



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Memorandum Circular No. 2019 - 71
Date: May 20, 2019

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

SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE FY 2019 LOCAL GOVERNMENT SUPPORT FUND-ASSISTANCE TO MUNICIPALITIES (LGSF-AM) PROGRAM

1.0 BACKGROUND

Local governments confront rising public expectations regarding the delivery of services. Despite more than two decades of implementation of Republic Act (R.A.) No. 7160 (Local Government Code of 1991), local governments still face various challenges in the exercise of devolved service delivery functions. Foremost among these is the raising of sufficient funds for local development.

Part of the General Appropriations Act (GAA) under the FY 2019 Local Government Support Fund (LGSF) is the Assistance to Municipalities (AM) Program, which seeks to equitably assist all municipalities in the delivery of basic services by providing financial subsidy to municipalities for the implementation of their priority programs and projects.

2.0 PURPOSE

This Memorandum Circular is being issued to prescribe the general policies and procedures in the implementation of the FY 2019 AM Program and ensure that all concerned are able to abide by the policies, processes, and responsibilities in the overall implementation of the Program.

3.0 LEGISLATIVE COMPLIANCE

Cognizant of the need to provide further support to the Municipalities to enable them to fully carry out functions devolved to them, while at the same time, building their capacity towards genuine fiscal autonomy, the National Government (NG) has scaled up its efforts to ensure meaningful devolution by providing a Local Government Support Fund (LGSF) under the FY 2019 GAA.

4.0 COVERAGE OF THE PROGRAM

The Program shall cover 1,373 municipalities. As provided for in Paragraph 2 of Section 1-Assistance to Municipalities of the Special Provisions of the LGSF under the FY 2019 GAA, page 891, the projects to be funded under the Program are culled out

from the Local Development Investment Programs (LDIPs) of municipalities and shall be limited to:

- 4.1 Local Access Roads, to include drainage system along existing roads, that are compliant with DPWH standards
- 4.2 Local Bridges
- 4.3 Potable Water System Projects
- 4.4 Evacuation Center and Disaster Risk Reduction-related equipment
- 4.5 Small Water Impounding Projects
- 4.6 Rain Water Catchment Facilities
- 4.7 Sanitation and Health Facilities
- 4.8 Municipal Drug Rehabilitation Facility

5.0 DEFINITION OF TERMS

For purposes of this Memorandum Circular, the following terminologies are used and defined as follows:

- 5.1 **Aide Memoire** – An official document (Annex S) that summarizes the findings, recommendations, and agreements during the exit conference as a result of the project monitoring visit conducted by the DILG.
- 5.2 **Certificate of Completion** – A document issued by the Municipal Local Government Unit (MLGU) stating that the project has been satisfactorily completed in accordance with the Plans and Specifications of the Contract based on the Inspection Report (Annex M-1) indicating no defects/deficiencies observed, duly prepared by the MLGU Inspectorate Team.
- 5.3 **Certificate of Final Acceptance¹** – A document issued by the Municipality upon final acceptance of the works, after the one-year Defects Liability Period and after all defects, deficiencies and failures, if any, have been corrected and supplied, based on the Final Inspection Report, duly prepared by the MLGU Inspectorate Team.
- 5.4 **Defects Liability Period (DLP)** – One (1) year after the project completion up to the Final Acceptance in accordance with Section 62.2.2 of the 2016 Revised IRR of R.A. No. 9184. In addition to the regular repairs done by the Contractor during this period, 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 to the satisfaction of the Inspectorate Team after which the Certificate of Final Acceptance shall be issued to the Contractor by the MLGU. For projects funded by the NG and implemented by a Local Government Unit (LGU), the latter shall be required to post the necessary warranty security in accordance with Section 62 of RA 9184 and its IRR.
- 5.5 **Duly-Accredited Civil Society Organizations (CSOs)** – Civil Society Organizations which have previous experience and participation in local planning. The accreditation shall be in accordance with the existing guidelines in DILG MC 2016-97 series of 2016, DILG MC 2018-89 series of 2018, and/or by DILG which guidelines to be issued for the purpose.

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

5.6 Disaster Risk Reduction (DRR) - Related Equipment – A motor vehicle or rescue equipment/tools used for preparedness, immediate response, and rescue/relief operations during disasters and calamities.

5.7 Evacuation Center – Refers to an enclosed building designed and constructed to protect people living in the locality during an emergency, especially during man-made disasters, such as fire, and natural disasters, such as typhoons, flooding, and earthquake.

5.8 Geo-resistivity Survey - A field survey that uses the geo-resistivity meter to know the subsurface layering of soil and rock formations and to determine the groundwater level of the study area, which shall be conducted before the preparation of Detailed Engineering Design and shall form part of the MLGU Counterpart.

5.9 Inspection Report – A document that summarizes the narrative of the findings of Inspectorate Team during inspection, including repair works done by the Contractor.

If no more defects/deficiencies are observed after punch-listing, use the latest Inspection Report as basis for the issuance of Certificate of Completion.

5.9.1 Final Inspection Report – A document that summarizes the narrative of the findings of Inspectorate Team during the conduct of Final Inspection. It indicates defects/deficiencies duly rectified by the Contractor after the one-year Defects Liability Period (DLP).

If defects/deficiencies are still observed and not rectified after the DLP, use the Inspection Report instead of this form.

If no more defects/deficiencies are observed, this document will be the basis for the issuance of the Certificate of Final Acceptance.

5.10 Inspectorate Team – Once the project reaches an accomplishment of ninety-five (95%) of the total contract amount, the procuring entity may create an Inspectorate Team to make preliminary inspection and submit a punch-list to the contractor in preparation for the final turn-over of the project in accordance with Section 7 of Annex E of the 2016 Revised IRR of RA 9184.

5.11 Local Access Roads – Under this Program, these are municipal and barangay roads that serve as the MLGU's access to basic services, aide in the mobility of products, goods and services, and improve the connectivity of the MLGU road network.

5.12 Local Bridges – Under this Program, these are bridge components of municipal and barangay roads, these may also include footbridges.

5.13 Local Government Support Fund (LGSF) – Financial assistance to LGUs for the implementation of priority programs and projects, as provided for in the FY 2019 GAA.

5.14 Monitoring – 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.

- 5.15 **Municipal Drug Rehabilitation Center** – A treatment and rehabilitation center used exclusively for the non-residential (outpatient) treatment and rehabilitation of drug dependents. A Non-Residential Treatment and Rehabilitation Center is a facility that provides diagnosis, treatment, and management of drug dependents on an outpatient basis.
- 5.16 **Notice of Authority to Debit Account Issued (NADAI)** – A document issued by the Regional Bureau of the Treasury (BTr) to the Municipality informing them that the subsidy has been deposited into the General Account of the MLGU.
- 5.17 **Notice of Defects/Deficiencies** – A document issued by the MLGU, signed by the Local Chief Executive (LCE), to officially notify the Contractor of the noted defects/deficiencies and required corrective repair works found during Punch-listing. This document shall also be used to notify the Contractor of the noted defects/deficiencies within the one (1) year DLP.
- 5.18 **Office of Project Development Services – Assistance to Municipalities Project Management Offices (OPDS-AM PMOs)** – 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.
- 5.19 **Potable Water** – The water that has passed the Potability Test/Water Quality Test, as certified by DOH.
- 5.20 **Potability Test/Water Quality Test** - 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.
- 5.21 **Projects** – The eligible projects mentioned in Section 4 of these Guidelines.
- 5.22 **Project Completion** – The 100% physical accomplishment of the works, or goods as per Contract/approved Program of Works. The project is deemed completed once the Certificate of Completion is issued by the MLGU.
- 5.23 **Project Implementation Team (PIT)** – The team within the MLGU that is tasked to implement the project and ensure the quality and safety required for the project implementation. The PIT shall be led by the Municipal Engineer (ME) with, but not limited to, the following as members: the Municipal Accountant, the Municipal Treasurer, and the Disaster Risk Reduction Management Officer (DRRMO).
- 5.24 **Project Management Office (PMO)** – established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall program management of the projects.
- 5.25 **Project Monitoring Committee (PMC)** – The team created or activated by the MLGU under the Municipal Development Council (MDC) that is tasked to monitor the projects under the Program.

- 5.26 Punch-listing** – Conduct of preliminary inspection by the Inspectorate Team upon reaching 95% physical accomplishment.
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- 5.27 Rainwater Catchment Facility** – A structure used to collect, convey, and store rain water from the roof surface area of a government-owned facility for domestic use. It should have the four basic elements: (1) collection (catchment) area; (2) conveyance system consisting of pipes and gutters; (3) storage facility; and (4) delivery system consisting of a tap or pump.
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- 5.28 Regional Hubs (RHubs)** – Regional water and sanitation (WATSAN) Hubs composed of higher educational institutions (universities/colleges), water districts, the private sector, and NGOs that will assist the DILG in the capacity building of the MLGUs.
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- 5.29 Sanitation and Health Facilities** - Public sanitary and hygienic facilities that ensure safe stool disposal, proper hand washing behaviour, and general hygiene practices in secured, government-owned properties.
- 5.30 Small Water Impounding Project (SWIP)** - A water harvesting and storage earth-fill structure constructed across narrow valleys or depression areas that consist of an earth embankment spillway, outlet works, and canal facilities.
- 5.31 Undisbursed Funds** – Actual amounts unspent or unpaid out of the budgeted amount.
- 5.32 Water Source** - Can either be a groundwater flow out of the ground, or withdrawing of water from underground aquifers. It should meet the quality and water demand (quantity) based on the minimum requirements of the water system.
- 5.33 Water Source Validation** – The confirmation of viability of water source in terms of quality and quantity to be developed for the intended beneficiaries which should be conducted during peak of dry season.
- 5.34 WATSAN (iWaSH) Council** – The local oversight body on Water Supply, Sanitation and Hygiene (iWaSH/WATSAN) matters of the whole locality. It also serves as governance and coordination body for the implementation of iWaSH at the local level.

6.0 GENERAL GUIDELINES

6.1 Fund

6.1.1 LGSF-AM FY 2019 GAA (R.A. No. 11260)

The amount of Eleven Billion Seven Hundred Fourteen Million One Hundred Thirty-Three Thousand Pesos (Php11,714,133,000.00) is a National Subsidy to Municipalities appropriated under the Local Government Support Fund-Assistance to Municipalities (LGSF-AM) Program pursuant to Paragraph 1 Section 1 of the Special Provisions under the LGSF of the FY 2019 GAA.

6.1.2 Fund Allocation

As specified in Paragraph 1 Section 1 of the Special Provisions of the LGSF in the FY 2019 GAA, budget allocation for Municipalities is determined based on equal share, fiscal capacity, per capita share, and share for good performance.

6.2 LGU Counterpart

6.2.1 The MLGU shall put up **cash counterpart** to be deposited into the Trust Account with a government bank for the following cases, equivalent to:

6.2.1.1 the cost for the preparation of the DED for the Design and Build Scheme, prior to the issuance of the Notarized LGU Certification for Fund Release (Annex A of these Guidelines);

6.2.1.2 the difference between the total project cost and the subsidy received by the MLGU for the project, prior to the issuance of the Notarized LGU Certification of Compliance to Project Implementation (Annex E of these Guidelines);

6.2.1.3 the amount for the remaining works of cancelled projects referred to in Section 8.0 of these Guidelines, which is also equivalent to the reverted amount mentioned in Section 6.4.8, prior to the submission of the Notarized Affidavit of Undertaking (Annex R of these Guidelines); and

6.2.1.4 the amount for the remaining works to complete the project when the project has commenced but is not physically completed by **31 December 2020**, within six (6) months after the expiration of the fund validity.

6.2.2 The MLGU shall make available funds to finance, but not limited to, the following:

6.2.2.1 All expenses incurred in the conduct of preliminary activities, such as, but not limited to:

- a. Social Preparation;
- b. Community Consultations;
- c. Securing clearances and permits;
- d. Feasibility study/project proposal preparation;
- e. Surveys (e.g. Geo-resistivity, Road Surveys, etc.);
- f. Detailed Engineering Design (DED) preparation;
- g. Procurement activities;
- h. Water drilling explorations; and
- i. Pump test, water quality test.

6.2.2.2 Administrative costs in the supervision and monitoring of the project during implementation, such as, but not limited to:

- a. Travelling expenses and rental of vehicles for project monitoring;

- b. Hiring of Project Engineers (if current manpower is not sufficient);
 - c. Office supplies and materials;
 - d. Communication expenses;
 - e. Web development and maintenance; and
 - f. Installation of Community Billboards (Annex I) to be installed in the premises of the Municipal Hall.
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6.2.2.3 Expenses in attending trainings/meetings/workshops related to project implementation

6.2.2.4 Expenses in the implementation of action plans as agreed upon after the said activities, including, but not limited to:

- a. Conduct of Actual Infra-Audit; and
- b. Geotagging of Projects and Inventory of Local Infrastructure Projects.

6.3 Fund Release

6.3.1 The release of funds under the Program shall be subject to the compliance of the concerned MLGUs with the following conditions:

6.3.1.1 The requirements of the DILG Good Financial Housekeeping (GFH);

6.3.1.2 The requirements of the DILG Local Development Council (LDC) Functionality Assessment;

6.3.1.3 Assessment of Public Financial Management (PFM) systems and adoption of the corresponding PFM improvement measures; and

6.3.1.4 Submission of Notarized LGU Certification for Fund Release (Annex A of these Guidelines) prepared by the Municipal Engineer (ME) and Municipal Planning and Development Coordinator (MPDC), signed by the LCE attesting that:

- a. The site of the project has no land ownership and Right-of-Way (ROW) problems/issues;
- b. The project is not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map or engineering mitigating measures has been included in the design to address the potential problem ; and
- c. For water supply, the water source has been validated by the ME and found to be feasible to supply water to the intended beneficiaries and potable for drinking or mitigating measures have been included in the design to make the water potable. Copy of the Source Validation Report (SVR) shall be attached to Annex A as an integral part thereof, format shall be in conformance with the

required template herein referred to as Annex A-1 and shall be prepared and signed by the ME.

- 6.3.2 Consistent with unnumbered Memorandum dated March 11, 2019, the deadline for submission by the MLGU to DILG-RO of the request for post-assessment to comply with LDC Functionality shall be until 5:00 in the afternoon of **28 June 2019**.
- 6.3.3 Compliance with the governance conditions - GFH, LDC, and PFM, as mentioned in Sections 6.3.1.1, 6.3.1.2, and 6.3.1.3, shall be until **31 July 2019**. Likewise, submission of documentary requirements by the MLGU to the DILG thru channel for the release of fund shall be until **9 August 2019**.
- 6.3.4 The submission of the Notarized LGU Certification for Fund Release (Annex A) shall be through DILG channel. The Provincial Director (PD) shall recommend to Regional Office (RO) the list of MLGUs with Notarized LGU Certification for Fund Release. The RO, through the Project Development and Management Unit (PDMU), shall validate and confirm the veracity of the Certifications within five (5) working days after receipt of the endorsement of the PD.
- 6.3.5 Upon validation and confirmation, the DILG-RO shall endorse to the Office of the Undersecretary for Local Government (OUSLG), through the Office of Project Development Services (OPDS), not later than 5:00 in the afternoon of **16 August 2019** using Annex B and Annex B.1. The endorsement shall include the scanned copies of the Notarized LGU Certification for Fund Release (Annex A of these Guidelines), as stipulated in Section 6.3.1.4. For water supply, Source Validation Report shall be attached.
- 6.3.6 The DILG-Central Office (CO), through the Office of Project Development Services (OPDS), shall review **The List of Municipalities Eligible for Fund Release** submitted by the ROs, including the projects to be funded and their corresponding cost (per project), and subsequently recommend to the Secretary of the Interior and Local Government (SILG), through the USLG, to endorse the validated list to the Department of Budget and Management (DBM).
- 6.3.7 Endorsements for fund release, which are not in accordance with Section 6.3.5, shall not be endorsed to DBM.
- 6.3.8 The DILG-CO shall disseminate to the DILG-ROs the validated List of Eligible Municipalities endorsed to DBM. The DILG-RO shall issue **Notice of Eligibility (Annex C)** to the concerned Municipalities informing them of their eligibility to receive the fund allocation for their approved projects, and advising them of the documentary requirements for submission to the concerned DILG-RO through the Municipal Local Government Operations Officer (MLGOO). The Notice of Eligibility shall serve as the initial notification prior to the receipt of the NADAI.
- 6.3.9 Upon receipt of the **Notice of Eligibility (Annex C)**, the Municipal Treasurer shall regularly monitor whether the funds intended for their

approved projects have been deposited into their General Fund Account by the BTr, through the issuance of NADAI.

- 6.3.10 The procedure for the release of fund from DBM through the BTr to the Municipalities shall be in accordance with the established procedures of DBM and BTr. The BTr will furnish copies of NADAI to the DBM, COA-Regional Offices, and DILG-OPDS and Regional Offices (ROs) concerned, as well as the Local Auditors in-charge of the Municipalities.

6.4 Fund Management

- 6.4.1 Pursuant to the General Provisions of the FY 2019 GAA, the fund shall be used exclusively for the AM Projects and shall be used exclusively in the identified LGUs.
- 6.4.2 The amount released to the Municipalities shall be recorded as Trust Fund to be used for its specified purpose. Moreover, the Municipality shall maintain a separate subsidiary ledger for each project to record each transaction. Funds which are undisbursed, as mentioned in Section 6.4.8, shall be reverted to the BTr.
- 6.4.3 Within 30 days reckoning from the date of the NADAI, the Municipality, through the Municipal Treasurer, shall confirm with the DILG-RO, through the DILG-Provincial Office (DILG-PO) and concerned MLGOO, that the funds have been transferred from the General Account to the Trust Fund Account intended for the project, using the template shown under Annex D (Municipality's Confirmation on the Receipt of FY 2019 AM Fund) hereof.
- 6.4.4 The Municipality shall exclusively utilize the fund for its intended purpose as indicated in the NADAI and in accordance with the existing government budgeting, procurement, accounting and auditing laws, rules and regulations.
- 6.4.5 Implementation of and payments for infrastructure projects to extend until December 31, 2020, in accordance with Item V, page 965, Cash Budgeting of the President Veto Message on the R.A. No. 11260 (FY 2019 GAA).

6.4.6 Prohibited Use of Funds

The AM Fund shall not be used:

- 6.4.6.1 For any purpose other than the project/s to which the fund was released not specified in the NADAI;
- 6.4.6.2 To fund projects already covered by other funds; and
- 6.4.6.3 For the payment of Personal Services² expenditures (i.e., payment of salaries, including honoraria, allowances,

² Sec. 309(k) of the Local Government Code of 1991

⁴ Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the Revised IRR of 0184

bonuses, and similar forms of compensation) and all other items indicated in Section 6.2.2 of these Guidelines.

6.4.7 The Municipality may use the difference between the Approved Budget for the project and Contract Price to finance Variation Orders for the same project, subject to Section 6.5.6.4 of this MC. Variation Order mentioned herein strictly refers to the Variation Orders as defined and as allowed in Item 1 to 3, Annex E⁴, of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184.

6.4.8 Reversion of Funds

The Municipality shall be responsible for the following:

6.4.8.1 Consistent with Paragraph 2 Section 6 of the Special Provisions of the LGSF under the Allocations to Municipalities in the FY 2019 GAA R.A. No. 11260, any **undisbursed funds after 31 December 2020, shall be reverted to the BTr by the recipient Municipalities.**

6.4.8.2 In case of non-completion of projects by 31 December 2020, the MLGU shall issue a **Notarized Affidavit of Undertaking** (Annex R), signed by the LCE, for the following:

- a. Allocate local funds equivalent to the reverted amount for the remaining works in accordance with Section 6.2.1.3 of this MC;
- b. Complete the project not later than the date agreed upon by the MLGU and the concerned DILG-RO;
- c. Submit Project Completion Report (Annex K) within 30 calendar days to DILG-RO through the DILG-PO after the issuance of Certificate of Completion; and
- d. Assume accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.

6.4.8.3 For completed projects, the Municipality shall revert to the BTr the undisbursed funds after the Final Payment as recognized by the Municipal Accountant within the fiscal year.

6.4.8.4 If, at any point in time before the lapse of the fund validity period of **31 December 2020**, the Municipality determines that the funds cannot be disbursed (e.g. when the program or project cannot be implemented for any reason or the same has been funded from other sources), the total amount received by the Municipality for the project shall be immediately reverted to the BTr.

6.4.8.5 The DILG-RO shall demand MLGUs, after substantial notification and documentation, to revert the funds equivalent to the remaining works for specific project/s which have received the **Notice of Project Cancellation (Annex P)** and

have continually digressed conformance to any or all of provisions of these Guidelines.

In case of cancellation of on-going projects, the MLGU shall issue **Notarized Affidavit of Undertaking** using Annex R.

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- 6.4.8.6** The DILG-RO shall immediately deny requests and demand the immediate reversion of funds for the following situations:
- a. Request for realignment because the proposed project has been funded from other sources;
 - b. Request for change of project type e.g. Potable Water Supply System project to Local Access Road project;
 - c. Request for change of location of project other than those indicated in the NADAI;
 - d. Request for realignment of funds to a new project;
 - e. Request for splitting of funds to accommodate two or more projects or locations; and
 - f. Request for merging of funds released for two or more projects to finance the implementation of only one project e.g. funds released for Water System for Barangay A and Barangay B, and proposed to be used only for Barangay A or only for Barangay B.

- 6.4.8.7** For any reversion of funds, the Municipal Accountant shall initiate the preparation of vouchers and the Municipal Treasurer shall cause the remittance of the undisbursed funds to the BTr.

The Municipality shall provide copy of the said transaction within fifteen (15) calendar days to DILG-RO through DILG-PO and concerned MLGOO.

