



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Date:

MEMORANDUM CIRCULAR

No.: 2020-159

GUIDELINES FOR THE IMPLEMENTATION OF THE 2020 RESETTLEMENT GOVERNANCE ASSISTANCE FUND (RGAF) TO LOCAL GOVERNMENT UNITS (LGUs) WITH RESETTLEMENT SITES IN REGIONS III, IV-A AND THE NATIONAL CAPITAL REGION (NCR)

1. BACKGROUND

The Department, through the Capacitating Local Government Units on Resettlement Governance – Project Management Office (CLRG-PMO), aims to strengthen the capacity of LGUs in addressing issues related to Informal Settler Families (ISFs), housing, and resettlement through the provision of 1) technical Assistance to enhance local structures, policies, and programs; and, 2) financial Assistance to provide basic services and facilities in resettlement sites on disaster risk reduction and management, solid waste management, and peace and order.

This intervention is a response to the increasing challenges related to the relocation of ISFs from waterways and danger areas in the National Capital Region (NCR) under the *Oplan Lumikas para Iwas Kalamidad at Sakit (Oplan LIKAS)* Program. It also intends to augment the resources and services of receiving Local Government Units (LGUs) in facilitating the integration of relocated families into the community.

For FY 2020, per the General Appropriations Act (GAA) of 2020, the Department shall continue its role in addressing the immediate needs of relocated families to facilitate the effective and efficient integration into their respective communities. The 2020 RGAF intends to sustain and expand the projects and activities funded by RGAF 2017 and 2019. Further, the intervention shall respond to the situation brought about by the Coronavirus Disease (COVID-19) pandemic in resettlement sites and ISFs.

The scope of the provision of RGAF will be expanded from twelve (12) LGUs hosting eighteen (18) resettlement sites to fifteen (15) LGUs hosting thirty (30) resettlement sites in Regions III, IV-A, and NCR. The additional LGUs and their respective resettlement sites were identified from previous interventions of the PMO since 2016. This entailed to the participation of the said LGUs to PMO's activities such as capacity development trainings on

Resettlement Governance and Sustainable Development which leads to the establishment and/or enhancement of local special bodies that focuses on housing and resettlement concerns of the LGUs and the adoption of the Resettlement Action Plans (RAPs) which has been crafted through consultative means among various stakeholders.

To ensure that the LGUs and partner offices and agencies will properly implement the 2020 RGAF, this guideline is hereby issued in accordance with Republic Act (R.A.) 7160, otherwise known as the Local Government Code of 1991 (LGC), R.A. 7279, otherwise known as Urban Development and Housing Act (UDHA) of 1992, and other related laws and policies.

2. PURPOSE

The policy intends to guide partner LGUs and concerned DILG Field Offices in the utilization of 2020 RGAF and implementation of related activities. Included in this guideline are the updated Monitoring and Evaluation tools to systematically review, monitor, and assess the utilization and implementation of RGAF.

The policy also reiterates the encouragement given to LGUs in forging inter-LGU Cooperative Agreements in accordance with Article 61 of the Implementing Rules and Regulations (IRR) of the Local Government Code of 1991.

3. LEGAL COMPLIANCE

- 3.1** Section 17 of Republic Act 7160, otherwise known as the Local Government Code (LGC) of 1991, mandates cities and provinces to implement programs and projects for low-cost housing and other mass dwellings.

Section 3 of the LGC states that the capabilities of LGUs, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects.

- 3.2** Article V, Section 21 Basic Services of R.A. 7279, otherwise known as the Urban Development and Housing Act of 1992, mandates LGUs to provide basic services and facilities in socialized housing or resettlement areas, in coordination with the NHA, private sector, and concerned agencies.

In addition, Article V, Section 23 states that LGUs, in coordination with the Presidential Commission for the Urban Poor (PCUP), shall afford program beneficiaries their right to be heard and participate in the decision-making process over matters involving the protection and the promotion of their collective interests etc.

- 3.3** Section 33 of the IRR of the Local Government Code of 1991, endorses the cooperation between LGUs as it plays a crucial role in ensuring the success of any resettlement program. It puts emphasis on the said partnership by allowing the LGUs to group themselves, consolidate or coordinate their efforts, services, and resources for common and beneficial purposes.

