



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



**GUIDELINES FOR THE CONSTRUCTION OF HALFWAY HOUSE FOR
FORMER (NPA) REBELS (FRs) UNDER THE
COMPREHENSIVE LOCAL INTEGRATION PROGRAM (CLIP)**

MEMORANDUM CIRCULAR NO. 2017-146

Date October 30, 2017

Reference Number: MC 2017-79

Date: June 19, 2017

I. LEGAL BASES

- A. Item VII [C] of the DILG-OPAPP Joint Memorandum Circular No. 2016-02 dated March 2, 2016, entitled: "Revised Guidelines for the Implementation of the Comprehensive Local Integration Program (CLIP)," provides that LGU shall be allocated with financial assistance from the CLIP for the construction of Halfway House, a facility for FR that will:
1. House him/her while awaiting his/her enrolment to the program; and,
 2. Serve as venue in conducting rehabilitation and healing sessions, and education and skills training activities.
- B. Department of Budget and Management (DBM) authorization dated December 5, 2016 that the CLIP fund may be utilized for the construction of Halfway House.

II. PURPOSE

To set the systems and procedures so that concerned Province/HUC shall construct halfway house in accordance with pertinent laws and prescribed accounting rules and regulations.

III. SCOPE

This shall cover all activities to be undertaken from start to finish. It shall cover the roles and responsibilities of stakeholders, the institutional arrangements, the procedures in the management and releases and liquidation of funds, including the procedures and responsible offices in the monitoring of the project from start to finish.

IV. COVERAGE

All Provinces/HUCs with FR except LGUs in ARMM.

V. IMPLEMENTING GUIDELINES

A. Pre-Implementation Phase

1. Eligibility Requirement

- a. Province/HUC that has requested financial support for the construction of Halfway House for their enrolled FRs.
- b. Other Provinces/HUCs that will request for Financial Assistance for the construction of Halfway House will also be provided with funding allocation, subject to the availability of funds.

2. Criteria in the Selection and Prioritization

- a. Highest number of enrolled FRs
- b. No existing Halfway House
- c. Available donated lot/site to build the structure
- d. Functional skills training programs
- e. Strong partnership with the TESDA, CHED and other CSO engaging in Education and Technical programs
- f. Willingness of the province or city to take charge of the maintenance and operation of the facility, including the basic homeroom sets i.e. beds, chairs, tables, kitchen utensils and other accessories and appliances

3. Procedural Requirements for Accessing the Fund in the amount of Five Million Pesos (PhP 5,000,000.00)

a. Assessment of Implementing Partner

- a.1 The Implementing Partner is defined as the Provincial/HUC Government that will be responsible in the procurement and implementation of the project.
- a.2 As a general rule, the Provincial/HUC Government that has jurisdiction over the proposed project, including operations and maintenance, shall be the Implementing Partner provided said LGU is capable to implement based on the following terms and conditions:
 - a.2.1 Availability of Technical Staff who can manage the project;
 - a.2.2 Availability of funds for the administrative costs;

- a.2.3 Capacity to implement projects through Competitive Bidding or by Administration;
 - a.2.4 Capacity to comply with the Procurement Timeline set forth in RA 9184, in the event of a failed bidding;
 - a.2.5 Capacity to monitor and evaluate project implementation;
 - a.2.6 Capacity to operate and sustain the project, particularly the capacity to provide annual Operation and Maintenance fund; and,
 - a.2.7 Proof of Land Ownership or Acquisition of Lot for the construction of Halfway House.
- a.3 The Implementing Partner has no available land but has existing government facility:
- a.3.1 The fund for the halfway house can be used to repair existing government facility, provided that a MOA between said government agency and the respective LGU, on behalf of the CLIP Committee, is signed; and,
 - a.3.2 If facility that will be used as halfway house belongs to a Regional Line Agency, and where repairs shall be undertaken to convert such into a halfway house, a MOA between the LGU and the respective Regional Line Agency must be forged.

4. Signing of Memorandum of Agreement (MOA)

- a. The DILG Regional Offices through the concerned DILG Provincial and Highly Urbanized City Offices, shall assess the capability and absorptive capacity of the proposed Implementing Partner within five (5) working days after receipt of the list of beneficiaries.
- b. The concerned Sangguniang Panlalawigan / Panlungsod to submit a Resolution authorizing the Governor/HUC Mayor to enter into a MOA with the DILG within twenty five (25) working days and to declare therein that the LGU shall be responsible for the management and maintenance of the halfway house.
- c. After the submission of the appropriate Sangguniang Panlalawigan/Panlungsod Resolution, a MOA shall be forged between the DILG Regional Director and the Provincial Governor/HUC Mayor to establish the implementation arrangements.
- d. The MOA shall consider among others the following:
 - 1. The Project cost; and,
 - 2. The LGU counterpart fund for the implementation of the project in excess of the allocation.