6.5 Project Implementation

- 6.5.1** Pursuant to Section 27 of the General Provisions of the FY 2019 GAA, the following requirements shall be observed in the implementation of **infrastructures projects**:

- 6.5.1.1** The locations, areas, or sites of all infrastructure projects are not included in the critical geo-hazard areas or no build zones identified or certified by the Mines and Geo-Sciences Bureau (MGB);
- 6.5.1.2** 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

6.5.1.3 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 coordination with the DENR. Major infrastructure projects may only be undertaken in said areas if intended to enhance biodiversity. The DPWH and all other agencies shall take into account climate risk information and green building standards to be issued by the Climate Change Commission (CCC) in the planning, identification of site, design, construction, engineering and renovation of government buildings and facilities, including schools and hospitals.

6.5.2 The Mayor, as the LCE of the Municipality, shall be accountable for the overall implementation of the projects.

6.5.3 The Municipal Engineer shall ensure that the Detailed Engineering Designs (DEDs), Program of Works (POWs), technical specifications, and construction of projects are in accordance with the AM Project Menu, NG standards, relevant provisions stipulated in the FY 2019 GAA (Annex V) and within the range of costs of materials, labor, equipment, etc., and project duration of similar projects being implemented by a National Government Agency (NGA) in the same locality.

6.5.4 Preparation and Submission of Documentary Requirements as Pre-requisite to Procurement (prior to Award of Contract)

6.5.4.1 Within two (2) months reckoning from the date of the NADAI, except for Potable Water System Projects which will be three (3) months, the MLGU shall submit to DILG-RO, through DILG-PO and concerned MLGOO, the following:

a. **Notarized LGU Certification of Compliance to Project Implementation** (see template under **Annex E-1 to Annex E-9** hereof) prepared by the ME and MPDC, and signed by the LCE.

The MLGU may submit a separate LGU Certification of Compliance to Project Implementation for each type of project.

b. **Project Implementation Schedule**, including procurement timelines, prepared by the Municipal Engineer and approved by the LCE, using the template under **Annex F-2** (Pro-forma Implementation Schedule) hereof, in accordance with the Maximum Prescribed Timelines (Annex F-1).

The approved **Annex F-2** shall be submitted together with **Annex E-1 to Annex E-9**. A revised **Annex F-2** shall be submitted for any change in the duration of project implementation.

6.5.4.2 The Notarized LGU Certification of Compliance to Project Implementation shall attest the following:

I. For infrastructure projects:

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- a. The DED and POW have been prepared and approved in accordance with the **AM Project Menu (Annex W)**, NG standards and relevant provisions of the GAA (refer to **Annex V**) and other applicable laws and issuances.

The approved DED and POW shall be attached to this Certification (~~Annexes E-1 to E-9, as may be applicable~~).

- b. In the case of Design and Build Scheme, the MLGU shall comply with the requirement of Section 7 of Annex G of the Revised IRR of R.A. 9184, otherwise known as the Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects.
- c. All bidding documents have been completed and the MLGU is ready to proceed with publication of Invitation to Bid/Advertisement (ITB/Ad).
- d. As may be applicable, Environmental Compliance Certificate (ECC)/Certificate of Non—Coverage (CNC), National Commission on the Indigenous People (NCIP), Water Permit and other permit applications have been submitted to the agencies concerned, with dates of submission specified.
- e. As may be applicable, pursuant to Section 36 of the General Provisions of the FY 2019, alteration, renovation or demolition of government buildings and open spaces declared or presumed to be important cultural properties by government cultural agencies concerned approval shall be undertaken only upon prior approval of the said government cultural agencies and proper consultation with stakeholders and cultural groups to be administered by the NCCA. This includes the protection of the sight line with regard to build heritage, cultural properties and cultural landscapes.
- f. Project Specific Requirements are stipulated in Annexes E-1 to E-9.
- g. Municipal funds shall be made available under their 20% Annual Investment Program (AIP) for the maintenance, repairs and insurance, where applicable, once the project is completed.

h. There is a Project Monitoring Committee (PMC) created or activated in the Municipality that is tasked to monitor the projects under the Program, among others.

i. Any undisbursed funds shall be remitted to the BTr, pursuant to Section 6.4.8 of the AM Implementation Guidelines.

j. The MLGU commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines.

6.5.4.3 The abovementioned documents shall be made available to the DILG during field monitoring visits and/or as may be requested. Any failure on the part of the MLGU to present the above documents shall be grounds for possible disqualification or ineligibility in accessing the NG assistance in the future.

6.5.4.4 Conduct of procurement prior to the submission of project documentary requirements mentioned above shall be considered as non-compliance with these Guidelines and may be considered as ground for sanction as stipulated in Section 9.0 of these Guidelines.

6.5.5 Procurement by the MLGU

6.5.5.1 Pursuant to Section 19 of the General Provisions of the FY 2019 GAA, all agencies of the government shall strictly adhere to the provisions of R.A. No. 9184, its IRR, and GPPB guidelines in the procurement of goods, infrastructure projects, and consulting services.

To promote transparency and achieve efficiency in the procurement process, the Philippine Government Electronic Procurement System (PhilGEPS) shall be the primary and repository of information on government procurement.

a. All project procurement shall be through competitive bidding, in strict compliance with the provisions of R.A. No. 9184 (Government Procurement Reform Act) and its 2016 IRR and GPPB Guidelines. The Municipality shall use the latest standard bidding documents, 5th Edition, for procurement of works issued by the GPPB which can be accessed at www.gppb.gov.ph.

b. The Bids and Awards Committee (BAC) shall ensure that the following are included in the Bidding Documents:

i. The winning bidder shall comply with the existing labor laws and standards, specifically the submission of the approved Application for Construction Safety and Health Program (CSHP), in compliance with R.A. 11058 (An Act Strengthening

Compliance with Occupational Safety and Health Standards Providing Penalties for Violations Thereof) and the Department of Labor and Employment (DOLE) Department Order No. 13; and

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- ii. The Contractor shall submit the Statement of Works Accomplished (SWA) monthly.
 - c. In case of two (2) failed competitive biddings, the MLGU may resort to an alternative mode of procurement.
 - d. In the event of a failed bidding, the Bids and Awards Committee (BAC) shall conduct a mandatory review and evaluation of the terms, conditions, and specifications in the Bidding Documents, including its cost estimates.
 - e. The MLGU shall invite a representative of a duly accredited CSO, in accordance with the Special Provisions of the F.Y 2019 GAA, to observe in the procurement process. The MLGU may also invite the concerned MLGOO.
- 6.5.5.2** The MLGU shall include as a provision of the Contract Agreement the submission of monthly Statement of Works Accomplished (SWA) (Annex T) by the Contractor, to ensure submission thereof.
- 6.5.5.3** The MLGU shall cause the winning bidder to comply with R.A. No. 11058 and Department of Labor and Employment (DOLE) Department Order No. 13.
- 6.5.5.4** The MLGU shall cause the winning bidder to post the performance security consistent with Section 39 of the Revised IRR of R.A. 9184.
- 6.5.5.5** In reference to Section 37.4.1 of the 2016 Revised IRR of R.A. 9184, the Municipality shall ensure that the Notice to Proceed (NTP) is issued and duly received by the successful bidder within seven (7) calendar days from the date of approval of the Contract.

The Municipality shall provide an electronic or hard copy of the duly received NTP to DILG-PO, through the concerned MLGOO, within seven (7) calendar days from the date of receipt by the Contractor of the NTP.

Non-submission of the copy of the NTP shall be considered as non-compliance and may be considered as grounds for sanction as stipulated in Section 9.0 of these Guidelines.

The DILG-PO shall reflect in the SubayBAYAN platform (<http://subaybayan.dilg.gov.ph>) the date of receipt by the Contractor as the Project Start Date.

- 6.5.5.6** Pursuant to GPPB Resolution No. 39-2017, the MLGU shall submit their **Agency Procurement Compliance Performance Indicators (APCPI) Assessment** to GPPB and inform the DILG, through channel, of their submission.
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6.5.6 Project Execution

6.5.6.1 Adherence to National Government Standards and Policies

6.5.6.1.1 The Municipality shall abide by the standards and policies set by the NG, including the AM Project Menu, which are applicable to all phases of project preparation and implementation.

6.5.6.1.2 The DILG-RO shall ensure that these standards and policies are considered during appraisal and are being observed during actual implementation by the MLGU.

6.5.6.2 The Mayor, as the LCE of the Municipality, through the Office of the Municipal Engineer, shall have the primary responsibility in ensuring the quality of works and that the implementation of the project shall be in accordance with the approved designs, plans, and specifications consistent with the relevant provisions of applicable laws, circulars, and issuances.

6.5.6.3 The Mayor, as the LCE of the Municipality, shall create or mobilize the existing PIT, led by the ME, which shall be responsible in providing supervision in the project implementation. The ME, as head of the PIT, shall be accountable in ensuring 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. Without relinquishing responsibility, the ME may assign a Project Engineer in each project to supervise the day-to-day activities in the project site.

The responsibilities of the ME, through the Project Engineer, include, but are not limited to, the following:

- a. Supervise regularly the progress of work;
- b. Cause the Contractor to submit request for inspection prior to any concrete pouring works using the pro-forma for work request and/or concrete pouring. (Annexes G-1 to G-3).
 - Two (2) days prior to the start of every major activity; and

- One (1) day prior to the concrete pouring of every major activity.
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- c. Be present during the actual construction activities mentioned in item (b). The list of major activities for every project type is shown in Annex H;
 - d. Verify and check the quantities of items of work; accomplished by the Contractor as against the approved plans, specifications, and programs of work and immediately notify the Contractor of any observed deficiencies;
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- e. Verify and check the quality of workmanship of the Contractor as against the approved plans, specifications, and POWs, and National Standards, and immediately notify the Contractor of any observed deficiencies;
 - f. Verify and check whether quality control plan is observed, quality tests are conducted, and construction logbook is maintained at the project site, and immediately notify the Contractor of any observed deficiencies;
 - g. In case of any observed deficiencies during construction, issue Site Instruction (Annex L) to the Contractor for rectification;
 - h. Initiate regular coordination meetings with the Contractor to address all pending issues and concerns regarding the project;
 - i. Cause the Contractor to submit monthly Statement of Work Accomplished (SWA) (Annex T). If project is By Administration, prepare the SWA;
 - j. Verify and recommend for approval of SWA submitted by the Contractor. If there is variance between the actual work accomplished and the SWA, notify the Contractor;
 - k. Review and recommend for approval the progress and final billings of the Contractor;
 - l. Secure/compile records of project (i.e. photographs taken before, during and after), as-staked, as-built drawings of the completed projects, test results, work request, concrete pouring permit, weather charts, and other pertinent documents related to project implementation, and make available during inspections or as requested;
 - m. Ensure that the Contractor submits a Certificate of Compliance as provided for in Section 5 of R.A. 6685; and
 - n. Provide project status report to the MLGOO for the data needed to update the SubayBAYAN platform.

6.5.6.4 Variation Order

- a. Any variation order shall strictly comply with Annex E (Contract Implementation Guidelines for the Procurement of Infrastructure Projects) of the 2016 Revised IRR of R.A. No. 9184, and the provisions of the Contract. Any variation order and contract time extension shall be approved by the LCE.
- b. If the variation order will require additional cost, the said amount shall be charged against the unutilized allocation which refers to the difference between the approved allocation for the project against the approved contract amount.
- c. If the variation order exceeds the approved allocation for the project, the Municipality shall provide the required additional funds.
- d. The Municipality shall inform the concerned DILG-RO, through the DILG-PO and the concerned MLGOO, of any approved variation order and contract time extension, and shall ensure that all related documents are readily available during monitoring by DILG personnel and/or as may be requested.

6.5.6.5 The MLGU shall ensure that:

- a. There is a valid Contractor's Letter of Credit or guarantee instrument equivalent to the balance of the advance payment not yet recouped;
- b. The Contractor's All Risk Insurance is valid throughout the approved project duration, including time extension; and
- c. The performance security by Contractor is valid/updated within the approved project duration including approved time extension.

6.5.6.6 Termination of Contract

Consistent with the Guidelines of Annex I of the Revised IRR of R.A. 9184, the MLGU may terminate the contract when any of the following conditions attend its implementation:

6.5.6.6.1 For infrastructure projects:

- a) Due to the Contractor's fault and while the project is on-going, it has incurred negative slippage of fifteen percent (15%) or more in accordance with Presidential Decree 1870;

b) Due to the Contractor's fault and after the contract time has expired, it has incurred a negative slippage of ten percent (10%) or more in the completion of the work; or

c) The Contractor:

i. abandons the contract works, refuses or fails to comply with a valid instruction of the Procuring Entity or fails to proceed expeditiously and without delay despite a written notice by the Procuring Entity;

ii. does not actually have on the project site the minimum essential equipment listed on the Bid necessary to prosecute the Works in accordance with the approved work plan and equipment deployment schedule as required for the project;

iii. does not execute the Works in accordance with the contract or persistently or flagrantly neglects to carry out its obligations under the contract;

iv. neglects or refuses to remove materials or to perform a new work that has been rejected as defective or unsuitable; or

v. sub-lets any part of the contract works without approval by the Procuring Entity.

6.5.6.6.2 For contracts for Goods:

The Procuring Entity shall terminate a contract for default when any of the following conditions attend its implementation:

a. Outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period/s specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;

b. As a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the

circumstance of force majeure is deemed to have ceased; or

- c. The Supplier fails to perform any other obligation under the Contract.

6.5.6.7 Blacklisting of the Contractor

Upon termination of the contract due to the fault of the Contractor, the MLGU shall immediately blacklist the Contractor in accordance with Appendix 17 of the Revised IRR of R.A. 9184, on the Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants.

- 6.5.6.8** The Municipality, through the LCE, shall ensure that there is a **Maintenance Plan** after the completion of each project including the required provision to implement the said plan.
- 6.5.6.9** In case of delay in the implementation of the project, the Municipality shall be guided with the provisions stipulated in R.A. 9184 and DILG MC 2018-104.
- 6.5.6.10** In case the Contractor fails to complete the work within the specified contract duration and any approved time extension, the Municipality shall impose liquidated damages in accordance with Annex E of the 2016 Revised IRR of R.A. No. 9184.
- 6.5.6.11** The Municipality, through the PIT, shall inform the DILG-RO/PO that the project has been substantially completed (95%).
- 6.5.6.12** The Project is deemed physically completed once the Municipality issues a Certificate of Completion (Annex N-1).
- 6.5.6.13** Upon Issuance of Certificate of Completion, the Municipality shall prepare, within thirty (30) calendar days, the Project Completion Report and submit the same to the DILG-PO through the MLGOO.
- 6.5.6.14** The MLGU shall ensure that the warranty security by the Contractor is valid/updated throughout the warranty period.
- 6.5.6.15** The MLGU shall ensure that the ten percent (10%) Retention Money is withheld to cover all defects and deficiencies, including maintenance costs for one (1) year after project completion. An alternative to the ten percent (10%) final retention would be the posting of the Warranty Security, as stipulated in Section 62 of the Revised IRR of R.A. 9184.
- 6.5.6.16** The Municipality shall issue a Certificate of Final Acceptance (Annex N-2) after the one-year Defects Liability Period, and after all defects and deficiencies, if any, have been corrected.

6.5.6.17 From Final Acceptance, the MLGU shall continue to observe the Warranty provisions against structural defects and failures, as stipulated in Section 62.2.3 for infrastructure projects, and as stipulated in Section 62.1 for goods, of the Revised IRR of R.A. 9184.

6.5.7 Information and Publicity of Projects

6.5.7.1 As MLGU counterpart, within 30 days reckoning from the date of the NADA, the Municipality shall install the Community Billboard within the premises of the municipal hall in accordance with the specifications prescribed in Annex I (Community Billboard) hereof. DILG Projects' Community Billboards must contain all DILG implemented projects under FY 2019 GAA.

MLGU shall include in the Community Billboard the MLGU's list of projects that are yet to be completed under FY 2017 LGSF-ADM, FY 2018 LGSF-AM, FY 2018 LGSF-SALINTUBIG, and FY 2019 LGSF-SALINTUBIG.

6.5.7.2 The MLGU shall ensure the installation of the Project Signboard/s by the Contractor at each project location in accordance with COA Circular No. 2013-004 dated 30 January 2013 and ensure the regular updating thereof.

Pursuant to Section 18 of the General Provisions of the FY 2019 GAA, the Community Billboards and Project Signboards should not bear the name, image, and logo of candidates or public officials on government projects.

6.5.7.3 The Municipality shall comply with the reportorial and posting requirements stipulated in the following laws, to wit:

- a. Rule XI Section 37.4.2 of the 2016 Revised IRR of R.A. No. 9184 and any relevant policies issued by the GPPB;
- b. Consistent with the Full Disclosure Policy (FDP) of the DILG, the said reports shall be posted on the MLGU's website, and at least three (3) conspicuous public places in the locality within twenty (20) days from the end of each quarter;
- c. Pursuant to Section 105 of the FY 2019 GAA General Provisions (Transparency in Infrastructure Project); and
- d. Paragraph of Section 6 of the F.Y. 2019 GAA Special Provisions under the LGSF

6.5.7.4 The LCEs and web administrators or their equivalent shall be responsible for ensuring compliance with Paragraphs (a) to (d) of Section 6.5.7.3 of these Guidelines.

6.5.8 Project Monitoring

Project Monitoring shall be in accordance with the provision of DILG MC 2018-104 dated 5 July 2018.

6.5.9 Project Reporting

6.5.9.1 DILG Reporting

DILG Reporting shall be in accordance with the provision of the DILG MC 2018-114 dated 20 July 2018, also known as the Guidelines on the Implementation of SubayBAYAN (<http://subaybayan.dilg.gov.ph>).

6.5.9.2 LGU Reporting

The MLGU shall comply with the reportorial and posting as required in the GAA (Section 6 of the Special Provisions), R.A. 9184, and the DILG Monitoring Guidelines.

6.5.9.3 External Monitoring

For purposes of transparency, a separate Guidelines shall be issued for the Third-Party Monitors and CSOs.

7.0 RESPONSIBILITIES AND ACCOUNTABILITIES

7.1 Municipal Local Government Units (MLGUs)

7.1.1 The LCE and the concerned local officials shall be fully responsible and accountable for the proper disbursement and utilization of the subsidy. They will ensure the following:

7.1.1.1 That the said funds are used for its intended purpose as indicated in the NADAI and as provided for in the F.Y. 2019 GAA;

7.1.1.2 That the required project documents are complete, available, and can be readily verified;

7.1.1.3 That the projects submitted for funding are shovel-ready, and that the timeliness and quality of works in the implementation of the projects are in accordance with the AM Project Menu, DED/POW, technical specifications, and consistent with these Guidelines and the relevant provisions of applicable laws, circulars, and issuances; and

7.1.1.4 That no duplication and/or overlapping of funding will occur. As such, the Municipality shall immediately inform the DILG-RO if it has received funding from other sources for the same programs of projects.

7.1.2 The Municipal Accountant shall recognize the completed project as asset in the Book of Accounts of the Municipality pursuant to

Government Accounting Manual Volume II for other infrastructure projects, and COA Circular 2015-008, and submit proof to the DILG-PO, through the MLGOO, that the completed project has been booked as asset.

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- 7.1.3 The MLGU, through the Municipal Health Officer, shall ensure that upon completion, the water supply system shall pass the Potability Test/Water Quality Test requirements set by the Philippine National Standard for Drinking Water (PNSDW).
- 7.1.4 The specific responsibilities of the MLGU are stipulated in the applicable provisions of these Guidelines, as found in:
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- 7.1.4.1 Section 6.2 for the MLGU Counterpart;
- 7.1.4.2 Section 6.4 for the Fund Management; and
- 7.1.4.3 Section 6.5 for Project Implementation, including procurement, execution, information and publicity of the project, monitoring, and reporting.
- 7.1.5 Adherence to the applicable provisions of DILG MC 2018-104 Monitoring Guidelines.
- 7.1.6 The Municipality shall aim to create and maintain an inventory of local infrastructure and facilities which shall support better planning and programming, which will include, but not limited to, the following:
- 7.1.6.1 Local roads and bridges which may be reflected in the LRNDP of the Provincial Government;
- 7.1.6.2 Existing and potential water sources;
- 7.1.6.3 Water supply systems (functional and non-functional) including management systems (e.g. LGU-managed, BAWASA, etc.);
- 7.1.6.4 Sanitation and Health facilities;
- 7.1.6.5 Results of Infrastructure Audit;
- 7.1.6.6 Existing and proposed, including its condition:
- a. Evacuation Center (permanent and non-permanent);
 - b. Public Market;
 - c. Public Cemetery;
 - d. SWIP;
 - e. Drug Rehabilitation Center (for out-patient)
- 7.1.6.7 DRR-related equipment
- 7.1.7 The MLGU, through the LCE, shall issue an Executive Order creating or reactivating the following, with the minimum composition, to wit:
- 7.1.7.1 **Project Monitoring Committee (PMC)**, as created through DILG MC 2004-78, or any amendment thereafter, wherein

the MLGOO cannot be appointed as the chairperson. Furthermore, it is suggested that the Municipal Planning and Development Coordinator (MPDC) be appointed as the Chairperson of the Committee.

7.1.7.2 Inspectorate Team, with the ME or his assigned representative/Project Engineer as the Chairperson, whose members shall be selected from the following offices, depending on the nature or type of project:

- Municipal Engineer's Office (MEO);
- Municipal Accountant's Office (MAccO);
- Municipal Health Office (MHO);
- Municipal Agriculturist's Office (MAO);
- Municipal Disaster Risk and Reduction Management Office (MDRRMO); and
- General Services Office (GSO).

7.1.7.3 Project Implementation Team (PIT), with the Municipal Engineer (ME) or his assigned representative/Project Engineer as the Chairperson, whose members shall be selected from the following offices, depending on the nature or type of project:

- Municipal Disaster Risk Reduction Management Office (MDRRMO);
- Municipal Accountant's Office (MAccO);
- Municipal Treasurer's Office (MTO); and
- Municipal Administrator's Office, if any; if none, senior staff from Mayor's Office holding a plantilla position.

