



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**POLICY GUIDELINES
FOR THE IMPLEMENTATION OF
LOCAL GOVERNMENT SUPPORT FUND -
SAGANA AT LIGTAS NA TUBIG SA LAHAT
(LGSF-SALINTUBIG) PROGRAM
FOR FY 2019**

Memorandum Circular No. 2019 - 77
Date: May 23, 2019



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Date: May 23, 2019

TO : LOCAL CHIEF EXECUTIVES, MEMBERS OF THE LOCAL SANGGUNIANS, 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 FOR THE IMPLEMENTATION OF LOCAL GOVERNMENT SUPPORT FUND – SAGANA AT LIGTAS NA TUBIG SA LAHAT (LGSF-SALINTUBIG) PROGRAM FOR FY 2019

1.0 BACKGROUND

The Department of the Interior and Local Government (DILG), through the Office of Project Development Services (OPDS), in partnership with the DILG Regional Offices (ROs) and the target Municipal Local Government Units (MLGUs) as partners in implementing the Provision of Potable Water Supply – **Sagana at LIgtas Na TUBIG** sa Lahat (SALINTUBIG) Program, continues to pursue its commitment to provide potable water particularly to the poor and waterless communities.

As part of the General Appropriations Act (GAA) under the FY 2019 Local Government Support Fund (LGSF), the SALINTUBIG Program will provide financial assistance and capacity development to increase access to potable water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation, and operation and management of water supply facilities in a sustainable manner.

Under the Program, the Integrated Water, Sanitation and Hygiene (iWaSH) approach is included in the capacity building programs.

Further, funds have been appropriated under GAA-LGSF for Monitoring & Evaluation (M & E) and Support to the SALINTUBIG Program.

2.0 PURPOSE

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

3.0 LEGISLATIVE COMPLIANCE

The Program aims to contribute to the attainment of providing sufficient and safe water to the entire country, in support of the targets defined in the national and global commitments, namely:

- 1) Philippine Water Supply Sector Roadmap for 2008-2025 where all municipalities will have an improved water supply targeting 100% of their total population by 2025;
- 2) Philippine Development Plan (PDP) for 2017-2022, Chapter 19 (Accelerating Strategic Infrastructure Development) aiming to achieve universal access to water supply, sewerage, and sanitation (WSSS); and
- 3) Goal 6 of the Sustainable Development Goals (SDG) for 2017-2030, a global commitment that aims to achieve universal and equitable access to safe and affordable drinking water, adequate and equitable sanitation and hygiene facilities to eliminate open defecation, and to strengthen the participation of local communities in improving water and sanitation management to progressively eliminate inequalities in access of water, sanitation and hygiene facilities.

In compliance to the Department of Budget and Management (DBM) issuances, namely National Budget Memorandum (NBM) 129 dated January 3, 2018, and Circular Letter (CL) 2018-5 dated February 20, 2018, the list of projects for FY 2019 LGSF-SALINTUBIG must be included in the Local Development Investment Program (LDIP) of the Municipal Local Government Unit (MLGU), duly endorsed by the Regional Development Council (RDC) to Agency Central Offices (ACOs). For water projects, except New Construction of Level III Water System, it must be endorsed to DILG's SALINTUBIG Program.

The National Government has appropriated in R.A. 11260, otherwise known as the FY 2019 General Appropriations Act (GAA), for the implementation of LGSF-SALINTUBIG Program the budget amounting to One Billion Five Hundred Ninety Six Million One Hundred Thirty Thousand Nine Hundred Forty Five Pesos (**P 1,596,130,945.00**) which shall be used exclusively for the SALINTUBIG Projects and shall be implemented exclusively in the LGUs identified in the GAA.

4.0 COVERAGE OF THE PROGRAM

The SALINTUBIG Program, which is funded under the Local Government Support Fund (LGSF) of the Republic Act (R.A.) 11260 also known as the FY 2019 General Appropriations Act (GAA), shall cover **79 Waterless Municipalities (WMs)** and **78 Waterless Barangays (WBs)** without access to potable water.

The projects funded under the Program for the Municipal Local Government Units (MLGUs) shall be limited to:

4.1 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.

4.2 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)

4.3 Upgrading of Water Supply System

This involves 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.

4.4 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.

4.5 Construction of Level I Water Supply System

In areas where only Level I 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 I Systems is permitted which shall include the development of water source and provision of disinfectant.

5.0 DEFINITION OF TERMS

For purposes of these Guidelines, the following terminologies shall be 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 (Annex N-1) issued by the LGU 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 LGU Inspectorate Team.
- 5.3 Certificate of Final Acceptance¹** - A document (Annex N-2) issued by the MLGU upon final acceptance of the works, after the Defects Liability Period (DLP), and after all defects, deficiencies, and failures, if any, have been corrected and supplied, based on the Final Inspection Report, indicating no defects/deficiencies observed, duly prepared by the LGU 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. 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

¹ is Sec 62.2 of the 2016 IRR of R.A. 9184

² 2016 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies

Contractor to the satisfaction of the Inspectorate Team, after which the Certificate of Acceptance shall be issued to the Contractor by the LGU. For projects funded by the National Government and implemented by a Local Government Unit, the latter shall be required to post the necessary warranty security in accordance with Section 62 of R.A. 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 2016-97² series of 2016, DILG MC 2018-89 series of 2018, and/or by DILG which guidelines to be issued for the purpose.

5.6 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 the Detailed Engineering Design (DED) and shall form part of the LGU Counterpart.

5.7 Inspection Report – A document (Annex M-1) that summarizes the narrative of the Inspectorate Team’s findings during Inspection, including repair works done by the Contractor.

If defects/deficiencies are observed after punch-listing, this will be the basis for the Notice of Defects/Deficiencies to be issued by the LGU to the Contractor.

If no more defects/deficiencies are observed, use the latest Inspection Report as basis for the issuance of the Certificate of Completion (Annex N-1).

5.7.1 Final Inspection Report – A document (Annex M-2) that summarizes the narrative of the Inspectorate Team’s findings 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 (Annex M-1) instead of this form.

If no more defects/deficiencies are observed, this document will be the basis for the issuance of the Certificate of Acceptance (Annex N-2).

5.8 Inspectorate Team – Once the project reaches an accomplishment of ninety five percent (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 turnover of the project, in accordance with Section 7 of Annex E of the 2016 Revised IRR of R.A. 9184.

5.9 Local Government Support Fund (LGSF) – Financial assistance to MLGUs for the implementation of priority programs and projects, as provided in the FY 2019 General Appropriations Act (GAA).

5.10 Monitoring – 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.

5.11 Notice of Authority to Debit Account Issued (NADAI) – A document issued by the Regional Bureau of Treasury (BTr) to the MLGU informing them that the subsidy has been deposited into the LGU’s General Account.