4. SCOPE/COVERAGE

This Memorandum Circular covers fifteen (15) LGUs hosting four (4) in-city and twenty six (26) off-city resettlement sites of the National Housing Authority (NHA) in NCR, and in the provinces of Bulacan in Region III, and Cavite and Rizal in Region IV-A (See Annex A).

All concerned DILG Regional, Provincial, and Field Offices, and LGUs are enjoined to comply with these guidelines for the implementation of the RGAF for FY 2020.

5. DEFINITIONS

For purposes of this policy, the following definitions apply, unless otherwise stated:

- 5.1** *Community Development* - It refers to the process of empowering communities, particularly housing development beneficiaries, through social preparation and participatory planning, development and implementation of programs, projects, and activities (PPAs) that will enable the community to be self-reliant and attain a better quality of life;
- 5.2** *Homeowners' Association (HOA)* – refers to a non-stock, non-profit corporation registered with the Department of Human Settlement and Urban Development (DHSUD), or previously registered with the Housing and Land Use Regulatory Board (HLURB) or the Home Insurance Guarantee Corporation (now Home Guaranty Corporation) or the Securities and Exchange Commission, organized by owners or purchasers of a lot in a subdivision/ village or other residential real property located within the jurisdiction of the association; or awardees, usufructuaries, legal occupants and/or lessees of a housing unit and/or lot in a government socialized or economic housing or relocation project and other urban estates; or underprivileged and homeless citizens as defined under existing laws in the process of being accredited as usufructuaries or awardees of ownership rights under the Community Mortgage Program, Land Tenure Assistance Program and other similar programs in relation to a socialized housing project actually being implemented by the national government or the local government unit;

- 5.3** *In-City Resettlement* - It refers to a relocation site within the jurisdiction of the local government unit where the ISFs are living;
- 5.4** *Informal Settler Families (ISFs)* – refer to households living in a lot, whether private or public, without the consent of the property owner; or those without legal claim over the property they are occupying; or those living in danger areas such as *esteros*, railroad tracks, garbage dumps, riverbanks, shorelines, and waterways;
- 5.4.1** The homeless and/or families staying in moveable settlements shall not be counted as ISF.
- 5.4.2** The ISFs shall be counted per household (family unit), regardless of the number of households in one structure.
- 5.5** *Local Inter-Agency Committee (LIAC) for Region III and Region IV-A / Project Coordinating Inter-Agency Committee (PCIAC) for NCR* – A multi-stakeholder body consisting of representatives from the concerned LGU, national government agencies (NGAs), HOAs and/or sectoral organizations from the resettlement sites, non-government organizations (NGOs), and from the private sectors, charged with the implementation and monitoring of the RAP, including the RGAF at the resettlement sites;
- 5.6** *Local Housing Board (LHB)* – A local special body created by cities and municipalities outside of the Autonomous Region in Muslim Mindanao (ARMM) pursuant to DILG Memorandum Circular (MC) No. 2008-143 and Joint MC No. 1, s.2013 that is tasked to formulate, develop, implement, and monitor policies on the provision for integrated sustainable housing and resettlement areas, and on the observance of the right of the underprivileged and homeless to a just and humane eviction and demolition;
- 5.7** *Local Project Management Committee (LPMC)* – A local special sub-committee under the LIAC/PCIAC, headed by the HOAs, established in each resettlement site composed of representatives from the concerned LGU, barangay, sectoral organizations, and key implementing agencies which shall monitor and ensure the implementation of the projects in the community;
- 5.8** *People’s Organization (PO) / Community Organization (CO) / Sectoral Organization (SO)* – Refers to independent community and/or groups of women, youth, senior citizens, PWD and other vulnerable sectors organized to protect and advance their common interest for adequate shelter and social services registered with any of the following: the Securities and Exchange Commission (SEC), the Department of Labor and Employment (DOLE), the Presidential Commission for the Urban Poor (PCUP) and/or duly accredited by the barangay or LGU;