7.2 DILG

7.2.1 Central Office (CO)

Three (3) sectoral PMOs, namely 1) Water Supply and Sanitation (WSS) PMO; 2) Local Access Roads (LAR) PMO; and 3) Disaster Risk Reduction and Other Infrastructure (DRROI) PMO, have been established in the DILG-CO under the OPDS, which shall be responsible in overseeing the overall project implementation, monitoring and evaluation, including the provision of technical assistance and capacity development for Municipalities, in close coordination with DILG-ROs, DBM and line agencies, and other stakeholders. The PMOs shall specifically be responsible for the following:

7.2.1.1 Oversight

- a. Formulate/Update and revise, as necessary, the Implementation Guidelines in coordination with DBM and other stakeholders;
- b. Overall physical and financial planning in coordination with the DILG-ROs;

- c. Based on the endorsed list of eligible Municipalities to DBM, inform the concerned Municipalities through the DILG-ROs of the funds to be released by the DBM;

- d. Monitor Program Accomplishments at the Regional level;
- e. Prepare and submit consolidated monthly, quarterly, annual and other reports to the DILG Management and other oversight and partner agencies as provided for in the F.Y. 2019 GAA Provisions;

- f. Conduct regular consultations/dialogues with the DBM, other agencies, and stakeholders on matters related to project implementation;
- g. If the circumstances warrant, notify the Municipality, copy furnished Municipal/Regional COA and DILG-RO, in any noted deviation to the provisions of these Guidelines and non-compliance with the recommended corrective actions during implementation; and
- h. Overall monitoring and evaluation:
 - Ensure the implementation of the Results-based Monitoring and Evaluation (RbME) framework and system to determine the outcome of the project;
 - Track the implementation of the risk-based monitoring system to improve project performance, and monitor the compliance of DILG-RO to its responsibilities, among others, as stated in DILG MC 2018-104;
 - Through the monthly reports published in the SubayBAYAN, conduct Risk Assessment and analysis as basis for management actions including provision of Technical Assistance;
 - As needed, conduct project monitoring visits on projects identified as critical; and
 - If warranted, assist the DILG-ROs in the conduct of detailed assessment for non-functional projects based on the result of the Rapid Subproject Sustainability Assessment (RSSA).

7.2.1.2 Capacity Development

- a. Develop and implement Capacity Development interventions on project implementation and governance reforms related to the sectors covered by the Program, for DILG Field Offices, MLGUs, and service providers;

- b. Develop and maintain database of conducted Capacity Development interventions;
- c. Develop evaluation tools and conduct evaluation to measure the outcomes of conducted Capacity Development interventions; and
- d. Prepare customized reference materials and manuals for local infrastructure projects such as procurement, construction management, safety and health, quality management, water and sanitation, and maintenance for vertical structures, among others.

7.2.1.3 Technical Assistance

- a. Provide advisory and technical assistance to DILG Field Offices and Municipalities in the development, implementation, operation, and management of projects, as needed; and
- b. Disseminate national standards for quality assurance and control in the implementation of projects to DILG-ROs and Municipalities.

7.2.1.4 Communications and Advocacy

- a. Provide support to DILG-ROs in the documentation of Good Practices in the implementation of the Program;
- b. Develop, update, and maintain information, education, and communication (IEC) materials about the program and the accomplishments for tri-media including social media and the DILG website at the national level; and
- c. Spearhead the conduct of Knowledge Fora to showcase Good Practices in the implementation of the Program at the National level.

7.2.2 Regional Office (RO)

The RO shall take the lead in the progress monitoring and evaluation and is responsible in overseeing the implementation of the program at the regional level to ensure efficiency and effectiveness.

This includes the provision of technical assistance, monitoring and evaluation, and capacity development for MLGUs.

7.2.2.1 Regional Director (RD) shall:

- a. Oversee the AM Program implementation in the Region to ensure that the AM Project Menu, national standards, and policies are considered during project preparation and actual implementation by the Municipalities;

- b. Ensure the dissemination of program policies issued by the DILG Management, including other issuances related to project implementation, national standards for quality assurance;

- c. Ensure that the Municipalities are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- d. Report to the DILG-USLG, copy furnish OPDS, the status of program implementation;

- e. Issue 3rd Warning Letter and Notice of Project Cancellation pursuant to DILG MC 2018-104;
- f. Ensure that the monthly reports submitted by the concerned DILG-POs are in accordance with the DILG MC 2018-114;
- g. Review the Regional Risk Assessment Reports prepared by the PDMU or its equivalent, and track possible interventions/actions at the RO level;
- h. Submit to the USLG, copy furnish OPDS, the copy of the Regional Risk Assessment Reports with information on the interventions/actions taken by the Region;
- i. Mobilize the PDMU for provision of technical assistance to the MLGU;
- j. Ensure submission by the Regional Accountant of the Financial Accomplishments Reports of the utilization of M&E fund every 10th day of the following month to DILG-FMS;
- k. Mobilize Information or Communication Officers in the Region to document good practices in the implementation of the Program within the region;
- l. Ensure that the concerned DILG-POs discharge their responsibilities in program implementation as stated in Section 7.2.2.3, and provide assistance, if needed;
- m. Ensure the inclusion in the regional ManCom meeting the status of LFPs and/or conduct regular meetings with Field Officers and/or concerned MLGUs to discuss and resolve issues regarding project implementation; and
- n. On behalf of the DILG, enter into a Partnership Agreement with RHubs and other accredited CSOs and POs for the provision of Technical Assistance and Capacity Development to the MLGUs and in the implementation of CSO participation.

7.2.2.2 Project Development and Management Unit (PDMU) or its equivalent Unit

The PDMU or its equivalent unit shall serve as the Project Management arm of the Program at the regional level. It shall be responsible for the following:

Planning and Pre-Implementation:

- a. Disseminate program policies issued by the DILG Management, including other issuances related to project implementation, and national standards for quality assurance;
- b. Conduct orientation or one-on-one briefing to ensure that the MLGUs are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- c. Validate and confirm the veracity of the documents submitted by the MLGUs, which include, but are not limited to, the following:
 1. Notarized LGU Certification for Fund Release (Annex A);
 2. Confirmation on the Receipt of Fund (Annex D);
 3. Notarized LGU Certification of Compliance to Project Implementation (use applicable Annex E); and
 4. Project Implementation Schedule (Annex F-2).

In validating and confirming Items 1 to 4, use the **Validation Form** (Annex Q-1).

- d. Conduct regional physical and financial planning in coordination with DILG-POs; and
- e. May attend bid openings, if warranted.

Progress Monitoring and Evaluation:

- a. Field or mobilize Engineers assigned in the RO to provide technical assistance to the MLGU, if necessary;
- b. Maintain regional database and electronic copies of MLGU submissions transmitted by the POs and be made available during inspection;
- c. Prepare a quarterly regional monitoring plan based on agreed deliverables. Submit a summarized accomplishment report to DILG-CO-OPDS every last month of the ensuing quarter;

- d. Field or mobilize Engineers assigned in the RO to monitor the projects based on the monitoring plan. Use the Project Monitoring Templates when conducting site visits and spot checks during project implementation, and monitor the following, but not limited to:
- Implementation timelines;
 - Availability of construction materials on-site, in accordance with the approved plans and specifications;
 - Availability of appropriate equipment on-site, in accordance with the Equipment Schedule and manpower;
 - Works are in accordance with the approved Plans and Specifications;
 - Quality test conducted and construction logbook is being maintained;
 - Proper waste disposal is done in accordance with prescribed standard set by MENRO; and
 - Health and Safety standards set by DOLE shall be implemented.
- e. In compliance with the provisions of the DILG MC 2018-114 (Guidelines in the Implementation of SubayBAYAN) relative to the progress reporting of the projects:
- a. Ensure that the information on the progress of implementation such as physical accomplishment in percent based on the monthly Statement of Work Accomplished (SWA) and Financial Accomplishment or Disbursement will be reported in the SubayBAYAN on a monthly basis.
 - b. Ensure that the information provided by the MLGOOs on a monthly basis has been validated on-site.
- f. Consolidate and analyze all Provincial Risk Assessment Reports submitted by the PDs, and prepare and submit to the RD the Regional Risk Assessment Reports using DILG Monthly Risk Analysis on LGUs' Compliance with Recommended Actions to Identified Issues and Concerns (Annex U-2). Identify and recommend to the RD possible interventions/actions to be taken at the RO level and those to be endorsed at the DILG-CO level;

- g. For projects that remain critical after the issuance of the 2nd Warning Letter by the PD, recommend to RO the issuance of the 3rd Warning Letter;
- h. Facilitate the conduct of consultations/dialogues at the regional level with DILG-POs, Municipalities, and other stakeholders to resolve issues on project implementation;
- i. If warranted, participate in the conduct of punch-listing and final inspection to ensure that all issues and concerns were addressed before the issuance of corresponding certifications;
- j. Monitor reversion of undisbursed funds by the Municipalities as provided for in Section 6.4.8 of these Guidelines;
- k. Assist the DILG-PO on the Conduct of RSSA one (1) year after the completion of projects, or as necessary and prepare detailed assessment for non-functional projects based on the result.

Capacity Development and Communications:

- a. Assist the DILG-CO-OPDS-PMOs in the conduct of capacity development programs;
- b. Assist the DILG-CO-OPDS in the conduct of Communications and Advocacy Program.

7.2.2.3 Provincial Director (PD)

The DILG-Provincial Director (DILG-PD) shall assist the RO in monitoring overall program implementation at the provincial level to ensure efficient and effective implementation of the projects. He/She shall be responsible for the following:

- a. Conduct provincial physical and financial planning in coordination with DILG-RO;
- b. Assist the RO in the dissemination of program policies issued by the DILG Management, including other issuances related to project implementation, and national standards for quality assurance;
- c. Assist the RO in the conduct of orientation or one-on-one briefing to ensure that the MLGUs are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- d. Recommend to RO the list of MLGUs with Notarized LGU Certification for Fund Release;

- e. Prepare and implement a quarterly monitoring plan;
- f. Field or mobilize the Engineers assigned in the PO to monitor projects regularly and provide technical assistance to the MLGUs with reported issues;
- g. Ensure that the concerned Cluster Heads and MLGOOs discharge their responsibilities in program implementation, as stated in Section 7.2.2.4 and Section 7.2.2.5, and provide assistance, if needed;
- h. Monitor the MLGUs' compliance with any recommended corrective actions during implementation within the agreed timelines;
- i. Ensure the compliance with the provisions of the DILG MC 2018-114 (Guidelines in the Implementation of SubayBAYAN) relative to the progress reporting of the projects;
- j. Maintain the copies of MLGU submissions transmitted by the MLGOOs and be made available during inspection. Scanned copies should be provided to DILG-RO-PDMU;
- k. Based on the reports submitted by the MLGOOs and the Cluster Heads, prepare and submit to DILG-RO the Provincial Monthly Risk Analysis on LGUs' Compliance with Recommended Actions to Identified Issues and Concerns (Annex U-1) and track possible interventions/actions at the PO level in accordance with DILG MC 2018-104;
- l. Issue 1st and 2nd Warning Letters and other notices in accordance with DILG MC 2018-104;
- m. Conduct the Rapid Subproject Sustainability Assessment (RSSA) for completed projects within the prescribed timelines pursuant to Guidelines issued by the DILG;
- n. Provide advisory and technical assistance to Municipalities;
- o. Assist the DILG-RO and/or OPDS-PMOs in the conduct of Communications and Advocacy Program;
- p. Facilitate the conduct of consultations/dialogues at the provincial level with DILG-RO, Municipalities, and other stakeholders to resolve issues on project implementation;
- q. Assist the DILG-RO and/or OPDS-PMOs in the conduct of capacity development programs;

- r. May attend bid openings, if invited;
- s. Check whether the MLGU already booked the project as asset upon final acceptance; and
- t. Receive the MLGU Certification of provision of annual maintenance fund specifically for the concerned project/s.

7.2.2.4 Cluster Heads shall:

The Cluster Heads shall assist the PD in monitoring projects in his/her Cluster MLGU. He/She shall be responsible for the following:

- a. Ensure that the MLGOO complies with the provisions of the DILG MC 2018-104 and DILG MC 2018-114;
- b. Orient the MLGOOs on the Policy, Monitoring, and Reporting Guidelines;
- c. Oversee the maintenance of documents and MLGU submissions transmitted by the MLGOOs;
- d. Supervise the MLGOOs in the discharge of their responsibilities and provide assistance, if needed; and
- e. If warranted, participate in the conduct of punch-listing and final inspection to ensure that all issues and concerns are addressed before the issuance of corresponding certifications.

7.2.2.5 The Municipal Local Government Operations Officer (MLGOO) shall:

The MLGOO shall assist the PD and the Cluster Head in monitoring projects at the municipal level. He/She shall be responsible for the following:

- a. Review the completeness of the following:
 - 1. Notarized LGU Certification for Fund Release (Annex A);
 - 2. Confirmation on the Receipt of Fund (Annex D);
 - 3. Notarized LGU Certification of Compliance to Project Implementation (use applicable Annex E); and
 - 4. Project Implementation Schedule (Annex F-2).

In validating and confirming Items 1 to 4, use the **Validation Form** (Annex Q-2).

- b. Take and promptly upload geotagged photos of the project (0%, 30%, 60%, 90%, 100%, Turn-over) and

project data in the SubayBAYAN;

- c. Assist in the dissemination of program policies issued by the DILG Management, including other issuances related to project implementation and national standards for quality assurance, to ensure that the MLGUs are well-informed and are able to comply with such issuances;
- d. Monitor if the Municipality has received the AM fund as mentioned in Section 6.4.2 of these Guidelines and has been transferred to the Trust Fund Account, including the MLGU Counterpart mentioned in Section 6.2 of these Guidelines, if any;
- e. If warranted, MLGOO may attend bid openings and note CSO participation in the procurement process;
- f. Notify DILG-PO of "Failed Biddings" and advise MLGU to submit Revised Annex F-2 (Pro-forma Implementation Schedule);
- g. Assist in the conduct of project monitoring visit cum exit conference with the Municipality. Secure a copy of the **Aide Memoire** (Annex S) signed by the parties present, copy furnished DILG-PO; and
- h. Assist the DILG-PO in the conduct of the capacity development activities at the provincial/municipal level.

8.0 PROJECT CANCELLATION

- 8.1 Projects implemented not in accordance with the provisions of these Guidelines, including all other applicable laws, shall be subject to the Warning Scheme stipulated in the DILG MC 2018-104. Projects issued with 3rd level warning may be subjected to project cancellation and reversion of its fund allocation pursuant to Section 5.14 of DILG MC 2018-104, which include but not limited to the following:
 - a. If the MLGU fails to submit/complete documentary requirements prior to procurement;
 - b. During procurement stage, if the MLGU fails to follow the procurement schedule submitted to the DILG without valid reason; and
 - c. If the negative slippage reaches 15%, or if deviations in Monitoring Parameters have remained uncorrected.
- 8.2 If projects are cancelled pursuant to Section 8.1 of these Guidelines, the Municipality shall:
 - 8.2.1 Revert the unutilized fund in accordance with Section 6.4.8 of these Guidelines.

8.2.2 If the project to be cancelled is "on-going", issue **Notarized Affidavit of Undertaking** stating the following:

8.2.2.1 Complete the projects using own funds on or before agreed timelines with the DILG RO;

8.2.2.2 Submit completion and turn-over report 30 calendar days (CDs) after issuance of Certificate of Completion; and

8.2.2.3 Assume the accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.

8.3 If warranted, documentary reports and findings shall be forwarded to the BANTAY KORAPSYON Project Management Office for proper disposition.

9.0 SANCTIONS/PENAL PROVISIONS

9.1 Projects not implemented in accordance with the provisions of this MC including, but not limited to, the following applicable laws:

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

9.1.2 R.A. No. 11032 "*An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes*";

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

9.1.4 Section 43, Chapter 5 and Section 80, Chapter 7, Book VI of E.O. No. 292 "*Expenditure of appropriated funds*"; and

9.1.5 Pertinent Provisions of R.A. No. 11260 – FY 2019 General Appropriations Act.

10.0 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.

11.0 REPEALING CLAUSE

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

12.0 ANNEXES

Annex A MLGU Certification for Fund Release

Annex A.1 Water Source Validation Report (SVR) Form

Annex B	DILG-RO Endorsement of Projects of Eligible Municipalities for Fund Release
Annex B.1	Pro-forma List of Projects of Eligible Municipalities for Fund Release
Annex C	Notice of Eligibility
Annex D	MLGU's Confirmation on the Receipt of the FY 2019 AM Fund
Annex E	MLGU Certification of Compliance to Project Implementation
Annex E-1	Local Access Roads
Annex E-2	Local Bridges and Footbridges
Annex E-3	Potable Water System
Annex E-4	Evacuation Center
Annex E-5	Municipal Drug Rehabilitation Facility
Annex E-6	Small Water Impounding Projects
Annex E-7	Disaster Risk Reduction-Related Equipment
Annex E-8	Rain Water Catchment Facility
Annex E-9	Sanitation and Health Facility
Annex F-1	Maximum Prescribed Implementation Timelines
Annex F-2	Pro-forma Project Implementation Schedule
Annex G-1	Concrete Pre-Pour Checklist
Annex G-2	Concrete Pouring Permit
Annex G-3	Finished Concrete Checklist
Annex H	List of Major Activities
Annex I	Community Billboard
Annex J	MLGU Quarterly Report
Annex K	Project Completion Report
Annex L	Site Instruction Form
Annex M-1	Inspection Report

Annex M-2	Final Inspection Report
Annex N-1	Certificate of Completion
Annex N-2	Certificate of Acceptance
Annex O	Notice of Defects/Deficiencies
Annex P	Notice of Project Cancellation
Annex Q-1	Validation Form (for RO/PO Technical Staff)
Annex Q-2	Validation Form (for MLGOO)
Annex R	Affidavit of Undertaking
Annex S	Aide Memoire
Annex T	Contractor Monthly of Statement of Work Accomplished (SWA)
Annex U-1	DILG Monthly Risk Analysis on LGUs' Compliance with the Recommended Actions to Identified Issues and Concerns (For DILG-PO)
Annex U-2	DILG Monthly Risk Analysis on LGUs' Compliance with the Recommended Actions to Identified Issues and Concerns (For DILG-RO)
Annex V	FY 2019 GAA Provisions
Annex W	AM Project Menu

13.0 EFFECTIVITY

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


EDUARDO M. AÑO
 Secretary, DILG





LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

C E R T I F I C A T I O N

In the implementation of the following project(s) in the Municipality of _____
under the FY 2019 AM Program:

- 1.
- 2.
- 3.

We, the undersigned, hereby attest that:

1. The site of the project has no "Land Ownership" and/or "Road Right-of-Way (RROW)" problems/issues; and
2. The project is not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map, or engineering mitigating measures/intervention has been included in the design to address possible problems/issues;
3. For potable water supply project, that the water source has been validated by the Municipal Engineer and has been found to be:
 - a. Feasible to supply water to the intended beneficiaries based on the enclosed Source Validation Report (SVR) prepared by the Municipal Engineer; and
 - b. Potable for drinking because it has passed the Potability Test/Water Quality Test requirements set by the Philippine National Standard for Drinking Water (PNSDW);

or

Not potable for drinking and that scientific and/or engineering interventions/measures will be included in the design to make the water potable.

Prepared by:

(Signature over Printed Name)
Municipal Engineer

(Signature over Printed Name)
Municipal Planning and Development
Coordinator

(Signature over Printed Name)
Municipal Engineer

(Date)

*Note: If water is **potable**, delete **second paragraph of Item 3.b.**
If water is **not potable**, delete **first paragraph of Item 3.b.***

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

SOURCE VALIDATION REPORT

In the implementation of (Name of Project) located in (Exact Location) with the allocation of (specify allocation) in the Municipality of _____ under the FY 2019 LGSF-Assistance to Municipalities Program, the following has been validated:

1. The source is (Type of Water Source) located in (Exact Sitio/Barangay)
2. The Geo-resistivity test was conducted on (date); (for well)
3. The pumping test was conducted on (date); (for well)
4. The measured discharge flow is _____ (lps) and feasible for supplying water to the intended beneficiaries, with discharge/flow design requirement of _____ (lps).
5. The following data are available:
 - a. Longitude : _____
 - b. Latitude : _____
 - c. Elevation : _____
 - d. Target Population to be served: _____ (HHs)
 - e. Date of Measurement : _____ (measurement should be done during Peak-dry season)
 - f. Method of Measurement : _____
 - g. Water Quality Test : _____ (attach test result)
6. Compliant with Chapter II, Section 13 of PD 856 (Sanitation Code of the Philippines), and that the water source is free from contamination and pollutants; and
7. Potable for drinking and passed the minimum requirements set by the Philippine National Standard for Drinking Water (PNSDW)

Or

Scientific and/or engineering interventions/measures will be included in the design to make the water potable and meet the minimum requirements set by the Philippine National Standard for Drinking Water (PNSDW).

We are allowing the DILG representatives to verify the above data as needed to check the feasibility of the proposed project.

Prepared by:

(Signature over Printed Name)
Municipal Engineer

*Note: if water is potable, delete second paragraph of Item 7.
If water is not potable, delete first paragraph of Item 7.*



Republic of the Philippines
Department of the Interior and Local Government
[Address of DILG Regional Office]

[Date]

**ENDORSEMENT OF PROJECTS OF ELIGIBLE MUNICIPALITIES
FOR FUND RELEASE UNDER THE FY 2019 AM PROGRAM**

I hereby certify that the Municipality(ies), with their corresponding project(s) shown in the attached list, have submitted Notarized Certification(s), signed by the LCE(s), attesting the following:

- a. The site(s) of the project(s) has/have no land ownership and/or Road Right-of-Way (RROW) problems/issues;
- b. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; and
- c. The water source has been validated by the Municipal Engineer and was found to be feasible to supply water to the intended beneficiaries, and potable for drinking, or mitigating measures have been included in the design to make the water potable, with attached Source Validation Report (SVR).

