



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>

## MEMORANDUM CIRCULAR

No. 2020-098

**TO :** ALL DILG REGIONAL DIRECTORS, PROVINCIAL DIRECTORS, FIELD OFFICERS, AND OTHERS CONCERNED

**SUBJECT :** GUIDANCE ON THE CONDUCT OF ON-SITE MONITORING FOR OPDS-ADMINISTERED LOCALLY-FUNDED PROJECTS UNDER THE NEW NORMAL

**DATE :** 06 JUL 2020

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### 1. BACKGROUND

The DILG, through its monitoring teams, remained steadfast in carrying out its oversight role over LGUs nationwide, specifically in the implementation of Locally-funded Projects through the years. The Department has organized monitoring teams and devised tools and procedures to ensure that the implementation of the same is in accordance with the national standards, and that the allocated funds are used for the intended purpose.

This year, the abrupt changes in work arrangements, restrictions in mobility, and health risks brought by the pandemic has partially affected the DILG monitoring deliverables and similar undertakings. In response, the Department has modified and innovated strategies to pave the way for the new normal in monitoring, for sustained performance of roles and responsibilities. Continuous effort to ensure quality and effective project implementation among local governments is critical in setting the course of local development and improved service delivery.

### 2. PURPOSE

This Circular is issued to provide guidance for all DILG personnel involved in the conduct of regular monitoring of OPDS-administered Locally-funded Projects amid the COVID-19 situation. It is specifically intended for the DILG to continuously comply with the roles and responsibilities stipulated under DILG Memorandum Circular (MC) No. 2018-104: *Policy Guidelines in Monitoring of the FY 2017 Assistance to Disadvantaged Municipalities (ADM), FY 2018 Assistance to Municipalities (AM), FY 2018 SAGANA at Ligtas na Tubig para sa Lahat (SALINTUBIG) Programs under the Local Government Support Fund (LGSF), and thereafter, as well as relevant provisions under DILG MC No. 2020-094: Policy Guidelines and Procedures in the Implementation of Conditional Matching Grant to Provinces (CMGP), pending issuance of revised Monitoring Guidelines.*

### **3. LEGAL COMPLIANCE**

- 3.1. DILG MC No. 2018-104: Policy Guidelines in Monitoring of the FY 2017 Assistance to Disadvantaged Municipalities (ADM), FY 2018 Assistance to Municipalities (AM), FY 2018 SAGANA at Ligtas na Tubig para sa Lahat (SALINTUBIG) Programs under the Local Government Support Fund (LGSF), and thereafter.
- 3.2. DILG MC No. 2020-094: Policy Guidelines and Procedures in the Implementation of Conditional Matching Grant to Provinces (CMGP) For Road and Bridge Rehabilitation, Upgrading and Improvement under the Local Government Support Fund.
- 3.3. The Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) – Revised Omnibus Guidelines, dated 15 May 2020, which allowed government construction activities to continue with proper safety protocols in place.
- 3.4. Department of Public Works and Highways Department Order no. 39, which provided the Revised Construction Safety Guidelines for the Implementation of Infrastructure Projects.
- 3.5. Government Procurement Policy Board Resolution 09-2020: Approving Measures for the Efficient Conduct of Procurement Activities During a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions.

### **4. SCOPE/COVERAGE**

This policy shall cover:

- 4.1. All DILG Regional and Field Offices (DILG-RO and FO), primarily involved in the implementation of OPDS-administered Locally-funded Projects;
- 4.2. All units under Office of Project Development Services including Project Management Offices (CMGP, AM-LAR, AM-DRROI, WSSPMO); and
- 4.3. OPDS-administered Locally-funded Projects at implementation stage from FY 2012 to 2020, and thereafter.

### **5. POLICY CONTENT AND GUIDELINES**

- 5.1. Operational Prerequisites
  - 5.1.1. Taking into account inter-LGU travel restrictions and to minimize human physical intervention, only DILG-Provincial Office Engineers are encouraged to field for project inspection at a ratio of one (1) engineer per one (1) project site/LGU. CO and RO engineers shall monitor

virtually. However, the RO Engineer may substitute the PO Engineer if one of the following conditions are met:

