



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)

DILG Memorandum Circular No. 2018-104

Date: July 5, 2018

TO : LOCAL CHIEF EXECUTIVES, MEMBERS OF THE LOCAL SANGGUNIANs, MEMBERS OF THE LOCAL FINANCE COMMITTEES, HEADS AND DIRECTORS OF THE CENTRAL AND REGIONAL OFFICES/FIELD OFFICES OF DILG AND ALL OTHERS CONCERNED

SUBJECT : POLICY GUIDELINES IN MONITORING OF THE FY 2017 ASSISTANCE TO DISADVANTAGED MUNICIPALITIES (ADM), FY 2018 ASSISTANCE TO MUNICIPALITIES (AM), FY 2018 SAGANA AT LIGTAS NA TUBIG PARA SA LAHAT (SALINTUBIG) PROGRAMS UNDER THE LOCAL GOVERNMENT SUPPORT FUND (LGSF), AND THEREAFTER

1.0 BACKGROUND

The FY 2017 Assistance to Disadvantaged Municipalities (ADM), FY 2018 Assistance to Municipalities (AM), and FY 2018 SAGANA at LigTas Na TUBIG para sa Lahat (SALINTUBIG) are National Government Programs designed to address the rising public expectations regarding the delivery of services by providing the Local Government Units (LGUs) with financial subsidy to fully realize their devolved service delivery functions. These Programs are funded under the Local Government Support Fund (LGSF).

The LGSF accelerates the implementation of projects funded under the National Government Programs by directly transferring financial subsidy from the DBM Central Office, through the Bureau of Treasury (BTr), to the LGUs. Hence, the need to monitor the projects to ensure that implementation of the same is in accordance with the National Standards, and that the allocated funds are utilized for the intended purpose.

In FY 2018, the DILG has appropriated Monitoring and Evaluation (M&E) funds under the LGSF for the monitoring of the LGUs' implementation of projects funded under the abovementioned Programs. Therefore, this Guidelines is formulated to provide clear monitoring procedures.

2.0 PURPOSE

This Memorandum Circular is being issued to prescribe the general policies and procedures in the DILG and LGU Monitoring of the FY 2017 ADM, FY 2018 AM and SALINTUBIG under the LGSF, and thereafter. Further, it is issued to ensure that all concerned are able to abide by the prescribed processes and be accountable for the overall implementation of the Programs.

3.0 LEGISLATIVE COMPLIANCE

As provided for under Republic Act (R.A.) No. 10924 otherwise known as the F.Y. 2017 General Appropriations Act (GAA), and R.A. No. 10964 otherwise known as the FY 2018 GAA, the DILG shall monitor the LGUs' implementation of the FY 2018 AM and SALINTUBIG Programs under the LGSF.

4.0 USERS OF THE GUIDELINES

This Guidelines shall cover all beneficiary LGUs of the FY 2017 ADM, the FY 2018 AM and SALINTUBIG under the LGSF, and the DILG Offices that are involved in the monitoring of the said Programs.

5.0 DEFINITION OF TERMS

For purposes of this Memorandum Circular (MC), the terminologies used in the MCs of the FY 2018 AM and SALINTUBIG under the LGSF shall also be applicable in this guidelines. Additional terminologies are defined as follows:

- 5.1 Aide Memoire** - Refers to an official document (Annex I) that summarizes the findings, recommendations, and agreements as a result of the project monitoring visit conducted by the DILG Technical Team.

- 5.2 Certificate of Completion and Acceptance** - Refers to a document issued by the LGU (Annex L-1, if project is implemented By Contract), or issued by the LGU and the End-user (Annex L-2, if project is implemented By Administration), accepting the project after 100% physical completion based on the Final Completion Inspection Report by the LGU Inspectorate Team (Annex K). The Certificate is signed by the LCE for projects implemented By Contract, or signed by the LCE and the End-user for projects implemented By Administration.

- 5.3 Certificate of Final Acceptance¹** – Refers to a document (Annex O) issued by the LGU upon final acceptance of the works, after the one-year Period of Warranty (Defects Liability Period) and after all defects, deficiencies and failures, if any, have been corrected and supplied, based on the Final Acceptance Inspection Report by the LGU Inspectorate Team (Annex N). The Certificate is signed by the LCE.
- 5.4 Civil Society Organizations (CSOs)** - Refers to accredited CSOs, which have previous experience and participation in local planning, in accordance with the existing guidelines prescribed under the DILG MC 2016-97 series of 2016.
- 5.5 Inspectorate Team** - Refers to the team composed of individuals, who originates from the LGU Project Monitoring Team and as invited, representatives from the DILG, accredited CSOs. The Inspectorate Team is tasked, among others, to conduct project monitoring and punch-listing prior the issuance of the Certificate of Completion and Acceptance (Annex L-1 if implemented By Contract or Annex L-2 if implemented By Administration) and Certificate of Final Acceptance (Annex O).
- 5.6 LGU Project Implementing Team (PIT)** – Refers to the team within the LGU that is tasked to implement the project in accordance to the provisions stipulated in the DILG MC No. 2018-61 and this Guidelines. The PIT is spearheaded by the Municipal Engineer. Among others, its tasks include project supervision and contract management for projects funded FY 2017 ADM and the FY 2018 AM and SALINTUBIG under the LGSF and ensure that the designs, plans, specifications, and construction of projects are in accordance with the National Government (NG) standards and within the range of costs of materials, labor, equipment, etc., and project duration of similar projects being implemented by a National Government Agency in the same locality. The Project Engineer designated by the Municipal Engineer is considered to be a part of the PIT. The PIT shall prepare and submit LCE-approved monthly report to the MLGOO in accordance with this Guidelines.
- 5.7 LGU Project Monitoring Team (PMT)** – Refers to the project monitoring team created or activated by the LGU under the Municipal Development Council (MDC), tasked to monitor the compliance of the LGU to the provisions in the DILG MC No. 2018-61 and this Guidelines. Among others, its tasks include ensuring that the roles and

¹ Section 62.2 of the 2016 RIRR of R.A. No. 9184

responsibilities of the LGU, including project supervision and contract management, are inherent to the implementation of the projects. It shall prepare and submit LGU Monthly Monitoring Report.

- 5.8 Local Development Council (LDC)** - Refers to the main advisory arm of the Municipality in setting the direction and coordinating development efforts in their respective territorial jurisdictions.
- 5.9 Monitoring** - Refers to the method of collecting and analyzing information to determine the program's development or progress in reference to its overall objectives. Monitoring outputs are used to come up with sound management decisions.
- 5.10 Notice of Authority to Debit Account Issued (NADAI)** - Refers to a document issued by the Regional Bureau of Treasury (BTr) to the Municipality informing that the funds have been deposited into the general fund account.
- 5.11 Notice of Defects/Deficiencies** - Refers to a document (Annex P) issued by the LGU to officially notify the Contractor (if By Contract) or the LGU Implementing Office (if By Administration) of the noted defects/deficiencies and required corrective repair works found during Punch-listing.
- 5.12 Office of Project Development Services** - Refers to the established three (3) sectoral offices under the OPDS of the DILG, namely 1) Water Supply and Sanitation PMO; 2) Local Access Roads PMO; and 3) Disaster Risk Reduction and Other Infrastructure PMO, which shall be responsible for the overall program management of AM.
- 5.13 Projects** - Refers to the projects culled out from the LDIPs of municipalities and shall be limited to: (i) local access roads; (ii) local bridges; (iii) potable water system projects; (iv) evacuation centers and disaster risk reduction-related equipment; (v) small water impounding projects; (vi) rain water catchment facilities; (vii) sanitation and health facilities; and (viii) municipal drug rehabilitation facilities, as provided in the second paragraph of Section 2-Assistance to Municipalities of the Special Provisions of the LGSF under the F.Y. 2018 GAA, page 585.

5.14 Project At Risk (PAR) – Refers to a project which has undergone risk assessment in the course of its implementation because of encountered deviation(s) in the monitoring parameter(s). Projects with encountered deviations shall be issued with 1st level Warning (Low Risk), 2nd level Warning (High Risk), or 3rd level Warning (Critical PAR).

1st Level Warning (PAR-Low Risk): The LGU shall provide catch-up plan and justification on the observed deviation. This shall be issued by the DILG Provincial Office (PO)

2nd Level Warning (PAR-High Risk): The project being implemented by the LGU is subject for possible cancellation. The LGU shall provide catch-up plan, justification, and undertake appropriate action(s) on the observed deviation. This shall be issued by the DILG Provincial Office (PO) copy furnish COA Local/Region/Central.

3rd Level Warning (Critical PAR): The project being implemented by the LGU is subject for cancellation and reversion of its fund allocation thereof, issued by the DILG Regional Office. The DILG RO shall submit to the OUSLG, thru the OPDS, the list of projects with 3rd level warning for vetting and endorsement to the DILG Secretary, together with the DILG RO technical recommendations for the said project(s). Upon approval of the DILG Secretary, the DILG RO will provide the concerned LGU the "Notice of Project Cancellation" which states the cancellation of the project and immediate reversion of the allocation/subsidy to the Bureau of Treasury (BTr), copy furnish COA Local/Region/Central.

5.15 Project Engineer – Refers to the designated engineer under the PIT, who is tasked to do the contract management and construction supervision of a specific project.

5.16 Project Monitoring and Evaluation Division (PMED) - Refers to the division of OPDS which is mandated to formulate policies and programs related to the provision of capacity building to improve LGU service delivery, oversee the implementation of the same and monitor and evaluate consolidated program and project data in relation to specific output and outcomes lodged within the bureau.

5.17 Period of Warranty² - Refers to the one (1) year Defects Liability Period within which the Contractor guarantees the quality of work he/she had contracted and completed as defined in the DPWH D.O. 99 Series 2015. It shall commence upon issuance of the Certificate of

² Section 62.2.2 of the 2016 RIRR of R.A. No. 9184

Completion and Acceptance as defined in Section 5.2 of this Guidelines and ends after the issuance of the Certificate of Final Acceptance as defined in Section 5.3 of this Guidelines. In addition to the regular repairs done by the Contractor during the Period of Warranty, at least two (2) weeks before its expiry date, the project shall again be inspected by the Inspectorate Team to determine any defects thereon. All discovered defects, if any, shall be repaired by the Contractor (if project is implemented By Contract) or by the LGU (if project is implemented By Administration) to the satisfaction of the Inspectorate Team after which the Certificate of Final Acceptance shall be issued to the Contractor by the LGU and/or by the End-user.

5.18 Potable Water - Refers to the water that has passed the Potability Test/Water Quality Test.

5.19 Potability Test/ Water Quality Test - Refers to the physical, chemical, and bacteriological examinations of water from newly-constructed systems or sources before and during construction, before they are operated and opened for public use, and a regular periodic conduct of the same after completion as part of the project sustainability.

5.20 Punch-listing – Refers to the activity conducted by the Inspectorate Team when the project reaches 95% physical accomplishment (coinciding with the Pre-final Inspection) to determine the overall completeness of the works. Punch-list is secured and usually attached to the Completion Inspection Report (Annex J). It will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time.

5.21 Variation Orders - Refers to modification in the scope of works in a construction or supply contract in the form of addition, substitution, or omission from the original scope of works, the issuance of which shall be in accordance with Annex E of the Revised IRR of R.A. No. 9184.

5.22 Warranty Security - Refers to the financial instrument submitted by the Contractor/Supplier/Municipality concerned in the form of cash, letter of credit, bank guarantees, surety bond callable on demand, to guarantee against structural defects/failures in the case of works, or against manufacturing defects in the case of goods, during the applicable Period of Warranty after project acceptance, the posting of which shall be consistent with the relevant provisions of the R.A. 9184 and its Revised IRR.

5.23 Water Source Validation - Refers to the confirmation of viability of water source in terms of quality and quantity to be developed for the intended beneficiaries.

6.0 POLICY CONTENT AND GUIDELINES

6.1 FRAMEWORKS FOR MONITORING AND EVALUATION

The monitoring of the FY 2017 ADM, and the FY 2018 AM and SALINTUBIG Programs shall be both Results-Based and Risk-Based. Results-Based Monitoring and Evaluation shall be guided by the DILG Simplified Results-Based Monitoring Guidebook, while the Risk-Based Monitoring shall be covered in this Guidelines.

The conceptual frameworks for both results-based and risk-based are shown in Figures 1 and 2. To monitor the overall impact of each project, individual Program Logframes must also be formulated.

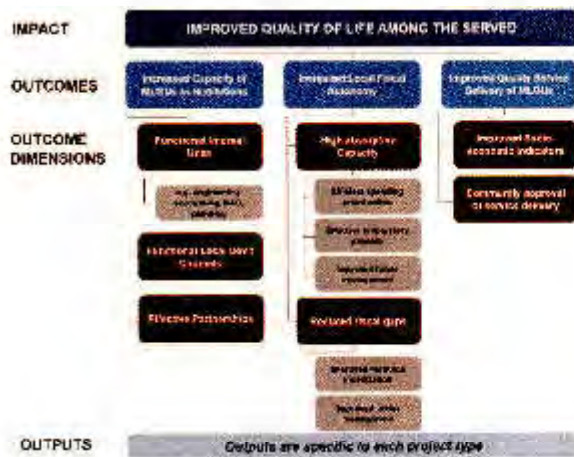


Figure 1. Results-Based Monitoring (Conceptual Framework)

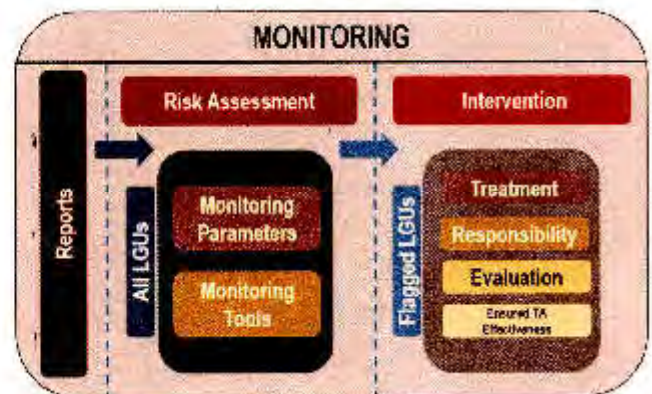


Figure 2. Risk-Based Monitoring (Conceptual Framework)

The Risk-Based Monitoring emphasizes the accountability of the LGUs in the implementation and monitoring of projects. It also emphasizes the DILG's oversight function to monitor the performance of LGUs in the implementation of the abovementioned programs and provide interventions as deemed necessary. The importance of External Monitors is likewise highlighted.

Risk-Based monitoring is a process of identifying "PAR" and "Critical PAR" using Risk Assessment tools that will help the Monitoring Teams to decide on which interventions are appropriate.

6.2 RISK-BASED OPERATIONAL FRAMEWORK (MONITORING SYSTEM)

Under this operational framework, three (3) subsystems are at work in the monitoring of the locally-funded projects, namely 1) DILG Monitoring, 2) LGU Monitoring, and 3) External Monitoring. The Framework, as illustrated in Figure 3, shows the operationalization and the interaction of the subsystems for the Risk-Based Monitoring.

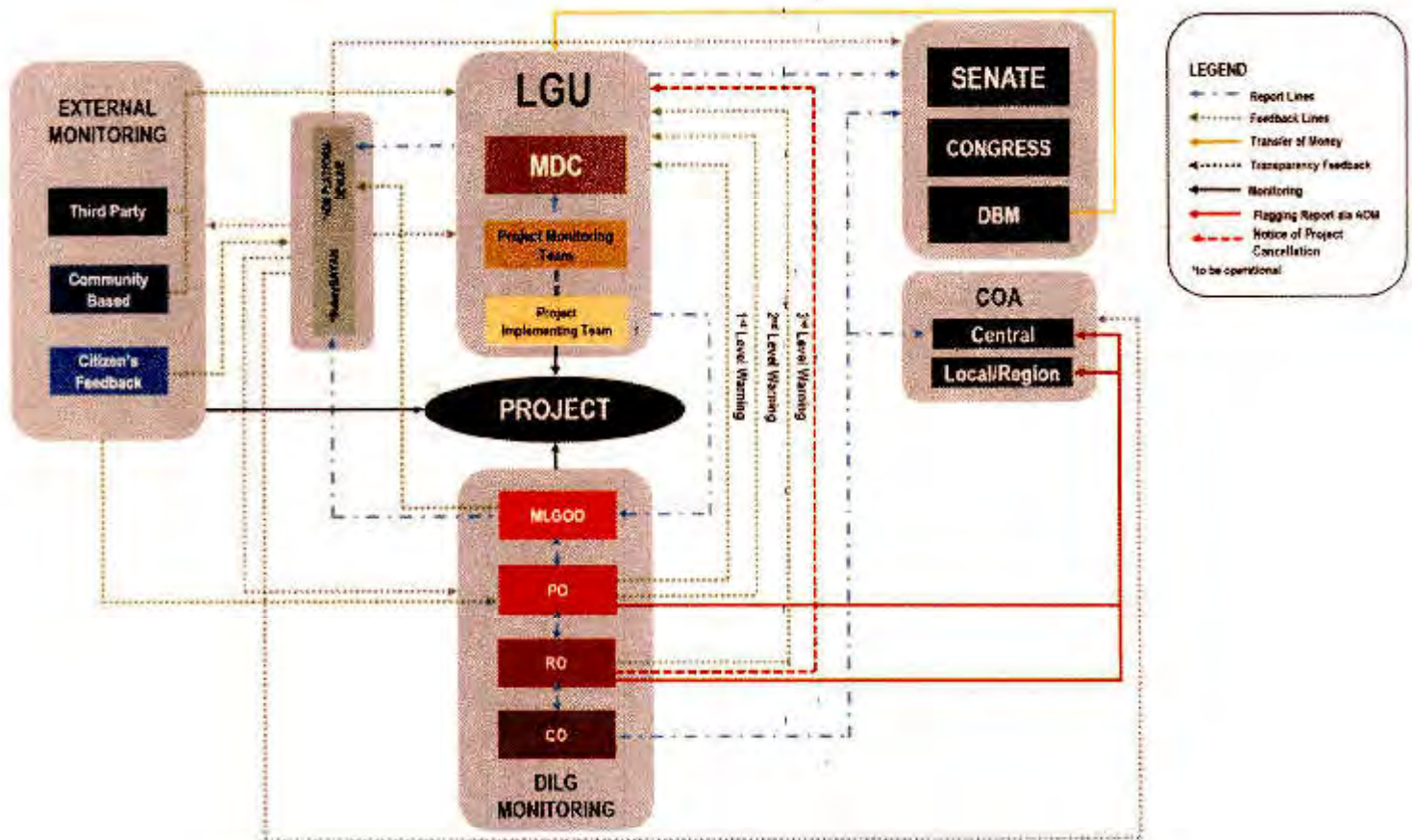


Figure 3. Risk-Based Monitoring Operational Framework

The framework identifies several functions which the subsystems have to perform to anticipate project risks and provide intervening solutions (in forms of technical assistance and close monitoring of the DILG) to resolve delays encountered in the implementation of the projects throughout the project cycle.

The DILG's bases of risk assessments are the Monitoring Parameters set within each stage of the project cycle. The monitoring parameters are tracked through the submission of required reports (e.g. monthly reports, aide memoire, etc.). Any observed deviations from the parameters determine the kind and level of risk of a particular project.

The framework is also designed to provide feedback mechanisms to the implementing LGU through a "Warning Scheme". Warning(s) is/are given to the project implementer in order to give actions to the observed deviations and initiate corrective actions to eliminate the risk within the prescribed timeline. The "Warning Scheme" has three (3) levels to which projects may be classified of as "Low Risk" (after receiving the 1st Warning), "High Risk" (after receiving the 2nd Warning) and "Critical PAR" (3rd Warning).

Feedbacks from the External Monitors are also highlighted in this framework. Observations from the external monitors will be evaluated and verified by the DILG and shall be the basis for the possible issuance of the 1st Level Warning.

For transparency, information generated from the risk assessment(s) shall be posted in the SubayBAYAN (DILG main portal for locally-funded projects), LGU Website, and any other systems/platform that will be developed for the projects. Quarterly Reportorial Requirements shall also be posted in the abovementioned portal, copy furnish COA and other Government offices (i.e., Senate, Congress and DBM) tasked to monitor the utilization of the funds in a quarterly basis as required under the applicable GAA.

6.2.1 EXTERNAL MONITORING

In accordance with the FY 2018 GAA, duly accredited CSOs and citizens may actively participate in the implementation by the way of the following:

- 1) Municipal Development Council project monitoring;
- 2) Observer in the procurement process;
- 3) Third party monitoring and evaluation; and
- 4) Citizen feedback mechanism.

Reports and observations from this subsystem may be used by the DILG Monitoring for further verification.

A separate Guidelines shall be issued as reference for the participation of CSOs as External Monitors in the implementation of the FY 2017 ADM, and the FY 2018 AM and SALINTUBIG Programs under the LGSF.

6.2.2 LGU MONITORING

This subsystem allows LGUs to have their internal monitoring in-place to ensure that the project being implemented by the LGU Project Implementing Team (PIT) is within the rules and regulations of the implementation guidelines.

For purpose of this Guidelines, the beneficiary LGUs shall have a Project Monitoring Team which shall be in-charge of monitoring the projects under the three (3) programs. The LGU may utilize or reactivate the existing Project Monitoring Committee (PMC) or the MDC Monitoring Team.

The composition of the PMC/MDC Monitoring Team shall be in accordance with the guidelines prescribed and issued by the DILG.

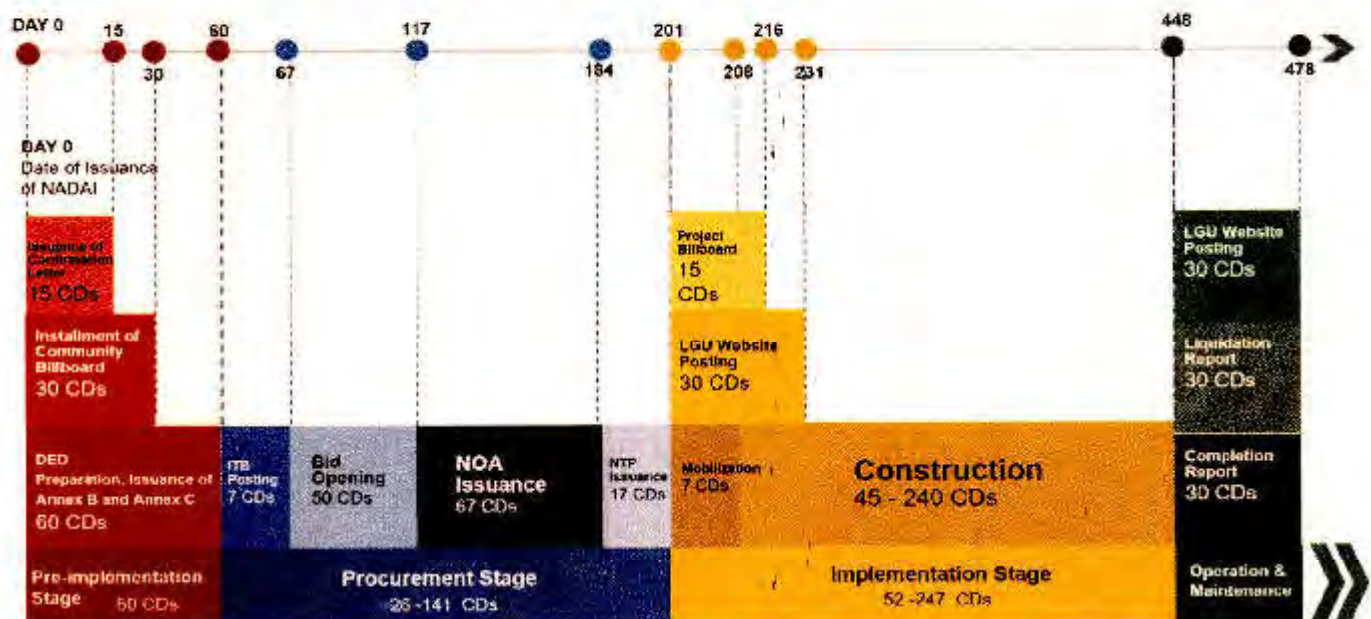
6.2.3 DILG MONITORING

To operationalize the provision stated in Section 3 of this guidelines, the DILG has organized monitoring teams and devised tools and procedures to oversee the project related activities of LGUs in the implementation of locally-funded projects in their respective areas. The monitoring teams shall track the development of the project whether it is in accordance with objectives of the program or not. The monitoring teams may also provide the beneficiary LGUs with technical assistance and capacity development activities as needed. The monitoring activities shall commence upon the endorsement of eligible LGUs for fund release.

7.0 MONITORING AND POLICY PROCEDURES

7.1 MONITORING STAGES

The Monitoring shall be divided into (4) four stages namely, 1) Pre-Implementation Stage; 2) Procurement Stage; 3) Implementation Stage; and 4) Operations and Maintenance Stage (Figure 4). The figure indicates the prescribed maximum number of days for each stage in the project implementation.



*For Potable Water System Projects, the Pre-Implementation Stage shall be 90 CD. Hence, the total implementation period shall be increased by 30 CD from 473 to 503 CD.

Figure 4. Monitoring Stages

- 1) **Pre-Implementation Stage** – This stage shall start from the date of receipt of funds by the LGU, which is indicated as the “**Value Date**” in the NADAI, and shall end upon the submission of the **Notarized Certification** (Annex B) and **Implementation Schedule** (Annex C) by the LGU to the DILG. The maximum duration of this stage shall be 60 calendar days (CDs).

Within the prescribed period, the Monitoring Teams shall track the compliance of LGUs in the following:

- A) Transferring the funds to be used for the project from the General Account to the Trust Account of the LGU
- B) Submitting the Confirmation Letter (Annex A) to the MLGOO confirming the receipt of funds from the Bureau of Treasury (BTr)

- C) Installing the Community Billboard in conspicuous places (Annex D)
- D) Preparing the DED, POW, and Bidding Documents
- E) Applying for all the permits and licenses to appropriate agencies
- F) Creating the LGU Monitoring Team or reactivation of the Project Monitoring Committee (PMC)
- G) Submitting the Notarized LGU Certification together with a copy of DED, POW, and implementation schedule to the DILG Provincial Office thru the MLGOO and the accredited CSO. (Annexes B and C)

2) Procurement Stage - This stage shall commence upon the submission of Annex B and shall end upon the issuance of the Notice to Proceed (NTP), and shall be completed with a minimum of 26CDs up to a maximum of 141CDs in accordance with the revised IRR of R.A. No. 9184.

The Monitoring Teams shall track the compliance of LGUs with the standard timelines set by the 2016 Revised IRR of R.A. 9184 in the following:

- A) Posting of ITB and provision of a copy of the same to the MLGOO
- B) Inviting CSO as observer in the Bid Opening
- C) Opening of Bids
- D) Issuing of Notice Of Award
- E) Issuing the Notice To Proceed within 7CDs after the approval of the contract with advice to mobilize within 7CDs upon receipt of NTP
- F) Notifying MLGOO and CSO that NTP has been issued

3) Implementation Stage - This stage has a minimum of 52CDs based on DPWH Circular No. 44 (Series of 2012) and No. 71 (Series of 2013), and a maximum of 247CDs from the receipt of the NTP by the contractor to the issuance of Certificate of Acceptance by the LGU. However, the approved Implementation Schedule (Annex C) shall be the basis in monitoring actual physical accomplishment of each particular project.

Within the prescribed period, the Monitoring Teams shall track the compliance of LGUs in the following:

- A) Installing the Project Billboard
- B) Posting the implementation status of the project on the LGU Website
- C) Ensuring the contractor's mobilization within 7CDs after the receipt of the NTP.
- D) Assigning a Project Engineer to supervise construction activities of each project
- E) Ensuring that the approved plans and specifications are adhering to the National Standards in terms of design and quality of workmanship; that quality control measures are observed; that quality tests are conducted; and that a construction logbook, which shall be made available to the DILG during visits and/or as may be requested, is maintained at the project site.
- F) Following the rules and regulations of the respective Program's Guidelines in case of delay/s in the implementation of project
- G) Ensuring that the required securities, warranties, and insurances are valid as stipulated in the implementation Guidelines
- H) Issuing of a Certificate of Completion and Acceptance after the project has reached 100% physical accomplishment
- I) Issuing of a Certificate of Final Acceptance after the one-year warranty period (liability period) and after all defects and failures, if any, have been corrected.