- e. The MOA shall be signed within five (5) working days after the submission of the required documents as stated in **Annex A**.
- f. Copy of perfected MOA shall be submitted to both the COA Regional Auditor and LGU Resident Auditor, within five (5) working days after all parties have signed the MOA.

5. Preparation and Submission of Project Proposal and Supporting Documents

- a. As a general rule, the preparation of Project Proposal (**Annex B**) including the Detailed Engineering Design (DED) or Technical Design, whichever is applicable, and other supporting documents shall be the responsibility of the Implementing Partner. It shall be submitted in five (5) copies together with the required documents.
- b. Project proposal including complete supporting documents as stated in **Annex A** shall be submitted within sixty (60) working days after MOA signing.

In case the proponent LGU fails to submit the Project Proposal within the prescribed period, the proponent LGU must submit a justification letter to the DILG RO within fifteen (15) working days. If the justification is not acceptable, DILG RO shall issue a demand letter to the proponent LGU that the proposed project has been cancelled.

6. Mechanics for Fund Releases

- a. Immediately after the approval of the Project Proposal by the DILG Regional Director, he shall issue a Certificate of Availability of Funds (CAF) (**Annex C**) to the Implementing Partner.
- b. Immediately after the signing of the MOA, the concerned DILG Regional Office shall release the 100% of the fund to the Implementing Partner upon compliance of the requirements. The Implementing Partner recipient shall issue Official Receipt (OR) to the DILG-RO corresponding to the amount received.

7. Procurement by the Implementing Partner

- a. Preparation of bidding documents may be started after the submission of project proposal and should be finalized immediately after its approval.
- b. Upon receipt of the approved project proposal and the required documents from the DILG, prepare the Procurement Timeline for the public bidding of the project to be certified by the LGU Bids and Awards Committee duly approved by the Provincial Governor/HUC Mayor.
- c. Start the publication and posting of the Invitation to Bid (ITB) within five (5) working days after issuance of the CAF by the DILG-RO.

Submit to the DILG Provincial/HUC Director a copy of the Invitation to Bid (ITB) as published in the newspaper and PhilGEPS website, within two (2) working days after publication and posting. Complete the bidding process following the timelines as stipulated in R.A. 9184.

- d. Invite the DILG Regional/Provincial/HUC Director or his duly authorized representative to observe during the bidding process as an Observer.
- e. In the event of a failed bidding, the re-bidding shall be started within five (5) working days after the BAC has issued a resolution declaring a failure of bidding, in accordance with the timelines set forth in RA 9184. Within the same period, submit to the DILG-RO a revised PFP indicating the revised target dates for the bidding.
- f. In the event that the Implementing Partner will have to resort to negotiated procurement after two failed biddings, the Implementing Partner shall commence the negotiation within five (5) working days after the Bids and Awards Committee (BAC) has issued a resolution declaring a failure of bidding and complete the negotiation within fifteen (15) working days in accordance with the provisions set forth in R.A. 9184.
- g. In case of failure in the two (2) biddings and negotiated procurement, the Implementing Partner shall seek clearance from the DILG Regional Director concerned to implement the project by Administration. In such a case, the procurement of materials/goods shall adhere to RA 9184. Likewise, the Implementing Partner shall submit a revised Program of Works that excludes Contractor's Profit, Taxes and Overhead Contingencies and Miscellaneous (OCM) expenses with unit price derivations per item of work, for review, validation and approval by the DILG-RO. In case the Implementing Partner refused to implement the project by administration, the Implementing Partner shall return the funding allocation to DILG-RO for remittance to the National Treasury.
- h. Per COA Circular No. 2009-001, Section 3.1.1 dated February 12, 2009, within five (5) working days from the execution of the contract, the Implementing Partner shall submit to the Local Auditor a copy of the said contract, together with all the documents forming part thereof, by reference or incorporation.
- i. The Procurement is deemed completed upon the issuance of the Notice to Proceed (NTP) by the Implementing Partner.
- j. Within Five (5) working days after the receipt of the winning bidder of the NTP, the Implementing Partner shall submit to DILG-RO the following:
 - a. Certified true copy of the BAC Resolution Recommending Award of Contract
 - b. Certified true copy of the Notice of Award (NOA)
 - c. Certified true copy of the approved Contract of Agreement
 - d. Certified true copy of the NTP
 - e. Certified true copies of bidding documents and evaluation report

8. The DILG Regional/ Provincial/ and HUC Office shall ensure that these standards and policies are considered during review and evaluation/appraisal, and are being observed during actual implementation by the Implementing Partner.

