municipalities on the general steps that need to be undertaken in the preparation or updating of CLUP and CDP;
- Inform Local Chief Executives, Sanggunian members and functionaries of the planning considerations in the preparation or updating of local development plans; and,
- Enjoin Local Chief Executives, Sanggunian members, to update, revise or prepare their respective PDPFP, CLUP and CDP.

3. LEGAL BASES

- 3.1 **Section 20 (c), Local Government Code (RA No. 7160)** – The local government units shall, in conformity with existing laws, continue to prepare their respective comprehensive land use plans enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources. Sections 447 (a) (2) (vii), 458 (a) (2) (vii) and 468 (a) (2) (vii) of the same Code, mandates the respective local sanggunians to adopt a comprehensive land use plan.
- 3.2 **Section 29, Local Government Code – Provincial Relations with Component Cities and Municipalities.** - The province, through the governor, shall ensure that every component city and municipality within its territorial jurisdiction acts within the scope of its prescribed powers and functions.
- 3.3 **Section 106, Local Government Code. Local Development Councils** – (a) Each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its Sanggunian. For this purpose, the development council at the provincial city, municipal, or Barangay level, shall assist the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction.
- 3.4 **Section 109, Local Government Code. Functions of Local Development Councils** – (a) The provincial, city, and municipal development councils shall exercise the following functions: (1) Formulate long-term, medium-term, and annual socioeconomic development plans and policies; (2) Formulate the medium-term and annual public investment programs; (3) Appraise and prioritize socioeconomic development programs and projects; (4) Formulate local investment incentives to promote the inflow and direction of private investment capital; (5) Coordinate, monitor, and evaluate the implementation of development programs and projects; and (6) Perform such other functions as may be provided by law or competent authority.
- 3.5 **Section 114, Local Government Code. Relation of Local Development Councils to the Sanggunian and the Regional Development Council** – (a) The policies, programs, and projects proposed by local development councils shall be submitted to the Sanggunian concerned for appropriate action. The local development plans approved by their respective Sanggunian may be integrated with the development plans of the next higher level of local development council.
- 3.6 **Section 459, Local Government Code. Role of the Province** – The province, composed of a cluster of municipalities, or municipalities and component cities, and as a political and corporate unit of government, serves as a dynamic mechanism for developmental processes and effective governance of local government units within its territorial jurisdiction.

- 3.7 **Section 287, Local Government Code.** Local Development Projects – Each LGU shall appropriate in its annual budget no less than twenty percent (20%) of its annual internal revenue allotment for development projects. Copies of the development plans of LGUs shall be furnished the DILG.
- 3.8 **Section 317, paragraph (a), Local Government Code.** Submission of Budget Proposals by Head of Departments or Offices – ...The said budget proposal shall be prepared in accordance with such policy and program as the LCE concerned may issue in conformity with the local development plan, the budgetary ceilings prescribed by the local finance committee.
- 3.9 **Executive Order 72 Series of 1993** – Mandates that pursuant to the provisions of the Local Government Code, the Local Government Units (LGUs) shall, inconformity with existing laws, continue to prepare their respective comprehensive land use plans enacted through zoning ordinances. Section 1 of said Executive Order states that “*xxx (a) Cities and municipalities shall continue to formulate or update their respective Comprehensive Land Use Plans in conformity with the land use planning and zoning standards and guidelines prescribed by the HLURB pursuant to national policies xxx.*”
- 3.10 **Joint Memorandum Circular No. 2007-01 (JMC 2007-01)** *Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management*, dated 08 March 2007
- 3.11 **DILG Memorandum Circular No. 2008-156** *Guide to Comprehensive Development Plan (CDP) Preparation for Local Government Unit*, dated 22 October 2008
- 3.12 **DILG-HLURB Joint Memorandum Circular No. 2009-01.** *Guidelines on the Harmonization of Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP)*, dated 19 October 2009
- 3.13 **Republic Act No. 9729 (Climate Change Act of 2009)** – It is hereby declared the policy of the State to systematically integrate the concept of climate change in various phases of policy formulation, development plans, poverty reduction strategies and other development tools and techniques by all agencies and instrumentalities of the government.
- 3.14 **Section 2 (g), Republic Act No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)** – Mainstream disaster risk reduction and climate change in development processes such as policy formulation, socioeconomic development planning, budgeting, and governance, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land-use and urban planning, and public infrastructure and housing, among others.