4) Operations and Maintenance Stage - This stage shall commence from the issuance of Certificate of Completion and Acceptance (Annex L) up to the design life of the project.

Within the prescribed period, the Monitoring Teams shall track the compliance of LGUs in the following:

- A) Posting of the project information on the LGU Website for a period of 3 years:
 - Project Completion Certificate and Acceptance
 - As-Built Plan
 - Actual Cost including variation, if there is any

- B) Booking of the project as an LGU asset as per COA Circular 2015-008 for road infrastructure projects and Government Accounting Manual for other infrastructure projects
- C) Submitting the Proof of "Provision of Maintenance Fund" after a year upon completion of the project. Maintenance Funds for all on-going projects in the current year shall be included in the proposed budget for the ensuing year
- D) Submitting the LGU Completion Report within 3 months after the issuance of the Certificate of Completion and Acceptance (Annex Q)
- E) Quarterly mobilization of LGU Monitoring Team to monitor functionality within a year after the issuance of Certificate of Completion and Acceptance
- F) Returning of unutilized funds to BTr, if there is any
- G) Providing a yearly insurance for Vertical Structures and Machineries as per Government Accounting and Auditing Manual (GAAM)
- H) Ensuring that the required securities warranties, and insurances are valid as stipulated in the implementation guidelines during the defects and liability period
- I) Ensuring that the water system is being managed by an LGU-recognized water service provider.

7.2 MONITORING PARAMETERS

Timeliness, Documentary Completeness/Accuracy, and Quality are the Monitoring Parameters that are identified in each of the Monitoring Stages (Annex R). These shall be used by the DILG Monitoring Teams in tracking the compliance of the LGUs in implementing the projects under the said Programs. Any deviation on the said monitoring parameters shall be marked as PAR and given a "Warning", which will be discussed further in Section 6.2 of this guidelines.

TIMELINESS (T) – Refers to the set of required activities, documentations, and items of works to be done in a specified period of time, in each monitoring stage, as prescribed in the Project Implementation Guidelines and the Project Implementation Schedule of the LFPs.

DOCUMENTARY COMPLETENESS/ACCURACY (DCA) - Refers to the condition of having all of the information and documents present as required, which are free from error and in accordance with the prescribed steps/templates to accomplish a particular document.

QUALITY (Q) - Refers to the condition of following the National Standards (Annex H) in design, methodology, workmanship, handling/storage of materials and the conduct of quality tests and quality assurance.

7.3 MONITORING TOOLS

7.3.1 AIDE MEMOIRE - Refers to a document (Annex I) that summarizes the key findings, recommendations, and agreements as a result of the subproject(s) monitoring/visit conducted by the DILG Technical Monitoring Team. The document shall serve as a reference to track progress of the required corrective actions within an agreed timeline.

The DILG Technical Staff shall prepare the document during the conduct of the exit conference, after project visit/inspection. If findings in the Aide Memoire include non-conformance or deviations against any of the Monitoring Parameters, the DILG Monitoring Team shall issue a "Warning Letter" stating therein the agreed timeframe for the LGU to apply corrective actions to comply with the applicable provisions of the GAA, Project Guidelines, Project Documentary Requirements, Approved Project implementation Schedule, National Standards, Approved Plans and Specifications, Program of Works and Quality Management Systems.

7.3.2 INSPECTION MONITORING TEMPLATES - Refers to a toolkit (Annex S) that has been devised to assist the DILG Monitoring Teams in the inspection of projects. This toolkit is helpful in collecting information in the field while doing validation, inspection, and progress review of projects. The Toolkit consists of:

- Guide to User;
- Monitoring Template on Buildings
- Monitoring Template on Roads;
- Monitoring Template on Bridges; and
- Monitoring Template on Water Supply System

7.3.3 VALIDATION FORM - Refers to a checklist (Annex T) that is used to check the consistency of the documents stipulated in the Annexes during monitoring vis-à-vis the Monitoring Parameter (Annex R) on Timeliness, Documentary Completeness and Accuracy, and Quality.

7.3.4 REPORT MONITORING TEMPLATE - The ADM Report Monitoring Template is composed of four spreadsheets namely: a) Project Profile Data; b) Contract Profile; c) Project Monitoring; and d) Uploading-Submissions. The template shall be used by the DILG Monitoring Units to consolidate and analyze the submitted reports of the beneficiary LGUs from the provincial up to the national level (Annex X).

7.4 DILG MONITORING DELIVERABLES

The frequency of field monitoring and provision of technical assistance by each of the DILG Monitoring Teams per project category are as follows:

Category	DILG Monitoring Teams	Action Required	Universe	Frequency
LV	C/MLGOO	Visits with Geotagged Photos Uploaded to SubayBAYAN	100%	5x/Project duration
	*PO	Visits	80%	3x/Project duration
HV	*PO/RO	Visits	100%	3x/project duration
LV-HR	*PO/RO	Technical Assistance (TA) to LGU as deemed necessary	100%	As Required; Projects receiving 1st, 2nd, and 3rd Warnings (PAR/CRITICAL PAR)
HV-HR	CO	Technical Assistance (TA) to LGU as deemed necessary	100%	As Required; Projects receiving 3rd Warning (CRITICAL PAR)

*By Default Technical Assistance to be provided by PO but may request personnel support from the RO-PDMU

The project categories for the monitoring deliverables are as follows:

Low Value (LV) - Projects with fund allocation below 5 Million

High Value (HV) - Projects with fund allocations above 5 Million

Low Value-High Risk (LV-HR) - Low Value projects that deviate from the monitoring parameters set within this guidelines

High Value-High Risk (HV-HR) - High Value projects that deviate from the monitoring parameters set within this guidelines

7.5 PLATFORM FOR MONITORING, REPORTING, AND TRANSPARENCY

SubayBAYAN shall serve as the main platform for monitoring and reporting of the implementation of the three LFPs covered by this guidelines. It shall also cater to the transparency initiatives of the said LFPs to the general public.

Specifically, SubayBAYAN shall:

- Provide real time information on the status reports of projects;
- Allow users to visualize the distribution of projects and pinpoint project location through map overlays;
- Provide graphical presentation of the summary of the three LFPs through dashboards;
- Allow users to share and like the SubayBAYAN in its official social media platforms;
- Offer a feedback mechanism where stakeholders and beneficiaries can post comments on the projects being implemented;
- Allow the management to change logs and audit trail that keep track of all the changes and transactions in the system; and
- Allow users to view and evaluate risks of the project.

The main actors and their roles in SubayBAYAN shall be:

Role	Unit
Super Administrator	ISTMS
Administrator	OPDS
Data Approver	DILG RO
Data Validator	DILG PO
Data Encoder	MLGOO

A detailed guidelines on full operationalization of the SubayBAYAN shall be subjected for another issuance. Until such time, processing of monthly reports shall utilize the "Report Monitoring Template" as discussed in Section 7.3.4.

7.6 ROLES AND RESPONSIBILITIES IN SUPERVISING AND MONITORING THE IMPLEMENTATION OF PROJECTS

7.6.1 LGU PROJECT SUPERVISION

This section discusses the general responsibilities of the beneficiary LGU, particularly the Project Implementing Team (PIT) in supervising the implementation of the projects. The PIT or its equivalent, through the Office of the Municipal Engineer, as

defined in Section 5.6 of this Guidelines, shall, among others, ensure that the project is being implemented in accordance to the provisions stipulated in the DILG MC No. 2018-61 and this Guidelines.

Compliance to the reportorial and posting requirements shall be spearheaded by the Municipal Engineer. As the head of the LGU PIT, the Municipal Engineer shall be the responsible person in providing copy of all required project documents to the MLGOO, including but not limited to NOA, NTP, the approved and updated Annex C (Duly Approved Implementing Schedule), monthly Annex E (LGU Monthly Report), monthly Statement of Work Accomplished (SWA/Annex V-2), and various other documents which may be required for project implementation, copy furnish the MDC thru the PMT. Additional documents related to the implementation of the project may be requested from the LGU at different stages of implementation, as such, the Municipal Engineer shall facilitate the said requests.

The Municipal Engineer shall assign dedicated Project Engineer(s), proportionate to the number of projects being implemented by the LGU, to ensure that each project will be completed on time and within the contract cost, based on the approved plans and specifications, adhering to National Standards in design and quality of workmanship. The responsibilities of the Project Engineer include, but not limited to:

- a) Inspect regularly the progress of work;
- b) Verify and check the quantities of items of work accomplished by the Contractor as against the approved plans, specifications, and programs of work;
- c) Verify and check the quality of workmanship of the Contractor as against the approved plans, specifications, and programs of work and National Standards;
- d) Verify and check whether quality control is observed, quality tests are conducted and construction logbook is maintained at the project site;
- e) Issue instructions to expedite works and for corrections of defects/deficiencies on the work;
- f) Verify and recommend for approval of statements of work accomplished and certificate of project completed by the Contractor;
- g) Review and recommend for approval the progress and final billings of the Contractor; and

- h) Secure/compile records of project (i.e. geotagged photographs, as-staked, as-built drawings of the completed projects, test results, etc.) and make available during inspections or as requested;
- i) Verify whether the required securities, warranties, and insurance are valid as stipulated in Section 6.5.3.17 of the DILG MC No. 2018-61.

7.6.2 LGU MONITORING

This section discusses the general responsibilities of the beneficiary LGUs, particularly the Project Monitoring Team (PMT) in monitoring the implementation of the projects. The PMT or its equivalent, as defined in section 6.2.2, shall monitor the compliance of the LGU to the provisions in the DILG MC No. 2018-61 and this Guidelines. The PMT shall conduct monitoring at least once a month for each project.

The Project Monitoring Team shall ensure that the roles and responsibilities of the LGU, including project supervision and contract management, are inherent to the implementation of the projects. As such, the team shall monitor the LGU compliance to the abovementioned issuances and recommend actions for any non-conformance / deviation thereof.

PMT shall monitor and evaluate the implementation of the project and prepare reports, with recommendations as necessary, for the MDC, copy furnish MLGOO, Municipal Engineer, and LGU Web Administrator for LGU Web Posting.

The PMT shall accomplish the LGU Monthly Monitoring Report for each project monitored and submit the same to the MDC, copy furnish MLGOO, on a monthly basis.

Any deviation from the DILG MC No. 2018-61, and this guidelines shall immediately be reported by the Project Monitoring Team to the MDC by issuing a **Notice of Deviation / Defects / Deficiencies (Annex P)**, copy furnish the Municipal Engineer and MLGOO.

The Municipal Engineer has 5 CDs to provide a justification letter and/or catch up plan to the Project Monitoring Team, MDC, and MLGOO.

The MLGOO shall provide copies of Notice of Deviation to the Cluster Head/PO for evaluation, validation and appropriate action, which may lead to the issuance of the first warning letter.

The Project Monitoring Team shall submit a monthly report to the MDC. The monthly report shall be posted on the LGU Website and shall be used for evaluation and validation purposes.

7.6.2.1 PRE-IMPLEMENTATION

- Monitor the status of the receipt of copy of NADAI.
- Monitor that the LGU has sent "Confirmation Letter" (Annex A) with voucher or any proof of transfer of funds (from LGU general account to trust account), 15 CDs upon the receipt of funds by the LGU.
- Check that the Community Billboard (Annex D) is installed within 30 CDs upon the receipt of funds by the LGU.
- Monitor that the Notarized LCE Certification (Annex B) and Implementation Schedule (Annex C) is submitted by the LGU to the DILG within 60 CDs upon the receipt of funds by the LGU.
- Monitor that the status of the implementation of the project has been posted on LGU website.
- Take a photo of the project site before project implementation and upload the geotagged photo in the LGU Website.
- If the submission of Annex A, Annex B, Annex C, and Annex D did not conform to any of the monitoring parameters, send a Reminder Letter (Annex Y) to the MDC copy furnish Head of the LGU Implementing Team and MLGOO.
- Submit monthly report to the MDC copy furnished the assigned LGU Web Administrator for LGU Web Posting.

7.6.2.2 PROCUREMENT STAGE

- Monitor if the LGU has posted ITB/Ad for each project within 7 days after the submission of notarized LCE certification.
- Monitor that the status of the implementation of the project has been posted on LGU website.

- Attend bid opening if invited; shall not interfere with proceedings; Note if irregularities are observed which will be included in the monthly report to the MDC.
- Record the actual completion dates of procurement milestones (ITB Posting, Bid Opening, NOA issuance, and NTP Issuance) which will be included in the monthly report to the MDC.
- Gather information regarding 1) the name of the winning bidder/contractor; 2) contract amount; 3) Contract Duration (Date started and target completion date) which will be included in the monthly report to the MDC
- Notify MDC of "Failed Biddings" and request for the new procurement timelines and revised implementation schedule from the PIT
- Submit monthly report to the MDC copy furnished the assigned LGU Web Administrator for LGU Web Posting

7.6.2.3 IMPLEMENTATION STAGE

- Monitor the installation and updating of Project billboard.
- Monitor that the status of the implementation of the project has been posted on LGU website.
- Take geotagged pictures of the project site at Pre-implementation: 30%, 60%, 90%, 100%, Turn-over. Promptly upload to the LGU Website.
- Issue a Notice of Deviation to the Head of PIT in case the contractor incurred negative slippages of 5%, 10%, and 15%. Copy furnish MDC and MLGOO.
- Record the number of monitoring visits for each LGU LGSF project done by the PMT.
- Ensure that the performance security and contractor's all risk insurance are valid within the project duration.

- Submit monthly report to the MDC copy furnished the assigned LGU Web Administrator for LGU Web Posting.

7.6.2.4 OPERATION AND MAINTENANCE

- Check the consistency of the details of completed project on the LGU website based on the project completion report for 3 years based on the 2018 GAA.
- Check whether the LGU already booked the project as asset one year after the date of final acceptance
- Receive the LGU Certification of provision of annual maintenance fund specifically for the concerned project(s), after one year completion.
- Record the number of monitoring visits for each LGU LGSF project done by the PMT for each reporting period.
- Ensure that the warranty security is valid within the defects liability period (One year from date of completion).
- Submit monthly report to the MDC copy furnished the assigned LGU Web Administrator for LGU Web Posting.

7.6.3 DILG MONITORING

The DILG Monitoring of the LGU's Locally Funded Projects (LFPs) shall start upon the LGU's receipt of the NADAI and shall end upon the issuance of Certificate of Completion and Acceptance (Annex L) for each project, in accordance with the funds released yearly by the DBM to the DILG for the purpose of Monitoring and Evaluation of the particular program(s). The Monitoring Teams shall be designated in the Central, Regional, and Provincial offices of the Department.

Central Office (CO)

The Monitoring Team designated in the Central Office shall be the three (3) sectoral PMOs established in the CO under the OPDS, namely 1) Water Supply and Sanitation (WSS) PMO; 2) Local Access Roads (LAR) PMO; and 3) Disaster Risk Reduction and Other Infrastructure (DRROI) PMO. The PMED shall consolidate information and analyze data related to the implementation of the locally-funded projects.

The **WSS PMO** shall spearhead the monitoring of the following projects:

- 1) Potable Water Supply System Projects (SALINTUBIG)
- 2) Potable Water Supply System Projects
- 3) Rain Water Catchment Facilities
- 4) Sanitation and Health Facilities

The **LAR PMO** shall spearhead the monitoring of the following projects:

- 1) Local Access Roads
- 2) Local Bridges

The **DRROI PMO** shall spearhead the monitoring of the following projects:

- 1) Evacuation Center and Disaster Risk Reduction-related equipment
- 2) Small Water Impounding Projects
- 3) Municipal Drug Rehabilitation Facility

Regional Office (RO)

The Regional Director shall oversee the implementation of the program at the Regional Level and the monitoring teams designated in the Regional Office shall be the Project Development and Monitoring Unit (PDMU) or its equivalent.

Provincial Office (PO)

The monitoring team designated in the Provincial Office shall consist of the following: Provincial Director (PD), Cluster Heads (CH), Engineer assigned in the DILG Provincial Office or the PO Technical Staff.

Municipal Local Government Operations Officer (MLGOO)

The monitor designated as Field Officer assigned in the municipality shall be the MLGOO.

This section also discusses the operational procedures in risk-based monitoring for DILG. The detailed roles and responsibilities of the DILG Monitoring Teams and marking individual projects at PAR/Critical PAR in various stages of the implementation of LFPs are as follows:

7.6.3.1 PRE-IMPLEMENTATION

MLGOO

- Monitor the status of the receipt of copy of NADAI.
- Monitor that the LGU has sent "Confirmation Letter" (Annex A) with voucher or any proof of transfer of funds (from LGU general account to trust account), 15 CDs upon the receipt of funds by the LGU.
- Check that the Community Billboard (Annex D) is installed within 30 CDs upon the receipt of funds by the LGU.
- Monitor that the Notarized LCE Certification (Annex B) and Implementation Schedule (Annex C) is submitted by the LGU to the DILG within 60 CDs upon the receipt of funds by the LGU.
- Monitor that the status of the implementation of the project has been posted on the LGU website. Upload photographs of LGU posting in the SubayBAYAN, if warranted.
- Take a photo of the project site before project implementation and upload the geotagged photo to the SubayBAYAN.
- If no action is being done regarding the submission of Annex A, Annex B, Annex C, and Annex D, send a Reminder Letter (Annex Y) to the LCE 5 days before the submission date.
- Record the number of monitoring visits for each LGU LGSF project done by the LGU Monitoring Team, DILG Monitoring Team, and the CSO Monitoring Team for each reporting period.

- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

PROVINCIAL OFFICE

- If the LGU fails to submit/complete Annexes A, B, C, and D, 5 days after the prescribed timeline, or if deviations in any of the Monitoring Parameters are found, the PD shall immediately issue a 1st "Warning Letter" (Annex U).

The PO shall provide possible interventions/actions to assist the LGU, however, if necessary, the PO shall elevate the provision of interventions/actions to the RO.

- If the LGU fails to take action, 15 days after receipt of the 1st warning letter regarding the submission of Annexes A, B, C, and D, or fail to correct the earlier identified deviations in any of the Monitoring Parameters, the PD shall immediately issue a 2nd "Warning Letter" copy furnish COA Local/Region/Central.

The 2nd warning letter shall state therein the possible cancellation of the project should the LGU continue to take no action, and shall require the LGU to provide a justification for non-compliance.

The PO shall provide the possible interventions/actions to resolve the issues/concerns of the beneficiary LGUs or if necessary, may request for personnel support from the RO-PDMU.

- For each reporting period, the PO shall provide the RO with risk-assessment reports for all LGU "PAR".
- The PD may immediately field or mobilize an Engineer assigned in PO to provide TA to the LGU in the preparation of the documents, if necessary, or may request personnel support from the RO-PDMU.
- Using the Validation Form (Annex T), the PO shall check the consistency of the documents stipulated in Annex B during site visits.

- Maintain copies of Annex A which shall include the voucher or any proof of transfer of funds (from LGU general account to trust account) and Annex B with DED, POW, Procurement Schedule and Implementation Schedule and other documents related to the project of all the LGUs under the PO's area-of-responsibility.

Shall any of the DILG Monitoring Team conduct inspection, the PO shall ensure that the same documents are readily available for inspection at the LGU level.

- The Cluster Heads shall consolidate reports from the MLGOO and submit to the PO.
- For each reporting period, the PO shall consolidate the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- For each reporting period, compare the LGU Reports posted in the LGU Website and the CSO reports posted in the approved online platforms with the DILG monitoring report posted in the SubayBAYAN (or the monthly report in the Report Monitoring Template Annex X) for discrepancies, if any, for the information and appropriate action of the PO.
- The PO shall consolidate all reports at the provincial level.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

REGIONAL OFFICE

- If the LGU fails to submit/complete Annexes A, B, C, and D, 30 days after the prescribed timeline, or fail to correct the earlier identified deviations in any of the Monitoring Parameters, the RO shall immediately issue a 3rd Warning Letter (Annex U) to the LGU for the project(s). The DILG RO shall submit to the OUSLG, thru the OPDS, the list of projects with 3rd level warning for vetting and endorsement to the DILG Secretary, together with the DILG RO technical recommendations for the said project(s). Upon

approval of the DILG Secretary, the DILG RO will provide the concerned LGU the "Notice of Project Cancellation" which states the cancellation of the project and immediate reversion of the allocation/subsidy to the Bureau of Treasury (BTr), copy furnish COA Local/Region/Central.

- For each reporting period, the RO shall provide the CO with risk assessment reports for all LGU "PAR/CRITICAL PAR" to CO.
- Upon request from the PO, the RO may immediately field or mobilize an Engineer assigned in the RO to provide TA to the LGU in the preparation of the documents, if deemed necessary.
- Consolidate reports from the Provincial Offices.
- For each reporting period, the RO shall consolidate the POs' reports on the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Verify the transfer of Fund to LGU Trust Account with separate subsidiary ledger per Subproject.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

CENTRAL OFFICE

- DILG CO shall receive from the DILG RO the list of projects with 3rd Warning Letter for vetting and endorsement to the DILG Secretary, together with the technical recommendations from the DILG RO.
- To consolidate reports from the Regional Offices.
- For each reporting period, the CO shall consolidate the ROs' reports on the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.

- For each reporting period, the CO shall address the concerns/findings contained in the risk assessment reports from the RO, and/or any lacking information in the monthly reports reflected in the Report Monitoring Template (Annex X), through a memorandum signed by the Undersecretary for Local Government for each DILG Regional Director.
- Provide TA to LGUs with projects marked as "CRITICAL PAR"
- If necessary provide TA to LGUs with projects marked as "PAR" upon the request of the RO.

7.6.3.2 PROCUREMENT STAGE

MLGOO

- Monitor if the LGU has posted ITB/Ad for each project within 7 days after the submission of notarized LCE certification. Upload photographs of LGU posting in the SubayBAYAN, if warranted.
- Monitor if the status of the implementation of the project has been posted on the LGU website.
- May attend bid opening, if invited; Shall not interfere with proceedings; Note irregularities, if any, submit report to Cluster Head.
- Record the actual completion dates of procurement milestones (ITB Posting, Bid Opening, NOA issuance, and NTP Issuance) and promptly input the said information in the DILG Monthly Report (Annex X).
- Gather information regarding 1) the name of the winning bidder/contractor; 2) contract amount; and 3) Contract Duration (Date started and target completion date) and promptly input the captured data in the DILG Monthly Report (Annex X).
- Note if any CSO has participated in the Bid Opening and promptly input the said information in the DILG Monthly Report using the Report Monitoring Template (Annex X).

- Notify the PO of "Failed Biddings" and advise the LGU to submit the new procurement timelines and revised implementation schedule to the PO.

Remind the Head of Procuring Entity (HOPE) of irregularities in the procurement stage, if any.

- For each reporting period, the MLGOO shall record the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- If no action is being done regarding any possible delays in the procurement milestones, send a Reminder Letter (Annex Y) to the LCE 5 days before the specific Procurement Milestone date.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

PROVINCIAL OFFICE

- If any of the Procurement Milestone Dates (i.e., ITB, Bid Opening, NOA, and NTP) in the LGU's approved Procurement Schedule (Annex C) has lapsed, or if deviations in any of the Monitoring Parameters are found, the PD shall issue a 1st warning letter (Annex U).

The PO shall provide possible interventions/actions to assist the LGU, however, if deemed necessary, the PO shall elevate the provision of interventions/actions to the RO.

If the LGU fails to take action 15 days after the issuance of the 1st Warning Letter, or fail to correct the earlier identified deviations in any of the Monitoring Parameters, the PD shall immediately issue a 2nd "Warning Letter" copy furnish COA Local/Region/Central.

The 2nd warning letter shall state therein the possible cancellation of the project should the LGU fail to take corrective actions, and shall require the LGU to provide a justification for non-compliance.

The PO shall provide the possible interventions/actions to resolve the issues/concerns of the beneficiary LGUs or, if deemed necessary, may request for personnel support from the RO-PDMU.

- For each reporting period, the PO shall provide the RO with risk assessment reports for all LGU "PAR".
- The PD may immediately field or mobilize an Engineer assigned in PO to provide TA to the LGU, if necessary, or may request personnel support from the RO-PDMU.
- In case of reported failed biddings, the PO shall require the LGU prepare and submit the new procurement timelines and the revised implementation schedule through the MLGOO.
- The Cluster Heads shall consolidate reports from the MLGOO and submit to the PO.
- The PO shall consolidate all reports at the provincial level.
- For each reporting period, the PO shall consolidate the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- For each reporting period, compare the LGU Reports posted in the LGU Website and the CSO reports posted in the approved online platforms with the DILG monitoring report posted in the Subaybayan (or the monthly report in the Report Monitoring Template Annex X) for discrepancies, if any, for the information and appropriate action of the PO.
- Maintain copies of NOA, NTP, and various documents related to the projects of all the LGUs under the PO's area-of-responsibility. Shall any of the DILG Monitoring Team conduct inspection, the PO shall ensure that the same documents are readily available at the PO.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

REGIONAL OFFICE

- If the LGU fails to take action 15 days after the issuance of the 2nd Warning Letter, or fail to correct the earlier identified deviations in any of the Monitoring Parameters, the RD shall immediately issue the 3rd "Warning Letter" (Annex U) to the LGU for the project(s). The DILG RO shall submit to the OUSLG, thru the OPDS, the list of projects with 3rd level warning for vetting and endorsement to the DILG Secretary, together with the DILG RO technical recommendations for the said project(s). Upon approval of the DILG Secretary, the DILG RO will provide the concerned LGU the "Notice of Project Cancellation" which states the cancellation of the project and immediate reversion of the allocation/subsidy to the Bureau of Treasury (BTr), copy furnish COA Local/Region/Central.
- For each reporting period, the RO shall provide the CO with risk assessment reports for all LGU "PAR/CRITICAL PAR".
- The RD may immediately field or mobilize an Engineer assigned in RO to provide TA to the LGU in the procurement process, if deemed necessary.
- The RO shall consolidate all reports from the Provincial Offices
- For each reporting period, the RO shall consolidate the POs' reports on the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

CENTRAL OFFICE

- DILG CO shall receive from the DILG RO the list of projects with 3rd Warning Letter for vetting and endorsement to the DILG Secretary, together with the technical recommendations from the DILG RO.
- Consolidate reports from the Regional Offices

- Consolidate the number of monitoring visits for each LGU LGSF project done by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team for each reporting period.
- To address the concerns/findings contained in the risk assessment reports from the DILG Regional Offices for each reporting period through a memorandum signed by the Undersecretary for Local Government for each DILG Regional Director.
- Provide TA to LGUs for projects marked as "CRITICAL PAR" or to other "PAR" upon request from the RO.

7.6.3.3 IMPLEMENTATION STAGE

MLGOO

- Monitor the installation and updating of Project billboard.
- Monitor if the status of the implementation of the project has been posted on the LGU website. Upload photographs of LGU posting in the SubayBAYAN, if warranted.
- Take geotagged pictures of the project site at Pre-implementation Stage: 30%, 60%, 90%, 100%, Turn-over. Promptly upload the said photos to SubayBAYAN.
- During implementation, coordinate schedule of field visits, punch-listing, and final inspection with the LGU and other DILG Monitoring Teams (PO/RO/CO).
- In the event that the contractor incurs 5%, 10% and 15% negative slippages during the implementation of a project, the MLGOO shall monitor the actions taken by the LGU towards the contractor and provide the LGU with copies of the warning letters, notice of termination, justifications and other relevant documents.
- Record actual start-date of project implementation and update the status of the project implementation in the Monthly Report (Annex X).