B. Implementation Phase

1. The Implementing Partners shall-

- a. Designate a full-time Project Engineer/Inspector or create a Project Supervision Team, whichever is necessary, to supervise the construction/implementation of the project.
- b. Conduct a Pre-Construction Conference with the Contractor in coordination with the DILG-RO and DILG Province/HUC, immediately after the acceptance of the NTP to discuss the suggested Agenda in the conduct of the Pre-Construction Conference as provided in Annex D.
- c. Ensure that the Contractor hires at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements from the available bonafide residents in the province, city or municipality where the project is located, consistent with RA 6865 dated 12 December 1988.

Ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force; and, (3) transparency in the criteria for selection, and prioritizing those from the community with no current employment and are able-bodies.

- d. Submit or cause the submission of a monthly report on the labor force employed within the project based on the format shown in Annex E, as part of the Monthly Physical Accomplishment Report.
- e. Observe the Contractor's requirements in the implementation of the project as indicated in Annex F.
- f. Submit or cause the submission of a narrative Monthly Physical Accomplishment Report within five (5) working days after the end of each month supported by the Statement of Work Accomplished (Annex F). Copy of the report shall be submitted to the DILG-RO and DILG Provincial/HUC within two (2) working days.
- g. Issue a **Warning Letter to the Contractor** and require the submission of a catch-up plan to complete the works within approved contract period, in case there is noted/observed delay in the implementation of project by contract. If the delay is due to unforeseen events or other reasons known to and accepted by the Implementing Partner, the Contractor shall submit a request within thirty (30) calendar days from the occurrence of such circumstances/events leading to the delay, for either suspension of works or extension of contract time. Any Contractor's request submitted beyond the said period shall be denied. The

Implementing Partner shall act on the Contractor's request within three (3) working days upon receipt of the request.

- h. Assess/evaluate the situation, including the determination of the accomplished and remaining works, and officially notify the Contractor to explain the reason for abandonment/stoppage of work and the consequence of its action, in case the Contractor has abandoned the project or there is stoppage of work for unknown reasons. If warranted, it shall forfeit the Performance Security Bond in their favor and recommend blacklisting of the Contractor and revocation of the PBAC License. It shall immediately inform the DILG-RO, thru channel, on the said abandonment/stoppage of work. Upon clearance by the concerned DILG-RO, it shall take over the work or immediately rebid the remaining work.
- i. In case the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for **liquidated damages**, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. To be entitled to such liquidated damages, it does not have to prove that it has incurred actual damages. The Liquidated Damages shall be deducted from any money due or which may become due the contractor under the contract and/or collect such liquidated damages from the retention money or other securities posted by the contractor whichever is convenient to the Implementing Partner.
- j. In case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the procuring entity concerned may **rescind the contract**, forfeit the contractor's performance security and takeover the prosecution of the project or award the same to a qualified contractor through negotiated contract.
- k. Request inspection from the DILG-RO when the project reaches 95% physical accomplishment for Punchlisting. Immediately after inspection, it shall inform the Contractor to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.
- l. Conduct joint final inspection with representatives from the DILG Regional/ Provincial / HUC Office and the COA within three (3) working days after submission of the Contractor's request for Final Inspection of the project.
- m. Organize ceremonial inauguration of the project after its completion.
- n. Prepare and submit to DILG-RO the Project Completion Report (PCR), within six (6) months after completion which should include the following documents:
 - n.1 Copy of Certificate of acceptance and/or certificate of completion/turn-over;

