



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**POLICY GUIDELINES AND  
PROCEDURES IN THE  
IMPLEMENTATION OF THE  
FY 2020 LOCAL GOVERNMENT  
SUPPORT FUND-PROVISION OF  
POTABLE WATER SUPPLY  
(LGSF-SALINTUBIG) PROGRAM**

**Memorandum Circular No. 2020 - 089**

**Date: 21 MAY 2020**



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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**TO : MUNICIPAL MAYORS, MEMBERS OF THE SANGGUNIANG BAYAN, MEMBERS OF THE MUNICIPAL LOCAL FINANCE COMMITTEES AND DIRECTORS OF THE CENTRAL AND REGIONAL / FIELD OFFICES AND OTHERS CONCERNED**

**SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE FY 2020 LOCAL GOVERNMENT SUPPORT FUND - PROVISION OF POTABLE WATER SUPPLY (LGSF-SALINTUBIG) PROGRAM**

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### 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 supply to poor and waterless communities nationwide.

As part of the General Appropriations Act (GAA) under the FY 2020 Local Government Support Fund (LGSF), the SALINTUBIG Program will provide financial assistance and capacity development to increase communities' access to potable water supply and sanitation services and improve the capacities of the Municipal Local Government Units (MLGUs) and Water Service Providers (WSPs) in the planning, implementation, and operation and management of facilities in a sustainable manner. Under the Program, the Integrated Water, Sanitation and Hygiene (iWASH) approach is included in the capacity building programs.

### 2.0 PURPOSE

This Memorandum Circular is being issued to prescribe the general policies and procedures in the implementation of the FY 2020 LGSF-SALINTUBIG Program and to ensure that all concerned are able to abide by the policies, processes, and responsibilities in the overall implementation of water supply and sanitation projects.

### 3.0 LEGISLATIVE COMPLIANCE

The Program aims to contribute to the attainment of the targets defined in the sectoral, national, and global commitments, namely:

- 1) Philippine Water Supply and Sanitation Master Plan (PWSSMP) for 2008-2025;



- 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 fulfillment of these commitments, the National Government has appropriated in R.A. 11465, otherwise known as the General Appropriations Act (GAA) FY 2020, the implementation of the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program under the LGSF the amount equivalent to One Billion Five Hundred Forty-Nine Million Six Hundred Forty-One Thousand Pesos (**₱ 1,549,641,000.00**). This amount 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 shall cover **134 Municipalities** with low access to potable water supply. The projects funded under the Program for the MLGUs shall be limited to:

##### **4.1 New Construction of Level II and Level III Potable Water 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 tap stand for Level II and household connections for Level III.

##### **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 is 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 the Water Supply System**

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 the 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 the water source and provision of disinfectant.



## 5.0 DEFINITION OF TERMS

For purposes of this Guidelines, the following terminologies shall be used and defined as follows:

- 5.1 **Aide Memoire** – An official document that summarizes the findings, recommendations, and agreements during the exit conference as a result of the project monitoring visit conducted by the DILG.
- 5.2 **Certificate of Completion** – A document issued by the MLGU stating that the project has been satisfactorily completed in accordance with the Plans and Specifications of the Contract based on the Inspection Report indicating no defects/deficiencies observed, duly prepared by the MLGU Inspectorate Team.
- 5.3 **Certificate of Final Acceptance**<sup>1</sup> – A document issued by the MLGU upon final acceptance of the works, after the one-year Defects Liability Period and after all defects, deficiencies and failures, if any, have been corrected and supplied, based on the Final Inspection Report, duly prepared by the MLGU Inspectorate Team.
- 5.4 **Duly Accredited Civil Society Organizations** – Civil Society Organizations (CSOs) which have previous experience and participation in local planning. The accreditation shall be in accordance with the existing guidelines in DILG MC 2016-97 series of 2016, DILG MC 2018-89 series of 2018, and/or guidelines to be issued by DILG for the purpose.
- 5.5 **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). This shall form part of the MLGU Counterpart.
- 5.6 **Inspectorate Team** – Once the project reaches an accomplishment of ninety-five (95%) of the total contract amount, the procuring entity may create an Inspectorate Team to conduct preliminary inspection and submit a punch-list to the contractor in preparation for the final turn-over of the project in accordance with Section 7 of Annex E of the 2016 Revised IRR of RA 9184.
- 5.7 **Local Government Support Fund (LGSF)** – Financial assistance to MLGUs for the implementation of priority programs and projects, as provided in the FY 2020 General Appropriations Act (GAA).
- 5.8 **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.
- 5.9 **Notice of Authority to Debit Account Issued** – A document issued by the Regional Bureau of Treasury (BTr) to the MLGU informing them that the subsidy has been deposited into the General Account of the MLGU. This document shall serve as the legal basis for the utilization of the National Subsidy.
- 5.10 **Notice of Defects/Deficiencies** – A document issued by the MLGU to officially notify the Contractor (if By Contract) or the MLGU 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.
- 5.11 **Potable Water** – The water that has passed the Potability Test/Water Quality Test, as certified by the Department of Health (DOH).
- 5.12 **Potability Test/Water Quality Test** – Physical, chemical, and bacteriological examinations of water from newly constructed systems or sources before and during

<sup>1</sup> Section 62.2 of the 2016 RIRR of R.A. No. 9184



construction, before they are operated and opened for public use, and regular periodic conduct of the same after project completion as part of ensuring project sustainability.

- 5.13 **Projects** – Eligible individual projects funded under the LGSF-SALINTUBIG Program which can be found under Section 4.1 to 4.5 of this Guidelines.
- 5.14 **Project Completion** – The 100% physical accomplishment of the works as per Contract/approved Program of Works. The project is deemed completed once the Certificate of Completion is issued by the MLGU.
- 5.15 **Project Implementation Team** – Team within the MLGU that is tasked to implement the project and to ensure MLGU compliance to quality and safety standards for project implementation. It 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).
- 5.16 **Project Management Office** – The Water Supply and Sanitation Project Management Office (WSSPMO) established in the DILG under the Office of Project Development Services (OPDS) responsible for the overall program management of the SALINTUBIG Projects.
- 5.17 **Project Monitoring Committee** – Team created or activated by the MLGU, through an Executive Order issued by the Local Chief Executive (LCE), tasked to monitor the projects under the Program.
- 5.18 **Punch-listing** – Conduct of preliminary inspection by the Inspectorate Team upon reaching 95% physical accomplishment.
- 5.19 **Regional Hubs** – Regional Water and Sanitation (WATSAN) Hubs composed of higher education institutions (universities/colleges), water districts (WDs), the private sector, and non-governmental organizations (NGOs) that will assist the DILG in the capacity building of the MLGUs.
- 5.20 **Review** – Done by the persons concerned checking for the completeness and accuracy of the submitted documents.
- 5.21 **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.
- 5.22 **Undisbursed Funds** – Actual amounts unspent or unpaid out of the budgeted amount.
- 5.23 **Validation** – Done by persons concerned by visiting the actual project site.
- 5.24 **Water Source** – Can either be groundwater that flows out of the ground or through withdrawing of water from underground aquifers. It should meet the quality standards and water demand (quantity) based on the minimum requirements of the water system.
- 5.25 **Water Source Validation Report** – A document that confirms the viability of the water source in terms of quality and quantity to be developed for the intended beneficiaries. Water Source Validation should be conducted during the peak of dry season.

## 6.0 GENERAL GUIDELINES

### 6.1 Fund

#### 6.1.1 LGSF-SALINTUBIG FY 2020 GAA (R.A. No. 11465)

The amount of **₱1,549,641,000.00** is a National Subsidy to Municipalities appropriated under the Local Government Support Fund – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program pursuant to Special Provision No. 4 of the FY 2020 GAA.



## 6.1.2 Identification of Beneficiaries and Fund Allocation

The identification of beneficiaries and the allocation of funds, which shall be directly downloaded to MLGUs as stipulated in **Annex A (FY 2020 SALINTUBIG MLGU Allocation)**, for the SALINTUBIG Program are determined based on the following prioritization criteria:

- a. low access to potable water supply;
- b. high poverty incidence;
- c. high incidence of water-borne diseases; and
- d. availability of Municipal Water Supply and Sanitation Master Plan.

## 6.2 MLGU Counterpart

6.2.1 The MLGU shall provide **cash counterpart**, to be deposited in the Trust Account used for SALINTUBIG projects in a government bank, equivalent to:

6.2.1.1 the difference between the total project cost and the subsidy received by the MLGU as stated in the **Notarized MLGU Certification of Compliance for Fund Release (Annexes B.1 to Annex B.8 of this Guidelines)**;

6.2.1.2 the amount for the remaining works of cancelled projects referred to in Section 6.4.9.2.a of this Guidelines, which is also equivalent to the reverted amount mentioned in Section 6.4.9.1, prior to the submission of the **Notarized Affidavit of Undertaking (Annex C of this Guidelines)**; and

6.2.1.3 the amount reverted to BTr for the remaining works to complete the project when the project has commenced but is not physically completed by **31 December 2021**, within six (6) months after the expiration of the fund validity.

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

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

- a. social preparation;
- b. community consultations;
- c. securing clearances and permits;
- d. feasibility study/project proposal preparation;
- e. geo-resistivity survey;
- f. Detailed Engineering Design (DED) preparation;
- g. procurement activities;
- h. water drilling exploration;
- i. pump test, water quality test; and
- j. cost of procuring land titles, including expenses in filing and securing Deed of Donation, Road Right of Way (RROW), expropriation, or any legal requirements to ensure that the site of the project has no issues on land ownership or RROW.

6.2.2.2. Administrative costs in the supervision and monitoring of the project during implementation:

- a. traveling expenses and rental of vehicles for project monitoring;
- b. the 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 D**) 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;
  - b. Geotagging of Projects and Inventory of Local Infrastructure Projects; and
  - c. Any works not included in the original design but identified during project monitoring as necessary or mandatory.

### **6.3 Fund Release**

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

**6.3.1.1 Governance Reform Requirements:**

- 6.3.1.1.1** Requirements of the DILG Seal of Good Financial Housekeeping (GFH);
- 6.3.1.1.2** Requirements of the DILG Local Development Council (LDC) Functionality Assessment; and
- 6.3.1.1.3** Assessment of Public Financial Management (PFM) Systems and adoption of the corresponding PFM improvement measures.

**6.3.1.2 Technical Requirements:**

- 6.3.1.2.1. Notarized MLGU Certification of Compliance for Fund Release (Annex B.1 to Annex B.8** of this Guidelines) per project, prepared by the Municipal Engineer (ME) and Municipal Planning and Development Coordinator (MPDC), signed by the Local Chief Executive (LCE);
- 6.3.1.2.2. Project implementation schedule (Annex E)** for each project prepared by the ME and approved by the LCE, which reflects project milestones with target schedule and duration. The duration shall be within the **SALINTUBIG Maximum Prescribed Implementation Timelines (Annex F).**

**6.3.2.** The latest data from the Bureau of Local Government Supervision (BLGS) of this Department on Local Development Council (LDC) Functionality and Good Financial Housekeeping (GFH) shall be the basis of the Office of Project Development Services (OPDS), through its WSSPMO, in determining the compliance of the MLGUs to the two (2) above-mentioned governance reforms, as well as the basis for the endorsement/s to the Department of Budget and Management (DBM) the List of Eligible MLGUs for Fund Release.

**6.3.3.** The latest data of DBM on the Assessment of Public Financial Management (PFM) Systems shall be the basis of the OPDS, through its WSSPMO, in determining the compliance of the MLGUs, as well as for the basis for endorsement of the List of Eligible MLGUs for Fund Release to DBM.