- 5.1.1.1. Co-location of DILG Regional Office/current place of residence of the RO engineer and location of project (within the same LGU); or
  - 5.1.1.2. Inter-boundary travel between DILG Regional Office/place of residence of the RO engineer and location of project is allowed per prevailing quarantine guidelines.
- 5.1.2. For safety purposes, PO/RO Engineers assigned for physical monitoring shall abide by the set minimum health standards and protocols. As such, each Engineer is required to comply with the basic *new normal project monitoring checklist – before, during, and after deployment* (Annex B)
- 5.1.3. Only priority/shortlisted projects are subject for physical monitoring. Projects not included in the priority list shall be continuously monitored through the *SubayBayan* system, in accordance with DILG MC No. 2018-108, DILG MC No. 2018-114, and DILG MC No. 2020-094 sec 6.11.1.
- 5.1.3.1. For projects under the Conditional Matching Grant to Provinces (CMGP) program included on the list for physical monitoring and data capture report validation for projects not included in the priority list, CMGP PMO, RO, and PO engineers assigned shall be guided in the Online Monitoring & Reporting System as shown in Annex C of this MC.
- 5.1.4. Structures and Compositions
- 5.1.4.1. The OPDS Technical Working Group (OPDS-TWG) on Monitoring, headed by the Monitoring and Evaluation Section, is composed of the Infrastructure Development Section of the Project Monitoring and Evaluation Division (PMED); a representative from the Project Capacity Development Division (PCDD); and select Engineers/Technical staff from PMOs (CMGP, AM-DRROI, AM-LAR, WSSPMO). The OPDS-TWG is primarily tasked to oversee and monitor the compliance of all concerned to the herein stipulated roles and responsibilities. The TWG shall also be responsible in recommending the initial list of projects subject for physical monitoring and regular updating of the criteria to be used for shortlisting.
  - 5.1.4.2. The Regional Technical Working Group (RTWG) on Monitoring, to be organized by the DILG-Regional Offices and headed by the PDMU Chief, consists of all RO and PO Engineers, and PO Program Managers. The RTWG shall verify and conform to the

initial list of projects subject for physical monitoring, and prepare the monthly monitoring schedule and assignments.

- 5.1.4.3. The Virtual Monitoring Teams, to be organized by the OPDS, are composed of assigned Engineers from PMED, PMOs, and/or PDMUs. They are tasked to provide technical assistance and recommendations virtually to deployed Regional/Provincial Engineers.

#### 5.1.5. Operational Platforms

- 5.1.5.1. The *Subaybayan ang Proyektong Bayan* (SubayBayan) system shall be the main platform for the online submission and updating of status and progress reports for Locally-funded Projects.
- 5.1.5.2. The OPDS-PMED google drive shall serve as the storage facility for all additional Means of Verification (MOVs) needed for the conduct of virtual validation, and databases for monitoring of activities.
- 5.1.5.3. Teleconferencing platforms such as *Zoom, Cisco Webex Meeting, Google Meet, Facebook Messenger* and others shall be used for the conduct of virtual validation, exit conferences, and coordination meetings, whichever alternative is applicable and appropriate.

### 5.2. Phases of Implementation, Indicative Schedules and Responsibilities

#### 5.2.1. Sub-framework/process flow for project monitoring



This sub-framework is supplementary to the Risk-based Operational Framework provided in the Monitoring Guidelines. However, it shall cater only to DILG Monitoring Teams and procedures. They shall be guided by the following sub-processes:

- 5.2.1.1. Risk Assessment – Identification/prioritization of ongoing projects for physical monitoring based on the SubayBayan data on Projects-at-Risk and analysis of risks associated with the conduct of on-site monitoring to facilitate safe deployment. The detailed procedure is discussed in subsection 5.2.2.1.
- 5.2.1.2. Safe Monitoring – Streamlined and combined physical and virtual monitoring mechanisms to minimize human physical intervention. The detailed procedure is discussed in subsection 5.2.2.2.
- 5.2.1.3. Data Processing – Conduct of virtual validation, virtual exit conference, facilitation of updating of Projects-at-Risk through encoding of monitoring results to the *SubayBayan* portal, and provision of virtual coaching assistance. The detailed procedure is discussed in subsection 5.2.2.3.

## 5.2.2. Roles and Responsibilities

### 5.2.2.1. Risk Assessment

DILG MC No. 2018-114 or the *SubayBayan* Guidelines prescribes the timeline and protocols in ensuring the accuracy and integrity of reported data on the status and progress of implemented projects. The SubayBayan platform shall be the source of data in determining Projects-at-Risk.