- n.2 Copy of COA Certification of Liquidation of 100% of the CLIP Fund; and
 - n.3 Copy of Report of Disbursement/Liquidation duly received by the COA Auditor concerned.
 - o. Submit a copy of the PCR to the CLIP Committee within the same period.
2. The DILG Regional Office, through the concerned Provincial / HUC Office shall:
- a. Take the lead in monitoring all aspects of project implementation.
 - b. Observe/check the Contractor's requirements in the implementation of the project, during monitoring visits as indicated in Annex C;
 - c. Advise the Implementing Partner of any noted deviations and shall cause the Contractor to initiate corrective actions;
 - d. Validate reports submitted by the Implementing Partner on the Contractor's compliance with the provisions of R.A. 6685 regarding hiring of skilled and unskilled labor. If the Contractor is not compliant with said provisions, the Implementing Partner shall immediately be advised to cause the Contractor to comply;
 - e. Advise the Implementing Partner to submit justification for not reporting the stoppage of work and assess/evaluate the situation and recommend appropriate action, in case it did not report the stoppage of work for unknown reasons, or the Contractor has abandoned the project;
 - f. Monitor the project and advise the Implementing Partner to:
 - f.1 Organize the joint inspection for Punchlisting before the project reaches 95% accomplishment;
 - f.2 Organize the joint final inspection before the project reaches 100% physical accomplishment; and
 - f.3 Request the COA for final inspection upon 100% completion of the project.
 - g. Recommend to the DILG Regional Office by the concerned DILG Provincial/HUC Office, the inclusion of the Implementing Partner in the list of poor performances in case it cannot complete the project within the approved contract duration.

3. Fund Administration

The Fund shall be used exclusively for the following:

- a. To finance the implementation of the approved projects reflected in the signed MOA;
- b. To finance the preparation of DED through the engagement of local consultancy services through competitive bidding following R.A. 9184 (Government Procurement Reform Act). The DED Cost to be charged under the Fund should not be more than 3% of the CLIP Fund.

Any excess shall be borne by the Implementing Partner as equity/counterpart. Cost for DED may be inclusive of preliminary surveys such as geo-resistivity tests on potential well source for water supply, and other related surveys necessary for the development of the DED. However, the Implementing Partner that has the capacity to undertake the DED should do so in-house, using their own resources.

- c. Unexpended balance of the CLIP Fund shall be returned to the DILG-RO for remittance to the National Treasury.
- d. In no case shall the Implementing Partner use the CLIP Fund to cover administrative costs of the Implementing Partner personnel overseeing and monitoring the project implementation. Such expenses shall be borne by the Implementing Partner.

C. Post Implementation Phase

1. Liquidation of Fund Transfer to Implementing Partner shall-

- a. Liquidate the funds and submit to the DILG-RO, either in print or by way of electronic documents, the duly signed Report of Disbursement (ROD)/Liquidation.
- b. Submit to DILG-RO the Report of Disbursement/Liquidation (ROD), including the supporting documents as evidence of the actual utilization of funds within seven (7) working days after the end of each month. The ROD shall be duly signed by the LGU Accountant and approved by the Provincial Governor/ HUC Mayor and duly received by the concerned COA Auditor. See **Annex G** for the pro forma ROD. The supporting document shall include, but not limited to the following:
 - b.1 Copy of Disbursement Voucher (DV);
 - b.2 Copy of Checks Issued to Creditors;
 - b.3 Copy of Official Receipts by Creditors; and,
 - b.4 Copy of Creditor's Billings.
- c. The ROD duly received by the office of the COA Auditor concerned shall be the basis for recording the liquidation of the fund transfers to LGUs by the concerned RO subject to COA post-audit.
- d. Within ten (10) working days after the end of each month, the DILG-RO shall submit to DILG-CO the Regional Consolidated Report on Fund Utilization. Please refer to **Annex G** for the Proforma Regional Consolidated Report on Fund Utilization.
- e. The Implementing Partner shall submit to the DILG-RO a copy of the COA Inspection Report as soon as it becomes available.
- f. Within seven (7) working days after the end of each month, the DILG-RO shall submit to the DILG-CO the report on the utilization of the funds transferred for operational expenses.

2. Reporting and Monitoring

2.1 The Province/HUC concerned shall submit the Statement of Work Accomplished (SWA) (Annex E) and Statement of Receipts and Disbursement (SORD) (Annex F) to the DILG Regional Office thru the proper channels five (5) days after the end of ensuing month copy furnished DILG-CO thru the CLIP Google Drive.

2.2 The DILG Regional Team shall conduct quarterly monitoring visits. The DILG-CO CLIP Team shall conduct spot-checks and validation.