- Record and input the amount paid by the LGU to the contractor in the financial accomplishment report.
- Receive from the LGU the copy of "Twice a Month" status report (Annex E) with Statement of Work Accomplished (SWA/Annex V-2) as a supporting document. Submit the said documents to the PO including the risk assessment reports.
- For each reporting period, the MLGOO shall record the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Ensure that the performance security and contractor's all-risk insurance are valid within the project duration.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

PROVINCIAL OFFICE

- If the negative slippage reaches 5%, or if deviations in Monitoring Parameters have remained uncorrected, the PD shall issue 1st "Warning Letter" (Annex U). Possible interventions/actions by the PO shall be provided in this level. If deemed necessary, the PO shall elevate the provision of interventions/actions to RO.
- If the negative slippage reaches 10%, or if deviations in Monitoring Parameters have remained uncorrected, the PO shall issue 2nd "Warning Letter" stating the possible cancellation of the project copy furnish COA Local/Region/Central. The said letter also requires the LGU a justification for non-compliance. If deemed necessary, the PO shall provide the possible interventions/actions to resolve the issues/concerns of the beneficiary LGUs, or may request for personnel support from the RO-PDMU.
- For each reporting period, the PO shall provide the RO with risk assessment reports for all LGU "PAR/CRITICAL PAR".

- The PO may immediately field or mobilize an Engineer assigned in PO to provide TA to the LGU, if deemed necessary, to satisfy the following required timelines reckoned from the date of the Notice to Proceed.
- Cluster Heads shall consolidate reports from the MLGOO and submit to the PO.
- The PO shall consolidate all reports at the provincial level.
- For each reporting period, the PO shall consolidate the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Submit to RO a quarterly monitoring schedule in compliance with the agreed deliverables. The PO shall submit a separate monthly report indicating the level of compliance to the agreed PO deliverables in monitoring visits.
- Maintain the copies of Annex A with bank certificate, Annex B with DED, POW, Procurement Schedule and Implementation Schedule and various documents related to the project, and Annex E with the Statement of Work Accomplished (SWA/Annex V-2) and SORD. Make sure that the documents submitted by the LGU are readily available upon inspection of RO and CO.
- Ensure that the performance security and contractor's all-risk insurance are valid within the project duration.
- Provide TA to LGUs for projects marked as "PAR".
- For each reporting period, compare the LGU Reports posted in the LGU Website and the CSO reports posted in the approved online platforms with the DILG monitoring report posted in the Subaybayan (or the monthly report in the Report Monitoring Template Annex X) for discrepancies, if any, for the information and appropriate action of the PO.

- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

REGIONAL OFFICE

- If the negative slippage reaches 15%, or if deviations in Monitoring Parameters have remained uncorrected, the RO shall immediately issue a 3rd Warning Letter (Annex U) to the LGU for the project(s). The DILG RO shall submit to the OUSLG, thru the OPDS, the list of projects with 3rd level warning for vetting and endorsement to the DILG Secretary, together with the DILG RO technical recommendations for the said project(s). Upon approval of the DILG Secretary, the DILG RO will provide the concerned LGU the "Notice of Project Cancellation" which states the cancellation of the project and immediate reversion of the allocation/subsidy to the Bureau of Treasury (BTr), copy furnish COA Local/Region/Central.
- For each reporting period, the RO shall provide CO with risk assessment reports for all LGU "PAR/CRITICAL PAR".
- The RD may immediately field or mobilize an Engineer assigned in RO to provide TA to the LGU in the implementation stage, if deemed necessary.
- RO to submit to CO a quarterly monitoring schedule in compliance with the agreed deliverables. RO to submit a separate monthly report indicating the level of compliance to the agreed RO deliverables.
- Consolidate all reports from the Provincial Offices.
- For each reporting period, the RO shall consolidate the POs' reports on the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Ensure that the performance security and contractor's all-risk insurance are valid within the project duration.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).
- Provide TA to LGUs for projects marked as "PAR".

CENTRAL OFFICE

- DILG CO shall receive from the DILG RO the list of projects with 3rd Warning Letter for vetting and endorsement to the DILG Secretary, together with the technical recommendations from the DILG RO.
- Consolidate reports from the Regional Offices.
- For each reporting period, the CO shall provide feedback on the concerns/findings contained in the Report Monitoring Template (Annex X) and Risk Assessment Reports submitted by the DILG Regional Offices, through a memorandum for the DILG Regional Directors signed by the Undersecretary for Local Government.
- Consolidate all reports from the Regional Offices.
- For each reporting period, the CO shall consolidate the ROs' reports on the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.
- Ensure that the performance security and contractor's all-risk insurance are valid within the project duration.
- Provide TA to LGUs for projects marked as "CRITICAL PAR" or to other "PAR" upon request from the RO.

7.6.3.4 OPERATION AND MAINTENANCE (OPTIONAL PART OF THE MONITORING IF FUNDS ARE INCLUDED AND PROVIDED FOR THE PURPOSE)

MLGOO

- Check the consistency of the details of completed project on the LGU website based on the project completion report within 1 year after the issuance of certificate of completion if warranted.
- For each reporting period, the MLGOO shall record the number of monitoring visits conducted by the LGU Monitoring Team, DILG Monitoring Team and the CSO Monitoring Team, for each LGU LGSF project.

- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

PROVINCIAL OFFICE

- Within one year after project completion, conduct Rapid Subproject Sustainability Assessment (RSSA) for each project (RO and PO).
- The Cluster Heads shall consolidate reports from the MLGOO and submit to PO.
- The PO shall consolidate all reports at the provincial level.
- Ensure that the warranty security is valid within the defects liability period (one year from date of completion)
- Maintain copies of Final Inspection Report, Certificate of Completion and Acceptance, and various documents related to the projects of all the LGUs under the PO's area-of-responsibility. Shall any of the DILG Monitoring Team conduct inspection, the PO shall ensure that the same documents are readily available.
- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

REGIONAL OFFICE

- RO to consolidate all reports from the Provincial Offices.
- Within one year after project completion, conduct RSSA for each project (RO and PO)
- For each reporting period, the RO shall provide CO with risk assessment reports for all LGU "PAR/CRITICAL PAR".
- Ensure that the warranty security is valid within the defects liability period (one year from date of completion)

- Data to be captured in this phase shall be promptly included in the DILG Monthly Report using the Report Monitoring Template (Annex X).

CENTRAL OFFICE

- Consolidate the RSSA results as submitted by RO, and recommend actions for non-functional projects (PMED)
- Conduct a site visit on non-functional projects as identified after the conduct of RSSA.
- Consolidate all reports from the Regional Offices.
- Ensure that the warranty security is valid within the defects liability period (one year from date of completion)

7.6.4 REPORTING

7.6.4.1 DILG MONTHLY REPORTS

The Municipality through the PIT, shall submit the monthly reports to the Municipal Local Government Operations Officer (MLGOO) and using the prescribed template attached as Annex E and in accordance with the schedule of report submission as Annex F hereof. Copies of the approved Statement of Work Accomplished (SWA/Annex V-2) and Report of Disbursements (ROD) shall likewise be submitted together with the status reports. The MLGOO will input the information for each LGU LGSF project to the DILG Monthly Report (Annex X).

The DILG-PO shall consolidate the reports of the MLGOOs in the DILG Monthly Report (Annex X). The DILG-PO shall also evaluate the reports submitted by the Municipality to check the consistency between the reported and the actual works accomplished. As necessary, the DILG-PO/RO may join inspections with the Municipality to resolve inconsistencies, if any.

For the DILG RO, the submission schedule of Monthly Reports, using Annex X, to the OPDS for 2018 is attached as Annex F.

Monthly Reports, should be e-mailed to: caflores@dilg.gov.ph on or before the closing of office hours on the scheduled date of submission.

Further, the Project Management Offices (PMOs) should be furnished with the same reports, using the e-mail addresses below:

PROGRAM	E-mail Address
SALINTUBIG FY 2018	WSSPMO: dilgwsspmo@gmail.com
ADM-Potable Water	
AM-Potable Water	
ADM-DRR	DRROI: adm.drroipmo@gmail.com
AM-DRR	
ADM-Roads & Bridges	LAR: dilgco.localroads@gmail.com
AM-Roads & Bridges	

The DILG Monthly Report Form is composed of four spreadsheets namely: a) Project Profile Data; b) Contract Profile; c) Project Monitoring; and d) Uploading-Submissions. The form shall be used by the DILG Monitoring Teams to consolidate and analyze the submitted reports of the beneficiary LGUs from the provincial up to the national level.

7.6.4.2 RISK ASSESSMENT REPORTS

To easily track the progress of the smooth implementation of the projects and manage the risks encountered by each project, the DILG Monitoring Teams shall prepare Risk Assessment Reports twice every month, which coincides with the preparation of the DILG Monthly Report. The Risk Assessment Report will be analyzed in order to recommend strategies to minimize risks in project implementation.

The Risk Assessment Report shall list "Warnings", if any, received by the LGU for specific projects within a specific reporting period. It will present the history of deviation(s) of a project in any of the Monitoring Parameters, until said warning results to the correction of the deviation or worse, termination of the project if the deviation continually remains uncorrected. Once the Warnings are concluded positively or negatively, it will be taken out of the Risk Assessment Report. Below is the suggested format of the Risk Assessment Report:

RISK ASSESSMENT REPORT

Period of Report:									
Region	Province	LGU	Name of project	Stage	Warning #	Parameter Deviation	Date of Aide Memoire	Details of Deviation	Agreed Duration to Rectify Deviation

7.6.4.3 QUARTERLY REPORTS

Pursuant to FY 2018 GAA for LGSF, beneficiary LGUs shall submit quarterly reports using the prescribed format (Annex Y) to the following agencies copy furnish DILG Central Office through e-mail at adm.drroipmo@gmail.com, and Regional Office:

DBM – Electronic Copy to lgrcb@dbm.gov.ph
 Senate Committee on Finance – hardcopy addressed to Legislative Budget Research and Monitoring Office (LBRMO): 2nd floor, Senate of the Philippines, Roxas Boulevard, Pasay, Metro Manila 1300 and electronic copy to legis@osl.ph.

House Committee on Appropriations – hardcopy addressed to incumbent Committee Chairman (presently Karlo Alexei Nograles), House Committee on Appropriations, 2/F RVM Building, House of Representatives, Quezon City;

President of the Senate – Electronic copy to os_sotto@yahoo.com (or the email address of the incumbent Senate President); and

Speaker of the House of Representatives – electronic copy to speakerpda@congress.gov.ph.

7.6.4.4 ONLINE POSTING OF REPORTS

7.6.4.4.1 LGU ONLINE REPORT POSTINGS

The LCE of the implementing municipality shall send written notice to the DILG, DBM, Congress, and Senate when the quarterly reports have been posted on the LGU Website, which shall be considered the date of submission. Once the Unified Reporting System (URS) becomes available for use by LGUs, the submission to DBM shall be through the said System.

7.6.4.4.2 DILG ONLINE REPORT POSTINGS

To bring to the public the correct and precise information of the projects, the Department shall post the following information to the SubayBAYAN particularly on the following:

- Name of the Project
- Project Description
- Location
- Allocation and Funding Year (of particular Program)
- Project Cost (including the LGU equity, if any)
- Date/s of actual start and end (if completed) of construction
- Beneficiaries
- Physical and Financial Statuses
- Progress Photos

The uploading of progress photos to SubayBAYAN shall be consistent with the role of MLGOOs to take geotagged pictures of the project site at Pre-implementation: 30%, 60%, 90%, 100%, and Turn-over, which includes the updated project and community billboards.

Photos should provide a clear picture of the details/progress of the project and each photo subject for uploading shall not exceed 2.0 MB to prevent any possible system failure.

Concerned field officers shall already have an account to SubayBAYAN. To check the

account and verify the consistencies of the uploaded information, the field officers may visit the DILG Intranet thru the URL: <http://intranet.dilg.gov.ph>.

The Regional Information and Communications Technology Unit (RICTU) shall address the concerns of the field officers on the creation of accounts if there is none. In any case that the RICTU needs assistance of the ISTMS on this matter, the concerned may contact Mr. Mark Anthony Espiritu at (02) 441-9100 local 5507.

The uploaded information and photos may be viewed thru <http://subaybayan.dilg.gov.ph/>.

8.0 SANCTIONS/PENAL PROVISIONS

8.1 Projects not implemented in accordance with the provisions of this Guidelines including all other applicable laws but not limited to the following:

8.1.1 R.A. No. 3019 "*Anti-Graft and Corruption Practices Act*"

8.1.2 R.A. No. 9485 "*An act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefor*"

8.1.3 R.A. No. 9184 "*The Government Procurement Reform Act and its Revised Implementing Rules and Regulations*"

8.1.4 Section 43, Chapter 5 and Section 80, Chapter 7, Book VI of E.O. No. 292

8.1.5 Pertinent Provisions of R.A. No. 10964 – FY 2018 General Appropriations Act

may result in the:

- filing by concerned parties of appropriate civil, criminal and/or administrative cases against the local public officials and/or employees concerned for acts or omissions in relation to the performance of their duties
- non-inclusion and/or disqualification of the Municipality in the future National Government assistance

9.0 ISSUES FOR RESOLUTION

Interpretation of the provisions of this Memorandum Circular, including issues and concerns not covered herein, shall be submitted to the DILG for resolution.

10.0 REPEALING CLAUSE

All provisions of existing issuance that are inconsistent with this Memorandum Circular are hereby repealed/amended accordingly.

11.0 ANNEXES

Annex A	Municipality's Confirmation on the Receipt of 2018 AM Fund
Annex B-1	Notarized LGU Certification for Local Access Roads/ Bridges/ Footbridges Projects
Annex B-2	Notarized LGU Certification for Potable Water System Projects
Annex B-3	Notarized LGU Certification for Evacuation Center Projects
Annex B-4	Notarized LGU Certification for Municipal Drug Rehabilitation Facility Projects
Annex B-5	Notarized LGU Certification for Small Water Impounding Projects
Annex B-6	Notarized LGU Certification for Disaster Risk Reduction-Related Equipment Projects
Annex B-7	Notarized LGU Certification for Rain Water Catchment Facility Projects
Annex B-8	Notarized LGU Certification for Sanitary Toilet and Hygiene Facility
Annex C	Pro-forma Implementation Schedule
Annex D	Community Billboard
Annex E	Pro-forma LGU Monthly Report
Annex F	Schedule of Report Submission
Annex G	FY 2018 GAA Provisions
Annex H	Minimum Test Requirements for Infrastructure Projects
Annex I	Pro-forma Aide Memoire
Annex J	Completion Inspection Report
Annex K	Final Completion Inspection Report
Annex L-1	Certificate of Completion and Acceptance (By Contract)

Annex L-2	Certificate of Completion and Acceptance (By Administration)
Annex M	Acceptance Inspection Report
Annex N	Final Acceptance Inspection Report
Annex O	Certificate of Final Acceptance
Annex P	Notice of Defects / Deficiencies
Annex Q	Project Completion Report
Annex R	Monitoring Parameters
Annex S	Project Monitoring Templates
Annex T	Validation Form
Annex U-1	Warning Letter No. 1
Annex U-2	Warning Letter No. 2
Annex U-3	Warning Letter No. 3
Annex V-1	Contractor monthly Statement of Work Accomplished
Annex V-2	LGU monthly Statement of Work Accomplished
Annex W	LGU Quarterly Report
Annex X	DILG AM monthly Report Monitoring Template
Annex Y	Reminder Letter
Annex Z	Notice of Project Cancellation

12.0 EFFECTIVITY

This Circular shall take effect immediately upon posting in the DILG website.


EDUARDO M. AÑO
 Officer-In-Charge, DILG



DILG-0364 L10 12018-21152

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT
CONFIRMATION OF FUND RECEIPT

Date _____

Director _____
DILG Regional Office ____
Address _____

Dir. _____:

We would like to inform you that the Municipality of _____ has received the amount of ₱ _____ through the Notice of ADA Issued (NADAI) No. _____ dated _____ intended for the implementation of the following projects under the FY 2018 AM Program:

No.	Name of Project	Allocation
1.		
2.		
3.		
...		
...		
	TOTAL	

The said funds have been transferred from the General Fund to the Municipality's Trust Account No. _____ and recorded as Trust Fund with separate subsidiary ledger per project. Attached are certified true copies of proof of fund transfer into separate subsidiary ledgers.

Rest assured that we are committed to implement the above projects in accordance with the FY 2018 AM Guidelines No. ____, Series _____.

Prepared by:
(Signature Over Printed Name)

Municipal Treasurer

Conformed by:
(Signature Over Printed Name)

Municipal Accountant

Noted by:
(Signature Over Printed Name)

Local Chief Executive

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Local Access Road / Bridge Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA) and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW).
6. Funds shall be made available for the maintenance once the project is completed.
7. Procurement of the project/s is included in the MUNICIPALITY'S Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days after the date of this Certification.
8. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
9. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification

to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.

10. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
11. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of _____

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Potable Water System Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA) and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW).
6. The water source has been validated by the Municipal Engineer and has been found to be:
 - 6.1 Feasible to supply the intended beneficiaries (based on the water source assessment and feasibility study); and
 - 6.2 Potable for drinking or scientific or engineering interventions / measures have been included in the design to make the water potable. Water is potable if it has passed the Potability Test/Water Quality Test.
7. For Vertical Structures for Potable Water Supply Projects (i.e. Ground/Elevated Water Tank, Reservoir, Filtration Facilities, Pump House, among others):
 - a. The project site is located in safe zone based on the MGB hazard map; or

- b. The project is located in hazard zone but engineering mitigation measures have been included in the design to address the potential problems
8. Funds shall be made available for the maintenance and insurance where applicable once the project is completed.
 9. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days after the date of this Certification.
 10. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
 11. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
 12. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
 13. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of _____ Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA) and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW).
6. The project site is located in safe zone based on the MGB hazard map; or
7. The project is located in a hazard zone but engineering mitigation measures have been included in the design to address the potential problems.
8. Funds shall be made available for the maintenance and insurance where applicable once the project is completed.
9. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days after the date of this Certification.
10. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.

11. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
12. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
13. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

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NOTARY PUBLIC

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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of _____ Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards, relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA), DOH recommended design for the facility and criteria stipulated in the Guidelines and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW).
6. The project site is located in safe zone based on the MGB hazard map; or
7. The project is located in a hazard zone but engineering mitigation measures have been included in the design to address the potential problems.
8. Funds shall be made available for the maintenance and insurance where applicable once the project is completed.
9. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days after the date of this Certification.

10. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
11. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
12. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
13. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No._____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Small Water Impounding Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (FY 2018 GAA) and other applicable laws and issuances and reviewed by Agricultural Engineer and Municipal Planning and Development Coordinator, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC and Water Permit application have been submitted to the concerned agencies
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP
5. The site of the project has no problem on Land Ownership and/or Road Right-of-Way (RROW)
6. Funds shall be made available for the maintenance and insurance where applicable once the project is completed
7. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on within 7 days after the date of this Certification.
8. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
9. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC

No. ____, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.

10. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
11. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of DRR-Related Equipment Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. DRR Related Equipment type of project:
 - a. For Rescue Vehicle
 - Type of the Rescue Vehicle is in accordance to DBM Budget Circular No. 2017-01, "**REVISED GUIDELINES ON THE ACQUISITION AND USE OF GOVERNMENT MOTOR VEHICLES**" dated April 26, 2017.
 - All required documents for the request of issuance of Authority to Purchase (ATP) have been submitted to DBM.
 - All bidding documents have been completed and ready to proceed with publications of Invitation To Bid/ Advertisement (ITB/Ad) within 7 days upon receipt of ATP from DBM.
 - b. Other DRR related equipment
 - The proposed equipment is/are not expendable item/s.
 - Rescue Equipment's Technical Specifications have been prepared in accordance with the National Government standards and approved by the LCE.
 - If applicable, the application of Permit to Purchase for Two-way radio has been submitted to National Telecommunication Commission (NTC).
 - All bidding documents have been completed and ready to proceed with publications of Invitation To Bid/ Advertisement (ITB/Ad)
2. Funds shall be available for the maintenance and Rescue Vehicle's insurance once the project is completed.

5. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on (indicate date) .
6. The copies of approved technical documents (i.e. technical specifications) have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
7. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. , Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
8. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested
9. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. , Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Rain Water Catchment Facility Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA) and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP
5. RWCF will be installed in a government owned facility.
6. Shall be primarily used for non-potable purposes such as but not limited to general cleaning, flushing of toilets, etc unless adequately treated, filtered or boiled.
5. Compliance to DILG's Memorandum Circular 2017-76 (Policies and Guidelines on the Implementation of Rainwater Collectors).
6. Funds shall be made available for the maintenance and insurance where applicable once the project is completed
7. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days after the date of this Certification.

8. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.
9. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
10. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
11. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this' date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Sanitary Toilet and Hygiene Facility Project/s in the Municipality of _____ under the 2018 AM Program for the following project/s:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Work (POW) have been prepared and approved in accordance with the national government standards and relevant provisions of the R.A. No. 10964 (F.Y. 2018 GAA) and other applicable laws and issuances, and copies submitted to the concerned DILG-PO thru the MLGOO.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project is not located in an ancestral domain area; or
- 4.b The project is located in an ancestral domain area; application for free-prior informed consent (FPIC) has been submitted to NCIP.
5. Project location has an existing functional water supply system.
6. Project location is situated in public place own by the government.
7. Funds shall be made available for the maintenance and insurance where applicable once the project is completed.
8. Procurement of the project/s is included in the MUNICIPALITY's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on within 7 days after the date of this Certification.
9. The copies of approved DED and POW have been provided to DILG-PO thru the MLGOO. Consequently, concerned CSOs have been notified of the submission of Annexes A and B to DILG.

10. The Implementation Schedule (Annex C) have been prepared and approved in accordance with the prescribed implementation timelines in the DILG MC No. __, Series of 2018, and copies submitted together with this Certification to the concerned DILG-PO thru the MLGOO. Revised Annex C shall be furnished to DILG-MLGOO and concerned CSOs for every revision thereof.
11. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
12. The LGU has a functional Project Monitoring Team in-charged of closely monitoring the projects under the Local Government Support Fund (LGSF). Attached is a copy of an Executive Order intended for the purpose.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2018.

Municipal Planning and
Development Coordinator

Date

Municipal Engineer

Date

Local Chief Executive

Date

ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of _____

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**LOCAL GOVERNMENT SUPPORT FUND-ASSISTANCE TO MUNICIPALITIES
(LGSF-AM) F.Y. 2018 BUDGET**

Name of Local Government Unit

Project Implementation Schedule

Project Title: _____

Sr	Activity	Timelines (Original)			Timelines (Revision No. ___)		
		Duration	Start	Finish	Duration	Start	Finish
1.00	PROCUREMENT PROCESS						
1.01	Bid Preparation						
1.02	Pre-Procurement Conference						
1.03	Ad/ Posting ITB						
1.04	Pre-bid Conference						
1.05	Submission and Receipts of Bids						
1.06	Opening of Bids						
1.07	Bid Evaluation						
1.08	Post Qualification						
1.09	Issuance of BAC Resolution w/ BER						
1.10	Issuance of Notice of Award						
1.11	Contract Signing						
1.12	Issuance of Notice to Proceed						
2.00	CONSTRUCTION/ IMPLEMENTATION (Indicative Duration based on approved POW)						
2.01	Mobilization						
2.02	Implementation						
2.03	Pre-Final Inspection/ Punch-listing						
2.04	Final Inspection						
2.04	Acceptance						

Sr	Activity	Timelines (Original)			Timelines (Revision No.)		
		Duration	Start	Finish	Duration	Start	Finish
3.00	FOR DRR-RELATED EQUIPMENT (Indicative delivery)						

Prepared by:

Municipal Engineer



Approved by:


Local Chief Executive

ASSISTANCE TO MUNICIPALITIES

Technical Description of the Tarpaulin to be posted in a Billboard

- Outdoor Media
 - One (1) Tarpaulin per concerned Municipality in all Regions posted in a billboard.
- Tarpaulin Specification
 - Color and size : white, 4'x8'
 - Resolution : 70 dpi
 - Font : Helvetica
 - Font Size for Main Information : 3"
 - Sub-Information : 1"
 - Font Color : black

Republic of the Philippines
Cordillera Administrative Region
Province of Benguet
MUNICIPALITY OF KIBUNGAN


**"LOCAL GOVERNMENT SUPPORT FUND - FY 2018
ASSISTANCE TO MUNICIPALITIES (LGSF FY 2018 - AM)"**

NO.	PROJECT NAME	LOCATION	ALLOCATED BUDGET	STATUS
1.	CONSTRUCTION OF LEVEL II WATER SYSTEM	MADAYMEN, POBLACION, PALINA, LUBO AND SAGPAT	3,000,000.00	UNDER-PREP

Have comments, feedback, or suggestions?
WE WANT TO KNOW...

DILG Office: Upper Session Rd. cor. North Drive,
Address: Baguio City, Benguet 2600
Contact: (074) 442-00-85; dilgcardloud@gmail.com
Website: www.dilgcar.com
Facebook: www.facebook.com/dilgcarregionoffice

LGU Office: Poblacion, Kibungan
Address: Poblacion, Kibungan
Contact: (470) 422-46-48; sampleofficial@gmail.com
Website: www.samplewebsite.com
Facebook: www.facebook.com/sampleofficialpage


**Local Government Support Fund
Report on Fund Utilization (Monthly) and Status of Program/Project Implementation (Bi-Monthly)
As of _____**

Region : _____
Province : _____
Municipality : _____

ID No	Budget Year	Project Profile						Financial												Physical			Implementation Issues	Action taken/recommendation	Remarks
		Title of Project	Specific Location	Project Type	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries		Allocation			Obligated Amount			Disbursement						Date Activity Started	Status	% Physical Accomplishment per SWA (if on-going)			
						Qty.	Unit	National Subsidy	LGU counterpart (if any)	Total	National Subsidy	LGU Counterpart (if any)	Total	Disbursed Amount			Balance								
														National Subsidy	LGU counterpart (if any)	Total	National Subsidy	LGU counterpart (if any)	Total						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)

Prepared by:

Municipal Accountant
(Financial Status)

Municipal Engineer

Approved by:

Local Chief Executive

MLGOO

Noted by:

Definition of entries

As of: End of reporting period

1)	<i>ID No.: Identification/Reference number of project implemented</i>	(19)	<i>Difference of 13 and 16</i>
2)	<i>Budget Year: As Stated in the GAA</i>	(20)	<i>Sum of 18 and 19</i>
3)	<i>Title of Project: Name of Project to be Implemented</i>	(21)	<i>Date Activity Started: Actual Date of Implementation Started</i>
4)	<i>Specific Location: Exact location of the project to be Implemented</i>	(22)	<i>Status: Physical Status of project as of report date (proposed, pipelined, on going completed, dropped, no status information)</i>
5)	<i>Project Type: Potable Water System/Local Access Road/Local Bridge/Evacuation Center/DRR-related Equipment/Small Water Impounding project (SWIP)/Rain Water Catchment Facilities/Sanitation and Health Facilities/ Municipal Drug Rehabilitation Facility</i>		<i>Not yet started: Should be indicated for projects of LGUs that are not yet eligible for fund release</i>
6)	<i>Mechanism/Mode of Implementation: If Implementation is by CONTRACT / by ADMIN</i>		<i>DFD Preparation: should be indicated automatically once the LGU already received the funds</i>
7)	<i>Quantity: Total number of Beneficiaries</i>		<i>ITB/Ad Posting: Should be indicated for projects that have commenced pre procurement activities or the LGU has submitted the Notarized LCE Certification and Project Implementation Schedule.</i>
8)	<i>Unit: Unit on the total number of beneficiaries (POPULATION / HOUSEHOLD)</i>		<i>Bid Opening: Indicated once the LGU has posted the ITB/Advertisement. This milestone shall cover the activities from bid issuance up to the opening of bids.</i>
9)	<i>Allocation-National Subsidy: Amount of National Subsidy as indicated in the NADA</i>		<i>NOA Issuance: Should be indicated once the LGU has completed the bid opening</i>
10)	<i>Allocation-LGU Counterpart: Financial counterpart of the LGU for the construction of the project (if any)</i>		<i>On-Going: Should be indicated once the LGU has issued/receipt the NTP. This status shall remain until the project is completed</i>
11)	<i>The sum of 9 and 10</i>		<i>Suspended: Should be indicated if the project is temporarily prevented from further continuing operations</i>
12)	<i>Amount of the Revised Contract (original contract plus any approved variation order) charged against the National Subsidy</i>		<i>Completed: Should be indicated upon the submission of Certificate of Completion by the LGU to the DILG.</i>
13)	<i>Amount of the Revised Contract (original contract plus any approved variation order) charged against the LGU Counterpart</i>		<i>Cancelled: Should be indicated once there is a recommendation or request to totally stop any further developments in the implementation of the project</i>
14)	<i>The sum of 12 and 13</i>	(23)	<i>% Physical Accomplishment per SWA (if on going): Actual % of physical status submitted by contractor/admin during on-going Implementation</i>
15)	<i>Actual amount disbursed charged against the National Subsidy</i>	(24)	<i>Implementation Issues: Operation constraints/concerns encountered during project implementation</i>
16)	<i>Actual amount disbursed charged against the LGU Counterpart</i>	(25)	<i>Action taken/Recommendation: Remedial measures taken/recommended to improve project progress/implementation</i>
17)	<i>Sum of 15 and 16</i>	(26)	<i>Remarks: Notes / comments on the project</i>
18)	<i>Difference of 12 and 15</i>		

ASSISTANCE TO MUNICIPALITIES

SCHEDULE OF SUBMISSION OF DILG-RO BI-MONTHLY STATUS REPORT TO DILG-CO-OPDS

First Semester	Second Semester
	July 18, 2018
	August 1, 2018
February 14, 2018	August 15, 2018
February 28, 2018	August 29, 2018
March 14, 2018	September 12, 2018
March 28, 2018	September 26, 2018
April 11, 2018	October 17, 2018
April 25, 2018	October 31, 2018
May 16, 2018	November 14, 2018
May 30, 2018	November 28, 2018
June 13, 2018	December 12, 2018
June 27, 2018	December 26, 2018

- Pursuant to Section 26 of the General Provisions of the GAA, the following requirements shall be observed in the implementation of infrastructure projects:

The location, areas or sites of all infrastructure projects are not included in the critical geo-hazard areas or no build zones identified and/or certified by the Mines and Geo-Sciences Bureau (MGB);

The standards of construction, rehabilitation, improvement or repair of all infrastructure projects in all areas and zones are consistent with the rules determined by the DPWH, which shall consider, among others, the structural strength and climate resilience required for infrastructure projects in all areas and zones; and;

The planning and construction of all infrastructure projects to be implemented within the National Integrated Protected Area System (NIPAS) are done in a way that eliminates or minimizes the risk of biodiversity loss while the specifications thereon are in accordance with those determined by the DPWH, in accordance with the DENR. Major Infrastructure projects may only be undertaken on said areas if intended to enhance biodiversity.