- 6.3.4. The beneficiary MLGUs have until **30 September 2020** to comply with the governance conditions stated in Section 6.3.1.1 of this Guidelines. Likewise, the submission of documentary requirements stated in Section 6.3.1.1 and 6.3.1.2 of this Guidelines by the MLGU to DILG through channel for the release of fund shall be until **30 October 2020**.
- 6.3.5. The submission of the **Notarized MLGU Certification of Compliance for Fund Release (Annexes B.1 to Annex B.8)** of this Guidelines shall be through DILG channel. The Provincial Office shall review the veracity of the attestations and documents submitted. If warranted, the Provincial Director (PD) shall recommend to the Regional Office (RO) the list of MLGUs with Notarized MLGU Certification for Fund Release. The RO, through the Project Development and Management Unit (PDMU), shall assess attestations and documents submitted by the MLGUs recommended by the PO. Further, the PDMU shall consolidate and confirm eligible MLGUs for endorsement to DILG-CO.
- 6.3.6. Upon confirmation, the DILG-RO shall endorse the **List of Projects of the Municipalities Eligible for Fund Release** 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 **30 October 2020** using **Annex G** of this Guidelines. The endorsement shall include scanned copies of the Notarized MLGU Certification for Fund Release, as stipulated in Section 6.3.1.2. The **Water Source Validation Report (WSVR)** shall be attached, using **Annex H.1 to H.2** of this Guidelines.
- 6.3.7. The DILG-Central Office (CO), through the Office of Project Development Services (OPDS), shall review the **List of Projects of the Municipalities Eligible for Fund Release in Annex G** as submitted by the ROs, and subsequently recommend to the Secretary of the Interior and Local Government (SILG), through the USLG, endorsing to the DBM the List of Projects of the Eligible Municipalities for fund release.
- 6.3.8. The MLGUs that did not comply with the requirements for fund release as stipulated in **Section 6.3.1** of this Guidelines shall no longer be endorsed to DBM.
- 6.3.9. The DILG-CO shall disseminate to the DILG-ROs the List of Projects of the Eligible Municipalities endorsed to DBM. The DILG-RO shall issue the **Notice of Eligibility (Annex I)** to the concerned Municipalities informing them of their eligibility to receive the fund allocation for their approved projects.
- 6.3.10. Upon receipt of the **Notice of Eligibility (Annex I)**, the Municipal Treasurer shall regularly monitor whether the funds intended for their approved projects have been deposited into their General Fund Account by the BTr, through the issuance of Notice of Authority to Debit Account Issued (NADAI).
- 6.3.11. The procedure for the release of funds from DBM through the BTr to the Municipalities follows the established procedures of DBM and BTr. The BTr will furnish copies of the 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, or the ROs may request a copy of the NADAI from the BTr.

#### 6.4 Fund Management

- 6.4.1 Pursuant to the Special Provisions of the LGSF under the GAA FY 2020, 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 per project to record each transaction. Funds that are undisbursed as mentioned in **Section 6.4.9** shall be reverted to the Bureau of Treasury (BTr).
- 6.4.3** Within thirty (30) days from the reckoning 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 J (Municipality's Confirmation on the Receipt of FY 2020 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** In the preparation of the Approved Budget for the Contract (ABC), the MLGUs shall apply the Revenue Memorandum Circular 85-2017 dated 11 October 2017 issued by the Bureau of Internal Revenue (BIR) as basis for the appropriate rate of Value Added Tax (VAT) of 12%.
- 6.4.6** Consistent with Section 4 of the LGSF Special Provisions under the GAA FY 2020, implementation of and payments for infrastructure projects shall be until **31 December 2021** only. After this period, any unreleased amount shall lapse, while undisbursed funds shall be reverted to the BTr.
- 6.4.7 Prohibited Use of Funds**
- The LGSF-SALINTUBIG Fund **shall not be used:**
- 6.4.7.1** For any purpose other than the project/s to which the fund was released not specified in the NADAI;
- 6.4.7.2** To fund projects already covered by other funds; and
- 6.4.7.3** For the payment of Personal Services<sup>2</sup> 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 this Guidelines.
- 6.4.8** The MLGU may use the difference between the Approved Budget for the Project and Contract Price to finance Variation Orders for the same project, subject to Section 6.5.6.4 of this Guidelines. *Variation Order* mentioned herein strictly refers to the Variation Order as defined and as allowed in Items 1 to 3, Annex E<sup>3</sup> of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184.
- 6.4.9 Reversion of Funds**
- The MLGU shall be responsible for the following:
- 6.4.9.1** Consistent with Section 3 of the Special Provisions of the LGSF under the SALINTUBIG in the GAA FY 2020, any undisbursed funds after **31 December 2021** shall be reverted to the BTr by the recipient MLGUs.

<sup>2</sup> Section 306(k) of the Local Government Code of 1991

<sup>3</sup> Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the Revised IRR of 9184



- 6.4.9.2** In case of non-completion of projects by **31 December 2021**, the MLGU shall issue a **Notarized Affidavit of Undertaking (Annex C)**, signed by the LCE, for the following:
- a. Allocate local funds equivalent to the reverted amount for the remaining works in accordance with Section 6.4.9 of this MC;
  - b. Complete the project not later than the date agreed upon by the MLGU and the concerned DILG-RO;
  - c. Submit the **Project Completion Report (Annex K)** within thirty (30) calendar days to DILG-RO, through the DILG-PO, after the issuance of the **Certificate of Completion (Annex R)**; and
  - d. Assume accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.
- 6.4.9.3** For completed projects, the MLGU shall revert to the BTr the undisbursed funds after the payment of the Final Billing as recognized by the Municipal Accountant within the fiscal year.
- 6.4.9.4** If, at any point in time before the lapse of the fund validity period on **31 December 2021**, 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.
- 6.4.9.5** The DILG-RO shall demand MLGUs, after substantial notification and documentation, to revert the funds equivalent to the remaining works for specific projects which have received the **Notice of Project Cancellation (Annex L)** 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** using **Annex C** and submit to DILG RO through channels.
- 6.4.9.6** 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 the 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;
  - 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); and
  - g. Request for extension of project implementation which goes beyond **31 December 2021**.



- 6.4.9.7** 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** Pursuant to Section 26 of the General Provisions of the FY 2020 GAA, the following requirements shall be observed in the implementation of **infrastructure projects**:

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

**6.5.1.2** Standards of construction, rehabilitation, improvement, or repair of all infrastructure projects in all areas and zones are consistent with the rules determined by the DPWH, which shall consider, among others, the structural strength and climate resilience required for infrastructure projects in all areas and zones; and

**6.5.1.3** Planning and construction of all infrastructure projects to be implemented within the National Integrated Protected Area System (NIPAS) are done in a way that eliminates or minimizes the risk of biodiversity loss while the specifications thereon are in accordance with those determined by the DPWH, in coordination with the DENR. Major infrastructure projects may only be undertaken in said areas if intended to enhance biodiversity. The DPWH and all other agencies shall take into account climate risk information and green building standards to be issued by the Climate Change Commission (CCC) in the planning, identification of site, design, construction, engineering and renovation of government buildings and facilities, including schools and hospitals, as stipulated in Section 26 of the General Provisions of the GAA FY 2020.

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

**6.5.3** The Municipal Engineer shall ensure that the Detailed Engineering Designs (DEDs), technical specifications, and construction of projects are in accordance with the **Project Minimum Standards (Annex M)**, National Government (NG) standards, relevant provisions stipulated in the FY 2020 GAA, and within the range of costs of materials, labor, equipment, etc., and project duration of similar projects being implemented by a National Government Agency (NGA) in the same locality.

**6.5.4** All projects shall be implemented "By Contract." However, the MLGU shall be allowed to implement projects "By Administration" only after two (2) failed biddings and failed negotiated bidding, subject to **Appendix 1** (Revised Guidelines for the Implementation of Infrastructure Projects by Administration) of R.A. 9184.

### **6.5.5 Procurement by the MLGU**

**6.5.5.1** Pursuant to **Section 18** of the General Provisions of the FY 2020 GAA, all agencies of the government shall strictly adhere to the provisions of R.A. 9184, its IRR, and GPPB guidelines in the procurement of infrastructure projects, and consulting services.



However, the options for the Design and Build Scheme will not apply to the projects under the SALINTUBIG program since the DED and other technical documents are requirements prior to fund release.

**6.5.5.2** Consistent with R.A. 9184 (Procurement Law), to promote transparency and achieve efficiency in the procurement process, the MLGUs are enjoined to:

- a. Use the Philippine Government Electronic Procurement System (PhilGEPS) as the primary and repository of information on government procurement.
- b. Use the latest standard bidding documents, 5<sup>th</sup> Edition, for the procurement of works issued by the GPPB which can be accessed at [www.gppb.gov.ph](http://www.gppb.gov.ph).
- c. Conduct a mandatory review and evaluation of the terms, conditions, and specifications in the Bidding Documents, including its cost estimates, by the Bids and Awards Committee (BAC) in the event of a failed bidding.
- d. Conduct re-bidding and negotiated procurement of a project immediately, but should not exceed fifteen (15) days after the declaration of the first failure of bidding under Section 35 of RA 9184 and its 2016 Revised IRR. The period may be extended up to 30 days upon approval of the Head of the Procuring Entity (HoPE), as stipulated in Annex A of GPPB Resolution No. 30-2016.
- e. Ensure that the following are included in the bidding documents:
  - The winning bidder's compliance 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
  - Inclusion as a provision in the Contract of Agreement the Contractor's submission of the monthly Statement of Works Accomplished (SWA).
- f. Cause the winning bidder to post the performance security consistent with Section 39 of the Revised IRR of R.A. 9184.
- g. Ensure that the Notice to Proceed (NTP) is issued and duly received by the successful bidder within seven (7) calendar days from the date of approval of the Contract, consistent with Section 37.4.1 of the 2016 Revised IRR of R.A. 9184.
- h. Ensure that the NTP and the approved contract are posted in the PhilGEPS website and on the website of the MLGU within fifteen (15) calendar days from the issuance of the NTP.

**6.5.5.3** The MLGU shall invite a representative of a duly accredited CSO, in accordance with the Special Provisions of the FY 2020 GAA, to observe in the procurement process. The MLGU may also invite the concerned MLGOO.

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

## 6.5.6 Project Execution

### 6.5.6.1 Adherence to National Government Standards and Policies

- a. The MLGU shall abide by the standards and policies set by the NG, including the **SALINTUBIG Project Minimum Standards (Annex M)**, 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 review and are being observed during actual implementation by the MLGU.

- 6.5.6.2 The Mayor, as the LCE 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.

- 6.5.6.3 The Mayor, as the LCE of the MLGU, shall mobilize the existing Project Implementation Team (PIT) as defined in DILG MC 2018-104, led by the Municipal Engineer (ME), which shall be responsible for providing supervision in the project implementation. The ME, as head of the PIT, shall be accountable in ensuring that each project will be completed on time and within the contract cost, based on the approved plans and specifications, and adhering to National Standards in design and quality of workmanship. Without relinquishing responsibility, the ME may assign a Project Engineer in each project to supervise the day-to-day activities in each project site.

The responsibilities of the Municipal Engineer (ME), include, but are not limited to, the following:

- a. Supervise regularly the progress of work;
- b. Cause the Contractor to submit a **Request for Work Inspection (Annex N)**.
  - i. Two (2) days prior to the actual date of inspection of every major activity; and
  - ii. One (1) day prior to the concrete pouring of every major activity.

**Concrete Pouring Permit**, using the format as prescribed in the Department Order (DO) No. 211 series of 2000 of Department of Public Works and Highways (DPWH) as shown in **Annex O**, shall be attached to the request for inspection if Item b(ii) is applicable.

- c. Be present during the actual construction activities mentioned in Item b. The **List of Major Construction Activities** for every project type is shown in **Annex P**;
- d. Verify and check the quantities of items of work accomplished by the Contractor against the approved plans, specifications,



and programs of work, and immediately notify the Contractor of observed deficiencies, if any;

- e. Verify and check the quality of workmanship of the Contractor against the approved plans, specifications, and programs of work and National Standards, and immediately notify the Contractor of observed deficiencies, if any;
- f. Verify and check whether quality control plan is observed, quality tests are conducted, and construction logbook is maintained at the project site, and immediately notify the Contractor of observed deficiencies, if any;
- g. In case of any observed deficiencies during construction, issue **Site Instruction (Annex Q)** 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 a monthly Statement of Work Accomplished (SWA). If the project is By Administration, prepare the SWA;
- j. Verify and recommend for approval of SWA submitted by the Contractor. If there is a 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 the project (i.e. photographs were taken before, during, and after, as-staked, as-built drawings of the completed projects, test results, work request, concrete pouring permit, weather charts, and other pertinent documents related to project implementation) and make available during inspections or as requested; and
- m. Ensure that the Contractor submits a Certificate of Compliance on the labor requirement as provided for in Section 5 of R.A. 6685.

#### **6.5.6.4 Variation Order**

- a. Any variation order shall strictly comply with Annex E (Contract Implementation Guidelines for the Procurement of Infrastructure Projects) of the 2016 Revised IRR of R.A. 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 may 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 additional counterpart as stipulated in Section 6.2.
- d. The MLGU shall inform the concerned DILG-RO, through channels, of any approved variation order and contract time extension, and shall ensure that all related documents are readily available during monitoring by DILG personnel and/or as may be requested.

**6.5.6.5** The MLGU shall ensure that:

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

**6.5.6.6 Termination of Contract**

Consistent with Annex I of the Revised IRR of R.A. 9184, the MLGU may terminate the contract when any of the following conditions occur in the duration of 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 works; or
- c. The Contractor:
  - i. abandons the contract works, refuses or fails to comply with a valid instruction of the MLGU, or fails to proceed expeditiously and without delay despite a written notice by the MLGU;
  - 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 MLGU.