- 5.9** *Project* – Shall mean the Capacitating LGUs on Resettlement Governance;
- 5.10** *Off-City Relocation* - It refers to the development of a site outside and not adjacent to the LGU where the affected ISFs have their settlements;
- 5.11** *Receiving LGUs* – Refers to the LGU, in or outside of Metro Manila, which consented to the resettlement of ISFs to sites/areas under its jurisdiction. A Memorandum of Agreement (MOA) with the sending LGU strengthens this consent, and includes provisions for basic welfare services and requests for support from concerned national agencies whenever needed before resettlement;
- 5.12** *Resettlement Governance Assistance Fund (RGAF)* – The technical and financial assistance provided to LGUs by the DILG in the establishment of community facilities such as but not limited to peace and order facilities, community development programs, sustainable livelihood development and other capacity building activities for receiving LGUs and the resettlement sites under its jurisdiction;
- 5.13** *Resettlement Action Plan (RAP)* – Refers to the comprehensive plan for the resettlement site which stipulates the necessary activities, expected outputs, timeframe, focal persons/offices/agencies, needed resources, and allocated budget. It is prepared by the LHB and/or LIAC/PCIAC, approved and endorsed by the Local Chief Executive (LCE), and duly adopted by the City/Municipal council through a resolution;
- 5.14** *Relocates or Resettled Families* – Refers to the ISFs from the NCR relocated to various socialized housing projects of the NHA under the P50 Billion Fund;
- 5.15** *Resettlement Sites* – These are the off-city housing projects in the Provinces of Bulacan, Cavite and Rizal including the three (3) in-city Low Rise Buildings (LRBs) in the Cities of Caloocan, Manila and Valenzuela which were established by the NHA for the ISFs of the NCR under the P50 Billion Fund;
- 5.16** *RG Start-up Entrepreneurs (RG-SEs)* – Refers to qualified group/ community/ sectoral/ people's organization who passed the Resettlement Governance – Sustainable Livelihood Program (RG-SLP) Evaluation and will be provided financial assistance under Access to Capital and technical assistance under the Business Development Services Training;

- 5.17** *RG-SLP Operations Manual* – Refers to the crafted set of guidelines to ensure the proper implementation and operationalization of the program by the concerned DILG Offices, LGUs, and People’s/Community/Sectoral Organization;
- 5.18** *Sending LGUs* – Refers to the LGU from where, in cases of evictions and voluntary resettlement actions, the ISFs originate and sought to be resettled, in compliance with MC. No. 008-143 Creation of Local Housing Board, 2009-005 Amending DILG MC. Np. 008-143, MC No. 2010-134 LGU Compliance to Section 28 of RA 7279 (UDHA) and Section 27 of Local Government Code, Section 27 of RA 7279, Section 481 (4) of the Local Government Code and the Joint Memorandum Circular No. 1, s. 2013 Policy Guidelines on the Operationalization and Utilization of the P50 Billion Housing Fund for ISFs in Danger Areas of the NCR; and,
- 5.19** *Unutilized Fund* – refers to the remaining 2020 RGAF whether from transitional or augmentation fund support that has not been used fully or below its potential capacity

6. IMPLEMENTING GUIDELINES

6.1 Technical Assistance

The CLRG-PMO, in coordination with the DILG Regional Offices, shall conduct capacity-building activities on addressing issues related to ISFs, housing, and resettlement concerns.

- 6.1.1 Support to LGUs on Institutional Building** – Capacity-building activities aim to establish and/or strengthen local structures, policies, programs, and plans that are geared towards the promotion of sustainable development initiatives in resettlement sites. (See *Annex B* for the list of PPAs covered by this assistance)
- 6.1.2 Inter-LGU Cooperative Arrangements** – Sending and Receiving LGUs shall engage in bilateral arrangements to facilitate efficient and effective coordination in providing assistance such as basic social services, livelihood, education, etc. to relocated families through the execution of a Memorandum of Agreement.
- 6.1.3 Sustainable Livelihood Development** – The RG - Sustainable Livelihood Program (RG-SLP) is created to strengthen the capacity of LGUs in generating livelihood and employment opportunities for the resettled communities.