2.3 Within 10 calendar days of project completion, the LGUs shall submit the copy of their Project Completion Reports (PCRs) to the DILG Regional Office thru the proper channels. The PCRs to be submitted by the LGUs shall include the following attachments:

2.3.1 Certificate of Project Completion by the Provincial Governor/HUC Mayor;

2.3.2 Copy of Statement of Receipts and Disbursement (SORD) duly received by the local COA;

2.3.3 2 High-resolution (preferably geotagged) JPEG photos of the completed project site taken from two angles; and,

2.3.4 Provincial Governor/HUC Mayor and beneficiaries' testimonies.

2.4 The DILG Regional Office through the proper channels must ensure the regular monitoring of the implementation of CLIP funded projects in coordination with the Local CLIP Committee and other sectoral groups on a voluntary basis. CSO participation in field monitoring is highly encouraged as it complements the project monitoring at the national level.

VI. General Provisions

a. Adherence to National Government Standards and Policies

a.1 Implementing Partners shall abide by the following existing national standards/guidelines that should be observed by all parties:

a.1.1 Buildings and other vertical structures per CY 2005 Revised Edition of the IRR of the National Building Code (PD 1096), and Volume 1, 6th Edition of the National Structural Code of the Philippines published CY 2010 by the Association of Structural Engineers of the Philippines,

a.1.2 "No-build" zone in accordance with FY 2014 GAA; and

a.1.3 Sanitation Code of the Philippines pursuant to PD 856

- a.2 COA Rules and Regulations No. 94-013 dated December 13, 1994 "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies", and all other existing COA Circulars shall be observed. (after the post implementation)
- a.3 COA Circular No. 2013-004 dated January 30, 2013 entitled: "*Information and Publicity on Programs/Projects/Activities of Government Agencies*", as amended by COA Circular No. 2016-003 dated August 16, 2016.
- a.4 All procurement shall strictly comply with the requirements/procurement timelines of R.A. 9184 (Government Procurement Reform Act) for projects to be implemented by contract or by administration and all activities must be included in the Annual Procurement Plan.

VII. Penal Provisions

Non-compliance to the provisions of this Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

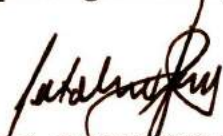
VIII. Annexes

- Annex A - List of Documentary Requirements
- Annex B - Project Proposal Format
- Annex C - Certification of Availability of Fund (CAF)
- Annex D - Suggested Pre-Construction Conference Agenda
- Annex E - Labor Force Employment Report
- Annex F - Statement of Work Accomplished (SWA)
- Annex G - Report of Disbursement/Liquidation

IX. Effectivity

This Circular shall take effect immediately.

X. Approving Authority


USEC. CATALINO S. CUY
OIC-SILG



XI. Feedback

For related queries, kindly contact the National Barangay Operations Office (NBOO) at Tel. Nos. (02) 925-0328 or (02) 925-1137, or e-mail us at nbooclipopapp@gmail.com

ANNEX A

List of Documentary Requirements

- 1. MOA Signing with the Implementing Partner**
 - a. Appropriate Sanggunian Resolution authorizing the Local Chief Executive to enter into a MOA for the CLIP Fund.
- 2. Submission of Project Proposal by the Proponent LGU**
 - a. Official letter submitting the required documents
 - b. Procurement Plan
 - c. Copy of the Physical and Financial Plans (PFP) duly approved by the Local Chief Executive and concurred by the DILG Provincial Director
 - d. Program of Works
 - e. Detailed Estimates
 - f. Detailed Engineering Design (DED)
 - g. Certified thru copy of the EO on the designation of the Focal Person
 - h. Certification or any form of document from MGB/Zoning Administration indicating that the project is not located in a “no-build zone”
 - i. Certificate of Land Ownership, if applicable
 - j. Certification from NCIP that the area affected does not overlap with any ancestral domain.
 - k. Copy of application for the issuance of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable
- 3. Issuance of CAF**
 - a. Request Letter from the Implementing Partner
 - b. Bank Certificate on Implementing Partner’s Trust Account in any Government Depository Bank
 - c. Appropriate Sanggunian Resolution Approving the allocation of LGU counterpart funds, if needed
 - d. LGU certification that the Bidding Documents are complete and ready for issuance
- 4. Fund Releases**

Immediately after the signing of the MOA, the concerned DILG-RO shall release the 100% of the fund to the Implementing Partner. The Implementing Partner recipient shall issue Official Receipt (OR) to the DILG-RO corresponding to the amount received.
- 5. Project Completion Report**
 - a. Project Completion Report;
 - b. As-Built Plans and Detailed Actual Project Cost;
 - c. Summary of Project Report on Disbursement/Liquidation or Audited Consolidated Report on Disbursement/Liquidation with separate Auditor’s Opinion;

ANNEX A

List of Documentary Requirements

- d. Certificate of acceptance of the project issued or signed by the recipient or beneficiaries;
- e. Sustainability Plan;
- f. Copy of COA certification of Liquidation of 100% of the project fund; and
- g. Others, as deemed necessary.