**6.5.6.7 Blacklisting of the Contractor**

The MLGU is encouraged to initiate the blacklisting process in accordance with Appendix 17 of the Revised IRR of R.A. 9184 (Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors, and Consultants).

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



### 6.5.6.9 Imposition of Liquidated Damages

In case the Contractor fails to complete the works within the specified contract duration and any approved time extension, the MLGU shall impose liquidated damages (LD) in accordance with Annex E of the 2016 Revised IRR of R.A. 9184. Funds obtained from the imposition of LD shall be accrued to the Trust Fund Account and shall form part of the undisbursed funds which shall be reverted to the BTr on or before **31 December 2021**.

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

### 6.5.7 Project Completion

6.5.7.1 The project is deemed physically completed once the MLGU issues a **Certificate of Completion (Annex R)**.

6.5.7.2 The MLGU, through the Municipal Accountant, shall recognize the completed project as an asset in the Book of Accounts of the MLGU pursuant to the Government Accounting Manual Volume II for other infrastructure projects and COA Circular 2015-008, and submit proof to the DILG-PO, through the MLGOO, that the completed project has been booked as an asset.

6.5.7.3 The MLGU, through the LCE, shall ensure that there is a **Maintenance Work and Financial Plan** after the completion of each project including the required provision to implement the said plan.

6.5.7.4 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.

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

6.5.7.6 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.

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

6.5.7.8 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.

### 6.5.8 Information and Publicity of Projects

6.5.8.1 As MLGU counterpart, within 30 days from the reckoning date of the NADAI, the MLGU shall install the DILG Projects' Community Billboards within the premises of the Municipal Hall in accordance with the specifications prescribed in **Annex D (Community Billboard)** hereof. DILG Projects' Community Billboards must contain all DILG-implemented projects under GAA FY 2020.

*The MLGU shall include in the Community Billboards the MLGU's list of projects that are not yet completed under the FY 2019 LGSF-SALINTUBIG and FY 2019 LGSF-AM Programs, and ensure that the project status is updated on a monthly basis.*

- 6.5.8.2** 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 the regular updating thereof.

Pursuant to Section 18 of the General Provisions of the GAA FY 2020, the Community Billboards and Project Signboards should not bear the name, image, and logo of candidates or public officials on government projects.

- 6.5.8.3** The MLGU shall comply with the reportorial and posting requirements stipulated in the following laws, to wit:

- a. Special Provision No. 9 (Reporting and Posting Requirements) of the LGSF under the GAA FY 2020;
- b. Rule XI Section 37.4.2 of the 2016 Revised IRR of R.A. 9184, and any relevant policies issued by the GPPB; and
- c. Consistent with the Full Disclosure Policy (FDP) of the DILG, the said reports shall be posted on the MLGU's website, and in at least three (3) conspicuous public places in the locality within twenty (20) days from the end of each quarter.

- 6.5.8.4** The LCEs and web administrators, or their equivalent, shall be responsible for ensuring the compliance of the MLGU with Items a to c of Section 6.5.8.3 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 reportorial and posting requirements as stipulated in the FY 2020 GAA (Section 9 of the Special Provisions), R.A. 9184, and the DILG Monitoring Guidelines.

The MLGU shall post the status of project implementation on a monthly basis in the SubayBAYAN (<http://subaybayan.dilg.gov.ph>).

## **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 GAA FY 2020;



- 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 SALINTUBIG Project Minimum Standards (Annex M), DED/POW, technical specifications, and consistent with this 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. 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 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 in the Philippine National Standards for Drinking Water (PNSDW).
- 7.1.3 The specific responsibilities of the MLGU are stipulated in the applicable provisions of this Guidelines, as found in:
- 7.1.3.1 Section 6.2 for the LGU Counterpart;
- 7.1.3.2 Section 6.4 for the Fund Management; and
- 7.1.3.3 Section 6.5 for Project Implementation, including procurement, execution, information and publicity of the project, monitoring, and reporting.
- 7.1.4 The MLGU shall ensure its adherence to the applicable provisions of the DILG MC 2018-104 Monitoring Guidelines.
- 7.1.5 The MLGU shall aim to create and maintain an inventory of local infrastructure and facilities to support better planning and programming, which will include, but are not limited to, the following:
- 7.1.5.1 Existing and potential water sources;
- 7.1.5.2 Water supply systems (functional and non-functional) including management systems (e.g. LGU-managed, BAWASA, etc.);
- 7.1.5.3 Sanitation and health facilities; and
- 7.1.5.4 Results of Infrastructure Audit.
- 7.1.6 The MLGU, through the LCE, shall issue an Executive Order creating or reactivating the following, with the minimum composition, to wit:
- 7.1.6.1 **Project Monitoring Committee (PMC)**, as created through DILG MC 2019-188, or any amendment thereafter, wherein the MLGOO cannot be appointed as the Chairperson. It is suggested that the Municipal Planning and Development Coordinator (MPDC) be appointed as the Chairperson of the Committee. The PMC shall submit a monthly report to the MDC and copy furnish the MLGOO.
- 7.1.6.2 **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).

**7.1.6.3 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 or 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, a senior staff from the Mayor's Office holding a plantilla position.

## **7.2 DILG**

### **7.2.1 Central Office (CO)**

The WSSPMO, established in the DILG-CO under the OPDS, shall be responsible for overseeing the overall project implementation, monitoring and evaluation, including the provision of technical assistance and capacity development to MLGUs, 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. Monitor 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 for in the GAA FY 2020 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 furnish the Municipal/Regional COA and DILG-RO, of any noted deviation/s to the provisions of this Guidelines and non-compliance with the recommended corrective actions during project implementation.
- h. Overall monitoring and evaluation:
  - Ensure the implementation of the Results-Based Monitoring and Evaluation (RBME) framework and system to determine the outcome of the project;



- Track the implementation of the risk-based monitoring system to improve project performance, and monitor the compliance of DILG-RO with 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 the provision of Technical Assistance;
- As needed, conduct project monitoring visits on projects identified as critical;
- 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);
- Oversee the implementation of the Quarterly Monitoring Plan at the Regional Level; and
- Provide support to operations in the ratio of 70% for ROs and 30% for CO to ensure the hiring of sufficient staff at the DILG Regional and Provincial Levels.

#### **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 a database of conducted Capacity Development interventions;
- c. Develop evaluation tools and conduct an 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; and
- b. Develop, update, and maintain the information, education, and communication (IEC) materials about the program and accomplishments for tri-media, including social media, and the DILG website at the national level.

## 7.2.2 Regional Office (RO)

The RO shall take the lead in the progress monitoring and evaluation of projects and is responsible for 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 are in accordance with the national standards and policies, and are considered during project preparation and actual implementation by the MLGUs;
- b. Ensure the dissemination of program policies issued by DILG Management, including other issuances related to project implementation and 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 USLG, copy furnish OPDS, the status of program implementation;
- e. Issue 3rd Warning Letter and Notice of Project Cancellation, pursuant to DILG MC 2018-104;
- f. Ensure that the monthly reports submitted by the concerned DILG-POs are in accordance with DILG MC 2018-114;
- g. Review the Regional Risk Assessment Reports prepared by the PDMU or its equivalent, and track possible interventions/actions at the RO level;
- h. Submit to the USLG, copy furnish OPDS, the copy of the Regional Risk Assessment Reports with information on the interventions/actions taken by the Region, 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 the M&E fund every 10<sup>th</sup> day of the following month to DILG-FMS, copy furnish 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 the Regional Hubs (RHubs) and other accredited CSOs and



POs for the provision of Technical Assistance and Capacity Development interventions to the MLGUs, and in the implementation of CSO participation.

**7.2.2.2 Project Development 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, as reflected in the Strategic Performance Management System (SPMS) as their commitments and/or in the Terms of Reference (TOR) of its staff:

**Planning and Pre-Implementation:**

- a. Disseminate program policies issued by DILG Management, including other issuances related to project implementation, and national standards for quality assurance;
- b. Conduct orientations or one-on-one briefings with MLGUs to ensure that they are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- c. Assess the attestations and documents submitted by the MLGUs recommended by the PO, as follows:
  1. **Notarized MLGU Certification of Compliance for Fund Release (Annexes B.1 to B1.8);**
  2. **Confirmation on the Receipt of FY 2020 AM Fund (Annex J); and**
  3. **Project Implementation Schedule (Annex E).**

Further, the PDMU shall consolidate and confirm eligible MLGUs for endorsement to DILG-CO using the **Validation Form (Annex T1)**.

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

**Progress Monitoring and Evaluation:**

- a. Field or mobilize the Engineers assigned in the RO to provide technical assistance to the MLGU, if necessary;
- b. Maintain the regional database and electronic copies of MLGU submissions transmitted by the POs and be made available during inspection;
- c. Prepare a quarterly regional monitoring plan based on agreed deliverables. Submit a summarized accomplishment report to DILG-CO-OPDS every last month of the ensuing quarter;
- d. Field or mobilize the Engineers assigned in the RO to monitor the projects based on the monitoring plan. The Project Monitoring Templates are to be used when conducting site visits and spot checks during project implementation, and monitor, but not limited to, the following:
  - i. Implementation timelines;

- ii. Availability of construction materials on-site, in accordance with the approved plans and specifications;
  - iii. Availability of appropriate equipment on-site, in accordance with the Equipment Schedule and manpower;
  - iv. Works are in accordance with the approved Plans and Specifications;
  - v. Quality tests are conducted and construction logbook is maintained;
  - vi. Proper waste disposal is done in accordance with the prescribed standards set by MENRO; and
  - vii. Health and Safety standards set by DOLE shall be implemented.
- e. Comply with the provisions of the DILG MC 2018-114 (Guidelines in the Implementation of SubayBAYAN) relative to the progress reporting of the projects:
- i. Ensure that the information on the progress of implementation, such as physical accomplishment in percent based on the MLGU's monthly Statement of Work Accomplished (SWA) and Financial Accomplishment or Disbursement, will be reported in the SubayBAYAN on a monthly basis; and
  - ii. Ensure that the information provided by the MLGOOs on a monthly basis has been validated on-site.
- f. Consolidate and analyze all Provincial Risk Assessment Reports submitted by the PDs, and prepare and submit to the RD the **Regional Risk Assessment Reports** using **Annex U**. Identify and recommend to the RD possible interventions/actions to be taken at the RO level and those to be endorsed at the DILG-CO level;
- g. For projects that remain critical after the issuance of the 2nd Warning Letter by the PD, recommend to the RD the issuance of the 3rd Warning Letter;
- h. Facilitate the conduct of consultations/dialogues at the regional level with DILG-POs, MLGUs, and other stakeholders to resolve issues on project implementation;
- i. If warranted, participate in the conduct of punch-listing and final inspection to ensure that all issues and concerns were addressed before the issuance of corresponding certifications;
- j. Monitor the reversion of undisbursed funds by the MLGUs as provided for in **Section 6.4.9** of this Guidelines; and
- k. Assist the DILG-PO on the Conduct of RSSA one (1) year after the completion of projects, or as necessary, and prepare a detailed assessment for non-functional projects based on the result.

**Capacity Development and Communications:**

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



- b. Assist the DILG-CO-OPDS in the conduct of the communications and advocacy initiatives.

**Complaints and Requests:**

- a. For any requests regarding project implementation, including justification for non-compliance with the minimum standards, conduct evaluation/validation and decide on the said request. If requests require decisions by higher management, prepare recommendation prior to endorsement to CO.
- b. For any complaints, conduct a fact-finding mission to evaluate/validate the complaints, and decide on response. If responses require decisions by higher management, prepare recommendation prior to endorsement to CO.

**7.2.3 Provincial Office (PO)**

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, which are reflected in the SPMS as their commitments and/or in the Terms of Reference (TOR) of his/her Staff:

- 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 orientations or one-on-one briefings with the MLGUs to ensure that they are well-informed of and are able to comply with the policies and other issuances related to project implementation;
- d. Review the veracity of the attestations and documents submitted, as follows:
  - 1. **Notarized MLGU Certification for Fund Release (Annexes B.1 to B.8);**
  - 2. **Confirmation on the Receipt of the FY 2020 AM Fund (Annex J);** and
  - 3. **Project Implementation Schedule (Annex E).**

If warranted, the Provincial Director (PD) shall recommend to the RO the list of MLGUs with Notarized MLGU Certification for Fund Release using the **Validation Form (Annex T1)**.