- 5.12 Notice of Defects/Deficiencies** – A document (Annex O) issued by the LGU to officially notify the Contractor (if By Contract) or the LGU Implementing Office (if By Administration) of the noted defects/deficiencies and required corrective repair works found during punch-listing. This document shall also be used to notify the Contractor of the noted defects/deficiencies within the Defects Liability Period.
- 5.13 Potable Water** – The water that has passed the Potability Test/Water Quality Test, as certified by the Department of Health (DOH).
- 5.14 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.
- 5.15 Projects** – Eligible individual projects which shall be funded under the LGSF-SALINTUBIG Program which can be found under Section 4.0 of this Guidelines.
- 5.16 Project Completion** – The 100% physical accomplishment of the works as per Contract/approved Program of Works (POW). The project is deemed completed once the Certificate of Completion is issued by the LGU.
- 5.17 Project Implementation Team (PIT)** – The team within the LGU 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 with, but not limited to, the following as members: the Municipal Accountant, the Municipal Treasurer, and the Disaster Risk Reduction Management Officer (DRRMO).
- 5.18 Project Management Office (PMO)** – The Water Supply and Sanitation Project Management Office (WSSPMO) established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall program management of the SALINTUBIG Projects.
- 5.19 Project Monitoring Committee (PMC)** – Team created or activated by the LGU under the Municipal Development Council (MDC), tasked to monitor the projects under the Program.
- 5.20 Punch-listing** – Conduct of preliminary inspection by the Inspectorate Team upon reaching 95% physical accomplishment.
- 5.21 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 LGUs.
- 5.22 Sanitation and Health Facilities** – Public sanitary and hygienic facilities that ensure safe stool disposal, proper handwashing behavior, and general hygiene practices in secured, government-owned properties.
- 5.23 Undisbursed Funds** – Actual amounts unspent or unpaid out of the budgeted amount.
- 5.24 Waterless Municipalities (WMs)** - Municipalities where fifty percent (50%) and above of the total poor population do not have access to "safe water"

and/or with particularly high incidence of waterborne and sanitation-related diseases.

- 5.25 Waterless Barangays (WBs)** - Barangays where fifty percent (50%) and above of the total poor population do not have access to "safe water" and/or with particularly high incidence of waterborne and sanitation-related diseases.
- 5.26 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.
- 5.27 Water Source Validation** - Confirmation of viability of water source in terms of quality and quantity to be developed for the intended beneficiaries which should be conducted during the peak of dry season.
- 5.28 WATSAN (iWaSH) Council** - Local oversight body on water supply, sanitation and hygiene (iWaSH/WATSAN) matters of the whole locality. 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. National Government Subsidy FY 2019 LGSF-SALINTUBIG

The amount of **P 1,596,130,945.00** is a National Subsidy to Municipalities appropriated under the Local Government Support Fund-Sagana at Ligtas Na Tubig sa Lahat (LGSF-SALINTUBIG) Program as provided for in Paragraph 1, Section 4 of the Special Provisions under the Local Government Support Fund (LGSF) of the FY 2019 GAA also known as R.A. 11260.

6.1.2. Identification of Beneficiaries and Fund Allocation

The identification of beneficiaries and the allocation of the fund for the SALINTUBIG Program was culled-out from:

- a. List of waterless communities, municipalities, and barangays determined by the National Anti-Poverty Commission (NAPC) based on the following criteria:
 - i. high poverty incidence;
 - ii. low water supply access; and
 - iii. high incidence of water-borne diseases.
- b. The list of projects endorsed by the Regional Development Council (RDC) in compliance to the National Budget Memorandum (NBM) 129 dated 03 January 2018 and DBM's Circular Letter (CL) 2018-5 dated 20 February 2018;
- c. The list of passers of the DILG's Good Financial Housekeeping (GFH); and
- d. The list of LGU's Project Performance and Absorptive Capacity.

6.2. LGU Counterpart

6.2.1. The LGU shall provide **cash counterpart** to be deposited in 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 LCE Certification for Fund Release** (Annex A);
- 6.2.1.2.** the difference between the total project cost and the subsidy received by the LGU for the project, prior to the issuance of the **Notarized LGU Certification of Compliance to Project Implementation** (Annex E);
- 6.2.1.3.** the amount for the remaining works of cancelled projects referred to in Section 8.0 of this Guidelines, which is also equivalent to the reverted amount mentioned in Section 6.4.6,

prior to the submission of the **Notarized Affidavit of Undertaking** (Annex R); 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 LGU 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. geo-resistivity survey;
 - f. Detailed Engineering Design (DED) preparation;
 - g. procurement activities;
 - h. water drilling exploration; and
 - i. pump test, water quality test;
 - 6.2.2.2.** Administrative costs in the supervision and monitoring of the project during implementation:
 - a. travelling expenses and rental of vehicles for project monitoring;
 - b. hiring of Project Engineers (if current manpower is insufficient);
 - c. office supplies and materials;
 - d. communication expenses;
 - e. web development and maintenance; and
 - f. installation of community billboards (Community Billboard Manual: Annex I) to be installed in the premises of the Municipal Hall;
 - 6.2.2.3.** Expenses in attending trainings/meetings/ workshops related to project implementation; and
 - 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 SALINTUBIG Program shall be subject to the compliance of the concerned Municipal Local Government Units (MLGUs) with the following conditions:
 - 6.3.1.1.** Requirements of the DILG Good Financial Housekeeping (GFH);

- 6.3.1.2.** 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 LCE Certification for Fund Release** (Annex A) prepared by the Municipal Engineer and Municipal Planning and Development Coordinator (MPDC), and signed by the Local Chief Executive (LCE), attesting that:
 - a. 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;
 - b. The site of the project has no land ownership and/or Road Right-of-Way (RRROW) problems/issues; and
 - c. The project is not located in the "No Build Zone" and hazard prone area as determined by the Mines and Geosciences Bureau Hazard Map, but engineering mitigation measures have been included in the design to address the potential problems.

*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 Municipal Engineer.*

- 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 Section 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 DILG through 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 channels. The Provincial Director (PD) shall recommend to RO the list of MLGUs with Notarized LGU Certification for Fund Release. The RO, through the PDMU, shall validate and confirm the veracity of the Certifications within five (5) working days after receipt of the PD's endorsement.
- 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 with attached **Source Validation Report** (Annex A.1), as stipulated in Section 6.3.1.4.

- 6.3.6. The DILG-CO, through the Office of Project Development Services (OPDS), shall review **The List of Projects of Eligible Municipalities for Fund Release** (Annex B.1) submitted by the Regional Offices (ROs), including the projects to be funded and their corresponding cost (per project), and subsequently recommend to SILG, through the USLG, to endorse the validated list to the Department of Budget and Management (DBM).
- 6.3.7. The MLGUs that did not comply with the requirements for fund release as stipulated in Section 6.3.5 of this Guidelines shall no longer 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 Notice of Authority to Debit Account Issued (NADAI).
- 6.3.9. Upon receipt of the **Notice of Eligibility** (Annex C), the Municipal Treasurer shall monitor whether the funds intended for their approved projects have been deposited in their General Fund Account by the Bureau of Treasury (BTr), through the issuance of NADAI.
- 6.3.10. The procedure for the release of fund from DBM through 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 Special Provisions of the FY 2019 GAA, the fund shall be used exclusively for the SALINTUBIG Projects and shall be used exclusively in the identified LGUs.
- 6.4.2. The amount released to the MLGUs shall be recorded as Trust Fund to be used for its specified purpose. Moreover, the MLGU shall maintain a separate subsidiary ledger for each project to record each transaction. Funds which are undisbursed as mentioned in Section 6.4.6 shall be reverted to the Bureau of Treasury (BTr).
- 6.4.3. Within thirty (30) days reckoning from the date of the NADAI, the MLGU, through the Municipal Treasurer, shall confirm with the DILG-RO, through the DILG-Provincial Office (PO) and concerned Municipal Local Government Operations Officer (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 SALINTUBIG Fund) hereof.

- 6.4.4.** The MLGU 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 31 December 2020, in accordance with Item V, page 965, Cash Budgeting of the President's Veto Message on the R.A. No. 11260 (FY 2019 GAA).