- Pursuant to Section 27 of the General Provisions of the GAA, rainwater collection system (RWCS) shall be installed in public markets, school sites and government buildings and sites as an adaptation to combat climate change and to ensure sufficient water supply, which shall be in accordance with the prescribed design of DPWH. In no case shall the RWCS be constructed in private lots and/or privately-owned or operated market places.

To ensure that local governments will include the promotion of RWCS technologies applicable at the community level and the constructions of rainwater collectors in their respective development plans and/or Climate Change Action Plans, DILG issued a Memorandum Circular No. 2017-76 dated June 14, 2017 for the Policies and Guidelines on the Construction of Rainwater Collectors.

- Pursuant to Section 31 of the General Provisions of the GAA, all government infrastructures and facilities shall provide architectural or structural features, designs or facilities that will reasonably enhance the mobility, safety and welfare of persons with disability pursuant to Batas Pambansa Blg. 344 and R.A. No. 7277, as amended.

- Pursuant to Section 38 of the General Provisions of the GAA, all national government agencies, local government units and government owned and controlled corporations shall embark on energy efficiency measures, including the adoption of a standard thermostat level based on the DOE's energy conservation program, and the use of energy efficient lighting, such as light emitting diode (LED) lamps, in their office buildings, school buildings, hospitals, markets, parks, street lights and other public places.
- Pursuant to the GAA President's Veto Message, Section III (G.4) states that compliance with the appropriate standards under the National Building Code, as amended, the Philippine Green Building Code, and the latest edition of the National Structural Code of the Philippines (NSCP) in the design and construction of government facilities in the implementation of General Provisions, Section 36, "Disaster and Climate Change Resiliency of Government Facilities," Volume I-B, page 627, Department of the Public Works and Highways (DPWH)-OSEC, Special Provision No. 20, "Evacuation Centers," Volume I-A, page 1169, and DILG-OSEC, Special Provision No. 7, "Evacuation Centers," Volume I-A, page 1000.

The design and site location are compliant with the requirements of General Provision No. 36 for the DILG:

"In the design and construction of evacuation center, the DILG shall ensure that the centers can withstand wind speed of three hundred (300) kilometers per hour and moderate seismic activity of at least 8.0 magnitude on the Richter scale; utilized natural ventilation and rainwater through the inclusion of a rainwater catchment/harvesting system; and include facilities for the special needs of women, children, the elderly, persons with disabilities (PWDs) and such other physical provisions guaranteeing a humane condition for evacuees. In the selection of sites, the DILG shall consider site stability and susceptibility to landslide or flooding based on the latest vulnerability, risk assessment and geo-hazard maps of the DENR. No center shall be located on a no-build zone. The evacuation centers shall be turned over to the LGU concerned which shall be responsible for maintenance and operation of the centers." (No government facility shall be located in a no-build zone)

For Local Access Road and Bridge Projects:

**SCHEDULE OF MINIMUM TEST REQUIREMENTS GOVERNING ITEMS OF
WORK OF THE DPWH STANDARD SPECIFICATIONS FOR HIGHWAYS
BRIDGES AND AIRPORTS, (VOLUME II)**

PART C - EARTHWORK

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 100 Clearing & Grubbing -	None
Item 101 Removal of Structures & - Obstruction	None
Item 102 Excavation -	Same tests as for Items 103, 104 and 105, whichever is applicable.
Item 103 Structure Excavation - If excavated materials are wasted, the volume involved shall be reported so that Quality Control requirements may be adjusted accordingly. Submit Project Engineer Certificate of Waste	If excavated materials are incorporated into the work: For every 1500 cu.m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) 1-C, Laboratory Compaction Test For every 150 mm layer in uncompacted depth: 1-D, Field Density
Item 104 Embankment -	For every 1500 cu.m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) 1-C, Laboratory Compaction Test For each 500 sq. m. of each layer of compacted fill or fraction thereof at least one group of three in-situ density tests. The layers shall be placed not exceeding 200 mm in loose measurement or based on the result of compaction trials.
Item 105 Sub-grade Preparation -	Same tests as for Item 104
Item 106 Compaction Equipment and - Density Control Strips	Same tests as for Items 104, 105, 200, 201, 202, 203, 204, 205, 206 and 300.
Item 107 Overhaul -	None

PART D - SUBBASE AND BASE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 200 - Aggregate Subbase Course	For every 300 cu.m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) For every 1500 cu.m. or fraction thereof: 1-C, Laboratory Compaction Test For every 2500 cu.m. or fraction thereof: 1-CBR, California Bearing Ratio Test For every layer of 150 mm of compacted depth/ based on the results of compaction trials:

PART D - SUBBASE AND BASE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	At least one group of three in-situ density tests for each 500 sq.m. or fraction thereof.
Item 201 Aggregate Base Course -	For every 300 cu.m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) For every 1500 cu.m. or fraction thereof: 1-Q, Quality Test for : (Grading, Plasticity and Abrasion) 1-C, Laboratory Compaction Test For every layer of 150 mm of compacted depth/ based on the results of compaction trials: At least one group of three in-situ density tests for each 500 sq.m. or fraction thereof.
Item 202 Crush Aggregate Base Course -	Same tests as for Item 201 For every 1500 cu.m. or fraction thereof: 1-F, Fractured Face
Item 203 Lime Stabilized Road Mix Base Course Amount of Lime to be added: 3 to 12 mass percent of dry aggregate -	A. <u>Soil Aggregate</u> For every 300 cu.m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (LL, PL, PI) For every 1500 cu.m. or fraction thereof: 1-Q, Quality Test for : (Grading, Plasticity and Abrasion) B. <u>Mix</u> For every 300 cu.m. or fraction thereof: 1-C, Laboratory Compaction Test 1-UC, Unconfined Compression Test 1-CBR, California Bearing Ratio Test C. <u>Compacted Base Course</u> For every layer of 150 mm of compacted depth: 1-D, Field Density Test for every 150m or fraction thereof D. <u>Hydrated Lime</u> For every 100 t or fraction thereof: 1-Q, Quality Test
Item 204 Portland Cement Stabilized Road Mix Base Course Amount of Cement to be added: 6 to 10 mass % of dry soil aggregate -	A. <u>Soil Aggregate</u> Same tests as for Item 203 B. <u>Cement</u> 1-Q Quality Test for every 2000 bags of fraction thereof C. <u>Water</u> 1-Q, Quality Test/Project Engineer's Certificate

PART D - SUBBASE AND BASE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	<p>D. <u>Mix</u> For every 300 cu.m. or fraction thereof: 1-C, Laboratory Compaction Test 1-UC, Unconfined Compression Test 1-CBR, California Bearing Ratio Test</p> <p>E. <u>Compacted Base Course</u> For every layer of 150 mm compacted depth 1-D, Field density Test for every 150m or fraction thereof 1-T, thickness determination for every 150 m or fraction thereof</p>
<p>Item 205 Asphalt Stabilized Road Mix Base Course - Amount of Asphalt to be added: 6 to 10 mass % of dry soil aggregate.</p>	<p>A. <u>Soil Aggregate</u> Same tests as for Item 203</p> <p>B. <u>Emulsified Asphalt</u> 1-Q, Quality Test for every 40 to 200 drums or fraction thereof</p> <p>C. <u>Mix</u> Same tests as for Item 203</p> <p>D. <u>Compacted Base Course</u> Same tests as for Item 203</p>
<p>Item 206 Portland Cement Treated Plant Mix Base course - Amount of Asphalt to be added: 6 to 10 mass % of dry soil aggregate</p>	<p>A. <u>Soil Aggregate</u> Same tests as for Item 203</p> <p>B. <u>Portland Cement</u> For every 2000 bags of fraction thereof: 1-Q, Quality Test</p> <p>C. <u>Water</u> 1-Q, Quality Test/Project Engr's Certificate</p> <p>D. <u>Same tests as for Item 204</u></p> <p>E. <u>Compacted Base Course</u> For every layer of 150 mm compacted depth 1-D, Field Density Test for every 150 m or fraction thereof 1-T, Thickness determination for every 150m or fraction thereof</p>
<p>Item 207 Aggregate Stockpile -</p>	<p>Same tests as specified in Item No. of the Specs.</p>

PART E - SURFACE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
<p>Item 300 -Aggregate Surface Course</p>	<p>For every 300 cu. m. or fraction thereof: 1-G, Grading Test 1-P, Plasticity Test (PI, LL, PI) For every 1500 cu.m. or fraction thereof: 1-C, compaction Test for: (Grading, plasticity and Abrasion)</p>

PART E - SURFACE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	<p>For every layer of 150 mm of compacted depth/based on the results of compaction trials.</p> <p>At least on group of three in-situ density tests for each 500 sq. m. or fraction thereof.</p> <p>For crushed Gravel or Crushed Stone, 1500 cu.m. or fraction thereof: 1-F, Fractured face</p>
Item 301 Bituminous Prime Coat -	<p>Quantity: 1 to 2 L/sq.m. 1-Q, quality Test for every 40 t or 200 drums</p>
Item 302 Bituminous Tack Coat -	<p>Quantity: 0.2 to 0.7 L/sq.m. 1-Q, Quality test for every 40 t or 200 drums</p>
Item 303 Bituminous Seal Coat -	<p>A. <u>Bituminous Materials</u> Quantity: 0.2 to 1.5 L/sq.m. 1-Q, Quality Test for every 40t or 200 drums</p> <p>B. <u>Cover Aggregates</u> Quantity: From 5 to 14 kg/s.q. m. For every 75 cu.m./200 kg. or fraction thereof : 1-G, grading Test</p>
Item 304 Bituminous Surface Treatment -	<p>A. <u>Aggregates</u> Quantity: Using Cut-Back Asphalt or Asphalt Cement - 13.6 to 38.0 kg/sq.m. Using Emulsified Asphalt - 13.6 to 19.04 Kg/sq.m. For every 75 cu.m./200 kg. or fraction thereof: 1- G, grading Test 1- P, Plasticity Test (PL, LL, PI) For every 1500 cu.m. or fraction thereof: 1- Q, Quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk specific Gravity) 1-F, Fractured Face</p> <p>B. <u>Bituminous Materials</u> Quantity: Using Cut-back Asphalt or Asphalt Cement - 1.58 to 2.04 L/sq.m. Using Emulsified asphalt - 1.58 to 2.04 L/sq.m. Same test as for Item 301</p>

PART E - SURFACE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 305 Bituminous Penetration - Macadam Pavement	<p>A. <u>Aggregates</u> Quantity: 1. Using Asphalt Cement or Rapid Curing Course (Crushed) ---90 Kg/sq.m. Key (Crushed) ---(13 & 11) ---24 kg/sq.m. Cover Crushed & Screened) ---8 kg/sq.m. 2. Using Emulsified Asphalt Course (Crushed) -----90 kg/sq.m. Choker (Crushed) -----10 kg/sq.m. Key (Crushed) -----18 kg/sq.m. Cover (Crushed or Screened) - 8kg/sqm</p> <p>Same test as for Item 304</p> <p>B. <u>Bituminous Materials</u> Quantity: 7.2 to 11 L/sq.m. Same tests as for Item 301</p>
Item 306 Bituminous Road Mix Surface - Course	<p>A. <u>Aggregates</u> Same tests as for Item 304</p> <p>B. <u>Bituminous Materials</u> Quantity: 1. Using Cut-Back Asphalt - 4.5 to 7.0 mass % of total dry aggregate 2. Using Emulsified Asphalt - 6.0 to 10.0 mass % of total dry aggregate Same test as for Item 301</p> <p>C. <u>Mix</u> Tests: For every 75 cu.m./130 t or fraction thereof: 1-G, grading Test 1-Ext., Extraction 1-Sty., Stability 1-C, Laboratory Compaction</p> <p>D. <u>Hydrate Lime</u> For every 100 t or fraction thereof: Tests: 1-Q, quality Test</p> <p>E. <u>Compacted pavement</u> For each full day's operation: Tests: D & T (Density and Thickness Test) - at least one (1) but not more than (3) samples shall be taken.</p>
Item 307 Bituminous Plant-Mix Surface - Course General	<p>A. <u>Aggregates</u> For every 75 cu.m./200 t or fraction thereof: 1-G & P, Grading and Plasticity Tests for every 1500 cu.m. of fraction thereof: 1-Q, quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk Specific Gravity) 1-F, Fractured Face</p>

PART E - SURFACE COURSE

PART E - SURFACE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	<p>B. <u>Bituminous Materials</u> Quantity: 5.0 to 8.0 mass % of total dry aggregate Tests: 1-Q, Quality Test for each 40 t of fraction thereof</p> <p>C. <u>Mix</u> For every 75 cu.m. /130 t of fraction thereof: 1-G, Grading Test 1-Ext., Extraction 1-Sty., Stability 1-C, Laboratory Compaction</p> <p>D. <u>Hydrated Lime</u> For every 100 t or fraction thereof</p> <p>E. <u>Mineral filler</u> For every 75 cu.m. or fraction thereof: 1-G & P, grading and Plasticity Tests (LL, PL, PI) For each full day's operation: D & T (Density and Thickness Tests) - at least one (1) but not more than three (3) samples shall be taken.</p>
<p>Item 308 Bituminous Plant Mix, Surface Course, Cold laid</p>	<p>A. <u>Aggregate</u> Same tests as for Item 307</p> <p>B. <u>Bituminous Material</u> Quantity: Using Cut-Back Asphalt - 4.5 to 7.0 mass % of total dry aggregate Using Emulsified Asphalt - 6.0 to 10.0 mass % of total dry aggregate Tests: 1-Q, Quality Test for every 40t or 200 drums</p> <p>C. <u>Mix</u> Same tests as for Item 307</p> <p>D. <u>Hydrated Lime</u> Same tests as for Item 307</p> <p>E. <u>Mineral Filler</u> For every 75 cu.m. or fraction thereof: 1-G & P, Grading and Plasticity Tests (LL, PL, PI)</p> <p>F. <u>Compacted Pavement</u> Same tests as for Item 307</p>
<p>Item 309 Bituminous Plant Mix (Stockpile Maintenance Mixture)</p>	<p>A. <u>Aggregate</u> Same tests as for Item 307</p> <p>B. <u>Bituminous Materials</u> Quantity: 4 to 10 Mass % of total mix Tests: 1-Q, Quality Test for every 40t or 200 drums</p> <p>C. <u>Mix</u> Same tests as for Item 307</p>
ITEMS OF WORK	MINIMUM TEST REQUIREMENTS

	<p>D. <u>Hydrated Lime</u> Same tests as for Item 307</p> <p>E. <u>Mineral Filler</u> Same tests as for Item 307</p> <p>F. <u>Compacted Pavement</u> Same tests as for Item 307</p>
<p>Item 310 Bituminous Concrete Surface - Course, Hot-Laid</p>	<p>A. <u>Aggregate</u> Same tests as for Item 307</p> <p>B. <u>Bituminous Materials</u> Quantity: 5 to 8 Mass % of total dry aggregates</p> <p>C. <u>Mix</u> Same tests as for Item 307</p> <p>D. <u>Hydrated Lime</u> Same tests as for Item 307</p> <p>E. <u>Mineral Filler</u> Same tests as for Item 307</p> <p>F. <u>Compacted Pavement</u> Same tests as for Item 307</p>
<p>Item 311 Portland Cement - Concrete Pavement</p>	<p>A. <u>Cement</u> Quality: 9.00 bags cu.m. (40Kg/bag) Tests: For every 2000 bags or fraction thereof 1-Q, Quality Test</p> <p>B. <u>Fine Aggregate</u> Quantity: 1. 0.05 cu.m./cu.m. concrete (if rounded coarse aggregate is used) 2. 0.54 cu.m./cu.m. concrete (if angular coarse aggregate is used) Tests: For every 1500 cu.m. or fraction thereof: a. For a coarse not yet tested, or failed in previous quality test: 1-Q, Quality Test For: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale. b. For a source previously tested and passed Quality Test: 1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption Mortar Strength. For every 75 cu.m. or fraction thereof 1-G, Grading Test</p>

PART E - SURFACE COURSE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	<p>C. <u>Course Aggregate</u> Quantity:</p> <ol style="list-style-type: none"> 1. 0.77 cu.m/cu.m concrete (if rounded coarse aggregate is used) 2. 0.68 cu.m/cu.m concrete (if angular coarse aggregate is used) <p>Tests: For every 1500 cu.m or fraction thereof</p> <ol style="list-style-type: none"> a. For a source previously tested and passed quality tests: <ol style="list-style-type: none"> 1-Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption and Abrasion For every 75 cu. m or fraction thereof: <ol style="list-style-type: none"> 1-G Grading Test <p>D. <u>Water</u></p> <p>Tests: 1-Certificate from Project Engineer or 1-Q, Quality Test, if source is questionable</p> <p>E. <u>Joint Filler</u></p> <ol style="list-style-type: none"> 1. Poured Joint Filler <ol style="list-style-type: none"> 1-Q, Quality Test on each type of ingredient for each shipment 2. Premolded Joint Filler <ol style="list-style-type: none"> 1-Q, Quality Test on each thickness of filler for each shipment <p>F. <u>Special Curing Agents</u></p> <ol style="list-style-type: none"> 1-Q, Quality Test for each shipment <p>G. <u>Steel Bars</u></p> <p>For every 10,000 kg. or fraction thereof for each size</p> <ol style="list-style-type: none"> 1-Q, Quality Test for Bending, Tension and Chemical Analysis <p>H. <u>Concrete</u></p> <p>Flexural Strength Test on Concrete Beam Sample</p> <p>1-set consisting of 3 beam samples shall represent a 330 sq. m of pavement, 230 mm depth or fraction thereof placed each day. Volume of concrete not more than 75 cu.m.</p> <p>I. <u>Completed Pavement</u></p> <p>Thickness determination by concrete core drilling on a lot basis</p> <p>Five (5) holes per km per lane or five (5) holes per 500 m when 2 lanes are poured concurrently.</p>

PART F - BRIDGE CONSTRUCTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS															
Item 400 Piling -	<p>A. <u>Timber Piles</u> 1-Inspection Report for each size and shipment of timber</p> <p>B. <u>Concrete Piles</u> a. Concrete Same tests as for Item 405 b. Reinforcing Steel Same tests as for Item 404</p> <p>C. <u>Structural Piles</u> 1-Q, Quality Test/Mill Test Certificate 1-IR, Inspection Report</p>															
Item 401 Railings -	<p>A. <u>Concrete</u> Same tests as for Item 405, Class C</p> <p>B. <u>Reinforcing Steel</u> Same tests as for Item 404</p>															
Item 402 Timber Structures -	<p>1-Q, Quality Test on Manufacturer's Certificate for each type of materials used</p> <p>1-Inspection Report for each type and shipment of timber</p>															
Item 403 Metal Structures -	<p>1-Q, Quality Test or Mill Test Certificate for each type of materials used</p> <p>1-Inspection Report for each type and shipment of metal used</p>															
Item 404 Reinforcing Steel -	<p>A. <u>Bar Reinforcement for Concrete</u> for every 10,000 kg or fraction thereof for each size: 1-Q, Quality Test for Bending, Tension and Chemical Analysis</p> <p>B. <u>Wire and Wire Mesh</u> 1-Q, Quality Test</p>															
Item 405 Structural Concrete -	<p>A. <u>Cement</u> Quantity: (40 kg/bag) Class A ----- 9.0 bags/cu.m. of concrete Class B ----- 8.0 bags/cu.m. of concrete Class C ----- 9.5 bags/cu.m. of concrete Class P ----- 11.0 bags/cu.m. of concrete Tests: For every 2000 bags or fraction thereof 1-Q, Quality Test</p> <p>B. <u>Fine Aggregate</u> Quantity: cu.m./cu.m. of concrete</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>For Rounded</u></th> <th style="text-align: center;"><u>For Angular</u></th> </tr> </thead> <tbody> <tr> <td>Class A -----</td> <td style="text-align: center;">0.50 -----</td> <td style="text-align: center;">0.54 -----</td> </tr> <tr> <td>Class B -----</td> <td style="text-align: center;">0.45 -----</td> <td style="text-align: center;">0.52 -----</td> </tr> <tr> <td>Class C -----</td> <td style="text-align: center;">0.53 -----</td> <td style="text-align: center;">0.59 -----</td> </tr> <tr> <td>Class P -----</td> <td style="text-align: center;">0.44 -----</td> <td style="text-align: center;">0.47 -----</td> </tr> </tbody> </table>		<u>For Rounded</u>	<u>For Angular</u>	Class A -----	0.50 -----	0.54 -----	Class B -----	0.45 -----	0.52 -----	Class C -----	0.53 -----	0.59 -----	Class P -----	0.44 -----	0.47 -----
	<u>For Rounded</u>	<u>For Angular</u>														
Class A -----	0.50 -----	0.54 -----														
Class B -----	0.45 -----	0.52 -----														
Class C -----	0.53 -----	0.59 -----														
Class P -----	0.44 -----	0.47 -----														

PART F - BRIDGE CONSTRUCTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS																		
	<p>Tests: For every 1500 cu.m or fraction thereof</p> <p>a. For a source not yet tested or failed in previous quality test</p> <p>1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale</p> <p>b. For a source previously tested and passed quality test:</p> <p>1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, and</p> <p>Mortar Strength For every 75 cu.m. or fraction thereof: 1-G, Grading Test</p> <p>C. Coarse Aggregates Quantity: cu.m./cu.m. of concrete</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="border: none;"></th> <th style="border: none; text-align: center; border-bottom: 1px solid black;">For Rounded</th> <th style="border: none; text-align: center; border-bottom: 1px solid black;">For</th> </tr> </thead> <tbody> <tr> <td style="border: none;"><u>Angular</u></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Class A -----</td> <td style="border: none; text-align: center;">0.77 -----</td> <td style="border: none; text-align: center;">0.68</td> </tr> <tr> <td style="border: none;">Class B -----</td> <td style="border: none; text-align: center;">0.82 -----</td> <td style="border: none; text-align: center;">0.73</td> </tr> <tr> <td style="border: none;">Class C -----</td> <td style="border: none; text-align: center;">0.70 -----</td> <td style="border: none; text-align: center;">0.68</td> </tr> <tr> <td style="border: none;">Class P -----</td> <td style="border: none; text-align: center;">0.68 -----</td> <td style="border: none; text-align: center;">0.65</td> </tr> </tbody> </table> <p>Tests: For every 1500 cu.m or fraction thereof</p> <p>a. For a source not yet tested or failed in previous quality tests:</p> <p>1-Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption, Abrasion, Soundness and Unit Weight</p> <p>b. For a source previously tested and passed quality test:</p> <p>1-Q, Quality Test for Grading, Absorption, Bulk Specific Gravity and Abrasion For every 75 cu.m. or fraction thereof: 1-G, Grading Test</p> <p>D. Water 1-Certificate from Project Engineer 1-Q, Quality Test, if source is questionable</p> <p>E. Premolded Filler for expansion joints 1-Q, Quality Test on each thickness of filler for each shipment</p> <p>F. Steel Reinforcement 1-Q, Quality Test for every 10,000 kg or fraction thereof for each size</p>		For Rounded	For	<u>Angular</u>			Class A -----	0.77 -----	0.68	Class B -----	0.82 -----	0.73	Class C -----	0.70 -----	0.68	Class P -----	0.68 -----	0.65
	For Rounded	For																	
<u>Angular</u>																			
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Class B -----	0.82 -----	0.73																	
Class C -----	0.70 -----	0.68																	
Class P -----	0.68 -----	0.65																	

PART F - BRIDGE CONSTRUCTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
	<p>G. Concrete Compressive strength test on concrete cylinder samples. 1 set consisting of 3 concrete cylinder samples shall be taken from each day's pouring and to represent not more than 75 cu.m of concrete or fraction thereof</p>
Item 406 - Prestressed Concrete Structures	<p>A. Concrete Same tests as for Item 405, Class P B. Steel Reinforcement Same tests as for Item 404 C. Wire Strand 1-Q, for every 20 t or fraction thereof</p>
Item 407 - Concrete Structures	<p>Same tests as for Items 403, 404, 405 and 411. Elastomeric Bearing Pad will be tested to determine its quality</p>
Item 408 - Steel Bridges	<p>Same tests as for Items 403 and 411 Painting: 1-Q, One 20-L can for every 100 cans or fraction thereof or 1-Q, One 4-L can for every 100 cans or fraction thereof</p>
Item 409 - Welded Structural Steel	<p>Same tests as for Item 403 and Inspection Report</p>
Item 410 - Treated or Untreated Timber	<p>Inspection Report for Timber 1-Q, Quality Test for preservatives</p>
Item 411 - Paint	<p>1-Q, One 20-L can for every 100 cans or fraction thereof or 1-Q, one 4-L can for every 100 cans or fraction thereof</p>

PART G - DRAINAGE AND SLOPE PROTECTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 500 Pipe Culverts and Storm Drains	<p>A. Pipes Pipe for every 50 pieces: Strength, Absorption and Dimension Alternative Requirements: 1-set consisting of 3 concrete cylinder samples for not more than 25 pipes cast in the field, and 1 Inspection Report for each size for not more than 25 pipes cast in the field</p> <p>B. Mortar for Joint Cement, Fine Aggregates and Water - Same tests as for Item 405</p>