- 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 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 compliance of MLGUs with any recommended corrective actions during implementation within the agreed timelines;
- i. Ensure the compliance of MLGUs with the provisions of the DILG MC 2018-114 (Guidelines in the Implementation of the SubbayBAYAN) relative to the progress reporting of the projects;
- j. Maintain copies of MLGU submissions transmitted by the MLGOOs and ensure these are 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 Report (Annex V)** and track possible interventions/actions at the PO level in accordance with DILG MC 2018-104;
- l. Issue 1st and 2nd Warning Letters and other notices in accordance with DILG MC 2018-104;
- m. Conduct the Rapid Subproject Sustainability Assessment (RSSA) for completed projects within the prescribed timelines pursuant to Guidelines issued by the DILG;
- n. Provide advisory and technical assistance to MLGUs;
- o. Assist the DILG-RO and/or OPDS-PMOs in the conduct of Communications and Advocacy initiatives;
- 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. Attend bid openings if invited;
- s. Check whether the MLGU already booked the project as an asset upon final acceptance;
- t. Receive the MLGU Certification on the provision of annual maintenance funds specifically for the concerned project/s; and
- u. Assist the RO in the resolution of any complaints and requests, including justification for non-compliance with the minimum standards.

#### **7.2.3.1 Cluster Heads:**

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

- a. Ensure that the MLGOO complies with the provisions of the DILG MC 2018-104 and DILG MC 2018-114;
- b. Orient the MLGOOs on the Policy, Monitoring, and Reporting Guidelines;
- c. Oversee the maintenance of documents and MLGU submissions transmitted by the MLGOOs;



- d. Supervise the MLGOOs in the discharge of their responsibilities and provide assistance, if needed; and
- e. If warranted, participate in the conduct of punch-listing and final inspection to ensure that all issues and concerns are addressed before the issuance of corresponding certifications.

**7.2.3.2 The Municipal Local Government Operations Officer (MLGOO):**

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 MLGU Certification for Fund Release (Annexes B.1 to B.8);**
  2. **Confirmation on the Receipt of the FY 2020 AM Fund (Annex J); and**
  3. **Project Implementation Schedule (Annex E).**

In validating and confirming Items 1 to 3, use the **Validation Form (Annex T2).**
- 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 of this Guidelines and that it has been transferred to the Trust Fund Account, including the MLGU counterpart mentioned in Section 6.2 of this Guidelines, if any;
- e. If warranted, MLGOO may attend bid openings, and note CSO participation in the procurement process;
- f. Notify DILG-PO of "Failed Biddings" and advise MLGU to submit **Revised Implementation Schedule (Annex E)**;
- g. Assist in the conduct of project monitoring visit cum exit conference with the MLGU. Secure a copy of the **Aide Memoire (Annex W)** signed by the parties present, copy furnish DILG-PO;
- h. Transmit officially the Aide Memoire to MLGU and if there are negative findings, advise to issue a **Notice of Defects/Deficiencies (Annex X)** to the Contractor; and
- i. Assist the DILG-PO in the conduct of the capacity development activities at the provincial/municipal level.

**8.0 PENAL PROVISIONS**

Projects implemented that are not in accordance with the provisions of this Guidelines, including all other applicable laws, shall be subject to:

## **8.1 Project Cancellation**

Pursuant to the Warning Scheme stipulated in the DILG MC 2018-104, projects issued with 3<sup>rd</sup> level warning may be subjected to project cancellation and reversion of its fund allocation, 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** If, during the procurement stage, the MLGU fails to follow the procurement schedule submitted to the DILG without valid reason; and
  - 8.1.3** If the negative slippage reaches 15%, or if deviations in Monitoring Parameters remain 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 with Section 6.4.9 of this Guidelines;
  - 8.2.2** If the project to be cancelled is "ongoing," issue a **Notarized Affidavit of Undertaking (Annex C)** 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 with this Undertaking.
- 8.3** If warranted, documentary reports and findings shall be forwarded to the BANTAY KORAPSYON Project Management Office for possible filing of appropriate civil, criminal, and/or administrative cases.
- 8.4** Cancellation may be grounds for disqualification for future funding under the Program.

## **9.0 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.

## **10.0 REPEALING CLAUSE**

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

## **11.0 ANNEXES**

<b>Annex A</b>	<b>FY2020 SALINTUBIG MLGU Allocation</b>
<b>Annex B.1 to B.8</b>	<b>Notarized MLGU Certification of Compliance for Fund Release</b>
<b>Annex C</b>	<b>Notarized Affidavit of Undertaking</b>
<b>Annex D</b>	<b>Community Billboard Manual</b>
<b>Annex E</b>	<b>Project Implementation Schedule</b>
<b>Annex F</b>	<b>Maximum Prescribed Implementation Timelines</b>
<b>Annex G</b>	<b>List of Projects of the Municipalities Eligible for Fund Release</b>



<b>Annex H1</b>	<b>Water Source Validation Report (WSVR) _ Potable</b>
<b>Annex H2</b>	<b>Water Source Validation Report (WSVR) _ Not-potable</b>
<b>Annex I</b>	<b>Notice of Eligibility</b>
<b>Annex J</b>	<b>Confirmation on the Receipt of FY 2020 SALINTUBIG Fund</b>
<b>Annex K</b>	<b>Project Completion Report</b>
<b>Annex L</b>	<b>Notice of Project Cancellation</b>
<b>Annex M</b>	<b>Project Minimum Standards</b>
<b>Annex N</b>	<b>Request for Work Inspection</b>
<b>Annex O</b>	<b>Concrete Pouring Permit</b>
<b>Annex P</b>	<b>List of Major Construction Activities</b>
<b>Annex Q</b>	<b>Site Instruction Form</b>
<b>Annex R</b>	<b>Certificate of Completion</b>
<b>Annex S</b>	<b>Certificate of Final Acceptance</b>
<b>Annex T1</b>	<b>Validation Form (PO/RO)</b>
<b>Annex T2</b>	<b>Validation Form (MLGOO)</b>
<b>Annex U</b>	<b>Regional Risk Assessment Report</b>
<b>Annex V</b>	<b>Provincial Risk Assessment Report</b>
<b>Annex W</b>	<b>Aide Memoire</b>
<b>Annex X</b>	<b>Notice of Defects/Deficiencies</b>

## **12.0 EFFECTIVITY**

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

  
**EDUARDO M. AÑO**  
 Secretary, DILG<sup>n</sup>



**SAGANA AT LIGTAS NA TUBIG SA LAHAT  
(SALINTUBIG) PROGRAM**



FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM			
REGION	PROVINCE	MUNICIPALITY	AMOUNT
CAR	ABRA	PENARRUBIA	10,838,655
CAR	ABRA	LAGAYAN	11,190,057
CAR	BENGUET	BAKUN	11,787,891
CAR	IFUGAO	ALFONSO LISTA	10,838,655
<b>Total</b>			<b>44,655,258</b>
REGION I	ILOCOS NORTE	BADOC	11,563,551
REGION I	ILOCOS NORTE	CURRIMAO	11,563,551
REGION I	ILOCOS SUR	CABUGAO	11,294,078
REGION I	LA UNION	AGNO	11,294,078
REGION I	PANGASINAN	URBIZTONDO	11,563,551
<b>Total</b>			<b>57,278,809</b>
REGION II	CAGAYAN	ABULUG	12,297,964
REGION II	CAGAYAN	ALLACAPAN	11,294,077
REGION II	CAGAYAN	BALLESTEROS	11,563,551
REGION II	CAGAYAN	CAMALANIUGAN	11,294,077
REGION II	CAGAYAN	LAL-LO	11,294,077
REGION II	CAGAYAN	LASAM	11,563,551
REGION II	CAGAYAN	PAMPLONA	12,028,490
REGION II	CAGAYAN	SANCHEZ-MIRA	11,294,077
REGION II	CAGAYAN	SANTA TERESITA	11,787,891
REGION II	CAGAYAN	SANTO NIÑO (FAIRE)	11,563,551
REGION II	ISABELA	PALANAN	11,190,057
REGION II	ISABELA	SAN ISIDRO	11,563,551
REGION II	NUEVA VIZCAYA	AMBAGUIO	10,989,753
REGION II	NUEVA VIZCAYA	QUEZON	11,053,479
REGION II	QUIRINO	CABARROGUIS (Capital)	11,294,077
REGION II	QUIRINO	MADDELA	11,053,479
<b>Total</b>			<b>183,125,702</b>
REGION III	NUEVA ECIJA	LAUR	10,052,883
REGION III	NUEVA ECIJA	LLANERA	11,563,551
REGION III	TARLAC	SAN CLEMENTE	12,028,490
REGION III	TARLAC	SAN JOSE	11,294,077
REGION III	ZAMBALES	BOTOLAN	10,989,753
REGION III	ZAMBALES	CASTILLEJOS	11,563,551
<b>Total</b>			<b>67,492,305</b>
REGION IVA	BATANGAS	PADRE GARCIA	11,645,479
REGION IVA	LAGUNA	RIZAL	11,563,551
<b>Total</b>			<b>23,209,030</b>
MIMAROPA	OCCIDENTAL MINDORO	CALINTAAN	10,989,753
MIMAROPA	OCCIDENTAL MINDORO	SABLAYAN	12,028,490
MIMAROPA	OCCIDENTAL MINDORO	SAN JOSE	11,787,891
MIMAROPA	ORIENTAL MINDORO	SAN TEODORO	11,404,880
MIMAROPA	PALAWAN	CORON	10,838,655
MIMAROPA	PALAWAN	DUMARAN	11,404,880
MIMAROPA	PALAWAN	TAYTAY	10,989,753
<b>Total</b>			<b>79,444,302</b>

FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM			
REGION	PROVINCE	MUNICIPALITY	AMOUNT
REGION V	ALBAY	MALINAO	11,067,328
REGION V	CAMARINES NORTE	LABO	11,259,227
REGION V	CAMARINES SUR	PRESENTACION	11,824,122
REGION V	CAMARINES SUR	TINAMBAC	11,238,652
REGION V	MASBATE	SAN FERNANDO	11,383,324
<b>Total</b>			<b>56,772,653</b>
REGION VI	AKLAN	ALTAVAS	11,294,077
REGION VI	AKLAN	MALINAO	11,563,551
REGION VI	ANTIQUE	SAN JOSE DE BUENAVISTA	10,989,753
REGION VI	CAPIZ	CUARTERO	12,297,964
REGION VI	CAPIZ	DAO	11,563,551
REGION VI	CAPIZ	JAMINDAN	11,645,479
REGION VI	CAPIZ	MA-AYON	11,914,954
REGION VI	CAPIZ	PILAR	11,914,954
REGION VI	GUIMARAS	NUEVA VALENCIA	11,914,954
REGION VI	GUIMARAS	SIBUNAG	11,294,077
REGION VI	ILOILO	ALIMODIAN	11,259,227
REGION VI	ILOILO	ANILAO	12,379,892
REGION VI	ILOILO	BINGAWAN	12,379,892
REGION VI	ILOILO	MAASIN	11,914,954
REGION VI	NEGROS OCCIDENTAL	CANDONI	11,914,953
REGION VI	NEGROS OCCIDENTAL	ISABELA	11,259,227
<b>Total</b>			<b>187,501,459</b>
REGION VII	BOHOL	BIEN UNIDO	13,042,937
REGION VII	BOHOL	CATIGBIAN	10,989,753
REGION VII	BOHOL	DAGOHOY	11,645,479
REGION VII	BOHOL	PANGLAO	11,294,077
REGION VII	BOHOL	PRES. CARLOS P. GARCIA (PITOGO)	13,042,937
REGION VII	CEBU	CORDOVA	11,563,551
REGION VII	CEBU	MOALBOAL	12,379,892
<b>Total</b>			<b>83,958,626</b>
REGION VIII	SAMAR	SAN SEBASTIAN	11,142,724
REGION VIII	SAMAR	VILLAREAL	11,652,798
<b>Total</b>			<b>22,795,522</b>
REGION IX	ZAMBOANGA DEL NORTE	BACUNGAN (Leon T. Postigo)	11,652,798
REGION IX	ZAMBOANGA DEL NORTE	JOSE DALMAN (PONOT)	11,824,122
REGION IX	ZAMBOANGA DEL NORTE	KALAWIT	12,093,596
REGION IX	ZAMBOANGA DEL NORTE	KATIPUNAN	11,824,122
REGION IX	ZAMBOANGA DEL NORTE	LA LIBERTAD	12,749,322
REGION IX	ZAMBOANGA DEL NORTE	MANUKAN	11,824,122
REGION IX	ZAMBOANGA DEL NORTE	GUTALAC	11,583,523
REGION IX	ZAMBOANGA DEL NORTE	SIYAN	11,824,122
REGION IX	ZAMBOANGA DEL NORTE	SIBUCO	10,998,053
REGION IX	ZAMBOANGA DEL NORTE	SINDANGAN	11,652,798



FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM			
REGION	PROVINCE	MUNICIPALITY	AMOUNT
REGION IX	ZAMBOANGA DEL NORTE	SIOCON	11,383,323
REGION IX	ZAMBOANGA DEL NORTE	SIRAWAI	11,824,122
REGION IX	ZAMBOANGA DEL NORTE	TAMPILISAN	11,383,323
REGION IX	ZAMBOANGA DEL SUR	DUMALINAO	11,067,328
REGION IX	ZAMBOANGA DEL SUR	LAPUYAN	11,238,652
REGION IX	ZAMBOANGA DEL SUR	MIDSALIP	12,093,596
REGION IX	ZAMBOANGA DEL SUR	SOMINOT (DON MARIANO MARCOS)	12,039,049
REGION IX	ZAMBOANGA SIBUGAY	OLUTANGA	11,652,798
REGION IX	ZAMBOANGA SIBUGAY	MABUHAY	11,508,127
REGION IX	ZAMBOANGA SIBUGAY	NAGA	11,652,798
REGION IX	ZAMBOANGA SIBUGAY	PAYAO	11,824,122
REGION IX	ZAMBOANGA SIBUGAY	ROSELLER LIM	11,067,328
REGION IX	ZAMBOANGA SIBUGAY	TALUSAN	11,652,798
REGION IX	ZAMBOANGA SIBUGAY	TUNGAWAN	11,383,323
<b>Total</b>			<b>279,797,265</b>
REGION X	BUKIDNON	CABANGLASAN	11,652,798
REGION X	BUKIDNON	MANOLO FORTICH	12,093,596
REGION X	BUKIDNON	KIBAWÉ	10,797,854
REGION X	BUKIDNON	SAN FERNANDO	11,824,122
REGION X	CAMIGUIN	MAHINOG	11,067,328
REGION X	LANAO DEL NORTE	BAROY	11,238,652
REGION X	LANAO DEL NORTE	MATUNGAO	12,479,848
REGION X	LANAO DEL NORTE	MUNAI	10,797,854
REGION X	LANAO DEL NORTE	NUNUNGAN	11,508,127
REGION X	LANAO DEL NORTE	SULTAN NAGA DIMAPORO	11,067,328
REGION X	MISAMIS OCCIDENTAL	BALIANGAO	11,383,323
REGION X	MISAMIS OCCIDENTAL	SINACABAN	12,479,848
REGION X	MISAMIS ORIENTAL	BINUANGAN	11,508,127
REGION X	MISAMIS ORIENTAL	MAGSAYSAY	11,238,652
<b>Total</b>			<b>161,137,457</b>
REGION XI	COMPOSTELA VALLEY	NABUNTURAN	11,383,324
REGION XI	DAVAO DEL NORTE	BRAULIO E. DUJALI	12,649,366
REGION XI	DAVAO DEL NORTE	CARMEN	12,379,892
REGION XI	DAVAO DEL SUR	MAGSAYSAY	12,093,596
REGION XI	DAVAO ORIENTAL	MANAY	10,989,753
<b>Total</b>			<b>59,495,931</b>
REGION XII	COTABATO	ALAMADA	11,383,323
REGION XII	COTABATO	ALEOSAN	11,652,798
REGION XII	COTABATO	ARAKAN	12,308,524
REGION XII	COTABATO	MAGPET	12,749,322
REGION XII	COTABATO	PIGCAWAYAN	11,652,798
REGION XII	SOUTH COTABATO	SURALLAH	11,824,122
REGION XII	SOUTH COTABATO	TUPI	10,797,853
REGION XII	SULTAN KUDARAT	BAGUMBAYAN	11,652,798

FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM			
REGION	PROVINCE	MUNICIPALITY	AMOUNT
REGION XII	SULTAN KUDARAT	COLUMBIO	10,557,255
REGION XII	SULTAN KUDARAT	ESPERANZA	11,259,227
REGION XII	SULTAN KUDARAT	ISULAN (Capital)	11,259,227
REGION XII	SULTAN KUDARAT	KALAMANSIG	11,238,652
REGION XII	SULTAN KUDARAT	LEBAK	11,652,798
REGION XII	SULTAN KUDARAT	PALIMBANG	12,093,596
REGION XII	SULTAN KUDARAT	SEN. NINOY AQUINO	12,308,524
<b>Total</b>			<b>174,390,817</b>
REGION XIII	AGUSAN DEL SUR	BUNAWAN	11,383,324
REGION XIII	AGUSAN DEL SUR	LA PAZ	12,758,839
REGION XIII	AGUSAN DEL SUR	LORETO	10,927,901
REGION XIII	AGUSAN DEL SUR	SIBAGAT	11,142,724
REGION XIII	AGUSAN DEL SUR	TALACOGON	11,383,323
REGION XIII	AGUSAN DEL SUR	TRENTO	10,989,753
<b>Total</b>			<b>68,585,864</b>
<b>GRAND TOTAL</b>			<b>1,549,641,000</b>





**LETTERHEAD OF THE LOCAL GOVERNMENT UNIT**

**CERTIFICATION**

In the implementation of \_\_\_\_\_ **(project title)** \_\_\_\_\_ amounting to **PhP** \_\_\_\_\_ **in the Municipality of** \_\_\_\_\_ under the FY 2020 Local Government Support Fund-Provision of Potable Water Supply (LGSF-SALINTUBIG) Program, we hereby attest that:

1. **Detailed Engineering Design (DED)** has been prepared in accordance with “Annex A” of the 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible in supplying water to the intended beneficiaries and potable for drinking.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
4. Our Municipal Local Government Unit (MLGU) commits to secure all permits and licenses required by laws, rules, or other concerned agencies as required for the implementation of the project prior to its execution, and submit to DILG the proof of application. We are fully aware that non-submission of the proof of application is considered non-compliance and one of the grounds for project cancellation without prejudice to imposition of other sanctions and penalties deemed necessary.
5. **Certified True Copies** of the following documents are hereby attached:
  - 5.1. **Approved Detailed Engineering Design (DED);**
  - 5.2. **Deed of Donation or Deed of Absolute Sale or Usufruct or any other legal documents** proving that the site of the project has no land ownership or Right-of-Way (ROW) issues;
  - 5.3. **Water Source Validation Report (WSVR);**
  - 5.4. **MGB Certification** that the project is **not located in the “no-build” zone and hazard-prone area;**
  - 5.5. **Executive Orders** creating or activating the PIT, PMC and Inspectorate Team.
6. The project is included in the updated and duly adopted Local Development Investment Program (LDIP) of the Municipality and must not be funded from other sources.
7. The proposed SALINTUBIG Project/s is/are included in the approved Annual Procurement Plan of the Municipality.

8. The bidding documents have been prepared, and to ensure that the bidding can commence on **(identify date)**, these documents shall be made available to DILG during field monitoring visits and/or as may be requested.
9. Funds downloaded to our MLGU from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be fully liquidated by 31 December 2020.
10. Undisbursed funds from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be reverted to the source agency (DILG or Bureau of Treasury) not later than 31 December 2020 and the **Notarized Affidavit of Undertaking**, when applicable, were submitted to the DILG, pursuant to applicable provisions of the General Appropriations Act (GAA) and all the DILG Memoranda issued for the purpose.
11. Our Municipality commits and binds itself/ourselves to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.
12. Funds shall be made available for maintenance once the project is completed.
13. Our MLGU has a functional website that can be accessed through     (indicate the website address)     as required in the General Appropriations Act (GAA).

We agree that our Municipality may be ineligible to receive a subsidy from the SALINTUBIG Program in the next Fiscal Year (FY) if any of the above attestations/declarations are misrepresented or false.

We agree that our Municipality is primarily and solely accountable and responsible as to the truthfulness of these attestations, and at the same time, further attests to the accuracy and completeness of the submitted technical documents, as well as its consistencies and conformity to national standards.

We further agree that our Municipality will be subjected to penalties and sanctions in case of non-compliance to Project Implementation and Monitoring Guidelines issued by the DILG.

This Certification is being issued in compliance with the DILG Memorandum Circular No.\_\_\_\_\_, Series of 2020.

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date



**ACKNOWLEDGEMENT**  
**REPUBLIC OF THE PHILIPPINES**  
(Municipality/City of \_\_\_\_\_) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in \_\_\_\_\_,  
Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_



**LETTERHEAD OF THE LOCAL GOVERNMENT UNIT**

**CERTIFICATION**

In the implementation of \_\_\_\_\_ **(project title)** \_\_\_\_\_ amounting to **Php** \_\_\_\_\_ **in the Municipality of** \_\_\_\_\_ under the FY 2020 Local Government Support Fund-Provision of Potable Water Supply (LGSF-SALINTUBIG) Program, we hereby attest that:

1. **Detailed Engineering Design (DED)** has been prepared in accordance with "Annex A" of the 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible in supplying water to the intended beneficiaries and potable for drinking.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
4. Our Municipal Local Government Unit (MLGU) commits to secure all permits and licenses required by laws, rules, or other concerned agencies as required for the implementation of the project prior to its execution and submit to DILG the proof of application. We are fully aware that non-submission of the proof of application is considered non-compliance and is one of the grounds for project cancellation without prejudice to imposition of other sanctions and penalties deemed necessary.
5. **Certified True Copies** of the following documents are hereby attached:
  - 5.1. **Approved Detailed Engineering Design (DED);**
  - 5.2. **Deed of Donation or Deed of Absolute Sale or Usufruct or any other legal documents** proving that the site of the project has no land ownership or Right-of-Way (ROW) issues;
  - 5.3. **Water Source Validation Report (WSVR);**
  - 5.4. **MGB Certification** that the project is **not located in the "no-build" zone and hazard-prone area;**
  - 5.5. **Executive Orders** creating or activating the PIT, PMC and Inspectorate Team.
6. The project is included in the updated and duly adopted Local Development Investment Program (LDIP) of the Municipality and must not be funded from other sources.
7. The proposed SALINTUBIG Project/s is/are included in the approved Annual Procurement Plan of the Municipality.



8. The bidding documents have been prepared, and to ensure that the bidding can commence on **(identify date)**, these documents shall be made available to DILG during field monitoring visits and/or as may be requested.
9. Funds downloaded to our MLGU from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be fully liquidated by 31 December 2020.
10. Undisbursed funds from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be reverted to the source agency (DILG or Bureau of Treasury) not later than 31 December 2020 and the **Notarized Affidavit of Undertaking**, when applicable, were submitted to the DILG, pursuant to applicable provisions of the General Appropriations Act (GAA) and all the DILG Memoranda issued for the purpose.
11. Our Municipality commits and binds itself/ourselves to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.
12. Funds shall be made available for maintenance once the project is completed.
13. Our MLGU commits to establishing a functional and operational website within the year.

We agree that our Municipality may be ineligible to receive a subsidy from the SALINTUBIG Program in the next Fiscal Year (FY) if any of the above attestations/declarations are misrepresented or false.

We agree that our Municipality is primarily and solely accountable and responsible as to the truthfulness of these attestations, and at the same time, further attests to the accuracy and completeness of the submitted technical documents, as well as its consistencies and conformity to national standards.

We further agree that our Municipality will be subjected to penalties and sanctions in case of non-compliance to Project Implementation and Monitoring Guidelines issued by the DILG.

This Certification is being issued in compliance with the DILG Memorandum Circular No.\_\_\_\_\_, Series of 2020.

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**  
**REPUBLIC OF THE PHILIPPINES**  
(Municipality/City of \_\_\_\_\_) S.S.

Subscribed and sworn to before me on this date, a Notary Public for and in \_\_\_\_\_,  
Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_





LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

In the implementation of \_\_\_\_\_ **(project title)** \_\_\_\_\_ amounting to **PhP** \_\_\_\_\_ **in the Municipality of** \_\_\_\_\_ under the FY 2020 Local Government Support Fund-Provision of Potable Water Supply (LGSF-SALINTUBIG) Program, we hereby attest that:

1. **Detailed Engineering Design (DED)** has been prepared in accordance with Annex "A" of 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible to supplying water to the intended beneficiaries and not potable for drinking. However, engineering measures have been included in the design to make the water potable.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
4. Our Municipal Local Government Unit (MLGU) commits to secure all permits and licenses required by laws, rules, or other concerned agencies as required for the implementation of the project prior to its execution and submit to DILG the proof of application. We are fully aware that non-submission of the proof of application is considered non-compliance and one of the grounds for project cancellation without prejudice to imposition of other sanctions and penalties deemed necessary.
5. **Certified True Copies** of the following documents are hereby attached:
  - 5.1. **Approved Detailed Engineering Design (DED);**
  - 5.2. **Deed of Donation or Deed of Absolute Sale or Usufruct or any other legal documents** proving that the site of the project has no land ownership or Right-of-Way (ROW) issues;
  - 5.3. **Water Source Validation Report (WSVR);**
  - 5.4. **MGB Certification** that the project is **not located in the "no-build" zone and hazard-prone area;**
  - 5.5. **Executive Orders** creating or activating the PIT, PMC and Inspectorate Team.
6. The project is included in the updated and duly adopted Local Development Investment Program (LDIP) of the Municipality and must not be funded from other sources.

