



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

http://www.dilg.gov.ph



**ORGANIZATION OR RECONSTITUTION OF SUB-REGIONAL PROJECT MONITORING COMMITTEES (PMCs)**

Reference Number: **2019-188**

Date: **14 NOV 2019**

Rev. No. 00

**1. Background**

Executive Order No. 376, Series of 1989, as amended by Executive Order No. 93, Series of 1993, provided for the establishment of the Regional Project Monitoring and Evaluation System (RPMES) as an institutional mechanism for monitoring and evaluating projects at the national, regional, provincial, and city/municipal levels. Multi-level project monitoring instituted through the RPMES provides a valuable source of inputs to budgeting and programming decisions that can maximize utilization of meagre resources and protect national and local investments for local development while facilitating greater participation of government agencies, local government units (LGUs), and non-governmental organizations (NGOs) at all levels. Said issuances mobilized the Project Monitoring Committees (PMCs), established through Memorandum Order No. 175, Series of 1988, to operationalize and implement the RPMES at the provincial, city, and municipal levels.

With the passage of Republic Act No. 7160 or the Local Government Code of 1991, monitoring and evaluation (M&E) of programs and projects have been devolved to LGUs. Consequently, DILG Memorandum Circular (MC) No. 2004-78, Series of 2004, was issued to facilitate organization and reconstitution of PMCs nationwide and to further strengthen the roles of said committee in ensuring transparency and accountability in the implementation of local development programs and projects. The updated Operational Guidelines for the RPMES was subsequently issued by the National Economic and Development Authority (NEDA) in 2016 to further guide the M&E Committee at the national and sub-regional level given the need to conduct M&E beyond the traditional approach towards placing greater emphasis on the achievement of results, outcomes, and impacts.

With the current emphasis on transparency, accountability, and initiative of the national government to strengthen alignment of development thrusts and priorities across different levels of government, there is a need to ensure functionality of PMCs particularly in coordinating, monitoring, and evaluating project implementation at the sub-regional levels.

**2. Purpose**

This MC intends to:

- Enjoin concerned local government officials to organize Local PMCs (LPMCs) in their respective areas of jurisdiction if not yet established, or reconstitute said LPMCs if already existing; and
- Inform LPMCs of their functions and responsibilities.

**3. Legal Compliance**

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

- 3.2. **Executive Order No. 93, Series of 1993** *Amending Executive Order No. 376 (Series of 1989) "Establishing the Regional Project Monitoring and Evaluation System (RPMES)" and for Other Purposes*, dated 01 June 1993
- 3.3. **Executive Order No. 376, Series of 1989** *Establishing the Regional Project Monitoring and Evaluation System (RPMES), Setting Forth its Objectives, Defining its Scope and Coverage, Requiring the Formulation of a Manual of Operations and for Other Similar Purposes*, 02 November 1989
- 3.4. **Memorandum Order No. 175, Series of 1988** *Providing Guidelines for the Implementation of Local Government Projects Funded from National Government Funds and for Other Purposes*, dated 23 May 1988

#### **4. Scope/Coverage**

This MC covers all Provincial Governors, City/Municipal Mayors, Provincial/City/Municipal Development Councils (P/C/MDCs), Provincial/City/Municipal Planning and Development Coordinators (P/C/MDCs), DILG Regional and Provincial Directors, and others concerned.

#### **5. Policy Content and Guidelines**

##### **5.1. Scope**

Local PMCs shall monitor and evaluate programs and projects to include the following:

- 5.1.1. Programs and projects in the Local Development Investment Program (foreign-funded and GAA-funded) and those in the priority list of the President, including development projects funded from the Internal Revenue Allotment (IRA) share of LGUs or supported by funds released directly to the province/city/municipality; and
- 5.1.2. Projects funded from locally-generated resources which are implemented within their respective areas.

##### **5.2. Composition**

Through the issuance of an Executive Order, PMCs at the provincial, city, and municipal levels shall be created and mobilized.

- 5.2.1. The PMC will have, as mandatory members, the DILG representative or officer assigned in the locality; one (1) representative of NGOs/People's Organizations (POs); one (1) representative of NGO/PO members in the Local Development Council (LDC); and four (4) PMC members appointed by the Local Chief Executive from among five (5) nominees of the LDC.

NGO/PO membership at the provincial, city, and municipal levels shall include, but not limited to, representatives from either civic and/or religious groups.

- 5.2.2. Other members of the LPMC aside from the mandatory members mentioned in Section 5.2.1 shall be selected upon the discretion of the LDC.

5.2.3. The Local Chief Executive shall appoint the chairperson from among the LDC nominees or the members of the PMC.

5.2.4. The Office of the Local Planning and Development Coordinator (LPDC) concerned shall serve as secretariat to the LPMC.