PART G - DRAINAGE AND SLOPE PROTECTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 501 Underdrains -	<p>A. <u>Concrete Pipe (Non-Reinforced)</u> 0.5% of the number of pipes of each size but not less than 2, for strength, absorption and dimension Alternative Requirements: 1-set consisting of 3 concrete cylinder samples for not more than 25 pipes cast in the field, and 1 Inspection Report for each size for not more than 25 pipes cast in the field.</p> <p>B. <u>Clay Pipe</u> 1-Pipe for every 200 pieces each size, with a minimum of 2 specimens for strength, absorption and dimension.</p>
Item 502 Manholes, inlets and Catch Basins -	<p>A. <u>Concrete</u> Same tests as for Item 405, Class A</p> <p>B. <u>Lids, Cast Iron Frames and Grating</u> Inspection Report</p>
Item 503 Cleaning and Reconditioning Existing Drainage Structures -	Inspection Report
Item 504 Riprap and Grouted Riprap -	Same tests as for Item 505
Item 505 Stone Masonry -	<p>A. <u>Cement</u> Quantity: 2 bags/cu.m. of concrete Tests: For every 2,000 bags or fraction thereof: 1-Q, Quality Tests</p> <p>B. <u>Fine Aggregate</u> Quantity: 0.17 cu.m./cu.m. of concrete Tests: for every 2,000 bags or fraction thereof 1-Q, quality Test for: (Same as for Item 405) For every 75 cu.m. or fraction thereof:</p> <p>C. <u>Stone</u> Inspection Report</p> <p>D. <u>Water</u> 1-Certificate from Project Engineer or 1-Q, quality Test, if source is questionable</p>
Item 506 Hand-Laid Embankment -	Inspection Report
Item 507 Sheet Piles -	<p>A. <u>Timber Sheet Piles</u> Inspection Report</p> <p>B. <u>Concrete Sheet Piles</u> Same tests as for Item 400</p> <p>C. <u>Steel Sheet Piles</u> Same tests as for Item 403</p>

PART G - DRAINAGE AND SLOPE PROTECTION

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 508 Concrete Slope Protection -	A. <u>Bed Course</u> Same tests as for Item 200 B. <u>Steel Reinforcement</u> Same tests as for Item 404 C. <u>Concrete</u> Same tests as for Item 405
Item 509 Gabions -	1-Q, Quality Test for each shipment

PART H - MISCELLANEOUS STRUCTURE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 600 Curb and/or Gutter -	A. <u>Concrete</u> Quantity: 0.078 cu.m./m (Curb only) 0.092 cu.m./m (Curb and Gutter, type A) 0.149 cu.m./m (Curb and Gutter Type B) 0.074 cu.m./m (Curb and Gutter Type C) Same tests as for Item 405 B. <u>Joint Filler</u> Same tests as for Item 311
Item 601 Sidewalk -	A. <u>Concrete</u> Same tests as for Item 405, Class A B. <u>Premolded Expansion Joint Filler</u> Same tests as Item 311
Item 602 Monuments, Markers and Guide Posts -	A. <u>Concrete</u> Same as for Item 405 B. <u>Reinforcing Steel</u> Same tests as for Item 404 C. <u>Timber</u> Same tests as for Item 410 D. <u>Paint</u> Same tests as for Item 411
Item 604 Fencing -	A. <u>Barbed Wire, Chain Link Fabric</u> 1-Q, Quality Test B. <u>Concrete Post</u> Same tests as for Item 405 Steel Reinforcement: Same test as for Item 404
Item 605 Road Sign -	Inspection Report
Item 606 Pavement Markings -	Same tests as for Item 411
Item 607 Reflective Pavement Studs -	Inspection Report
Item 608 Topsoil -	Inspection Report
Item 609 Sprigging -	Inspection Report

PART H - MISCELLANEOUS STRUCTURE

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 610 Sodding -	Inspection Report
Item 611 Tree Planting -	Inspection Report

PART I - MATERIALS DETAILS

ITEMS OF WORK	MINIMUM TEST REQUIREMENTS
Item 700 - Hydraulic Cement	Same tests as for Item 405
Item 701 - Construction Lime (Hydrated)	1-Q, Quality test for every 100 t or fraction thereof
Item 702 - Bituminous Materials	Same tests as for Items 301, 302, 303, 306, 307, 308, 309 and 310
Item 703 - Aggregates	Same tests as for Item of Work specified in the Bill of Quantities
Item 703A - Mineral filler	Same tests as for Item 307
Item 704 - Masonry Units	1-Q, Quality Test for every 10,000 units or fraction thereof
Item 705 Joint Materials -	Same tests as for Item 311 and 500
Item 706 Concrete, Clay, Plastic and - Fiber Pipes	A. <u>Concrete Pipes</u> Same tests as for Item 500 B. <u>Clay and other types of pipes</u> Refer to the applicable requirements of AASHTO Test and Specification
Item 707 Metal Pipe -	Same tests as for Item 400
Item 708 Concrete Curing Materials & - Admixtures	1-Q, Quality Test for each shipment
Item 709 Paints -	Same tests as for Item 411
Item 710 Reinforcing Steel and Wire - Rope	A. <u>Reinforcing Steel</u> Same tests as for Item 404 B. <u>Wire Rope</u> Same tests as for item 406
Item 711 Fence and Guardrail -	A. <u>Fence</u> Same tests as for Item 604 B. <u>Guardrail</u> Same tests as for Item 603
Item 712 Structural Metal -	Same tests as for Items 403 and 409
Item 713 Treated and Untreated - Timber	Same tests as for Item 410
Item 714 Water -	1-Certificate from Project Engineer or 1-Q, Quality Test, if source is questionable

For Potable Water Supply Projects:

MINIMUM REQUIREMENTS QUALITY CONTROL TEST

SCHEDULE OF MINIMUM TEST REQUIREMENT GOVERNING ITEMS OF WORK OF DPWH AND LWUA STANDARD FOR CONSTRUCTION OF WATER SYSTEM

I. EARTH WORK

A. EXCAVATION

Except when specifically provided to the contrary, excavation shall include the removal of materials of whatever nature encountered, including all obstructions of any nature that would interfere with the proper execution and completion of work. The removal of said materials shall conform to the lines and grades shown or ordered. Unless otherwise provided, the entire construction site shall be stripped of all vegetation and debris, and such materials shall be removed from the site prior to performing any excavation or placing any fill. The Contractor shall furnish, place and maintain all supports and shoring that may be required for the sides of the excavations and all pumping, ditching, or other approved measures for the removal or exclusion of water, including taking care of storm water and waste water reaching the site of the work from any source, so as to prevent damage to the work or adjoining property.

The walls and faces of all excavations in which are exposed to danger from unstable ground shall guard against by a shoring system, sloping of the excavation, or some other acceptable method. The Contractor shall furnish, install, and maintain such sheeting, bracing, etc, as may be necessary to protect the workers and prevent, any movement of earth which could injure or delay the work or endanger adjacent structures. In excavations where workers may be required to enter, excavated or other materials shall be effectively stored and retained at least 600 mm or more from the edge of the excavation. All excavation and trenching operations shall conform to any and all national, provincial, and local safety requirements.

If excavated materials are wasted, the volume involved shall be reported, so that quality control requirements may be adjusted accordingly. Submit Project Engineer Certificate of Waste.

If excavated materials are incorporated into the work:

Tests: For every 1500m³ or fraction thereof:

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

For every 150mm layer in un-compacted depth

1-D, Field Density Test

B. SAND BEDDING/ BACKFILLING

Backfill shall not be dropped directly upon any structure or pipe. Materials used for backfill shall be selected material, free from grass, roots, brush or other vegetation, or rocks having maximum dimension larger than 150mm (6in). Materials placed within 150 mm (6 in) of any structure or pipe shall be free of rocks or unbroken masses or earth materials having maximum dimension larger than 75 mm (3 in). Backfill shall not be placed around or upon any structure until the concrete has attained sufficient strength to withstand the loads imposed. Backfill around water-retaining structures shall not be placed until the structures have been tested, and the structure shall be full of water while backfill is being placed.

Use Class A or Sand Material.

Tests: For every 1500m³ or fraction thereof

- 1-G, Grading Test
- 1-P, Plasticity Test (LL, PL, P.I.)
- 1-C, Laboratory Compaction Test

For each 500m² of each layer of compacted fill or fraction thereof at least one group of three (3) in-situ density tests. The Layers shall be placed not exceeding 200mm in loose measurement or based on the result of compaction trials.

1. Pipeline trenches shall be back filled to a level of 150 mm (6 In.) above the top of the pipe with selected material obtained from the excavation.
2. Such material shall be compacted to ninety-five percent (95%) of maximum density where the trench is located under proposed structures, and ninety percent (90%) of maximum density elsewhere. Compaction, shall be obtained by tamping in not more than 150 mm (6 in.)

C. RESTORATION

1. Except where shown on the drawings or otherwise specified, any pavement, trees, shrubbery, fences, poles or other property and surface structures which have been damaged, removed, or disturbed by the Contractor, whether deliberately or through failure to carry out the requirements of the Contract Documents, Municipal Ordinances, or the specific directions of the Engineer, or through failure to employ usual and reasonable safeguards shall be replaced or repaired at the expense of the Contractor.
2. The temporary pavement shall be of a character satisfactory in all respects and safe for public travel. The surface of all temporary repaving shall conform to the street grades. The temporary re-pavement shall be placed and maintained by the Contractor at his own expense until permanent surfacing is completed.
3. Upon completion of substantial parts of the project but not before the pipeline has been tested, the temporary resurfacing shall be replaced with permanent resurfacing.

D. SLOPE PROTECTION AND EROSION CONTROL

Unless otherwise specified, all embankment slopes steeper than three (3) units horizontal to one (1) unit vertical shall be stabilized by sodding as directed by the Engineer. Strips of sod not less than 300 mm (12 in.) wide shall be placed along sloped banks. Sods shall be taken only from fields not less than three (3) years old and have been previously rolled and mowed at least once. Sods taken from wild field that have not been mowed will not be acceptable. Sod shall be of sufficient thickness to prevent excessive breakage and shall be stripped in the largest practicable widths and lengths. It shall be tamped in place, properly leveled and immediately well-sprinkled. All sods not in good condition after being tamped in place shall be removed and replaced. Immediately after setting of grass sod, sod shall be covered with 6 mm (0.24 in.) of screened topsoil which has been well-mixed with 460 grams (1 lb.) of grass seed per 100 square meters (1,076 sq. ft.). Sod shall be replaced with the same kind of surfacing or better in accordance with the latest specifications; re sodding shall continue until acceptance.

II. CONCRETE AND REINFORCING STEEL

A. CONCRETE

Item 405 - Structural Concrete Cement

- Quantity: (40 kg/bag)
- Class A ----- 9.0 bags/ m³ of concrete
- Class B ----- 8.0 bags/ m³ of concrete
- Class C ----- 9.5 bags/ m³ of concrete
- Class P ----- 11.0 bags/ m³ of concrete

Tests: For every 2000 bags or fraction thereof
1 - Q, Quality Test

1. Fine Aggregate

Quantity: m ³ / m ³ of concrete		
	For Rounded	For Angular
Class A -----	0.50	0.54
Class B -----	0.45	0.52
Class C -----	0.53	0.59
Class P -----	0.44	0.47

Tests: For every 1500 m³ or fraction thereof:

- a) For a source not yet tested or failed in previous Quality test
1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale.
- b) For a source previously tested and passed quality Test:
1 - Q, Quality Test (Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength)

Tests: For every 75 m³ or fraction thereof:
1 - G, Grading Test

2. Coarse Aggregates

Quantity: m^3 / m^3 of concrete

	For Rounded CA:	For Angular CA
Class A -----	0.77	0.68
Class B -----	0.82	0.73
Class C -----	0.70	0.68
Class P -----	0.68	0.65

Tests: For every 1500 m^3 or fraction thereof:

- a) For a source not yet tested or failed in previous Quality tests:
1 – Q, Quality Test (Grading, Bulk Specific Gravity, Absorption, Abrasion, Soundness and Unit Weight)
- b) For a source previously tested and passed quality Test:
1 – Q, Quality Test (Grading, Absorption, Bulk Specific Gravity and Abrasion)

Tests: For every 75 m^3 or fraction thereof:
1 – G, Grading Test

3. Water

Tests: 1 – Q, Quality Test, if source is questionable Certificate of Project Engineer

4. Premolded Filler for expansion joints

Tests:
1 – Q, Quality Test on each thickness of filler for each shipment

5. Steel Reinforcement

Tests:
1 – Q, Quality Test for every 10,000 kg or fraction thereof for each size.

6. Concrete

Tests:
Compressive strength test on concrete cylinder Samples. One (1) set consisting of 3 concrete. Cylinder samples shall be taken from each day's pouring and to represent not more than 75 m^3 of Concrete or fraction thereof.

B. PRESTRESSED CONCRETE STRUCTURES

1. Concrete

Tests: Same as for Item 405, Class P

2. Steel Reinforcement

Tests: Same as for Item 404

3. Wire Strand

Tests: 1 – Q, for every 20 t or fraction thereof.

C. CONCRETE STRUCTURES

Tests: Same Test as for Item 403, 404, 405 and 411. Elastomeric Bearing Pad will be tested to determine its quality.

1 - Q, One 4-L can for every 100 cans or fraction thereof.

III. MISCELLANEOUS METAL WORKS

Miscellaneous metalwork is defined as all items required to be fabricated from structural steel shapes, plates, bars, and their products. The Contractor shall provide the necessary labor, supervision, tools, materials supplies, and appurtenances for the proper construction and operation of the elevated steel reservoir. The contractor shall accomplish the work in a complete and finished manner and insure the highest quality of workmanship in accordance with the drawings and specifications and to the satisfaction of the Engineer.

Steel welding fittings shall conform to ASTM A234.

Item 403 – Metal Structures

Tests:

- 1 - Q, Quality Test or Mill Certificate for each type of materials used.
- 1 - IR, Inspection Report for each type and shipment of metal used.

Item 404 – Reinforcing Steel

A. Bar reinforcement for concrete for every 10,000 kg or Fraction thereof for each size:

- 1 - Q, Quality Test for Bending, Tension and Chemical Analysis.

B. Wire and Wire Mesh

- 1 - Q, Quality Test

Item 409 – Welded Structural Steel

Tests: Same Tests as for 403 and Inspection Report

IV. PIPING

The Contractor shall furnish and install all pipes, fittings, closure pieces, supports, bolts, nuts, gaskets, jointing materials, and appurtenances as shown and specified, and as required for a complete and workable piping system. Shop drawings of all piping systems shall be furnished, as required.

All bolts, nuts, and studs in the assembly of piping shall conform to the requirements indicated in the drawing.

All exposed piping shall adequately supported with devices of appropriate design. Where details are shown, the supports shall conform thereto and shall be placed as indicated; provided that support for all piping shall be complete and adequate regardless of whether or not supporting devices are specially shown.

All pipes shall be laid in a uniform profile as shown on the Drawings.

UPVC (POLYVINYL CHLORIDE) PIPE FOR POTABLE WATER

This standard specifies the requirements for un-plasticized polyvinyl chloride (uPVC) Pipes with nominal outside diameter of 63 mm to 500 mm intended for the conveyance of potable water under pressure and of temperatures up to 45°C for use below ground.

The pipe shall conform to the requirements of the Philippine National Standard Specification for un-plasticized Polyvinyl Chloride (uPVC) Pipes for Potable Water Supply (PNS 65:1993).

HIGH DENSITY POLYETHYLENE (HDPE) PIPE FOR POTABLE WATER

The pipe shall conform to the requirements of the Philippine National Standard Specification for High Density Polyethylene (HDPE) Pipe for Potable Water Supply (PNS ISO 4427:2002).

CAST IRON PIPE FOR POTABLE WATER

1. Materials:
Bell and spigot cast iron pipe shall conform to the requirements of the following:
 - a. "Cast Iron Pipe Centrifugally Cast in Metal Molds for Water or Other Liquids" (AWWA C-106) or "Cast Iron Pipe Centrifugally Cast in Sand-Lined Molds for Water or Liquids" (AWWA C-108), shall be Class 100 or Class 150 where shown on the Drawings and as indicated in the Bid Schedule; or
 - b. "ISO Recommendations R-13; Cast Iron Pipes, Special Casting and Cast Iron Parts for Pressure Main Lines." The pipe shall be Class LA; however the hydrostatic test pressure shall be 2.45 Mpa (455 psi) for all sizes.
2. Flanges
Standard flanged cast iron pipe fittings shall conform to the requirements of the "American Standard for Cast-Iron Pipe Flanges and Flanged Fittings" (ANSI B16.1), Class 125
3. Installation
Cast iron pipe and fitting shall be lined with cement mortar in accordance with the requirements of the "American Standard for Cement-Mortar Lining for Cast-Iron Pipe and Ductile-Iron Pipe and Fittings for Water" (AWWA C-600)

V. VALVES AND APPURTENANCES

A. VALVE TESTING

1. Testing: Operate the valves to complete closed position and complete open position through several complete cycles of closing and opening. In addition, have the test pressure for each valve, when in the closed position, applied to one side of the valve only. Test each end of the valve in this manner.

2. **Test Pressure:** Test each valve at the same test pressure as that specified for the pipe in which the valve is installed.
3. **Leakage:** Stop all external and internal leakage through the valves.
4. **Movement:** Stop all valve movement or structural distress.

VI. PRESSURE LEAKAGE TESTING AND DISINFECTING

A. PIPELINE TESTING

All pipelines shall be thoroughly flushed out with water prior to testing. Maximum length of test sections shall be 500 meters for distribution mains and 1,000 meters for transmission mains. Where test sections are approved which exceed the above maximum lengths, the allowable leakage for the lengths in excess of the maximum allowable shall be reduced by fifty percent (50%). The pipeline shall not be filled with water until the following curing periods have elapsed.

Description	Minimum Allowable Time
1. Cement Mortar Linings	14 days
2. Cement Mortar at Joints	8 hours
3. Concrete Thrust Block	
a. Standard Cement	7 days
b. High early strength cement	36 hours

The pipeline shall be prepared for testing by closing valves when available, after the line or section thereof has been completely filled, it shall be allowed to stand under a slight pressure for a minimum of forty-eight (48) hours to allow the escape of air from any air pockets and to allow the pipe or mortar lining to absorb as much water as possible.

During this period, all exposed pipes, fittings, valves, joints and couplings shall be examined for leaks. If found to be cracked or defective, these shall be removed and replaced by the Contractor with sound material at his own expense. The pipeline shall then be refilled and all bulkheads, joints and connections shall be examined for leaks. If any are found, these shall be stopped. The test shall consist of holding the test pressure on each section of the line for a period of two (2) hours. The test pressure at the lowest point shall be 690 KPa or 1.0 MPa according to the class of pipe installed, class 100 or class 150, and as approved by the Engineer. Pressure gauges shall also be provided at all ends of the section tested. The water necessary to maintain the pressure shall be measured through a meter or by other means satisfactory to the Engineer.

METAL/ STEEL PIPES

1. HYDROSTATIC PRESSURE TEST

All steel cylinders shall be subjected to a hydrostatic pressure test which stresses the steel to 172.36 MPa. While under pressure test, all welds shall be thoroughly inspected and air parts Showing leakage' shall be marked.

Cylinders which show any leakage under test shall be re-welded at the point of leakage and subjected to another hydrostatic test.

2. PIPELINE DISINFECTING

All new domestic water mains or extension to existing systems, or valve section of such extension or any replacement in the existing water system shall be disinfected with chlorine in accordance "Standard for Disinfecting Water Mains." Disinfection shall be completed not more than three (3) days prior to placing the pipeline into service unless otherwise approved by the Engineer and care shall be taken to prevent recontamination of the pipeline. A bacteriological test shall be taken, at the expense of the LGU, prior to acceptance of the pipeline disinfected.

The amount and concentration of chlorine solution applied shall be such as to provide a dosage of not more than fifty milligrams per litre (50 mg/L) after a contact period of twenty-four hours, the chlorine residual of samples taken at service connections shall not be less than twenty-five milligrams per litre (25 mg/L). The system shall then be flushed with clear water until the residual chlorine is not greater than 0.75 mg/L but not less than 0.20 mg/L. All valves and appurtenances in the pipeline being disinfected shall be operated several times during the chlorine contact periods.

B. TESTING AND DISINFECTION OF RESERVOIR AND APPURTENANCES PIPING

The operation of testing and disinfecting the reservoir shall be combined. Any leaks found after the reservoir is filled shall be repaired and the disinfection procedures repeated to the satisfaction of the Engineer.

1. Cleaning

Prior to disinfecting the reservoir shall be thoroughly cleaned by hosing down with a high pressure hose and nozzle of sufficient size to deliver a minimum flow of 3.15 L/s (50 gpm).

2. Testing of Steel Reservoir

The steel reservoir shall be tested prior to the application of protective coatings by filling the reservoir with water to the elevation of the overflow. The reservoir shall show no leaks at the end of a 24-hour test period. Any leaks shall be repaired by welding. The reservoir shall be retested and repaired until no leaks occur.

3. Disinfecting

A strong chlorine solution (200 mg per liter) shall be sprayed on all interior surfaces of the reservoir. Following this, the reservoir shall be partially filled with water to a minimum depth of approximately 30 cm (1.0 ft). During the filling operation, a chlorine water mixture shall be injected by means of a solution-feed chlorinating device. The dosage applied to the water shall be sufficient to give a chlorine residual of at least 50 mg per litre upon completion of the partial filling operation. Precaution shall be taken to prevent the strong chlorine solution from flowing back into the lines supplying the water.

After the partial filling has been completed, sufficient water shall be drained from the lower ends of the appurtenant piping to insure filling the lines with the heavily chlorinated water.

Disinfection of the steel reservoir shall be done after protective coatings have been applied to the inside surfaces of the reservoir. The reservoirs and connecting lines thereto shall be thoroughly disinfected with chlorine before being placed in operation.

4. Retention Period

Chlorinated water shall be retained in the reservoir and in the appurtenant piping long enough to destroy all non-spore-forming bacteria and, in any event, for at least twenty-four (24) hours. After the chlorine-treated water has been retained for the required time, the chlorine residual in the reservoir and in the lines shall be at least 25 mg per litre. All valves shall be operated while the lines are filled with the heavily chlorinated water.

5. Final Filling of Reservoir

After the chlorine residual has been in accordance with Clause (d), the water level in the reservoir shall be raised uniformly to approximately 30 cm (1 ft.) below the overflow level by the addition of potable water. Before final filling is commenced, the quantity of heavily chlorinated water remaining in the reservoir after filling the piping shall be sufficient when the water level is raised to its final elevation to produce a chlorine residual of between 1 mg per litre and 2 mg per litre. After the reservoir has been filled, the strength of the chlorinated water in the reservoir shall be determined by the Engineer. If the chlorine residual is less than 1 mg per litre, an additional dosage shall be applied to the water in the reservoir. If the chlorine residual is greater than 2 mg per litre in the reservoir, the reservoir shall be partially emptied and additional potable water added.

C. LEAKAGE TESTS FOR STRUCTURES

Structure Leakage Testing: Perform leakage tests of wet wells, tanks, vaults and similar purpose structures before backfilling, by filling the structure with water to the overflow water level and observing the water surface level for the following 24 hours.

1. Make an inspection for leakage of the exterior surface of the structure, especially in areas around construction joints.
2. Leakage will be accepted as within the allowable limits for structures from which there are no visible leaks.
3. If visible leaks appear, repair the structure by removing and replacing the leaking portions of the structure, waterproofing the inside, or by other methods approved.

D. TEST APPROVAL

Testing: Do all performance tests, include bacteriological and pressure testing, prior to connecting new pipeline with the existing water system.

E. PAINTING AND PROTECTIVE COATINGS

Item 411 – Paint

Tests:

- 1 – Q, One 20-L can for every 100 cans or fraction thereof or
- 1 – Q, One 4-L can for every 100 cans or fraction thereof.

H. SECURITY FENCING

A. Barbed Wire, Chain Link Fabric

1-Q, Quality Test

B. Concrete Post

Same tests as for Item 405

Steel Reinforcement: Same test as for Item 404

I. ELECTRO-MECHANICAL EQUIPMENT

All mechanical and electrical equipment shall be tested to the satisfaction of the Engineer before any facility is put into operation tests shall be made to determine whether the equipment has been properly assembled, aligned, adjusted and connected. Any changes, adjustments or replacements required to make the equipment operate as specified shall be carried out by the Contractor as part of the work. In addition to the mentioned testing conditions, the following field test requirements should be considered for electrical equipment, materials and components.

1. System Test - Each panel board shall be tested with the power equipment connected, circuit breakers closed and all loads and fixtures permanently connected for their intended operation for a minimum of 24 hours continuous operation in the presence of the Engineer, at the expense of the Contractor. The entire installation shall be free from any ground fault and from any short circuit. In no case shall the insulation resistance be less than that allowed by PEC regulations for Electrical Equipment of Buildings and/or manufacturer's recommendations. Failures shall be corrected in a manner satisfactory to the Engineer.
2. Performance Test and Equipment Setting - It shall be the responsibility of the Contractor to test the entire electrical system for the proper equipment operation. Setting of all protective relays, pilot devices, and auxiliary systems shall conform with the operating requirements of the Installations. The Contractor shall turn over the entire electrical installation in a satisfactory working condition.

J. WATER METERS

The specifications cover the requirements of water meter of various metrological classes which can withstand permanent flow rates from 0.5 m³/h to 20 m³/h, maximum admissible working pressure equal to or greater than 10 bars and maximum admissible temperature of 30 degrees Centigrade.

The water meter shall conform to the requirements of ISO 4064 Part 1: Measurement of Water Flow in Closed Conduits-Meters for Cold Potable Water, subject to the following additional requirements.

The method and means to be employed in determining the compliance of water meters shall be in accordance with ISO 4064/3 (Test Methods and Equipment).

1. WARRANTY

All meters shall be guaranteed against defects in workmanship and materials for a period of one (1) year from the date of acceptance. Defective meters or parts discovered within this period shall be replaced without charge upon their return to the manufacturer/supplier. This warranty shall not apply if the meter has been modified by using replacement parts not made by the manufacturer of the meter or if it has been exposed to service conditions exceeding those of normal operating conditions.

2. ACCREDITATION

The accreditation process shall be as follows:

- a. The water meter manufacturer shall have ISO 9000 and ISO 9001 certifications.
- b. A sample meter, preferably a cut-away sample, together with the manufacturer's technical brochures re: the meter is evaluated as to conformance with the requirements of these specifications.
- c. If it does, the following tests may be conducted on five (5) new sealed samples:
 - i. Initial accuracy test
 - ii. Pressure tightness test (static tests)
 - iii. Head loss test
 - iv. Accelerated endurance tests
 - v. Final accuracy test

For Evacuation Center and Municipal Drug Rehabilitation Facilities:

TEST	FREQUENCY OF TEST	NO. OF SAMPLES
A. WATER 1. Quality Test (PH Level)	One on each source	1
B. CONCRETE MASONRY UNIT (Required Units) 1. Absorption Test 10pcs. 2. Compressive Test 10pcs.	1 for every 20,000 pcs. Delivered at site	
C. CONCRETE 1. Trial Mix (For cases where ready mix is to be used) 2. Slump Test 3. Temperature Test 4. Compressive Test	On Plant Every Delivery Every Delivery Every Delivery	1 5 5 5
D. REINFORCING BARS 1. TENSILE TEST 1.1Chemical Composition 1.2Mechanical Composition 1.3Bending	1 for every 10,000 kgs. Or fraction thereof for each size	3 per diameter
E. FINE AGGREGATES 1. Sieve Analysis 2. Fine Modulus 3. Bulk Specific Gravity 4. Absorption 5. Mortar Strength Soundness 6. Organic Impurities 7. Unit Weight 8. Percent Clay Lumps	1 per 75cu.m of fraction thereof	3
F. COURSE AGGREGATES 1. Sieve Analysis 2. Fineness Modulus 3. Bulk Specific Gravity 4. Absorption 5. Abrasion 6. Soundness 7. Unit Weight	1 per 1,500 cu.m or fraction thereof	3
G. CEMENT (10 kgs. Per 1000 bags)	1 for every 2,000 or fraction thereof	3
H. G.I. SHEETS (Base metal)		
I. STEEL COMPONENTS (ex. Angle bars, C-Purlins, etc.) (with Mill Certificate)	1 for every 10,000 kgs. Or fraction thereof for each side	3 per section



Republic of the Philippines
Department of the Interior and Local Government
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City

AIDE MEMOIRE No. (mm/dd/yy-project code-wn)
(date monitored-project code-warning number)

LGU: _____

DATE OF MONITORING: _____

SUMMARY OF FINDINGS / OBSERVATIONS / AGREEMENTS

PROJECT NAME: _____
IMPLEMENTATION STAGE: _____

FINDING(S) / OBSERVATION(S)	RECOMMENDATION(S) AND AGREEMENT(S)	TIMELINES FOR THE RECOMMENDATION(S) AND AGREEMENT(S)	REMARKS
1.	1.	1.	1.
2.	2.	2.	2.