6.4.6. Prohibited Use of Funds

The LGSF-SALINTUBIG 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, bonuses, and similar forms of compensation) and all other items indicated in Section 6.2.2 of these Guidelines.
- 6.4.7.** The MLGU may use the difference between the Approved Budget for the project and Contract Price to finance additional work due to Variation Orders for the same project, subject to Section 6.5.4.4 of this Memorandum Circular (MC). Variation Order mentioned herein strictly refers to the Variation Order as defined and as allowed in Item 1 to 3, Annex E⁴ of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

6.4.8. Reversion of Funds

The MLGU shall be responsible for the following:

- 6.4.8.1.** Consistent with the Special Provision 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 Municipal Local Government Units (MLGUs).
- 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 to Section 6.2.2 of this Memorandum Circular (MC);

² Sec. 306(k) of the Local Government Code of 1991

⁴ Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the Revised IRR of 9184

- b. Complete the project not later than the date agreed upon by the MLGU and the concerned DILG-RO;
- c. Submit **Project Completion Report (PCR)** (Annex K) within thirty (30) calendar days to DILG-RO, through the DILG-PO, after the issuance of the **Certificate of Completion** (Annex N-1); 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 MLGU 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 on **31 December 2020**, the MLGU 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 MLGU 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 specific projects which have received the **Notice of Project Cancellation** (Annex P), and have continually digressed conformance to any or all provisions of this Guidelines.

In case of cancellation of ongoing projects, the MLGU shall issue a **Notarized Affidavit of Undertaking** (Annex R) to DILG through channel.

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

6.5. Project Implementation

- 6.5.1.** The Mayor, as the Local Chief Executive of the MLGU, shall be accountable for the overall implementation of the projects.

- 6.5.2.** 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 National Government (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.

6.5.3. Preparation and Submission of Documentary Requirements as Pre-Requisite to Procurement (prior to Awarding of Contract)

- 6.5.3.1.** Within three (3) months after the receipt of the funds, the MLGU shall submit to DILG-RO, through the DILG-PO and concerned MLGOO, the following:

- a) **Notarized LGU Certification of Compliance to Project Implementation** (Annex E) prepared by the Municipal Engineer and Municipal Planning and Development Coordinator, and signed by the Local Chief Executive (LCE).

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

- b) **Project Implementation Schedule** (Annex F-2), 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 **Annex F-1** (Maximum Prescribed Implementation Timelines).

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

6.5.3.2. The Notarized LGU Certification of Compliance to Project Implementation (Annex E) shall attest to the following:

- a. The Detailed Engineering Design (DED) and Program of Works (POW) have been prepared and approved in accordance with the National Government (NG) standards and relevant provisions of the FY 2019 GAA, and other applicable laws, circulars, and issuances.

The approved DED and POW shall be attached to this Certification (Annex E).

- b. In the case of Design and Build Scheme, the MLGU shall comply with the requirements of Section 7 of Annex G of the Revised IRR 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), and Water Permit applications have been submitted to the agencies concerned, with dates of submission specified.
- e. **For Vertical Structures** (all types of tanks/reservoir, filtration facilities, pump house, among others):
 - The project site should be located in a safe zone based on the Department of Environment and Natural Resources (DENR) – Mines and Geosciences Bureau (MGB) hazard map; or
 - Any mitigating measures indicated in the MGB Certification shall be incorporated in the DED/POW if located in the hazard zone area.
- f. 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.
- g. There is a Project Monitoring Committee (PMC) created or activated in the MLGU tasked to monitor the projects under the Program, among others.
- h. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.6 of this Guidelines.

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

6.5.3.3. The above-mentioned documents shall be made available to 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 National Government assistance in the future.

6.5.3.4. Conduct of procurement prior to the submission of the project documentary requirements mentioned above shall be considered as non-compliance to these Guidelines and may be considered as grounds for sanctions as stipulated in Section 9.0 of this Guidelines.

6.5.4. Procurement by the MLGU

6.5.4.1. 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 shall be the primary source 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 Revised IRR and GPPB Guidelines. The MLGU shall use the standard bidding documents, 5th Edition, for procurement of works issued by 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
 - 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 Civil Society Organization (CSO), in accordance with the Special Provision of the FY 2019 GAA, to observe in the procurement process. The MLGU may also invite the concerned MLGOO.

6.5.4.2. The MLGU shall include as a provision of the Contract Agreement the submission of the monthly Statement of Works Accomplished (SWA) (Annex T) by the Contractor, to ensure submission thereof.

6.5.4.3. 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.

6.5.4.4. The MLGU shall cause the winning bidder to post the performance security consistent with Section 39 of the Revised IRR of RA 9184.

6.5.4.5. In reference to Section 37.4.1 of the 2016 Revised IRR of R.A. 9184, the MLGU shall ensure that the Notice to Proceed (NTP) is issued to the successful bidder within seven (7) calendar days from the date of approval of the Contract.

6.5.4.6. The MLGU shall provide an electronic or hard copy of the duly received Notice to Proceed (NTP) to the DILG-PO through the concerned MLGOO within seven (7) calendar days after the receipt of 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 this 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.

6.5.4.7. 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.

6.5.5. Project Execution

6.5.5.1. Adherence to National Government Standards and Policies

- a. The MLGU shall abide by the standards and policies set by the National Government, which are applicable to all phases of project preparation and implementation.

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

6.5.5.2. The Mayor, as the Local Chief Executive of the MLGU, 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 design, plans, and specifications consistent with the relevant provisions of applicable laws, circulars and issuances.

6.5.5.3. The Mayor, as the Local Chief Executive of the MLGU, shall create or mobilize the existing Project Implementation Team (PIT), led by the Municipal Engineer, which shall be responsible in providing supervision in the project implementation. The Municipal Engineer, 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 Municipal Engineer may assign a Project Engineer in each project to supervise the day-to-day activities in each project site.

The responsibilities of the Municipal Engineer (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 Work Inspection** (Annex G).
 - b.1. Two (2) days prior to the actual date of inspection of every major activity; and
 - b.2. One (1) day prior to the concrete pouring of every major activity.

***Concrete Pouring Permit** (Annex G.1) shall be attached to the request for inspection if Section b.2 is applicable.*

- c. Be present during the actual construction activities mentioned in item (b). The **list of major activities** 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;
- e. Verify and check the quality of workmanship of the Contractor as against the approved plans, specifications, and programs of work and National

Standards, and immediately notify the Contractor of any observed deficiencies;

- f. Verify and check whether quality control 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). If project is By Administration, prepare the SWA;
- j. Verify and recommend for approval of Statements of Work Accomplished (SWA) submitted by the Contractor. If there is variance between 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, 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.

6.5.5.4. 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. 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 will 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 MLGU shall provide the required additional funds.
- d. The MLGU 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.

6.5.5.5. 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.

6.5.5.6. 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:

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.

6.5.5.7. 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.

6.5.5.8. The MLGU, 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.

6.5.5.9. In case of delay in the implementation of the project, the MLGU shall be guided with the provision stipulated in R.A. 9184 and DILG MC 2018-104.

6.5.5.10. In case the Contractor fails to complete the work within the specified contract duration and any approved time extension, the MLGU shall impose liquidated damages in accordance with Annex E of the 2016 Revised IRR of R.A. 9184.

6.5.5.11. The MLGU, through the Project Implementation Team (PIT), shall inform the DILG-RO/PO that the project has been substantially completed (95%).

