



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

LOCAL PLANNING ILLUSTRATIVE GUIDE

*PREPARING AND UPDATING THE
COMPREHENSIVE DEVELOPMENT
PLAN (CDP)*



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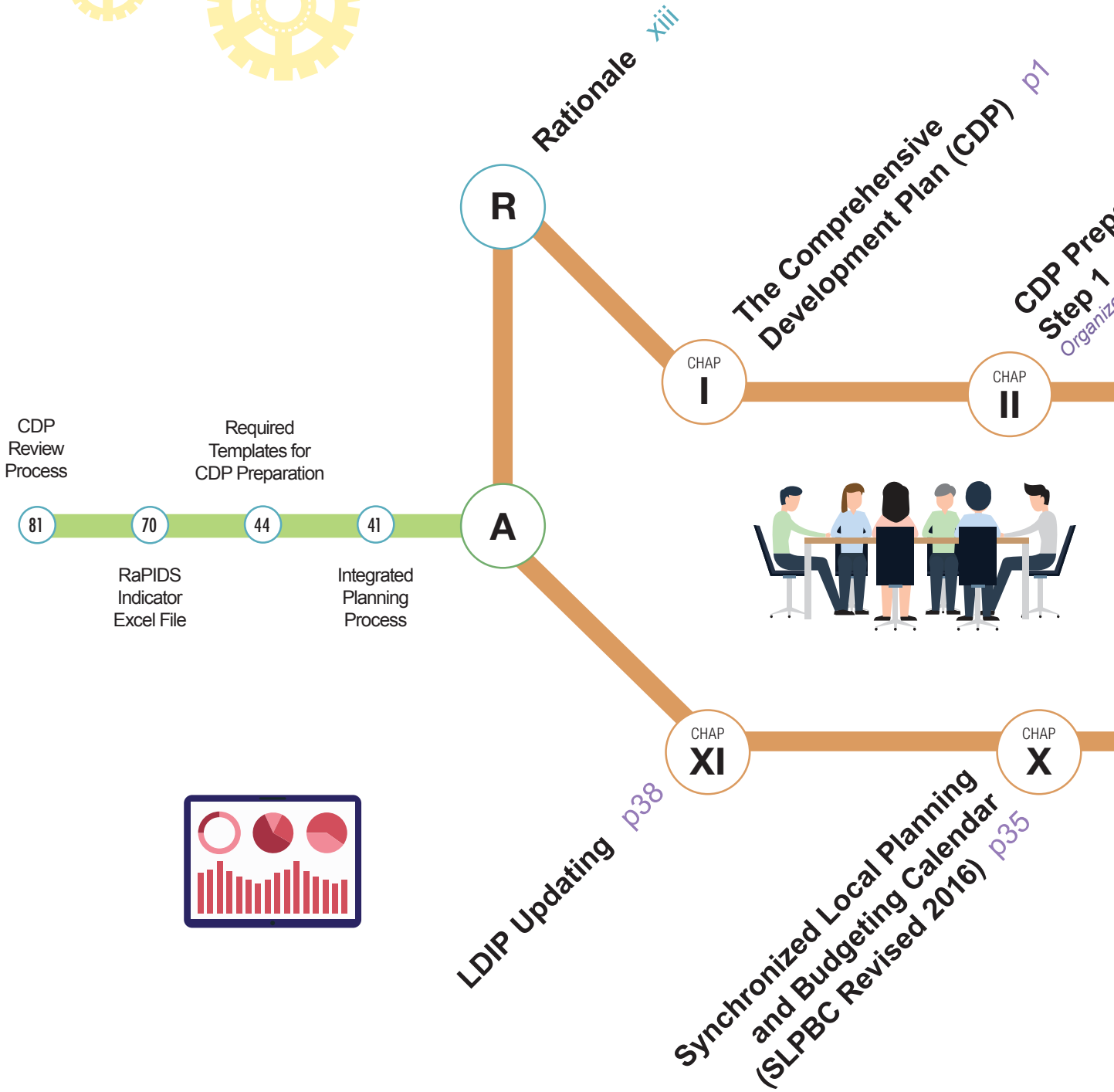
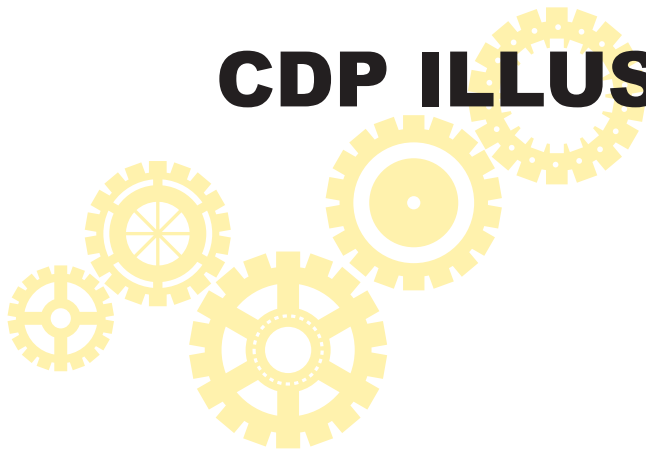
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EUROPEAN UNION**



**“SUPPORT TO THE LOCAL GOVERNMENT UNITS FOR MORE
EFFECTIVE AND ACCOUNTABLE PUBLIC FINANCIAL MANAGEMENT
(LGU PFM 2 PROJECT)”**

CDP ILLUSTRATIVE GUIDE

A ROADMAP



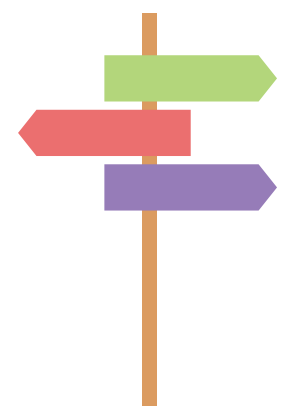
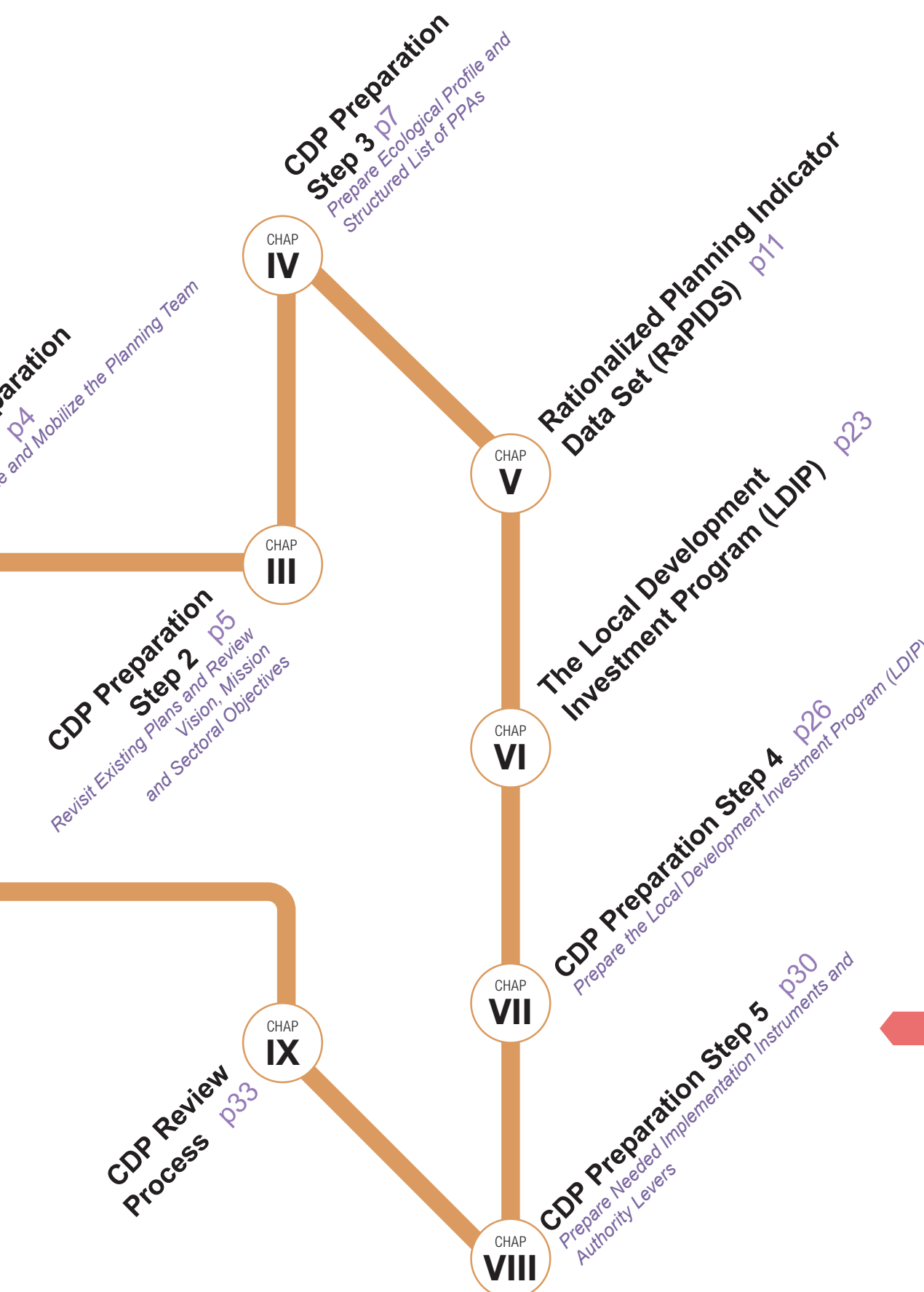


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Message from the Secretary



The Department of the Interior and Local Government (DILG), with the assistance of the European Union under the *Support to Local Government Units for More Effective and Accountable Public Financial Management (LGU PFM 2) Project*, is pleased to develop this 'Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP)' as an enhancement to the original CDP Guidebook issued by the Department in 2008.

One of the major problems that local government units are currently facing is their low compliance to the preparation of their respective CDPs. In 2015, only 48.71 percent of local government units nationwide formulated their own CDPs. Further, multiplicity of sectoral plans in the local level still prevails. This is opposed to the provisions stated in the Local Government Code of 1991 and the DILG-DBM-DOF-NEDA Joint Memorandum Circular No. 2007-01, dated 08 March 2007 on the Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management.

The DILG envisions that through further simplification of the comprehensive development planning process at the local level, more local government units will be encouraged to comply with the formulation of CDP, which is one of the local plans mandated in the Local Government Code. This is also to ensure that budgets of local government units are judiciously based on a sound and long-term development plan so that they can in turn implement sustainable and responsive interventions for the benefit of their constituents.

With this CDP Illustrative Guide made through collaboration among the Oversight Agencies, I earnestly hope that we will further strengthen our resolve to be of assistance to the development and empowerment of local government units throughout the country.

The DILG assures its continuing support for the growth and development of local government units through the DILG brand of service, that is, *matino, mahusay at maaasahang kagawaran para sa mapagkalinga at maunlad na pamahalaang lokal*.