(Use additional sheet if necessary)

DILG Representative(s)		LGU Representative(s)	
Name / Position	Signature	Name / Position	Signature

I agree with the above finding(s) / observation(s) and corresponding recommendation(s) and agreement(s) / timelines and I commit to act within fifteen (15) working days from the date of monitoring.

Further, I am aware that sanction(s) shall be applied in case of neglect to implement the abovementioned recommendations / agreements as provided for in the DILG M.C. No. _____, Series of 2018 and other applicable laws and issuances.

Municipal Mayor

Cc: DILG-MLG00, DILG-PO

Page No. ____ of ____

Guide in Monitoring is based on the following parameters: Timeliness (T), Documentary Completeness/Accuracy (DCA), and Quality (Q). Reference documents (i.e. SWA/ Annex C/ Annex A/ Annex B/ Annex D, Plans and Specifications and National Standards/ Annex G/ Annex H) vis-a-vis Actual findings

FINDING(S) / OBSERVATION(S)	RECOMMENDATION(S) AND AGREEMENT(S)	TIMELINES FOR THE RECOMMENDATION(S) AND AGREEMENT(S)	REMARKS
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	11.	11.
12.	12.	12.	12.

Cc: DILG-MLGOO, DILG-PO

Page No. ____ of ____

Guide in Monitoring is based on the following parameters: Timeliness (T), Documentary Completeness/Accuracy (DCA), and Quality (Q). Reference documents (i.e. SWA/ Annex C/ Annex A/ Annex B/ Annex D, Plans and Specifications and National Standards/ Annex G/ Annex H) vis-a-vis Actual findings

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

COMPLETION INSPECTION REPORT No. _____

PROJECT NAME : _____

LOCATION : _____

CONTRACT PRICE : _____
(Original/Revised)

CONTRACTOR : _____

DATE OF INSPECTION : _____

Findings : (Provide here a Narrative of the Inspectorate Team's findings under this Completion Inspection Report. Indicate any defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. Attach the previous Completion Inspection Reports, if any. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, use the Final Completion Inspection Report form instead of this report form.)

Recommendation(s):

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

_____ Date

FINAL COMPLETION INSPECTION REPORT

PROJECT NAME : _____

LOCATION : _____

CONTRACT PRICE : _____
(Original/Revised)

CONTRACTOR : _____

Date of Inspection : _____

Findings : (Provide here a Narrative of the Inspectorate Team's findings. Attach the Team's Previous Completion Inspection Report(s), indicating defects/deficiencies observed by the Inspectorate Team and repair works done by the contractor. If the First Completion Inspection Report (No.1) shows no defects/deficiencies, include here the Team's commendation of the contractor.)

I/We, the undersigned member/s of the Inspectorate Team, conducted a joint inspection of the above stated project and found the same to be satisfactorily completed on _____ in accordance with the Plans and Specifications of the Contract.

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

Add names/office/position of signatory(ies), if necessary.

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

**CERTIFICATE OF COMPLETION AND ACCEPTANCE
(By Contract)**

PROJECT NAME : _____

LOCATION : _____

**CONTRACT PRICE
(Original/Revised)** : _____
CONTRACTOR : _____

This is to certify that the above stated project has been satisfactorily completed on _____ (date) in accordance with the Plans and Specifications of the Contract based on the Final Completion Inspection Report of the Inspectorate Team dated _____.

This certification does not relieve the Contractor of their obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during one-year Defects Liability Period starting from the date of completion as herein stated. Neither is he/she relieved of his/her obligations and responsibilities pursuant to the provisions of R.A. No. 9184.

CERTIFIED AS COMPLETED AND ACCEPTED:

Local Chief Executive

RECEIPT CONFIRMED AND ACKNOWLEDGED:

Contractor

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

PROJECT NAME : _____
LOCATION : _____
APPROVED BUDGET FOR THE PROJECT : _____

**CERTIFICATE OF COMPLETION
(By Administration)**

This is to certify that the above stated project has been satisfactorily completed on _____ (date) in accordance with the approved Plans, Specifications and Program of Work based on the Final Completion Inspection Report of the Inspectorate Team dated _____.

This certification does not relieve the LGU of its obligations and responsibilities in undertaking repair works on any defects/deficiencies that may occur in any section of the project during the design life or useful life of the project. Neither is it relieved of its obligations and responsibilities pursuant to the provisions of R.A. No. 9184 for projects implemented By Administration.

Issued this _____ day of _____ (Month) _____, _____ (Year) _____, at _____ (address) _____.

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

**CERTIFICATE OF ACCEPTANCE
(By Administration)**

We certify that the above stated project has been duly completed in accordance with the approved Plans, Specifications and Program of Work.

Issued this _____ day of _____ (Month) _____, _____ (Year) _____, at _____ (address) _____.

End-User (i.e. Barangay Captain)

Local Chief Executive

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

_____ Date

ACCEPTANCE INSPECTION REPORT No. _____

PROJECT NAME : _____

LOCATION : _____

CONTRACT PRICE : _____
(Original/Revised)

CONTRACTOR : _____

DATE OF INSPECTION : _____

Findings : (Provide here a Narrative of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor. If the First Acceptance Inspection Report (No.1) shows no defects/failures, use the Final Acceptance Inspection Report form instead of this report form.)

Recommendation(s) :

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

Add names/office/position of signatory(ies), if necessary.

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

_____ Date

FINAL ACCEPTANCE INSPECTION REPORT

PROJECT NAME : _____

LOCATION : _____

CONTRACT PRICE : _____
(Original/Revised)

CONTRACTOR : _____

DATE OF INSPECTION : _____

Date of Certificate of Completion : _____

Findings : (Provide here a Narrative of the Inspectorate Team's findings. Attach the Team's Previous Acceptance Inspection Report(s), indicating defects/deficiencies after the one-year Defects Liability Period observed by the Inspectorate Team and repair works done by the contractor.)

I/We, hereby undersigned member/s of the Inspectorate Team, conducted a final inspection on the above stated project after the one-year Defects Liability Period, and found the project to be free from any defects/deficiencies that are due to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

Add names/office/position of signatory(ies), if necessary.

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

_____ Date

CERTIFICATE OF FINAL ACCEPTANCE

PROJECT NAME : _____

LOCATION : _____

CONTRACT PRICE : _____
(Original/Revised)

CONTRACTOR : _____

Date of Certificate of Completion : _____

Based on the Final Acceptance Inspection Report of the Inspectorate Team dated _____, after the one-year Defects Liability Period, the project is free from defects/deficiencies which are due to poor workmanship, use of poor quality materials and non-compliance with the Plans and Specifications of the Contract.

In view hereof, we hereby certify that the project is accepted by this Office on _____.

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

Add names/office/position of signatory(ies), if necessary.

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

NOTICE OF DEFECTS/DEFICIENCIES

Date of Issuance

Name of Contractor / Municipal Engineer
Address of the Contractor / Municipal Engineer's Office
Fax and Contact Number of the Contractor / Municipal Engineer's Office

Dear Sir / Madame:

Based on the Inspection Report for the (Project Name and Location), you are hereby directed to commence the repair works within seven (7) days and to complete the works within _____ days on the following defects and deficiencies.

1. (Defects and Deficiencies)
2. (Defects and Deficiencies)
3. (Defects and Deficiencies)

Very truly yours,

Local Chief Executive

Conforme:

(Name of **Contractor**, if By Contract)
(Name of **Municipal Engineer**, if By Administration)

Signature over Printed Name

DILG LOGO

LGU LOGO

SAMPLE ONLY

Number: _____

Program Name: Assistance to Municipalities

Fund Source: LGSF-AM F.Y. 2018 GAA

Republic of the Philippines
Department of Interior and Local Government
Project Completion Report

BOLINAO (Poblacion-Samang) ARTERIAL ROAD PROJECT
Title

1. Location:

Region: I
Province: Pangasinan
Municipality : Bolinao
Barangay: Concordia/Germinal to Samang (see attached map)

3. Contractor: Good Morning Const. Corp

Address: 123 Lokasyon St. Maamo, Pangasinan
Cell No. 09234534444 Tel. No. (075) 5464741

2. Executing/Implementing Agency Data

Mayor: Juan De La Cruzes	Cell No. 0917888453
Vicemayor: Pedro de Veneracion	Cell No. 09498877665
Treasurer: Dominador Cardona	Cell No. 09945673451
Accountant: Andres Braganza	Cell No. 09179865234
Mun. Engineer: Eduardo Cabansag	Cell No. 09234534675
MPDO: Willy De Perio	Cell No. 09499911693
Address: Municipal Hall, Rizal Ave. Poblacion, Bolinao, Pangasinan	

4. Basic Data:

Cost PHPM	Target	Actual	Over run	Under run
TPC:	10.99	10.86		0.13
DILG:	7.00	6.88		0.12
LGU:	3.00	3.00		0.00
Beneficiary:	0.99	0.98		0.01

5. Implementation Duration

Milestones	Target	Actual
Notice of Award/Proceed	30 Jul 2010	1 Jul 2011
Start Date	25 Nov 2010	31 Dec 2011
Completion Date	25 Aug 2015	31 Dec 2016
Time Overrun (Underrun)		1.37 yrs/31%
LGU Acceptance Date		

6. Assessment:

[Generally Successful-GS (8-10), Partly Successful-PS (5-7), Unsuccessful-US (1-4)]

Overall	: GS	9
Relevance	: GS	8
Efficiency	: PS	7
Effectiveness	: GS	9
Impact		
Sustainability	: GS	10

7. Number of Beneficiaries: Annually

Number	Original Target	SPCR
Female	12,000	15,000
Male	15,000	20,000
Children	62,000	62,000
Total	89,000	97,000
		9% higher

8. Objectives: (Benefits)

General (Impact) :

The Project was successful in improving the delivery of potable water supply to the community and to decrease the water-borne diseases which led to increase in economic activities.

Specific (Outcomes):

The immediate objectives of the LGU supported project were achieved: which was efficient and effective road network/improved accessibility on remote areas, illustrated by decreased travel time - 50 percent, from two hours in 2016 to one hour in 2018 by r

9. Description (Output)

The project comprised the construction/installation of 2,170 lm pipes, and 16 units of public faucets. The Project was locally funded with a total budget amounting to PHP 2.0 million, implemented by Local Government Unit of Magsaysay, Davao del Sur, in collaboration with the Department of Interior and Local Government, with 'build-build-build' implementation.

10. Changes in Project Scope and Design

All the targeted outputs to be delivered of the Project were completed/accomplished except for the service connections wherein the total number of households to be served were reduced from the targeted 1,500 HH to 1,200 HH due to the changes made in the layout of pipe. It appears that the project did not achieve its target on the beneficiaries to be served, however, the project enhanced the capacity of the LGU to manage a water supply project, provided employment to ___ number of residents, consequently increased their income, likewise, the income of the municipality increased. Hence, the project is effective.

11. Causes of Implementation Delays

A two year bidding and award delay for ROWA and contractor which resulted in delay of issuance of NTP, start up of implementation and completion resulting in delayed benefits for 1.37 years

12. Project Cost Divergence Explanation:

The total cost of the project decreased by PHP 0.13 million due to reduction of DILG counterpart from PHP 7.0 million to PHP 6.88 million as cut by the DBM during the budget hearing.

13. Lessons Learned, Recommendations:

Pre-Implementation Phase

1. Participatory planning, implementation, monitoring and evaluation results in smooth implementation of the project.
2. Thorough investigation, review is necessary for the accuracy of targets in project planning and implementation.
3. Very optimistic targeting leads to unachievable targets.
4. Poor project quality at entry results in change/additional in scope contributed in the increase of project cost.
5. There is a need for timely organing of the PMU and hiring of skilled staff to avoid delay in implementation of the project
6. There is a need for skilled staff for the efficient and effective procurement of goods and services
7. Projects that were included in the Municipal and Provincial Development Plans are assured of funding and budget or implementation

Pre-implementation Phase

14. Photos of Outputs and Beneficiaries

Prepared by:

Date:

Verified by:

Date:

Submitted to:

Date:

Milestone	Monitoring Parameters			OPR	Means of Verification
	Timeliness (T)	Documentary Completeness/Accuracy (DCA)	Quality (Q)		
PRE-IMPLEMENTATION STAGE				DILG	
PROCUREMENT STAGE				DILG	
IMPLEMENTATION STAGE				DILG	
OPERATION AND MAINTENANCE STAGE				DILG	

Details of Monitoring Parameters, OPR, and Means of Verification per Milestone will be provided in a separate issuance.



MONITORING TEMPLATES FOR LOCALLY-FUNDED PROJECTS



FOREWORD

Shalom ! Peace !

The set of Monitoring Templates contained herein is dedicated to the technical personnel of DILG at the Central and Regional Offices, and elsewhere if it also suits their purpose, in order to provide a ready-to-use form or template. It covers all the required information when inspecting in the field and most of the information required are answerable with Yes or No. There are quantitative data required as well as qualitative, but which will provide more insights into the status of the subproject as it was inspected.

Some data are really required prior to the visit and would be compared to what would be assessed on the date of inspection. The inspector or monitor is cautioned too to be more balanced in making observations and conclusions, keeping in mind the multifaceted problems in the field being encountered and many of these may be worth mentioning.

The more compelling information would be an assessment or feedback on the environment in which the subproject is being implemented. It is encouraged for higher management in DILG or the LGU to be informed or alerted on key assistance that can be extended if possible solutions on the ground have already been exhausted.

INTRODUCTION

This Toolkit on Monitoring Templates was devised to assist staff and officers from DILG- OPDS and DILG Field Offices to have a handy set of documents to use when doing inspection works of ongoing projects in the PLGUs and MLGUs. The purpose is to collect the most practicable set of information in the field while doing inspection, review and/or validation of progress of projects. At the same time, the forms are designed to be less cumbersome and tedious for those doing inspection and jotting down of field data.

The templates make a delicate balance between the quantitative part, or the need for numbers or figures to paint the status of the subproject, and the qualitative part which would provide greater understanding and insights for decision-makers or managers and for those reading the report after a passage of time. The qualitative part in the template would guide critical decisions on funding allocations and site selections for similar projects in the future.

While filling up the Monitoring Template, only the ongoing works in the subproject being inspected would have the benefit of recording and would be considered as representative data for the whole subproject.

The essence of the template is to work within this defined limit and scope, but it already provides an overall view that will capture the information needed, until next visit and reporting. If properly filled up and with factual basis, the Monitoring Template would give us a fair and impartial assessment of a subproject at a certain point in time.

To gain a more appreciable information on the subproject, it is imperative for the monitoring staff or Inspector to advise the field implementers and contractor of the proposed visit in order to be given feedback beforehand of the current weather and peace and order situations, as well as local activities which may hamper field operations during actual day of visit.

This Toolkit consists of:

- a) Guide to User;
- b) Monitoring Template on Buildings;
- c) Monitoring Template on Roads;
- d) Monitoring Template on Bridges; and
- e) Monitoring Template on Water Supply System.

The Monitoring Templates have been enhanced during a write-shop with engineer-representatives from the Regions who provided additional inputs and shared their experiences without a regular monitoring form in the field. It is the fondest hope in DILG that these templates would be used regularly and filled up diligently.

GUIDE TO USER

Secure a copy the following documents before the conduct of the inspection. These documents will be the basis in answering the questions of the tool.

1. Contract documents
2. Correspondence
3. Approved construction plans and specifications
4. PERT/CPM, Bar Chart/S-Curve
5. Test result conducted (Materials/Concrete Sample/FDT, etc.)
6. Updated Statement of Work Accomplishment (SWA)
7. Approved Variation Order/Time Extension/Suspension (if any)

Minimum Qualification of the User:

1. Must be well versed in interpreting the plans and specifications.
2. Must be well versed in the analysis of test results.
3. Must be well versed in the conditions and requirements of the contract.
4. Must have an experience in quantity take-off and cost estimation.
5. Must have knowledge on applicable local and national codes and regulations.
6. Must have knowledge on safety codes and standards.

How to Use the Tool:

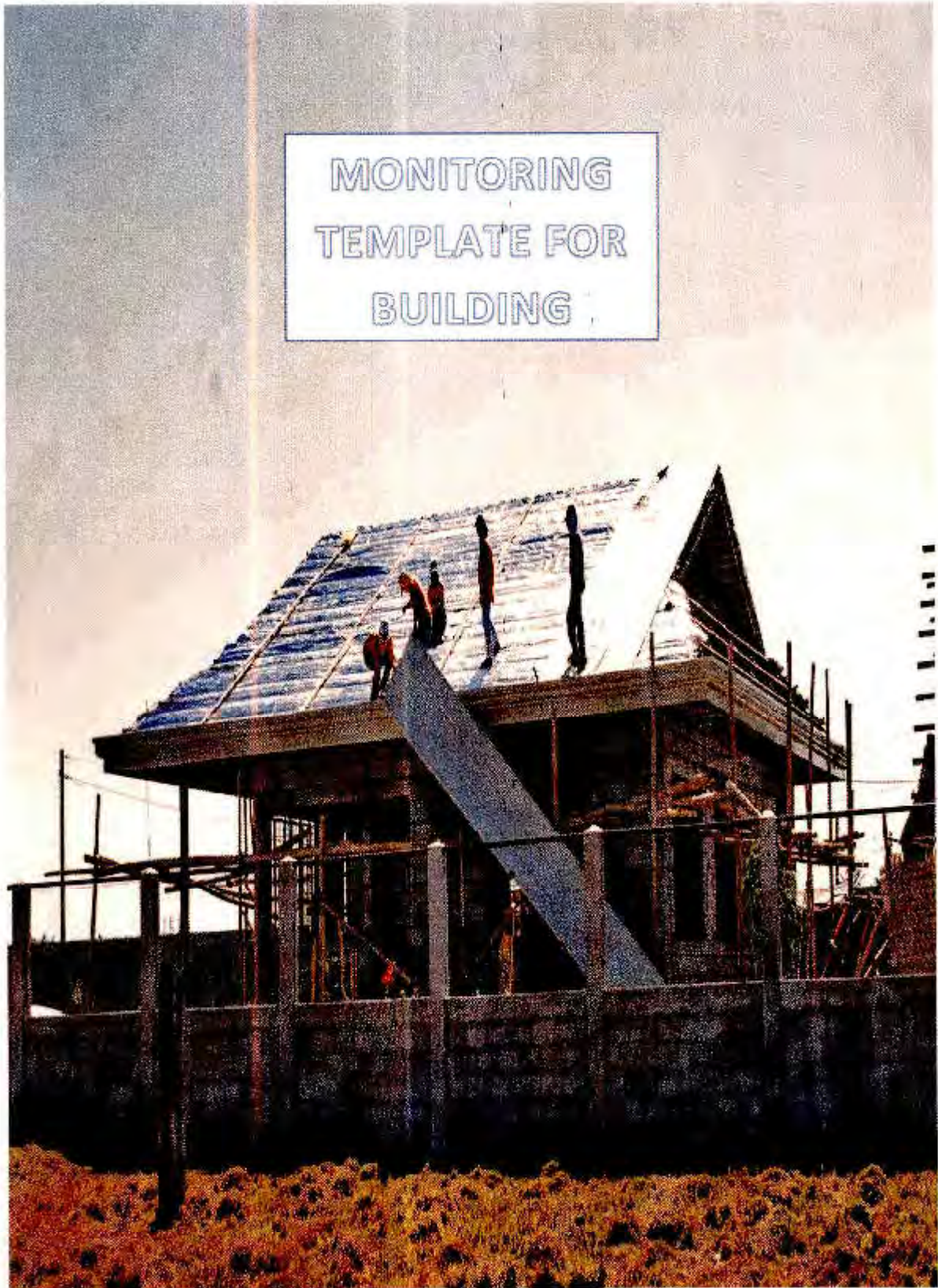
1. Proponent LGU – indicate the name of the Province/City/Municipality.
2. Program – select and check the corresponding program/project name.
3. Funding Year – indicate what year the subproject was funded.
4. Project Name – indicate the complete name of the sub-project.
5. Project Location – indicate the complete location of the sub-project (Street, Barangay, Municipality/City, Province, and Region).
6. Project Description – describe the major scope of works to be done.
7. Mode of Implementation – select and check the corresponding mode.
8. If the mode of implementation is by contract, specify the name of the contractor.
9. NG Project Allocation – indicate the amount of the national government sub-project allocation and the date received by the LGU from the Regions.
10. LGU Equity – indicate the amount of LGU equity, if any.
11. Total Project Allocation – sum of the NG Allocation and LGU Equity.
12. Contract Amount – amount indicated in the signed contact agreement.
13. Target Start/Completion Dates – dates indicated in the proposal.
14. Actual Start/Completion Dates – dates indicated in the signed contract agreement.
15. Previous Accomplishment – indicate the percentage of accomplishment during your previous inspection.
16. Date of Previous Inspection – indicate the date where the previous accomplishment was taken.
17. Projected Accomplishment as date of visit – indicate the scheduled accomplishment as the date of visit based on the S-Curve.

18. **Actual Accomplishment as of date of visit – computed accomplishment during the date of visit.**
19. **Variance – the difference between the scheduled and actual accomplishment during the time of visit. State the reasons of the variance whether it is positive or negative.**
20. **Date of Inspection – the date when you conducted the actual field inspection.**
21. **Inspection Checklist:**
 - Select the checklist on the sector of the project to be inspected and the item of work to be inspected.
 - Check yes, if it complies with the requirement and check no, if it does not comply with the requirement.
 - in confirming dimensions and spacing of RSB, actual measurement must be conducted;
 - in confirming required specifications and quality of materials incorporated are within standards, validate them thru the test results;
 - in confirming if required methodology conforms with the plan, validate it thru available documentary evidences.
 - Under the remarks, indicate your observations whether positive or negative i.e. defects noted, etc....
 - Indicate the location of the item being inspected.
 - Indicate the status of the item inspected if on-going, indicate the corresponding percentage and if completed, indicate 100%.
 - Random location of every item accomplished and on-going construction between previous inspection and current inspection dates should be inspected, at least three (3) sample locations should be randomly checked/inspected.
 - Photos should be taken in every location being inspected.
 - If defects were noted, use the indicator; conformance with plan and specifications, check No, then indicate the noted defects and its location in the remarks space.
22. **Problems Encountered – state the issues that are hampering the implementation of the sub-projects. Also, write here the defects noted during inspections and where these are located.**
23. **Recommendations – state the actions that need the intervention of higher management; state if there are better methods that can be adopted, how to hasten physical accomplishments and to improve payment of billings (financial aspect)**

The actions taken by the stakeholders to address the issues, whether it yielded positive or negative results.
24. **Inform the LGU and/or other agencies of your planned site inspection prior to the actual site visit. There may be different mode of going to the site or they may be busy with other activities on your visit, so it would be better is they can make arrangements or they can forewarn you of any incidences or emergency at the site.**
25. **Make sure to gather information like accomplishments and availability of latest reports prior to the actual visit.**

26. Remember that we are supposed to observe the pros and cons at the project site, so be ready to notice and comment at the positive developments (give the implementers a pat on the shoulder if warranted) and be cautious but honest in giving negative observations. The aim is for them to realize their mistakes if there are, and these are not supposed to be repeated.
27. Check if there is a Contractor's logbook at the site and who (guard?) records the coming and going of visitors, important events of the day, number of workers, safety records / emergencies, etc.
28. Check if the Contractor has a daily log of the weather or a Weather Chart, with specific records of unworkable days.
29. Ask for a copy or review important photos or pictures that will provide visual information on specific sections/ parts of ongoing construction. If possible, there must be specific points or location where there is a visual record of "Before, During and After" construction.
30. Ask for copy of calculations of Variation Order/s or Change Order/s with supporting drawings or plans, approved by the LCE.