### 5.3. Roles and Responsibilities

5.3.1. The roles and responsibilities of the Provincial/City/Municipal Project Monitoring Committee (P/C/MPMC) and Secretariat are hereby outlined as follows:

#### 5.3.1.1. P/C/MPMC functions:

- Provide the list and schedule of all projects to be monitored to NGOs involved in project monitoring;
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher level PMC;
- Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC;
- Provide feedback on the remedial actions of the LDC and follow up implementation;
- Prepare and disseminate periodic project monitoring report on the status of project implementation to the Regional PMC (RPMC); and
- Elevate to higher level bodies (e.g. National PMC (NPMC), RPMC) issues and problems which are not resolved at the LPMC level.

#### 5.3.1.2. P/C/MPMC Secretariat functions:

- Prepare the M&E work program to be undertaken by the PMC during any given fiscal year which will include the list of the projects and schedule of implementation based on submission of implementing agencies;
- Provide the Local Chief Executive with information on the projects to be monitored by the PMC; and
- Facilitate inter-agency, inter-governmental, and field headquarters coordination, if necessary.

5.3.2. The DILG Regional Office (DILG RO), through its field offices, shall assist the RPMCs by facilitating submission of required summary reports prepared by P/C/MPMCs, necessary in monitoring active LPMCs.

For reference, parameters in defining active LPMCs together with sample summary list is attached to this MC.

### 5.4. Funding

LGUs are advised to allocate resources to undertake M&E activities as part of their regular functions. However, as provided in Section 4 of Executive Order No. 93, Series of 1993, portions of the Regional Development Fund for M&E may be allotted to an LPMC to augment its budget as the RPMC may deem essential.

**6. References**

6.1. Regional Project Monitoring and Evaluation System Operational Guidelines, 2016

**7. Effectivity**

This MC shall take effect immediately.

**8. Approving Authority**

  
**EDUARDO M. AÑO**  
Secretary  

**9. Feedback**

Inquiries concerning this MC should be directed or addressed to the Department of the Interior and Local Government – Bureau of Local Government Development (DILG-BLGD) through any of the following: telefax numbers (02) 8929-9235 / (02) 8927-7852, e-mail at [ldpd\\_blgd@yahoo.com](mailto:ldpd_blgd@yahoo.com), or through mail at 25<sup>th</sup> Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for resolution and appropriate action.

For queries and/or clarifications on the RPMS, an electronic copy of the RPMS Operational Guidelines is posted at the National Economic and Development Authority (NEDA) website at [www.neda.gov.ph](http://www.neda.gov.ph). The Regional Project Monitoring Committees (RPMCs) under the Regional Development Councils (RDCs) are also available to provide assistance in the implementation of the RPMS.

**REVISED PARAMETERS IN DEFINING AN ACTIVE LOCAL PROJECT MONITORING COMMITTEE**

(issued by the National Project Monitoring Committee on March 26, 2019)

Parameter	Target	Means of Verification	Prepared By	Submitted To
1. Organization	LPMC organized	Executive Order or Resolution which may be sourced from DILG	Provincial PMCs	RPMCs
	List of members provided/updated, as may be necessary	Report submitted to DILG	City/Municipal PMCs	Provincial PMCs
2. Training	Training on project monitoring conducted at least once a year or as may be necessary	RPMES Form on training conducted	Provincial PMCs	RPMCs
			City/Municipal PMCs	Provincial PMCs
3. Planning	Duly-approved annual work and financial plan submitted (including monitoring and reporting on work program accomplishments)	Duly-approved annual work and financial plan	Provincial PMCs	RPMCs
			City/Municipal PMCs	Provincial PMCs
4. Implementation and Reporting	Monitoring visits and/or field inspections conducted	RPMES Forms and other Accomplishment Reports	Provincial PMCs	RPMCs
	Regular meetings conducted	Copies of minutes and attendance sheets	City/Municipal PMCs	Provincial PMCs

**Reporting Flow:**

- a. All documents/forms/reports prepared by city and municipal project monitoring committees shall be submitted to the respective provincial project monitoring committees for their consolidation and subsequent transmittal to RPMCs. A summary list of the LPMCs based on the proposed criteria shall be prepared for easy reference by the RPMCs. See sample table below:

Name of LPMC	Year Organized	EO or Resolution Number	Training Conducted	Duly-approved annual WFP	RPMES Forms Submitted	Copy of Minutes and Attendance Sheets
			Y/N	Y/N	Y/N	Y/N

- b. RPMCs to use the submitted documents/forms/reports and summary in coming up with the inventory of active LPMCs in the region for submission to NPMC.