6.5.5.12. The project is deemed physically completed once the MLGU issues a Certificate of Completion (Annex N-1).

6.5.5.13. Upon the issuance of the Certificate of Completion, the MLGU shall prepare, within thirty (30) calendar days, the **Project Completion Report** (Annex K), and submit the same to the DILG-PO through the MLGOO.

6.5.5.14. The MLGU shall ensure that the warranty security by the Contractor is valid/updated throughout the warranty period.

6.5.5.15. 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.

6.5.5.16. The MLGU shall issue a **Certificate of Final Acceptance** (Annex N-2) after the one-year Defects Liability Period, and after all defects and failures, if any, have been corrected.

6.5.5.17. 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 of the Revised IRR of RA 9184.

6.5.6 Information and Publicity of Projects

6.5.6.1 As LGU counterpart, within a month after receipt of the fund, the MLGU shall install the DILG Projects' Community Billboards within the premises of the Municipal Hall in accordance with the specifications prescribed in Annex I hereof. DILG Projects' Community Billboards must contain all DILG implemented projects under FY 2019 GAA.

LGU shall include in the Community Billboards the MLGU's list of projects that are not yet completed under the FY 2017 LGSF-ADM, FY 2018 LGSF-AM, FY 2018 LGSF-SALINTUBIG and FY 2019 LGSF-AM, and ensure that the project status is updated.

6.5.6.2 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 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.

6.5.6.3 The MLGU 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 LGU's website, and in 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 Projects); and
- d. Pursuant to Section 6 of the FY 2019 GAA Special Provisions under the Local Government Support Fund (LGSF).

6.5.6.4 The LCEs and web administrators, or their equivalent, shall be responsible for ensuring compliance with Items A to E of Section 6.5.6.3 of this Guidelines.

6.6 Project Monitoring

Project Monitoring shall be in accordance with the Provisions stipulated in DILG MC 2018-104 dated 05 July 2018.

6.7 Project Reporting

6.7.1 DILG Reporting

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

6.7.2 LGU Reporting

The MLGU shall comply with the repertorial and posting requirements as required in the FY 2019 GAA (Section 6 of the Special Provisions), R.A. 9184, and the DILG Monitoring Guidelines.

6.7.3 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 FY 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 approved design (DED/POW), technical specifications, and are 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 MLGU shall immediately inform the DILG-RO if it has received funding from other sources for the same programs or projects.
- 7.1.2.** The Municipal Accountant shall recognize the completed project as asset in the Book of Accounts of the MLGU pursuant to Government Accounting Manual Volume II for other infrastructure projects, and COA Circular 2015-008, and submit proof to the Provincial Office, through the MLGOO, that the completed project has been booked as asset.
- 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:
- 7.1.4.1.** Section 6.2 for the LGU Counterpart;
 - 7.1.4.2.** Section 6.4 for the Fund Management; and
 - 7.1.4.3.** Section 6.5 for the 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 MLGU shall aim to create and maintain an inventory of local infrastructure and facilities, which shall support better planning and programming, which will include, but are not limited to, the following:
- 7.1.6.1.** Existing and potential water sources;
 - 7.1.6.2.** Water supply systems (functional and non-functional) including management systems (e.g. LGU-managed, BAWASA, etc.); and
 - 7.1.6.3.** Sanitation and health facilities.
- 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 Municipal Local Government Operations Officer (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 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 or project:

- Municipal Engineer's Office (MEO);
- Municipal Planning and Development Office (MPDO);
- 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)

The Water Supply and Sanitation Project Management Office (WSSPMO), established in the DILG-CO under the OPDS, 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 WSSPMO shall specifically be responsible for the following:

7.2.1.1. Oversight

- a. Formulate, update, or revise as necessary the Implementation Guidelines in coordination with DBM and other stakeholders;
- b. Overall physical and financial planning in coordination with 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 in the FY 2019 GAA Provisions;

- f. Conduct regular consultations/dialogues with DBM, other agencies, and stakeholders on matters related to project implementation; and
- g. If the circumstances warrant, notify the MLGU, copy furnished Municipal/Regional COA and DILG-RO, in any noted deviation to the provisions of this Guidelines and non-compliance with the recommended corrective actions during implementation.
- h. Over-all 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 sanitation, 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 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. The Regional Director (RD) shall:

- a. Oversee the SALINTUBIG program implementation in the Region to ensure that the Provisions in Section 4.0 of this Guidelines, in accordance to the national standards and policies, are considered during project preparation and actual implementation by the MLGUs;
- 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 MLGUs are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- d. Report to the DILG Undersecretary for Local Government, 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 DILG MC 2018-114;
- g. Review the Regional Risk Assessment Reports (Annex U-2) 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, if any;
- 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, copy furnished OPDS;
- k. Mobilize Information and 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, 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 (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) until such time that the Quality Assurance Report tool has been finalized.

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

Progress Monitoring and Evaluation:

- f. Field or mobilize the Engineers assigned in the RO to provide technical assistance to the MLGU, if necessary;
- g. Maintain regional database and electronic copies of LGU submissions transmitted by the POs and be made available during inspection;
- h. 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;
- i. Field or mobilize the 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.
- j. 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 LGU monthly Statement of Work Accomplished (SWA) and Financial Accomplishment or Disbursement will be reported in the SubayBAYAN on a monthly basis; and
 - b. Ensure that the information provided by the MLGOOs on a monthly basis has been validated on-site.
- k. Consolidate and analyze all **Provincial Risk Assessment Reports** (Annex U-1) submitted by the PDs, and prepare and submit to the RD the **Regional Risk Assessment Reports** (Annex U-2) using DILG Monthly Risk Analysis. 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;
- l. For projects that remain critical after the issuance of the 2nd Warning Letter by the PD, recommend to the RD the issuance of the 3rd Warning Letter;
- m. Facilitate the conduct of consultations/ dialogues at the regional level with DILG-POs, MLGUs, and other stakeholders to resolve issues on project implementation;
- n. 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;
- o. Monitor reversion of undisbursed funds by the MLGUs as provided for in Section 6.4.6 of this Guidelines;
- p. 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:

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

7.2.2.3. Provincial Director (PD)

The DILG-Provincial Director (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 LCE 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 upon timelines;
- i. Ensure the compliance with the provisions of the DILG MC 2018-114 (Guidelines in the Implementation of the SubayBAYAN) relative to the progress reporting of the projects;
- j. Maintain the copies of LGU 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 Risk Assessment Reports (Annex U-1) and track possible interventions/actions at the PO level in accordance with the DILG MC 2018-104;

- l. Issue 1st and 2nd Warning Letters and other notices in accordance to 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 MLGUs;
- 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, MLGUs, and other stakeholders to resolve issues on project implementation;
- q. Assist the DILG-RO and/or OPDS-WSSPMO in the conduct of capacity development programs;
- r. May attend bid openings, if invited;
- s. Check whether the LGU already booked the project as asset upon final acceptance; and
- t. Receive the LGU 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 LGU 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 (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).