6.2 Financial Assistance

The 2020 RGAF is divided into the following components:

6.2.1 Augmentation Fund Support – The fund will assist receiving LGUs in achieving sustainability in its resettlement sites through the construction of infrastructure projects, procurement of tools, equipment, and maintenance of community facility for the promotion of peace and order, disaster preparedness and risk reduction, and solid waste management. The fund can be utilized to finance the following projects jointly identified by the resettled community, concerned LGU, and other key stakeholders, through the LIAC/PCIAC, such as, but not limited to:

6.2.1.1 Peace and Order

- a. Construction of Barangay Outpost;
- b. Maintenance and/or Improvement of existing Barangay Outpost;
- c. Procurement and Installation of CCTVs;
- d. Procurement and Installation of Street Lights;
- e. Procurement and Maintenance of Patrol Vehicles; and,
- f. Procurement of Peace and Order tools and equipment (*See Annex B*)

6.2.1.2 Disaster Preparedness

- a. Construction of Evacuation Center;
 - i. The construction of Evacuation Center shall conform to the existing policies and design standards of the DILG Bureau/Service.
 - ii. The Site selection shall consider the following:
 - a. Site is within the resettlement site, or if there is none, a vacant area within the barangay, at close proximity to the respective resettlement site;
 - b. Certified by the LGU Zoning Office that the proposed site for the evacuation center is safe from hazards such as presence from fault line, propensity to flooding, mudslides, landslides etc.;
 - c. Has ready connection for electricity and water supply; and,
 - d. Accessibility of road networks enjoined from the resettlement sites and other community facilities such as health centers, market, and other facilities.

- b. Maintenance and/or Improvement of existing Evacuation Center; and,
- c. Procurement of tools and equipment for early preparation and response during calamities, and other natural and man-made hazards (*See Annex B*)

6.2.1.3 Solid Waste Management

- a. Procurement and Maintenance of Dump Truck;
- b. Procurement of tools and equipment for the enhancement of Materials Recovery Facility (MRF) (*See Annex B*);
- c. Maintenance and Operations of existing MRF; and,
- d. Other relevant PPAs in accordance with the DILG Memorandum Circular No. 2018-112 to be used within the resettlement sites

6.2.2 Transitional Fund Support – The fund will assist receiving LGUs to augment local resources in LGU’s operational activities, Community Development Projects, and in response to the Coronavirus Disease 2019 (COVID-19) pandemic. This may include but not be limited to the procurement of medical supplies, personal protective equipment, provision of relief assistance, and other related PPAs (*See Annex B*).

6.2.2.1 Wages/Honoraria for Community Workers

Augmentation for wages/honoraria of community workers (hired and volunteer residents from their respective resettlement sites) such as lupong tagapamayapa, health workers, tanods, garbage collectors, street sweepers, drivers, and other personnel whose services are directly related to the management of PPAs included in the RAP and/or approved LGU’s approved 2020 priority PPAs. The use of the funds shall not be exhausted on a “*one-time, big-time*” scale, or a single program or activity.

6.2.2.2 Operation and Maintenance of Community Facilities and Vehicles

- a. Power and water supply for community facilities, including application for connection of said utilities;
- b. Gasoline for fire trucks, dump trucks, patrol cars, ambulance;
- c. Procurement of spare parts of existing vehicles; and,
- d. Maintenance and minor repairs of facilities and vehicles

6.2.2.3 Access to Capital

The fund shall provide start-up capital to support the operationalization of identified and approved livelihood projects of the RG-SEs through the Resettlement Governance – Sustainable Livelihood Program.

Guidelines and other pertinent details can be found in the RG-SLP Operations Manual.

7 INSTITUTIONAL ARRANGEMENTS (Roles and Responsibilities)

7.1 The DILG, through the concerned Regional Office (RO) shall:

7.1.1 Conduct a pre-qualification assessment in new LGUs based on the following eligibility criteria:

- a. Presence of any of the identified priority resettlement sites for ISFs from the NCR under the PhP 50 Billion Alternative Housing Program and Peoples' Proposals (AHPPP) Fund;
- b. Established Local Housing Office (LHO) or at the minimum, a designated Local Housing Officer who shall coordinate, monitor, and ensure the efficient implementation of identified PPAs;
- c. Established Public Employment Service Office (PESO) or at the minimum, a designated Livelihood Focal;
- d. Established Local Housing Board (LHB) or if there is none, a LIAC/PCIAC focused on housing and resettlement concerns, with membership from the concerned barangay/s, and with at least 50% representation from the HOA/s or peoples'/ community/ sectoral organizations that are based in the priority resettlement sites. It is, however, at the discretion of the LGU to create a LIAC/PCIAC specifically focused on the concerns of the established resettlement sites, despite already having an established LHB;
- e. Established LIAC Sub - Committee on Livelihood; and
- f. Established LPMC in each resettlement site that shall oversee the implementation of the projects in their respective communities; and
- g. Registered HOA or peoples'/ community/ sectoral organizations or its equivalent in the resettlement sites.

