



**ASSESSMENT OF COMPREHENSIVE DEVELOPMENT PLANS (CDPs)
FOR COMPONENT CITIES AND MUNICIPALITIES**

Reference Number: 2018-172

Date: October 8, 2018

Rev. No. 00

1. Prefatory Statement

The Comprehensive Development Plan (CDP) Guide, based on the 2008 sourcebook on *Rationalizing the Local Planning System (RPS)*, established the tools, processes, and techniques to help assist local government units (LGUs) in the formulation and preparation of CDPs. Said Guide was formulated in the wake of the issuance of DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 1 Series of 2007¹ (JMC No. 2007-01), that delineated responsibilities of national government agencies (NGAs) for providing assistance in planning to LGUs.

The CDP contains the six-year strategic direction and developmental priorities of an LGU. It covers five (5) development sectors: social, economic, infrastructure, environmental, and institutional, providing a convergence mechanism to integrate or derive NGA-mandated plans and other sectoral/thematic plans [e.g. Local Climate Change Action Plan (LCCAP), Local Disaster Risk Reduction and Management Plan (LDRRMP), and Peace and Order Public Safety Plan (POPS Plan)].

To further enhance and strengthen linkages in planning, budgeting, and resource mobilization, DILG-NEDA-DBM-DOF JMC No. 1 Series of 2016² (JMC No. 2016-01) that amended JMC No. 2007-1 was issued to prescribe new and updated policies, systems, and tools on public financial management (PFM) as it highlighted shared oversight functions of the national and provincial governments; acknowledged the need to strengthen vertical and horizontal alignment of national and local plans; and introduced provincial review of CDPs of component cities and municipalities.

This is consistent with the intent of the Special Provisions stipulated in Republic Act No. 10924 or the General Appropriations Act (GAA) of FY 2017³ and Republic Act No. 10964 or the GAA of FY 2018⁴ that sought to increase functionality of Local Development Councils (LDCs) and responsiveness of national government assistance to LGUs by ensuring that national and local strategic priorities and thrusts are aligned.

To further strengthen alignment of plans and provincial oversight functions, the Department is sustaining its initiative to institutionalize the CDP Assessment Tool, prescribed in JMC No. 2016-01, as an instrument to evaluate compliance of component cities and municipalities to: (i) the prescribed forms and processes of CDP formulation, (ii) alignment of the CDP and Local Development Investment Program (LDIP) with the Provincial Development and Physical Framework Plan (PDPFP),

¹ *Guidelines on the Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management*, dated 08 March 2007

² *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, dated 18 November 2016

³ DILG-OSEC Special Provision No. 12 *Monitoring of the Support for the Assistance to Municipalities (Empowerment Fund)* provides that the LDC in LGUs at all levels are fully functional and shall comply with the requirements provided in Title VI of the LGC

⁴ DILG-OSEC Special Provision No. 2 *Support for the Local Governance Program* provides that the LDC in LGUs at all levels are fully functional and shall comply with the requirements provided in Title VI of the LGC and all LDIPs are aligned with the results matrix of the PDP

Provincial Development Investment Program (PDIP) and Comprehensive Land Use Plan (CLUP), and (iii) the integration of sector/thematic concerns in the CDP.

2. Purpose

This Memorandum Circular (MC) intends to:

- Emphasize the role of the province in local development planning and as oversight partner of the national government over its component cities and municipalities;
- Provide guidance to provinces/concerned Sangguniang Panlungsod/Bayan in assessing adherence of component cities and municipalities to the prescribed guidelines and processes on CDP formulation/updating;
- Strengthen the relationship of the Province and its component cities and municipalities as partners in local development by facilitating plan complementation and augmentation between the PDPFP and PDIP of provinces and CDPs of component cities and municipalities; and,
- Emphasize the importance of evidence-based planning.

The province may develop and undertake joint programs or augment the financial resources of its component cities and municipalities in implementing programs and projects that have significant impacts on the province as a whole. The assessment results can also serve as basis for performance and compliance evaluation by NGAs and development partners for LGUs to access grants and other assistance.