Mel Senen S. Sarmiento
Secretary, DILG

Message from the Undersecretary

Local development is the heart and soul of local government units. The Local Government Code of 1991 mandates each local government unit to have a comprehensive multi-sectoral development plan and to set a vision, sectoral goals, objectives, development strategies and policies.

In light of this, the Department of the Interior and Local Government (DILG) came up with the 'Guide to Comprehensive Development Plan (CDP) Preparation for Local Government Unit' in 2008 to give guidance to DILG Field Officers in providing technical assistance to local government officials and functionaries in the performance of their development planning functions.

However, due to the highly technical nature of the original CDP Guidebook, local planners and other end-users, who have limited knowledge of the local development planning process, are experiencing difficulties in using the said document. Hence, a much simpler and enhanced version of the CDP Guidebook has been developed for local government units under the *Support to Local Government Units for More Effective and Accountable Public Financial Management (LGU PFM 2)* Project, funded by the European Union.

This 'Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP)', or the CDP Illustrative Guide, serves as:

- A detailed summary of the key steps in the CDP preparation;
- A toolkit to strengthen the alignment of national and local plans;
- An update to the CDP Guidebook; and
- An advisory for plan monitoring and updating.

The Department hopes that this CDP Illustrative Guide will now make it easier for local government units to prepare their respective CDPs and comply with planning mandates for the benefit of their constituents, the Filipino people.

Austere A. Panadero

Undersecretary for Local Government, DILG



ACKNOWLEDGMENT



The Department of the Interior and Local Government – Bureau of Local Government Development (DILG-BLGD) acknowledges the following key people and institutions for their invaluable contributions in the formulation of this 'Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP)':

- DILG Regional Directors,
- DILG Regional and Provincial Development Planning Specialists,
- Local Government Units,
- National Government Agencies particularly the National Economic and Development Authority (NEDA), Department of Budget and Management (DBM) and Department of Finance – Bureau of Local Government Finance (DOF-BLGF), and
- Other Stakeholders Concerned.

The DILG-BLGD also extends its gratitude to the European Union Technical Assistance Team (EU-TAT) composed of Mr. Ian Collins, Dr. Norman Ramos, Ms. Mary Geraldine Naraja and particularly Mr. Raymund Fabre for their guidance and technical assistance from the preparation to the completion of this Guide.

Finally, we convey our sincere appreciation to those whose names and organizations which may not appear in the list but have nonetheless contributed unselfishly in the completion of this CDP Illustrative Guide. Indeed, together we achieve more for the people.

Anna Liza F. Bonagua
Acting Director, DILG-BLGD

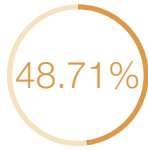
ACRONYMS

ADSDPP	Ancestral Domain Sustainable Development and Protection Plan
AIP	Annual Investment Program
BLGD	Bureau of Local Government Development
BLGF	Bureau of Local Government Finance
BOM	Budget Operations Manual for Local Government Units
BuB	Bottom-up Budgeting
C/MENRO	City/Municipal Environment and Natural Resources Officer
C/MLGOO	City/Municipal Local Government Operations Officer
C/MPDC	City/Municipal Planning and Development Coordinator
CapDev	Capacity Development
CCA/DRR	Climate Change Adaptation/Disaster Risk Reduction
CDP	Comprehensive Development Plan
CLUP	Comprehensive Land Use Plan
CSOs/POs	Civil Society Organizations/People's Organizations
DBM	Department of Budget and Management
DENR	Department of the Environment and Natural Resources
DILG	Department of the Interior and Local Government
DSWD	Department of Social Welfare and Development
ELA	Executive Legislative Agenda
EP	Ecological Profile
GAD	Gender and Development
GAM	Goal Achievement Matrix
GFPS	Gender and Development Focal Point System
GPB	Gender and Development Plan and Budget
HLURB	Housing and Land Use Regulatory Board
HRMD	Human Resource Management and Development
HRMO	Human Resource Management Office
ICCs/IPs	Indigenous Cultural Communities/Indigenous Peoples
ICT	Information and Communications Technology
JMC	Joint Memorandum Circular
LCE	Local Chief Executive
LDC	Local Development Council
LDI	Local Development Indicators
LDIP	Local Development Investment Program

LDIS	Local Development Indicator System
LDRRMO	Local Disaster Risk Reduction and Management Office
LDRRMP	Local Disaster Risk Reduction and Management Plan
LFC	Local Finance Committee
LGA	Local Government Academy
LGU	Local Government Unit
LGU PFM 2	Support to Local Government Units for More Accountable and Effective Public Financial Management 2
LRMP	Local Resource Mobilization Program
LSBs	Local Special Bodies
M&E	Monitoring and Evaluation
NEDA	National Economic and Development Authority
NEO	Newly Elected Officials
NGA	National Government Agencies
OPAPP	Office of the Presidential Adviser on the Peace Process
OSCA	Office of Senior Citizens Affairs
PDC	Provincial Development Council
PDP	Philippine Development Plan
PIP	Philippine Investment Program
PCIA	Peace-Conflict Impact Analysis
PCW	Philippine Commission on Women
PDIP	Provincial Development Investment Program
PDPFP	Provincial Development and Physical Framework Plan
PPAs	Programs, Projects and Activities
PPDO	Provincial Planning and Development Office
PWD	Persons with Disability
RA	Republic Act
RaPIDS	Rationalized Planning Indicator and Data Set
SAFDZ	Strategic Agricultural and Fisheries Development Zones
SB/SP	Sangguniang Bayan/Sangguniang Panlungsod
SLPBC	Synchronized Local Planning and Budgeting Calendar

Rationale

Low LGU interest in preparing the CDP



Comprehensive Development Plans (CDPs) formulated as of 2015 is only at 48.71% nationwide while multiplicity of sectoral plans at the local level is still prevailing. Countless resources and efforts have been put into separate planning processes just to comply with the thirty-three (33) national government agencies (NGAs) prescribed plans. There is a need to harmonize these plans while encouraging LGUs to comply with their mandates.

Local planners are intimidated by the highly technical CDP Guidebook



The CDP Guide is a very good technical document but local planners specially those who are relatively new find it difficult to digest its content or to even start reading its pages. There needs to be a simpler guide that will present the process in a manner not so intimidating.

Recent statutes require the mainstreaming of thematic and sectoral concerns in the CDP



RA 10121 and RA 9729 are few of the laws and policies that require the mainstreaming of specific thematic concerns in the CDP. There is a need to provide guidelines for mainstreaming these and other thematic concerns in the CDP. The Department of the Interior and Local Government – Bureau of Local Government Development (DILG-BLGD) identified entry points and came up with the mainstreaming framework as shown in Figure I. This framework needs to be operationalized.



Figure I.
Mainstreaming Matrix of Thematic Concerns into the Local Planning Process

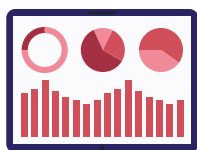
This Illustrative Guide aims to encourage more LGUs to prepare the CDP as well as assist them in mainstreaming thematic and sectoral concerns in the local development planning process.

About the Guide

This illustrative guide is part of the enhancement to the CDP Guidebook.



The CDP Illustrative Guide is one of the enhancements to the CDP Guide enrolled under the “**Support to Local Government Units for More Effective and Accountable Public Financial Management (LGU PFM 2)**” Project funded by the European Union. Aside from the CDP Illustrative Guide, a supplemental Guide to the **Rationalized Planning Indicator and Data Set (RaPIDS)**, and a **Guide for the conduct of the CDP Review** were also enrolled under the project mainly to address current challenges in the local planning system.



The Local Planning Illustrative Guide: Preparing and Updating the Comprehensive Development Plan (CDP), the **CDP Illustrative Guide** for brevity, is:

- A detailed summary of the key steps for the preparation and subsequent annual and mid-term updating of the CDP;
- A toolkit for the review of the form, process and content of the CDP for the purpose of enhancing the relevance and responsiveness of the CDP to local needs and to strengthen alignment and complementation with Provincial and National-level plans;
- An update to the CDP Guidebook covering changes in policies and agreements with other Oversight Agencies (e.g., relationship to the Budget Operations Manual, Resource Mobilization Manual, etc.) as manifested by executive issuances after 2010;
- A primer for members of the technical planning team and the Local Development Council (LDC) who may not have or have little planning background to enable them to participate actively and substantially in the preparation of the CDP;
- An advisory for plan monitoring and updating; and

- A process, output and documentary checklist for the city and municipal planner to aid him/her in advising the LDC and the technical planning team and to direct him/her to the appropriate key reference materials required for the detailed preparation of the CDP. These reference materials are:
 - Rationalizing the Local Planning System Guidebook (RPS);
 - Comprehensive Development Plan Guidebook;
 - Guide to Ecological Profiling; and
 - Rationalized Planning Indicators and Data Set (RaPIDS) Manual.

The illustrative guide may be clustered into three parts.



The first two major steps of the CDP Illustrative Guide are mainly **1.) Preparatory activities** for the actual planning process. The third step primarily discusses **2.) Planning process**. The fourth and fifth step are discussions on the different **3.) Authority levers and implementation instruments** to aid in the implementation of the Programs, Projects and Activities (PPAs) and to complete the planning cycle. These include Investment Programming, Capacity Development Agenda, Legislative Requirements and Monitoring and Evaluation (M&E) Strategy.

The output documents in the illustrative guide



The output documents in the CDP Illustrative Guide are consistent with those that will be used in the CDP Review Guide Tool. These documents will serve as the bases in reviewing if the CDP was prepared as prescribed by pertinent policies and other issuances on mainstreaming sectoral and thematic concerns.

Chapter I

The Comprehensive Development Plan

(Source: CDP Guidebook 2008)

The **Comprehensive Land Use Plan (CLUP)** and the **CDP** are distinct and separate.

The term “comprehensive” in the CLUP is understood in its geographical, territorial sense, while the term “comprehensive” in the CDP has to be understood in the sense of “multi-sectoral” development. Yet, the two plans are intimately related.

The CLUP can well be regarded as the plan for the long-term management of the local territory. As the skeletal-circulatory framework of the territory’s physical development, it identifies areas where development can and cannot be located and directs public and private investments accordingly. The CDP, on the other hand, is the action plan utilized by every local administration to develop and implement priority sectoral and cross-sectoral programs and projects in the proper locations to put flesh on the skeleton as it were, gradually and incrementally, until the desired shape or form of development is eventually attained over the long term. This is consistent with the definition of planning as “public control of the pattern of development”.

One thing that bolsters the interpretation that the CLUP and CDP are distinct and separate is the fact that the responsibility for each plan is given to separate bodies in the LGU. The CLUP is assigned to the Sanggunian as provided for in Sections 447, 458 and 468 (Powers, Duties, Functions and Compensation of the Sangguniang Bayan, Panlungsod and Panlalawigan, respectively) of the Local Government Code; whereas the CDP is the responsibility of the LDC as provided for under Sections 106 (Local Development Councils) and 109 (Functions of Local Development Councils) of the Code. The Code has correctly assigned responsibility for the CLUP to the Sanggunian considering that most if not all of the instruments for implementing the CLUP involve regulating the use of lands that are mainly privately held and this requires the exercise of the political powers of the LGU through legislative action by the Sanggunian.