Failure to comply with the eligibility criteria shall render the LGU ineligible for 2020 RGAF.

- 7.1.2** Collect, review, and approve submitted project proposals through a LIAC/PCIAC resolution based on the standards set forth in these guidelines. When there are concerns or issues that cannot be resolved by the DILG RO, It shall not yet approve the same. Instead, endorse the project proposal and/or technical designs to the PMO to be forwarded to the concerned DILG Bureau/Service for review and subsequent endorsement to the Office of Undersecretary for Operations for approval.
- 7.1.3** Facilitate the conduct of the capacity building activities and provide technical assistance when necessary to the LGUs and their partner HOA or peoples'/community/sectoral organizations in the resettlement sites.
- 7.1.4** Release 2020 RGAF to the LGUs upon compliance with the following documentary requirements (See Annex D):
1. Approved project proposal with corresponding attachments such as but not limited to: technical design, physical and financial work plan, etc.;
 2. Signed Memorandum of Agreement (MOA) between the DILG RO and the concerned LGU (See Annex C);
 3. For LGUs that have previously availed of the 2017 RGAF:
 - a. A Project Summary Report/Terminal Report showing both physical and financial accomplishments and outputs of the project/s, and relevant learning areas encountered throughout the project implementation (See Annex H).
 4. For LGUs that have previously availed of the 2019 RGAF:
 - a. A Catch-up Plan, duly signed by the Local Chief Executive (LCE), with a corresponding timeline of implementation on top of their RAP to facilitate the immediate completion of the delayed project(s) (See Annex K).

Failure to comply with the requirements and deadline shall render the LGU ineligible for RGAF 2020.

7.1.5 Monitor the implementation of the approved projects and in doing so:

- a. Assist the proponent HOA/LGU in complying with the reportorial requirements of the Program. Template of the reports are attached as Annexes F, G, H, and I;
- b. Conduct regular spot-checks and site inspections of the approved projects;
- c. Attend LIAC/PCIAC (or equivalent) meetings especially concerning Resettlement Governance; and
- d. Collect, consolidate, and submit monthly/quarterly physical and financial reports to the DILG-CO, through the CLRG-PMO, every 5th working day of the ensuing month/quarter being reported (See *Annex F, G, and H*). For LGUs with SLPs, the RG-SLP Tracker will likewise be consolidated by the DILG RO and submitted to the CLRG-PMO every 5th working day of the ensuing month (See *Annex I*).

7.1.6 Submit the necessary terminal report, including liquidation of funds, to the DILG, through the CLRG-PMO, upon project completion.

7.2 The proponent LGU shall:

7.2.1 Comply with the documentary requirements set forth in these guidelines and submit the same to the DILG Regional Office;

7.2.2 Submit corresponding eligibility requirements set forth in these guidelines to the DILG RO (See *Annex D*);

7.2.3 Prepare, in consultation with the concerned HOA or people's/ community/ sectoral organizations, LPMC and LIAC/ PCIAC, a comprehensive project proposal with corresponding technical designs, physical and financial work plan, timeline of implementation (in a span of one (1) year), among others, and submit the same to the DILG RO;

7.2.4 Sign a MOA with the DILG RO for the implementation of the approved project proposal and the subsequent transfer of funds;

7.2.5 Maintain a separate Trust Account which has been put up for 2020 RGAF;

- 7.2.6 Immediately notify and seek the approval of the DILG RO should there be proposed revisions in the approved project proposal.
- 7.2.7 Provide counterpart fund support leveraged from its own local funds for project components which shall not be covered by the RGAF;
- 7.2.8 Monthly and quarterly reports shall be submitted to the Regional Offices (*See annex F and G*). LGUs with SLP should likewise accomplish the RG-SLP Tracker (*Form 5*) after consolidating RG-SEs monthly report for submission to the Regional Offices (*See annex I*);
- 7.2.9 Regularly convene the LHB/LIAC/PCIAC/LPMC/Sub-Committee on Livelihood to fast track the implementation of the approved projects under the RGAF; and,
- 7.2.10 Establish a grievance mechanism through its LHB/LIAC/PCIAC/ LPMC/Sub-Committee on Livelihood, to immediately resolve conflicts and issues among project stakeholders relative to the implementation of the approved projects.