7. The proposed SALINTUBIG Project/s is/are included in the approved Annual Procurement Plan of the Municipality.
8. The bidding documents have been prepared, and to ensure that the bidding can commence on **(identify date)**, these documents shall be made available to DILG during field monitoring visits and/or as may be requested.
9. Funds downloaded to our MLGU from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be fully liquidated by 31 December 2020.
10. Undisbursed funds from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be reverted to the source agency (DILG or Bureau of Treasury) not later than 31 December 2020 and the **Notarized Affidavit of Undertaking**, when applicable, were submitted to the DILG, pursuant to applicable provisions of the General Appropriations Act (GAA) and all the DILG Memoranda issued for the purpose.
11. Our Municipality commits and binds itself/ourselves to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.
12. Funds shall be made available for the maintenance once the project is completed.
13. Our MLGU has a functional website that can be accessed through      **(indicate the**

Program in the next Fiscal Year (FY) if any of the above attestations/declarations are misrepresented or false.

We agree that our Municipality is primarily and solely accountable and responsible as to the truthfulness of these attestations, and at the same time, further attests to the accuracy and completeness of the submitted technical documents, as well as its consistencies and conformity to national standards.

We further agree that our Municipality will be subjected to penalties and sanctions in case of non-compliance to Project Implementation and Monitoring Guidelines issued by the DILG.

This Certification is being issued in compliance with the DILG Memorandum Circular No.\_\_\_\_\_, Series of 2020.

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date



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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

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1. **Detailed Engineering Design (DED)** has been prepared in accordance with Annex "A" of 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible to supplying water to the intended beneficiaries and not potable for drinking. However, engineering measures have been included in the design to make the water potable.
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12. Funds shall be made available for the maintenance once the project is completed.
13. Our MLGU commits to establishing a functional and operational website within the year.

We agree that our Municipality may be ineligible to receive a subsidy from the SALINTUBIG Program in the next Fiscal Year (FY) if any of the above attestations/declarations are misrepresented or false.

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\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date

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**LETTERHEAD OF THE LOCAL GOVERNMENT UNIT**

**CERTIFICATION**

In the implementation of \_\_\_\_\_ **(project title)** \_\_\_\_\_ amounting to **PhP** \_\_\_\_\_ **in the Municipality of** \_\_\_\_\_ under the FY 2020 Local Government Support Fund-Provision of Potable Water Supply (LGSF-SALINTUBIG) Program, we hereby attest that:

1. **Detailed Engineering Design (DED)** has been prepared in accordance with Annex "A" of 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and has found to be feasible in supplying water to the intended beneficiaries and potable for drinking.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
4. Our Municipal Local Government Unit (MLGU) commits to secure all permits and licenses required by-laws, rules, or other concerned agencies as required for the implementation of the project prior to its execution and submit to DILG the proof of application. We are fully aware that non-submission of the proof of application is considered non-compliance and one of the grounds for project cancellation without prejudice to imposition of other sanctions and penalties deemed necessary.
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7. The project is included in the updated and duly adopted Local Development Investment Program (LDIP) of the Municipality and must not be funded from other sources.





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1. **Detailed Engineering Design (DED)** has been prepared in accordance with “Annex A” of 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible in supplying water to the intended beneficiaries and potable for drinking.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
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8. The proposed SALINTUBIG Project/s is/are included in the approved Annual Procurement Plan of the Municipality.
9. The bidding documents have been prepared, and to ensure that the bidding can commence on **(identify date)**, these documents shall be made available to DILG during field monitoring visits and/or as may be requested.
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11. Undisbursed funds from the national subsidy of DILG-OPDS Administered Programs from previous funding years (2012-2018) will be reverted to the source agency (DILG or Bureau of Treasury) not later than 31 December 2020 and the **Notarized Affidavit of Undertaking**, when applicable, were submitted to the DILG, pursuant to applicable provisions of the General Appropriations Act (GAA) and all the DILG Memoranda issued for the purpose.
12. Our Municipality commits and binds itself/ourselves to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.
13. Funds shall be made available for the maintenance once the project is completed.
14. Our MLGU commits to establishing a functional and operational website within the year.

We agree that our Municipality may be ineligible to receive a subsidy from the SALINTUBIG Program in the next Fiscal Year (FY) if any of the above attestations/declarations are found to be misrepresented or false.

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\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date

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1. **Detailed Engineering Design (DED)** has been prepared in accordance with “Annex A” of the 2016 Revised IRR of R.A. 9184 (Detailed Engineering for the Procurement of Infrastructure Project), National Government standards, and relevant provisions of the General Appropriations Act (GAA) and other applicable laws and issuances.
2. The water source has been validated by the Municipal Engineer and was found to be feasible to supplying water to the intended beneficiaries and not potable for drinking. However, engineering measures have been included in the design to make the water potable.
3. Our Municipal Local Government Unit (MLGU) has an established PIT, PMC, and Inspectorate Team based on the attached Executive Orders issued by the undersigned.
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9. The bidding documents have been prepared, and to ensure that the bidding can commence on (identify date), these documents shall be made available to DILG during field monitoring visits and/or as may be requested.
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12. Our Municipality commits and binds itself/ourselves to comply with all the provisions of the Project Implementation and Monitoring Guidelines issued by the DILG.
13. Funds shall be made available for maintenance once the project is completed.
14. Our MLGU has a functional website that can be accessed through (indicate the website address) as required in the General Appropriations Act (GAA).

We agree that our Municipality may be ineligible to receive a subsidy from the SALINTUBIG Program in the next Fiscal Year (FY) if any of the above attestations/declarations are found to be misrepresented or false.

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\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date



**ACKNOWLEDGEMENT**  
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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

CERTIFICATION

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2. The water source has been validated by the Municipal Engineer and was found to be feasible to supplying water to the intended beneficiaries and not potable for drinking. However, engineering measures have been included in the design to make the water potable.
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\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Planning and Development Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**  
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Series of \_\_\_\_\_



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 revert the unutilized funds to the Bureau of Treasury (BTr) and allocate local funds equivalent to the reverted amount for the remaining works;

**THAT**, the (Municipality) shall complete the project not later than \_\_\_\_\_;

**THAT**, the (Municipality) shall submit a Project Completion Report (PCR) within thirty (30) calendar days to DILG-RO through the DILG Provincial Office after the issuance of the Certificate of Completion; 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 \_\_\_\_\_<sup>th</sup> day of (Month), (Year) in (Place).

**(LOCAL CHIEF EXECUTIVE)**  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_<sup>th</sup> day of (Year) in (Municipality), (Province). Affiant exhibiting to me his evidence of identity \_\_\_\_\_.

**NOTARY PUBLIC**

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Series of 2019.

# COMMUNITY BILLBOARD

**Color Tone**

HEX #002C75  
RGB 0,44,117

HEX #C9282D  
RGB 201,40,45

HEX #FFDE15  
RGB 255,222,21

For soft copy, please go to:

<http://bit.ly/dilgcommunitybillboard2020>

**Note:** Community Billboard should be placed near the Municipal Hall

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-DRROI	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%

For comments, suggestions and feedback:

**DILG** Office: Upper Session Rd. cor. North Drive,  
Address: Baguio City, Benguet 2600  
Contact: (074) 442-00-85; dilgcardcloud@gmail.com  
Website: www.dilgcar.com  
Facebook: www.facebook.com/dilgcarregionaloffice

**LGU** Office: Poblacion, Kibungan  
Address: Poblacion, Kibungan  
Contact: (470) 422-46-48; sampleofficial@email.com  
Website: www.samplewebsite.com  
Facebook: www.facebook.com/sampleofficialfbpage

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LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**FY 2020 SALINTUBIG PROGRAM**

**Project Implementation Schedule**

Project Title: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Project Cost: Php \_\_\_\_\_

Sn	Activity	Target Timelines		
		Duration	Start	Finish
<b>1.00</b>	<b>PROCUREMENT PROCESS</b>			
1.01	Bid Preparation			
1.02	Pre-Procurement Conference			
1.03	Ad/ Posting ITB			
1.04	Pre-bid Conference			
1.05	Submission and Receipts of Bids			
1.06	Opening of Bids			
1.07	Bid Evaluation			
1.08	Post Qualification			
1.09	Issuance of BAC Resolution w/ BER			
1.10	Issuance of Notice of Award			
1.11	Contract Signing			
1.12	Issuance of Notice to Proceed			

**Annex E – Project Implementation Schedule**  
**FY 2020 LGSF-SALINTUBIG**

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

Prepared by:

(Signature over Printed Name)  
Municipal Engineer

\_\_\_\_\_ Date

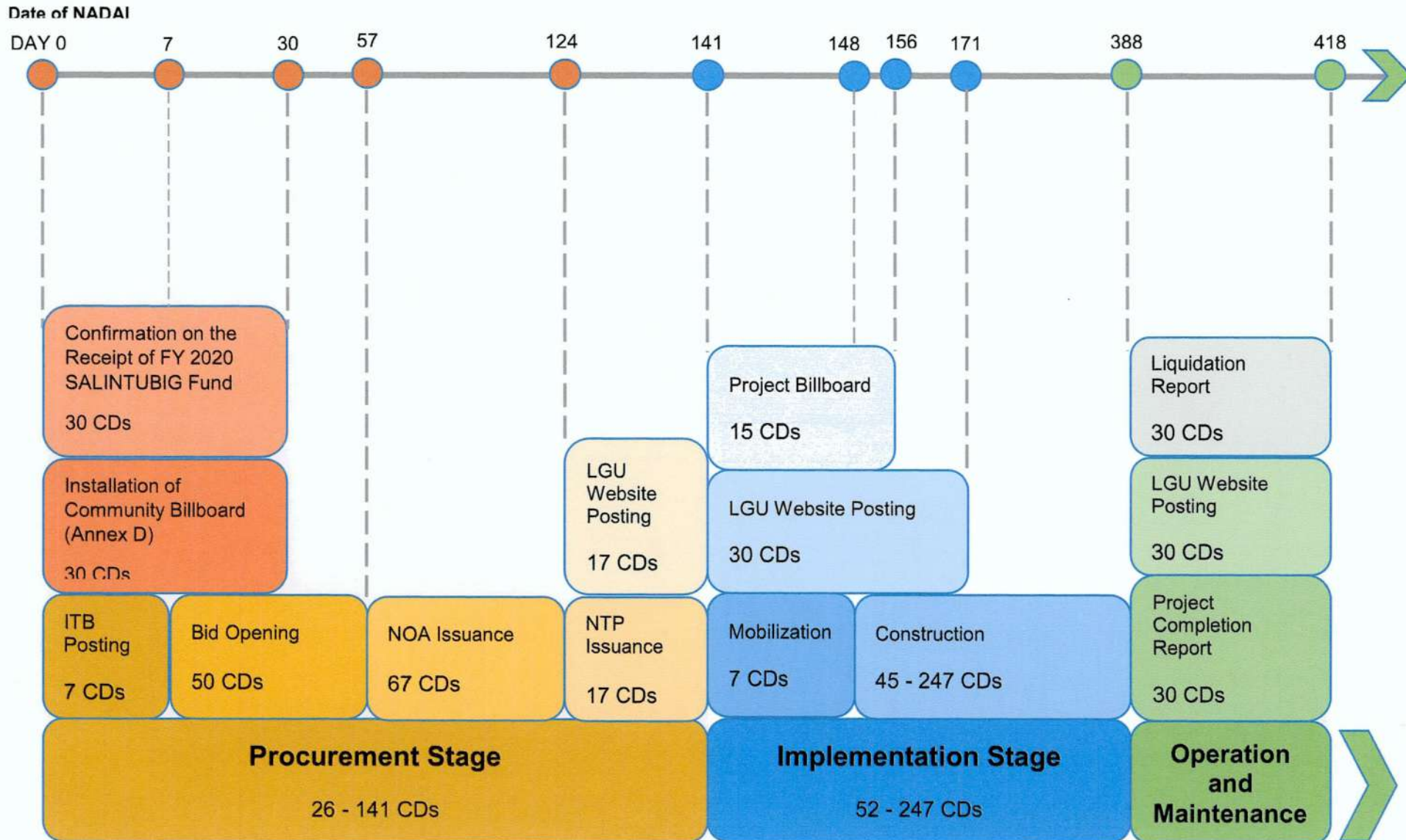
Approved by:

(Signature over Printed Name)  
Local Chief Executive

\_\_\_\_\_ Date



## FY 2020 SALINTUBIG MAXIMUM PRESCRIBED IMPLEMENTATION TIMELINES





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

**EDORSEMENT OF PROJECTS OF ELIGIBLE MUNICIPALITIES  
FOR FUND RELEASE UNDER THE FY 2020 SALINTUBIG PROGRAM**

I hereby endorse the attached list of projects of the eligible Municipalities for fund release with their corresponding projects shown in the attached list.