I certify that the said Municipalities have complied with the three governance reforms (GFH, LDC Functionality, PFM).

I hereby endorse the attached list of project(s) of the eligible Municipality(ies) for fund release.

[NAME OF REGIONAL DIRECTOR]
Regional Director



Department of the Interior and Local Government

**FY 2019 AM PROGRAM
LIST OF PROJECTS OF ELIGIBLE MUNICIPALITIES**

REGION	PROVINCE	MUNICIPALITY	BARANGAY	PROJECT TITLE	PROJECT DESCRIPTION (OUTPUT)	ESTIMATED NUMBER OF BENEFICIARIES		ALLOCATION
						QTY	UNIT	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Prepared By:

Head, Project Development and
Management Unit

Approved
By:

Provincial/Regional Director

DEFINITION OF ENTRIES

1	Region	Location of Region
2	Province	Province where project is implemented
3	Municipality	Municipality where project is implemented
4	Specific Location	Exact location/barangay of the project to be implemented
5	Title of Project	Name of Project to be Implemented (e.g. Provision of Potable Water Supply)
6	Project Description	Short description of the project coverage/details (e.g. Construction of 50cu.m. elevated concrete tank, 2km (PPE) pipes distribution line, 20 communal faucets, road length, road width, PCCP thickness, floor area of evacuation center, etc.)
7	Quantity	Total number of beneficiaries
8	Unit	Unit on the total number of beneficiaries
9	Allocation	Actual funds received as found in GAA



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

(Date)

(Mayor's Name)

Municipal Mayor
Municipality of _____
Province of _____

SUBJECT: NOTICE OF ELIGIBILITY FOR FY 2019 LGSF-AM PROGRAM

Dear Mayor _____:

We are pleased to inform you that we have endorsed to the Department of Budget and Management (DBM) the release of funds for your Municipality for project(s) under the Local Government Support Fund-Assistance to Municipalities (LGSF-AM) Program, upon determination of your eligibility.

The amount of PhP _____ shall be directly released by DBM through the Bureau of Treasury (BTr) to the LGU Account, which shall be immediately transferred to a Trust Account, for the implementation of the following proposed project(s):

No.	Name of Project	Allocation
1.		PhP
2.		PhP
3.		PhP
4.		PhP
5.		PhP
...		
TOTAL		PhP

Please ensure that the Municipal Treasurer monitors on a **regular basis** whether the funds intended for the approved project(s) have been deposited in the LGU General Account by the Bureau of Treasury after receipt of this notice.

In anticipation of the release of fund, please prepare the following:

1. **Confirmation on the Receipt of Fund (Annex D)** shall likewise be submitted within 30 calendar days reckoning from the date of NADA;
2. **Installation of Community Billboard (Annex I)** shall likewise be installed within 30 calendar days reckoning from the date of NADA;
3. **Project Implementation Schedule (Annex F-2)** within 60 calendar days reckoning from the date of NADA except for potable water project(s) which is 90 calendar days; and

4. **LGU Certification of Compliance to Project Implementation (Annex E)** within 60 calendar days reckoning from the date of NADA except for potable water project(s) which is 90 calendar days, including copies of the approved DED and POW.

Necessary Certificates and Permits required by concerned agencies needed to implement the project(s) have been applied for. We look forward to the early completion of the abovementioned project(s).

Very truly yours,

(DILG Regional Director's Name)

cc: DILG Provincial Office, Cluster Head
DILG-MLGOO

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



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

MLGU's Confirmation on the Receipt of the FY 2019 AM Fund

Date _____

 Director _____
 DILG Regional Office __
 Address _____

Dear Director _____:

This is to confirm the receipt of the Municipality of _____ the amount of _____ through the Notice of ADA Issued (NADAI) No. _____ dated _____ intended for the implementation of the following project(s) under the FY 2019 LGSF-AM Program:

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

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

Rest assured that we are committed to implement the above project(s) in accordance with the FY 2019 AM Guidelines No. _____, Series 2019.

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

Cc: DILG-PO, MLGOO



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Local Access Road Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. The PCCP thickness is not less than 0.20 meter.
3. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
4. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 5.a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
- 5.b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
- 6.a. The Project(s) is/are not located in an ancestral domain area; or
- 6.b. The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____ (specify date);
7. Funds shall be made available for the maintenance once the project is completed.
8. Procurement of the project/s is/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date) _____ (within 7 days after the date of this Certification).
9. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
10. The LGU has a functional Project Monitoring Committee (PMC) created or activated in the Municipality 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.

11. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.

12. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____ Series of 2019.

(Signature over Printed Name)

Municipal Planning and
Development Coordinator

_____ Date

(Signature over Printed Name)

Municipal Engineer

_____ Date

(Signature over Printed Name)

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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Series of _____



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of Local Bridge / Footbridge Project(s) in the Municipality of _____
_____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
- 4.b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
- 5.a. The Project(s) is/are not located in an ancestral domain area; or
- 5.b. The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____(specify date);
6. Funds shall be made available for the maintenance once the project is completed.
7. Procurement of the project/s is/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____(indicate date)_____ (within 7 days after the date of this Certification).
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 Committee (PMC) created or activated in the Municipality 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.

10. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
11. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Potable Water System Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project(s) is/are not located in an ancestral domain area; or
- 4.b The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____ (specify date);
5. For Vertical Structures (Ground/Elevated Water Tank, Reservoir, Filtration Facilities, Pump House, among others):
 - a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
 - b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
6. Water Permit and other required permits and licenses application(s) has/have been submitted to the DENR, DPWH, NWRB, EMB, on _____ (indicate date).
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/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date) _____ (within 7 days after the date of this Certification).
9. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.

10. The LGU has a functional Project Monitoring Committee (PMC) created or activated in the Municipality 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.

11. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
12. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Evacuation Center Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
- 4.b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
- 5.a. The Project(s) is/are not located in an ancestral domain area; or
- 5.b. The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____(specify date);
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/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____(indicate date)_____ (within 7 days after the date of this Certification).
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 Committee (PMC) created or activated in the Municipality 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.

10. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.

11. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____ Series of 2019.

(Signature over Printed Name)

Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)

Municipal Engineer

Date

(Signature over Printed Name)

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 Municipal Drug Rehabilitation Facility Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
- 4.b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
- 5.a. The Project(s) is/are not located in an ancestral domain area; or
- 5.b. The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____ (specify date);
6. Funds shall be made available for the maintenance once the project is completed.
7. Procurement of the project/s is/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date) _____ (within 7 days after the date of this Certification).
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 Committee (PMC) created or activated in the Municipality 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.

10. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
11. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Local Bridge / Footbridge Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. Project proposal and DED and POW has been reviewed by the Municipal Agricultural Officer and MPDC.
3. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
4. The ECC or CNC application have been submitted to the concerned DENR-EMB.
5. Water Permit and other required permits and licenses application(s) has/have been submitted to the concerned agencies ____ (indicate date) ____.
- 6.a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
- 6.b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
- 7.a. The Project(s) is/are not located in an ancestral domain area; or
- 7.b. The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on ____ (specify date);
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/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on ____ (indicate date) ____ (within 7 days after the date of this Certification).

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 Committee (PMC) created or activated in the Municipality 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.
12. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
13. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Disaster Risk Reduction - Related Equipment Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The DRR Related Equipment type of project:

a. For Rescue Vehicle

- Is in accordance with the DBM Budget Circular No. 2017-01, "REVISED GUIDELINES ON THE ACQUISITION AND USE OF GOVERNMENT MOTOR VEHICLES" dated April 26, 2017.
- Procurement of the project/s is/are included in the Municipality's Annual Procurement Plan
- All bidding documents had been completed and the Invitation to Bid (ITB)/ Advertisement is targeted to commence within 7 days upon receipt of ATP from DBM.
- The type and specifications of the proposed motor vehicle is in accordance with the guidelines and policies issued by the DBM and DILG for the purpose.
- The motor vehicle/DRR-related equipment will be used for Disaster response and rescue/relief operations.
- The Municipality had already prepared all required documents for the request of issuance of Authority to Purchase (ATP), and had sent letter request to the appropriate agency through the DILG-RO/PO and concerned MLGOO, requesting authority to purchase (ATP) motor vehicles using AM Fund.

b. Other DRR related equipment

- The proposed equipment is/are not expendable item(s).
- Specifications are based on relevant characteristics, functionality and/or performance requirements without reference to brand names except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment.

- 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).

2. All bidding documents have been completed and ready to proceed with publications of Invitation To Bid/ Advertisement (ITB/Ad)
3. Funds shall be available for the maintenance and Rescue Vehicle's insurance once the vehicle/equipment has been delivered and accepted.
4. 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)
5. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
6. The LGU has a functional Project Monitoring Committee (PMC) created or activated in the Municipality 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.
7. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
8. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____ Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Rain Water Catchment Facility Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. RWCF will be installed in a Municipality-owned facility.
4. The water 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. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 6.a The Project(s) is/are not located in an ancestral domain area; or
- 6.b The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____ (specify date);
7. For Vertical Structures (Ground/Elevated Water Tank, Reservoir, Filtration Facilities, Pump House, among others):
 - a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
 - b. 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/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date) _____ (within 7 days after the date of this Certification).

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 Committee (PMC) created or activated in the Municipality 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.
12. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
13. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
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 Sanitation and Health Facility Project(s) in the Municipality of _____ under the FY 2019 AM Program for the following project(s):

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design(s) (DED(s)) and the Program(s) of Works (POW(s)) have been prepared and approved in accordance with the AM Program Menu, National Government standards, and relevant provisions of the R.A. No. 11260 (F.Y. 2019 GAA) and other applicable laws and issuances, and copies of the approved DED(s) and POW(s) are hereby attached.
2. All bidding documents have been completed and ready to proceed with publications of Invitation to Bid/ Advertisement (ITB/Ad).
3. The ECC or CNC application have been submitted to the concerned DENR-EMB.
- 4.a The Project(s) is/are not located in an ancestral domain area; or
- 4.b The project(s) is/are located in an ancestral domain area; application for Free, Prior and Informed Consent (FPIC) has been submitted to NCIP on _____ (specify date);
5. For Vertical Structures (Ground/Elevated Water Tank, Reservoir, Filtration Facilities, Pump House, among others):
 - a. The project(s) is/are not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; or
 - b. The project is located in a hazard zone, but engineering mitigation measures have been included in the design to address the potential problems.
6. Project location has an existing functional water supply system.
7. The facility will be situated in a Municipality-owned facility.
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/are included in the Municipality's Annual Procurement Plan and the Invitation to Bid (ITB)/ Advertisement is targeted to commence on _____ (indicate date) _____ (within 7 days after the date of this Certification).

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 Committee (PMC) created or activated in the Municipality 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.
12. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.8 of the FY 2019 LGSF-AM Program Policy Guidelines.
13. Municipality commits and binds itself to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.

We accept that the Municipality shall automatically be ineligible to receive subsidy from the Assistance to Municipalities (AM) Program in the succeeding year(s) if any of the above declarations are found to be misrepresented or false.

This Certification is being issued in compliance with the DILG Memorandum Circular No. _____, Series of 2019.

(Signature over Printed Name)
Municipal Planning and
Development Coordinator

Date

(Signature over Printed Name)
Municipal Engineer

Date

(Signature over Printed Name)
Local Chief Executive

Date

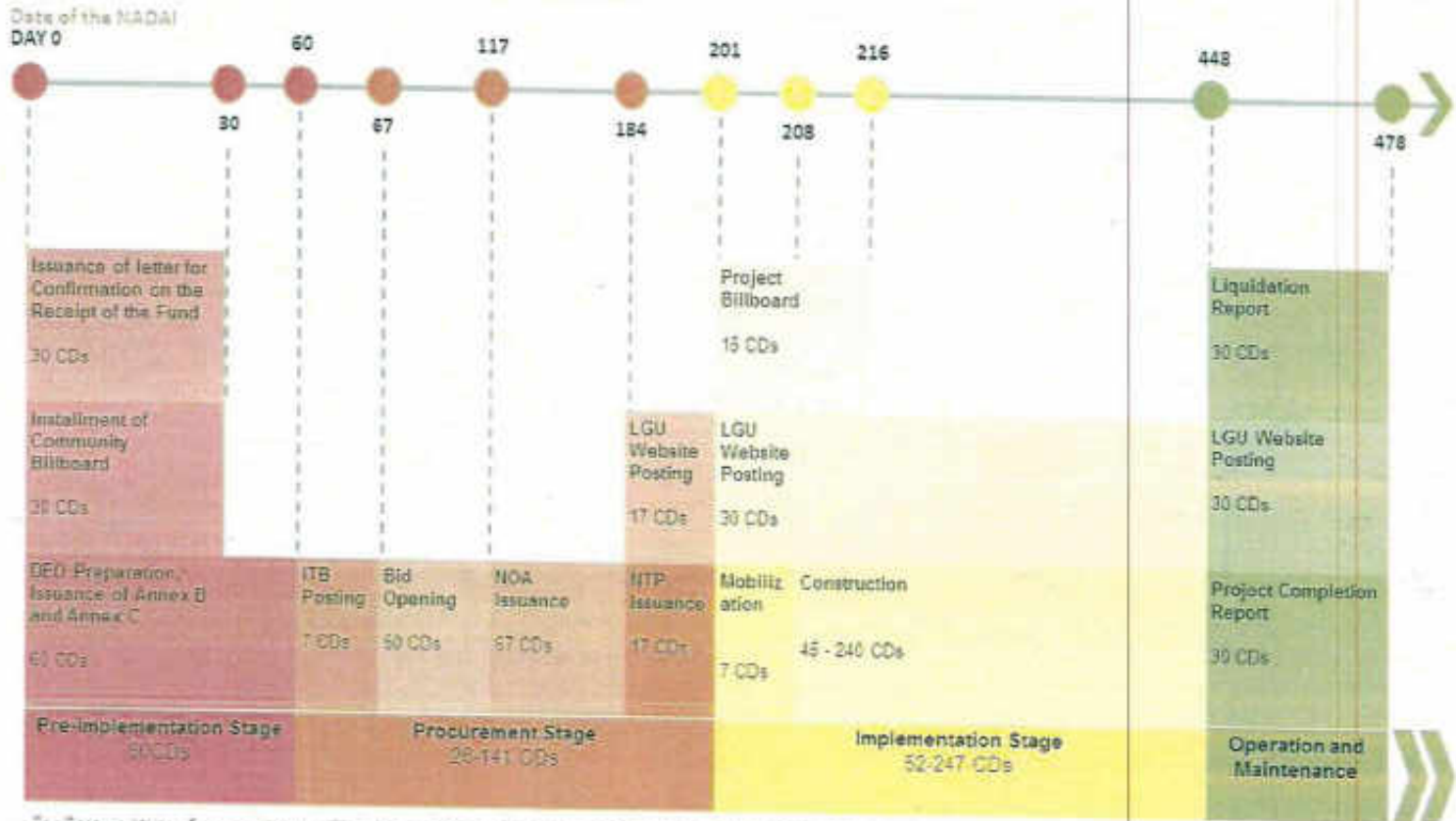
ACKNOWLEDGEMENT
REPUBLIC OF THE PHILIPPINES
(Municipality/City of _____) S.S.

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 _____

MAXIMUM PRESCRIBED IMPLEMENTATION TIMELINES



For Priority Water System projects, Pre-implementation Stage shall be 90 calendar days (CD); hence, the total implementation period shall increase by 30 CD from 478 to 508 CD.



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

FY 2019 AM PROGRAM

Project Implementation Schedule

Project Title: _____

Location: _____

Project Cost: Php. _____

Sn	Activity	Target Timelines		
		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			

Target Timelines indicated above shall not go beyond the Maximum Prescribed Implementation timelines (Annex F-1) of this Guidelines.

Sn	Activity	Target Timelines		
		Duration	Start	Finish
1.12	Issuance of Notice to Proceed			
2.00	CONSTRUCTION / IMPLEMENTATION (Indicative Duration based on submitted Program of Works to Regional Office)			
2.01	Mobilization			
2.02	Implementation			
2.03	Pre-Final Inspection/Punch Listing			
2.04	Acceptance			

Prepared by:

(Signature over Printed Name)
Municipal Engineer

_____ Date

Approved by:

(Signature over Printed Name)
Local Chief Executive

_____ Date

Target Timelines indicated above shall not go beyond the Maximum Prescribed Implementation timelines (Annex F-1) of this Guidelines.

Republic of the Philippines
PROVINCE / MUNICIPALITY OF _____
(Project Name)
(Location)

Q.C Ref.No. : _____		Date : _____		Proposed Pour Date : _____	
Contract Specs/CCOC : _____		Struct : _____		Type of Structure : _____	
Location : _____		Rebar Drwg. Ref. : _____		Type/Strength of Conc : _____	
Drawing Ref. : _____		Quantity of Concrete : _____			
	Yes	No	Not Applicable (N/A)	Non-Compliance Report (NCR)	
1.0 Excavation					
1.1	Is the excavation the correct size				
1.2	Is the base correctly compacted				
1.3	Is the excavation dry				
1.4	Is selected fill/binding correct in place				
2.0 Formwork					
2.1	Is bracing adequate				
2.2	Has mould oil been applied evenly and thoroughly				
2.3	Is formwork vertical				
2.4	Is horizontal alignment correct				
2.5	Is access adequate				
3.0 Reinforcement					
3.1	Is the rebars free from excessive rust				
3.2	Is the spacing correct				
3.3	Is the concrete cover as per spec.				
3.4	Are all tie wires in place and correctly tied				
3.5	Are there adequate spacers/ chairs at specified intervals				
3.6	Are the numbers of bars in the reinforcement intervals				
3.7	Are all the bars of the correct size				
3.8	Are the starter bars in correct position				
3.9	Are the starter bars and splices the correct size and number				
4.0 General					
4.1	Is the pour site clean and free from all debris				
4.2	Are there adequate vibratory pokes on site				
4.3	Is curing material available on site				
4.4	Have slump tests and concrete sampling been organized				
4.5	Has adequate lighting been organized				
4.6	Are stop blocks on site				
4.7	Is the access site				
4.8	Other/ Special Requirements				
Contractor:					
_____ Inspected by (Name and Signature)			_____ ME Representative, MEO (Name and Signature)		
_____ Project Manager (Name and Signature)					

Republic of the Philippines
PROVINCE / MUNICIPALITY OF _____
OFFICE OF THE MUNICIPAL ENGINEER
(Address)

Date _____

CONCRETE POURING PERMIT			
Name of Project			
Location			
Contractor			
Part of Structure to be poured		Estimated Volume (m ³)	
Station Limits / Section			
Date of Pouring		Time of Pouring	

Requested by
Contractor: _____

Name & Signature

CHECKLIST	
Concrete Vibrator	Field Density Test (FDT)
Protective Covering Materials	Beam/Cylinder Molds
Warning Signs/Barricades/Flagmen	Curing materials
Concrete Saw	Slump Cone
Concrete Block Spacers	Plumbness
Finishing Tools/Equipment (Screeder, broom, etc.)	Quality of Materials used (Result of Design/Trial Mix/Test Reports, etc.)
Line and Grade Alignment (form setting, elevations, etc.)	Lighting System
Required construction equipment	Electrical Layout (Roughing-ins/embedments)
Rebars sizes, spacing, and number	Plumbing layout (Roughing-ins/embedments)
Rebars installation requirements	Faiseworks / formworks adequacy

Checked by:

Materials Engineer	_____	Date	_____
---------------------------	-------	------	-------

(Name and Signature)

REMARKS / RECOMMENDATIONS	_____

Project Inspector	_____	Date	_____
--------------------------	-------	------	-------

(Name and Signature)

REMARKS / RECOMMENDATIONS	_____

Request: Approved Disapproved

REMARKS / RECOMMENDATIONS	_____

Project Engineer / Municipal Engineer
(Name and Signature)

Republic of the Philippines
PROVINCE / MUNICIPALITY OF _____
(Project Name)
(Location)

Ref No. : _____ Date: _____
 Contract Specs/GCOC Clause: _____
 Location: _____

Date Formwork Removed : _____
 Concrete Pouring Date : _____
 Type of Structure : _____
 Type of Concrete : _____

	Yes	No	Not Applicable (N/A)	Non-Compliance Report (NCR)
1.0 General				
1.1 Site Clean and tidy				
1.2 All Concrete spills cleaned away				
1.3 Has the formwork been cleaned				
1.4 Has the formwork been tidily stacked out of the way				
2.0 Concrete				
2.1 Is there any honeycombing				
2.2 Is there any peeling				
2.3 Are there any cracks				
2.4 Are there any sandy streaks				
2.5 Are the tie holes ragged				
2.6 Are there exaggerated or ragged formwork marks				
2.7 Are there any mortar bleed marks				
2.8 Is the color O.K.				
2.9 General condition O.K.				
2.10 Backfill correct level and compacted				
Comments:				

Inspected by (Name and Signature)
 Contractor

ME Representative, MEO (Name and Signature)

19



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**FY 2019 LGSF-AM PROGRAM
LIST OF MAJOR ACTIVITIES**

The Municipal Engineer or the Project Engineer, shall be present during the conduct of, but not limited to, the following activities:

For potable water system projects:

1. Layout or at staking
2. Well-drilling
3. Source Validation and/or Pumping Test
4. Pipe-laying
5. Pressure and leakage testing or hydro testing/commissioning
6. Water sampling for water quality test (before, during, and after construction)
7. Concrete pouring
8. Welding
9. Installation of electrical connections
10. Installation of appurtenances e.g. fire hydrant, gate valves, production meter, etc.
11. Material testing (material sampling and actual testing)
12. Punch-listing
13. Final Inspection

For other infrastructure projects:

1. Layout or at staking
2. Pouring of concrete
3. Welding
4. Installation of electrical connections
5. Installation of plumbing and sanitation appurtenances
6. Installation of road appurtenances
7. Preparation of subgrade, subbase, base
8. Placing of embankment and compaction of materials
9. Removal of formworks
10. Material testing (material sampling and actual testing)
11. Testing and commissioning
12. RCPC laying
13. Punch-listing
14. Final Inspection

COMMUNITY BILLBOARD

Color Tone

HEX #002C75
RGB 0,44,117

HEX #C9282D
RGB 201,40,45

HEX #FFDE15
RGB 255,222,21

For soft copy, please go to:
<http://bit.ly/dilgcommunitybillboard2019>

Note: Community Billboard should be placed within the premises of the Municipal Hall

Font Name: Verdana
Font Size: 160 pt
HEX #022370
RGB 2,35,112

SALINTUBIG LOGO

AM LOGO

ADM LOGO

Republic of the Philippines
Cordillera Administrative Region
Province of Benguet
MUNICIPALITY OF KIBUNGAN
"LOCAL GOVERNMENT SUPPORT FUND"

PROGRAM	FUNDING YEAR	PROJECT NAME	LOCATION	ALLOCATED BUDGET	STATUS
SAINTUBIG	2019	CONSTRUCTION OF LEVEL II WATER SYSTEM	BIKAY Poblacion	3,000,000.00	ON-GOING 90%
AM-WATER	2018	CONSTRUCTION OF LEVEL II WATER SYSTEM	BIKAY Poblacion	3,000,000.00	UNDER PREPARATION
AM-UR	2018	LOCAL ACCESS ROAD	BIKAY Poblacion	4,000,000.00	PROPOSED
AM-DREAD	2018	CONSTRUCTION OF EVACUATION CENTER	BIKAY Poblacion	10,000,000.00	ON-GOING 40%
ADM-WATER	2017	EXPANSION OF LEVEL II WATER SYSTEM	BIKAY Poblacion	6,000,000.00	ON-GOING 90%

For comments, suggestions and feedback:

DILG Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000

LGU Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000
 Office: 10000, 10000, 10000, 10000, 10000

Font Name: Verdana
Font Size: 95 pt
Color: White

Font Name: Verdana
Font Size: 80 pt
Color: Black

Font Name: Verdana
Font Size: 70 pt
Color: Black

SPECS
Height: 4 feet
Length: 8 feet
Resolution: 70 dpi
Material: Tarpaulin

Font Name: Cambria
Font Size: 430 pt
HEX #022370
RGB 2,35,112

**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 Treasurer

Municipal Accountant

Instructions:

1. The report shall be prepared by the LPC 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 on the NADAI issued to LGUs.
3. The type of program/project shall be identified consistent with Section 4.0 Coverage of the Program 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 J to the following Agencies, to wit:
 - **DBM** - electronic copy to lgst@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@csi.ph ;

- **House Committee on Appropriations** - hard copy addressed to Committee Chairman, House Committee in Appropriations, 2/F RVM Building, House of Representatives, Quezon City ;
- **President of the Senate** - Electronic copy to ps_sotto@yahoo.com; and
- **Speaker of the House of Representatives** - electronic copy to speakerside@congress.gov.ph.