3. Legal Compliance

3.1. **Republic Act No. 7160** or the **Local Government Code of 1991 (LGC)**

3.2. **DILG-HLURB JMC No. 001 Series of 2009** *Guidelines on the Harmonization of Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP) Preparation*, dated 19 October 2009

3.3. **DILG-NEDA-DBM-DOF JMC No. 1 Series of 2016** *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, dated 18 November 2016

3.4. **DILG MC No. 2008-156** *Guide to Comprehensive Development Plan (CDP) Preparation for Local Government Unit*, dated 22 October 2008

3.5. **DILG MC No. 2010-112** *LGU Compliance to Updating and Legitimization of Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP)*, dated 12 October 2010

3.6. **DILG MC No. 2016-102** *Guidelines on the Preparation or Updating of Local Plans*, dated 08 August 2016

4. Scope/Coverage

This MC covers all Provincial Governors, Component City/Municipal Mayors, DILG Regional and Provincial Directors, Sangguniang Panlalawigan/Panlungsod/Bayan, Provincial/City/Municipal Development Councils (R/P/C/MDCs), Provincial/City/Municipal Planning and Development Coordinators (P/C/MPDCs), and others concerned.

5. Definitions

- 5.1. **Comprehensive Development Plan (CDP)** – the document that pertains to the multi-sectoral plan formulated at the city or municipal level, which embodies the vision, sectoral goals, objectives, development strategies, and policies within the terms of LGU officials and the medium-term. The CDP contains: (i) Ecological Profile, (ii) Sectoral Development Plan, and (iii) Implementing Instruments.⁵
- 5.2. **Comprehensive Development Plan Assessment Tool** – also known as the CDP Review Guide as stipulated in JMC No. 2016-01, a tool by the DILG for the assessment of approved CDPs of component cities and municipalities by their respective provinces issued in the Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP).⁶
- 5.3. **Local Development Council (LDC)** – the body mandated by law to assist the Sanggunian concerned in setting the direction of economic and social development and coordinating development efforts within their respective territorial jurisdictions.⁷
- 5.4. **Local Development Investment Program (LDIP)** – a basic document linking the local development plan to the budget for cities and municipalities. It contains a prioritized list of PPAs which are derived from the CDP matched with financing resources and to be implemented within a three to six-year period.⁸
- 5.5. **Provincial Development and Physical Framework Plan (PDPFP)** – a document that identifies strategies and corresponding PPAs that serve as primary inputs to the provincial investment programming, budgeting, and implementation. The PDPFP also serves as a key vertical influence in linking provincial development objectives with local, regional, and national policies and priorities.⁹
- 5.6. **Synchronized Local Planning and Budgeting Calendar (SLPBC) 2016** – a calendar which specifies the schedule of planning, programming, and budgeting activities at the national and local levels.

6. Policy Content and Guidelines

Consistent with the provisions stipulated in the policies and guidelines issued by concerned NGAs in the preparation and formulation of local plans, all LGUs should have already formulated or updated their respective PDPFPs, PDIPs, and CDPs pursuant to the timelines prescribed in the SLPBC 2016.

⁵ *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, dated 18 November 2016, 2.

⁶ *Ibid.*, 2.

⁷ *Ibid.*, 4.

⁸ *Ibid.*, 4.

⁹ *Ibid.*, 6.

To strengthen the harmonization of local development plans and ensure LGU compliance to the guidelines on CDP formulation, the provinces shall conduct an assessment of approved CDPs of their component cities and municipalities using the *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns* (See Annex A).

6.1. Parameters for Assessment

Provinces shall assess the CDPs of component cities and municipalities in terms of form, content, and process.

- 6.1.1. **Form** – To ensure that the submitted CDP is complete and determine whether the CDP complied with the templates and documentary requirements prescribed in the CDP formulation guidelines and policies.
- 6.1.2. **Process** – To determine whether CDP formulation adopted the organizational/institutional processes (including information sharing, consultation, and consensus building) and content generation linkages prescribed in the CDP formulation guidelines and policies. This is to ensure that the CDP formulation process is consultative, participatory, and inclusive.
- 6.1.3. **Content** – To assess the substance and logic of the CDP with emphasis on consistency, cohesiveness, responsiveness, and comprehensiveness. The analysis of LGU situation should have been clearly translated into the LGU vision and strategies. This also checks the alignment of the CDP with the PDPFP, PDIP, and CLUP.

6.2. Structure for Assessment

6.2.1. Prescribed Composition

Through the issuance of an Executive Order using the *BLGD CAT Form 2 Template* (See Annex B), the following shall be created and mobilized for the assessment of CDPs of component cities and municipalities:

6.2.1.1. CDP Technical Assessment Committee (CDP-TAC)

- a. The CDP-TAC shall serve as a special functional committee under the Provincial Development Council (PDC).
- b. The CDP-TAC shall be composed of the PPDC as chairperson; concerned Provincial Department Heads or their representatives, DILG Provincial Director or DILG Provincial CDP Focal Person, at least one (1) CSO/PO representative in the PDC, regional line agency representatives if available, as members; and other members that may be identified by the province.