- 3.15 DILG Memorandum Circular No. 2010-112 – Reminding all local chief executives to comply with the requirements of law pertaining to planning by updating the CLUP and the CDP as original premises may no longer obtaining or have already changed in terms of general considerations like thrusts, policies and strategies of the new local administration. Provinces are also encouraged to mobilize and strengthen their Provincial Land Use Committees (PLUC) to ensure that CLUP review will take into consideration the mainstreaming of sectoral/thematic/area and topical plans such as Disaster Risks Reduction and Management/Climate Change Adaptation (DRRM/CCA), among others.
- 3.16 DILG Memorandum Circular No. 2012-93 – Reiterating Memorandum Circular No. 2008-156 dated October 22, 2008 entitled “Guide to Comprehensive Development Plan (CDP) Preparation for Local Government Units.”
- 3.17 DILG Memorandum Circular No. 2015-77. *Guidelines on Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Local Development Planning*, dated 22 July 2015
- 3.18 DILG-OSEC Special Provision No. 6, FY 2016 GAA. Comprehensive Land Use Plan of LGUs – The LGUs, with the assistance of the DILG, shall take into consideration the vulnerability and risk assessment of the DENR in developing the comprehensive land use plan and in enacting the appropriate zoning ordinance.

4 COVERAGE

This Memorandum Circular covers all Provincial Governors, Vice Governors, City/Municipal Mayors and Vice Mayors, Sanggunian Panlalawigan/Panlungsod/Bayan, Local Development Councils, Provincial/City/Municipal Planning and Development Coordinators, LGU Department Heads, DILG Regional/Provincial/City Directors, Cluster Heads, City/Municipal Local Government Operations Officers, and others concerned.

5 DEFINITION OF TERMS

- 5.1 **Annual Investment Program (AIP)** – refers to the annual slice of the Local Development Investment Program (LDIP) which constitutes the total resource requirements for all programs, projects and activities consisting of the annual capital expenditure and regular operating requirements of the LGU.
- 5.2 **Comprehensive Development Plan (CDP)** – the document that pertains to the multi-sectoral plan formulated at the city or municipal level, which embodies the vision, sectoral goals, objectives, development strategies and policies within the term of LGU officials and the medium-term. The CDP contains: (1) Ecological Profile; (2) Development Plan; and (3) Implementing Tools (LDIP, Legislative Requirements and Capacity Development Program).

- 5.3 **Local Development Investment Program (LDIP)** – a basic document linking the local development plan to the budget. It contains a prioritized list of PPAs which are derived from the CDP in the case of cities and municipalities, and the PDPFP in the case of provinces, matched with financing resources, and to be implemented annually within a three to six-year period.
- 5.4 **Provincial Development and Physical Framework Plans (PDPFP)** – a document that identifies strategies and corresponding PPAs that serve as primary inputs to the provincial investment programming process. The PDPFP also serves as a key vertical influence in linking provincial development objectives with local, regional and national policies and priorities.
- 5.5 **Comprehensive Land Use Plan (CLUP)** – the plan for the long-term management of the local territory. As the skeletal-circulatory framework of the territory's physical development, it identifies areas where development can and cannot be located and directs public and private investments accordingly.
- 5.6 **Ecological Profile** - the more comprehensive replacement of the usual socioeconomic profile which gives equal coverage to the physical, biological, socioeconomic, cultural and built environments.
- 5.7 **Executive-Legislative Agenda (ELA)** - a planning document based on the Comprehensive Development Plan, covering a 3-year period corresponding to the term of local elective officials that is mutually developed and agreed upon by both the executive and legislative departments of an LGU; it is an integrated plan that contains the major development thrusts and priorities of both the executive and legislative branches towards a common vision for the locality; it is also an instrument that will prioritize responses to multi-stakeholder needs, e.g., programs, projects, activities, legislations and capacity development programs, and put into action local development plans. To differentiate the legislative component of the ELA from the 6-year legislative requirement of the CDP, the former is that part of the latter that coincides with the term of the local officials.

5 POLICY CONTENT AND GUIDELINES

In view of this, pertinent provisions in so far as applicable of the abovementioned policies/memorandum circulars are hereby reiterated. LGUs are reminded to update their CLUPs, Zoning Ordinances and CDPs using recent policies issued by the national government and its instrumentalities.

Consistent with the provisions of Joint Memorandum Circular No. 1 Series of 2007 (JMC 2007-01) "Guidelines on the Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management", DILG-HLURB Joint Memorandum Circular No. 2009-01 "Guidelines on the Harmonization of the Comprehensive Land Use Plan (CLUP) and Comprehensive

Development Plan (CDP)", and the current DILG initiatives on CDP retooling, all LGUs are enjoined to be guided by the following in the updating of their CLUPs and CDPs:

6.1 Planning and Budgeting Calendar

6.1.1. Actions needed to be taken by LGUs for the preparation or updating of the PDPFP and PDIP by provinces, CLUP and CDP by cities and municipalities and Budget Call issuance should be consistent with the Synchronized Local Planning and Budgeting Calendar Version 2016 and the Budget Operations Manual (BOM Version 2016) to be issued by the DBM.