- 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 MLGU has received the fund as mentioned in Section 6.4.1 of this Guidelines and that it has been transferred to the Trust Fund Account, including the LGU counterpart mentioned in Section 6.2.1 of this Guidelines, if any;
- e. If warranted, MLGOO may attend bid openings, note CSO participation in the procurement process;
- f. Notify DILG-PO of "Failed Biddings" and advise LGU to submit Revised **Pro-forma Implementation Schedule** (Annex F-2);
- g. Assist in the conduct of project monitoring visit cum exit conference with the MLGU. 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 this Guidelines, including all other applicable laws, rules and regulations, shall be subjected 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 are not limited to, the following:
 - 8.1.1. If the MLGU fails to submit/complete documentary requirements prior to procurement.
 - 8.1.2. During procurement stage, if the MLGU fails to follow the procurement schedule submitted to the DILG without valid reason.
 - 8.1.3. 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 this Guidelines, the MLGU shall:
 - 8.2.1. Revert the unutilized funds in accordance to Section 6.4.6 of this Guidelines;
 - 8.2.2. If the project to be cancelled is "ongoing," issue a **Notarized Affidavit of Undertaking** stating the following:
 - 8.2.2.1. Complete the projects using own funds on or before agreed upon timelines with the DILG-RO;
 - 8.2.2.2. Submit completion and turn-over report thirty (30) calendar days (CDs) after issuance of Certificate of Completion; and
 - 8.2.2.3. Assume accountability and liability under applicable laws and issuances in case of non-compliance to 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 implemented not 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. 11260 FY 2019 General Appropriations Act.
- 9.2 Pursuant to Section 103 of the General Provisions of the FY 2019 GAA, failure to submit reports and other information mandated in the Special and General Provisions of the FY 2019 GAA shall render the head of the concerned agency and other responsible officers liable to appropriate administrative charges.

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 issuances that are inconsistent with this Circular are hereby repealed/amended accordingly.

12.0 ANNEXES

- Annex A LCE Certification for Fund Release
- Annex A.1 Water Source Validation Report (SVR)
- Annex B 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 Confirmation on the Receipt of the FY 2019 SALINTUBIG Fund
- Annex E LGU Certification of Compliance to Project Implementation
- Annex F-1 Maximum Prescribed Implementation Timelines
- Annex F-2 Pro-forma Project Implementation Schedule
- Annex G Request for Work Inspection

- Annex G.1 Concrete Pouring Permit
- Annex H List of Major Activities (Municipal Engineer)
- Annex I Community Billboard Manual
- Annex J LGU 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 (PDMU)
- Annex Q-2 Validation Form (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 (Provincial Office)
- Annex U-2 DILG Monthly Risk Analysis (Regional Office)
- Annex V FY 2019 GAA Provisions

13.0 EFFECTIVITY

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


EDUARDO M. AÑO
Secretary, DILG

 
DILG-BREC 1102E01A-05N00



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 water supply projects in the Municipality of _____ under the FY 2019 SALINTUBIG 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/interventions have been included in the design to address potential problems/issues.
3. The water source has been validated by the Municipal Engineer and has been found to be:
 - a. Feasible for supplying 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.

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

Prepared by:

(Signature Over Printed Name)

Municipal Engineer

(Signature Over Printed Name)

Local Chief Executive

(Signature Over Printed Name)

Municipal Planning and
Development Coordinator

Date

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

(Municipality 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. _____

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

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-SALINTUBIG 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 SALINTUBIG PROGRAM**

I hereby certify that the Municipalities, with their corresponding projects shown in the attached list, have submitted a Notarized Certification, signed by the LCE, 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 is 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 projects of the eligible Municipalities for fund release.

[NAME OF REGIONAL DIRECTOR]
Regional Director
Region ____



Department of the Interior and Local Government

**FY 2019 SALINTUBIG 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

Annex B.1

Pro-forma List of Projects of Eligible Municipalities for Fund Release

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, 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-SALINTUBIG 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 projects under the Local Government Support Fund-Sagana at Ligtas na Tubig para sa Lahat (LGSF-SALINTUBIG) Program, upon determination of your eligibility.

The amount of ₱ _____ 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 projects:

No.	NAME OF PROJECT	LOCATION	ALLOCATION
1.			₱
2.			₱
...			₱
TOTAL			₱

Please ensure that the Municipal Treasurer monitors on a **regular basis** whether the funds intended for the approved projects 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:

- Confirmation on the Receipt of Fund (Annex D)** shall likewise be submitted within thirty (30) calendar days reckoning from the date of the NADAI.
- Installation of Community Billboard (Annex I)** shall likewise be installed within thirty (30) calendar days reckoning from the date of the NADAI.
- Project Implementation Schedule (Annex F)** within ninety (90) calendar days reckoning from the date of the NADAI.
- LGU Certification of Compliance to Project Implementation (Annex E)** within ninety (90) calendar days reckoning from the date of the NADAI. Attached is the copy 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-MLGGO

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



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CONFIRMATION ON THE RECEIPT OF THE FY 2019 SALINTUBIG FUND

Date _____

 Director _____
 DILG Regional Office ____
 Address _____

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 projects under the FY 2019 LGSF-SALINTUBIG Program:

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

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

Rest assured that we are committed to implement the above projects in accordance with the FY 2019 SALINTUBIG 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



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of the following projects in the Municipality of _____ under the FY 2019 SALINTUBIG Program:

- 1.
- 2.
- 3.

We hereby certify that:

1. The Detailed Engineering Design (DED) and the Program of Works (POW) have been prepared and approved in accordance with the National Government standards and relevant provisions of R.A. No 11260 (FY 2019 GAA) and other applicable laws and issuances, and copies submitted to the DILG through channel.
2. All bidding documents have been completed and ready to proceed with the posting of the Invitation To Bid/Advertisement (ITB/Ad).
3. Water Permit and other required permits and licenses application/s has/have been submitted to the DENR, DPWH, NWRB, EMB, on (specify date of submission).
- 4a. The project is not located in an ancestral domain area; or
- 4b. The project is located in an ancestral domain area; application for Free-Prior Informed Consent (FPIC) has been submitted to NCIP on (specify date of submission).
5. Funds shall be made available for the maintenance and insurance, where applicable, once the project is completed.
6. 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 seven (7) days after the date of this Certification).
7. The above documents shall be made available to DILG during field monitoring visits and/or as may be requested.
8. There is a functional Project Monitoring Committee (PMC) created or activated in the Municipality tasked to monitor the projects under the Program. Copy of Executive Order creating the PMT is hereby attached.

If located in ancestral domain area, delete Item 4.a. If not located in the ancestral domain area, delete Item 4.b.

9. Any undisbursed funds shall be remitted to the Bureau of Treasury (BTr), pursuant to Section 6.4.6 of the FY 2019 SALINTUBIG Policy Guidelines.

10. The 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 Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) 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 FY 2019 SALINTUBIG Guidelines No. _____, Series of 2019.