8 MONITORING AND EVALUATION

Monitoring and Evaluation Tools

The M&E tools are designed for each resettlement site under the Resettlement Governance Program. Hence, for LGUs with multiple sites, the form shall be accomplished by each resettlement site and not combined in one form.

The monitoring of the projects and activities under the RGAF will be a joint undertaking of the DILG CLRG-PMO, Regional, Provincial and Field Offices and the LGUs through the LIAC/PCIAC. It shall cover all activities/projects both under the technical and financial assistance provided to the LGUs.

Some of the activities to be conducted are:

- a. **Site Inspection.** Refers to spot check and site visitation activities to monitor the actual implementation of projects, it shall be conducted in the resettlement sites in coordination with the LGUs and HOA members. This will also validate the LGU's reported status of accomplishments and shall be regularly conducted by the DILG RO and CLRG-PMO.

- b. **Monthly and Quarterly Reporting.** This shall be prepared by the LGUs. Monthly and Quarterly reports will be submitted to the DILG ROs for consolidation and endorsement to CLRG-PMO. The reports shall also comply with the following specifications:

Monthly reporting:

- Shall be submitted every 5th working day of the succeeding month preceding the month to be reported;
- Both physical and electronic copies shall be signed by the Local Housing Officer and Local Chief Executive of the LGU before submitting to DILG RO;
- The electronic copy must be submitted in Portable Document Format (PDF);
- All pages must include a page number;
- The monthly report shall be submitted with complete details. Blank spaces should be filled-out by N/A;
- DILG RO shall submit an endorsement to CLRG-PMO including the reports of the LGUs as attachments.

Quarterly Reporting:

- In PowerPoint Format and shall be presented during RGAF Quarterly assessments by the Local Housing Officer;
 - All slides must include a page number; and,
 - The quarterly report shall be submitted with complete details. Blank spaces should be filled-out by N/A.
- c. **Quarterly Assessments.** These will be conducted by the CLRG PMO every last week of each quarter.
- d. **Mid-year and Year-end Assessments.** These activities will be facilitated by the CLRG PMO together with the DILG ROs and LGUs.
- e. **Assessment, evaluation, and other related activities.** Any assessment or evaluation by any external institution such as other NGAs, NGOs or private sector will be done in coordination with the DILG, and the result of which shall be subject to the validation of the latter.

The following are the M&E tools which will be provided to the DILG ROs as well as the LGUs through the latter's respective LIACs/PCIACs:

Form 1: Monitoring Tool on LGU Compliance of Documentary Requirements

Form 1 outlines the documentary requirements that will also assess the LGU's readiness to proceed with the availment of the RGAF. Form 1 shall be filled out by the DILG RO and submitted to the CLRG-PMO prior to the download of funds (one month before the target downloading of funds) (*See Annex D*).

Form 2: Project Proposal Template

Project Proposal shall be accomplished by the LGU through a LIAC/PCIAC. It contains the PPAs to be implemented and shall be accomplished in a span of one (1) year upon receiving the RGAF from the DILG RO. This will be submitted and approved by the DILG RO and will be endorsed to the CLRG-PMO (*See Annex E*).

Form 3: Monthly Status Report of the LGU

Form 3 documents the status of implementation of the RGAF. This form is to be filled out by the LGU. The LGU will determine its focal person for accomplishing this form. (*See Annex F*).

Form 4: Quarterly Assessment Report

Form 4 covers quarterly status of the RGAF. This is to be filled-out by a focal personnel determined by the LGU. The form shall be submitted to the CLRG-PMO through the DILG RO during Quarterly Assessments in PowerPoint format. (*See Annex G*).

Form 5: RG-SLP Tracker

Specifically for RG-SLP, the RG-SLP Operations Manual was developed to guide LGUs in implementing and monitoring the RG-SLP activities in the resettlement sites. Each RG Start-up Entrepreneur (RG-SE) shall create and maintain its own monitoring system of all business transactions and the minutes of any meetings using the prescribed tools stated in the manual. Form 4 simply reflects the net income and working capital of the RG-SEs. (*See Annex I*).