Copy furnish **DILG Central Office** through e-mail at ad@arns@dilg.gov.ph and other concerned **DILG-Regional Offices**.



SAMPLE ONLY

Number: _____

Program Name: AM Program

Fund Source: LGSF-AM F.Y. 2019 GAA

Republic of the Philippines
Department of the 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)

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: Edwardo Cabansag	Cell No. 09234534675
MPDO: Willy De Perio	Cell No. 09499911693

3. Contractor: Good Morning Const. Corp

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

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 2019	1 Aug 2019
Start Date	25 Nov 2019	31 Dec 2019
Completion Date	25 Aug 2019	31 Dec 2019
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	PCR
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:

Republic of the Philippines
PROVINCE / MUNICIPALITY OF _____
OFFICE OF THE MUNICIPAL ENGINEER
(Address)

Date: _____

Day: _____

Name of Project : _____

Contractor : _____

SITE INSTRUCTION NO. ____

TO : _____
Project Engineer
(Contractor)

FROM : _____
Project Engineer
(MLGU)

SUBJECT : _____

You are hereby instructed to comply the following:

Project Inspector
(MLGU)

Project Engineer / Municipal Engineer
(MLGU)

RECEIVED BY : _____
Project Engineer
(Contractor)

Date : _____



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date _____

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.

If there are no defects/deficiencies observed by the Inspectorate Team during the First Inspection, this will serve as the basis of the issuance of the Certificate of Completion.

If there are defects/deficiencies observed, indicate rectifications needed to be done by the Contractor, and attach this to the succeeding Inspection Reports until there are no defects/deficiencies observed that would warrant the issuance of the Certificate of Completion.

Attach the Team's Previous Inspection Report(s), indicating defects/deficiencies, if any, observed by the Inspectorate Team and repair works done by the Contractor. If this Inspection Report shows no defects/failures, this will serve as the basis of the issuance of the Certificate of Completion.

Recommendation(s) :

MLGU Inspectorate Team Member 1

MLGU Inspectorate Team Member 3

MLGU Inspectorate Team Member 2

MLGU Inspectorate Team Member 4

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



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date _____

FINAL 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 Inspection Report(s) indicating defects/deficiencies observed by the Inspectorate Team after the one-year Defects Liability Period, and repair works done by the Contractor. This will be the basis of the issuance of the Certificate of Acceptance.

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.

MLGU Inspectorate Team Member 1

MLGU Inspectorate Team Member 3

MLGU Inspectorate Team Member 2

MLGU 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
and Acceptance: _____

Based on the Final Inspection Report No. ____ of the Inspectorate Team dated _____, after the one-year Defects Liability Period, the project is free from defects/deficiencies 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 Municipality on _____.

Signature Over Printed Name

Local Chief Executive



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

NOTICE OF DEFECTS/DEFICIENCIES

Date of Issuance

Name of Contractor
Address of the Contractor
Fax and Contact Number of the Contractor

Dear Sir / Madame:

Based on Inspection Report No. ____, the following defects and deficiencies have been noted:

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

You are given seven (7) calendar days to commence the repair works and complete them within thirty (30) calendar days after receipt of this Notice.

Very truly yours,

Local Chief Executive

Conforme:

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

Signature over Printed Name



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

(Date)

(Mayor's Name)

Municipal Mayor
Municipality of _____
Province of _____

Subject: NOTICE OF PROJECT CANCELLATION

Dear Mayor _____:

This is in reference to Warning Letter No. 3, dated _____, with subject: _____, which remains unresolved as of this date.

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

PROJECT(S)	AMOUNT FOR REVERSION

As such, the MLGU is required to revert the unutilized amount equivalent to the remaining works for the above-mentioned project(s) to the Bureau of Treasury (BTr) within _____ calendar days.

The Municipality shall provide a copy of the said transaction within fifteen (15) calendar days after the money has been reverted to DILG-RO through DILG-PQ and concerned MLGOO.

Very truly yours,

(Regional Director's Name)
Regional Director

cc: MLGOO
DILG – Provincial Office
DILG – OUSLG
Regional COA

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

**FY 2019 ASSISTANCE TO MUNICIPALITIES
VALIDATION FORM (PO/RO)**

Annex Q-1
Validation Form

A. PROJECT PROFILE

Region:	
Province:	
Municipality:	
Funding Year/Program:	

Particulars	NADAI / Database / Project Details submitted to DILG	POW / DED	REMARKS
Project ID/Code :			
Project Title :			
Project Location :			
Brief Description :			
Physical Output :			
Beneficiaries :			
National Subsidy (P) :			
LGU Counterpart (P), if any :			

3. TECHNICAL DOCUMENTS	Presence (Y) / Absence (N)	Documentary Completeness and Accuracy	REMARKS
1.0 Detailed Engineering Design			
1.1 Plans			
1.2.1 Structural Plans			
1.2.2 Architectural Plans or Road Plans or Pipe Layout			
1.2.3 Specifications (per item of work in POW)			
1.2.4 Mechanical, Electrical and Plumbing Plans			
1.2.5 Other Miscellaneous			
1.2 Design Analysis			
1.3 Quantity Takeoff Analysis			
1.4 Unit Cost Analysis/ Detailed Unit Price Analysis (DUPA)			
1.5 Program of Works			
-Is the POW consistent with the Physical Output?			
-Is the POW cost equal or less than the National Subsidy?			
-If not, is there a proof the availability of LGU counterpart?			
2.0 Complete Bidding Documents (Refer to GPPB Bidding Docs Rev.5)			
3.0 Project Specifics			
3.1 For all project types			
3.1.1 Zoning Certification that the location for the project is safe based on the MGB hazard map			
3.1.2 Concrete Pouring Permits			
3.2 For Evacuation Centers and other Vertical Structures			
3.2.2 Rainwater catchment / harvesting system is included			
3.2.3 Facilities for PWD's is included			
3.2.4 Can withstand 300kph windspeed			
3.2.5 Can withstand 8.0 magnitude seismic activity			
3.3 For Water Projects			
3.3.1 Site Validation report from LGU			
3.3.1.1 Justification / Certification that the water source is adequate			
3.3.1.2 Water Potability Test			
4.0 Updated Implementation Schedule			
5.0 Project Signboard on-site			

Prepared By:

Noted by:

Signature over printed name
DILG PO/RO Technical Staff

Signature over printed name
DILG Provincial Director / PDMU Chief

FY 2019 ASSISTANCE TO MUNICIPALITIES
Validation Form (MLGOO)

1. PROJECT PROFILE	
Region :	
Province :	
Municipality :	
Program/ Funding Year:	
Project Title:	
Project Code:	
Project Type:	
NADAI No. :	
Date of NADAI : (dd-mm-yy) :	
Batch Release of Funds :	
National Subsidy (P) :	
LGU Counterpart (P), if any:	
Date funds credited to LGU account :	
Trust Account No. :	

Particulars	Yes/ No/ NA	Target Date	Actual Date	Time Elapsed	Remarks
2. Pre-implementation Stage					
2.1 Confirmation on the Receipt of Fund (Annex D)					
-Did the LGU submit the Confirmation on the Receipt of Fund (Annex D)? If yes, kindly indicate the actual date of submission and update the SubayBayan.					
-Is the amount indicated in the Annex D equivalent to allocation in the NADAI?		X	X	X	
-Is there a proof of transfer from General Fund to Trust Fund?		X	X	X	
2.2 Community Billboard (Annex I)					
-Did the LGU install Community Billboard within the premises of the municipal hall? If yes, kindly indicate the actual date of installation.					
-Is the installed community billboard in conformance with the prescribed format?		X	X	X	
-Is the installed community billboard updated?		X	X	X	
2.3 Notarized LGU Certification (Annex E)					
-Did the LGU submit Notarized LGU Certification (Annex E)? If yes, kindly indicate the actual date of submission and update and upload pictures in the Subaybayan.					
2.3.1 -Is the Detailed Engineering Design (DED) attached to the submitted Annex E?		X	X	X	
2.3.2 -Is the Program of Work (POW) attached to the submitted Annex E?		X	X	X	
2.3.3 Complete Bidding Documents (Refer to GPPB Bidding Docs Rev.5)		X	X	X	
-Executive Order creating/ reactivating the Project Monitoring Committee (PMC)		X	X	X	
2.3.4 Proof of application for the ff:					
2.3.4.1 ECC/ CNC					
-Did the LGU apply for ECC/ CNC? If yes, indicate the actual date of application.		X	X	X	
2.3.4.2 Water Permit					
-Did the LGU apply for Water Permit? If yes, indicate the actual date of application.		X	X	X	

Particulars	Yes/ No/ NA	Target Date	Actual Date	Time Elapaed	Remarks
2.3.4.3 NCIP					
-Is the project located within the identified Ancestral Domain?		X	X	X	
-Did the LGU apply for Certificate of Non-Overlap or Free, Prior, and Informed Consent (FPIC)? If yes, indicate the actual date of application.		X	X	X	
2.3.4.4 NIPAS					
-Is the project located within the identified National Integrated Protected Areas? (NIPAS)		X	X	X	
-Did the LGU apply for NIPAS Certification? If yes, indicate the actual date of application.		X	X	X	
2.3.5 Did the LGU provide a proof of Land Ownership or Right-Of-Way (ROW)?		X	X	X	
2.3.6 Did the LGU include the project in the Annual Procurement Plan (APP)?		X	X	X	
2.3.7 Did the LGU include the project in the Local Development Investment Program (LDIP)?		X	X	X	
2.4 Implementation Schedule (Annex F)					
2.4.1 -Did the LGU submit the Project Implementation Schedule (Annex F)?					
2.4.2 -Is the total duration of Procurement within 141 days? If yes, indicate the target dates based on Annex F in items 3.1, 3.3, 3.4, and 3.5 and encode in the SubBayan.		X	X	X	
Procurement Stage					
3.1 ITB Posting in PhilGEPS					
-Did the LGU post ITB/Ad in the PhilGEPS? If yes, indicate the target and actual dates of ITB/Ad Posting (and Bid Opening in item 3).					
3.2 LGU invited CSO to observe the Procurement Process					
-Did the LGU invite the CSO to observe in the procurement process? If yes, provide the actual date of invitation.		X	X	X	
-If yes, did the CSO attend as observer(s) in the procurement process?		X	X	X	
3.3 Opening of Bids					
-Did the LGU conduct Bid Opening? If yes, indicate the target and actual dates of Bid Opening.					
-Was there a failure of bidding?		X	X	X	

Particulars	Year/ No/ NA	Target Date	Actual Date	Time Elapsed	Remarks
3.4 Issuance of Notice Of Award (NOA)					
-Did the LGU issue Notice Of Award (NOA) to the Winning Contractor? If yes, indicate the date of NOA and encode in the SubayBayan. If no, proceed to next question.					
-Was there a failure of bidding?					
3.5 Issuance of Notice to Proceed (NTP)					
-Did the LGU submit copy of Notice To Proceed (NTP)? If yes, indicate the date of receipt of NTP and encode the actual start of implementation (construction) in the SubayBayan.					
3.6 APCPI Submission					
-Did the LGU submit their Agency Procurement Compliance Performance Indicator (APCPI) Assessment to the GPPB?					

Prepared By:

Signature over printed name

MLGOO

REPUBLIC OF THE PHILIPPINES
Municipality of _____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ (LOCAL CHIEF EXECUTIVE) _____, Filipino, of legal age, (civil status), the duly-elected Local Chief Executive of the Municipality of _____, with address at (Address of Municipal Hall), after having been duly sworn in accordance with the law, hereby depose and state:

THAT, the Municipality shall allocate local funds equivalent to the reverted amount for the remaining works in accordance with Section ___ of DILG Memorandum Circular (MC) _____;

THAT, the (Municipality) shall complete the project not later than _____;

THAT, the (Municipality) shall submit a Project Completion Report (PCR) (Annex ___ of DILG-MC _____) within thirty (30) calendar days to DILG-RO after the issuance of the Certificate of Completion and Acceptance (Annex ___ of DILG-MC _____); and

THAT, the (Municipality) shall assume accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___th day of (Month), (Year) in (Place).

(LOCAL CHIEF EXECUTIVE)
Affiant

SUBSCRIBED AND SWORN to before me this ___th day of (Year) in (Municipality), (Province). Affiant exhibiting to me his evidence of identity _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2019 _____



Department of the Interior and Local Government
Address
AIDE MEMOIRE

LGU: _____
DATE OF AIDE MEMOIRE: _____

SUMMARY OF FINDINGS / OBSERVATIONS/AGREEMENTS

FINDINGS/ OBSERVATIONS	RECOMMENDATIONS AND AGREEMENTS	TIMELINES	REMARKS
Project ID: Project Name: Allocation: Location: Date Monitored:			
1.	1.	1.	1.
2.	2.	2.	2.
Project ID: Project Name: Allocation: Location: Date Monitored:			
1.	1.	1.	1.
2.	2.	2.	2.

(Use additional sheet if necessary)

I agree with the above observations and corresponding recommendations/timelines as stipulated above.

DILG Representatives		LGU Representatives	
Name	Signature	Name	Signature

I agree with the above observations and corresponding recommendations and I commit to act within the agreed timelines as stipulated above.

Furthermore, I am aware that sanctions shall be applied in case of neglect to implement the aforementioned agreements/recommendations as provided for in the DILG Memorandum Circular _____.

Municipal Mayor

cc: DILG-MLGOO

Page No. ___ of ___

GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2019 (R.A. NO. 11260)

"AN ACT APPROPRIATING FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES FROM JANUARY ONE TO DECEMBER THIRTY-ONE, TWO THOUSAND AND NINETEEN AND FOR OTHER PURPOSES."

THE PRESIDENT OF THE PHILIPPINES' DIRECT VETO

V. CASH BUDGETING

"Concomitantly, let me emphasize that pursuant to the Administrative Code of 1987, I shall mandate the implementation of an operational cash budget for FY 2019 to ensure the availability of cash resources for priority development projects, and speed up the delivery of public services."

"Nevertheless, in view of the delayed passage of the FY 2019 GAA and the election ban in connection with the conduct of the May 13, 2019 national and local elections, we will allow the implementation of, and payment for infrastructure projects to extend until December 31, 2020, provided that the funds for the purpose are obligated not later than December 31, 2019 in accordance with Section 65, General Provisions of this Act. This rule shall likewise cover subsidies given to government-owned or -controlled corporations (GOCCs) for infrastructure."

GENERAL PROVISION(S)

EXPENDITURE

- Sec. 17. Use of Government Funds.** Government funds shall be utilized in accordance with the appropriations authorized for the purpose and comply with applicable laws, rules and regulations, such as, but not limited to the following:
- (a) Purchase of foods, infrastructure projects, and consulting services, including common-use supplies, shall be made in accordance with the provisions of R.A. No. 9184, and its IRR and GPPB Guidelines;
 - (b) Purchase of motor vehicles shall be made pursuant to A.O. No. 233, s. 2008 as amended by A.O. No. 15, s. 2011, B.C. No. 2016-5 dated August 22, 2016, as amended, and such other pertinent guidelines issued by agencies concerned.
- Sec. 18. Prohibition on the Attachment of the Name, Image, and Logo of Candidates or Public Officials on Government Projects.** It shall be prohibited to affix, or cause to be affixed, the name, visage, appearance, logo, signature, or other analogous image of any candidate for public office, or incumbent public official, whether elected or appointed, on all signs, programs, activities, and projects under this act.
- Sec. 19. Strict Adherence to Procurement Laws, Rules and Regulations.** All agencies of the government shall strictly adhere to the provisions of R.A. No. 9184, its IRR and GPPB guidelines in the procurement of goods, infrastructure projects and consulting services.

To promote transparency and achieve efficiency in the procurement process, the Philippine Government Electronic Procurement System shall be the primary and repository of information on government procurement.

- Sec. 27. Implementation of Infrastructure Projects.** The following requirements shall be observed in the implementation of infrastructures projects:
- (a) The location, areas or sites of all infrastructure projects are not included in the critical geo-hazard areas or no build zones identified or certified by the Mines and Geo-Sciences Bureau (MGB);
 - (b) 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
 - (c) The planning and construction of all infrastructure projects to be implemented within the National Integrated Protected Area System (NIPAS) are done in way that eliminated or minimizes the risk of biodiversity loss while the specifications thereon are in accordance with those determined by the DPWH, in coordination with the DENR. Major infrastructure projects may only be undertaken in said areas if intended to enhance biodiversity. The DPWH and all other agencies shall take into account climate risk information and green building standards to be issued by the Climate Change Commission (CCC) in the planning, identification of site, design, construction, engineering and renovation of government buildings and facilities, including schools and hospitals.
- Sec. 28. Installation of Rainwater Collection System.** Rainwater collection system (RWCS) shall be installed in public markets school sites and government buildings and sites as an adaptation measure 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 be the RMCS be constructed in private lots or privately-owned or operated market places.
- Sec. 33. Programs and Projects Related to Senior Citizens and Persons with Disability.** All agencies of the government shall formulate plans, programs and projects intended to address the concerns of senior citizen and persons with disability, insofar as it related to their mandated functions, and integrate the same in their regular activities.
- Moreover, 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.
- Sec. 36. Protection of Built Heritage, Cultural Properties and Cultural Landscapes.** Alteration, renovation or demolition of government buildings and open spaces declared or presumed to be important cultural properties by government cultural agencies concerned shall be undertaken only upon prior approval of the said government cultural agencies and proper consultation with stakeholders and cultural groups to be administered by the NCCA. This includes the protection of the sight line with regard to build heritage, cultural properties and cultural landscapes.
- Sec. 41. Energy Efficiency.** 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 DDE'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.

- Sec. 44. Repair and Retrofitting of Government Structures.** The Government agencies concerned shall prioritize the repair and retrofitting of government structures in areas considered highly vulnerable to seismic activity and shall ensure that the retrofitting shall result in structural strength required for the area concerned in accordance with R.A. No. 10121 or in accordance with the National Structural Code of the Philippines.

RELEASE AND USE OF FUNDS

- Sec. 65. Availability of Appropriations.** All appropriations authorized in this Act shall be available for release and obligation for the purpose specified, and under the same special provisions applicable thereto, until December 31, 2019.

A report on these releases and obligations shall be submitted to the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, either in printed form or by the way of electronic document.

- Sec. 73. Meaning of Savings.** Savings refer to portions or balances of any released appropriations in this Act which have not been obligated as a result of any of the following:

- (a) Completion, final discontinuance, or abandonment of a program, activity or project for which the appropriation is authorized; or
- (b) Implementation of measures resulting in improved systems and efficiencies and thus enabled an agency to meet and deliver the required or planned targets, programs and services approved in this Act at a lesser cost.

In case final discontinuance or abandonment is used as basis in the declaration of savings, such as discontinued or abandoned program, activity or project shall no longer be proposed for funding in the next two (2) fiscal years.