6.1.1.1. Preparation/Updating of the PDPFP and PDIP

Provinces should prepare/update their respective PDPFP and PDIP guided by the Guidelines on Provincial/Local Planning and Expenditure Management (P/LPEM) and other reference documents of NEDA

6.1.1.2 Preparation/Updating of the CLUP

- a. Cities and municipalities without and with outdated CLUP should prepare/update their respective CLUP.
- b. Those that have existing approved CLUP should update using the enhanced CLUP Guidebooks Volumes I, II and III, and Supplemental Guidelines on Mainstreaming Climate and Disaster Risks in the CLUP
- c. Cities and municipalities should coordinate with HLURB for technical assistance on the preparation of the CLUP.

6.1.1.3 Preparation/Updating of the CDP

In the preparation or updating of the CDP, cities and municipalities should be guided by the Rationalized Planning System, CDP Guidebook, and the CDP Illustrative Guide that includes new tools such as the Rationalized Planning Indicators and Data Set (RaPIDS).

6.1.1.4 Issuance of Budget Call (Plan to Budget Linkage)

In line with the guidelines set forth in the Local Budget Memorandum and the Budget Operations Manual (BOM 2016), LGUs should prepare and approve the Annual Investment Program (AIP) and issue the Budget Call once the PDPFP with its Provincial Development Investment Program (PDIP) and the CDP with its LDIP are completed. This ensures that local budgets will be informed by local development plans.

6.2 Harmonized Planning Cycle

6.2.1 Role of the Province to ensure plan complementation between province and component LGUs

6.2.1.1 Consistent with the provisions of JMC No. 1, Series of 2007 and as indicated in the SLPBC 2016, provinces are enjoined to establish linkages and initiate consultations with their component cities and municipalities with NGAs and other stakeholders. This is made even more critical with the inter-jurisdictional scope of disaster risk reduction and management, climate change and conflict affectation concerns.

6.2.1.2 To ensure harmonization and complementation of goals and development directions of the province and their component cities and municipalities as well as synchronization of activities relative to local planning, investment programming, budgeting, expenditure management and revenue administration, Provinces are enjoined to undertake the following courses of actions:

- a. During the preparation of the CDP of cities and municipalities, provinces should see to it that the PDPFP is utilized by the component cities and municipalities as reference and should see to it that this is presented in the initial steps of the CDP preparation.
- b. Provinces should develop and undertake joint programs or augment financial resources of its component cities and municipalities in implementing programs and projects that have significant impacts on the province as a whole. Where feasible, the component cities and municipalities shall provide counterpart resources to implement programs and projects initiated by the province. In the same manner, cities and municipalities are also expected to undertake similar activities with their component barangays.
- c. Provinces are enjoined to take a proactive role in the review of the CDPs by establishing a review and feedback mechanism for CDPs, LDIPs and AIPs of component LGUs to ensure vertical alignment of plans and programs with their PDPFP. Provinces may organize a Committee under the Provincial Development Council similar to the Provincial Land Use Committee (PLUC), to perform the following tasks: (i) ensuring that CDPs of component LGUs consider the ecosystem-based or ridge-to-reef approach, and (ii) promotion of a mechanism wherein LGUs collaborate with one another, not only in terms of economic development, but also in disaster risk reduction and climate change adaptation.

6.2.2 Mainstreaming of Thematic and Sectoral Concerns in the Comprehensive Development Planning Process

To ensure consistency and the mainstreaming of thematic and sectoral concerns, the formulation/updating of CDP shall be guided by tools and processes prescribed by pertinent and subsequent issuances by this Department and other concerned NGAs.

6.2.2.1 LGUs are enjoined to apply these tools and guidelines in mainstreaming sectoral and thematic concerns in the *(i) planning database, (ii) structure and processes, (iii) reviewable documents; and (iv) implementation instruments* of their respective CDP. Be it disaster risks, climate change impacts, poverty, gender responsiveness, conflict sensitivity and other sectoral concerns, putting on a sector-specific lens in these four (4) components of the planning system ensures their integration in the entire comprehensive development planning processes.

6.2.2.2 The preceding entry points for mainstreaming are critical pre-requisites to any planning process. It follows that analysis and the identification of appropriate interventions to address issues and gaps have sector-specific lens. In the comprehensive development planning process, make sure that sector-specific lens is applied in each input to each step of the process so that output documents are considered responsive or risk-sensitive, depending on the sectoral concern being integrated.

6.2.2.3 Information is critical because without it and without sector-specific information, evidence-based planning and mainstreaming of sectoral concerns is not possible. It is therefore emphasized that information and pertinent data specific to certain sectoral concerns be fully integrated into the local planning database to ensure that particular target sectors are properly considered before actual planning.

For the formulation and updating of the Ecological Profile and generation/analysis of the database for planning, LGUs may seek technical assistance from relevant national and regional agencies providing such assistance, to include the Commission on Population (POPCOM), among others.