Figure II. Comparative Coverage of Planning Documents

Figure II illustrates the period covered of the planning documents.

A common concern often raised by local planners is how to keep the long-term plan from being thrown away with every change in administration. The answer to this concern lies precisely in having a separate CLUP from a CDP. It is the “people’s plan”. The CLUP, once enacted into a zoning ordinance (Section 20, c), becomes a law. It remains in effect even after the incumbent officials have been replaced. Being a law, the CLUP-turned Zoning Ordinance cannot be simply “thrown away” without going through the proper legislative procedures for repealing or amending an ordinance. The truth of the matter is, the long-term CLUP, once in place, can no longer be claimed by, nor attributed to a particular administration. Rather, the CLUP belongs to the people.

With the CLUP separated from the CDP, the review process by the Provincial Land Use Committee (PLUC) is also immensely simplified. The Code requires a review by the provincial government of the CLUP, not the CDP, of component cities and municipalities [See Section 468 (a)].

Table I. CLUP versus CDP

CLUP	CDP
9 years	6 years
Spatial	Sectoral
"Comprehensive" <i>encompassing territorial jurisdiction between land and water</i>	"Comprehensive" <i>embracing all development sectors and sub-sectors and concerns of each</i>
Defines the policy direction for the use of land resources within territorial jurisdiction	Outlines specific application of the available land resources
Accounts for available supply of land resources	Demand for land resources based on sectoral development goals
Has four (4) policy areas: <i>production settlements, protection and infrastructure</i>	Covers 5 development sectors: social, economic, physical, environmental, institutional
Diagrams the desired physical pattern of growth of the locality	Provide convergence mechanism to integrate NGA's plans with local plans
Invariably takes a long time to carry out	Short timeframe and should be used as a medium to implement the CLUP
Local equivalent or counterpart of the N/R/PPFP	Must coincide with the MTPDP/MTPIP

The Executive and Legislative Agenda (ELA) on the other hand is a planning document, covering a 3-year period corresponding to the term of local elective officials that is mutually developed and agreed upon by both the executive and legislative departments of an LGU. The ELA is not meant to replace or duplicate existing planning systems in LGUs. Rather, it adds greater value to the CLUP and the CDP by moving them forward to getting implemented and monitored.

It is the CDP-based ELA that is associated with a particular administration. The ELA should contain the priority PPAs and legislations set forth in the CDP and in line with their platform of government.

As shown in Figure III, output and outcomes should be expected by the end of the 'life' of the CLUP and CDP. Intermediate outcomes can be expected from the ELA as it is coinciding with the term of the officials as opposed to the 6-year and 9-year CDP and CLUP respectively.

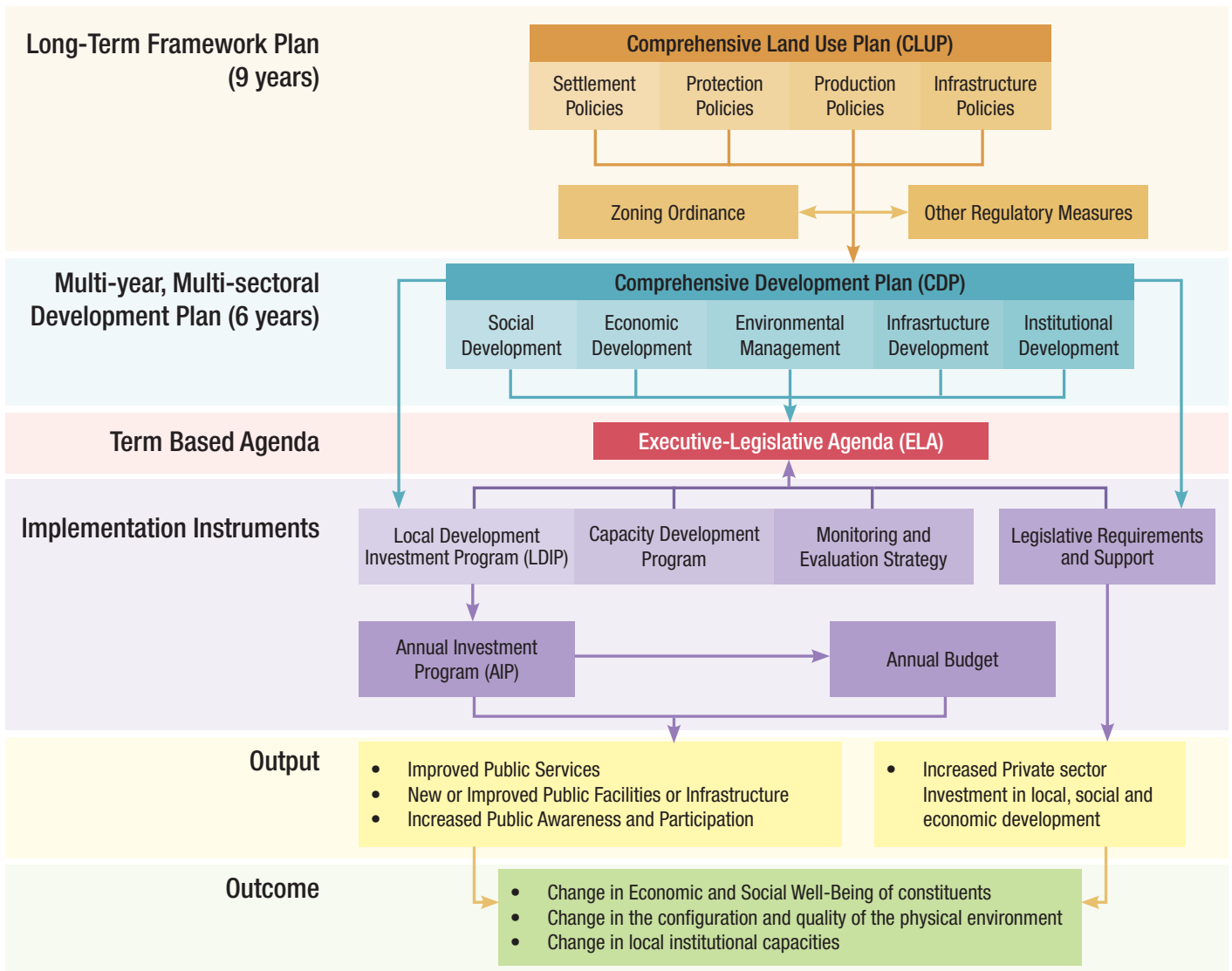


Figure III. Relationship of City/Municipal Plans

Figure III illustrates the relationship of the CLUP with the CDP, ELA and other implementation instruments.

(Source: CDP Guidebook, chart based on the original design of Prof. Ernesto Serote)

Chapter II

CDP Preparation Step 1

Organize and Mobilize the Planning Team



The first step in CDP preparation will lay down the foundation for the succeeding steps. The composition of the planning team will dictate the inclusiveness, comprehensiveness and ownership of the CDP. **It is not necessary for LGU Department Heads to be members.** Knowledgeable technical staff will be sufficient. Be guided by the prescribed core planning team in the CDP Guide.

It is very important that the commitment of every member of the planning team is ensured thru an Executive Order with a corresponding workplan. The team should be organized and mobilized to take on the required task in the preparation of the CDP.

Mainstreaming Entry Point

Make sure to include in the planning structure sectoral committees that advocate for specific thematic concerns so that their concerns are properly represented and addressed:

- CCA/DRR (MENRO, LDRRMO, CSOs/POs)
- Persons with Disability, Children, Senior Citizens, Women (DSWD, OSCA, GFPS, etc.)
- ICCs/IPs Communities
- Representatives of Local Special Bodies (LSBs) and Local Advisory Councils (See Annex A)

References

CDP Guide Chapter I

Major Activities

1. Select members of the planning team. (Refer to page 18 and 19 of the CDP Guidebook)
2. Prepare the Executive Order. (Refer to Annex B, Form 1a)
3. Orient the members of the planning team on their roles and responsibilities.
4. Prepare and adopt a workplan for the preparation/updating of the CDP. (Refer to Annex B, Form 1b)

Lead Office/Persons

- **C/MPDC** with the assistance of **C/MLGOO**

ROLES OF C/MPDC:

1. Identify members of the core planning team based on the five (5) development sectors.
2. Orient the members of the planning team on their responsibilities.
3. Prepare the Executive Order and Workplan for the approval of the LCE.

ROLES OF C/MLGOO:

1. Assist the C/MPDC in the identification of the members of the core planning team.
2. Assist the C/MPDC in the orientation of the planning team.

Output Documents

- Executive Order Template (Form 1a)
- Sample Harmonized Workplan for the Preparation of the CLUP and CDP (Form 1b)

**The CDP Illustrative Guide assigned Form Numbers to the output documents that correspond to steps in the planning cycle. This serves as a guide for LGUs in the preparation of their CDP. The same form numbers are also referred to in the CDP Review Guide.*

Chapter III

CDP Preparation Step 2

Revisit Existing Plans and Review LGU Vision

The second step of this Illustrative Guide aims to revisit the LGU vision for its responsiveness to recent mandates and prevailing situations and identify and profile the existing plans the LGU has. This will help the planning team in limiting or expanding the scope of the Ecological Profile (EP). Existing sectoral and thematic plans that are still responsive to the prevailing situation can be incorporated in the CDP. **There is no need to re-do the profiling and project identification for these plans.** However, if these existing plans are determined to be obsolete, then there is a need to update them by including the concerned sector or theme in the EP. The inventory of NGA-mandated or prescribed sectoral and thematic plans are provided in Table II.



Major Activities



1. Inventory existing local plans (CLUP, CDP, ELA, LDRRMP, GPB, FLUP, etc.) and higher level plans such as PDPFP.
2. Review the Vision of the LGU if it is responsive of new planning mandates and current situation and compare Goals and Objectives of all existing plans for consistency.
3. Check if the plans are aligned with each other and the PDPFP.
4. Identify outdated plans that will need to be updated and plans that can be absorbed in the CDP. Include the accomplished PPAs as inputs.

References



1. CDP Guide Chapter I
2. Other NGA issued policy guides for specific sectoral or thematic concerns

Output Documents



- Final Vision for the City/Municipality
- List of 'responsive' Plans that will be absorbed in the updated CDP
- List of Plans that needs to be updated
- List of accomplished PPAs

Mainstreaming Entry Point



There are thirty-three (33) legally-mandated local plans (as shown in Table II) that represent sectoral or thematic concerns. Each LGU is required to prepare them in order to ensure that the needs of these sectors are known and addressed. All of them can be **mainstreamed, interfaced or integrated** in the CDP so long as they are considered in every step of the CDP Process. If the LGUs do not have them yet, these plans can in turn be extracted or culled out from the CDP.