The particulars of the expenditures to be funded from savings should be within the scope of, or covered by an existing activity or project. The existence of an activity or project regardless of the availability of allotment class/es is sufficient for the purpose of augmentation.

- Sec. 84. Disbursement of Funds.** Public funds for obligations incurred with proper authorization shall be disbursed only through the BTr or authorized government servicing banks under the Modified Disbursement System, subject to guidelines issued thereon.

- Sec. 85. Incurrence or Payment of Unauthorized or Unlawful Obligation or Expenditure.** Disbursements or expenditures incurred in violation of existing laws, rules and regulations shall be rendered void. Any and all public officials or employees who will authorize, allow or permit, as well as those who are negligent in the performance of their duties and functions which resulted in the incurrence or payment of unauthorized and unlawful obligation or expenditure shall be, personally liable to the government for the full amount committed or expended and, subject to disciplinary actions in accordance with Section 43, Chapter 5 and Section 80, Chapter 7, Book VI of E.O. No. 292.

Sec. 97. Implementation of Nationally Funded Projects. Pursuant to Section 17 (c) of R.A. No. 7160, the National Government may designate LGUs as implementing agencies for public works and infrastructure projects and other programs, services and facilities, including the construction of local roads and facilities appropriated in this Act, subject to the following:

- (a) The LGU has the capability to implement the foregoing administration or contract in accordance with the design, plan, specifications, and such other standards and policies of the National Government; and
- (b) The LGU-recipient of nationally funded public works and infrastructure projects and other programs, services and facilities shall commit to fund the cost of maintenance and repairs thereof.

The LGU shall submit quarterly reports on fund utilization and accomplishments through the following:

- (a) Local Government units Reporting System (LGURS) or other electronic means for reports not covered by the LGURS; and
- (b) LGU's website.

The LGU shall send written notice when said reports have been submitted or posted on its website to the DBM, House of Representatives, Senate of the Philippines, House of Committee on Appropriations, Senate Committee on Finance, and other offices where the date of compliance with this requirement.

Sec. 99. Report on Commission on Audit Findings and Recommendation. Within sixty (60) days from receipt of the COA Annual Audit Report, agencies concerned shall submit to the COA, either in printed form or by the way of electronic document, status report on the actions taken on said audit findings and recommendations using prescribed form under COA Memorandum No. 2014-002 dated March 18, 2014. They shall likewise furnish the DBM, the Speaker of the House of the Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, either in printed form or by way of electronic document, a copy of said reports.

The head of agency concerned and the agency's web administrator or his/her equivalent shall be responsible for ensuring that said status reports are posted on the agency's website.

Sec. 103. Liability for Non-Compliance with Reporting and Posting Requirements. Failure to submit reports and other information mandated in the Special and General Provisions of this Act shall render the head of the concerned agency and other responsible officers liable to appropriate administrative charges.

Failure to post information on the official website of the concerned agency as mandated in the Special and General Provisions of this Act shall likewise render the head of agency and the agency's web administrator or his/her equivalent liable to appropriate administrative charges.

Sec. 105. Transparency in Infrastructure Projects. All agencies of the government shall post the following on their respective websites, within the period indicated:

- (a) The project title, location and detailed description; detailed estimated in arriving at the Approved Budget for the Contract; and winning contractor and the detailed estimates of the bid as awarded, within thirty (30) calendar days from entering into contract;
- (b) Start of construction; target date of completion; completion rate; project status; in case of delay, state the reasons;
- (c) Source of fund; implementing office, responsible official, contact number and email address; and
- (d) The detailed actual cost of the project; and variations orders issued, if any, within thirty (30) calendar days from the issuance of a certificate of completion.

SECTION XV. DILG

A. OFFICE OF THE SECRETARY

SPECIAL PROVISION(S)

10. **Implementation of Environmental Laws.** The LGUs shall be primarily responsible for the implementation and enforcement of environmental laws, including but not limited to the Philippine Clean Air Act, the Philippine Clean Water Act, the Ecological Solid Waste Management Act and the National Pollution Control Decree within their respective jurisdiction.

The LGUs shall implement the air quality standards, including the noise standards, set by the DENR.

SECTION D. LOCAL GOVERNMENT SUPPORT FUND

SPECIAL PROVISION(S)

1. **Assistance to Municipalities.** The amount appropriated herein under Assistance to Municipalities shall be used to support the priority projects of municipalities, and allocated based on equal share, fiscal capacity, per capita share, and share for good performance.

The Assistance to Municipalities shall fund projects culled out from the Local Development Investment Programs of municipalities and shall be limited to: (i) local access roads, to include drainage systems along existing roads, that are compliant to DPWH standard; (ii) local bridges; (iii) potable water system projects; (iv) evacuation center and Disaster Risk Reduction-related Equipment; (v) Small Impounding projects; (vi) Rain Water Catchment Facilities; (vii) Sanitation and Health Facilities; (viii) Municipal Drug Rehabilitation Facility.

Release of fund to the municipalities shall be subject to their compliance with the following: (i) DILG Seal of Good Financial Housekeeping; (ii) the requirements of the DILG Local Development Council functionality; (iii) assessment of Public Financial Management (PFM) systems and adoption of the corresponding PFM improvement measures; and (iv) Notarized Certification prepared by the Municipal Engineer and Municipal Planning and Development Coordinator (MPDC), signed by the Local Chief Executive (LCE) attesting that:

- (a) The site of the project has no land ownership and Right-of-Way (ROW) problems/issues;
- (b) The project is not located in the "No build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map; and
- (c) For water supply, the water source has been validated by the Municipal Engineer and found to be feasible to supply water to the intended beneficiaries and potable for drinking or mitigating measures have been included in the design to make the water potable.

Duly accredited Civil Society Organizations are encouraged to actively participate in the implementation by way of: (i) serving as observer in the procurement process; (ii) Municipal Development Council project monitoring; and (iii) third party monitoring and evaluation. Citizens are also encouraged to provide feedback on the implementation of the projects.

Implementation of this provision shall be subject to guidelines to be issued for the purpose.

6. **Reporting and Posting Requirements.** The LGU shall submit quarterly reports on utilization of the LGU shares, through the following:

- (a) Local Government Units Reporting System (LGURS) or other electronic means for reports not covered by the LGURS; and
- (b) LGU's website.

The LGU shall send written notice when said reports have been submitted or posted on its website to the DBM, House of Representatives, Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

LOCAL GOVERNMENT SUPPORT FUND
ASSISTANCE TO MUNICIPALITIES
(LGSF-AM)

PROJECT MENU
FY 2019



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DEPARTMENT OF BUDGET AND MANAGEMENT

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PROJECT TYPES

- Local Access Road
- Local Bridge
- Water Supply System
- Sanitation and Health Facility
- Rainwater Catchment Facility
- Small Water Impounding Projects
- Evacuation Center
- DRR-Related Equipment
- Municipal Drug Rehabilitation Facility

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

FY 2019 ASSISTANCE TO MUNICIPALITIES
PROJECT I I NU

<p>Component Project Type Project Title</p>	<p>Details Local Access Road</p> <ul style="list-style-type: none"> • Local Access Road Rehabilitation / Improvement; • Local Access Road Upgrading; • Local Road Opening
<p>Description</p>	<p>Rehabilitation / Improvement, Upgrading, and Opening of local roads, including rehabilitation / improvement of other road components, is for the provision of all-weather road to constituents, for them to have better access to basic services such as education, social and health service areas or to support the economic and commercial growth of the LGU by improving their accessibility to basic services, mobility of products, goods and services, and improving the connectivity of the LGU road network.</p> <p>Major Component: Projects under the Assistance to Municipalities (AM)-Local Access Roads shall be limited to concreting of municipal and barangay roads. It shall be upgrading from earth, gravel, anapog, or dilapidated asphalt pavement to Portland Cement Concrete Pavement (PCCP). It may also include reblocking of previously concreted road which is in poor or bad condition.</p> <p>Secondary Component: In addition to the concreting / re-blocking of local road, other road components for rehabilitation / improvement may be incorporated in the proposal such as:</p> <ul style="list-style-type: none"> - Provision of road drainage and other appurtenances along existing local road, which means repairing, rehabilitating, improving existing drainage and providing new drainage systems if none had previously existed; - Road shoulder widening; - Slope protection on earthworks; - Guardrails; - Pavement Markings; - Road signs; - Structures related to Accessibility Requirements for Persons with Disability, etc. <p>Definition:</p> <p>1. Rehabilitation / Improvement of Local Access Road means work necessary to restore to "good" condition the existing road pavement that has deteriorated to "poor" or "bad" condition. It may also be referred to as reconstruction or restoration if looking at the definition of restoring the road into its original condition. Rehabilitation will refer to restoring the existing surface pavement into its original condition (i.e. reblocking of concrete pavement). Other civil works on the road that is more than the required scope of work that involves improvement of roads to enhance accessibility and mobility may also be included.</p>

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

2. **Upgrading of Local Access Road** shall refer to civil works designed to elevate the current surface condition of the road to the next or higher surface condition. This may mean upgrading the existing gravel road surface to PCCP. Similarly, replacement of existing asphalt pavement may be upgraded to Portland Cement Concrete Pavement (PCCP).
3. **Local Road Opening** involves the construction of a new road facility where nothing of its type currently exists. This might take the form of a bypass constructed to carry through traffic around an existing town. New road construction may also be needed to create a new access route for new or existing growth centers in the municipality. For this category, concreting of the road to be opened should be included in the works to be undertaken.

Eligibility

Proposed project shall comply with all of the following:

i. Work category shall be one of the following:

1. Local Access Road Rehabilitation / Improvement; or
2. Local Access Road Upgrading; or
3. Local Road Opening

ii. Road administrative classification shall be one of the following:

1. Municipal Road – project is a municipal road included in the MLGU road inventory or declared as a municipal road thru an MLGU SB Resolution; or
2. Barangay Road – project is a barangay road included in the MLGU road inventory or declared as a barangay road thru an MLGU SB Resolution

iii. Project Proposal shall:

A. Institutional Requirements

- Be listed/included in the Municipality's duly approved Local Development Investment Program (LDIP) which are not funded from other sources;
- Have no land ownership and Right-of-Way (ROW) problems/issues;
- Not be located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map;

B. Technical Requirements

- Either have a minimum project cost amounting to PhP 4.0 Million or have only one road section per proposal with a minimum road length of 300 linear meters, two-lanes (may be measured either continuously, or intermittently in case of reblocking);
- Only one road per proposal
- Have exact location (Sitio/s, Barangay/s);
- Have identified Road Name / Road ID, station limits of beginning and end of project, with location coordinates; if with exceptions, identify also the station limits of the exceptions;
- Have a straight line diagram indicating scope of works to be done;
- Have a vicinity map / digitized map indicating the road section proposed for funding and its connectivity to the road network of the LGU;

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

- Have identified projected construction duration in calendar days, and implementation of which shall not exceed December 2020 (refer to DPWH D.O. No. 44 Series of 2012, Annex A and B, for the prescribed construction duration for road and bridge projects); and
- Have identified approximate number of beneficiaries (in terms of number of population)

IV. Ready Access to the Proposed Site shall be observed:

- Road Right-of-Way (RRROW) has been settled / acquired;
- To facilitate immediate implementation of the project upon receipt of fund, project site should be readily accessible for mobilization as early as 1st Quarter 2019;
- Access to project site should not be dependent on the completion of other projects funded by the LGU or other agencies (i.e. avoid proposed project site that is contiguous / adjacent to other road projects which are not yet completed or not possible for completion by 1st Quarter of 2019) that may prevent / hinder mobilization once the Notice to Proceed (NTP) has been issued.

V. Proposed budget for the project should be sufficient to finance the minimum design considerations for local roads and should incorporate the provisions into the Items of Work / Pay Items for the project in the Overhead, Contingencies and Miscellaneous (OCM) Cost, such as, but not limited to project billboard, temporary facilities for the project, insurance premiums (Performance Security, Contractors All-Risk Insurance, Warranty Security, and Bid Security), surveying for as-staked and as-built quantities and plans, construction safety and health, quality control, traffic management and road safety measures during project implementation, hauling, processing, delivery and/or disposal of materials, environmental safeguards, miscellaneous for reports.

NEGATIVE LIST:

1. National Roads;
2. Provincial Roads;
3. City Roads;
4. Asphalt (bitumen material) and gravel as surface wearing course;
5. Single lane pavement for all work categories (except for Rehabilitation and Improvement which may involve works for reblocking of existing paved roads or seal widening of existing roads);
6. Proposals with project cost less than PhP 4.0 Million or proposals with length less than the minimum of 300 linear meter, two-lane;
7. Stand-alone rehabilitation / improvement / construction of item(s) under Secondary Component mentioned in the *Description Section of this project menu* (proposal that does not include works for the concreting of the carriageway following Items (5) and (6) of the *Negative List*);

Standard Costs

Approximate Project Cost shall be commensurate to the scope of works identified by the LGU. The LGU may refer to the matrix below for the approximate cost per kilometer of road:

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

Work Category	Approximate Cost per Kilometer (including direct costs such as materials, labor, equipment and indirect costs such as overhead, contingencies and miscellaneous cost)
Rehabilitation / Improvement of Local Access Road	PhP 12.0 – 16.5 Million
Upgrading of Local Access Road	PhP 12.0 – 15.0 Million
Opening / Construction of Local Access Road (assume embankment height = 1.0 meter)	PhP 23.0 – 25.0 Million
Opening / Construction of Local Access Road (assume road cut height = 1.0 meter)	PhP 15.0 – 17.0 Million

These values are rough estimates only. The LGU may adjust the cost of project proposal based on prevailing cost of materials, labor, and equipment rental rates in their locality / geographical location by referring to the latest Detailed Unit Price Analysis (DUPA) per Pay Item from the nearest DPWH - District Engineering Office (DEO). When not made available, the LGU may refer to the following references in preparing cost estimate:

For Direct Cost and Indirect Cost:

1. Labor Rates : Latest Regional Labor Rates as authorized by the DOLE.
2. Equipment Rates : "Association of Carriers and Equipment Lessors" (ACEL Rates 2014).
3. Materials cost : DPWH Construction Materials Base Data or Prevailing Price in the locality, taking into consideration the cost at source, processing, crushing, stockpiling, loading, royalties, local taxes, construction and/or maintenance of haul roads, etc.; expenses for hauling to project site; handling expenses; storage expenses; allowance for waste and/or losses, not to exceed 5% of materials equipment.

Refer to DPWH D.O. No. 197 Series of 2016 Revised Guidelines in the Preparation of Approved Budget for the Contract.

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Standard Design	<p>Project proposal shall be compliant with the following minimum design:</p> <ol style="list-style-type: none"> 1. Pavement thickness: 0.20 meter (minimum), Surface Wearing Course of Portland Concrete Cement Pavement (PCCP) only - Item 311-PCCP; Use Portland Cement Type I only (Cement type for general construction use) 2. Pavement width¹: <ul style="list-style-type: none"> - Municipal Road: 6.1 meters (minimum), two lanes - Barangay Road: 4.0 meters (minimum), two lanes 3. Shoulder width²: 1.5 meter in each side (minimum), Item 200-Aggregate Subbase Course (minimum material) 4. Drainage Ditch Width²: 1.0 meter 5. Road-Right-Of-Way (RROW)¹: <ul style="list-style-type: none"> - Municipal Road: 15.0 meters (minimum) - Barangay Road: 10.0 meters (minimum) 6. Provision of : <ul style="list-style-type: none"> - Suitable contraction joints; - Load transfer devices; - Tie bars; and - Joint sealant, etc. 7. Consideration of the following optional items in cost estimation: <ol style="list-style-type: none"> a. Provision of adequate road drainage structures (i.e. RCPC-minimum 0.910 m. diameter, RCBC, side drains, ditch, catch basin, headwalls, curb and gutter, etc.) to convey surface water run-off; b. Provision of adequate base/subbase course/raising embankment to mitigate roadway flooding, where needed; c. Provision of miscellaneous road safety structures, (i.e. pedestrian sidewalks, guardrails, road signage, pavement markings, etc.), where needed; d. Provision of other road components (i.e. slope protection, etc.), where needed; e. Accessibility Requirements for Persons with Disability (refer to DPWH D.O. No. 37, Series of 2009), where needed; 8. Pay Items, payment measurement, and minimum materials specifications and tests for the project shall be in accordance with: <ul style="list-style-type: none"> - DPWH Standard Specifications for Highways, Bridges and Airports, Volume II Edition 2013; - DPWH D.O. No. 5 Series of 2017 Revised Standardized Pay Items of Works for Civil Works Construction For Infrastructure Projects; and - DPWH Highway Safety Design Standards, Part 2 - Road Signs and Pavement Markings Manual, Series May 2012 <p>The above references will ensure optimum use of the local road facility and road safety. However, exceptions for Items (2) Minimum Pavement Width for Municipal, and (3) Minimum Shoulder Width, may be considered for projects in cases, such as:</p> <ul style="list-style-type: none"> - Located in difficult terrain and physical conditions and/or in lands inhabited by indigenous peoples, such that the civil works required would face either of the following consequences if the regular design standards were to be observed: a) they would be abnormally expensive (e.g., massive earthmoving, either cut or fill, in mountainous terrain); b) they would have severe adverse impact on
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the environment (e.g., extensive removal of trees) and on the communities affected (e.g., dislocation of indigenous peoples);

- Despite most diligent efforts of the LGUs to obtain the required right-of-way following the regular design standards, the right-of-way acquisition encounters any of the following: a) the right-of-way acquisition would be very costly for the project, from the point of view of the LGUs; b) the right-of-way acquisition would be time-consuming such that the implementation of the project will be significantly delayed from the point of view of the GAA timeline.
- If the proposed project has been determined to be acceptable for the exception, the following will be allowed:

Pavement width:

- Municipal Road: 5.0 meters³ (minimum), two lanes

Shoulder width:

- 1.0 meter³ in each side (minimum), Item 200-Aggregate Subbase Course (minimum material)

In such cases, the Municipality shall provide justification stating the reason and details of adjustment made in the design and inclusion of engineering mitigation measures (i.e. additional safety signs, warning signs, etc.) included in the DED, signed by the Municipal Engineer and approved by the LCE. The document shall be attached to the approved DED to be submitted to the DILG upon the receipt of fund.

References:

¹DPWH Design Guidelines, Criteria and Standards (DGCS), Volume 4, 2015 Edition

²DPWH D.O. No. 11 Series of 2014

³DPWH D.O. No. 52 Series of 2014

Counterpart

- Preparation of Feasibility Study and Detailed Engineering Design including structural analysis and design
- Surveys for DED preparation
- Soil Investigation for the location of the structure/s
- Securing of permits and licenses
- Procurement process, contract management and construction supervision.
- Implementation of Quality Assurance
- Attendance to trainings and seminar to be conducted by the DILG
- Annual maintenance fund for the completed projects
- Administrative cost such as, but not limited to the cost for LGU-reporting to identified offices, including provision / operation / maintenance of LGU website

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FY 2019 ASSISTANCE TO MUNICIPALITIES

PROJECT I I NU

Component Project Type Project Title	<p>Details</p> <p>Local Bridge</p> <ul style="list-style-type: none"> • Local Bridge Rehabilitation / Improvement • Local Bridge Construction • Footbridge Rehabilitation / Improvement • Footbridge Construction
Description	<p>Rehabilitation / Improvement, and Construction of bridge as component of local road network including its other components is for provision of all-weather access for constituents, for them to have better access to basic services such as education, social and health service areas or to support the economic and commercial growth of the LGU, by improving the access and connectivity of the LGU road network.</p> <p>Major Component: Projects under the Assistance to Municipalities (AM)-Local Bridges shall be limited to rehabilitation / improvement, and construction of bridges as component of municipal and barangay road network. It shall be rehabilitation / improvement of existing bridges or construction of new bridges. Footbridges within the municipality may also be proposed to improve the access of people to basic services.</p> <p>In addition to the abovementioned civil works which primarily refers to providing all-weather access to basic services by means of providing permanent bridges and footbridges, other components of bridges and footbridges may be incorporated in the proposal:</p> <p>Definition:</p> <ol style="list-style-type: none"> 1. Rehabilitation / Improvement of Local Bridge / Footbridge means work necessary to restore to "good" condition the existing bridge / footbridge that has deteriorated to "poor" or "bad" condition. Bridge / footbridge rehabilitation may include the provision of deck drainage and other appurtenances. This means repairing, rehabilitating, improving existing deck drainage and providing new deck drainage if none had previously existed. It may also be referred to as reconstruction or restoration if looking at the definition of restoring the bridge / footbridge into its original condition. Rehabilitation will refer to restoring the existing deck into its original condition (i.e. retrofitting, strengthening of existing bridge / footbridge, which may include repair of handrails, replacement of damaged or deteriorated structural members, replacement of deck, epoxy sealing of cracks in decks, change of bearing plates, additions of shear plates or cable restrainers, sand blasting and painting of structural members, repair of retaining walls, foundation protection, stream clearing and debris removal to maintain water courses under bridges / footbridge, provision of detour / by-pass to re-direct traffic while the bridge / footbridge project is being implemented, to restore the existing bridge / footbridge to good condition). Any other physical or civil works on the bridge / footbridge that may be included is more than the required scope of work for bridge / footbridge rehabilitation or maintenance. The work usually involves improvement of bridge / footbridge to enhance

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

accessibility and mobility. Bridge / footbridge improvement may include the following:

- a. New or expanded earthworks either embankments or cuttings; for example increasing the amount of cut in order to widen the bridge deck width;
- b. Slope protection on earthworks;
- c. Wing walls / aprons;
- d. Foundation protection;
- e. Widening or improvement of existing bridge;
- f. Changing the existing Bailey / wooden/ bamboo bridge/footbridge into permanent structure bridge/footbridge (i.e. concrete / steel), etc.