6.2.2.4 To ensure that the resulting plans integrate sectoral concerns, key departments and stakeholders should be involved in the planning process. LGUs may, depending on their sectoral requirements and priority development thrust, expand the sectoral committee membership of the Local Development Council (LDC) to allow participation of more LGU officials, national line agency representatives and other stakeholders with functions and advocacies addressing the concerns of a particular sector especially those that are traditionally marginalized and vulnerable such as women, senior citizens, Indigenous Peoples/Indigenous Cultural Communities, Children and Persons with Disability.

- 6.2.2.5 The LGUs may coordinate with the NGAs to provide technical inputs and guidance in the preparation of sectoral targets as inputs to CDP. Coordination with NGAs should be institutionalized through their participation in the sectoral and functional committees.
- 6.2.2.6 The analysis part of the planning process is the most critical step where sectoral concerns are analyzed and processed further. It is also in this step that analytical tools, such as Climate and Disaster Risk Assessment, Conflict Tree Analysis, Community Based Monitoring System, among others, are utilized to enhance the process and give more in-depth analysis of sectoral concern.
- 6.2.2.7 Mainstreaming from the database to the process should result to the preparation of the Comprehensive Development Plan that is responsive to the sectoral/thematic issues (e.g. climate and disaster risks, conflict sensitive, etc), from which sectoral or thematic plans such as the Local Climate Change Action Plan, Local Disaster Risk Reduction and Management Plan, GAD Plan, among others, can be derived or culled out from.
- 6.2.2.8 To ensure that the plan is implemented, there should be appropriate authority levers or implementing tools to implement the plan. These include the Local Development Investment Program, Annual Investment Program, Legislations/Policies, and Capacity Development requirements. If the mainstreaming process is observed, it is assured that the investments and policies of the LGU would respond to sector-specific issues.
- 6.2.2.9 The matrix attached as Annex A illustrates the general steps of the CDP process, the inputs needed for each step and the outputs that are generated from each step.

6.2.3 CLUP and CDP Harmonization

LGUs shall proceed to formulate their CDP following the Rationalized Planning System and Guide to CDP preparation as provided in the matrix under Section 6.1.2 of this Circular. To ensure harmonization of CLUP and CDP, LGUs should be guided by the following:

- 6.2.3.1 There should only be one Vision statement for both the CLUP and the CDP. It is highly desirable that the Visioning exercise be done during the CLUP preparation stage. Should the existing Vision of the city/municipality as adopted in the CLUP is still in force, the same Vision shall be used in the preparation or updating of the CDP.

6.2.3.2 Data and information generated using the tools from the HLURB Guidebooks shall serve as inputs in the preparation of the Ecological Profile. However, if an updated data is available, the same shall be incorporated in the Ecological Profile.

6.2.3.3 There should only be one ecological profile that contains the database which will be used for both the CLUP and CDP.

6.2.3.4 Special sectoral studies done initially during the CLUP preparation should be used for CDP preparation, by expanding the analysis to include institutional development and others not captured by the study. This analysis will serve as the bases for formulating goals and objectives and the corresponding PPAs that will be included in both the LDIP and AIP.

6.2.4 Executive-Legislative Agenda (ELA) and CDP Harmonization

The Executive and Legislative Agenda (ELA) is a unifying document corresponding to the term of local elective officials that is developed and mutually agreed upon by both the executive and legislative departments of an LGU. The ELA supports existing LGU planning systems and adds greater value to the CLUP and the CDP by moving them forward to getting implemented and monitored.

The ELA should be used as a tool to implement the priority agenda of both the executive and legislative departments based on the Comprehensive Development Plan process. The ELA should include the platform of governance of the incumbent with supporting legislative agenda that will be carried out within the term of office of the new set of local officials every election year.

6.2.5 Relationship of CDP with Sectoral Plans

In the context of a rationalized planning system, there should only be one planning cycle in a given year where all of the sectoral and thematic concerns are given utmost consideration starting from the planning database to the planning structure and planning process. Through this, plans such as LDRRMP, LCCAP and other sectoral/thematic plan are treated as actions plans derived from the CDP.

Plans that were prepared separately or treated as stand-alone plans should be integrated in the CDP. Goals and objectives should be checked for consistency with the sectoral development goals and objectives as set forth in the CDP.

6.2.6 Relationship of CDP with the PDPFP

The PDPFP serves as the framework on how the CLUPs and CDPs can contribute to achieving the priorities, goals and objectives of the Province and how they can be included in regional and national plans. As such, CLUP and CDP should be influenced by and aligned with the PDPFP.