MONITORING
TEMPLATE FOR
BUILDING



**OPDS MONITORING TEMPLATE FOR LOCALLY-FUNDED PROJECTS
(BUILDING PROJECTS)**

Date of Inspection

I. BASIC DATA

Region : _____
 Province : _____
 Proponent LGU : _____ (Municipality/City)
 Program / Project : BUB (OT) ___ BEA ___ RAY ___ ADM (OT) ___
 LGSF (OT) ___ AM ___
 Funding Year : 20___
 Project Name : _____
 Project Location : _____
 Original : _____
 Actual : _____
 Project Description : _____
 Original : _____

Actual : _____

Mode of Implementation : By Contract By Administration

If by Contract, indicate:

Name of Contractor : _____
 Address of Contractor : _____
 NG Project Allocation : P _____ Date received: _____
 LGU Equity : P _____
 Total Project Allocation : P _____
 Contract Amount : P _____

Project Duration Target: _____ Revised: _____

Number of Beneficiaries : _____
 Target Start Date : _____ Target Completion Date : _____
 Actual Start Date : _____ Actual Completion Date : _____

II. STATUS OF ACCOMPLISHMENT

A. PHYSICAL

Previous Accomplishment : _____ (%)
 Date of Previous Inspection: _____

Projected Accomplishment as date of visit: _____ (%)
 (Attach S-curve)
 Actual Accomplishment as date of visit : _____ (%)
 Variance: _____ (%)
 (State the reason of variance whether positive or negative) _____

Date of Inspection: _____
 If completed, indicate:

Book as an LGU Asset Yes No

B. FINANCIAL

Amount Released / Received
 1st Tranche : ₱ _____ Date Released / Received: _____
 2nd Tranche : ₱ _____ Date Released / Received: _____
 Total Amount : ₱ _____

III. DOCUMENTARY AND OTHER REQUIREMENTS

CONTRACT DOCUMENTS : Yes___ No___ Remarks _____
 NOTICE TO PROCEED : Yes___ No___ Remarks _____
 CONSTRUCTION, SAFETY & HEALTH PLAN: Yes___ No___ Remarks _____
 ENVIRONMENTAL MANAGEMENT PLAN : Yes___ No___ Remarks _____
 AS STAKE PLAN : Yes___ No___ Remarks _____
 QUALITY CONTROL PROGRAM : Yes___ No___ Remarks _____
 NETWORK SCHEDULE/S-CURVE : Yes___ No___ Remarks _____
 CONSTRUCTION METHODS : Yes___ No___ Remarks _____
 LOG BOOK : Yes___ No___ Remarks _____
 APPROVED VARIATION ORDER, if any : Yes___ No___ Remarks _____
 APPROVED WORK SUSPENSION, if any: Yes___ No___ Remarks _____
 APPROVED CONTRACT TIME EXTENSION, if any: Yes___ No___ Remarks _____

IV. INSPECTION CHECKLIST

Project Billboard

(Properly filled-up and conforms to COA 2013-004): Yes___ No___ Remarks _____

Community Billboard : Yes___ No___ Remarks _____

CIVIL WORKS

Excavation Work Location: _____ Status: _____

Conformance with the required plan : Yes___ No___ Remarks _____

Soil Poisoning Location: _____ Status: _____

Conformance with the required specifications: Yes ___ No ___ Remarks _____

STRUCTURAL WORKS

Form Works and Scaffolding Location: _____ Status: _____

Conformance with the required bracings and fasteners: Yes ___ No ___ Remarks _____

Footing Location: _____ Status: _____

Conformance with the required dimensions: Yes ___ No ___ Remarks _____

Conformance to the size and spacing of RSB: Yes ___ No ___ Remarks _____

Conformance with the required aggregate grading: Yes ___ No ___ Remarks _____

Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Column Location: _____ Status: _____

Steel Concrete Wood / Timber

Conformance with the required dimensions: Yes ___ No ___ Remarks _____

Conformance to the size, number, splicing and spacing of RSB: Yes ___ No ___ Remarks _____

Presence of Cracks, Honeycombs, Exposed RSB, Bulging, and other Defects: Yes ___ No ___ Remarks _____

Conformance with the required aggregate grading (Sieve Analysis): Yes ___ No ___ Remarks _____

Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Beam Location: _____ Status: _____

Steel Concrete Wood / Timber

Conformance with the required dimensions: Yes ___ No ___ Remarks _____

Conformance to the size, number, splicing and spacing of RSB: Yes ___ No ___ Remarks _____

Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Presence of Cracks, Honeycombs, Exposed RSB, Bulging, Sagging and other Defects: Yes ___ No ___ Remarks _____

Conformance with the required aggregate grading: Sieve Analysis Yes ___ No ___ Remarks _____

Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Slab Location: _____ Status: _____

Conformance with the required dimensions: Yes ___ No ___ Remarks _____

Conformance to the size, number, splicing and spacing of RSB: Yes ___ No ___ Remarks _____

Presence of Cracks, Honeycombs,

Exposed RSB, Bulging, Sagging and other Defects: Yes ___ No ___ Remarks _____
Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Roof Framing Location: _____ Status: _____

Wood Frame Steel Frame

Conformance with the required dimensions: Yes ___ No ___ Remarks _____
Conformance with the required sizes of materials: Yes ___ No ___ Remarks _____

Roofing Location: _____ Status: _____

Conformance with the required thickness of panel: Yes ___ No ___ Remarks _____
Conformance with the required size and Thickness of bended accessories: Yes ___ No ___ Remarks _____
Presence of Leaks and other defects: Yes ___ No ___ Remarks _____

ARCHITECTURAL WORKS

Wall and Plastering Location: _____ Status: _____

Conformance with the required thickness of CHB and plastering: Yes ___ No ___ Remarks _____
Conformance to the size, number, splicing and spacing of RSB: Yes ___ No ___ Remarks _____
Conformance with the required QA/QC Tests: Yes ___ No ___ Remarks _____

Ceiling Works Location: _____ Status: _____

Conformance with the approved Plan and Specifications: Yes ___ No ___ Remarks _____
Free from any form of damages: Yes ___ No ___ Remarks _____

Tiling Works Location: _____ Status: _____

Conformance with the approved Plan and Specifications: Yes ___ No ___ Remarks _____
Free from any form of damages and defects: Yes ___ No ___ Remarks _____

Drywall Partitions Location: _____ Status: _____

Conformance with the approved Plan and Specifications: Yes ___ No ___ Remarks _____
Free from any form of damages and defects: Yes ___ No ___ Remarks _____

Painting Works Location: _____ Status: _____

Surfaces evenly painted, proper opacity: Yes ___ No ___ Remarks _____
Discoloration and peeling off of paint: Yes ___ No ___ Remarks _____

Carpentry Works Location: _____ Status: _____

Conformance with the approved Plan: Yes ___ No ___ Remarks _____

Installed materials free from any damages: Yes ___ No ___ Remarks _____

ELECTRICAL WORKS

Wire Installations Location: _____ Status: _____

Wires and fixtures Used and Installation are in conformance with the approved material

submittals, drawings and specifications: Yes ___ No ___ Remarks _____

Free from any damages and defects: Yes ___ No ___ Remarks _____

PLUMBING WORKS

Pipe Laying Location: _____ Status: _____

Materials and Installation are according to the approved Plan and Specifications: Yes ___ No ___ Remarks _____

Installation of Plumbing Fixtures

Location: _____ Status: _____

Conformance with the approved Plan and Specifications: Yes ___ No ___ Remarks _____

All fixtures are new and free from leaks or defects: Yes ___ No ___ Remarks _____

SPECIALTY WORKS

Water Proofing Location: _____ Status: _____

Conformance to the method of application and required materials specifications or equivalent: Yes ___ No ___ Remarks _____

Passed required leak test: Yes ___ No ___ Remarks _____

Metal Works Location: _____ Status: _____

Installation is in conformance with the Approved materials submittals, drawings and specifications: Yes ___ No ___ Remarks _____

Free from any form of damages: Yes ___ No ___ Remarks _____

Doors and Windows Location: _____ Status: _____

Conformance with the approved Plan and Specifications: Yes ___ No ___ Remarks _____

Free from any form of defects or damages: Yes ___ No ___ Remarks _____

Provisions of Rain Catchment Facility in
Evacuation Center: Yes ___ No ___ Remarks _____
Provided with other source of Power
(ex. solar panel, generator etc.) Yes ___ No ___ Remarks _____

**V. SUMMARY OF FINDINGS AND OBSERVATIONS
(Highlights of notable findings in the project – positive and
negative)**

**VI. PROBLEMS ENCOUNTERED (Issues that are hampering the
implementation of the subproject or any defects noted)**

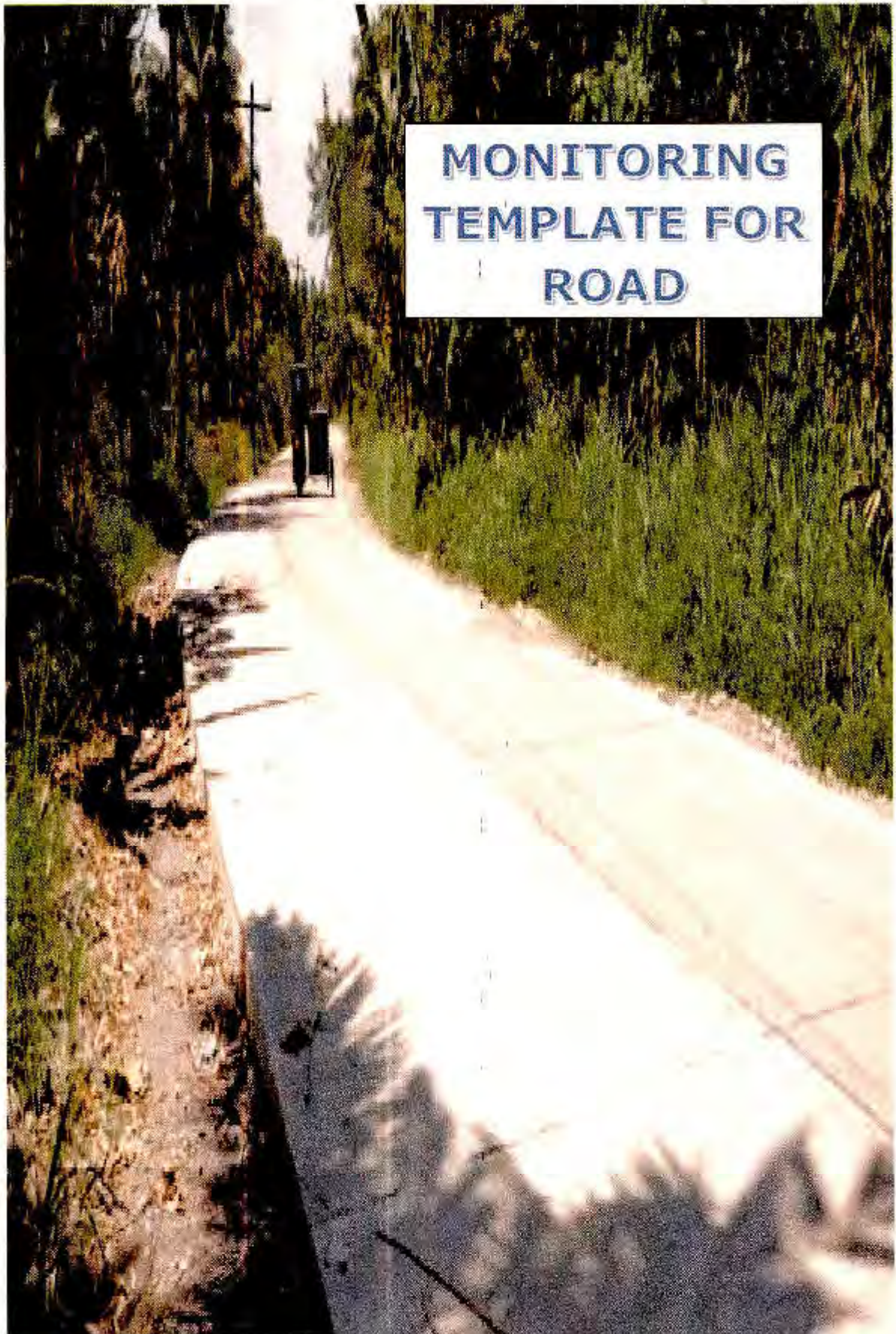
**VII. RECOMMENDATION (Actions that needs the intervention of the
management)**

Prepared by:

(Name)
Position

Noted by:

(Name)
Project Manager/PDMU Chief



**OPDS MONITORING TEMPLATE FOR LOCALLY FUNDED PROJECTS
(FOR ROADS)**

Date of Inspection

I. BASIC DATA

REGION : _____
PROVINCE : _____
MUNICIPALITY/CITY : _____
PROGRAM / PROJECT : CMGP/SLRF PAMANA ADM-LA BUB AM
FUNDING YEAR : 20____
PROJECT NAME : _____

PROJECT LOCATION : _____
PROJECT DESCRIPTION
(Indicate Stationing) : _____

NET LENGTH : _____ (kilometers)
NUMBER OF BENEFICIARIES : _____
NG PROJECT ALLOCATION : _____
LGU CASH COUNTERPART : _____
TOTAL PROJECT ALLOCATION: _____
APPROVED BUDGET COST: _____
MODE OF IMPLEMENTATION By Contract By Administration
IF BY CONTRACT
NAME OF CONTRACTOR : _____
ADDRESS OF CONTRACTOR: _____
IF BY ADMINISTRATION (State the Reason): _____
CONTRACT AMOUNT : _____
TARGET START DATE : _____
TARGET COMPLETION DATE : _____
REV. TARGET COMP. DATE : _____
ACTUAL START DATE : _____
ACTUAL COMPLETION DATE : _____
CONTRACT DURATION : _____
TIME EXTENSION : _____

II. STATUS OF ACCOMPLISHMENT

A. PHYSICAL

PREVIOUS ACCOMPLISHMENT : _____ (%)
DATE OF PREVIOUS INSPECTION : _____
PROJECTED ACCOMPLISHMENT : _____ (%)

(As of Date of Visit and attached S-curve)

ACTUAL ACCOMPLISHMENT : _____ (%)

(As of Date of Visit)

VARIANCE : _____ (%)

STATE THE REASON OF VARIANCE (Whether positive or negative):

B. DISBURSEMENT

TARGET : _____

ACTUAL : _____

III. FACILITIES FOR THE ENGINEER AND OTHER GENERAL REQUIREMENTS

- CONTRACT DOCUMENTS : Yes___ No___ Remarks_____
- NOTICE TO PROCEED : Yes___ No___ Remarks_____
- CONSTRUCTION, SAFETY & HEALTH PLAN: Yes___ No___ Remarks_____
- ENVIRONMENTAL MANAGEMENT PLAN : Yes___ No___ Remarks_____
- AS STAKE PLAN : Yes___ No___ Remarks_____
- QUALITY CONTROL PROGRAM : Yes___ No___ Remarks_____
- NETWORK SCHEDULE/S-CURVE : Yes___ No___ Remarks_____
- CONSTRUCTION METHODS : Yes___ No___ Remarks_____
- LOG BOOK : Yes___ No___ Remarks_____
- APPROVED VARIATION ORDER : Yes___ No___ Remarks_____
- APPROVED WORK SUSPENSION : Yes___ No___ Remarks_____
- APPROVED CONTRACT TIME EXTENSION: Yes___ No___ Remarks_____

IV. INSPECTION CHECKLIST

Project Billboard

(Properly filled-up and conforms to COA 2013-004): Yes___ No___ Remarks_____

Community Billboard : Yes___ No___ Remarks_____

Clearing and Grubbing

Conformance to the required 1 meter beyond the toe of fill slopes or beyond rounding of cut slopes clearing of surface objects and all tress, stumps, roots and other protruding obstructions that are not designated to remain:

Yes___ No___ Remarks_____

Roadway Excavation Location: _____ Status: _____

Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required depth: Yes ___ No ___ Remarks _____
Conformance with the required waste disposal: Yes ___ No ___ Remarks _____

Subgrade Preparation Location: _____ Status: _____

Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required volume: Yes ___ No ___ Remarks _____
Conformance with the required compaction/density test: Yes ___ No ___ Remarks _____

Embankment (Borrow/ From Roadway Excavation) Location: _____ Status: _____

Conformance with the required materials: Yes ___ No ___ Remarks _____
Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required thickness: Yes ___ No ___ Remarks _____
Conformance with the required length: Yes ___ No ___ Remarks _____
Conformance with the required grade: Yes ___ No ___ Remarks _____
Conformance with the required compaction not exceeding 200 mm per layer to be compacted: Yes ___ No ___ Remarks _____
Conformance with the required compaction/density test: Yes ___ No ___ Remarks _____

Sub-base Preparation Location: _____ Status: _____

Conformance with the required materials: Yes ___ No ___ Remarks _____
Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required thickness: Yes ___ No ___ Remarks _____
Conformance with the required length: Yes ___ No ___ Remarks _____
Conformance with the required aggregate grading & CBR test: Yes ___ No ___ Remarks _____
Conformance with the required compaction and density test: Yes ___ No ___ Remarks _____

Base Preparation Location: _____ Status: _____

Conformance with the required materials: Yes ___ No ___ Remarks _____
Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required thickness: Yes ___ No ___ Remarks _____
Conformance with the required length: Yes ___ No ___ Remarks _____
Conformance with the required aggregate grading: Yes ___ No ___ Remarks _____
Conformance with the required compaction and density test: Yes ___ No ___ Remarks _____

**Pavement (PCCP)
/Asphalt Concrete
Pavement (ACP)**

Location: _____ Status: _____

- | | | |
|--|----------------|---------------|
| Conformance with the required width: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required thickness: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required length: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required aggregate grading (Coarse & Fine): | Yes ___ No ___ | Remarks _____ |
| Conformance with the required concrete Design mixture: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required concrete Strength(Indicate required strength): | Yes ___ No ___ | Remarks _____ |
| Conformance with the required cutting spacing and sealing: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required dowel size and spacing: | Yes ___ No ___ | Remarks _____ |
| Conformance with the joint methodology and sealing: | Yes ___ No ___ | Remarks _____ |
| Conformance with the approved plans and specifications: | Yes ___ No ___ | Remarks _____ |
| Presence of cracks (all types of cracks): | Yes ___ No ___ | Remarks _____ |
| Presence of honeycombs/spalling: | Yes ___ No ___ | Remarks _____ |
| Presence of scaling: | Yes ___ No ___ | Remarks _____ |
| Presence of chipped off edges: | Yes ___ No ___ | Remarks _____ |
| Conformance to proper curing: | Yes ___ No ___ | Remarks _____ |
| Presence hardened/spilled concrete on pavement | Yes ___ No ___ | Remarks _____ |
| Presence pockmarks/tire marks /animal footmarks/skid marks, etc. | Yes ___ No ___ | Remarks _____ |
| Conformance to proper finishing of concrete (brooming) | Yes ___ No ___ | Remarks _____ |

**Shoulder
(Subbase/ Base Coarse)**

Location: _____ Status: _____

- | | | |
|--|----------------|---------------|
| Conformance with the required width: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required thickness: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required length: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required aggregate grading: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required compaction: | Yes ___ No ___ | Remarks _____ |

OTHER STRUCTURES

Slope Protection Works

Location: _____ Status: _____

- | | | |
|---|----------------|---------------|
| Conformance with the approved plans and specifications: | Yes ___ No ___ | Remarks _____ |
| Conformance with cut and fill slope: | Yes ___ No ___ | Remarks _____ |
| Conformance with the required | | |

construction methodology: Yes ___ No ___ Remarks _____
Conformance with the required materials type & test: Yes ___ No ___ Remarks _____

Drainage (RCBC/RCPC) Location: _____ Status: _____

Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with excavation alignment and invert elevation: Yes ___ No ___ Remarks _____
Conformance with the pipe trench width and depth: Yes ___ No ___ Remarks _____
Conformance with the required bedding: Yes ___ No ___ Remarks _____
Conformance with the required pipe laying methodology: Yes ___ No ___ Remarks _____
Conformance with the required backfill material and covering: Yes ___ No ___ Remarks _____
Conformance with the required Materials type: Yes ___ No ___ Remarks _____

Structure Excavation (RCBC/RCCP) Location: _____ Status: _____

Conformance with the required width: Yes ___ No ___ Remarks _____
Conformance with the required depth: Yes ___ No ___ Remarks _____

Manholes, Inlets & Catch Basin Location: _____ Status: _____

Conformance with the required dimension: Yes ___ No ___ Remarks _____
Conformance with the required reinforcing bars (size, number& spacing): Yes ___ No ___ Remarks _____
Conformance with the required aggregate(Fine & Coarse): Yes ___ No ___ Remarks _____
Conformance with the required concrete mixture: Yes ___ No ___ Remarks _____
Conformance with the required concrete strength: Yes ___ No ___ Remarks _____
Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with excavation alignment and elevation: Yes ___ No ___ Remarks _____
Conformance with the required bedding: Yes ___ No ___ Remarks _____

Sidewalks, Curb and Gutter Location: _____ Status: _____

Conformance with the required dimension: Yes ___ No ___ Remarks _____
Conformance with the required aggregate(Fine & Coarse): Yes ___ No ___ Remarks _____
Conformance with the required concrete mixture: Yes ___ No ___ Remarks _____

Conformance with the required concrete strength: Yes ___ No ___ Remarks _____
Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with excavation alignment and elevation: Yes ___ No ___ Remarks _____

MISCELLANEOUS STRUCTURES

Warning Sign Location: _____ Status: _____

Conformance with approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with the required construction methodology: Yes ___ No ___ Remarks _____
Conformance with the required materials, type & test: Yes ___ No ___ Remarks _____

Pavement Markings Location: _____ Status: _____

Conformance with approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with the required construction methodology: Yes ___ No ___ Remarks _____
Conformance with the required materials, type & test: Yes ___ No ___ Remarks _____

Guardrails Location: _____ Status: _____

Conformance with approved plans and specifications: Yes ___ No ___ Remarks _____
Conformance with the required construction methodology: Yes ___ No ___ Remarks _____
Conformance with the required materials, type & test: Yes ___ No ___ Remarks _____

**V. SUMMARY OF FINDINGS AND OBSERVATIONS
(Highlights of notable findings in the project – positive and negative)**

VI. PROBLEMS ENCOUNTERED
(Issues that are hampering the implementation of the project)

VII. RECOMMENDATIONS
(Actions that need the intervention of the Management)

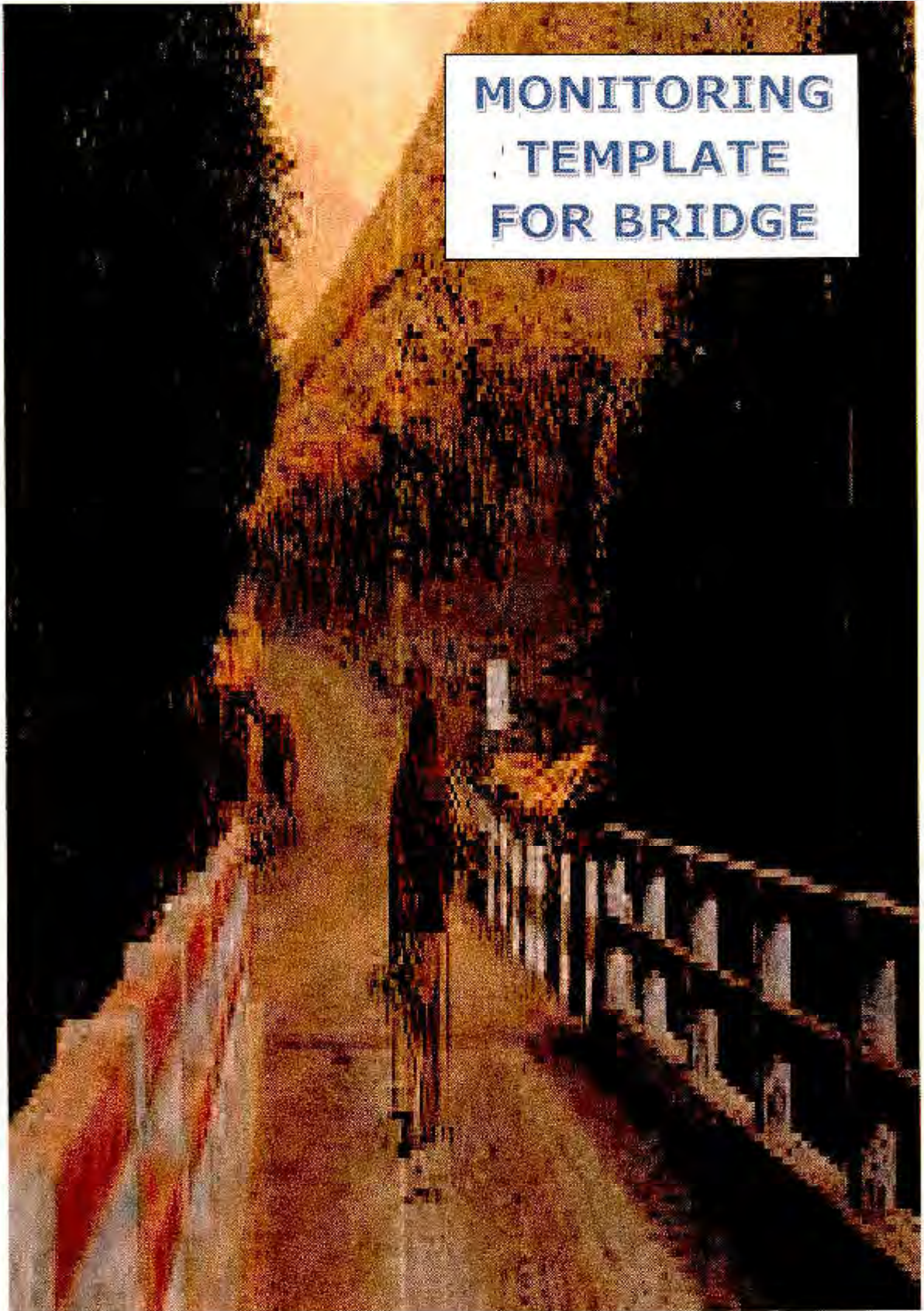
VIII. PHOTOGRAPHS

Prepared by:

_____ (Name)
Position

Noted by:

_____ (Name)
Project Manager / PDMU Chief



**MONITORING
TEMPLATE
FOR BRIDGE**

**OPDS MONITORING TEMPLATE FOR LOCALLY FUNDED PROJECTS
(FOR BRIDGES & DRROI)**

Date of Inspection

I. BASIC DATA

REGION : _____
PROVINCE : _____
MUNICIPALITY/CITY : _____
PROGRAM / PROJECT : CMGP/SLRF PAMANA ADM-LA BUB AM
FUNDING YEAR : 20____
PROJECT NAME : _____
PROJECT LOCATION : _____
PROJECT DESCRIPTION
(Indicate Stationing) : _____
NET LENGTH : _____ (meters)
NUMBER OF BENEFICIARIES : _____
NG PROJECT ALLOCATION : _____
LGU CASH COUNTERPART : _____
TOTAL PROJECT ALLOCATION : _____
APPROVED BUDGET COST : _____
MODE OF IMPLEMENTATION By Contract By Administration
IF BY CONTRACT
NAME OF CONTRACTOR : _____
ADDRESS OF CONTRACTOR: _____
IF BY ADMINISTRATION
(State the Reason) : _____
CONTRACT AMOUNT : _____
TARGET START DATE : _____
TARGET COMPLETION DATE : _____
REV. TARGET COMP. DATE : _____
ACTUAL START DATE : _____
ACTUAL COMPLETION DATE : _____
CONTRACT DURATION : _____
TIME EXTENSION : _____

II. STATUS OF ACCOMPLISHMENT

C. PHYSICAL

PREVIOUS ACCOMPLISHMENT : _____ (%)
DATE OF PREVIOUS INSPECTION : _____

PROJECTED ACCOMPLISHMENT : _____ (%)
(As of Date of Visit and attached S-curve)
ACTUAL ACCOMPLISHMENT : _____ (%)
(As of Date of Visit)
VARIANCE : _____ (%)

STATE THE REASON OF VARIANCE (Whether positive or negative):

D. DISBURSEMENT

TARGET : _____
ACTUAL : _____

III. FACILITIES FOR THE ENGINEER AND OTHER GENERAL REQUIREMENTS

CONTRACT DOCUMENTS : Yes___ No___ Remarks_____
NOTICE TO PROCEED : Yes___ No___ Remarks_____
CONSTRUCTION, SAFETY & HEALTH PLAN: Yes___ No___ Remarks_____
ENVIRONMENTAL MANAGEMENT PLAN : Yes___ No___ Remarks_____
AS STAKE PLAN : Yes___ No___ Remarks_____
QUALITY CONTROL PROGRAM : Yes___ No___ Remarks_____
NETWORK SCHEDULE/S-CURVE : Yes___ No___ Remarks_____
CONSTRUCTION METHODS : Yes___ No___ Remarks_____
LOG BOOK : Yes___ No___ Remarks_____
APPROVED VARIATION ORDER, if any : Yes___ No___ Remarks_____
APPROVED WORK SUSPENSION, if any: Yes___ No___ Remarks_____
APPROVED CONTRACT TIME EXTENSION, if any: Yes___ No___ Remarks_____

IV. INSPECTION CHECKLIST

Project Billboard

(Properly filled-up and conforms to COA 2013-004):Yes___ No___ Remarks____

Community Billboard

:Yes___ No___ Remarks____

BRIDGE PROJECT

Excavation Work Location: _____ Status: _____

Conformance with the required trench: Yes ___ No ___ Remarks _____

Conformance with the required depth: Yes ___ No ___ Remarks _____

Conformance with types and quality of welds (Steel Girder): Yes ___ No ___ Remarks _____

Conformance with the number and size of wire strand (Pre-stress): Yes ___ No ___ Remarks _____

Conformance with the number and size of bearing pads: Yes ___ No ___ Remarks _____

Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____

Presence of honeycomb or spalling: Yes ___ No ___ Remarks _____

Presence of cracks: Yes ___ No ___ Remarks _____

Proper and adequate vibration: Yes ___ No ___ Remarks _____

Chipping off of concrete cover: Yes ___ No ___ Remarks _____

Sagging or bulging: Yes ___ No ___ Remarks _____

Conformance to proper curing: Yes ___ No ___ Remarks _____

Slab Location: _____ Status: _____

Conformance with the required thickness: Yes ___ No ___ Remarks _____

Conformance with the required reinforcing bars (size, number & spacing): Yes ___ No ___ Remarks _____

Conformance with the required test for RSB: Yes ___ No ___ Remarks _____

Conformance with the required aggregate (Fine & Coarse): Yes ___ No ___ Remarks _____

Conformance with the required concrete mixture: Yes ___ No ___ Remarks _____

Conformance with the required concrete strength: Yes ___ No ___ Remarks _____

Conformance with the bridge expansion joint methodology: Yes ___ No ___ Remarks _____

Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____

Presence of honeycomb or spalling: Yes ___ No ___ Remarks _____

Presence of cracks: Yes ___ No ___ Remarks _____

Proper and adequate vibration: Yes ___ No ___ Remarks _____

Chipping off of concrete cover: Yes ___ No ___ Remarks _____

Sagging or bulging: Yes ___ No ___ Remarks _____

Conformance to proper curing: Yes ___ No ___ Remarks _____

Sidewalks, Curb and Gutter Location: _____ Status: _____

Conformance with the required dimension: Yes ___ No ___ Remarks _____

Conformance with the required Aggregate (Fine & Coarse): Yes ___ No ___ Remarks _____

Conformance with the required concrete mixture: Yes ___ No ___ Remarks _____

Conformance with the required concrete strength: Yes ___ No ___ Remarks _____

Conformance with the approved plans and specifications: Yes ___ No ___ Remarks _____