2. **Construction** of Local Bridge / footbridge involves the construction of a new bridge / footbridge where nothing of its type currently exists. This might take the form of a bypass constructed to carry through traffic around an existing town. New bridge / footbridge construction may also be needed to create a new access route for new or existing growth centers in the municipality / is found to be a missing strategic link to major production area or a community with no existing access to basic services.

Eligibility

Proposed project shall comply with all of the following:

I. Work category shall be one of the following:

1. Local Bridge Rehabilitation / Improvement; or
2. Local Bridge Construction; or
3. Footbridge Rehabilitation / improvement; or
4. Footbridge Construction

II. Road administrative classification shall be one of the following:

1. Bridge as component of Municipal Road – project is a municipal road included in the MLGU road inventory or declared as a municipal road thru an MLGU SB Resolution; or
2. Bridge as component of Barangay Road – project is a barangay road included in the MLGU road inventory or declared as a barangay road thru an MLGU SB Resolution

III. Project Proposal shall:

A. Institutional Requirements

- Be listed/included in the Municipality's duly approved Local Development Investment Program (LDIP) which are not funded from other sources;
- Have no land ownership and Right-of-Way (ROW) problems/issues;
- Not be located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map;

B. Technical Requirements

- Have a minimum project cost amounting to PhP 1.0 Million for footbridges, and PhP 2.0 Million for Bridges
- Have one bridge / footbridge per proposal;
- Be permanent structures only (concrete / steel);
- Have exact location (Sitio/s, Barangay);

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

- Have identified Bridge / Footbridge Name, identify the Road Section / Road ID to be linked by the structure, station limits of bridge/footbridge's approach, with location coordinates;
- Have a vicinity map / digitized map indicating the bridge / footbridge proposed for funding and its connectivity to the road network of the LGU;
- Have identified projected construction duration in calendar days, and implementation of which shall not exceed December 2020 (refer to DPWH D.O. No. 44 Series of 2012, Annex A and B, for the prescribed construction duration for road and bridge projects); and
- Have identified approximate number of beneficiaries (in terms of number of population)

IV. Ready Access to the Proposed Site shall be observed:

- Road Right-of-Way (RRROW) has been settled / acquired;
- To facilitate immediate implementation of the project upon receipt of fund, project site should be readily accessible for mobilization as early as 1st Quarter 2019;
- Access to project site should not be dependent on the completion of other projects funded by the LGU or other agencies (i.e. avoid proposed project site that is contiguous / adjacent to other road projects which are not yet completed or not possible for completion by 1st Quarter of 2019) that may prevent / hinder mobilization once the Notice to Proceed (NTP) has been issued

V. Proposed budget for the project should be sufficient to finance the minimum design considerations for local roads and should incorporate the provisions into the Items of Work / Pay Items for the project in the Overhead, Contingencies and Miscellaneous (OCM) Cost, such as, but not limited to project billboard, temporary facilities for the project, surveying for as-staked and as-built quantities and plans, construction safety and health, quality control, traffic management and road safety measures during project implementation, hauling, processing, delivery and/or disposal of materials, environmental safeguards, miscellaneous for reports.**NEGATIVE LIST:**

1. Bridge as component of National Roads;
2. Bridge as component of Provincial Roads;
3. Bridge as component of City Roads;
4. Proposed bridge / footbridge is not permanent structure (not concrete / not steel)

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

Standard Costs Approximate Project Cost shall be commensurate to the scope of works identified by the LGU. The LGU may refer to the matrix below for the approximate cost per linear meter of bridge / footbridge:

Work Category	Approximate Cost per Linear meter Length (including direct costs such as materials, labor, equipment and indirect costs such as overhead, contingencies and miscellaneous cost)
Rehabilitation / Improvement of Local Bridge	PhP 0.25 Million
Construction of Local Bridge	PhP 0.35 Million
Rehabilitation / Improvement of Footbridge	PhP 0.05 Million
Construction of Footbridge	PhP 0.15 Million

These values are rough estimates only. The LGU may adjust the cost of project proposal based on prevailing cost of materials, labor, and equipment rental rates in their locality / geographical location by referring to the latest Detailed Unit Price Analysis (DUPA) per Pay Item from the nearest DPWH - District Engineering Office (DEO). When not made available, the LGU may refer to the following references in preparing cost estimate:

For Direct Cost and Indirect Cost:

1. Labor Rates : Latest Regional Labor Rates as authorized by the DOLE.
2. Equipment Rates : "Association of Carriers and Equipment Lessors" (ACEL Rates 2014).
3. Materials cost : DPWH Construction Materials Base Data or Prevailing Price in the locality, taking into consideration the cost at source, processing, crushing, stockpiling, loading, royalties, local taxes, construction and/or maintenance of haul roads, etc.; expenses for hauling to project site; handling expenses; storage expenses; allowance for waste and/or losses, not to exceed 5% of materials equipment.

Refer to DPWH D.O. No. 197 Series of 2016 Revised Guidelines in the Preparation of Approved Budget for the Contract.

Standard Design Project proposal shall be compliant with the following minimum design:

1. **Structure:** Permanent Structure only (Concrete / Steel)

2. Deck width for Bridge Component of a Municipal or Barangay Road:

- (a) 4.0 meters (minimum) for bridge adjacent to roads with pavement width less than or equal to 4.0 meters;
- (b) 6.10 meters (minimum) for bridge adjacent to roads with pavement width greater than 4.0 meters;
- (c) may adapt 6.10 meters or higher value for future improvement of roads adjacent to the bridge;

3. Deck width for Footbridge:

- Minimum of 1.50 meter

4. Road-Right-Of-Way (RROW):

- Municipal Road: 15.0 meters (minimum)
- Barangay Road: 10.0 meters (minimum)

5. Provision of :

- Pedestrian sidewalk: (minimum 1.20 with railings and posts, at each side)
- Adequate standard drain pipe: 100 mm. diameter G.I. pipe (for concrete deck);
- Expansion joints;
- Load transfer devices;
- Load and dimension restriction signs / structure loading capacity at each end;
- Approach slab;
- Temporary bridging for detour / by-pass in the project site to prevent traffic congestion where the structure is to be constructed (especially if there is no alternate route);
- Appropriate painting works and treatment to prevent detrimental deterioration of structural members due to rusting, adverse reaction to saltwater / water and other chemicals and protection against scour and damage due to passing debris;
- Engineering mitigation measures such as provision of adequate foundation protection, etc.

6. Structural Design:

- Conduct Soil Analysis and Boring Tests of the project site;
- Conduct Hydraulic analysis;
- Shall be based on AASHTO HL-93 Loading, using peak ground acceleration for seismic analysis and 50-year flood frequency for hydraulic analysis;
- Hydraulic clearance/freeboard: 1.5 (rivers carrying debris) and 1.0 (other bridges);
- Shall be based on DPWH D.O. 30 Series of 2011- Prescribing Concrete Structures for Short Bridges;
- Vehicular Vertical Clearance (if above roadway): not less than 4.88 plus allowance of 0.15 meters for future road resurfacing;
- Navigational Vertical Clearance, if above body of water:
Vertical Clearance = HWL + HV + K (where HWL–highest water level recorded within the area of responsibility, HV–height of vessel, K–1.0 meter allowance)

7. Consideration of the following in cost estimation:

- a. Provision of adequate deck drainage to prevent water ponding (i.e. deck drains / drain pipes, underdrains, side drains, etc.) to convey surface water run-off;

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	<p>b. Provision of appropriate embankment for the approach road, adequate wingwall / retaining wall, where needed;</p> <p>c. Provision of miscellaneous road safety structures, (i.e. pedestrian sidewalks, guardrails, signage, deck markings, light fixtures, etc.), where needed;</p> <p>d. Provision of miscellaneous structures for the protection of foundation/slopes (i.e. wingwalls, apron, slope protection, gabions, etc.), where needed;</p> <p>e. Accessibility Requirements for Persons with Disability (refer to DPWH D.O. No. 37, Series of 2009), where needed;</p> <p>8. Pay Items, payment measurement, and minimum materials specifications and tests for the project shall be in accordance with:</p> <ul style="list-style-type: none"> - DPWH Standard Specifications for Highways, Bridges and Airports, Volume II Edition 2013; - DPWH D.O. No. 5 Series of 2017 Revised Standardized Pay Items of Works for Civil Works Construction For Infrastructure Projects; and - DPWH Highway Safety Design Standards, Part 2 - Road Signs and Pavement Markings Manual, Series May 2012
Counterpart	<ul style="list-style-type: none"> ▪ Preparation of Feasibility Study and Detailed Engineering Design including structural analysis and design ▪ Surveys ▪ Soil and Hydrologic Investigation for the location of the structure/s ▪ Securing of permits and licenses ▪ Procurement process, contract management and construction supervision. ▪ Implementation of Quality Assurance ▪ Attendance to trainings and seminar to be conducted by the DILG ▪ Annual maintenance fund for the completed projects ▪ Administrative cost such as, but not limited to the cost for LGU-reporting to identified offices, including provision / operation / maintenance of LGU website

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

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PROJECT I I I NU

Component Project Type Project Title	<p>Details</p> <p>Potable Water Supply System</p> <ul style="list-style-type: none"> • New Construction of Level II Potable Water Supply System • Rehabilitation/Improvement of Level II/Level III Water System • Upgrading of Water System • Expansion of Level II/Level III Water System • Construction of Level I Potable Water Supply System <p>The following are the levels of service for a water supply system:</p>
Description	<p>Level I (Point Source) is a protected well or a developed spring with an outlet, but without a distribution system where the users go to fetch the water. This project shall only be allowed where there is no feasible Level II and III water system in the area. A Level I facility normally serves an average of 15 households within a radius of 250 meters (e.g. dug well, shallow well, and rainwater collector).</p> <p>Level II (Communal Faucet System or Stand Posts) is a system that would distribute water from the source to the beneficiaries through a tapstand which serves four to six households within a 25 meters radius. It is generally suited for rural and urban fringe areas where houses are clustered in sufficient density to justify a simple piped system. The consumers still go to the tapstand to fetch water. The transmission line and distribution line can be designed to allow future upgrading to Level III Water Supply System.</p> <p>Level III (Waterworks System or Individual House Connections) is a system that would distribute water from the source directly to the household beneficiaries. It is generally suited for densely populated urban areas where the population can afford individual connections.</p> <p>A functional Level II and III Potable Water Supply System should have the following components:</p> <ul style="list-style-type: none"> • WATER SOURCE DEVELOPMENT Construction or development of the following: <ul style="list-style-type: none"> ○ For spring source, construction and development of intake box(es) (which can also be the reservoir) with the capacity to contain the water being discharged by the spring. ○ For a deep well water source, a construction and development of deepwell with the desired yield and quality. ○ For a surface water, construction of intake structure with a concrete/permanent enclosure to withstand water pressure. ○ Other Alternative Technology option for water source appropriate to the area. ○ With Certification from DOH or authorized water testing laboratory that the water is safe for drinking based on the standard set by PNSDW. • PUMPHOUSE, ELECTRO- MECHANICAL PUMP (if the elevation of the water source is lower than the target beneficiary).

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A structure that will house the water pump with the required type/capacity to drive/force the water to a reservoir.

- **RESERVOIR** (If the water discharge is not sufficient to supply and/or the water source elevation is lower than the target beneficiaries).

A reinforced concrete/steel storage tank that maybe elevated or ground mounted to store water equivalent to 25% minimum of the computed. Average Day Demand (ADD) of the target area. The proper height of the reservoir must be met to achieve the required water flow (Q) and elevation to supply and deliver water to the proposed service area.

- **PIPELINES AND OTHER APPURTENANCES** - The installed pipes and other accessories to distribute water from the water source to target beneficiaries, which includes transmission lines, distribution lines, and service pipes.
- **TAPSTAND (For Level II Water System)** - Installation of communal public faucet. A tapstand can serve a maximum six (6) household within the 25 m radius. With concrete platform and proper drainage system for the excess water.
- **HOUSEHOLD CONNECTIONS (For Level III Water System)** - Installation of a water service connection directly to the household. One service connection is equivalent to one household.
- **TREATMENT FACILITY W/ HOUSING & POWER SUPPLY** - A treatment facility such as but not limited to hypo-chlorinator to ensure that the water is potable.
- With organized water service providers that will manage and maintain the water supply system.

The following are the Type of eligible projects under the Program:

1. **New Construction of Level II Potable Water Supply System** - Construction of a new water system that will include all the components mentioned above which is sufficient to supply potable water to the target households / beneficiaries through a tapstand.
2. **Rehabilitation/Improvement of Level II/Level III Water System** - Any major repair, alteration, and/or additions of the components mentioned above of existing Level II and Level III Water System to improve the current service being provided without any increase in the number of beneficiaries (e.g. from 8 hour service distribution to 24 hours, reduction of water leakage).
3. **Upgrading of Water Supply System** - This involve the upgrading of the level of service of a water system which may include alteration or addition of any water supply component mentioned above due to increase of water demand of households. Upgrading of a Level I to Level II and/or Level III will be categorized as new construction.
4. **Expansion of Level II/Level III Water Supply System** - Any major repair, alteration, and/or additions of the components mentioned above of existing Level II and Level III Water System to improve the current service being provided with additional beneficiaries.
5. **Construction of Level I Water Supply System** - In areas where only Level 1 system is feasible (e.g. rural areas where affordability is low and the houses in the intended service area are not crowded or un-clustered). New construction of Level 1 systems is permitted which

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	<p>may include the development of water source and provision of disinfectant, to wit:</p> <ul style="list-style-type: none"> - Development of a protected well and Spring source - Installation of Individual Household Rainwater Collector
Eligibility	<ol style="list-style-type: none"> 1. One proposal one project 2. The integrated Water, Sanitation, Health and Hygiene Plan (iWaSH) should be integrated to Local Development Investment Plan (LDIP). 3. The proposed Water Source capacity must be sufficient (at least two LPS with a minimum system pressure of three meters) to supply the target beneficiaries/households. 4. For spring and surface water sources must not be more than seven kilometers from the propose target beneficiaries. 5. The proposed site for the construction of reservoir, pump house and treatment facility must be stable and not susceptible to hazards based on the latest vulnerability, assessment and geo-hazard maps of the Mines and Geosciences Bureau (MGB)-Department of Environment and National Resources (DENR) and shall not be located on a non-build-zone. 6. No land ownership and/or right-of-way issues in the location of water source, pipelines, reservoir and other components of project. 7. The site for the propose pump house and treatment facility should have an existing electric power lines. 8. Proposed budget should be sufficient to finance a functional water supply system <p>NEGATIVE LIST:</p> <ol style="list-style-type: none"> 1. New Construction of Level III Water Supply System 2. Project phasing is not allowed except when there is an approved water supply system master plan and the proposed project under FY 2019 LGSF-AM including LGU Counterpart, if any, should be functional and operational after completion. 3. The location of the proposed water sources is in NWRB list of low/endangered water table level (Water drilling is not allowed areas). <p>Each proposal should have a project brief indicating the following:</p> <ul style="list-style-type: none"> • Profile of proposed water source <ul style="list-style-type: none"> ✓ Exact location/coordinates ✓ Quantity and Quality • Target barangay/s and number of household covered by the proposed project.

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Standard Cost	STANDARD COST OF POTABLE WATER SUPPLY SYSTEM PROJECTS			
	Category	Level of Service	Standard Cost per HH	Type of Water Source
	New Construction	Level II	15,000	Spring/Deepwell
			20,000	Surface Water
		Level I	5,000-10,000	Spring/Deepwell
			10,000	Rainwater
	Rehabilitation/Improvement	Level II	50HH-150HH (Cost P1.0M – P2.00M); 150-400HH (Cost: P2M-4M)	Any Source
			Level III	12,000
Upgrading	Level II to Level III	15,000	Any Source	
Expansion	Level II and Level III	15,000	Any Source	
Standard Design	<p>ENGINEERING DESIGN</p> <p>Design Criteria:</p> <ol style="list-style-type: none"> Level of Service (I, II, III) should be identified. Design Year should be either 5 to 10 years design period. Growth Rate - depends on the target barangays/beneficiaries. The proposed Water Source must be potable and sufficient to supply the target beneficiaries/households. <ul style="list-style-type: none"> Spring Deepwell <ul style="list-style-type: none"> Geo-resistivity Test (for new construction of deepwell) Pumping Test (24 to 72 hours) Surface Water Rainwater Storage Capacity <ul style="list-style-type: none"> Minimum of 25% of ADD Water Demands: <ul style="list-style-type: none"> ADD = Water requirement / (1-NRW) MDD = 1.3 x ADD PHD = 2.0 x ADD <p>PROJECT SPECIFICATIONS</p> <ul style="list-style-type: none"> Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following: <ol style="list-style-type: none"> Buildings and other vertical structures per the CY 2015 Revised Edition of the RIRR of the National Building Code (PD 1096), and 			

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	<p>Volume 1, 7th edition of the National Structural Code of the Philippines published on CY 2015 by the Association of Structural Engineers of the Philippines.</p> <p>b. Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)</p> <p>c. Philippine National Standard for Drinking Water pursuant to DOH Administrative Order (AO) 2017-0012</p> <p>d. Rainwater Collection Facilities pursuant to RA 6716</p> <p>e. Code of Sanitation of the Philippines pursuant to Presidential Decree (PD) 856</p> <p>f. Clean Water Act of 2014 pursuant to RA 9275</p>
Counterpart	<ul style="list-style-type: none"> • Preparation of Feasibility Study and Detailed Engineering Design • Conduct of geo-resistivity for new deepwell water source • Drilling of pilot borehole, pumping test and well logging • Conduct of Potability Test • Conduct of Soil Bearing Test for vertical structure (e.g water tank) • Securing of permit and licenses (e.g. NWRB Permit) • Procurement process, contract management and construction supervision. • Implementation of Quality Assurance (if required) • Attendance to trainings and seminar to be conducted by the DILG. • Administrative cost • Annual maintenance fund • Insurance for the completed projects (if applicable)

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PROJECT MEI I

Component Project Type Project Title	<p>Details</p> <p>Sanitation and Health Facility</p> <ul style="list-style-type: none"> • Construction of Sanitary Toilet with Hygiene Facility for Public Places • Rehabilitation/Improvement/Upgrading of Existing Sanitary Toilet and Hygiene Facility for Public Places.
Description	<p>A secured permanent structure providing the public a sanitary and hygiene facility for urination and defecation. It should have of the following minimum basic facilities:</p> <ul style="list-style-type: none"> • Toilet Facility - A sanitation fixtures used for the storing or disposal of human urine and feces. The type of sanitary toilet facility are flush, pour flush and ventilated improved pit (VIP) latrine. • Septic Tank - Watertight chamber maybe made of concrete, fibreglass, PVC or plastic, through with domestic wastewater (sewage) flows for primary treatment. It should have a sufficient capacity for adequate detention time and proper disposal of solid and liquid human waste or excreta and should be located 25 meters away from existing water sources. • Water Supply Pipe - The connection and installation of water supply to and from the nearest available water distribution line. • Hand Washing Facility - A facility providing either a basin, container or outlet with an adequate supply of potable water and soap with proper drainage system for excess water leading to soak way pit or natural creek. • Toilet Structure - A structure that effectively prevent human, animal and insect contact with human feces. It should be properly constructed, well ventilated, and separate for male, female and PWD (1:50 persons) <p>Construction of Sanitary Toilet with Hygiene Facility for Public Places - Construction of a new sanitary toilet with hygiene facilities for public places in accordance with national standards complying with the minimum facilities mentioned above.</p> <p>Rehabilitation/Improvement/Upgrading of Existing Sanitary Toilet and Hygiene Facility for Public Places –Repair or rehabilitation or upgrading of existing facilities and/or construction of sanitary toilet and hygiene facility for public places in accordance with national standards complying with the minimum facilities mentioned above.</p>
Eligibility	<ol style="list-style-type: none"> 1. One (1) proposal one (1) project 2. The Integrated Water, Sanitation, Health and Hygiene Plan (iWaSH) should be integrated to Local Development Investment Plan (LDIP). 3. The proposed site should have an existing functional and operational water supply system. 4. The proposed site for the construction of Sanitation and Hygiene Facility must be stable and not susceptible to landslide or flooding based on the latest vulnerability, assessment and geo-hazard maps of the Department of Environment and National Resources (DENR) and shall not be located on a non-build-zone. 5. No land ownership issues.

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6. The proposed site of Sanitation and Hygiene Facility should be situated in public places own by the MLGU (e.g. Day Care Center, Health Center, Evacuation Facility, Public Parks, Bus Terminals and Public Market). If the proposed site is owned by other government agencies, LGU shall secure instrumentalities e.g MOA, Usufruct and the like.
7. Proposed budget should be sufficient to finance a functional Sanitation and Hygiene Facility.

NEGATIVE LIST:

- Household installation of Sanitary Toilet and Hygiene Facility is not allowed.

Each proposal should have a project brief indicating the following:

- Exact location/coordinates of the proposed project site.
- Scope of works of the proposed Sanitary Toilets
- Total Number of proposed facility including the number toilet bowls/urinals and septic tanks.

Standard Cost

Sanitary Toilet Facility with Hand washing Facility			
Category	Estimated Cost	Scope of Work	
		Female	Male
For School	32,000 per sq.m	3 Toilet Bowls; 2 Lavatory; With Septic Tank (15 m ²)	2 Toilet Bowls; 1 Urinal; 1 Lavatory; With Septic Tank (15 m ²)
For Public Places	30,000 per sq.m	4 Toilet Bowls; 2 Lavatory; With Septic Tank (18 m ²)	4 Toilet Bowls; 2 Urinals; 2 Lavatory; With Septic Tank (18 m ²)

Standard Design

- Standard Number of Toilet and Hygiene Facility for a Public Use
 - For every public facility, there should be at least one toilet for male and female with hygiene facility and septic tank.