(Signature Over Printed Name)

Municipal Engineer

Date

(Signature Over Printed Name)

Municipal Planning and
Development Coordinator

Date

(Signature Over Printed Name)

Local Chief Executive

Date

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

(City/Municipality of _____) S.S

SUBSCRIBED AND SWORN to before me on this date, a Notary Public for and in _____, Philippines:

NOTARY PUBLIC

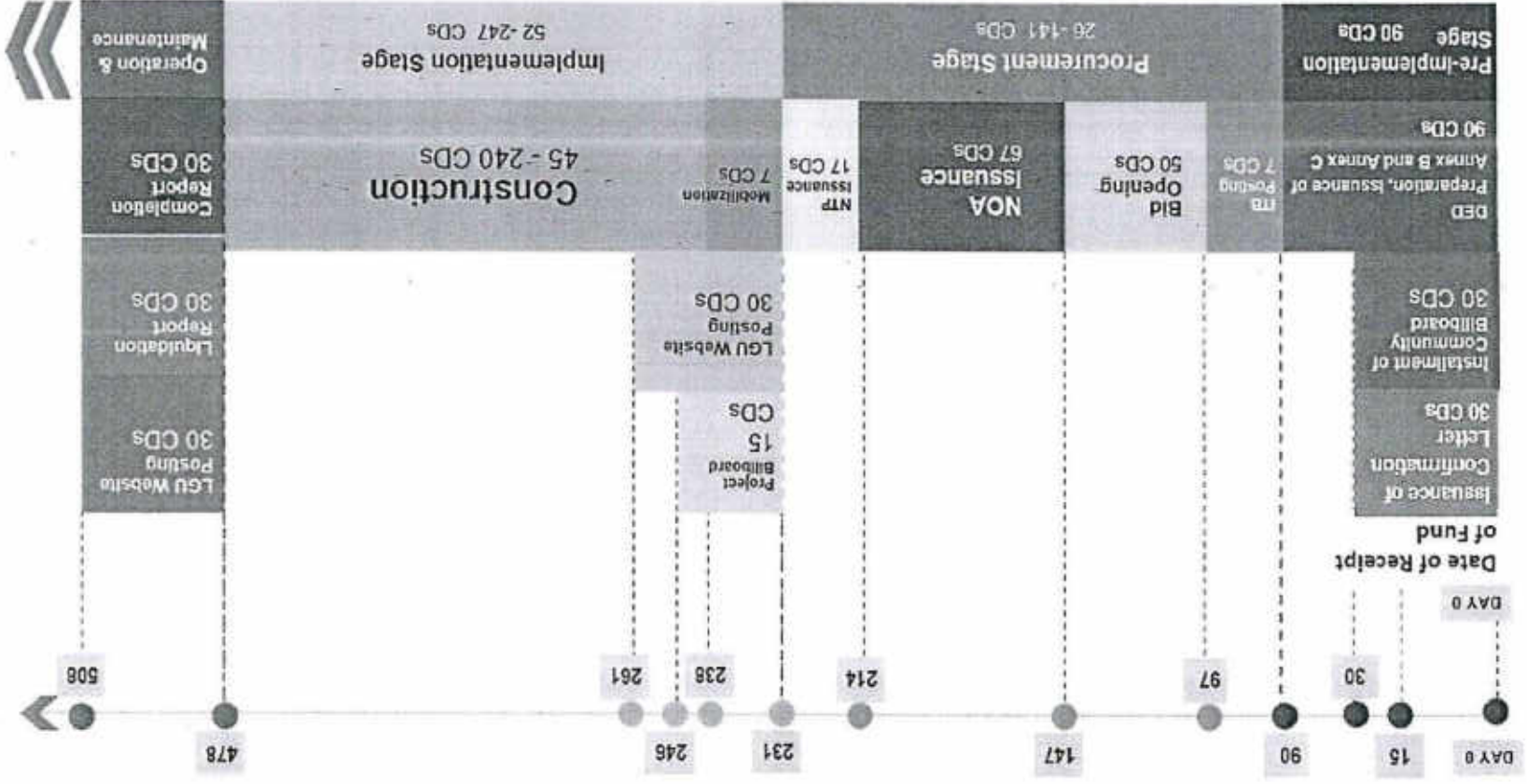
Doc. No. _____

Book No. _____

Page No. _____

Series of _____

MAXIMUM PRESCRIBED IMPLEMENTATION TIMELINE



Page No. _____
Series of _____



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT
SALINTUBIG PROGRAM
FY 2019 BUDGET

Name of Local Government Unit.

Project Implementation Schedule

Project Title: _____

Sn	Activity	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	¹ Contract Signing			
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			

Sn	Activity	Timelines		
		Duration	Start	Finish
2.03	Pre-Final Inspection/Punch Listing			
2.04	Acceptance			

Prepared by:

(Signature Over Printed Name)

Municipal Engineer

Approved by:

(Signature Over Printed Name)

Local Chief Executive

REQUEST FOR WORK INSPECTION NO. ___

DATE: _____

PROJECT TITLE	
PROJECT LOCATION	

MUNICIPALITY	CONTRACTOR
ATTN:	REQUEST BY:
DESCRIPTION OF WORK TO BE INSPECTED	
PROPOSED DATE OF INSPECTION:	LOCATION:
LGU'S REPLY	
RECEIVED BY:	
SIGNATURE	
NAME	
DATE	



Republic of the Philippines
Province of _____
Municipality of _____



CONCRETE POURING PERMIT

Date _____

PROJECT TITLE			
PROJECT LOCATION			
CONTRACTOR			
CONTRACTOR'S ADDRESS			
CONTRACTOR'S PCAB LICENSE NO.			
PART OF STRUCTURE TO BE POURED		ESTIMATED VOLUME (m ³)	
STATION LIMITS/SECTION			
DATE OF POURING		TIME OF POURING	

Requested by:

Contractor:

Name & Signature

AUDIT ITEM	Y	N	COMMENT/S
I. PRELIMINARY			
• DESCRIPTION			
• CURING METHOD STREAM, WATER, FOG, OTHER			
• FIELD DENSITY TEST			
• REQUIRED CONSTRUCTION EQUIPMENT			
II. FORMWORK AND FALSEWORK			
• FORMWORKS DIMENSION IN ACCORDANCE TO THE APPROVED DESIGN			
• FORMS ARE CLEAN, SMOOTH AND WATERTIGHT AND FREE OF DELETERIOUS/ EXTRANEIOUS/ FOREIGN MATERIALS			
• LINE AND GRADE ALIGNMENT (FORM SETTING, ELEVATIONS, ETC)			
• PLUMBNESS			
III. REINFORCING STEEL			
• STEEL LOCATED/FIXED IN ACCORDANCE WITH THE APPROVED DRAWING			
• REBARS SIZES, SPACING, AND NUMBER ARE IN ACCORDANCE TO THE APPROVED DESIGN			
• RENFORCING ARE CLEAN AND FREE OF DELETERIOUS MATERIALS			
• ALL SPLICES TO REINFORCEMENT AT APPROVED LOCATIONS			