Lead Office/Persons

- **C/MPDC** with the assistance of **C/MLGOO and LGU Department Heads**

ROLES OF C/MPDC:

1. Check if the Vision of the LGU is still responsive of current mandates and prevailing situation.
2. Inventory of existing plans and lead in identifying which plans are still relevant and which plans need to be updated based on LGU Vision.
3. Coordinate with concerned department heads and sectoral committees in checking for the consistency of plans with LGU Vision and responsiveness to prevailing situation.

ROLES OF C/MLGOO:

1. Ensure that the planning team conducts the inventory and review of the existing plans to include LGU Vision.

ROLE OF LGU DEPARTMENT HEADS:

Assist the MPDC in determining the consistency and responsiveness of existing sectoral plans with LGU Vision and its alignment with the PDPFP and other higher level sectoral plans.

Table II. NGA Mandated/Prescribed Sectoral and Thematic Plans

NGA-mandated plans	Other sectoral/thematic plans
1. Action Plan for the Protection of Children	1.Nutrition Action Plan
2. Aquatics and Fisheries Management Plan	2.ICT Plan
3. Annual Culture and the Arts Plan	3.Local Shelter Plan
4. Anti-Poverty Reduction Plan	4.Plan for the Elderly
5. Local Coconut Development Plan	5.Plan for Health and Family Planning
6. LDRRMP	6.Coastal Management Plan
7. Food Security Plan	7.Information Strategic and Management Plan
8. Forest Management Plan	8.People's Plan
9. Gender and Development Plan	9.Business Plan/Strategy
10. Integrated Area Community Public Safety Plan	10.Capacity Development Agenda/HRMD Plan
11. Local Entrepreneurship Development Plan	11.Transportation Management Plan
12. Sustainable Area Development Plan	
13. Local Tourism Plan	
14. Small and Medium Enterprise Development Plan	
15. SAFDZ Plan	
16. Solid Waste Management Plan	
17. Watershed Management Plan	
18. ADSDPP	
19. Plan for PWDs	
20. Forest Land Use Plan	
21. Local Climate Change Action Plan (LCCAP)	
22. Peace and Order Public Safety Plan (POPS Plan)	

Chapter IV

CDP Preparation Step 3

Prepare Ecological Profile and Structured List of PPAs

Major Activities

Based on the inventory of existing plans and the review of the Vision, Mission and Sectoral Objectives, the LGU can now start the process of:

1. **Ecological Profiling; and**
2. **Identification and preparation of the Structured list of PPAs**

Lead Office/Persons

- **City/Municipal Planning Team**

ROLES OF CITY/MUNICIPAL PLANNING TEAM:

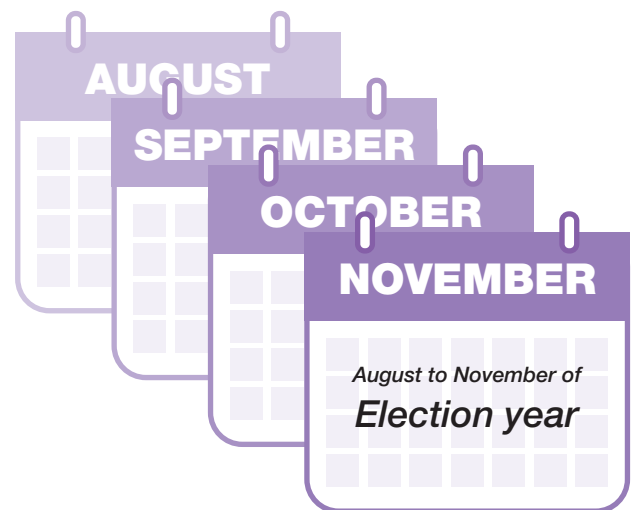
1. Correctly and comprehensively profile their respective sectors.
2. Consult with members of each sector and inform them of the result of the profile and validate the same.
3. Field-validate the structured list to know if the PPAs have actual proponents and beneficiaries.
4. Participate in all activities as identified in the approved workplan.

Output Documents

- Ecological Profile (Form 1c)
- Local Development Indicator System/ RaPIDS (Form 1d)
- Structured List of PPAs per Sector (Long List) (Form 2a)

The third step will essentially start the Comprehensive Development Planning Cycle as prescribed in the CDP Guide.

This step will correspond to Steps 2-8 of the planning cycle. **More than half of the workplan for the preparation of the CDP should be dedicated primarily to Ecological Profiling and the identification of issues and the interventions to address them** as contained in the Structured List of PPAs. This is where consultations with all stakeholders are of primary importance. Their participation should be prioritized to ensure that their concerns are made known and addressed.



Mainstreaming Entry Point

- Ecological Profiling is the most critical entry point in mainstreaming a specific thematic concern in the CDP.
- The planning team should ensure that the prescribed tools for mainstreaming are used in gathering and analysis of information.
- Tools such as Climate and Disaster Risk Assessment and other similar tools for DRR/CCA concerns are used in this step.
- Data disaggregation for Gender Sensitivity (M or F) and age groups for children and the senior citizens must be made whenever applicable and possible.

Figure IV. The Enhanced Comprehensive Development Planning Cycle

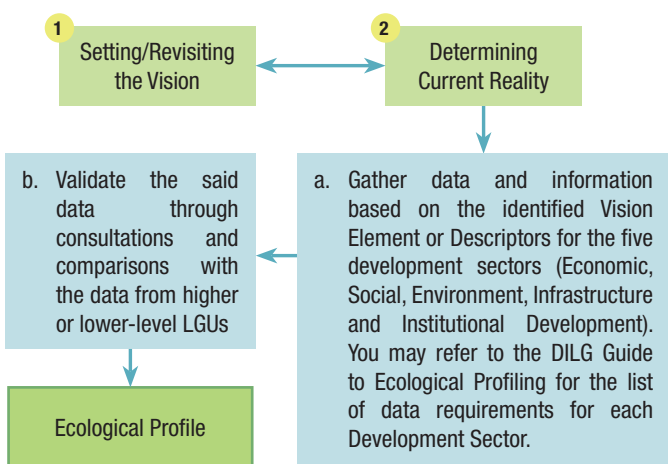
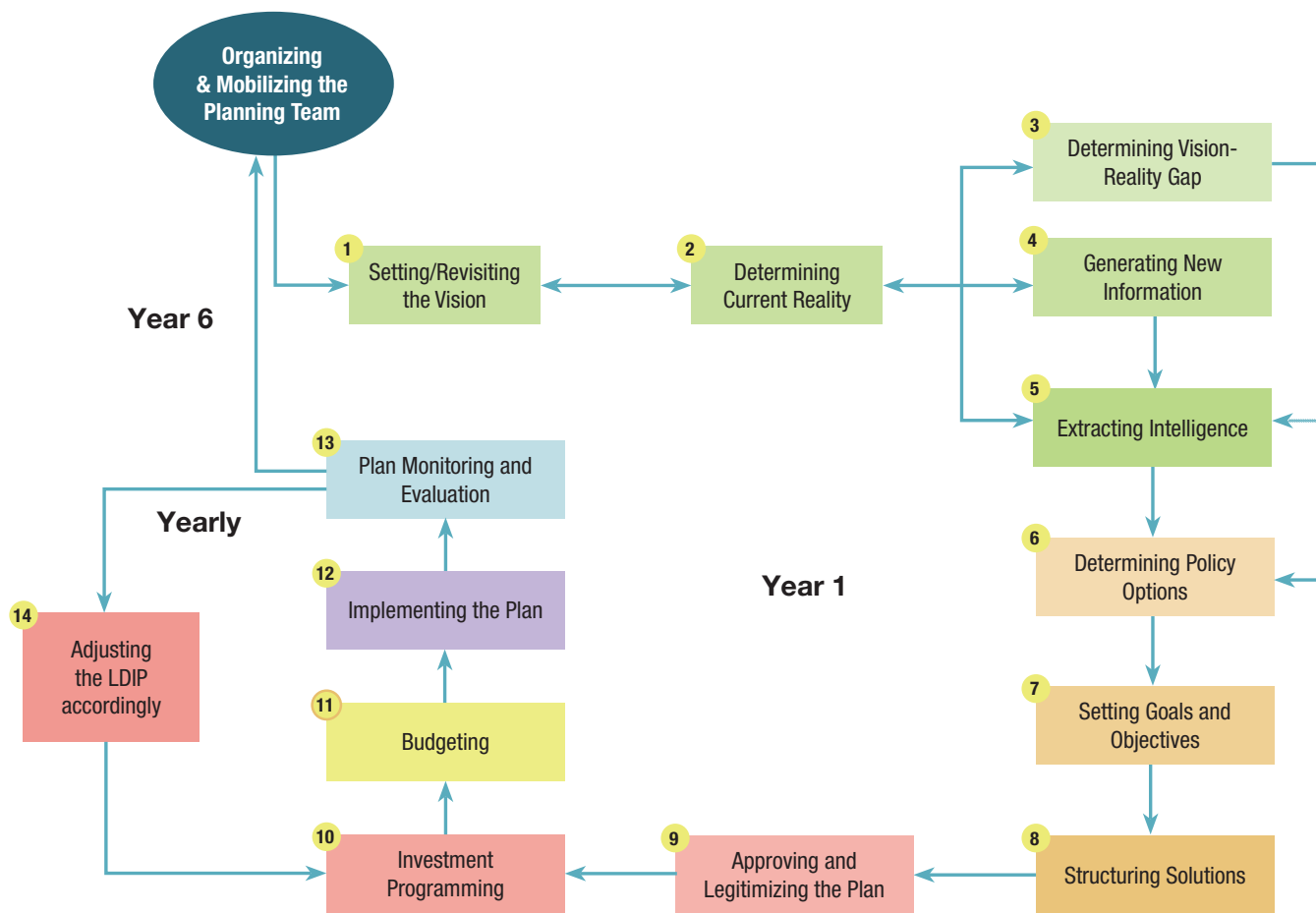


Figure V. Ecological Profile

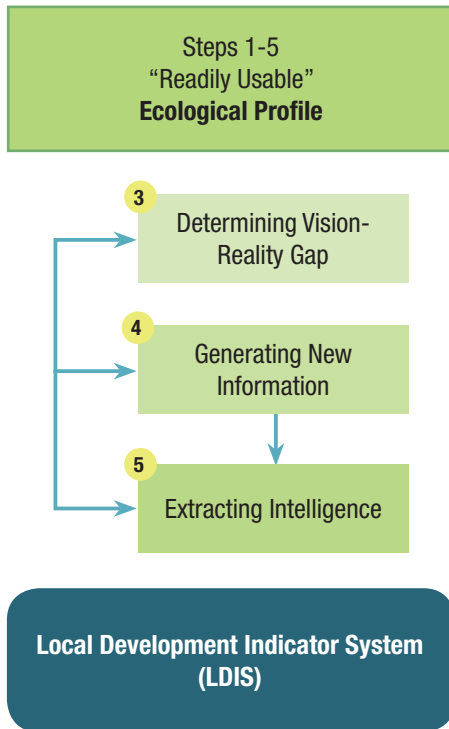
Figure V is a graphical representation of the CDP Preparation steps (Steps 1-2) which are activities involved in Ecological Profiling. Note that one EP which represents the “current reality” (based on one year or period only) is not sufficient for planning purposes. At least two EPs covering two time periods are needed.