#### *Central Office*

- 5.2.2.1.1. PMOs shall provide the initial list of projects based on the *Guide for Shortlisting of Projects for On-site Inspection* (Annex A) every 7<sup>th</sup> working day of the month to the OPDS-TWG.
- 5.2.2.1.2. The OPDS-TWG shall convene to come up with a regional list of projects for on-site monitoring and provide said list to ROs for confirmation every 10<sup>th</sup> working day of the month through OPDS-PMED google drive (<https://tinyurl.com/OPDSshortlist>)
- 5.2.2.1.3. After the confirmation of the list from the ROs, OPDS shall issue a Memorandum to ROs containing the (i) final list of projects subject for physical monitoring and (ii) composition

of Virtual Monitoring Teams every 15<sup>th</sup> day of the month using template provided in Table 1:

**Table 1. MONITORING SCHEDULE**

**Region:** \_\_\_\_\_

**Province:** \_\_\_\_\_

Risk Assessment for the Conduct of Project Monitoring in the Implementation Stage						
LGU	Program/FY	Project Title	Incl. Monitoring	Dates	of	Engineers In Charge (CO/RO/PO)

5.2.2.1.4. If needed, the Central Office may conduct virtual/video conferencing with Regional PDMUs to discuss Projects-at-Risk, levelling-off in the use of the prioritization criteria, and other deployment concerns.

*Regional Office*

5.2.2.1.5. Validate and confirm list of projects for on-site monitoring uploaded in the OPDS-PMED Google Drive every 10<sup>th</sup> to 13<sup>th</sup> working day of the month, and assign one (1) field engineer per project.

5.2.2.1.6. Issue the Memorandum to POs containing the final list of projects for monitoring and coordinate the schedule of visit upon receipt of the Memorandum from DILG-CO.

*Provincial Office*

5.2.2.1.7. Inform respective MLGOOs on the list of projects subject for onsite monitoring and the schedule of the field visit through a Memorandum

*MLGOO*

5.2.2.1.8. Inform the concerned LGU on the scheduled onsite monitoring of project/s.

#### 5.2.2.2. Safe Monitoring

##### *Central Office*

- 5.2.2.2.1. Assigned CO-Engineers per Virtual Monitoring Team shall provide coaching assistance before, during, and after deployment of PO/RO Engineers.
- 5.2.2.2.2. They shall monitor the compliance of deployed engineers with the set safety protocols for deployment based on the *new normal project monitoring checklist – before and during deployment (Annex B)*
- 5.2.2.2.3. They shall track and coordinate with deployed field Engineers, open all communication lines, and respond to queries.
- 5.2.2.2.4. Ensure that reports are submitted on time. In case of incomplete reports and/or reports that need further validation, the concerned PMO shall prompt the field engineer assigned.
- 5.2.2.2.5. Consolidate submitted reports from ROs and provide necessary policy recommendations.

##### *Regional Office*

- 5.2.2.2.6. Ensure adequate supply of PPEs to be used by Provincial Engineers.
- 5.2.2.2.7. Monitor the deployment of Provincial Engineers, open all communication lines, and join the virtual validation.
- 5.2.2.2.8. Facilitate timely and complete submission of reports.
- 5.2.2.2.9. Assess submitted reports of PO engineers and provide necessary recommendations.
- 5.2.2.2.10. Issue communication letters to the concerned LGU on the findings and recommendations.
- 5.2.2.2.11. If the RO Engineer is permitted to travel per conditions set under subsection 5.1.1, they shall be guided by subsections 5.2.2.2.12 to 5.2.2.2.17.

*Provincial Office*

- 5.2.2.2.12. Assigned provincial engineer shall comply with the *new normal project monitoring checklist – before, during, and after deployment* (Annex B).
- 5.2.2.2.13. Monitor the compliance of LGUs with *DPWH DO-39 or the Revised Construction Safety Guidelines* (Annex D).
- 5.2.2.2.14. Conduct onsite monitoring using the required monitoring tool, devices, and equipment.
- 5.2.2.2.15. Document the monitoring thru video or picture, to be included in the report. If necessary or as required by the assigned CO/RO engineer, documentations are to be used in the virtual validation.
- 5.2.2.2.16. Submit monitoring report to RO within 5 days from the last day of monitoring.
- 5.2.2.2.17. Inform the LGUs regarding the use of e-procurement procedures in the GPPB Resolution 09-2020 "*Approving Measures for the Efficient Conduct of Procurement Activities During a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions*" (annex D).