<ul style="list-style-type: none"> • ALL WELDS IN ACCORDANCE TO THE APPROVED PLANS 			
IV. CONCRETE INCLUSIONS			
<ul style="list-style-type: none"> • EMBEDDED DOWELS, BOLTS, CONDUITS AND DUCTS 			
<ul style="list-style-type: none"> • CORED HOLES, WEEPHOLES, BLOCK OUTS, ETC 			
<ul style="list-style-type: none"> • CONCRETE BLOCK SPACERS 			
<ul style="list-style-type: none"> • PLUMBING LAYOUT 			
<ul style="list-style-type: none"> • ELECTRICAL LAYOUT 			
<ul style="list-style-type: none"> • LIGHTNING SYSTEM 			
V. CONCRETE DELIVERY			
<ul style="list-style-type: none"> • NUMBER OF BATCHES 			
<ul style="list-style-type: none"> • BATCH TIME (FROM DELIVERY DOCKET) 			
<ul style="list-style-type: none"> • ARRIVAL TIME AT SITE 			
<ul style="list-style-type: none"> • FINISH TIME 			
VI. CONCRETE TESTING			
<ul style="list-style-type: none"> • NUMBER OF CYLINDERS TAKEN 			
<ul style="list-style-type: none"> • TARGET SLUMP 			
<ul style="list-style-type: none"> • TARGET STRENGTH 			
<ul style="list-style-type: none"> • QUALITY OF MATERIALS USED (RESULT OF DESIGN/TRIAL MIX/ TEST REPORTS, ETC) 			
VII. CONCRETE PLACEMENT			
<ul style="list-style-type: none"> • WARNING SIGNS/BARRICADES/ FLAGMEN 			
<ul style="list-style-type: none"> • CONCRETE VIBRATOR 			
<ul style="list-style-type: none"> • APPROVED VIBRATION METHOD 			
<ul style="list-style-type: none"> • PLACEMENT METHOD (PUMP, TREMIE, CHUTE, OTHERS) 			
<ul style="list-style-type: none"> • SUFFICIENT PERSONNEL FOR FINISHING 			
<ul style="list-style-type: none"> • FINISHING TOOLS/EQUIPMENT (SCREEDER, BROOM, ETC) 			
<ul style="list-style-type: none"> • REINFORCEMENT COVER MAINTAINED DURING POURING 			
<ul style="list-style-type: none"> • FORMWORK STABLE DURING PLACING AND VIBRATION 			
<ul style="list-style-type: none"> • CONCRETE PLACED AND COMPACTED WITHIN THE ALLOWABLE TEMP. VS TIME 			
<ul style="list-style-type: none"> • PROVISION FOR CLOSURE OF ACCESS/OPENINGS 			
<ul style="list-style-type: none"> • CONCRETE SAW 			
<ul style="list-style-type: none"> • CONCRETE FINISHED IS WITHIN THE APPROVED TOLERANCE 			
AUDIT RESULT AND COMMENTS			
CONTRACTOR'S MATERIAL ENGINEER:	SIGNATURE:	DATE:	
AUDIT RESULT AND COMMENTS			

Annex G.1
Concrete Pouring Permit

PROJECT INSPECTOR (LGU):		SIGNATURE:	DATE:
REQUEST	<input type="checkbox"/>	APPROVED <input type="checkbox"/>	DISAPPROVED
REMARKS/ RECOMMENDATIONS			
		MUNICIPAL ENGINEER	
		Accreditation No.	



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

FY 2019 LGSF-SALINTUBIG PROGRAM
LIST OF MAJOR ACTIVITIES

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

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. Punch-listing
8. Final Inspection
9. Concrete pouring (for vertical structures as stipulated in Section 6.5.2.2.d)
10. Welding
11. Installation of electrical connections
12. Installation of appurtenances e.g. fire hydrant, gate valves, production meter, etc.
13. Material testing (material sampling and actual testing)

COMMUNITY BILLBOARD

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

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

Color Tone
HEX #002C75
RGB 0,44,117
HEX #C9282D
RGB 201,40,45
HEX #FFDE15
RGB 255,222,21

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

DILG LOGO
DBM LOGO

LGU LOGO

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
SALINTUBIG	2019	CONSTRUCTION OF LEVEL II WATER SYSTEM	BRGY. POBLACION	3,000,000.00	ON-GOING 30%
AM-WATER	2019	CONSTRUCTION OF LEVEL II WATER SYSTEM	BRGY. POBLACION	3,000,000.00	UNDER PREPARATION
AM-LAR	2018	LOCAL ACCESS ROAD	BRGY. POBLACION	4,000,000.00	PROCUREMENT
AM-DRRO1	2018	CONSTRUCTION OF EVACUATION CENTER	BRGY. POBLACION	10,000,000.00	ON-GOING 40%
ADM-WATER	2017	EXPANSION OF LEVEL II WATER SYSTEM	BRGY. POBLACION	6,000,000.00	ON-GOING 90%

DILG Office: Upper Sison Rd. cor. North Drive,
Bagulo City, Benguet 2600
Contact: (074) 442-09-85; dilgcarduet@gmail.com
Website: www.dilgcar.com
Facebook: www.facebook.com/dilgcarregionaleffice

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

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 / Program	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

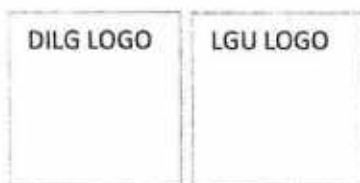
Municipal Accountant

Instructions:

- The report shall be prepared by the LFC in coordination with other local officials concerned (e.g. local accountant on allotment, obligation and disbursements; local engineer on the status of the infrastructure projects, as may be applicable)
- The fund source shall be based on the NADAI issued to LGUs.
- The type of program/project shall be identified consistent with Section 4.0 Coverage of the Program of this Circular.
- 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.
- The estimated period of completion refers to the projected date (month and year) to complete the program / project.
- The status of programs/projects refers to the percentage of physical completion as of reporting period.
- Also, submit accomplished Annex W to the following Agencies, to wit;
 - DBM** – electronic copy to lgpcb@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@osl.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 os_sotto@yahoo.com; and
- Speaker of the House of Representatives** – Electronic copy to speakerpda@congress.gov.ph.

Copy furnish **DILG Central Office** through e-mail at caflores@dilg.gov.ph, dilgwsspmo@gmail.com and other concerned **DILG-Regional Offices**.



SAMPLE ONLY

Number: _____

Program Name: SALINTUBIG Program
Fund Source: LGSF-SALINTUBIG 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: Eduardo 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	SPCR
Female	12,000	15,000
Male	15,000	20,000
Children	62,000	62,000
Total	89,000	97,000
		9% higher

8. Objectives: (Benefits)

General (Impact) :

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

Specific (Outcomes):

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

9. Description (Output)

The project comprised the construction/installation of 2,170 1m 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 organizing 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 OF _____
MUNICIPALITY OF _____



SITE INSTRUCTION

DATE:

PROJECT TITLE	
PROJECT LOCATION	
CONTRACTOR	
CONTRACTOR'S ADDRESS	
CONTRACTOR'S PCAB LICENSE NO.	

I. ITEM DESCRIPTION

II. INSTRUCTION

MUNICIPAL ENGINEER:	SIGNATURE:	DATE:
RECEIVED BY CONTRACTOR:	SIGNATURE:	DATE:

III. PROPOSED ACTION BY CONTRACTOR

CONTRACTOR'S SITE ENGINEER	SIGNATURE:	DATE:
----------------------------	------------	-------

IV. COMMENT/S (LGU, DILG, CONSULTANT, ETC)		
Accepted <input type="checkbox"/>	Accepted with comment/s <input type="checkbox"/>	Rejected <input type="checkbox"/>

MUNICIPAL ENGINEER:	SIGNATURE:	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) :

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

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

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

FINAL 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.

LGU Inspectorate Team Member 1

LGU Inspectorate Team Member 3

LGU Inspectorate Team Member 2

LGU Inspectorate Team Member 4

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

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

Date

CERTIFICATE OF COMPLETION

PROJECT NAME : _____

LOCATION : _____

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

This is to certify that the above stated project has been satisfactorily completed on _____ (date) _____ in accordance with the Plans and Specifications of the Contract based on the Inspection Report No. ____ of the Inspectorate Team dated _____.