While the Local Development Indicator System’s (LDIS) original data set or list of indicators is a very useful tool for identifying issues based on an LGU’s particular vision, most planning practitioners find it hard to complete. The DILG, assisted by the European Union thru the **LGU PFM 2 Project**, developed an alternative analytical dataset that LGUs may use if they do not have the capacity to complete the original data set. The **Rationalized Planning Indicator and Data Set (RaPIDS)** prescribes a minimum data set applicable to all LGU types and prescribes additional data set unique to specific LGUs. For example, data sets or indicators for upland LGUs are different from those prescribed for coastal LGUs. Special sectoral data requirements are also prescribed depending on the LGUs priority development thrust.

If an LGU does not have the capacity or resources to complete the data requirements in the old LDIS list, they may opt to use the **RaPIDS as their starter data set** instead. However, the RaPIDS does not provide an analysis as comprehensive as that in the old set if LGUs will not opt to add additional indicators to the basic minimum data set. Please see the **RaPIDS Guide** for more information.

Figure VI. “Readily Usable” EP and LDIS Matrix

Figure VI illustrates the steps involved in making a readily usable EP and its output tool – the **Local Development Indicator System Matrix**. This output documents will yield **the issues or levels of development or underdevelopment** of a particular city or municipality that need to be addressed thru interventions in the form of PPAs.



- **Goal formulation** or the process of determining what citizens want their city or municipality to become is often considered the most important step in the planning process.
- **Sectoral goals** are the desired ends consistent with the success indicators. These are results that are the same, or derived from, the particular element of the vision statement pertaining to a specific sector. This relationship is necessary to ensure that every policy and action (programs, projects, activities, legislative and other regulatory measures) formulated in the CDP will contribute to the realization of the Vision.

Figure VII. LDIS versus RaPIDS

Features	Indicator System	
	LDIS	RaPIDS
Comprehensiveness	✓	✗
Resources Requirement	✗	✓
Customization	✗	✓

Figure VIII. The Structured List of PPAs

Figure VIII demonstrates the steps involved in the preparation of the **Structured List of PPAs**. This list is what the LGUs call the Long List of PPAs from the five (5) development sectors. This will be the main source of PPAs that will later be prioritized for implementation. Note that this list should be traceable or linked to the descriptors in the LGU Vision, Goals and Objectives.

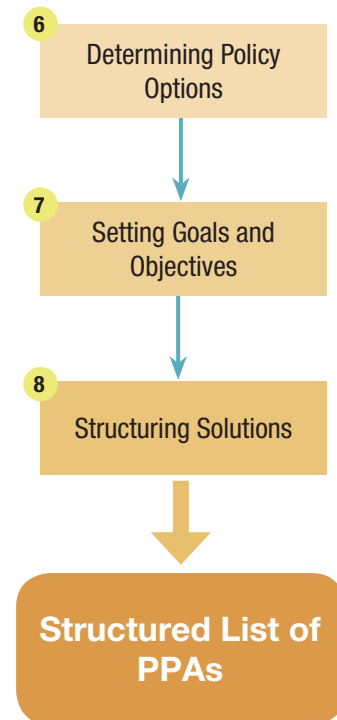
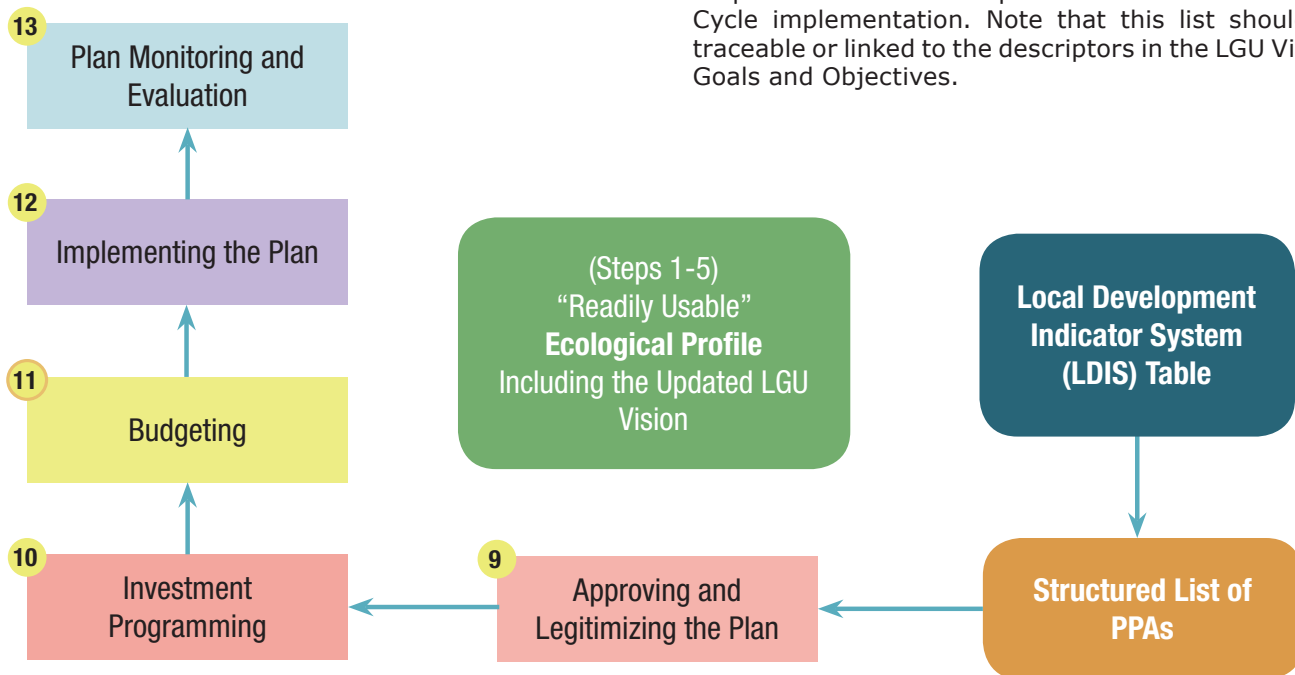



Figure IX. The Structured List of PPAs as an Output Document

Figure IX situates the Structured List of PPAs as an output document of Steps 6-8 of the CDP Planning Cycle implementation. Note that this list should be traceable or linked to the descriptors in the LGU Vision, Goals and Objectives.



References 

1. Guide to Ecological Profiling (DILG-BLGD)
2. Guide to the Rationalized Planning Indicator and Data Set (RaPIDS) (DILG-BLGD)
3. Guidelines on Mainstreaming CCA and DRR in the CDP (DILG-BLGD)
4. Supplemental Guidelines on Mainstreaming Climate and Disaster Risk in the CLUP Preparation (HLURB)
5. Tourism Development Planning Guide (DILG-BLGD)
6. Guide to the Localization of Magna Carta of Women (PCW)
7. Mainstreaming Biodiversity in Local Plans (DENR)

Chapter V

Rationalized Planning Indicator and Data Set (RaPIDS)

The RaPIDS is a tool developed under the LGU PFM 2 Project that aims to guide local planners in identifying development indicators that specifically applies to their LGU’s needs and characteristics. RaPIDS still follow the principles of the LDIS which is based on the LGU’s Vision and success indicators. RaPIDS only updated the indicators to make them consistent with those required and accepted by NGAs and international institutions. It also added several indicators required by recent statutes such as DRR/CCA indicators and

indicators used to articulate certain thematic and sectoral concerns such as gender and conflict sensitivity. It also has specific indicators that LGUs may need should they have particular development thrusts such as indicators for tourism development and indicators that can help LGUs identify PPAs to make themselves more business-friendly. Indicators for specific ecosystems are also identified. RaPIDS aims to address the issue on data gathering by helping planners identify indicators that apply to them and those that they really need as compared to prescribing a one size fits all data set which makes data gathering very challenging at the onset.

Figure X. RaPIDS Screenshot

	A	B	C	D
	Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured
1	Population and Social Services	Applies to All	Demography	Population Size
2	Population and Social Services	Applies to All	Demography	Population Growth Rate
3	Population and Social Services	Applies to All	Demography	Population Distribution
4	Population and Social Services	Applies to All	Demography	Population Distribution
5	Population and Social Services	Applies to All	Level of Well-Being	Education Participation
6	Population and Social Services	Applies to All	Level of Well-Being	Sanitation Concerns
7	Population and Social Services	Applies to All	Level of Well-Being	Health Conditions
8	Population and Social Services	Applies to All	Level of Well-Being	Access to health services
9	Population and Social Services	Applies to All	Level of Well-Being	Health Conditions
10	Population and Social Services	Applies to All	Level of Well-Being	Access to health services
11	Population and Social Services	Applies to All	Level of Well-Being	Access to health services
12	Local Economy	Applies to All	Social Justice/ Inclusive Growth	Poverty
13	Population and Social Services	Applies to All	DRR Management	Security
14	Population and Social Services	Applies to All	Public Safety	Security
15	Population and Social Services	Applies to All	Public Safety	Security
16	Population and Social Services	Applies to All	Gender Equality	Gender Equality
17	Population and Social Services	Applies to All	Gender Equality	Gender Equality
18	Population and Social Services	Applies to All	Demography	Characteristics of Population
19	Local Economy	Applies to All	Economic Performance General	Labor and employment
20	Local Economy	Applies to All	Economic Performance General	Labor and employment
21	Local Economy	Applies to All	Economic Performance General	Labor and employment
22	Local Economy	Applies to All	Economic Performance General	Labor and employment
23	Local Economy	Applies to All	Economic Performance General	Labor and employment
24	Local Economy	Applies to All	Economic Performance General	Labor and employment
25	Infrastructure	Applies to All	Public Participation	Public Participation
26	Infrastructure	Applies to All	Social Support	Current Level of Service
27	Infrastructure	Applies to All	Social Support	Current Level of Service
28	Infrastructure	Applies to All	Social Support	Current Level of Service
29	Infrastructure	Applies to All	Social Support	Current Level of Service
30	Infrastructure	Applies to All	Economic Support	Public Roads
31	Infrastructure	Applies to All	Economic Support	Public Roads
32	Infrastructure	Applies to All	Economic Support	Public Roads
33	Infrastructure	Applies to All	Economic Support	Public Roads

The RaPIDS is presented as a shopping list of indicators where LGU can choose thru tabs (as shown in Figure X) those that specifically applies to them. RaPIDS has a basic minimum indicator set generally applicable to all LGUs plus additional set of indicators depending on an LGU’s ecosystem, development thrust and priority concern based on national policies. RaPIDS also identified indicators consistent with other instruments used by the DILG and other government agencies. This grouping of indicators according to ecosystem and themes made the choosing of indicators easier by limiting indicators that do not particularly apply to a certain LGU even before they start data gathering. This can actually save LGUs time and resources.