Particulars	MALE		FEMALE
	Bowl	Urinal	Bowl
Primary School (Pour Flush Type Toilet)	1 toilet & 1 lavatory per classroom		
- Per student			
Elementary and Secondary School (Pour Flush Type Toilet)	1:40	1 urinal	1:40
- Per student		2 bowls	
Public Market / Terminal	1:30	1:30	1:30
- Per person			
Lavatory (except for primary school)	1	lavatory per 2 bowls	

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2. Quality of Sanitation facility
 - Hygienically safe to use
 - Accessible to safe water for hand washing, menstrual hygiene, anal and genital cleansing, including hygienic disposal of menstrual products.
 - Regular cleaning, emptying of pits and *maintenance* are essential
 - Safety needs of persons with disability (PWD) and children are considered
3. Physical Accessibility of Sanitation facility
 - Within or immediate vicinity of health and educational institutions, public places and work places
 - Reliable, i.e., accessible all times of the day and night
 - Locations have minimal risk to physical security of users, including attack from animal or human.
 - Accessible to all users (PWD, elderly, ill, pregnant and children)
 - The design of public facility for male and female should be accessible to Person with Disabilities (PWD) in compliance to R.A 10754 or an Act Expanding the Benefits and Privileges of Persons with Disability (PWDs).
4. Acceptability of Sanitation facility
 - Culturally sensitive (design, location, orientation, condition for use, hygiene practices, requirements for privacy and separation - men/women).
 - Squat-type toilet bowl design is allowed for cultural consideration.

PROJECT SPECIFICATIONS

Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following:

1. Buildings and other vertical structures per the CY 2015 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 7th edition of the National Structural Code of the Philippines published on CY 2015 by the Association of Structural Engineers of the Philippines.
2. Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)
3. Philippine National Standard for Drinking Water pursuant to DOH Administrative Order (AO) 2017-0012
4. Code of Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
5. Clean Water Act of 2014 pursuant to RA 9275
6. "Sanitary Engineers and Wastewater Disposal Systems", pursuant to Sanitary Engineering Law- R.A. 1364 and its IRR
7. Liquid Waste Disposal Provisions pursuant to Environment Code - P.D. 1152 and its IRR
8. "An Act To Regulate the Trade Of Master Plumber" - Republic Act No. 1378
9. Sanitation and Drainage Provisions pursuant to Chapter II, Section XVII of Local Government Code - R.A. 7160 and its IRR

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Counterpart

- Preparation of Feasibility Study and Detailed Engineering Design
- Securing of permit and licenses
- Procurement process, contract management and construction supervision.
- Implementation of Quality Assurance (if required)
- Attendance to trainings and seminar to be conducted by the DILG.
- Administrative cost
- Annual maintenance fund
- Insurance for the completed projects (if applicable)

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PROJECT I I NU

Component	Details
Project Type Project Title Description	Rainwater Catchment Facility Provision of Rainwater Catchment Facility Rainwater catchment facility is a structure use to collect, convey and store rainwater from the roof surface area of a government owned facility for domestic use. It should have the four basic elements: (1) collection (catchment) area (2) conveyance system consisting of pipes and gutters. (3) storage facility, and (4) delivery system consisting of a tap or pump.
Eligibility	Rainwater tanks can be <ul style="list-style-type: none"> • permanent structure • light material or movable structure (pre-fabricated) <ul style="list-style-type: none"> • Sites must be stable and not susceptible to landslide or flooding based on the latest vulnerability, assessment and geo-hazard maps of the Department of Environment and Natural Resources (DENR). • Proposed budget should be sufficient to finance the proposed project. • The project must be installed in a government owned facility • No Land Ownership Issue
Standard Cost	Average development cost of Rainwater tanks can be: <ul style="list-style-type: none"> • permanent structure (PHP 100,000.00/4000 liters) • light material or movable structure (PHP 50,000/4000 liters)
Standard Design	Rainwater tanks can be: <ul style="list-style-type: none"> • permanent structure • light material or movable structure All rainwater tank designs should include a minimum requirement of: <ul style="list-style-type: none"> • A solid secure cover • A coarse inlet filter • An overflow pipe with wire mesh to prevent insects and small animals from entering the tank • A manhole, sump, and drain to facilitate cleaning • An extraction system that does not contaminate the water, e.g. a tap or pump. • Gutter should be properly secured. • Tapstand should have a platform or pedestal and drainage system for excess water and the surrounding is backfill with gravel materials. • Should have a wash-out tube to prevent or reduce dirt from entering the tank. • If a plastic pipe will be used, dark colored tanks should be used to prevent/reduce the occurrence of moss or green algae. • Provide connection /pipe connection to nearby toilet.

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Counterpart

- Detailed Engineering Design including structural analysis and design
- Soil Investigation for the location of the structure/s
- Securing of permit and licenses
- Procurement process, contract management and construction supervision.
- Implementation of Quality Assurance (if required)
- Attendance to trainings and seminar to be conducted by the DILG.
- Annual maintenance fund
- Administrative Cost
- Insurance for the completed project

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PROJECT III NU

Component	Details
Project Title	Small Water Impounding Project (SWIP)
Project Type	<ul style="list-style-type: none"> • Construction of Small Water Reservoir • New Construction of SWIP • Rehabilitation/Improvement of existing SWIP
Description	<p>Construction of Small Water Reservoir - construction of: i) small scale dam structure; ii) diversion dam; or iii) small reservoir to hold back water which can be used through the distribution lines for irrigation, fishery, and water supply for domestic use and also for recreation.</p> <p>New Construction of SWIP – construction of new reservoir and distribution lines</p> <p>Rehabilitation/Improvement of existing SWIP – rehabilitation/improvement of existing reservoirs, improvement of existing distribution lines, and/or construction of additional distribution lines</p>
Eligibility	<ol style="list-style-type: none"> 1. One (1) proposal one (1) project 2. Already identified in the recent Local Development Investment Plan (LDIP). 3. The proposed site must be stable and not susceptible to landslide or flooding based on the latest vulnerability, assessment and geo-hazard maps of the Department of Environment and Natural Resources (DENR) and shall not be located on a non-build-zone. 4. No land ownership and/or right-of-way issues. 5. Proposed budget should be sufficient to finance a functional SWIP. 6. Pre-identified feasible location for the proposed SWIP with its basic component (valley, watershed & reservoir) 7. Must have conducted community consultation that may be affected by the project 8. Have Minimum of 15 Farmers Beneficiaries <p>NEGATIVE LIST</p> <p>Above 15 meter height of embankment Volume storage exceeding 50 million m³</p>
Standard Costs	<ul style="list-style-type: none"> - Minimum allowed project cost 1,000,000.00 - Estimated Maximum development cost per hectare P 300,000.00/ha - new P 200,000.00/ha – rehabilitation
Standard Design	<p>Between 5-15 meters height Service area at least 15 hectares Distribution canal must concrete structure</p>

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Minimum
Counterpart

- Preparation of Feasibility Study and Detailed Engineering Design including structural analysis and design
- Soil Investigation for the location of the structure/s
- Securing of permit and licenses
- Procurement process, contract management and construction supervision.
- Implementation of Quality Assurance (if required)
- Attendance to trainings and seminar to be conducted by the DILG.
- Annual maintenance fund
- Administrative cost
- Insurance for the completed projects.
- Conduct of community consultation

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PROJECT MENU

Component	Details
Project Type Project Title	<p>Evacuation Center</p> <ul style="list-style-type: none"> • Construction of New Evacuation Center • Improvement/Rehabilitation of Evacuation Center • Expansion of Evacuation Center
Description	<p>A closed permanent structure capable of providing temporary shelter for displaced families in times of calamities, and may also serve as command center and training venue for calamity drills and other disaster preparedness activities. The proposed evacuation center shall be a replacement for the schools and day care centers used as temporary evacuation centers. It should have of the following minimum basic facilities:</p> <ul style="list-style-type: none"> • Shelter and accommodation for women, children, the elderly, Persons With Disabilities (PWDs) and such other physical provisions guaranteeing a humane condition for evacuees • Separate toilet and bathing facilities designated for males and females, • At least one (1) toilet per evacuation center specially designed for Persons with Disabilities; • DRRM Office and/or Camp Management Desk or Office; • Breastfeeding area/lactation station; • Health Station/clinic/Infirmary • Storage Area • Kitchen/Mess Hall • Wash/Laundry Area • Rainwater harvesting and collection facility, • Potable Water and power supply <p>Other Facilities:</p> <ul style="list-style-type: none"> • Couples' Room • Child friendly Spaces (CFS) • Provision for management of livestock and domestic animals owned by evacuees • A provision for Solar Panel that can used as alternative source of electricity <ol style="list-style-type: none"> 1. Construction of New Evacuation Center - Construction of closed permanent structure with minimum basic facilities mentioned above and following the minimum design requirements 2. Improvement/Rehabilitation of Evacuation Center - Improvement of existing building to be used as evacuation center like multipurpose building or gymnasium to comply with the minimum basic facilities mentioned above including retrofitting complying with minimum design requirements. For Improvement of any open type facility the structure must be converted to a closed permanent structure.

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	<p>3. Expansion of Evacuation Center - Expansion of existing closed building to be used as evacuation center including the construction/installation other facilities mentioned above.</p>
Eligibility	<ol style="list-style-type: none"> 1. One (1) proposal one (1) project 2. Already Identified in the recent Local Development Investment Plan (LDIP). 3. The evacuation facility must be established on stable and safe areas not susceptible to landslides, flooding, storm surges, and other hydrological and meteorological hazards. Site selection must therefore be based on the most current risk assessments using geo-hazard maps produced by the Department of Environment and Natural Resources-Mines and Geosciences Bureau (DENR-MGB), the Department of Science and Technology-Philippine Atmospheric, Geophysical and Astronomical Services Administration (DOST-PAGASA), and the DOST-Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS)
	<ol style="list-style-type: none"> 4. No land ownership and/or right-of-way issues. 5. Proposed budget should be sufficient to finance a functional evacuation center. 6. Centers for evacuation must be strategically located to enable immediate access to basic goods, services, and utilities (e.g. Healthcare facilities, markets, water, electricity, communication); it must be accessible to local community through vehicular transportation. 7. Sites to be selected must allow for year-round access to and from the evacuation facility by means of vehicular transportation most especially before, during, and after a hazard event. <p>NEGATIVE LIST:</p> <ol style="list-style-type: none"> 1. Construction of covered courts as evacuation center 2. Construction of open type buildings 3. Construction of evacuation fences and site development only for covered courts 4. It shall not be constructed within or very close to <ul style="list-style-type: none"> - The premises of sites and structures such as military bases, camps of insurgent groups, power plants, factories, and others, where the likelihood of the occurrence of human-induced disasters is high; - Areas categorized as 'no-build-zones' or easement areas defined in the Water Code, Civil Code and Revised Forestry Code of the Philippines, excluding areas for critical government infrastructure in support of economic development (i.e., ports, fish landings, etc.); - Within hazard zones, unless otherwise permitted in Section 6 of DENR-DILG-DND-DPWH-DOST Joint Memorandum Circular No. 2014-01 on the "Adoption of Hazard Zone Classification in Areas Affected by Typhoon Yolanda (Haiyan) and Providing Guidelines for Activities therein" as applicable in other areas within the Philippines.

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	<p>Each proposal should have a project brief indicating the following:</p> <ul style="list-style-type: none"> • Exact address of the proposed site for evacuation center and coordinates. • Lot Area • Floor Area • Number of Families to be accommodated • Type of Structure (Concrete, Steel or Wooden, etc.) • No. of Storeys • Facilities to be included in the evacuation center • Target beneficiaries with the number of households and population. • Name of possible School to be replaced as temporary Evacuation Facility upon completion of the project (please specify floor area of school being indicated)
Standard Costs	<p>New Construction</p> <ul style="list-style-type: none"> - Estimated cost for the building is PHP 20,000-25,000/m² - Minimum project cost for new construction is PHP 4.00 Million <p>Improvement/Rehabilitation and Expansion</p> <ul style="list-style-type: none"> - Minimum of PHP 1 Million
Standard Design	<p>Minimum Design Requirements:</p> <ul style="list-style-type: none"> • The evacuation center must be designed and constructed in compliance with the National Building Code and should withstand wind speeds of three hundred kilometers per hour (300 kph) 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; • 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; • Consider site stability and susceptibility to landslide of 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; • Shall at least have a minimum floor area of 200 sq.m • It shall allow for the installation of temporary partitions within the facility as a means of maintaining the privacy of evacuees; • Toilet and bathing areas (1:20 persons) • Minimum of one (1) toilet per site for Persons with disability (PWD) • Average accommodation of 1.33 m²/ person
Counterpart	<ul style="list-style-type: none"> • Preparation of Feasibility Study and Detailed Engineering Design including structural analysis and design • Soil Investigation for the location of the structure/s • Securing of permit and licenses • Procurement process, contract management and construction supervision. • Implementation of Quality Assurance (if required) • Attendance to trainings and seminar to be conducted by the DILG. • Annual maintenance fund • Administrative cost • Insurance for the completed projects

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PROJECT 1 | NU

Component	Details																																		
Project Title	DRR-Related Equipment																																		
Project Type	<ul style="list-style-type: none"> • DRR Rescue Vehicle • DRR Equipment 																																		
Description	Procurement of DRR Rescue Equipment to be used for emergency services and public assistance for disaster preparedness and response in order to save lives, ensure public safety and meet the basic subsistence of the people affected.																																		
Eligibility	<p>A. DRR Rescue Vehicle – procurement of the following:</p> <ul style="list-style-type: none"> • Adherence to the latest issuance, Budget Circular No. 2017-1 dated April 26, 2017 of Department of Budget and Management Amending Budget Circular (BC) No. 2016-05 in particular to; • Annex B – Revised Motor Vehicle Classification and Specifications Guide, Section E. For Disaster Response and Rescue/ Relief Operations <ul style="list-style-type: none"> ➢ Multi-Purpose Vehicle MPV - (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus ➢ Pick-up - (for conversion into a rescue vehicle with the necessary equipment and apparatus ➢ Motorcycle <p>NEGATIVE LIST:</p> <ol style="list-style-type: none"> 1. Vehicles not covered by Annex B – Revised Motor Vehicle Classification and Specifications Guide, Section E. For Disaster Response and Rescue/ Relief Operations <p>B. DRR Equipment – procurement of, but not limited to, the following DRR-related equipment:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Two-way radio</td> <td>Hydraulic Cutter/Hydraulic Spreader</td> </tr> <tr> <td>TV or Radio</td> <td>Hack Saw</td> </tr> <tr> <td>GPS device</td> <td>Concrete cutter</td> </tr> <tr> <td>Mobile water treatment</td> <td>Chisel</td> </tr> <tr> <td>Megaphone with siren</td> <td>Axe-weighing at least 6 lbs.</td> </tr> <tr> <td>Rescue Whistle Search</td> <td>Shovel-both flat head and pointed</td> </tr> <tr> <td>Warning Bells</td> <td>Crow bar or Claw Tool -36" of longer</td> </tr> <tr> <td>Rain gauges</td> <td>Bolt cutters</td> </tr> <tr> <td>Grapnel with Poly Propylene Rope (30 meters)</td> <td>Chain Pulley Block (10 ton)</td> </tr> <tr> <td>Core Hose Pipe 20 meters Long</td> <td>Pulling and Lifting Machine</td> </tr> <tr> <td>Snap Link</td> <td>Rubber Boats</td> </tr> <tr> <td>Safety Full body harness</td> <td>Life vests</td> </tr> <tr> <td>Safe line Rescue Ropes</td> <td>Illuminated Jackets (Night Light)</td> </tr> <tr> <td>1" Manila rope (100 meters/roll)</td> <td>Rain Coat (Shirt & Trouser)</td> </tr> <tr> <td>Life Buoys</td> <td>Hard Hat</td> </tr> <tr> <td>Flood Light AIT 4500 General</td> <td>Foldable Stretcher</td> </tr> <tr> <td>Compass</td> <td>Body Bags</td> </tr> </tbody> </table>	Two-way radio	Hydraulic Cutter/Hydraulic Spreader	TV or Radio	Hack Saw	GPS device	Concrete cutter	Mobile water treatment	Chisel	Megaphone with siren	Axe-weighing at least 6 lbs.	Rescue Whistle Search	Shovel-both flat head and pointed	Warning Bells	Crow bar or Claw Tool -36" of longer	Rain gauges	Bolt cutters	Grapnel with Poly Propylene Rope (30 meters)	Chain Pulley Block (10 ton)	Core Hose Pipe 20 meters Long	Pulling and Lifting Machine	Snap Link	Rubber Boats	Safety Full body harness	Life vests	Safe line Rescue Ropes	Illuminated Jackets (Night Light)	1" Manila rope (100 meters/roll)	Rain Coat (Shirt & Trouser)	Life Buoys	Hard Hat	Flood Light AIT 4500 General	Foldable Stretcher	Compass	Body Bags
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LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

	Portable tower light Search/Emergency lights Aluminum Ladder (24 Feet) Ascending & Descending Device Portable Generator Set Power Pack Pump	Eye Goggles Work Gloves Collapsible partition/Tent - family sized Sleeping bags Breathing Apparatus
	NEGATIVE LIST: 1. Expendable goods are not allowed like: <ul style="list-style-type: none"> - Office Supplies (papers, ballpens, envelopes, etc.) - Medical Supplies (medicine, alcohol, band aids, first aid kit, etc.) 	
Standard Costs	Minimum cost PHP 1.0 Million	
Standard Design	Project specifications for DRR Rescue Vehicle: <ol style="list-style-type: none"> a. For MPV - Engine displacement not exceeding 1500 cc for gasoline or 2500 cc for diesel b. For Pick-up - Engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel c. Motorcycle – Minimum specification of motorcycles allowed to the intended area of use <ul style="list-style-type: none"> - Each proposal should have a project brief indicating the following: <ol style="list-style-type: none"> 1. Type of vehicle/Equipment 2. Technical specifications 3. No. of units 4. Accessories included 	
Counterpart	Includes expenses for the following: <ol style="list-style-type: none"> 1. Securing permits, certificates, etc. 2. Annual maintenance fund 3. Insurance 4. Attendance to trainings 5. Administrative Cost 	

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

FY 2019 ASSISTANCE TO MUNICIPALITIES
PROJECT M 3110

<p>Component Project Type Project Title:</p> <p>Description</p>	<p>Details</p> <p>Municipal Drug Rehabilitation Facility</p> <ul style="list-style-type: none"> • New Construction of a Municipal Drug Rehabilitation Facility • Rehabilitation/Improvement of existing building to a Municipal Drug Rehabilitation Facility <p>Non-Residential Treatment and Rehabilitation Center - Construction of a new enclosed permanent facility or a Rehabilitation/Improvement of an existing building which will function similar to an out-patient clinic/hospital that will be conducive for the rehabilitation process of Drug Addicts. The facility shall have at least a floor area of twenty five (25) square meters for the following:</p>
<p>Component</p>	<ol style="list-style-type: none"> 1) Business Area 2) Consultation, examination and treatment room with lavatory/sink 3) Toilet and Bath for Both Male and Female 4) Multi-purpose area that can double as the reception/waiting area and meeting area for group/family 5) Clinic / Infirmary 6) Male and Female Dormitory (Optional) <ul style="list-style-type: none"> • New Construction of Municipal Drug Rehabilitation Facility <ul style="list-style-type: none"> - Construction of a new building following the design and required facilities mentioned above • Rehabilitation/Improvement of existing building to a Municipal Drug Rehabilitation Facility <ul style="list-style-type: none"> - Existing buildings to be converted to a Municipal Drug Rehabilitation Facility following the required design criteria and facilities mentioned above. <ol style="list-style-type: none"> 1. One (1) proposal one (1) project 2. Already identified in the recent Local Development Investment Plan (LDIP). 3. The proposed site must be stable and not susceptible to landslide or flooding based on the latest vulnerability, assessment and geo-hazard maps of the Department of Environment and Natural Resources (DENR) and shall not be located on a non-build-zone. 4. No land ownership and/or right-of-way issues. 5. Proposed budget should be sufficient to finance a functional evacuation center. 6. Site must be accessible to institutional facilities (hospitals, markets & etc) and utilities (electricity). 7. It must be accessible to local community through vehicular transportation. 8. Proposed location is accessible or the access is included in the proposal (road and utilities such as potable water and power supply)

LOCAL GOVERNMENT SUPPORT FUND – ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

	<p>Each proposal should have a project brief indicating the following:</p> <ul style="list-style-type: none"> • Exact address of the proposed site for the facility and coordinates. • Lot Area • Floor Area • Type of Structure (Concrete, Steel or Wooden, etc.) • No. of Storeys • Target beneficiaries
Standard Costs	Php 5,000,000.00 approximate
Standard Design	<p>The design of the structure should be in accordance to the National Building Standards with the minimum design criteria:</p> <ul style="list-style-type: none"> - Have an open area inside the facility that can accommodate different drug patients. - Have separate toilet and bath for male and female (non-skid floor tiles) - Minimum of one (1) toilet compliant to the Persons with disability (PWD) requirements per site - Provision of ramp for PWD accessibility (1:12 slope) - Building must be well ventilated <ul style="list-style-type: none"> • Maximize utilization for natural ventilation system • Minimum ceiling height of 2.8 m - Least Floor Finish for Open Area (<i>Cement floor finish</i>) - Painted Walls, Exterior and Interior of the Building - Have access to potable water supply and electricity - Wide access to entrance area (double doors min 2.1x1.8) - Exterior Walls 6 inches Concrete Hollow Blocks - Minimum Dimension of toilet and bath must be compliant to Latest Edition of Revised Plumbing Code of the Philippines and Accessibility Law for PWDs.
Counterpart	<ul style="list-style-type: none"> • Preparation of Feasibility Study and Detailed Engineering Design including structural analysis and design • Soil Investigation for the location of the structure/s • Securing of permit and licenses • Procurement process, contract management and construction supervision. • Implementation of Quality Assurance (if required) • Attendance to trainings and seminar to be conducted by the DILG. • Annual maintenance fund • Administrative cost • Insurance for the completed projects