6.3 Role of the DILG Regional Offices and Field Officers

The DILG Regional and Field Offices shall ensure provision of technical assistance to LGUs in the preparation of local plans. The DILG Field Officer shall act:

- 6.3.1 As mobilizer and organizer, assist in the reconstitution of the Planning Team.
- 6.3.2 As strong advocate for local governments, persuade NGAs to recognize the local planning system in preparing sectoral/topical/thematic plans, integrate Planning database, methodologies, analytical tools and techniques into the regular planning process following the SLPBC, assist the LGU in building up its Ecological Profile and other planning database, and serve as resource persons/facilitator to relevant sectoral and functional committees in the LDC.
- 6.3.3 As facilitator of Comprehensive Planning, mobilize the members of the local planning structure to prepare the mandated plans: the CLUP and Zoning Ordinance and the CDP. Attached as Annex B is a list of DILG staff trained on CDP Formulation that LGUs can tap for assistance.

Relative to this, all DILG Regional Directors are hereby directed to cause the immediate and widest dissemination of this Circular, facilitate the provision of technical assistance in the formulation of the CDPs as deemed necessary and appropriate, and collaborate/coordinate with other oversight agencies for the provision of technical assistance to LGUs on matters relating to local planning, revenue mobilization and budgeting.

Likewise, in relation to Section 287 of the Local Government Code of 1991, all cities and municipalities are hereby directed to submit a copy their current approved CDPs to the DILG Regional Offices. Submission of copies shall be done on a regular basis every time CDPs are prepared or updated.

6. REFERENCES

- Rationalizing the Local Planning System, 1st Edition 2008
- Guide to Ecological Profiling

7. ANNEXES

Annex A	General Steps of the Comprehensive Development Planning Process
Annex B	Synchronized Local Planning and Budgeting Calendar Version 2016
Annex C	List of DILG CDP Trainers

8. INQUIRIES/APPEALS AND ESCALATION

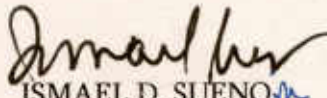

Inquiries or comments concerning this Circular should be directed or addressed to BLGD through any of the following: Tel. No. (02) 929-9235/ (02) 927-7852, email address ldpd_blgd@yahoo.com, or thru mail at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for resolution and appropriate action.

9. REPEALING CLAUSE

All existing issuances issued by the Department of the Interior and Local Government (DILG), which are inconsistent herewith, are hereby repealed or modified accordingly.

10. EFFECTIVITY

This Memorandum Circular shall take effect immediately.


ISMAEL D. SUENO
Secretary 



ANNEX A

GENERAL STEPS OF THE COMPREHENSIVE DEVELOPMENT PLANNING PROCESS

STEPS	INPUTS	OUTPUTS
1. Defining/re-visiting the LGU Vision	<ul style="list-style-type: none"> • Vision Element Descriptors • Success Indicators 	Updated Vision statement
2. Analysis of the LGU Situation	<ul style="list-style-type: none"> • Ecological Profile/ • Local Development Indicators • Analytical tools 	Vision Reality Gap Analysis
3. Formulation of Sectoral Goals and Objectives/Target	<ul style="list-style-type: none"> • Vision Reality Gap 	Problem Solution Finding Matrix Sectoral Goals and Objectives/Targets
4. Development of Policy Options/Strategies	<ul style="list-style-type: none"> • Problem Solution Finding Matrix • Sectoral Goals and Objectives/Targets 	Legislation requirements or policies Programs/Projects/Activities Non-projects/Services including capacity building requirements
5. Preparation of Sectoral Development Plans	<ul style="list-style-type: none"> • Vision Statement • Ecological Profile • Vision-Reality Gap • Sectoral Goals and Objectives • Policy Options/Strategies 	Sectoral Development Plan
6. Preparation of the Local Development Investment Program	<ul style="list-style-type: none"> • Prioritized list of PPAs • Revenue and Expenditure Forecast • Financing plan 	Local Development Investment Program
7. Identification of priority legislative requirements and capacity development interventions needed to implement the LDIP	<ul style="list-style-type: none"> • Policy Options/Strategies 	Legislative Requirements Capacity Development Program/Agenda
8. Adoption/Approval of the Sanggunian		Approved CDP

ANNEX B

SYNCHRONIZED LOCAL PLANNING AND BUDGETING CALENDAR (SLPBC 2016)

YEAR/MONTH	ACTIVITIES			
	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
Year 1 – July	1. RPS Sourcebook (DILG)		✓ (Election Year) Reconstitution of Local Planning Team	✓ (Election Year) Reconstitution of Local Planning Team
	2. CDP Guide and Illustrative Guide (DILG)			
	1. DILG Policy Guidelines on Updating of Local Plans		✓ Setting of planning guidelines for updating planning database	✓ Preparation of workplan for updating/preparation of CDP
	1. PLPEM and other reference documents (NEDA)		✓ Assessment of implementation of current PDPFP	
	1. PLPEM and other reference documents (NEDA)	✓ BLGF generates/updates financial indicators and transmits to Provinces through the DILG	✓ Updating of planning database	
	2. eSRE (BLGF) 3. LGFPMS (BLGF)			