RaPIDS indicators are customized indicators that characterize the LGUs according to their ecosystem and development thrust. This leads to a more responsive and applicable indicator set.

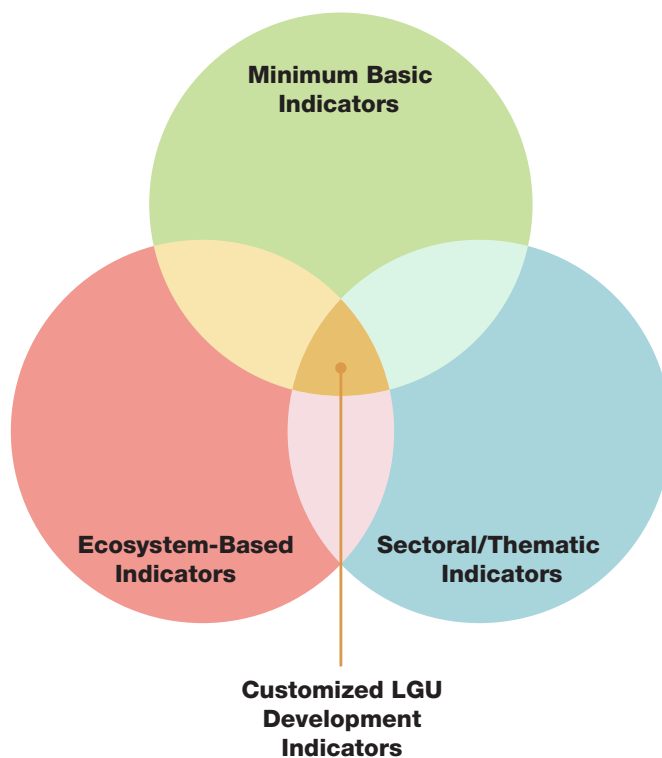
RaPIDS attempt to link local planning process to the programs of NGAs and international organizations by adopting data sets and indicators which are consistent with those required and accepted by these institutions. Several indicators required by recent statutes, such as the Philippine Disaster Risk Reduction and Management Act of 2010 and Full Disclosure Policy of DILG were added to the existing list of local development indicators (LDIs) to help LGUs incorporate these policies into their local development agenda. In addition, indicators contained in the instrumentalities used by NGAs such as the Community Based Monitoring System (CBMS), Seal of Good Local Governance (SGLG) and Conflict Sensitivity and Peace Promoting Principles (CSPP) as espoused by the Office of the Presidential Adviser on the Peace Process (OPAPP), Climate and Disaster Risk Assessment (CDRA) tool by the Housing and Land Use Regulatory Board (HLURB), and Gender Mainstreaming Tool by Philippine Commission on Women (PCW) were integrated into the RaPIDS after careful assessment of its applicability to local planning process.

The update, however, is not only limited to having additional indicators, but also includes the exclusion of indicators that are outdated and those that are not critical in planning for sectoral concerns **within** the territorial jurisdiction of an LGU.

Another notable feature of RaPIDS is the clustering of indicators per ecosystem, area characteristics and development thrusts. This organization offers an approach to data gathering for LGUs to determine the indicators which are appropriate for their localities. The RaPIDS, however, prescribes a set of “basic minimum indicators” for all LGUs. This set of indicators contains development concerns common to all planning areas regardless of ecosystem and as required by national policies and recent statutes.

Lastly, as a planning and monitoring tool, RaPIDS interphases with Steps 2, 4 and 5 of the planning cycle. It is introduced in Step 2 as the data sets to be included in the EP, the document that contains the current reality of the LGU. It is the heart of analysis in Steps 3, 4, and 5, as the indicators that serve as bases for determining gaps, generating information, and extracting intelligence.

Figure XI. RaPIDS Indicator Composition



RATIONALIZING THE PLANNING INDICATORS

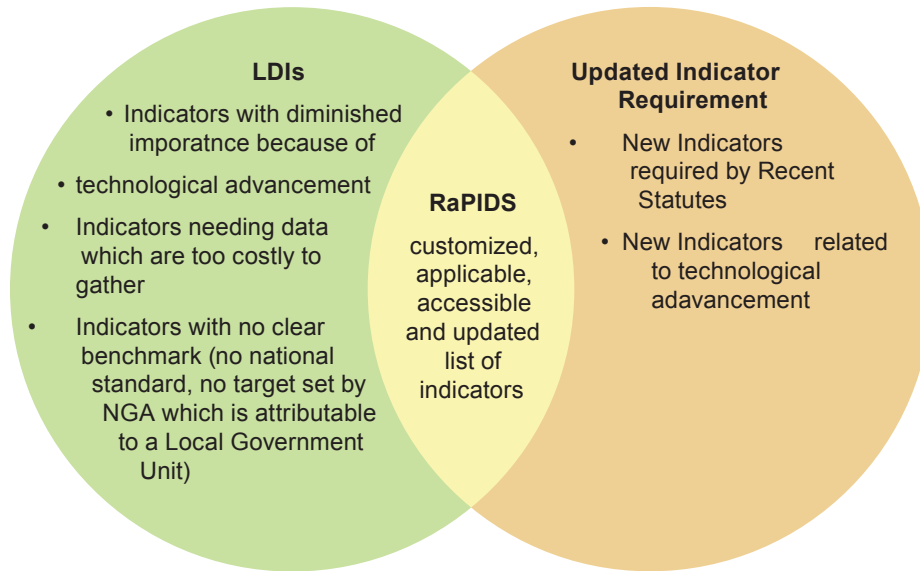
The existing set of LDIs is perceived as a long and rigid list of 156 indicators that LGUs must abide to gather as part of their CDP. This general sentiment makes it a challenge for LGUs to understand and appreciate what the indicators represent and measure. In some cases, it stalls the formulation of CDP as LGUs are unable to complete the data requirements necessary to complete the LDIs and thus opt to skip the whole process of CDP formulation. In other extreme cases, this misinterpretation result to waste of government resources, as some LGUs gather data for the sake of completing the LDIs without considering whether an indicator is an appropriate measure to measure local development in their respective LGUs.

RaPIDS addresses these concerns by shifting from providing a static list of indicators into building a dynamic data system that caters to the information needs of LGUs. This is done by providing a mechanism for LGUs to easily and effectively choose appropriate indicators that would best capture the level of development or under-development in their localities. By adopting RaPIDS, LGUs will have strong basis for formulating relevant and more strategic approach to local planning and investment programming.

To illustrate the relationship of the proposed rationalized planning indicator to the existing list of LDIs, consider Figure XII. The intersection of the circles representing the LDIs and the RaPIDS denotes the indicators from the existing LDI which were retained in RaPIDS,

while the indicators in the LDI circle outside the intersection are those that were excluded in RaPIDS. The set of criteria employed whether an existing LDI would be included to RaPIDS is specified on the LDI Circle.

Figure XII. Venn Diagram of LDIs and RaPIDS



BUILDING THE RaPIDS DATABASE

The RaPIDS is presented as a list of indicators, grouped together by area characteristics and development concerns. Each set of indicators is arranged in a table with column headings: "Development Sector," "Kind of Planning Area" "What is being measured," and "Indicator" and "Data Source". This organization aims to facilitate better understanding of each indicator and in turn is hoped to provide deeper appreciation of why these indicators are needed for planning and monitoring of development programs.

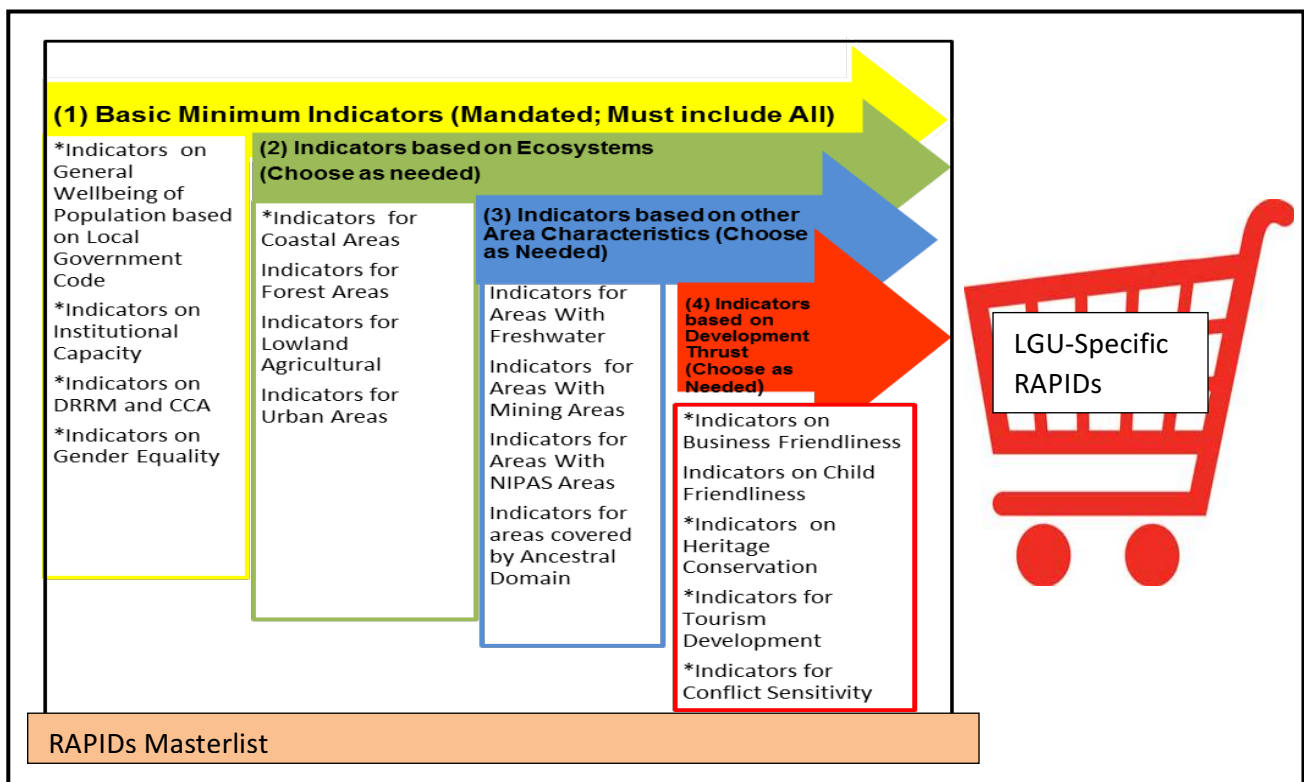
Development Sector	Applicable to what kind of Planning Area?	What is being measured?	Indicator	Data Source
Population and Social Services	Applies to All	Health conditions	Infant Death Rate	C/MHO; Civil Registrar
Local Economy	Lowland Agricultural	Agricultural Production	Volume/value of agricultural crop production by major crop	DA; Municipality/ City Agriculturist Office

As the list is presented as a simple excel file, excel functionalities can be used to navigate the list. Excel's "Filter" function can be used to sort the indicators, if one wishes, for example, to check only the indicators for each sector of CDP.