6.2.1.2. Technical Assessment Committee Secretariat (TACS)

The TACS shall be comprised of staff from the Provincial Planning and Development Office (PPDO). Number of staff to be determined as appropriate by the CDP-TAC.

6.2.2. Prescribed Roles and Responsibilities

Roles and responsibilities of the Governor, C/MDC, CDP-TAC, and TACS in the conduct of the assessment process are hereby outlined as follows:

6.2.2.1. For the Governor's policy consideration as chair of the PDC:

- a. Issuance of an Executive Order creating the CDP-TAC and TACS;
- b. Issuance of a notice to the City/Municipal Mayors for the submission of CDPs; and,
- c. Endorsement of results of the assessment of the CDP-TAC to the concerned City/Municipal Mayor.

6.2.2.2. In cases wherein the C/MDC needs clarification on the results of the assessment, the C/MPDC may consult/seek advice from the CDP-TAC.

6.2.2.3. CDP-TAC functions:

- a. Assess the CDPs of all component cities and municipalities in the province;
 - The DILG Provincial CDP Focal Person shall spearhead the conduct of the technical assessment for the *Form* and *Process* components.
 - The PPDC, together with the Provincial Department Heads and regional line agency representatives, shall spearhead the conduct of the technical assessment for the *Content* component to include the alignment of the CDP with the PDPFP and PDIP.
- b. Participate in technical activities for the assessment of the CDP;
- c. Facilitate endorsement of assessment results to the Governor as chair of the PDC; and,
- d. Provide advisory assistance to the C/MPDC as may be deemed necessary and in consideration of recommendations made as contained in the *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns*.

6.2.2.4. TACS functions:

- a. Assist in the administrative preparation, coordination for the convening of the CDP-TAC, and documentation of assessment sessions;
- b. Consolidate results of the assessment and pertinent documents for endorsement to the PDC;
- c. Upload scanned copies and Excel files of the CDP Assessment Checklist in the Google Drive; and,
- d. Provide other administrative support to the CDP-TAC as may be necessary.

6.3. Mechanism of the Assessment Process

The following shall be undertaken in the assessment of CDPs of component cities and municipalities to: (i) ensure LGU compliance to the prescribed guidelines and processes relative to the formulation and preparation of CDPs and (ii) enhance city/municipal-province interface to strengthen alignment of local plans across levels of government:

- 6.3.1. The Provincial Governor shall cause the City/Municipal Mayor, as chair of the C/MDC, to submit the approved CDP of the component city/municipality to the PDC, through the PPDC as chair of the CDP-TAC, by issuing a Notice using *BLGD CAT Form 3: Notice for CDP Submission* (See Annex C).
- 6.3.2. The component city/municipality, through the C/MDC, shall submit three (3) hard copies and one (1) digital copy of the CDP and other pertinent documents identified in the *BLGD CAT Form 1: CDP Assessment Checklist* under *Component I: Form*.
- 6.3.3. The CDP-TAC, in plenary, shall conduct a desk assessment of the CDP using the *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns*. The C/MPDC may be invited for an interview to clarify and/or validate the findings of the assessment.
- 6.3.4. The CDP-TAC shall endorse, for signature of the Provincial Governor, as chair of the PDC, the assessment results as contained in *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns*.
- 6.3.5. The Provincial Governor shall provide the City/Municipal Mayor, copy furnished DILG PO, the results of the assessment process using the *BLGD CAT Form 4: Feedback Form* (See Annex D).

6.4. Period of Assessment (Timeline)

All CDPs that will undergo revision or updating are required to be subjected for assessment by the CDP-TAC. It is assumed that cities/municipalities will revise/update their CDPs immediately after an election and shall have it approved by March of the succeeding year prior to the budget call consistent with the SLPBC 2016.

In cases wherein the city/municipality revises/updates the CDP not within the timelines as prescribed by the SLPBC, concerned C/MDCs shall inform the PDC thru the CDP-TAC of the said revision/updating and submit the revised/updated CDPs for assessment.