PROJECT PROPOSAL FORMAT

I. PROJECT PROFILE	
Project Title	Indicate Project Title (Specify if the project is New Construction or Rehabilitation of an existing facility.)
Project Location	Describe the political jurisdiction information from sitio to region. (Include the Congressional District of the LGU) Include a short geopolitical and socioeconomic profile of the covered city/municipality/ies.
Project Location Coordinates	Provide the geographical coordinates of the project.
Project Beneficiaries	Former NPA Rebels (FRs)
Total Project Cost	Indicate the Total Project Cost in Pesos and the percentage of contribution/counterpart of the proponent (if any)
Project Duration	Indicate number of man-days or man-months needed to implement the project
Project Proponent (PP)	Indicate the Proponent Name, Address and Contact Persons
Project Partners:	Describe other partners in the Project, CSO Participation, their roles and commitment, if any. Describe other sources of funding for the project including other support received relevant to the proposal.

Annex B

Project Proposal Format

II. PROJECT DESCRIPTION

A. Background/Rationale

Briefly describe and summarize the peace and development issue(s) of the conflict affected area/population being addressed by the project. Describe also how the project was conceptualized/how it came to being.

B. Project Objectives

Specify the Specific Objectives and state how would the specific program and project contribute to the target areas/beneficiaries and how will it respond to the issues that aggravate the persistence of armed conflict and promote peace.

C. Project Components (if applicable)

Specify the components of the project (program/project/activity/expected output/budget)

D. Expected Output/Outcome/Results

Describe the Expected Outputs/Results of the Project. This may be presented in Results Matrix format.

E. Peace and Social Cohesion Dimension

- Describe the consultation measures undertaken. Include results of the Simplified Stakeholders' Analysis undertaken
- Peace and Social Cohesion: If possible, describe how the PSC indicators will be achieved
- Gender Equality
Discuss concrete strategies and actions that were incorporated in the project design to gender equality and socio-economic impact. (e.g. sex disaggregated data, conscious involvement of women, employment to be generated, etc.)

Annex B

Project Proposal Format

F. Simplified Demand and Supply Analysis

Describe the existing and projected demand and supply situation

Describe the demand-supply gap, which should serve as the basis in technical design of the Project.

G. Technical Evaluation

G.1 Site Analysis

Describe the physical and spatial location of the proposed project, including

- Topography
- Hydrology
- Soil Investigation
- Proximity to Utilities
- Vulnerability to Natural Hazards
- Land Use/Zoning Plans

Notes: (to take into account DRRM)

- The proposed site should not be susceptible to excessive surface run-off or flooding except for small water impounding projects and inland fishery projects
- The proposed site should not be located on or near the slopes that is prone to landslide and erosion
- The proposed site should not be located near an active fault line
- The proposed site will not disturb historical and monumental markers
- The proposed project should not be located in a “no build” zone as identified by MGB of DENR

G.2 Design Considerations

- Specify the following in the Preliminary Quantity and Cost Estimates:
 - Activity
 - Bill of Materials/Services Needed
 - Unit Cost
 - Total Cost
 - Detailed Cost Estimates
- Indicate the description of the proposed project.