I hereby certify that the eligible municipalities have submitted the Notarized Certification for Fund Release and the documents have been reviewed and its veracity confirmed.

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

---

Regional Director





Annex G – List of Projects of the Municipalities Eligible for Fund Release  
FY 2020 LGSF-SALINTUBIG

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

**LIST OF PROJECTS OF THE MUNICIPALITIES ELIGIBLE FOR FUND RELEASE**

REGION	PROVINCE	MUNICIPALITY	BARANGAY	PROJECT TITLE	PROJECT DESCRIPTION	ESTIMATED NUMBER OF BENEFICIARIES		PROJECT ALLOCATION		
						QTY	UNIT	Subsidy	LGU Equity (If any)	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
<b>TOTAL</b>										

Prepared by:

Approved by:

\_\_\_\_\_

\_\_\_\_\_

PDMU Chief

Regional Director

**DEFINITION OF ENTRIES**

1	<b>Region</b>	Location of Region
2	<b>Province</b>	Province where project is implemented
3	<b>Municipality</b>	Municipality where project is implemented
4	<b>Specific Location</b>	Exact location/barangay of the project to be implemented
5	<b>Title of Project</b>	Name of Project to be Implemented (e.g. Provision of Potable Water Supply)
6	<b>Project Description</b>	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	<b>Quantity</b>	Total number of beneficiaries
8	<b>Unit</b>	Unit on the total number of beneficiaries
9	<b>Allocation</b>	<b>Subsidy</b> The LGU Allocation as show in the GAA
10		<b>LGU Equity</b> The amount to allocated for the implementation of the project if the total project cost is more the Subsidy
11		<b>Totoal</b> The sum of Column 9 and 10



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**WATER SOURCE VALIDATION REPORT**

In the implementation of the FY 2020 LGSF-SALINTUBIG Project located in \_\_\_\_ (Brgy., Municipality, Province), the following has been validated:

Source (e.g Well or Spring)	Location (Exact Sitio/ Barangay)	Date of conduct of Geo- Resistivity (for new well)	Date of conduct of Pumping Test (well)	Measured Discharge Flow (Q) (well or Spring)	Date of Measurement (spring)	Longitude	Latitude	With attach Water Quality Test Result (Yes or No)	Target Beneficiaries to be Served (HHs)

*Note: Measurement of discharge flow (Row 5) of spring source should be done during the Peak-dry season to determine the minimum capacity.*

- A. The measured discharge flow of the water source/s was/were feasible for supplying water to the intended beneficiaries, with the discharge/flow design requirement of \_\_\_\_ (lps) based on the project's feasibility study.
- B. The water source is free from contamination and pollutants.
- C. Potable for drinking and passed the minimum requirements set by the Philippine National Standard for Drinking Water (PNSDW);
- D. The design of the Water System will be compliant with Chapter II, Section 13 of PD 856 (Sanitation Code of the Philippines).

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

Prepared by:

Date prepared:

\_\_\_\_\_  
 (Signature over Printed Name)

Municipal Engineer

\_\_\_\_\_

LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**WATER SOURCE VALIDATION REPORT**

In the implementation of *the FY 2020 LGSF-SALINTUBIG Project* located in \_\_\_\_\_ (*Brgy., Municipality, Province*), the following has been validated:

Source (e.g Well or Spring)	Location (Exact Sitio/ Barangay)	Date of conduct of Geo- Resistivity (for new well)	Date of conduct of Pumping Test (well)	Measured Discharge Flow (Q) (well or Spring)	Date of Measurement (spring)	Longitude	Latitude	With attach Water Quality Test Result (Yes or No)	Target Beneficiaries to be Served (HHs)

*Note: Measurement of discharge flow (Row 5) of spring source should be done during the Peak-dry season to determine the minimum capacity.*

- A. The measured discharge flow of the water source/s was/were feasible for supplying water to the intended beneficiaries, with the discharge/flow design requirement of \_\_\_\_\_ (lps) based on the project's feasibility study.
- B. The water source is free from contamination and pollutants.
- C. Not potable for drinking based on the minimum requirements set by the Philippine National Standard for Drinking Water (PNSDW), however, scientific and/or engineering interventions/measures will be included in the design to make the water potable and meet the minimum requirements set by PNSDW.
- D. The design of the Water System will be compliant with Chapter II, Section 13 of PD 856 (Sanitation Code of the Philippines).

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

Prepared by:

Date prepared:

\_\_\_\_\_  
 (Signature over Printed Name)

Municipal Engineer

\_\_\_\_\_





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 2020 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 project(s) under the Local Government Support Fund – Provision for Potable Water Supply (LGSF-SALINTUBIG) Program.

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

No.	Name of Project	Allocation
1.		PhP
2.		PhP
3.		PhP
...		
<b>TOTAL</b>		<b>PhP</b>

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

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

1. **Municipality's Confirmation on the Receipt of Fund** which shall likewise be submitted within 30 calendar days from the reckoning date of NADAI;
2. **Installation of Community Billboard** shall likewise be installed within 30 calendar days from the reckoning date of NADAI; and
3. Commence with the bidding process within 7 calendar days from the receipt of fund.

We look forward to the early completion of the abovementioned project(s).

Very truly yours,

**(DILG Regional Director's Name)**

cc: DILG Provincial Office; Cluster Head  
DILG-MLGOO



LETTERHEAD OF THE LOCAL GOVERNMENT UNIT

**CONFIRMATION OF FUND RECEIPT**

Date \_\_\_\_\_

Director \_\_\_\_\_  
DILG Regional Office \_\_\_  
Address \_\_\_\_\_

Director \_\_\_\_\_:

This is to confirm the receipt of the Municipality of \_\_\_\_\_ the amount of \_\_\_\_\_ through the Notice of Authority to Debit Account Issued (NADAI) No. \_\_\_\_\_ dated \_\_\_\_\_ intended for the implementation of the following projects under the FY 2020 LGSF-SALINTUBIG Program:

No.	Name of Project	Total Project Allocation	
		NG Allocation	MLGU Counterpart (if any)
1.			
2.			
3.			
	TOTAL		

The said funds have been transferred from the General Fund to the Municipality’s Trust Fund Account including the MLGU counterpart mentioned-above, if any. Further, a separate subsidiary ledger/s for each project is/are being maintained. Attached is a certified true copy of proof of fund transfer.

Rest assured that we are committed to implement the above project/s in accordance with the FY 2020 SALINTUBIG Guidelines No. \_\_\_\_, Series 2020.

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



DILG LOGO	LGU LOGO
-----------	----------

SAMPLE ONLY

Number: \_\_\_\_\_

Program Name: AM Program

Fund Source: LGSF-AM FY 2020 GAA

**Republic of the Philippines**  
**Department of the Interior and Local Government**  
**Project Completion Report**

<b>BOLINAO (Poblacion-Samang) ARTERIAL ROAD PROJECT</b>
Title

**1. Location:**

Region: I
Province: Pangasinan
Municipality : Bolinao
Barangay: Concordia/Germinal to Samang (see attached map)

**2. Executing/Implementing Agency Data**

<b>Mayor:</b> Juan De La Cruzes	Cell No. 0917888453
<b>Vicemayor:</b> Pedro de Veneracion	Cell No. 09498877665
<b>Treasurer:</b> Dominador Cardona	Cell No. 09945673451
<b>Accountant:</b> Andres Braganza	Cell No. 09179865234
<b>Mun. Engineer:</b> Eduardo Cabansag	Cell No. 09234534675
<b>MPDO:</b> Willy De Perio	Cell No. 09499911693
<b>Address:</b>	Municipal Hall, Rizal Ave. Poblacion, Bolinao, Pangasinan

**3. Contractor:** Good Morning Const. Corp

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

**4. Basic Data:**

Cost PHPM	Target	Actual	Overrun	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)]

<b>Overall</b>	: 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 lm pipes, and 16 units of public faucets. The Project was locally funded with a total budget amounting to PHP 2.0 million, implemented by Local Government Unit of Magsaysay, Davao del Sur, in collaboration with the Department of Interior and Local Government, with 'build-build-build' implementation.

**10. Changes in Project Scope and Design**

All the targeted outputs to be delivered of the Project were completed/accomplished except for the service connections wherein the total number of households to be served were reduced from the targeted 1,500 HH to 1,200 HH due to the changes made in the layout of pipe. It appears that the project did not achieve its target on the beneficiaries to be served, however, the project enhanced the capacity of the LGU to manage a water supply project, provided employment to \_\_\_ number of residents, consequently increased their income, likewise, the income of the municipality increased. Hence, the project is effective.

**11. Causes of Implementation Delays**

A two year bidding and award delay for ROWA and contractor which resulted in delay of issuance of NTP, start up of implementation and completion resulting in delayed benefits for 1.37 years

**12. Project Cost Divergence Explanation:**

The total cost of the project decreased by PHP 0.13 million due to reduction of DILG counterpart from PHP 7.0 million to PHP 6.88 million as cut by the DBM during the budget hearing.

**13. Lessons Learned, Recommendations:**

**Pre-implementation Phase**

1. Participatory planning, implementation, monitoring and evaluation results in smooth implementation of the project.
2. Thorough investigation, review is necessary for the accuracy of targets in project planning and implementation.
3. Very optimistic targeting leads to unachievable targets.
4. Poor project quality at entry results in change/additional in scope contributed in the increase of project cost.
5. There is a need for timely 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  
**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 fifteen (15) calendar days upon the receipt hereof.

The Municipality shall provide a copy of the proof of reversion to DILG-RO through DILG-PO and concerned MLGOO within five (5) working days thereof.

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)

# LOCAL GOVERNMENT SUPPORT FUND Sagana at Ligtas Na TUBIG sa Lahat (LGSF-SALINTUBIG)

## PROJECT MINIMUM STANDARDS

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**FY 2020 SALINTUBIG**  
**PROJECT MINIMUM STANDARDS**

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

- **RESERVOIR** (If the water discharge is not sufficient to supply and/or the water source elevation is lower than the target beneficiaries)  
A reinforced concrete/steel storage tank that maybe elevated or ground mounted to store water equivalent to 25% minimum of the computed. Average Day Demand (ADD) of the target area. The proper height of the reservoir must be met to achieve the required water flow (Q) and elevation to supply and deliver water to the proposed service area.
- **PIPELINES AND OTHER APPURTENANCES**  
The installed pipes and other accessories to distribute water from the water source to target beneficiaries, which includes transmission lines, distribution lines, and service pipes.
- **TAPSTAND (For Level II Water System)**  
Installation of communal public faucet. A tapstand can serve a maximum six (6) household within the 25 m radius. With concrete platform and proper drainage system for the excess water.
- **HOUSEHOLD CONNECTIONS (For Level III Water System)**  
Installation of a water service connection directly to the household. One service connection is equivalent to one household.
- **TREATMENT FACILITY W/ HOUSING & POWER SUPPLY**  
A treatment facility such as but not limited to hypo-chlorinator to ensure that the water is potable.
- With organized water service providers that will manage and maintain the water supply system.