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	NG OVERSIGHT AGENCIES	ACTIVITIES	
			PROVINCE	CITY/MUNICIPALITY
	<ol style="list-style-type: none"> 1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG) 3. LGPMS (DILG) 4. RaPIDS (DILG) 	<ul style="list-style-type: none"> ✓ RaPIDS/LDIS financial indicators from BLGF made available to cities and municipalities by DILG 	<ul style="list-style-type: none"> ✓ Updating of RaPIDS/LDIS ✓ Updating of Ecological Profile 	
Year 1 – August to November	<ol style="list-style-type: none"> 1. PLPEM and other reference documents (NEDA) 		<ul style="list-style-type: none"> ✓ Formulation of PDPFP (Analysis of the planning environment; Formulation of goals, strategies and objectives; Identification of priority programs, projects and activities) 	<ul style="list-style-type: none"> ✓ Formulation of goals, strategies and objectives based on the review and analysis in order to

YEAR/MONTH	NG-OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	NG-OVERSIGHT AGENCIES	ACTIVITIES		CITY/MUNICIPALITY
			PROVINCE		
	<p>2. GDP Guide and Illustrative Guide (DILG)</p> <p>3. RaPIDS Guide (DILG)</p>			<p>make them more responsive to the current situation and to make them consistent with higher level plans</p> <p>✓ Identification of priority PPAs to achieve the goals/objectives for the next six years (structured list of PPAs)</p>	
Year 1 - September	<p>1. DILG Guidelines on Reconstitution of Local Special Bodies</p> <p>2. CSO Handbook</p>		<p>✓ (Election Year) Reconstitution of Local Special Bodies (<i>Local Development Council, Peace and Order Council, Local Health Board and Local School Board</i>)</p>	<p>✓ (Election Year) Reconstitution of Local Special Bodies (<i>Local Development Council, Peace and Order Council, Local Health Board and Local School Board</i>)</p>	

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES			CITY/MUNICIPALITY
		NG OVERSIGHT AGENCIES	PROVINCE		
Year 1 November- December	DILG Policy Guidelines on Updating of Local Plans PLPEM (NEDA) RMM (BLGF) BOM (DBM)		<ul style="list-style-type: none"> ✓ Convening of PDC to present draft PDPFPs and Structured List of PPAs of Cities and Municipalities for the purpose of harmonization 	<ul style="list-style-type: none"> ✓ Mayor to present Structured List of PPAs 	
		<ul style="list-style-type: none"> ✓ Approval of PDPFP 			
		<ul style="list-style-type: none"> ✓ BLGF to provide Medium Term Forecasts to Local Treasurers (November) 	<ul style="list-style-type: none"> ✓ Medium-Term Revenue (Own-Source and External) Forecasts for Planning Purposes generated (latest year Y_{t-2}) by Local Treasurers 	<ul style="list-style-type: none"> ✓ Medium-Term Revenue (Own-Source and External) Forecasts for Planning Purposes generated (latest year Y_{t-2}) by Local Treasurers 	
			<ul style="list-style-type: none"> ✓ Medium-Term Forecasts for Current Operating Expenses prepared by Local Finance Committee 	<ul style="list-style-type: none"> ✓ Medium-Term Forecasts for Current Operating Expenses prepared by Local Finance Committee 	

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	NG OVERSIGHT AGENCIES	ACTIVITIES	
			PROVINCE	CITY/MUNICIPALITY
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG)			✓ Sectoral Development Plans completed (Ranked List of PPAs completed) ✓ Preparation of First Draft of LDIP: <i>New Development Investment Financing Potential component</i>
Year 1 December - Year 2 February	PLPEM (NEDA)		✓ Formulation of PDIP	
Year 2 - January	1. CDP Illustrative Guide 2. RMM (BLGF)			✓ Finalization of LDIP: <i>Finalization of Local Resource Mobilization Program and Medium Term Financing Plan</i> ✓ Drafting of Implementation

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
				Instruments: <i>Legislative Requirements,</i> <i>CapDev Agenda and Monitoring and Evaluation Strategy</i>
Year 2 – February	CDP Illustrative Guide (DILG)			✓ Finalization of Implementation Instruments
Year 2 – March	CDP Illustrative Guide (DILG)		✓ Conduct review of approved CDP and provide feedback to component LGUs	✓ Approval of CDP to include the Implementation Instruments (LDIP, Legislative Requirements, CapDev Program and M&E Strategy) ✓ Submission of CDP to the Province for review