*MLGOO*

- 5.2.2.2.18. The MLGOO shall join the assigned PO/RO engineer during the monitoring.
- 5.2.2.2.19. The MLGOO shall comply with the *new normal project monitoring checklist – before and during deployment* (Annex B)

5.2.2.3. Data Processing

*Central Office*

- 5.2.2.3.1. The Assigned CO engineer shall join the initial virtual discussion based on the result of the monitoring and assessment of the project prior to the conduct of the exit conference.



- 5.2.2.3.2. PMED to establish a platform for the uploading of additional Means of Verification (photos, videos, etc.) to be used for virtual validation by CO/RO engineers.
- 5.2.2.3.3. Attend the virtual exit conference, provide recommendations, and document findings thru Aide Memoires.
- 5.2.2.3.4. In case virtual conferencing is not available, CO Engineers may still provide additional recommendations on the issues and concerns based on the submitted photos or videos of the RO/PO Engineers and issue a Memorandum to the concerned LGU, thru the DILG RO/PO.
- 5.2.2.3.5. Assist in the updating of the Projects-at-Risk (PAR) database by vetting project milestones in the *SubayBayan* system.
- 5.2.2.3.6. Organize and manage virtual coaching assistance with LGUs based on the result of monitoring.

*Regional Office*

- 5.2.2.3.7. Join the initial virtual discussion based on the result of on-site monitoring and assessment of the project prior to the conduct of exit conference.
- 5.2.2.3.8. Attend the virtual exit conference, provide recommendations, and document findings thru Aide Memoires.
- 5.2.2.3.9. Facilitate the uploading of additional Means of Verification (photos, videos, etc.) by provincial engineers.
- 5.2.2.3.10. Assist in the updating of the PAR database by approving project milestones updated in the *SubayBayan* system.
- 5.2.2.3.11. Organize and manage virtual coaching assistance with LGUs based on the result of monitoring.
- 5.2.2.3.12. If the RO Engineer is permitted to travel per conditions set under subsection 5.1.1, they shall be guided by subsections 5.2.2.3.13 to 5.2.2.3.16.

*Provincial Office*

- 5.2.2.3.13. Facilitate initial virtual discussion based on the result of the monitoring and assessment of the project prior to the conduct of the exit conference.

- 5.2.2.3.14. Provide shared document reports and QASH Tool to the assigned CO/RO Engineers for discussion and verification prior to the scheduled exit conference.
- 5.2.2.3.15. Upload photos or videos as required by CO/RO engineers.
- 5.2.2.3.16. Provide a schedule for the virtual exit conference with the concerned LGUs and share the invitation / link to the assigned RO and CO Engineers.
- 5.2.2.3.17. Assist in the updating of the PAR database by validating new entries and updates on the project milestones in the *SubayBayan* system.
- 5.2.2.3.18. Join virtual coaching assistance with LGUs based on the result of monitoring.

#### MLGOO

- 5.2.2.3.19. Join the initial virtual discussion based on the result of the monitoring and assessment of the project prior to the conduct of the exit conference.
- 5.2.2.3.20. Coordinate the schedule for the virtual exit conference with LGUs and ensure attendance of the concerned LGU personnel (*Kindly note that conduct of exit conferences with LGUs shall be done with a maximum of 10 persons. Proper wearing of PPEs and physical distancing shall be observed. CO/RO engineers shall join virtually*).
- 5.2.2.3.21. Assist in the updating of the PAR database by updating project milestones and uploading photos in the *SubayBayan* system based on monitoring reports.
- 5.2.2.3.22. Join virtual coaching assistance with LGUs based on the result of monitoring

## 6. ANNEXES

- A. Guide for Shortlisting of Projects for Monitoring
- B. New Normal Project Inspection Checklist
- C. Monitoring and Reporting Flowchart for CMGP projects only
- D. DPWH DO 39
- E. IATF omnibus guidelines dated 15 May 2020

F. GPPB Resolution 09-2020 "Approving Measures for the Efficient Conduct of Procurement Activities During a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions"

## 7. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

## 8. APPROVING AUTHORITY

  
**EDUARDO M. AÑO**  
Secretary

## 9. FEEDBACK

Inquiries concerning this document should be directed/addressed to the Office of Project Development Services through [pmed.opds@gmail.com](mailto:pmed.opds@gmail.com).



DILG-OSEC 07062020-002