Building appropriate data system using the RaPIDS can be likened to doing grocery shopping for one’s household. As with grocery shopping, LGUs as “household representatives” decide for themselves which items to take in in their shopping cart based on their household’s needs and budget. This “power” to choose enables LGU to better control their resources as they are not “forced” to gather data on the indicators which

may not be applicable to their territories or to their circumstance. Recognizing however, that there are common concerns among LGUs, and that there are special laws that mandate LGUs to collect data relating to specific concerns (e.g Disaster Risk Reduction, Gender Mainstreaming) RaPIDS prescribes a **mandatory basic minimum set of indicators** to be monitored by all LGUs.

Figure XIII. Illustration of “Shopping” for Rationalized Planning Indicator



In a nutshell, RaPIDS has four (4) major groups of indicators in the RaPIDS master list; to wit: a) Basic Minimum Indicators b) Ecosystem-based Indicators c) Area Characteristics-Based Indicators and d) Development Thrusts/Thematic Concerns Indicators.

A. Basic Minimum Indicators (Tab Color: Yellow)

The basic minimum set of indicators consists of development metrics

applicable to all kinds of planning areas. In particular, this set covers indicators measuring the well-being of **the local population** and the fitness of an LGU as an institution that is responsible for the delivery of basic social services stipulated in the Local Government Code thru the General Welfare Clause (Section 16). As such, it could be observed that the set mostly contain indicators for the social sector and the institutional sector.

This set also includes some indicators for the state of local economy, of the environment and natural resources and of the infrastructure support for social services that are applicable across all planning areas. Examples of these are indicators that measure levels of service for solid waste collection and disposal and access to social services.

Indicators for Gender Equality (PCW) and Climate Change Adaptation/Disaster Risk Reduction (CCC) are mainstreamed in this set to ensure that LGUs incorporate these overarching concerns to their plans and programs.

The Basic Minimum Indicators included in the list are by no means exhaustive and complete and might not be able to provide enough foundations for LGUs to appropriately identify priority programs and projects. As such, LGUs should NOT be contented to only monitor these indicators but should instead opt to choose the appropriate development metrics in the succeeding sub-groups. In addition, indicators such as those used to measure the approved list of the Sustainable Development Goals (SDGs) and future national policies that concern the LGUs may be added as necessary.

B. Ecosystem-Based Indicators (Tab Color: Green)

RaPIDS recognize that the development direction of an LGU is largely dependent on the ecosystems present in the area. Natural capital such as land, forests, fish, minerals, and energy – all of which considered part of an ecosystem is a form of asset that benefits and dictates the development of the immediate community. It is a critical asset that make up livelihoods of many subsistence communities that are depending directly on healthy ecosystems. As these resources vary for each area, it is only fitting that LGUs select the indicators

that are fundamentally important for their territories.

Ecosystem-based indicators cover the use and services required by an ecological unit. Data for these concerns measure the well-being of the environment and the ability of the LGUs to manage these natural resources and ensure they continue to contribute to the sustainable growth of the local community and subsequently the local economy as well. This set is further subcategorized into four (4) major ecosystems in the country namely:

1. **Lowland Agricultural** – This set consolidates the indicators for areas with land resources that are suited for growing crops. The indicators show the extent of land use and its productivity, soil degradation, and use of fertilizer and pesticides.
2. **Forest** – The indicators are applied to forest lands for the measurement of production, resource base and land use and tenure agreement to enable management and control of community-based forestry projects, and pollution.
3. **Urban** – The indicators are relevant to urban areas defined by the Philippine Statistics Authority. It characterizes the profile of the area based on built-up areas and open space, and infrastructure and mobility such as communication, motorized vehicles, roads, transport terminals, and water utilities.
4. **Coastal** – The indicators are applicable to coastal lands and waters. It measures production, consumption, resource base, threats and water transport facilities.

C. Indicators based on other Area Characteristics (Tab Color: Blue)

RaPIDS acknowledge that ecosystem alone may not be enough to properly characterize planning areas as there may be certain physical characteristics of

localities which are unique and specific to the area. Development for these municipalities is largely affected on how the respective local governments are able to utilize these areas for development and monitor the conditions affecting them. This set of indicators is further subcategorized into:

1. **Freshwater Sources** – The primary local government concern for areas with river, bay and streams is the quality of these major freshwater bodies.
2. **Mining Areas** – The indicators take consideration of public safety, health and well-being and environmental measures arising from mining activity in the area and the contribution of mining industry to the local economy.
3. **NIPAS Areas** – The indicators are mainly concern on threats to protected areas, biodiversity and conservation effort.

D. Indicators based on Development Thrusts/Special Thematic Concerns (Tab Color: Red)

RaPIDS promote the inclusion of development concerns and priorities of a locality. These indicators are subcategorized to

1. **Conflict Sensitivity** – These indicators are based on Conflict Sensitivity and Peace Promotion (CSPP) Principles as espoused by the Office of the Presidential Adviser on the Peace Process (OPAPP). This subset is applicable for LGUs with conflict areas and records of armed conflict.

2. **Business-Friendliness** – This set is based on the criteria set by DILG in evaluating LGUs for applying for business-friendliness award. It measures LGU's performance in attracting new businesses and attracting new ones.
3. **Child-friendliness** – This set is based on the criteria set by DILG in evaluating LGUs for child-friendliness. It contains indicators that measure services affecting children.
4. **Tourism Development** – This set contains measures on the contribution of tourism to the economy in terms of jobs and income generated from tourism activities. It also gives the LGU information of its tourism potential.
5. **Heritage Conservation** – This set contains measures on the alignment of LGU's conservation efforts to the mechanism accepted by national government and the contribution of heritage conservation to local economy.

While there is no rule of thumb on the ideal number of indicators required to monitor the development of an LGU, it should be noted that a local planner must ensure that he has enough information to evaluate if the aspirations mentioned in the LGU's vision are being attained. This said, LGUs must be mindful to choose indicators that can easily be matched to each element descriptor¹ in his vision statement or to be more specific, to the goals set for each development sector (Social, Economic, Environmental, Infrastructure, Institutional).

To illustrate, an example has been given in the succeeding page.

¹ An Element Descriptor are the adjective/s used in describing the state of each development sector (Social, Economic, Environmental, Infrastructure, Institutional)

Naga City is a world-city known for its well-preserved natural environment and disaster-resilient local economy, supported by appropriate infrastructure, with vigilant and empowered citizenry under an efficient and humane, dynamic and accountable leadership

Development Sector /Element Descriptor	Descriptive Indicators/Success Indicators (We know we have arrived when)	Indicators
Disaster Resilient Local Economy	<p>“Business as Usual” after typhoon</p> <p>Income not affected by extreme weather conditions</p>	<p>Employment Rate (Employment rate is not affected by typhoon)</p> <p>Poverty Incidence (Not affected by typhoon)</p>
Well Preserved Natural Environment	<p>Plenty of Greeneries / Forest Lands are not being subdivided</p> <p>Clean coast line</p>	Rate of deforestation
Appropriate Infrastructure	Well-maintained roads / public classrooms	Road Density (Length of Road per Land Area)
Vigilant and Empowered Citizenry	Citizens' interest to know more about government's projects/ have a general sense that they can contribute	<p>Voter's Participation Rate</p> <p>Number of NGOs participating in Local Development Councils</p>
Humane, Dynamic and Accountable Leadership	<p>LGU provides direct support to vulnerable members of the community or help them access other government programs</p> <p>Budget Allocation/ Utilization available to public</p>	<p>Compliance to Full Disclosure Policies</p> <p>Number of Senior Citizen/PWD issued with IDs</p>

UTILIZING THE PLANNING DATABASE

A. THE LDIS MATRIX

As RaPIDS does not intend to replace the **LDIS**, but only provides an updated list of indicators. Rationalized planning indicators should be monitored using the same LDIS matrix as illustrated below. The LDIS matrix

depicts information in three (3) dimensions, to wit:

1. **Sectoral dimension** – Data is arranged according to five (5) sectors contributing to the development of an area. These sectors are: Social, Economic, Environment, Physical/ Infrastructure, and Institutional.

2. **Spatial dimension** – LDIS matrix prescribes the monitoring of indicators for smaller planning areas (barangays) that consist the LGU and the larger planning area (the province) to which the LGU belongs to. In so doing, comparison of the LGU’s performance in relation to the performance of the province they belong to and among the

barangays in their localities are possible.

3. **Temporal** - Provided that the entries in LDIS are updated on a regular time interval, LDIS can also provide analysis across time to establish patterns and trends in the behavior of outcome indicators.

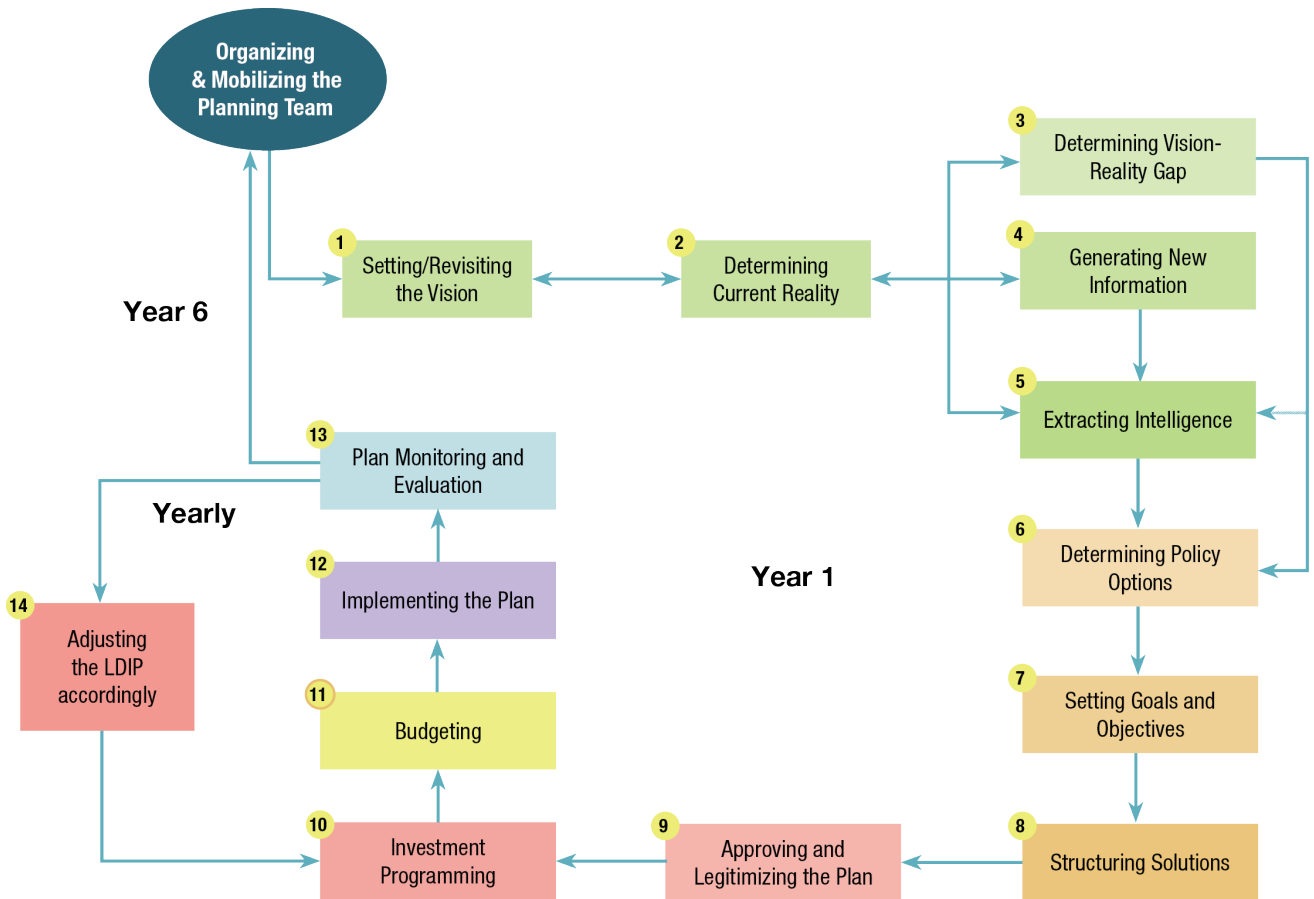
SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	... n