Annex B

Project Proposal Format

- Floor area
- Type of structure
- Social Considerations
 - Land Acquisition
 - Resettlement

H. Environmental Analysis and Related Strategy (if applicable)

Discuss the impact of the project on the environment and the proposed mitigating measures. Include the environmental management and monitoring plan (based on the suggested format)

Discuss concrete strategies and actions that were incorporated in the project design to ensure environmental soundness and gender equality. (e.g. sex disaggregated data, conscious involvement of women, impact of the project on the environment)

I. Project Management Structure

- Describe how the project will be implemented
- Composition of project management team and positions
- Implementation arrangement
- Other stakeholders and their roles
- Mechanisms for coordination between and among project stakeholders for grievance and redress

J. Sustainability/Phase-out Plan

Discuss the mechanisms to sustain the project, such as, stakeholders' support/mapping; network and linkages whether existing or projected to be established during project implementation, provision for institutionalization of lessons learned (if any); generation of resources to support the project; and identification of organization(s) or institution(s) that will operate and manage (support and monitor the project) the completed infrastructure or facility after termination of CLIP assistance (program):

- Operations and Maintenance
- Business Development Plan or Savings Mobilization Plan (for livelihood/enterprise projects)

K. Risk Assessment and Risk Management Strategy (if applicable)

Annex B

Project Proposal Format

Describe the factors that may affect progress and achievement of deliverables/output results including the proposed mitigating and risk management measures.

Identify factors internal to subproject management that may affect progress and achievement of deliverables/outcome results. Discuss mitigating and risk management measures.

Identify other external factors not mentioned in item E that may affect the progress and achievement of deliverables/outcome results. Discuss mitigating and risk management measures.

L. Commitment Section

This section should indicate LGU commitment to pursue measures/activities for the attainment of the following:

- Project sustainability
- Provision of annual maintenance budget
- Peace and social cohesion
- Transparency and accountability
- Compliance to the PD/EMP

III. IMPLEMENTATION SCHEDULE

Detailed breakdown by major activities, timeframe concern.

Prepared by:

Endorsed by:

Signature above Printed Name
P/HUC Planning and Development Coordinator

Signature above Printed Name
Governor/HUC Mayor

Approved:

Signature above Printed Name
DILG Regional Director

ANNEX C

Certification of Availability of Funds (CAF)

CAF No.: _____

Dated: _____

CERTIFICATION OF AVAILABILITY OF FUNDS (CAF)

Pursuant to the provisions of RA10717 (FY 2016 General Appropriations Act), the amount of _____ (amount in words of the total Regional Allocation) _____ (PhP amount in figures) has been allocated to DILG Region ___ for the implementation of the Comprehensive Local Integration Program and booked-up by this Office under Fund 102101.

This Office hereby certifies that a portion of the said appropriations is available for the Province/HUC of _____ (name of LGU) amounting to _____ (amount in words based on the signed MOA) _____ (PhP amount in figures) and shall be charged against the abovementioned appropriations to finance the Construction of Halfway House.

The corresponding cash shall be released in accordance with the signed Memorandum of Agreement (MOA) between the DILG Region and the Province/HUC of _____ (name of LGU) signed on _____ 2016 and the Memorandum Circular No. ___ (Guidelines for the Construction of Halfway House for Former (NPA) Rebels (FRs) under the Comprehensive Local Integration Program (CLIP))

Certified correct by:

Approved by:

DILG Regional Accountant

DILG Regional Director

ANNEX D

Pre-Construction Conference Agenda

SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA

I. PROJECT MATTERS

A. General Contract Data

- Name of Project
- Location of Project
- Name of Contractor
- Contract Amount
- Notice to Proceed
- Contract Duration
- Original Contract Effectivity Date
- Original Contract Expiry Date
- Variation Order, Time Extension, Time Suspension and Resumption, if any

B. Scope of Works

C. Delegation of Duties and Responsibilities and Command Structure

D. Documents required from Contractor

- Performance Bond
- Contractor's All Risk Insurance (CARI)
- Construction Program and Occupational Health and Safety Program
- Approved PERT-CPM, S-Curve & Bar-chart, Cash Flow, Manpower and Equipment Utilization Schedule duly signed by the Contractor and Implementing Partner
- For road projects prior to actual construction activities: As-Stake Survey Plan and Profiles, Survey Notes and Quantity Derivations
- Contract Agreement

E. Drawings of Project Sign Board Possession of Site

F. Measurement and Payment

- Measurement Method
- Frequency of Payment
- Contingencies and Day works
- Requirements for every billing
 - Statement of Work Accomplished (SWA)
 - Back-up Computation
 - Pictures/Photographs (Before, On-going, After)
 - Materials and Testing Tests Results