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

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



Eligibility	<ol style="list-style-type: none"> <li>1. One proposal one project</li> <li>2. The integrated Water, Sanitation, Health and Hygiene Plan (iWaSH) should be integrated to Local Development Investment Plan (LDIP).</li> <li>3. The proposed Water Source capacity must be sufficient (at least two LPS with a minimum system pressure of three meters) to supply the target beneficiaries/households.</li> <li>4. For spring and surface water sources must not be more than seven kilometers from the propose target beneficiaries.</li> <li>5. The proposed site for the construction of reservoir, pump house and treatment facility must be stable and not susceptible to hazards based on the latest vulnerability, assessment and geo-hazard maps of the Mines and Geosciences Bureau (MGB)-Department of Environment and National Resources (DENR) and shall not be located on a non-build-zone.</li> <li>6. No land ownership and/or right-of-way issues in the location of water source, pipelines, reservoir and other components of project.</li> <li>7. The site for the propose pump house and treatment facility should have an existing electric power lines.</li> <li>8. Proposed budget should be sufficient to finance a functional water supply system</li> </ol> <p>NEGATIVE LIST:</p> <ul style="list-style-type: none"> <li>• Project phasing is not allowed except when there is an approved water supply system master plan and the proposed project under FY 2019 LGSF-AM including LGU Counterpart, if any, should be functional and operational after completion.</li> <li>• The location of the proposed water sources is in NWRB list of low/endangered water table level (Water drilling is not allowed areas).</li> </ul> <p>Each proposal should have a project brief indicating the following:</p> <ul style="list-style-type: none"> <li>• Profile of proposed water source <ul style="list-style-type: none"> <li>✓ Exact location/coordinates</li> <li>✓ Quantity and Quality</li> </ul> </li> <li>• Target barangay/s and number of household covered by the proposed project.</li> </ul>																																						
Standard Cost	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;"><b>STANDARD COST OF POTABLE WATER SUPPLY SYSTEM PROJECTS</b></th> </tr> <tr> <th style="width: 25%;">Category</th> <th style="width: 25%;">Level of Service</th> <th style="width: 25%;">Standard Cost per HH</th> <th style="width: 25%;">Type of Water Source</th> </tr> </thead> <tbody> <tr> <td rowspan="4">New Construction</td> <td rowspan="2">Level II</td> <td align="center">15,000</td> <td>Spring/Deepwell</td> </tr> <tr> <td align="center">20,000</td> <td>Surface Water</td> </tr> <tr> <td rowspan="2">Level I</td> <td align="center">5,000-10,000</td> <td>Spring/Deepwell</td> </tr> <tr> <td align="center">10,000</td> <td>Rainwater</td> </tr> <tr> <td rowspan="2"></td> <td>Level II</td> <td align="center">50HH-150HH (Cost P1.0M – P2.00M); 150-400HH (Cost: P2M-4M)</td> <td>Any Source</td> </tr> <tr> <td>Level III</td> <td align="center">12,000</td> <td>Any Source</td> </tr> <tr> <td>Rehabilitation/ Improvement</td> <td>Level II to Level III</td> <td align="center">15,000</td> <td>Any Source</td> </tr> <tr> <td>150-400HH (Cost: P2M-4M)</td> <td>Level II and Level III</td> <td align="center">15,000</td> <td>Any Source</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<b>STANDARD COST OF POTABLE WATER SUPPLY SYSTEM PROJECTS</b>				Category	Level of Service	Standard Cost per HH	Type of Water Source	New Construction	Level II	15,000	Spring/Deepwell	20,000	Surface Water	Level I	5,000-10,000	Spring/Deepwell	10,000	Rainwater		Level II	50HH-150HH (Cost P1.0M – P2.00M); 150-400HH (Cost: P2M-4M)	Any Source	Level III	12,000	Any Source	Rehabilitation/ Improvement	Level II to Level III	15,000	Any Source	150-400HH (Cost: P2M-4M)	Level II and Level III	15,000	Any Source				
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		20,000	Surface Water																																				
	Level I	5,000-10,000	Spring/Deepwell																																				
		10,000	Rainwater																																				
	Level II	50HH-150HH (Cost P1.0M – P2.00M); 150-400HH (Cost: P2M-4M)	Any Source																																				
	Level III	12,000	Any Source																																				
Rehabilitation/ Improvement	Level II to Level III	15,000	Any Source																																				
150-400HH (Cost: P2M-4M)	Level II and Level III	15,000	Any Source																																				

Standard Design	<p><b>ENGINEERING DESIGN</b></p> <p>Design Criteria:</p> <ol style="list-style-type: none"> <li>1. Level of Service (I, II, III) should be identified.</li> <li>2. Design Year should be either 5 to 10 years design period.</li> <li>3. Growth Rate - depends on the target barangays/beneficiaries</li> <li>4. The proposed Water Source must be potable and sufficient to supply the target beneficiaries/households. <ul style="list-style-type: none"> <li>• Spring</li> <li>• Deepwell <ul style="list-style-type: none"> <li>○ Geo-resistivity Test (for new construction of deepwell)</li> <li>○ Pumping Test (24 to 72 hours)</li> </ul> </li> <li>• Surface Water</li> <li>• Rainwater</li> </ul> </li> <li>5. Storage Capacity <ul style="list-style-type: none"> <li>• Minimum of 25% of ADD</li> </ul> </li> <li>6. Water Demands: <ul style="list-style-type: none"> <li>• <math>ADD = \text{Water requirement} / (1-NRW)</math></li> <li>• <math>MDD = 1.3 \times ADD</math></li> <li>• <math>PHD = 2.0 \times ADD</math></li> </ul> </li> </ol> <p><b>PROJECT SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following: <ol style="list-style-type: none"> <li>a. Buildings and other vertical structures per the CY 2015 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 7<sup>th</sup> edition of the National Structural Code of the Philippines published on CY 2015 by the Association of Structural Engineers of the Philippines.</li> <li>b. Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)</li> <li>c. Philippine National Standards for Drinking Water pursuant to DOH Administrative Order (AO) 2017-0012</li> <li>d. Rainwater Collection Facilities pursuant to RA 6716</li> <li>e. Code of Sanitation of the Philippines pursuant to Presidential Decree (PD) 856</li> <li>f. Clean Water Act of 2014 pursuant to RA 9275</li> </ol> </li> </ul>
Counterpart	<ul style="list-style-type: none"> <li>• Preparation of Feasibility Study and Detailed Engineering Design</li> <li>• Conduct of geo-resistivity for new deepwell water source</li> <li>• Drilling of pilot borehole, pumping test and well logging</li> <li>• Conduct of Potability Test</li> <li>• Conduct of Soil Bearing Test for vertical structure (e.g water tank)</li> <li>• Securing of permit and licenses (e.g. NWRB Permit)</li> <li>• Procurement process, contract management and construction supervision.</li> <li>• Implementation of Quality Assurance (if required)</li> <li>• Attendance to trainings and seminar to be conducted by the DILG.</li> <li>• Administrative cost</li> <li>• Annual maintenance fund</li> <li>• Insurance for the completed projects (if applicable)</li> </ul>



## REQUEST FOR WORK INSPECTION NO. \_\_\_\_

DATE: \_\_\_\_\_

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION</b>	

<b>MUNICIPALITY</b>	<b>CONTRACTOR</b>
ATTN:	REQUEST BY:

<b>DESCRIPTION OF WORK TO BE INSPECTED</b>	

PROPOSED DATE OF INSPECTION:	LOCATION:
------------------------------	-----------

<b>LGU'S REPLY</b>	

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 <sup>3</sup> )	
STATION LIMITS/SECTION			
DATE OF POURING		TIME OF POURING	

Requested by:

Contractor:

\_\_\_\_\_ (Name & Signature)

CHECKLIST			
Concrete Vibrator		Field Density Test	
Protective Covering Materials		Beam/Cylinder Molds	
Warning Signs/Barricades/Flagmen		Curing Materials	
Concrete Saw		Slump Cone	
Concrete Block Spacers		Plumbness	
Finishing Tools/Equipment (Screeder, broom, etc.)		Quality of Materials Used (result of Design/Trial Mix, Test Reports, etc.)	
Line and grade alignment (from setting, elevations, etc.)		Lighting System	
Required construction equipment		Electrical Layout (Roughing-ins/embedments)	
Rebars sizes, spacing and number		Plumbing Layout (Roughing-ins/embedments)	
Rebars installation requirements		Falseworks/formworks adequacy	
Checked by:			
Contractor's Materials Engineer		Date	
(Name and Signature)			
REMARKS/RECOMMENDATIONS			
Project Inspector		Date	
(Name and Signature)			
REMARKS/RECOMMENDATIONS			



**Annex O - Concrete Pouring Permit**  
FY 2020 LGSF-SALINTUBIG

Request:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
REMARKS/ RECOMMENDATIONS		
		Municipal Engineer (Name and Signature)
		Accreditation no.

## LIST OF MAJOR CONSTRUCTION ACTIVITIES

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

**For potable water system projects:**

1. Layout or at staking
2. Well-drilling
3. Source Validation and/or Pumping Test
4. Pipe-laying
5. Pressure and leakage testing or hydro testing/commissioning
6. Water sampling for water quality test (before, during, and after construction)
7. 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)





REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF \_\_\_\_\_  
 MUNICIPALITY OF \_\_\_\_\_



**SITE INSTRUCTION**

DATE: \_\_\_\_\_

<b>PROJECT TITLE</b>	
<b>PROJECT LOCATION</b>	
<b>CONTRACTOR</b>	
<b>CONTRACTOR'S ADDRESS</b>	
<b>CONTRACTOR'S PCAB LICENSE NO.</b>	

<b>I. ITEM DECRPTION</b>		
<b>II. INSTRUCTION</b>		
MUNICIPAL ENGINEER:	SIGNATURE:	DATE:
RECEIVED BY CONTRACTOR:	SIGNATURE:	DATE:
<b>III. PROPOSED ACTION BY CONTRACTOR</b>		
CONTRACTOR'S SITE ENGINEER	SIGNATURE:	DATE:
<b>IV. COMMENT/S (LGU, DILG, CONSULTANT, ETC)</b>		
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

**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 FINAL ACCEPTANCE**

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contract Price (Original/Revised): \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Date of Certificate of Completion  
and Acceptance: \_\_\_\_\_

Based on the Final Inspection Report No. \_\_\_ of the Inspectorate Team dated \_\_\_\_\_, after the one-year Defects Liability Period, the project is free from defects/deficiencies due to poor workmanship, use of poor quality materials, and non-compliance with the Plans and Specifications of the Contract.

In view hereof, we hereby certify that the project is accepted by this Municipality on \_\_\_\_\_.

**Signature Over Printed Name**

\_\_\_\_\_  
Local Chief Executive

## FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT VALIDATION FORM (PO/RO)

### A. PROJECT PROFILE

Region:	
Province:	
Municipality:	
Funding Year/ Program:	

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

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

Prepared By:

Noted by:

\_\_\_\_\_  
*Signature over printed name*  
DILG PO/RO Technical Staff

\_\_\_\_\_  
*Signature over printed name*  
PDMU Chief or its equivalent



## FY 2020 SAGANA AT LIGTAS NA TUBIG SA LAHAT Validation Form (MLGOO)

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

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



Particulars	Yes/ No/ NA	Target Date	Actual Date	Time Elapsed	Remarks
<b>2.3.4.3 NCIP</b>					
-Is the project located within the identified Ancestral Domain?					
-Did the LGU apply for Certificate of Non-Overlap or Free, Prior, and Informed Consent (FPIC)? If yes, indicate the actual date of application.					
<b>2.3.4.4 NIPAS</b>					
-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)?					
2.3.7 Did the LGU include the project in the Local Development Investment Program (LDIP)?					
<b>2.4 Implementation Schedule (Annex F)</b>					
2.4.1 -Did the LGU submit the Project Implementation Schedule (Annex F)?					
2.4.2 -Is the total duration of Procurement within 141 days? If yes, indicate the target dates based on Annex F in items 3.1, 3.3, 3.4, and 3.5 and encode in the SubayBayan.					
<b>3. Procurement Stage</b>					
<b>3.1 ITB Posting in PhilGEPS</b>					
-Did the LGU post ITB/Ad in the PhilGEPS? If yes, indicate the target and actual dates of ITB/Ad Posting (and Bid Opening in item 3).					
<b>3.2 LGU invited CSO to observe the Procurement Process</b>					
-Did the LGU invite the CSO to observe in the procurement process? If yes, provide the actual date of invitation.					
-If yes, did the CSO attend as observer(s) in the procurement process?					
<b>3.3 Opening of Bids</b>					
-Did the LGU conduct Bid Opening? If yes, indicate the target and actual dates of Bid Opening.					
-Was there a failure of bidding?					
<b>3.4 Issuance of Notice Of Award (NOA)</b>					
-Did the LGU issue Notice Of Award (NOA) to the Winning Contractor? If yes, indicate the date of NOA and encode in the SubayBayan. If no, proceed to next question.					
-Was there a failure of bidding?					



Particulars	Yes/ No/ NA	Target Date	Actual Date	Time Elapsed	Remarks
<b>3.5 Issuance of Notice to Proceed (NTP)</b>					
-Did the LGU submit copy of Notice To Proceed (NTP)? If yes, indicate the date of receipt of NTP and encode the actual start of implementation (construction) in the SubayBayan.					
<b>3.6 APCPI Submission</b>					
-Did the LGU submit their Agency Procurement Compliance Performance Indicator (APCPI) Assessment to the GPPB?		X	X	X	

Prepared By:

\_\_\_\_\_  
Signature over printed name

**MLGOO**



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

Region: \_\_\_\_\_  
For the month of: \_\_\_\_\_

Province	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*  
Regional Director





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

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



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Address

**AIDE MEMOIRE**

**LGU:**  
**DATE OF MONITORING:**  
**DATE OF AIDE MEMOIRE:**

**SUMMARY OF FINDINGS/OBSERVATIONS/AGREEMENTS**

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

<b>Project ID:</b> _____ <b>PROJECT NAME:</b> _____ <b>Allocation:</b> _____ <b>Location:</b> _____  <b>Date Monitored:</b> _____			
<b>FINDINGS/ OBSERVATIONS</b>	<b>RECOMMENDATIONS AND AGREEMENTS</b>	<b>TIMELINES</b>	<b>REMARKS</b>
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 MC 2020-\_\_\_\_\_.

\_\_\_\_\_  
**Municipal Mayor**

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