The assessment activities shall thus be conducted within the following timelines:

Activity	Office/Person Responsible	Schedule
Issuance of EO Creating/Reconstituting the CDP-TAC and TACS	Provincial Governor	Every February of the ensuing year after an election (e.g. February 2020, February 2023, February 2026)

Activity	Office/Person Responsible	Schedule
Issuance of Notice for CDP Submission	Provincial Governor	By end of March of the ensuing year after an election (e.g. March 2020, March 2023, March 2026) or on dates that may be determined by future issuances
Submission of the approved CDP	City/Municipal Mayor	Within five (5) working days from receipt of <i>Notice for CDP Submission (BLGD CAT Form 3)</i>
Assessment of CDPs	CDP-TAC	Upon receipt of CDPs until finalization of results
Endorsement of Assessment Results	CDP-TAC	Not later than end of May of the ensuing year after an election (e.g. 10 May 2020, 10 May 2023, 10 May 2026)

6.5. Monitoring and Evaluation

The DILG Regional Office (DILG RO) and DILG Provincial Office (DILG PO) shall monitor and ensure that all CDPs of component cities and municipalities in the province are assessed.

6.5.1. The DILG PO, through the Provincial CDP Focal Person, shall:

6.5.1.1. Ensure that the provinces upload scanned copies and Excel files of accomplished *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns* to the Google Drive link: <https://tinyurl.com/ycbe6e8a>. The Google Drive link can be accessed by the DILG Provincial/Regional/Central Offices.

6.5.1.2. Submit the *BLGD CAT Form 5: Provincial Monitoring Report of CDP Assessment* (See Annex E) to the DILG Bureau of Local Government Development (DILG BLGD), copy furnished DILG RO, every 30th of June of the ensuing year after an election (e.g. 30 June 2020, 30 June 2023, 30 June 2026) for the subsequent years.

6.5.2. The DILG RO, through the Regional CDP Focal Person, shall:

6.5.2.1. Ensure that all provinces within the region have uploaded scanned copies and Excel files of accomplished *BLGD CAT Form 1: CDP Assessment Checklist* and *BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns* to the Google Drive.

6.5.2.2. Monitor and ensure submission of *BLGD CAT Form 5: Provincial Monitoring Report of CDP Assessment* to the DILG BLGD.

6.6. Baseline for FY 2018: Informing the Updating/Revision of the CDP in FY 2019

To set a baseline on: (i) adherence of component cities/municipalities to prescribed guidelines for CDP formulation and (ii) extent of alignment of CDPs/LDIPs of component cities and municipalities with that of provinces, all

provinces shall conduct a CDP assessment in 2018 with schedule of assessment and report submissions as follows:

Activity	Office/Person Responsible	Schedule
Issuance of EO Creating/Reconstituting the CDP-TAC and TACS	Provincial Governor	Not later than 22 October 2018
Issuance of Notice for CDP Submission	Provincial Governor	
Submission of the approved CDP	City/Municipal Mayor	Not later than 29 October 2018
Endorsement of Assessment Results	CDP-TAC	Not later than 28 December 2018
Submission of Excel files of accomplished <i>CDP Assessment Checklist</i>	TACS	Not later than 25 January 2019
Submission of <i>Provincial Monitoring Report of CDP Assessment</i>	DILG PO	Not later than 31 January 2019

While this policy prescribes the process by which the CDP Assessment Tool can be utilized by the province to assess approved CDPs, the assessment tool may also be used as a basis for Sangguniang Panlungsod/Bayan approval of the CDP.

The nationwide CDP assessment for FY 2018 shall inform the updating/revision of the CDPs in FY 2019. The cyclical nature of the assessment, to be conducted every three (3) years, allows for the results to be used as inputs to the medium-term updating/revision of CDPs in subsequent years and annual updating of the LDIP. The CDP Assessment Tool has identified parameters for evaluating critical elements of the CDP and the Sangguniang Panlungsod/Bayan are well advised to adopt the tool for evaluation of CDPs endorsed by the LDCs for approval. This shall ensure that cities/municipalities are able to comply against the standards/parameters by which they shall be assessed by the province and to enhance complementation and alignment with provincial strategies and priorities.

7. References

- 7.1. Philippine Development Plan (PDP) 2017-2022
- 7.2. Rationalizing the Local Planning System, 1st Edition 2008
- 7.3. Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP)

8. Annexes

Annex A	BLGD CAT Form 1: CDP Assessment Checklist BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns
Annex B	BLGD CAT Form 2. Executive Order Template
Annex C	BLGD CAT Form 3: Notice for CDP Submission
Annex D	BLGD CAT Form 4: Feedback Form
Annex E	BLGD CAT Form 5: Provincial Monitoring Report of CDP Assessment

9. Effectivity

This Memorandum Circular shall take effect immediately.

10. Approving Authority


EDUARDO M. AÑO
Officer-In-Charge, DILG



DILG-OBEC 07012016-26230

11. Feedback

Inquiries concerning this MC should be directed or addressed to the BLGD through any of the following: telefax numbers (02) 929-9235 / (02) 927-7852, e-mail at dilgcdp@gmail.com, or through mail at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for resolution and appropriate action.