G. Verification of RROW acquisition/LAPP has been completed and that the Contractor has permission to move to the site.

ANNEX D

Pre-Construction Conference Agenda

- H. Review and agree the activities, flow-chart, forms and schedules of project monitoring and reporting
- I. Arrange and agree with Contractor's Program of Works
- J. Obtain from Contractor the List of Sub-contractors for approval by the Implementing Partner
- K. Request Contractor's Organizational Chart and CVs of personnel for comparison with those included in the bid
- L. Request Contractor's equipment and manpower utilization schedule for approval of the implementing Partner
- M. Possible meeting public utility authorities to coordinate and resolve possible work conflicts

II. SITE MATTERS

- A. Checks Contractor's shop drawing for signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
- B. Check's Contractor's mobilization of plant, equipment and personnel is in accordance with those details included in the Bidding documents, and all equipment is in good working condition and calibrated, if necessary
- C. Arrange with Contractor the operation for verification of quantities
- D. Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
- E. Check the Contractor's identification and quality of material sources
- F. Identify with Contractor possible areas for disposal of water materials
- G. Checks Contractor's proposal for safety
- H. Checks Contractor's proposal to ensure protection of environment
- I. Organize with Contractor the work-request system plus monitoring, testing and reporting procedures
- J. Check availability of construction materials on site, in accordance with the approved plans and specification
- K. Check staff as indicated in the Organizational Structure is present on site
- L. Check Quality Control tests results conducted whether they are consistent with the frequency and number specified in the Technical Specification and whether the tests were conducted by accredited testing center/laboratory
- M. Check Contractor's Works are in accordance with the approved Plans and Specification

III. Site Records

ANNEX D

Pre-Construction Conference Agenda

A. Supervision Reporting and Documentation

- Correspondence to/from Resident Engineer
- Correspondence to /from Contractor
- Correspondence with Other Implementing Partners
- Site Instructions
- Program of works
- Work Request form
- S-Curve reflecting the target and actual accomplishment
- Daily accomplishment
- Monthly Progress Report
- Minutes of Meetings
- Site Supervision Staff Attendance Record
- Monthly Labor Force Employment Report
- Memorandum Orders
- Daily Weather Records
- Progress Photographs
- Labor issues
- Vehicle and Equipment
- Expenses

B. Quality Control Testing

- Quality Control Program
- Concrete Design Mix-Trial Mix and Test Results
- Materials Report in support of Contractors claim
- Weekly Quality control Assurance
- Status of Tests
- Summary of Labor Tests
- Schedule of Tests
- Routine Testing (Quality test of aggregates and other materials)

C. Quantity Measurements

- Approved AS-staked Plan
- AS-staked quantity computations
- Variation Orders
- Measurement and Quantities-Daily/Weekly Record signed by Resident Engineer and Contractor
- Approved As-Built Plan
- As-Built Quantity Computations

ANNEX E
Labor Force Employment Report

Republic of the Philippines

(Name of Implementing Partner)

LABOR FORCE EMPLOYMENT REPORT

As of _____

Project Title: _____

No	Name			Address				Age	Gender	Occupational Skill
	Last	First	MI	Street	District	City/Municipality	Province			

Prepared by:

Contractor

Verified Correct by:

Provincial/HUC Engineer

ANNEX F

Statement of Work Accomplished (SWA)

Statement of Work Accomplished (SWA)																		
Project Title:																		
Implementing Partner:																		
Monthly Progress Report No:																		
Date Covered:																		
BILL NO.	DESCRIPTION OF ITEM OF WORK	QTY	UNIT	UNIT COST	TOTAL AMOUNT	WT %	TOTAL QUANTITY			TOTAL ACCOMPLISHMENT %			TOTAL ITEM ACCOMPLISHMENT %			TOTAL COST		
							Previous	This	To date	Previous	This	To date	Previous	This	To date	Previous	This	To date
		A	B	C	D	E	F	G	F+G	H	I	H+I	J	K	J+K	L	M	L+M

Prepared By:	Checked and Verified By:	Recommended By:	Approved By:	Monitored By:
_____	_____	_____	_____	_____
Contractor	Provincial/HUC Engineer	Focal Person	Governor/HUC Mayor	DILG Provincial/HUC Director
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

ANNEX G

Report of Disbursement/Liquidation (ROD)

DILG-CLIP FUND
Report of Disbursement/Liquidation
For the Month of _____

Amount Received per NTA No. ___

Less: Disbursement

Balance as of _____

Payee	Nature of Payment	Check No.	Date	Amount			Remarks
				DILG Fund	LGU Counterpart (if any)	Total	

Certified Correct:

Approved by:

Verified by:

Accountant

Head of Agency/LGU

Resident Auditor