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

CERTIFIED AS COMPLETED AND ACCEPTED:

Local Chief Executive

RECEIPT CONFIRMED AND ACKNOWLEDGED:

Contractor



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

_____ Date

**CERTIFICATE OF
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-PO 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)

A. PROJECT PROFILE

Project Code: _____

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

B. TECHNICAL DOCUMENTS	Y/N	T	DCA	Q	REMARK
1.0 Detailed Engineering Design					
1.1 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?					
1.2 Plans					
1.2.1 Structural Plans					
1.2.2 Architectural Plans or Road Plans					
1.2.3 Specifications					
2.0 Complete Bidding Documents (Refer to GPPB Bidding Docs Rev.5)					
3.0 Copy of ECC/CNC,WPA, NCIP applications					
4.1 ECC/CNC					
4.2 Water Permit					
4.3 NCIP					
4.4 NIPAS					
4.0 Proof of Land Ownership or Road Right of Way					
5.0 Included in the LGU Annual Procurement Plan					
6.0 Project Specifics					
6.1 For all project types					
6.1.1 Concrete Pouring Permits					
6.2 For Evacuation Centers					
7.1.1 Zoning Certification that the location for the project is safe based on the MGB hazard map					
7.1.2 Rainwater catchment / harvesting system is included					
7.1.3 Facilities for PWD's is included					
7.1.4 Can withstand 300kph windspeed					
7.1.5 Can withstand 8.0 magnitude seismic activity					
6.3 For Water Projects					
8.2.1 Site Validation report from LGU					
8.2.1.1 Justification / Certification that the water source is adequate					
8.2.1.2 Water Potability Test					
7.0 Updated Implementation Schedule					

Prepared By:

Signature over printed name

DILG PO/RO Technical Staff

Conforme by LGU:

Signature over printed name

LGU Representative

FY 2019 Assistance to Municipalities
VALIDATION FORM (MLGOO)

1. PROJECT PROFILE	
Region :	MIMAROPA
Province :	Occidental Mindoro
Municipality :	San Jose
Program/ Funding Year:	AM 2019
Project Title:	
Project Code:	
Project Type:	Local Access Road Project
NADAI No. :	
Date of NADAI :	
Date of Receipt of NADAI (dd-mm-yy) :	15-May-19
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)					
-Submission of Confirmation on the Receipt of Fund (Annex D)? If yes, kindly indicate the actual date of submission and update the SubayBayan.		14-Jun-19		22	
-Is the amount indicated in Confirmation 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 Installed Community Billboard (Annex I)					
-Is the community billboard installed within the premises of the Municipal Hall? If yes, kindly indicate the actual date of installation.		14-Jun-19		22	
-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.		14-Jul-19		52	
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	
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	

2.3.4.3 NCIP					
-Is the project located within the identified Ancestral Domain?					
-Did the LGU apply for Certificate of Non-Overlap or Free Prior Informed Consent (FPIC)? If yes, indicate the actual date of application.					
2.3.4.4 NIPAS					
-Is the project located within the identified National Integrated Protected Areas? (NIPAS)					
-Did the LGU apply for NIPAS Certification? If yes, indicate the actual date of application.					
2.3.5 Did the LGU provide a proof of Land Ownership or Right-Of-Way (ROW)?					
2.3.6 Did the LGU include the project in the Annual Procurement Plan (APP)?					
2.4 Implementation Schedule (Annex F)					
-Did the LGU submit the Project implementation Schedule (Annex F)? If yes, indicate the actual date of submission, and indicate the target dates in items 3.1, 3.3, 3.4, and 3.5 and encode the target dates in the SubayBayan.	yes	14-Jul-19	14-Jul-19	0	The LGU submitted Annex F on schedule
3. Procurement Stage					
3.1 ITB Posting in PhilGEPS					
-Is the ITB/Ad posted in the PhilGEPS?	no		14-Jul-19	-43608	
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.	no				Notify the LGU to invite CSO as observer in the procurement process
-If yes, did the CSO attend as observer(s) in the procurement process?	no				
3.3 Opening of Bids					
-Did the LGU conduct Bid Opening?	no	07-Jan-00	06-May-19	no	Notify the LGU has only no days to post ITB/Ad
-Was there a failure of bidding?	no	07-Jan-00	06-May-19	NA	IF NO, if yes, Notify the LGU to submit Revised Imple Sched and conduct mandatory review of bidding docs before rebidding, start the rebidding process within 15 days after the issuance of BAC Resolution of Failure of Bidding
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.	no				

-Was there a failure of bidding?	no					IF NO, ___ DAYS DELAYED if yes, Notify the LGU to submit Revised Imple Sched and conduct mandatory review of bidding docs before rebidding, start the rebidding process within 15 days after the issuance of BAC Resolution of 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 in the SubayBayan.	yes					
4. Implementation Stage						
4.1 Installation of Project Signboard on-site, (as soon as the project is already awarded to the Winning Contractor)						
-Is the Project Signboard/s installed on-site? If yes, kindly indicate the actual date of installation and proceed to next question.	yes					Actual Date of Installation of Signboard on-site: _____
-Is the Project Signboard in conformance with the format as prescribed in COA Circular No. 2013-004?	no					Advise the LGU that the Contractor shall rectify the installed Signboard on site
-Is the signboard installed on-site updated?	no					Advise the LGU that the Contractor shall update the details in the installed Signboard on-site
5. LGU Official Website						
-Did the LGU launch an official Website?	yes					
<i>Items to be posted on LGU Website: (up to 3 years upon receipt of fund)</i>						
2.8.1 Invitation To Bid (ITB)						
2.8.2 Project Title (must be consistent with NADAI)		Within 30 days after entering into Contract				
2.8.3 Project Location						
2.8.4 Detailed Description						
2.8.5 Detailed Estimates for ABC						
2.8.6 NOA indicating the Winning Contractor						
2.8.7 Detailed Estimates of Bid as awarded						
2.8.8 NTP						
2.8.9 Start Date of Construction						
2.8.10 Target Date of Completion						
2.8.11 Completion Rate						
2.8.12 Progress Status (in case of delay, reason(s) shall be posted in the LGU						
2.8.13 Source of Fund						
2.8.14 Implementing Office						
2.8.15 Responsible Official						
2.8.16 Contact Number						
2.8.17 Email Address						
2.8.18 Detailed actual cost of the project		Within 30 C.D. after the issuance of the COC				
2.8.19 Variation order(s), if any						

Prepared By:

Conforme by LGU:

Signature over printed name

Signature over printed name

MLGOO

LGU Representative

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 HEREOF, 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 MONITORING:
DATE OF AIDE MEMOIRE:

SUMMARY OF FINDINGS/OBSERVATIONS/AGREEMENTS

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

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

(Use additional sheet if necessary)

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

Further, I am aware that sanctions shall be applied in case of neglect to implement the aforementioned agreements/recommendations as provided for in the DILG 2019-_____.

Municipal Mayor

cc: DILG-MLG00

Page No. ___ of ___



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

Annex U-1
DILG Monthly Risk Analysis on
LGUs Compliance with the Recommended Actions to Identified Issues/ Concerns

Province: _____
For the month of: _____

Municipality	Project Code	Project Title	Date of Issued Aide Memoire	Issue(s)/ Concern(s)		Recommended Action	Reminder Letter (Date of Issuance)	1st Warning Letter (Date of Issuance)	2nd Warning Letter (Date of Issuance)	3rd Warning Letter (Date of Issuance)	Notice of Project Cancellation (Date of Issuance)
				Classification	Particular Issue						
				LGU	Lack/ Insufficient/ Inadequate supply of construction materials						

Prepared by: _____
Signature over printed name
PDMU Staff (indicate position)

Submitted by: _____
Signature over printed name
PDMU Chief

Noted by: _____
Signature over printed name
Provincial Director

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 built 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 cost 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.