Comprehensive Development Plan (CDP) Assessment Checklist

Province: _____

City/Municipality: _____

Check One:

- Municipality
 City

Component I. Form – Presence of required forms and supporting planning documents:
(Check all items that have been submitted.)

	Forms and Documents	CDP Preparation Template Form ¹	Yes - ✓ No - X	Remarks
		Other Acceptable Forms		
A	Forms			
1	Sample Harmonized Workplan for the Preparation of Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP)	Form 1b		
		Workplan / Activity Design		
2	Ecological Profile Reference Years: _____	Form 1c		
		Socio-Economic Profile (SEP) / Special Sectoral Studies		
3	Local Development Indicator System (LDIS) / Rationalized Planning and Indicator Data Set (RaPIDS)	Form 1d		
		Narrative Analysis of LDI Matrix subsumed in the SEP or Ecological Profile		
4	Structured List of Programs, Projects and Activities (PPAs) per Sector (Long List)	Form 2a		
		Other document indicating identified PPAs		

¹ Form number as identified in the Local Planning Illustrative Guide: Preparing and Updating the CDP (CDP Illustrative Guide) (DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 1 Series of 2016 *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, dated 18 November 2016)

	Forms and Documents	CDP Preparation Template Form ¹	Yes - ✓ No - X	Remarks
		Other Acceptable Forms		
5	Project Brief for Each PPA	Form 3b		
		Project Profile (includes project title, brief description, cost, beneficiaries, timeframe, location, and project proponent)		
6	Ranked List of PPAs for Investment Programming	Form 3a		
		Workshop outputs of ranking exercise		
7	Projection of New Development Investment Financing Potential	Form 3c		
		Any document containing projection of total revenue, expenditure, and surplus		
8	Local Development Investment Program (LDIP) Summary Form Planning Period: _____ Years Covered: _____	Form 3e		
9	Annual Investment Program (AIP) Summary Form	Form 4		
10	CapDev Program Summary Form	Form 5a		
		Other document indicating Capacity Development Program or CapDev Agenda		
11	Priority Legislative Requirements Summary Form	Form 5b		
		Other document indicating priority legislative requirements		
12	Monitoring and Evaluation (M&E)	Form 6b		

	Forms and Documents	CDP Preparation Template Form ¹	Yes - ✓ No - X	Remarks
		Other Acceptable Forms		
	Strategy Template	Other document indicating M&E strategy		
No. of Forms and Documents Presented: _____				
B	<i>CDP Resolutions and Related Implementing Instruments</i>			
1	Executive Order Creating the City/Municipal Planning Team			
2	City/Municipal Development Council (C/MDC) Resolution Endorsing the CDP to Local Sanggunian			
3	Local Sanggunian Resolution Approving the CDP* Planning Period Covered: _____ Resolution No. _____ Date Approved: _____			
No. of Issuances Presented: _____				

Component II. Process – Proof that participatory meetings/consultations/workshops have been conducted as evidenced by acceptable document(s):

	Consultation/Agenda	Yes - ✓ No - X	Proof / Document Presented	Remarks
A	<i>Preparatory Meetings</i>			
1	Meetings of the Planning Team – Orientation, Tasking, Schedule of, Ecological Profiling, Presentations, Visioning, Sectoral Workshops, etc.			
B	<i>Meetings/Consultations of the C/MDC on the CDP/LDIP Preparation</i>			
1	City/Municipal Planning and Development Coordinator (C/MPDC) on Ecological Profile Validation			

	Consultation/Agenda	Yes - ✓ No - X	Proof / Document Presented	Remarks
2	Project Call – Long List of PPAs			
3	Prioritization of Projects			
4	Approval of the CDP and LDIP			
C	<i>Meetings/Consultations of the City/Municipality with the Provincial Planning and Development Office (PPDO)</i>			
1	Provincial and LGU Goals and Strategies			
2	Investment Programs and PPAs			
D.	<i>Meetings/Consultations/Workshops with Sector Groups to Include Non-Government Organizations/Private Organizations (NGOs/POs) on CDP/LDIP (Profiling, Project Call, Project Prioritization, and Approval)</i>			
1	Economic Sector			
2	Social Sector			
3	Environment Sector			
4	Institutional Sector			
5	Physical/Infrastructure Sector			
E	<i>Meetings/Consultations/Workshops with Local Special Bodies (LSBs) and Advisory Councils (Profiling, Project Call, Project Prioritization, and Approval)</i>			
1	Local Finance Committee – presentation of LDIP, new investment financing potential, and Local Resource Mobilization Program (LRMP)			
2	Peace and Order Council – Peace and Order Public Safety Plan (POPS Plan)			
3	City/Municipal School Board – School Improvement Program			
4	City/Municipal Health Board – Investment Plan for Health			
5	City/Municipal Fisheries and Aquatic Resources			