Form 6: Project Summary Report/Terminal Report

This is a consolidation of all submitted Monthly Reports for the entirety of the project implementation. It shall be accomplished by the LGUs for submission to the DILG RO and will be endorsed to the DILG Central Office through the

CLRG-PMO at the end of the project implementation and/or every year-end. The accomplished form shall provide a simple illustration of the overall fund utilization, major accomplishments and outputs of the project/s, and relevant learning areas encountered throughout the project implementation (*See Annex H*).

Form 7: Site Inspection Tool

Form 7 records the actual status of each project implemented in the resettlement sites. It shall be accomplished by the DILG RO and Central Office through the CLRG-PMO. The result of the site inspection activity shall be provided to the LGUs (*See Annex J*).

9 RGAF VALIDITY

9.1 Utilization of 2020 RGAF

- 9.1.1** The 2020 RGAF must have separate account; and,
- 9.1.2** The validity of the 2020 RGAF shall be one (1) year from the downloading of funds to the concerned LGUs.

9.2 Request for Realignment of Funds

- 9.2.1** LGU shall notify and seek the approval of DILG RO for the utilization of the realigned funds. When there are concerns or issues that cannot be resolved within the DILG RO, it shall be endorsed to the Office of the Undersecretary for Operations for evaluation and approval.
- 9.2.2** All unutilized 2020 RGAF shall be realigned only within the same component (augmentation and transitional fund) and comply the following documentary requirements:
 - 9.2.2.1** Latest approved 2020 RGAF Monthly Status Report;
 - 9.2.2.2** Fully accomplished M&E Form 1: Identification of Funds for Realignment (*See Annex L*);
 - 9.2.2.3** Fully accomplished M&E Form 2: Realigned Project Proposal (*See Annex M*); and,
 - 9.2.2.4** LIAC/PCIAC resolution realigning unutilized funds.
- 9.2.3** The provision of realignment of unutilized funds should not result in neglecting housing standards and priority PPAs identified in the RAP

10 RESPONSIBILITY AND ACCOUNTABILITY

The implementation of the RGAF specifically its Projects, Plans, and Activities will be terminated, cancel, or suspend in the following violation of the Memorandum Circular:

1. Non-compliance of LGUs to project processes, standards and requirements;
2. Corruption and fraudulent practices;
3. Occurrence of extraordinary conditions such as *force majeure*, fortuitous events and situations/circumstances which will make it improbable for the carrying out of the project;
4. In case the project is partially or fully cancelled due to the fault of the LGU or its functionaries, the LGU shall be obliged to return the unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the project; and,
5. The DILG, during the conduct of M&E activities determines that the LGU or the agent of the LGU is performing unsatisfactorily in the implementation and execution of the projects or in the event that substantial slippage in implementation is incurred. The LGU will be given a period of one (1) month to resolve the issue, improve performance or remedy the situation. Termination is the final recourse if the LGU, having been duly notified, does not make any effort to institute measures that will address issues at hand.

11 ANNEXES

Annex A: List of 15 LGUs hosting 30 Resettlement Sites;
Annex B: Other PPAs that can be supplemented through the RGAF;
Annex C: Memorandum of Agreement (MOA);
Annex D: Monitoring tool on LGU compliance to documentary requirements;
Annex E: RGAF Project Proposal Template;
Annex F: RGAF Monthly Status Report;
Annex G: RGAF Quarterly Status Report;
Annex H: RGAF Program Terminal Report;
Annex I: RGAF RG-SLP Tracker;
Annex J: RGAF Site Inspection Tool;
Annex K: RGAF Catch-up Plan;
Annex L: Identification of Funds for Realignment; and,
Annex M: Realigned Project Proposal

All Annexes and editable templates are accessible through this link:
bit.ly/MCRGAF2020Annexes

12 EFFECTIVITY

This Memorandum Circular shall take effect upon signing, following its publication on the DILG website.

13 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary

14 FEEDBACK

Inquiries concerning the document should be directed/ addressed to the DILG Office of the Undersecretary for Operations through the CLRG-PMO or email at dilgresettlementgovernance@gmail.com for appropriate action.