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
	PLPEM and other reference documents (NEDA)		✓ Approval of PDIP	
Year 2 – May*	<ol style="list-style-type: none"> 1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG) 3. RMM (BLGF) 4. BOM (DBM) 5. PLPEM (NEDA) 		✓ Preparation of AIP by the Local Finance Committee	✓ Preparation of AIP by the Local Finance Committee
Year 2 – June 7*	<ol style="list-style-type: none"> 1. CDP Guide and Illustrative Guide (DILG) 2. BOM (DBM) 		✓ Approval of AIP by the Local Sanggunian	✓ Approval of AIP by the Local Sanggunian
Year 2 – June 15*	BOM (DBM)	✓ Issuance of Local Budget Memorandum on IRA level for		

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	NG OVERSIGHT AGENCIES	ACTIVITIES	
			PROVINCE	CITY/MUNICIPALITY
		ensuing year by DBM		
Year 2 – June 16*	BOM (DBM)		✓ Issuance of Budget Call	✓ Issuance of Budget Call
Year 2 – July 5*	BOM (DBM)		✓ Conduct of Budget Forum	✓ Conduct of Budget Forum
Year 2 – July 15*	BOM (DBM)		✓ Prepare and submit Budget Proposals (Department Heads)	✓ Prepare and submit Budget Proposals (Department Heads)
Year 2 – August*	BOM (DBM)		✓ Conduct of Budget Hearing (August 15)	✓ Conduct of Budget Hearing (August 15)
Year 2 – October*	BOM (DBM)		✓ Preparation of Executive Budget (October 10)	✓ Preparation of Executive Budget (October 10)
			✓ Submission of Executive Budget to Local Sanggunian for approval (not later than October 16)	✓ Submission of Executive Budget to Local Sanggunian for approval (not later than October 16)
Year 2 – October 17 onwards*	BOM (DBM)		✓ Enactment of an Appropriation	✓ Enactment of an Appropriation Ordinance

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
			Ordinance authorizing the Annual Budget	authorizing the Annual Budget
Year 2 - Within three (3) days after approval of the Ordinance authorizing the Annual or Supplemental Appropriations*	BOM (DBM)		<ul style="list-style-type: none"> ✓ Submission of Appropriation Ordinance to DBM for review 	<ul style="list-style-type: none"> ✓ Submission of Appropriation Ordinance to Province for review
Year 2 - Within ninety (90) days from the receipt of the submitted Annual or Supplemental Budgets for review of Provinces, Cities and Municipalities*	BOM (DBM)	<ul style="list-style-type: none"> ✓ Review of Appropriation Ordinance of Provinces, HUCs/ICCs and Municipality of Pateros 	<ul style="list-style-type: none"> ✓ Review of Appropriation Ordinance of Component Cities and Municipalities 	<ul style="list-style-type: none"> ✓ Review of Appropriation Ordinance of Barangays
Year 3 - January-December*	BOM (DBM)		<ul style="list-style-type: none"> ✓ Budget Execution ✓ Budget Accountability 	<ul style="list-style-type: none"> ✓ Budget Execution ✓ Budget Accountability

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES			CITY/MUNICIPALITY
		NG OVERSIGHT AGENCIES	PROVINCE		
Year 3 – January-December*	PLPEM (NEDA)		✓ Monitoring of implementation of the PDPFP and PDIP		
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG)				✓ Monitoring of implementation of the CDP
April*	PLPEM (NEDA) CDP Guide and Illustrative Guide (DILG)		✓ Adjustment of PDIP		✓ Adjustment of LDIP
Year _n – May*	1. PLPEM (NEDA) 2. CDP Guide and Illustrative Guide (DILG)		✓ Preparation of AIP		✓ Preparation of AIP
Year _n – June 7*	1. CDP Guide and Illustrative Guide (DILG) 2. BOM (DBM)		✓ Approval of AIP		✓ Approval of AIP

* - recurring every year

ANNEX C

LIST OF DILG GDP TRAINERS

Office/Region	Station	DILG Personnel
Central Office	BLGD	Maria Angela Monica Salud B. Mamuyac Arce P. Fajardo
NCR	Regional Office	Adrian J. Lopez Jonathan Garbo
CAR	Regional Office	Rolando R. Gonzales Florinda M. Garcia Johnny L. Mauting Evelyn M. Saingan Jocelyn A. Rojo
	DILG Abra	Jimmicio Daoaten Alfrainer F. Partido Janice Cristine D. Barreras Dexter L. Idos Sharima T. Valera Mila B. Castillo
	DILG Apayao	Marvin A. Basquez Roderick D. Begtang
	DILG Baguio City	Anabelle L. Camacho
	DILG Benguet	Cesar U. Ating Chryl Rose F. Cardenas Randy T. Luma-ang Marleen M. Guerzon
	DILG Ifugao	Roselle N. Aplosen Isabelle A. Bulayungan Jeda P. Monayao Melchor Anthony G. Cortez Linda H. Marcaida Florita G. Narciza Regina T. Dong-e Wilbert M. Umalco
	DILG Kalinga	Rosalinda B. Santiago Mediatrix R. Aliño Gemma O. Bawanta Hanna Lynel G. Elveña Thyrza Shoey L. Dogui-is