	Consultation/Agenda	Yes - ✓ No - X	Proof / Document Presented	Remarks
	Management Council (if applicable) – Coastal Resource Management Plan			
6	City/Municipal Disaster Risk Reduction and Management Council – Local Disaster Risk Reduction Management Plan (LDRRMP) and Local Climate Change Action Plan (LCCAP)			
7	City/Municipal Solid Waste Management Council – Local Solid Waste Management Plan			
8	City/Municipal Water Resources Management Council (if applicable) – Water Resource Management Plan			
9	Other Advisory Councils and Sectoral or Functional Committees Specify:			

Component III. Content – Substance and logic of the CDP with emphasis on consistency, cohesiveness, responsiveness, and comprehensiveness within and across the chapters of the CDP:

	Criteria	Yes - ✓ No - X	Remarks
Component III. A Quality			
A	<i>Quality of Vision and Ecological Profile</i>		
1	Vision, goals, and objectives are linked, long term, strategic, and realistic.		
2	Comprehensive Ecological Profile contains the following information on the five (5) development sectors: <ul style="list-style-type: none"> 2.1 Situational Analysis / Observed Conditions 2.2 Issues and concerns or unmet needs 2.3 Vision-Reality-Gap Analysis 		

	Criteria	Yes - ✓ No - X	Remarks
<i>B</i>	<i>Quality of PPAs</i>		
1	PPAs are responsive to the issues, problems, and gaps as made evident in the ecological profile and LDIS.		
Component III.B Alignment			
<i>A</i>	<i>Linkage and Consistency of the CDP and LDIP</i>		
1	The prioritization process of PPAs considers the vision, goals, and objectives identified in the CDP.		
2	The LDIP PPAs are a subset of the CDP PPAs.		
<i>B</i>	<i>Consistency of the LDIP</i>		
1	PPAs that contribute to more sectors or goals are rated higher.		
2	All prioritized projects are those with the highest scores.		
3	The number of Project Briefs on hand are equal to the Number of Projects listed.		
4	The New Development Investment Financing Potential for the Medium-Term (3 years) is estimated and provided including the following supporting documents: 4.1 Medium Term Local Revenue Forecast (3-years); 4.2 Medium-Term Forward Estimates of Local Expenditures (3-years); 4.3 Medium-Term Estimate of Debt and Non-Debt Contractual Obligations; and 4.4 Estimation of Fiscal Surplus or Deficit		
5	The Financing Plan (3 years) is prepared and provided and is		

Prepared by:

Provincial Planning and Development Coordinator/Technical Review Committee Head
Province of _____

Date (dd/mm/yyyy): ___/___/_____

Noted by:

Governor/Chairman of the PDC
Province of _____

Date (dd/mm/yyyy): ___/___/_____

Component IV. Mainstreaming Concerns – The need to consider sector/thematic concerns is deemed essential to increase responsiveness of the CDP. Put a check (✓) if the sector/thematic concern has been considered or a cross (X) if there is no evidence manifested in the below-cited documents/elements of the CDP.

	Sectoral/Thematic Concerns	Ecological Profile	Situational Analysis	Sectoral Goals and Strategies	Long List of PPAs or LDIP	Regulatory Measures	Capacity Development Requirements
1	Protection of Children						
2	Aquatics and Fisheries Management						
3	Promotion of Culture and the Arts						
4	Poverty Reduction						
5	Disaster Risk Reduction Management						
6	Food Security						
7	Forest Management						
8	Gender and Development						
9	Entrepreneurship Development						
10	Sustainable Area Development						
11	Tourism Management and Development						
12	Small and Medium Enterprise Development						
13	Development of Strategic Agriculture and Fisheries Development Zones						
14	Solid Waste Management						
15	Watershed Management						
16	Ancestral Domains Sustainable Development and Protection						
17	Welfare of Persons With Disabilities						

ANNEX A
BLGD CAT FORM 1-A
Mainstreaming Sector/Thematic Concerns

	Sectoral/Thematic Concerns	Ecological Profile	Situational Analysis	Sectoral Goals and Strategies	Long List of PPAs or LDIP	Regulatory Measures	Capacity Development Requirements
18	Forest Land Use						
19	Climate Change Adaptation and Mitigation						
20	Peace and Order Public Safety						
21	Nutrition						
22	Welfare of the Elderly						
23	Health and Family Planning						
24	Coastal Management						
25	Transportation Management						