Conformance with excavation alignment and elevation: Yes ___ No ___ Remarks _____

Warning Sign

Location: _____ Status: _____

Conformance with approved plans and specifications:

Yes ___ No ___ Remarks _____

Conformance with the required construction methodology:

Yes ___ No ___ Remarks _____

Conformance with the required materials, type & test:

Yes ___ No ___ Remarks _____

Guardrails

Location: _____ Status: _____

Conformance with approved plans and specifications:

Yes ___ No ___ Remarks _____

Conformance with the required construction methodology:

Yes ___ No ___ Remarks _____

Conformance with the required materials, type & test:

Yes ___ No ___ Remarks _____

DISASTER RISK REDUCTION OTHER INFRASTRUCTURE PROJECTS

River Control

Location: _____ Status: _____

Conformance with approved plans and specifications:

Yes ___ No ___ Remarks _____

Conformance with excavation Cut slope & fill slope:

Yes ___ No ___ Remarks _____

Conformance with the trench width and depth:

Yes ___ No ___ Remarks _____

Conformance with the required construction methodology:

Yes ___ No ___ Remarks _____

Conformance with the required materials, type & test:

Yes ___ No ___ Remarks _____

**V. SUMMARY OF FINDINGS AND OBSERVATIONS
(Highlights of notable findings in the project – positive and negative)**

VI. PROBLEMS ENCOUNTERED
(Issues that are hampering the implementation of the project)

VII. RECOMMENDATIONS
(Actions that need the intervention of the Management)

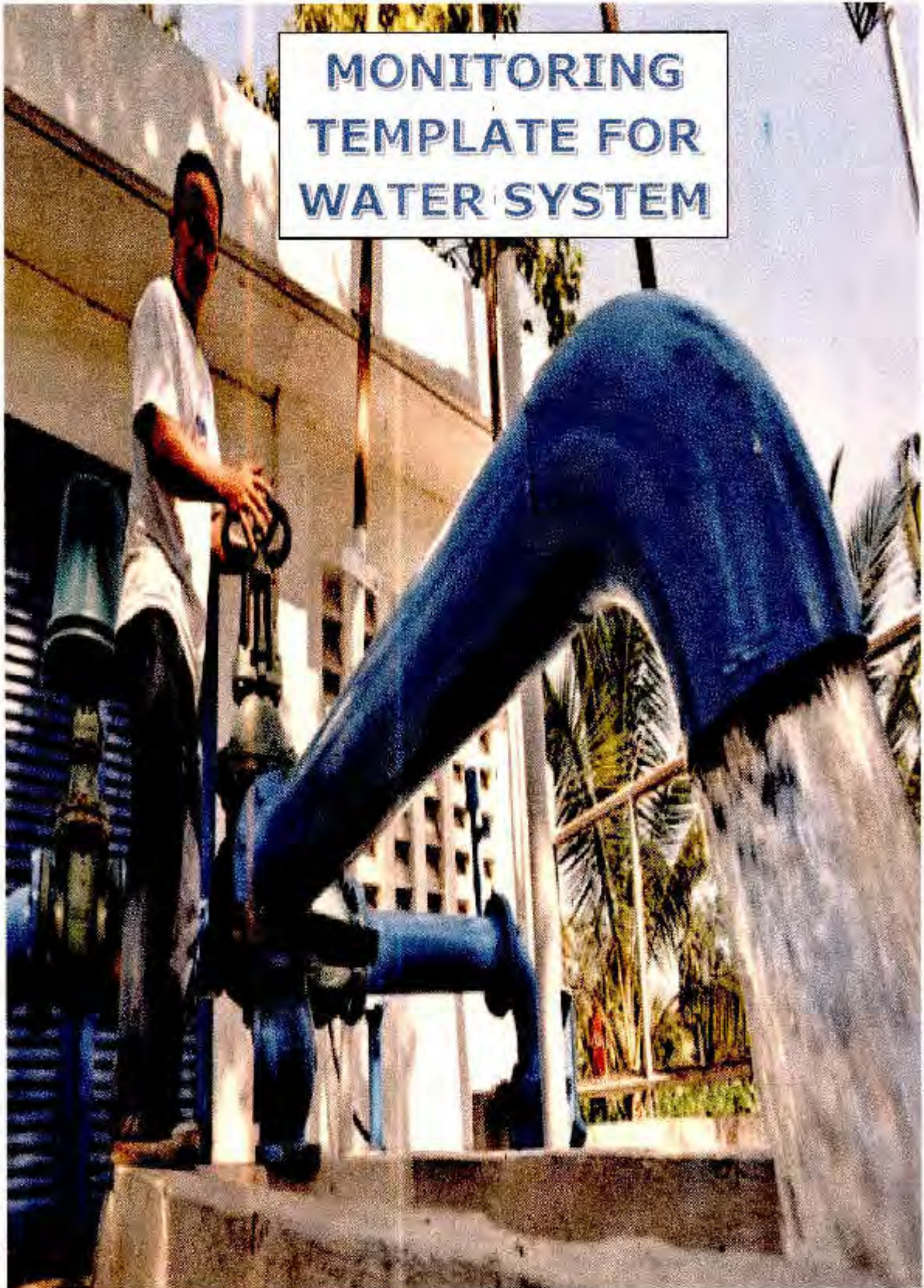
VIII. PHOTOGRAPHS

Prepared by:

_____ (Name) _____
Position

Noted by:

_____ (Name) _____
Project Manager / PDMU Chief



**OPDS MONITORING TEMPLATE FOR LOCALLY FUNDED PROJECTS
(WATER SUPPLY SYSTEM)**

Date of Inspection

IX. BASIC DATA

REGION : _____
PROVINCE : _____
MUNICIPALITY/CITY : _____
PROGRAM / PROJECT : BuB-WATER SALINTUBIG ADM-Water
 LGSF-Water Others (Please Specify): _____
FUNDING YEAR : 20____
PROJECT NAME : _____
PROJECT LOCATION : _____
PROJECT DESCRIPTION : _____
PROJECT ALLOCATION (DILG/NGA): _____
LGU COUNTERPART : _____
TOTAL PROJECT ALLOCATION: _____
MODE OF IMPLEMENTATION: By Contract By Administration
IF BY CONTRACT :
NAME OF CONTRACTOR : _____
CONTACT PERSON : _____
ADDRESS OF CONTRACTOR: _____
FOR WELL DRILLING:
NAME OF CONTRACTOR : _____
CONTACT PERSON : _____
ADDRESS OF CONTRACTOR: _____
NWRB ACCREDITED : YES NO
CONTRACT AMOUNT : _____
CONTRACT DURATION : _____
DATE STARTED : _____
TARGET COMPLETION DATE : _____
REVISED COMPLETION DATE : _____
Total No. of Days of Suspension : _____
Total No. of Days of Extension : _____

MANAGEMENT MODEL: LGU-MANAGED BWSA-MANAGED
 WATER DISTRICT COOP
 PRIVATE OTHERS

TARGET HHs BENEFICIARIES: _____
ACTUAL HHs BENEFICIARIES: _____

X. STATUS OF ACCOMPLISHMENT

E. PHYSICAL

PREVIOUS ACCOMPLISHMENT : _____ (%)As of: _____
DATE OF PREVIOUS INSPECTION: _____
TARGET ACCOMPLISHMENT : _____ (%)
(To date and attached S-curve)
ACTUAL ACCOMPLISHMENT : _____ (%)
(To date)
VARIANCE : _____ (%)

STATE THE REASON OF VARIANCE:
(whether positive or negative) _____

F. FINANCIAL (DILG to LGU)

AMOUNT RELEASED / RECEIVED
1ST TRANCHE : _____
2ND TRANCHE : _____
TOTAL AMOUNT RELEASED : _____
DATE OF RELEASE / RECEIVED
1ST TRANCHE : _____
2ND TRANCHE : _____

G. FINANCIAL (LGU to CONTRACTOR)

AMOUNT RELEASED / RECEIVED
TOTAL AMOUNT RELEASED : _____
DATE OF RELEASED : _____

H. ADM-WATER

AMOUNT RELEASED / RECEIVED : _____
DATE OF RELEASE / RECEIVED : _____
SUBMISSION OF ANNEXES (JMC 2017-3)
 Annex A Annex B Annex C
 Annex D Annex E Annex F

XI. DOCUMENTARY AND OTHER REQUIREMENTS

CONTRACT AGREEMENT (Signed) : Yes___ No___ Remarks_____

NOTICE TO PROCEED : Yes___ No___ Remarks_____

PROJECT BILLBOARD : Yes___ No___ Remarks_____

(Properly filled-up and conforms to COA 2013-004)

COMMUNITY BILLBOARD : Yes___ No___ Remarks_____

(Properly filled-up and conforms to DILG Guidelines)

ENVIRONMENTAL, SAFETY & HEALTH PLAN: Yes___ No___ Remarks_____

AS STAKE PLAN : Yes___ No___ Remarks_____

QUALITY CONTROL PROGRAM : Yes___ No___ Remarks_____

NETWORK SHCHEDULE/S-CURVE : Yes___ No___ Remarks_____

CONSTRUCTION LOG BOOK : Yes___ No___ Remarks_____

APPROVED VARIATION ORDER : Yes___ No___ Remarks_____

APPROVED WORK SUSPENSION : Yes___ No___ Remarks_____

APPROVED CONTRACT TIME EXTENSION: Yes___ No___ Remarks_____

RESUMPTION ORDER : Yes___ No___ Remarks_____

XII. INSPECTION CHECKLIST

A. Source Development

LOCATION: _____ (Sitio or Barangay)_____

Coordinates: _____

Status: _____

Conformance with the approved plans and specifications : Yes___ No___ Remarks_____

Conformance with the applicable local and national codes and regulations : Yes___ No___ Remarks_____

Conformance to safety codes and standards : Yes___ No___ Remarks_____

Conformance to the approved methodology and procedure for well drilling (issued by designer/hydrologist) : Yes___ No___ Remarks_____

Conformance with the approved methodology/ procedure for development of the spring : Yes___ No___ Remarks_____

Conformance with the provision of drainage and protective structure : Yes___ No___ Remarks_____

Conformance with the required testing and disinfection : Yes___ No___ Remarks_____

Conformance to the required spring source cover : Yes___ No___ Remarks_____

Conformance with the required waste disposal : Yes___ No___ Remarks_____

B. Water System Reservoir

LOCATION: _____ (Sitio or Barangay)_____

Coordinates: _____

Status: _____

B.1 CONCRETE

Conformance with the approved plan and specifications : Yes___ No___ Remarks_____

- Conformance with the approved depth of excavation : Yes___ No___ Remarks_____
- Conformance with the required underdrains : Yes___ No___ Remarks_____
- Conformance with the required under slab : Yes___ No___ Remarks_____
- Conformance with the required drain rock : Yes___ No___ Remarks_____
- Conformance with the required RSB size : Yes___ No___ Remarks_____
- Conformance with the required RSB spacing : Yes___ No___ Remarks_____
- Conformance with the required aggregate grading : Yes___ No___ Remarks_____
- Conformance with the required concrete mixture : Yes___ No___ Remarks_____
- Conformance with the required concrete test : Yes___ No___ Remarks_____
- Conformance with the required water proofing : Yes___ No___ Remarks_____
- Conformance with the required Overflows : Yes___ No___ Remarks_____

B.2 STEEL

- Conformance with the approved material submittals drawings and specifications : Yes___ No___ Remarks_____
- Conformance with the approved depth of excavation : Yes___ No___ Remarks_____
- Conformance with the required under drains : Yes___ No___ Remarks_____
- Conformance with the required pressure test : Yes___ No___ Remarks_____
- Conformance with the required Overflows : Yes___ No___ Remarks_____

C. Transmission & Distribution Lines

LOCATION: _____
Status: _____

- Conformance with the approved plan and specifications : Yes___ No___ Remarks_____
- Conformance with the applicable codes and regulations : Yes___ No___ Remarks_____
- Conformance to safety codes and standards : Yes___ No___ Remarks_____
- Conformance with excavation, alignment and grade : Yes___ No___ Remarks_____
- Conformance with the pipe trench width and depth : Yes___ No___ Remarks_____
- Conformance with the required : Yes___ No___ Remarks_____

bedding : Yes___ No___ Remarks_____

Conformance with the required pipe laying methodology : Yes___ No___ Remarks_____

Conformance with the required thrust block : Yes___ No___ Remarks_____

Conformance with the required Backfill material and compaction : Yes___ No___ Remarks_____

Conformance with the joint methodology : Yes___ No___ Remarks_____

D. Pipe Fittings& Appurtenances

LOCATION: _____
Status: _____

Conformance with the approved specifications : Yes___ No___ Remarks_____

Conformance with the required test : Yes___ No___ Remarks_____

E. Powerhouse/Pumphouse

LOCATION: _____
Status: _____

Conformance with the approved plans and specifications : Yes___ No___ Remarks_____

Installation must be as per approved material submittals and drawings : Yes___ No___ Remarks_____

F. Treatment Facillties

LOCATION: _____
Status: _____

Conformance with the approved plans and specifications : Yes___ No___ Remarks_____

Installation must be as per approved material submittals and drawings : Yes___ No___ Remarks_____

G. Electrical and Mechanical

LOCATION: _____
Status: _____

Conformance with the approved plans and specifications : Yes___ No___ Remarks_____

Installation must be as per approved material submittals and drawings : Yes___ No___ Remarks_____

H. Tapstand

LOCATION: _____
Status: _____

Conformance with the approved plans and specifications : Yes___ No___ Remarks_____

Conformance with the required tests : Yes___ No___ Remarks_____

I. Household/ Individual Connection

LOCATION: _____
Status: _____

Conformance with the approved plans and specifications : Yes ___ No ___ Remarks _____
Conformance with the required tests : Yes ___ No ___ Remarks _____

XIII. FINDINGS AND OBSERVATIONS/ SUMMARY
(Highlights of overall findings in the project – positive and negative)

XIV. PROBLEMS ENCOUNTERED
(Issues that are hampering the implementation of the project)

XV. RECOMMENDATIONS
(Actions that need the intervention of the Management)

VIII. PHOTOGRAPHS

Prepared by:

_____ (Name) _____
Position

Noted by:

_____ (Name) _____
Project Manager / PDMU Chief

AM Validation Checklists

A. LGU PROFILE

Region :	
Province :	
Municipality :	
Total Allocation (P) :	
Total LGU Counterpart (P) :	
NADAI No. :	
Date of NADAI :	
Date funds credited to LGU account :	
Batch Release of Funds :	

B. Project

	(FROM DATABASE)	Y/N	REMARKS
Project Title :			
Brief Description :			
Beneficiaries :			
Physical Output :			
Exact Location :			
National Subsidy :			
LGU Subsidy (If any) :			

Y/N	T	DCA	Q	REMARKS

C. Installation of Community Billboard

D. Technical Documents

- 1.0 Notarized Annex B
 - 1.1 Date of Certificate
- 2.0 Detailed Engineering Design
 - 2.1 Program of Works
 - Is the PCW consistent with the Physical Output
 - POW cons.
 - If there is equity, proof the availability of funds
 - 2.2 Plans
 - 2.2.1 Structural Plans
 - 2.2.2 Architectural Plans or Road Plans
 - 2.2.3 Specifications (per item of work in POW)
- 3.0 Complete Bidding Documents (Refer to GPPB)
- 4.0 Copy of ECC/CNC, WPA, NCIP applications
 - 4.1 ECC/CNC
 - 4.2 Water Permit
 - 4.3 NCIP
- 5.0 Proof of Land Ownership or Road Right of Way
- 6.0 Included in the LGU Annual Procurement Plan
- 7.0 Project Specifics
 - 7.1 For Evacuation
 - 7.1.1 Zoning Certification that the location for the project is safe based on the MG3 hazard map
 - 7.1.2 Rainwater catchment / harvesting system is included
 - 7.1.3 Facilities for PWD's is included
 - 7.1.4 Can withstand 300kph windspeed
 - 7.1.5 Can withstand 8.0 magnitude seismic activity
 - 7.2 For Water
 - 7.2.1 Site Validation report from LGU
 - 7.2.1.1. Justification / Certification that the water source is adequate
 - 7.2.1.2 Water Potability Test

Y/N	T	DCA	Q	REMARKS

Y/N	T	DCA	Q	REMARKS

E. Implementing Schedule

Prepared By:

Confirmed by LGU:



Republic of the Philippines
Department of the Interior and Local Government
(Provincial Office)

(Date)

(Mayor's Name)

Municipal Mayor

Municipality of _____

Province of _____

Subject: _____

Dear **Mayor** _____:

This is in reference to Reminder Letter No.____, dated _____, from the Municipal Local Government Operations Office (MLGOO) regarding the implementation of the following project(s) in your municipality funded under F.Y. 2018 LGSF-Assistance to Municipalities (AM):

PROJECT(S)	ALLOCATION	FINDING(S)/ RECOMMENDATION(S)	COMPLIANCE DATE(S)

Based on latest report however, the LGU has not taken action(s) to address the finding(s). In this regard, please submit the justification(s) for the LGU's non-compliance. Please be advised that continued inaction shall result in the issuance of Warning Letter No. 2. Further disregard of this notice can result to possible cancellation of the project(s) and the subsequent reversion of funds.

Your preferential attention to this/ these concern(s) is highly appreciated. Should there be any need for technical assistance, the Department is ready to assist you.

Very truly yours,

(Provincial Director's Name)

Provincial Director

cc: MLGOO

"Matino, Mahusay at Maaasahan"
(DILG- Provincial Office Address)



Republic of the Philippines
Department of the Interior and Local Government
(Provincial Office)

(Date)

(Mayor's Name)

Municipal Mayor

Municipality of _____

Province of _____

Subject: _____

Dear **Mayor** _____:

This is in reference to Warning Letter No.1, dated _____, with subject:

In this regard, please be advised that continued inaction to address the finding(s) on the following project(s), as stipulated in the above-mentioned communication letter, shall result in the issuance of Warning Letter No. 3:

PROJECT(S)	ALLOCATION

Further disregard of this notice shall result to possible cancellation of the project(s) and the subsequent reversion of funds. Kindly submit the justification(s) for the LGU's non-compliance, undertake appropriate action(s), and immediately notify the Municipal Local Government Operations Officer (MLGOO) on the action(s) you have undertaken.

Your preferential attention to this/ these concern(s) is highly appreciated. Should there be any need for technical assistance, the Department is ready to assist you.

Very truly yours,

(Provincial Director's Name)

Provincial Director

cc: MLGOO

"Matino, Mahusay at Maaasahan"
(DILG- Provincial Office Address)



Republic of the Philippines
Department of the Interior and Local Government
(Regional Office)

(Date)

(Mayor's Name)

Municipal Mayor

Municipality of _____

Province of _____

Subject: _____

Dear **Mayor** _____:

This is to notify you on the LGU's continued inaction to address finding(s) in the implementation of project(s) in your municipality, as stipulated in Warning Letter No.2, dated _____, with subject: _____.

Please be advised that the following project(s) is/are subject for cancellation and subsequent reversion of funds:

PROJECT(S)	ALLOCATION

Upon issuance of the "**Notice of Termination**", the total allocation for the above-mentioned project(s) shall be returned to the Bureau of Treasury (BTr) within _____ calendar days.

Please submit a justification as to why the above-mentioned project(s) should not be terminated, for our evaluation.

Very truly yours,

(Regional Director's Name)

Regional Director

cc: MLGDO
DILG - Provincial Office
DILG - OUSLG
Regional COA

"Matino, Mahusay at Maaasahan"
(DILG- Regional Office Address)

LETTERHEAD OF THE CONTRACTOR

STATEMENT OF WORK ACCOMPLISHED

CONTRACTOR: _____
 From: _____ (date) To: _____ (date)

Project Name: _____
 Location: _____

Original Contract Amount (A) : _____ Original Contract Duration: _____ Calendar Days
 Revised Contract Amount (B) : _____ Revised Contract Duration: _____ Calendar Days

Effectivity of Contract : _____
 Contract Expiry Date : _____
 Revised Contract Expiry Date : _____
 Actual Start Date: _____
 Target Completion Date: _____

ITEM NO.	DESCRIPTION	ORIGINAL			REVISED			TOTAL QTY. APPROVED IN PREVIOUS SWA	TOTAL QTY. IN THIS SWA	TOTAL QUANTITY TO THIS DATE	COST OF THIS SWA	COST TO DATE
		TOTAL CONTRACT QUANTITY	UNIT	UNIT PRICE IN PESOS	TOTAL CONTRACT QUANTITY	UNIT	UNIT PRICE IN PESOS					
1	2	3	4	5	6	7	8	9	10	11 = (9) + (10)	12 = (10) x (8)	13 = (11) x (8)

Note: If there are no REVISION/s as to this date, please copy the values indicated under the columns for ORIGINAL, and reflect the values under the columns for REVISED.

"WE HEREBY CERTIFY THAT THIS STATEMENT OF WORK ACCOMPLISHED IS TRUE AND CORRECT."

Submitted by: _____ Verified by: _____
 Contractor's Authorized Managing Officer Municipal Engineering Personnel
 Reviewed by: _____ Approved by: _____
 Municipal Engineer Local Chief Executive

TOTAL AMOUNT AS OF TO DATE [SUM OF (13)] : (C) _____
 LESS: AMOUNT IN PREVIOUS SWA (D) _____
 GROSS AMOUNT DUE THIS SWA [(C) - (D)] : (E) _____
 Previous Accomplishment (%): _____
 Accomplishment as of to date (%) (F) : $F = [(C)/(B)] \times 100$ _____
 Target Accomplishment as of to date (%): (G) _____
 Cumulative Accomplishment in %; Negative value denotes Slippage : [(F) - (G)] _____

LETTERHEAD OF THE LGU
 STATEMENT OF WORK ACCOMPLISHED

Mode of Implementation:
 By Administration

From: _____ (date) To: _____ (date)

Project Name: _____
 Location: _____

Original Budget for the Project (A) : _____ Original Project Duration: _____ Calendar Days
 Revised Budget for the Project (B) : _____ Revised Project Duration: _____ Calendar Days
 Actual Start Date: _____ Original Target Completion Date: _____
 Revised Target Completion Date: _____ Actual Completion Date: _____

ITEM NO.	DESCRIPTION	ORIGINAL			REVISED			TOTAL QTY. APPROVED IN PREVIOUS SWA	TOTAL QTY. IN THIS SWA	TOTAL QUANTITY TO THIS DATE	COST OF THIS SWA	COST TO DATE
		TOTAL QUANTITY	UNIT	UNIT PRICE IN PESOS	TOTAL QUANTITY	UNIT	UNIT PRICE IN PESOS					
1	2	3	4	5	6	7	8	9	10	11 = (9) + (10)	12 = (10) x (8)	13 = (11) x (8)

Note: If there are no REVISION/s as to this date, please copy the values indicated under the columns for ORIGINAL, and reflect the values under the columns for REVISED.

"WE HEREBY CERTIFY THAT THIS STATEMENT OF WORK ACCOMPLISHED IS TRUE AND CORRECT."

TOTAL AMOUNT AS OF TO DATE [SUM OF (13)] : (C) _____
 LESS: AMOUNT IN PREVIOUS SWA : (D) _____
 GROSS AMOUNT DUE THIS SWA [(C) - (D)] : (E) _____

Prepared by: _____ Verified by: _____
 Municipal Engineering Personnel Municipal Engineering Personnel

Reviewed by: _____ Approved by: _____
 Municipal Engineer Local Chief Executive

Previous Accomplishment (%): _____
 Accomplishment as of to date (%) (F) : $F = [(C)/(8)] \times 100$ _____
 Target Accomplishment as of to date (%): (G) _____
 Cumulative Accomplishment in %; Negative value denotes Slippage : [(F) - (G)] _____

**Local Government Support Fund
Report on Fund Utilization and Status of Program / Project Implementation
For the Quarter Ended _____ 20__**

Fund Source	Date of Notice of Authority to Debit Account (NADAI)	Type of Program / Project	Name / Title of Program / Project	Specific Location	Mechanism / Mode of Implementation	Estimated Number of Beneficiaries	Amount			Estimated Period of Completion	Program / Project Status
							Received	Obligated	Disbursement		

Prepared by: The Local Finance Committee

Attested by:

Municipal Budget Office

Municipal Planning and Development Coordinator

Local Chief Executive

Municipal Treasure

Municipal Accountant

Instructions:

1. The report shall be prepared by the LFC in coordination with other local officials concerned (e.g. local accountant on allotment, obligation and disbursements ; local engineer on the status of the infrastructure projects, as may be applicable)
2. The fund source shall be based in the NADAI issued to LGUs.
3. The type of program/project shall be identified consistent with the Project Menu in the Annex A of this Circular.
4. Amount received refers to the amount received by the LGU as its share. It is the amount indicated in the NADAI. Obligation refers of the total amount obligated by the LGU as of reporting period. Disbursements refers to the total amount paid by the LGU, as of reporting period.
5. The estimated period of completion refers to the projected date (month and year) to complete the program / project.
6. The status of programs/projects refers to the percentage of physical completion as of reporting period.
7. Also, submit accomplished Annex W to the following Agencies, to wit;

- **DBM** – electronic copy to lgrcb@dbm.gov.ph ;
- **Senate Committee on Finance** – hard copy addressed to Legislative Budget Research and Monitoring Office (LBRMO): 2nd Floor, Senate of the Philippines, Roxas Boulevard, Pasay, Metro Manila 1300 and electronic copy to legis@os1.ph ;

- **House Committee on Appropriations** – hard copy addressed to Committee Chairman Karlo Alexei Nograles, House Committee in Appropriations, 2/F RVM Building, House of Representatives, Quezon City ;
- **President of the Senate** – Electronic copy to senatorkoko@sakopimentel.org ; and
- **Speaker of the House of Representatives** – electronic copy to speakerpda@congress.gov.ph.

Copy furnish **DILG Central Office** through e-mail at dilg.opds.gpppother@gmail.com and concerned **DILG-Regional Office**.



Republic of the Philippines
Department of the Interior and Local Government
(DILG Municipal Local Government Operations Office)

(Date)

(Mayor's Name)

Municipal Mayor
Municipality of _____
Province of _____

Subject: Reminder Letter No. ____

Dear **Mayor** _____:

This pertains to the implementation of the following project(s) in your municipality funded under F.Y. 2018 LGSF-Assistance to Municipalities (AM):

PROJECT(S)	ALLOCATION	FINDING(S)/ RECOMMENDATION(S)	COMPLIANCE DATE(S)

Pursuant to DILG Memorandum Circular No.____, dated _____, "*Policy Guidelines and Procedures in the Implementation of the F.Y. 2018 LGSF-AM*", please be reminded of the above-mentioned finding(s) and recommendation(s) for your appropriate action and compliance. Please be advised that inaction to this/these concern(s) shall result in the issuance of Warning Letter No. 1.

Should there be any concern regarding this matter, kindly inform us immediately so that technical assistance may be provided.

Very truly yours,

(MLGOO's Name)

MLGOO

cc: DILG Provincial Office; Cluster Head

"Matino, Mahusay at Maaasahan"
(DILG- Municipal Local Government Operations Office Address)



Republic of the Philippines
Department of the Interior and Local Government
(Regional Office)

(Date)

(Mayor's Name)

Municipal Mayor

Municipality of _____

Province of _____

Subject: _____

Dear **Mayor** _____:

This is in reference to Warning Letter No.3, dated _____, with subject:

In this regard, please be informed that the following project(s) is/are being cancelled:

PROJECT(S)	ALLOCATION

As such, the LGU is hereby demanded, to return the total allocation for the above-mentioned project(s) to the Bureau of Treasury (BTr) within _____ calendar days. Pursuant to DILG - Memorandum Circular No.____, Series of 2018, the Municipal Accountant shall prepare the vouchers and the Municipal Treasurer shall remit the funds to the BTr immediately.

Very truly yours,

(Regional Director's Name)

Regional Director

cc: MLG00
DILG - Provincial Office
DILG - OUSLG
Regional COA

"Matino, Mahusay at Maaasahan"
(DILG- Regional Office Address)