Office/Region	Station	DILG Personnel
	DILG Mt. Province	Ofelia L. Claudio Robert P. Mangngey, Jr. Jennifer L. Licyayo Trisha Marie A. Dogup Maritess M. Cariño Lourdes Claire F. Peel Domingo G. Mabiasan Jill F. Fa-ed
Region I	Regional Office	May Rose R. Ancheta Marilou Ortiz
	DILG-Ilocos Sur	Eloisa Rigucera Kay Legrand R. Digay
	DILG-Ilocos Norte	Laurice M. Aguinaldo
	DILG-Pangasinan	Marilou Ortiz
	DILG-Manaoag	Jose O. Biason, Jr.
	DILG – La Union	Rhodora G. Soriano
Region II	Regional Office	Karen C. Tanjusay Jasmin A. Tumaliuan Razel Codamon
	DILG-Isabela	Lakambini Cayaba
	DILG-Cagayan	Christopher Mark B. Domingo
	DILG-Nueva Vizcaya	Karla Bernadette Ablea Ronald Robertson T. Acojido
Region III	Regional Office	Niña Katrina M. Naval Jayson S. Jumaquio
	DILG Nueva Ecija	Elria E. Hermogino Louie C. Manarpiis
Region IV-A	Regional Office	John M. Cerezo Joseph Ryan Geronimo Annalyn Marie Angulo
	DILG Rizal	Cherribin C. Panganiban Oliver R. Montefalcon
	DILG Quezon 2	Reginaldo S. Revilla Oscar C. Espiritu Jed Carlo T. Espedido Carl Edgar B. Cusi Melchor O. Avenilla, Jr.
	DILG Quezon 1	Sonia R. Matanguihan

Office/Region	Station	DILG Personnel
Region IV-B	Regional Office	Ivan Stephen Fadri John Garing Lorenzo F. Suarez Glaiza T. Abacan Luisa F. Famarin
	DILG-Oriental Mindoro	Delia M. Pedrasa
Region V	Regional Office	David De Guzman Jr. Nela dela Calzada Summer Hope B. Aycardo Rafael dela Rama Donna Dawn Vibar
	DILG-Camarines Sur	Kathlyn Lopez Hazel Deocareza
	DILG-Camarines Norte	Ma. Cecilia V. Del Puerto Mary Ann B. Abilgos Shielame B. Villa Milrose Abilay
	DILG-Masbate	Roma Santa Miranda Rey B. Balaguer
	DILG-Sorsogon	Rico Gaurino Sharo Banzuela
Region VI	Regional Office	Josaril Villabeto Mariecelle N. Bello-Zamora April Mae Plazo
Region VII	Regional Office	Virgie Clapano
Region VIII	Regional Office	Blanca Cercado Jenna A. Negros Carlyn C. Nical
	DILG-Northern Samar	Norberto Doroga, Jr.
	DILG-Samar	Carel Jean Uy Karen Dacurawat Maribeth Aguilaw
	DILG-Eastern Samar	Marvin Cawasiano Maria Florita B. Macorro Anna Lisa Daguinod Candelaria A. Badillo
Region IX	Regional Office	Ginagene Uy
Region X	Regional Office	Myrna Felicilda Hazel Occena

Office/Region	Station	DILG Personnel
Region XI	Regional Office	Cristina D. Amoy Ofelin V. Chan Victoria P. Pilotoso Muhammad Abutazil Marie Therese B. Sioco Mika-Chan Magtulis Edna Yap
	DILG-Davao del Norte	Jonathan Leybag
	DILG-Davao del Sur	Remedios Baldovino
	DILG-Davao Oriental	Lucenita Niez Anna Mae R. Valenteros Julia Masongsong
	DILG-Davao City	Vicky Sarcena
Region XII	Regional Office	Rilimin Sandoval Maria Alma M. Engcong
Region XIII	Regional Office	Milariza Beniga
NIR	DILG-Negros Occident	Maria Fatima Marie Liz G. Snook
ARMM	Regional Office	Luzminda Halud Alibaer Pangandaman Saffrullah D. Yusoph
	DILG-Sulu	Kerwin Tan Saudi Nur-sadat K. Iragi Marline Pasil
	DILG-Lanao del Sur	Bolkiya Mamaingco Jhohanna Marie Lucman
	DILG-Tawi-tawi	Ruslie Abidin
	DILG-Basilan	Reina G. Ajijul Nida J. Nur Ra-diyah M. Akaed Edwina O. Isa