Republic of the Philippines
Province of _____
-o0o-

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. _____
Series of _____

**CREATING AND MOBILIZING THE COMPREHENSIVE DEVELOPMENT PLAN
TECHNICAL ASSESSMENT COMMITTEE (CDP-TAC) AND TECHNICAL ASSESSMENT
COMMITTEE SECRETARIAT (TACS) FOR THE ASSESSMENT OF THE CDPs OF
COMPONENT CITIES AND MUNICIPALITIES, PROVIDING FOR ITS COMPOSITION,
ROLES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES**

WHEREAS, Republic Act (RA) No. 7160 or the Local Government Code of 1991 (LGC) mandates all cities and municipalities to prepare a Comprehensive Development Plan (CDP) that outlines the key goals and objectives, challenges, and concerns facing local government units (LGUs) and identifies a set of programs, projects, and policies to attain its vision and mission towards a sustainable and holistic socio-economic development;

WHEREAS, RA 7160 further provides that the Local Development Council (LDC) is the body mandated by the LGC to prepare the multi-sectoral development plan of an LGU thus it is critical to ensure that the LDC as well as its functional and sectoral committees, as providers of technical support and assistance are constituted and activated including the technical working group for that purpose;

WHEREAS, DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 1 Series of 2016 (JMC No. 2016-1) entitled *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, issued on 18 November 2016, provides that the shared oversight function of the province over its component cities and municipalities shall be strengthened through the development and implementation of tools to ensure compliance of component LGUs to established policies and guidelines on public financial management (PFM);

WHEREAS, DILG Memorandum Circular 2018-___ *Comprehensive Development Plan Assessment for Component Cities and Municipalities* provides that the Provincial Development Council (PDC) thru a Special Functional Committee created for the purpose, shall assess the CDPs of its component cities and municipalities for compliance to established guidelines on the formulation of the CDP; its alignment with the Provincial Development and Physical Framework Plan (PDPFP), Provincial Development Investment Program (PDIP), Comprehensive Land Use Plan (CLUP); and, to national development thrusts and strategic directions as part of the provinces' shared oversight function with concerned national government agencies,

NOW THEREFORE, I, _____, Governor of the Province of _____, and Chairman of the PDC by virtue of the powers vested in me by law, do

hereby create and mobilize the “CDP TECHNICAL ASSESSMENT COMMITTEE (CDP-TAC)” as a special functional committee of the PDC, to wit:

SECTION 1. COMPOSITION

The CDP-TAC shall be composed of the following:

Section 1.1. CDP Technical Assessment Committee (CDP-TAC)

Chairman: PPDC: _____

Members:

DILG Provincial Director or DILG CDP Provincial Focal Person:

Office of the Sanggunian Panlalawigan Representative: _____

PSWDO: _____

PEO: _____

PHO: _____

Provincial Agriculturist: _____

PTIO: _____

PESO: _____

PENRO: _____

Provincial Treasurer: _____

Provincial Budget Officer: _____

PDRRMO: _____

Tourism Officer: _____

Other Provincial Department Heads/Technical Representatives:

Regional Line Agency Representatives (when available):

NEDA: _____

DBM: _____

BLGF: _____

OCD: _____

DENR: _____

Others NGAs: _____

NGO/CSO Representative/s (from PDC): _____

Section 1.2 Technical Assessment Committee Secretariat (TACS)

PPDO Staff 1: _____

PPDO Staff 2: _____

Other (Administrative Staff): _____

SECTION 2. ROLES AND RESPONSIBILITIES

Section 2.1. CDP Technical Assessment Committee (CDP-TAC)

The CDP-TAC shall be the overall committee responsible for conducting technical activities in the assessment of the CDP, including stakeholder consultations and meetings and

the assessment of the CDP of every component city and municipality of the Province; and shall facilitate endorsement of assessment results to the PDC and the subsequent communication of these results to the concerned City/Municipal Development Council (C/MDC) for their reference and appropriate action.

Section 2.2. Technical Assessment Committee Secretariat (TACS)

The TACS shall assist in the administrative preparation, coordination, and documentation of all assessment activities; and in the consolidation of assessment results and pertinent documents for endorsement to the PDC. The TACS shall also provide other administrative support to the CDP-TAC as may be necessary.

SECTION 3. RELATIONSHIP WITH THE PROVINCIAL DEVELOPMENT COUNCIL

The CDP-TAC shall act as a special functional committee of the PDC tasked to assess the CDPs of all component cities and municipalities of the province. All its actions shall be subject to the assessment and approval of the PDC through its Chairman.

SECTION 4. SUPPORT REQUIREMENTS

The CDP-TAC may call upon the assistance of relevant units and/or LGU personnel, through the respective department heads, in the implementation of various activities relative to the assessment of the CDPs.

Moreover, everyone is enjoined to participate in the various activities of the CDP-TAC as deemed necessary.

SECTION 5. EFFECTIVITY

The CDP-TAC including the TACS shall exercise their duties and functions effective immediately.

Done this ____th day of _____, 20__.

Governor

Republic of the Philippines
Province of _____
-o0o-

PROVINCIAL DEVELOPMENT COUNCIL

_____, 20__

Hon. _____
Mayor
City/Municipality of _____

Dear Mayor _____:

This refers to Department of the Interior and Local Government (DILG) Memorandum Circular (MC) No. 2018-___ *Comprehensive Development Plan (CDP) Assessment for Component Cities and Municipalities*, dated _____, which is pursuant to DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 1 Series of 2016 *Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight*, dated 18 November 2016.

Said issuances effectively promotes the exercise of the Provinces' oversight functions to ensure that component cities/municipalities comply with established guidelines on the formulation of CDPs and to assess alignment of city/municipal plans with the Provincial Development and Physical Framework Plan (PDPFP) and Provincial Development Investment Program (PDIP). As a member of the Provincial Development Council (PDC), alignment and complementation of initiatives amongst the province and component cities and municipalities toward a common developmental direction is critical if we are to sustain progress and maximize the resources available to us.

In line with this, you are requested to submit your approved CDP to the PDC through the Office of the Provincial Planning and Development Coordinator (PPDC) not later than _____ as the said plan will be subjected to an assessment. The assessment results and recommendations of the PDC as endorsed by the CDP Technical Assessment Committee (CDP-TAC), created for the purpose, shall be forwarded to the city/municipality, for reference and appropriate action, within the period prescribed in the DILG MC No. 2018-____. This may be used as basis for targeting of technical assistance, possible resource augmentation, and plan/program complementation with your city/municipality in the succeeding years. The assessment results shall also be forwarded to the DILG for their reference.

Thank you and trusting for your usual cooperation and support.

Truly yours,

Governor
Chairman, PDC

Republic of the Philippines
Region ____
Province of _____

PROVINCIAL DEVELOPMENT COUNCIL

TO : ***Name of Mayor***
City/Municipality

SUBJECT : Comprehensive Development Plan (CDP) Assessment Feedback

FROM : ***Name of Governor***
Chairman, Provincial Development Council

DATE :

This is to apprise the Honorable Mayor that the Comprehensive Development Plan Technical Assessment Committee (CDP-TAC), guided by DILG Memorandum Circular No. 2018-___ *Conduct of the CDP Assessment for Component Cities and Municipalities* and the prescribed CDP Assessment Tool, has conducted an evaluation of your CDP and completed the same on _____.

Please find the detailed results and recommendations in the attached CDP assessment results (BLGD CAT Form 1: CDP Assessment Checklist and BLGD CAT Form 1-A: Mainstreaming Sector/Thematic Concerns).

For queries and/or clarifications, you may confer with the Provincial Planning and Development Coordinator (PPDC), Chair, CDP-TAC.

For your *information and ready reference / appropriate action*.

Provincial Monitoring Report of CDP Assessment

Region: _____
Province: _____

1. Issuance of Executive Order Creating the CDP Technical Assessment Committee (CDP-TAC) and Technical Assessment Committee Secretariat (TACS):
Indicate Executive Order No.: _____, and date of approval: _____

2. List down all the cities and municipalities within the province. Indicate the relevant information for each of the city/municipality under the province.

City/Municipality (1)	Receipt of Notice of CDP Submission (Form 3) (2)	Submission of CDP (3)	Feedback Form (Form 4) (4)
Total no. of LGUs: _____	Total no. of LGUs that complied: _____	Total no. of LGUs that complied: _____	Total no. of LGUs that complied: _____

Prepared by:

DILG Provincial CDP Focal Person

Submitted by:

DILG Provincial Director

Instructions:

Column 1: Indicate the name of component city/municipality.

Column 2: Indicate the date of receipt of Notice of CDP Submission (BLGD CAT Form 3: Notice of CDP Submission) by the component city/municipality.

Column 3: Indicate the date of submission of CDP to the CDP-TAC.

Column 4: Indicate the date the Feedback Form (BLGD CAT Form 4: Feedback Form) was received by the component city/municipality.