It should be noted however that the LDIS matrix is constructed to serve as a guide for LGUs in monitoring and evaluating the local situation. It should **not** be therefore interpreted as uncompromising from that one has to fill-up to the latter. On the contrary, one can opt not to fill in columns if the data is not available or is simply too costly to gather. For example in cases wherein it is impossible to disaggregate data on a per barangay level then the values for “Smaller Planning Area” Column might be left blank. The same goes,

if for example the data is not available on provincial level, then value for “Larger Spatial Unit” might be left blank or national average might be used for comparison.

It is the central idea behind the LDIS --- the organization of data per sector and the comparison of data across space and time—that LGUs should be mindful of when planning. An example of how information in LDIS can be used in planning is provided below.

Sector	Indicator	LGU Data (2 Reference Years)	National/ Provincial Average	Trend	Remarks
Local Economy	Employment Rate	83% (2015) 77% (2013)	73% (National, 2013) 73% (National, 2015) 85% (Province, 2013) 83% (Province, 2015)	Increasing pattern and better than national and provincial performance	Must ensure that the increasing trend continues.



B. RaPIDS AND CDP FORMULATION

An advantage of maintaining an indicator database is how the information can easily provide information in drafting inputs for planning.

In CDP Formulation, RaPIDS interphases with Step 2, 4 and 5 of the planning cycle. It is introduced in Step 2 as the data sets to be included in the EP, the document that contains the current reality of the LGU. It is the heart of analysis in Steps 3, 4, and 5, as the indicators that serve as bases for determining gaps, generating information, and extracting intelligence.

The next section further provides information on the use of RaPIDS in CDP Formulation, particularly in ecological profiling.

THE ECOLOGICAL PROFILE

An **EP**, is a document that contains information on an LGU’s demographics, geography, state of economy, state of natural and built environment and the resources available to manage its development. This definition, along with the 5-page outline of its suggested content has led LGUs to believe that writing the EP is an unmanageable task. Local planners are overwhelmed with the amount of data they have to gather and are at a loss on where to start.

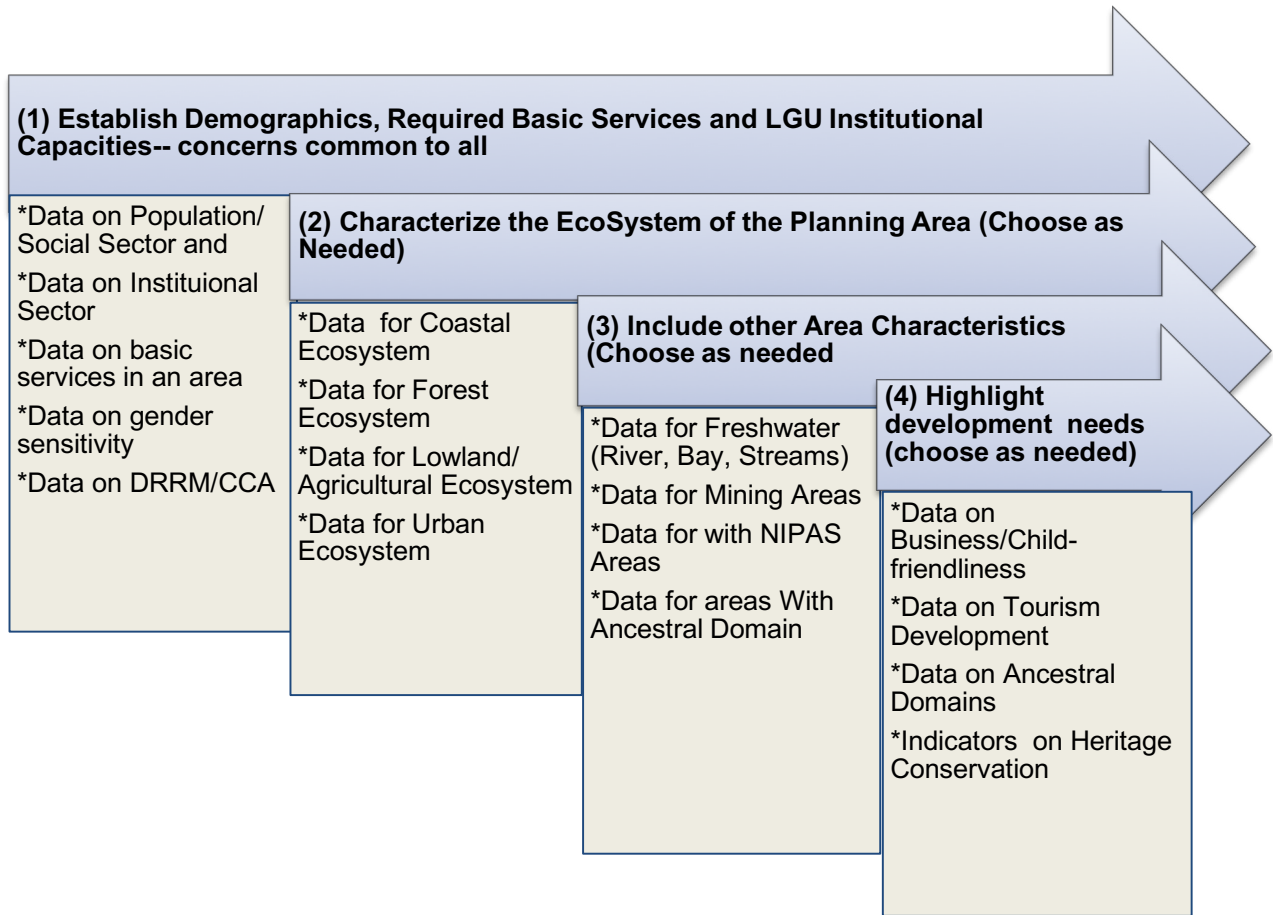
To untangle this misconception, it would help to think of EP as a “self-portrait” or in the language of today’s generation, a “selfie.” As with selfie, an EP is simply a picture of the LGU state of affairs taken by the LGU itself. Exploring on this metaphor, it is then easy to see that an EP can be written with a viewpoint/perspective chosen by the LGUs. Given however, that the main purpose of an

EP is to help the LGU establish its current realities, and that planning is just an elaborative process of laying out the ways to move from a current state to a desired state, local planners should be mindful that the information to be contained in the profile should be enough to describe the LGU's current state in relation to the desired state it wants to achieve in the future.

The EP is primarily used to present the sectoral data of the LGU and describe its internal strengths and weaknesses. With the presence of the said data, the gap between the current reality and its vision could be determined. Hence, having better data in the EP would provide for a better situational analysis of the LGU which would in turn entail a better understanding of its problems and ultimately more appropriate recommendation of necessary courses of action.

However, there is no correlation that the presence of a voluminous amount of data would yield a better EP, and ultimately a better CDP. Having a complete and updated set of sectoral data is indeed useful, but only if the data gathered are significant to the LGU's context and Vision. It is in this light that RaPIDS is seen to contribute. As an approach to data gathering, RaPIDS considers the context of LGUs as well as its Vision, making it more efficient for them to data gather and analyze.

By introducing RaPIDS to the planning cycle, it is envisioned that profiling as a planning requirement would be easier to accomplish and that the data to be gathered, analysed, and cross-analysed are those which are relevant to the LGU's Vision, unique characteristics and intended development thrusts plus compliant to recent data requirements and standards. Hence, RaPIDS should not be seen as a new requirement rather an attempt to guide and simplify previous processes.



BUILDING THE READILY-USABLE ECOLOGICAL PROFILE

In preparing to write the LGU’s EP, a ladderized system of data gathering is proposed. The said system has been built through classifying significant data based on four (4) major categories, these being (1) Basic Minimum Data Set (2) Ecosystem Data Set, (3) Area Characteristics Data Set and (4) Development Priorities Data Set of the LGU.

Basic Minimum Data Set introduces the demographics of the locality and the institutional capacity of the LGU. It is called as such because data contained in this set are deemed as the basic building blocks for LGUs when planning to provide services for its constituents. Starting data collection by

establishing the characteristics and conditions of the clientele and the capacity of the service provider ensures that the resulting profile, which will be the basis in developing local plans, capture the realities of the people being planned for and the resources of organization doing the plan.

While this set largely cover data which are mostly classified as belonging to social sector and institutional sector, it also contains data on the other sectors in the CDP (local economy, infrastructure, and environment). Note however that common to all these data is correlation to the population in the area (e.g. dependency ratio, classroom:pupil ratio, number of households served by garbage collection services).

After establishing data the demographics and their needed basic services and the capacity of the LGU to deliver these services, gathering **data on the ecosystem** of the area should then come next. This data set in turn, provides planners and decision makers with the appropriate assessment of environmental context.

To further describe the planning area, gathering of data for other **area-characteristic** is also proposed. Data on other physical characteristics (e.g. freshwater resources, protected areas) of a locality will help paint a clearer picture of the state of the environment and natural resources in the area.

Lastly, RaPIDS prescribes gathering of data that will help bring forward the **development concerns or thematic priorities** that a local government wants to address or pursue. Examples of these are Conflict Sensitivity, Business-Friendliness, Child-Friendliness, Tourism Development and Heritage Conservation.

In sum, the rationalized planning data sets are those data required to derive the value of the identified rationalized planning indicators. This approach to data collection ensures that the information to be contained in the EP will be useful in planning the LGUs.

Chapter VI

The Local Development Investment Program (LDIP)

(Source: CDP Guidebook 2008)

The **Local Development Investment Program (LDIP)** is the principal instrument for implementing the CDP. It is a document that translates the CDP into programs and projects and selects those that will be picked up by the LGU for funding in the annual general fund budget or through special fund generation schemes.

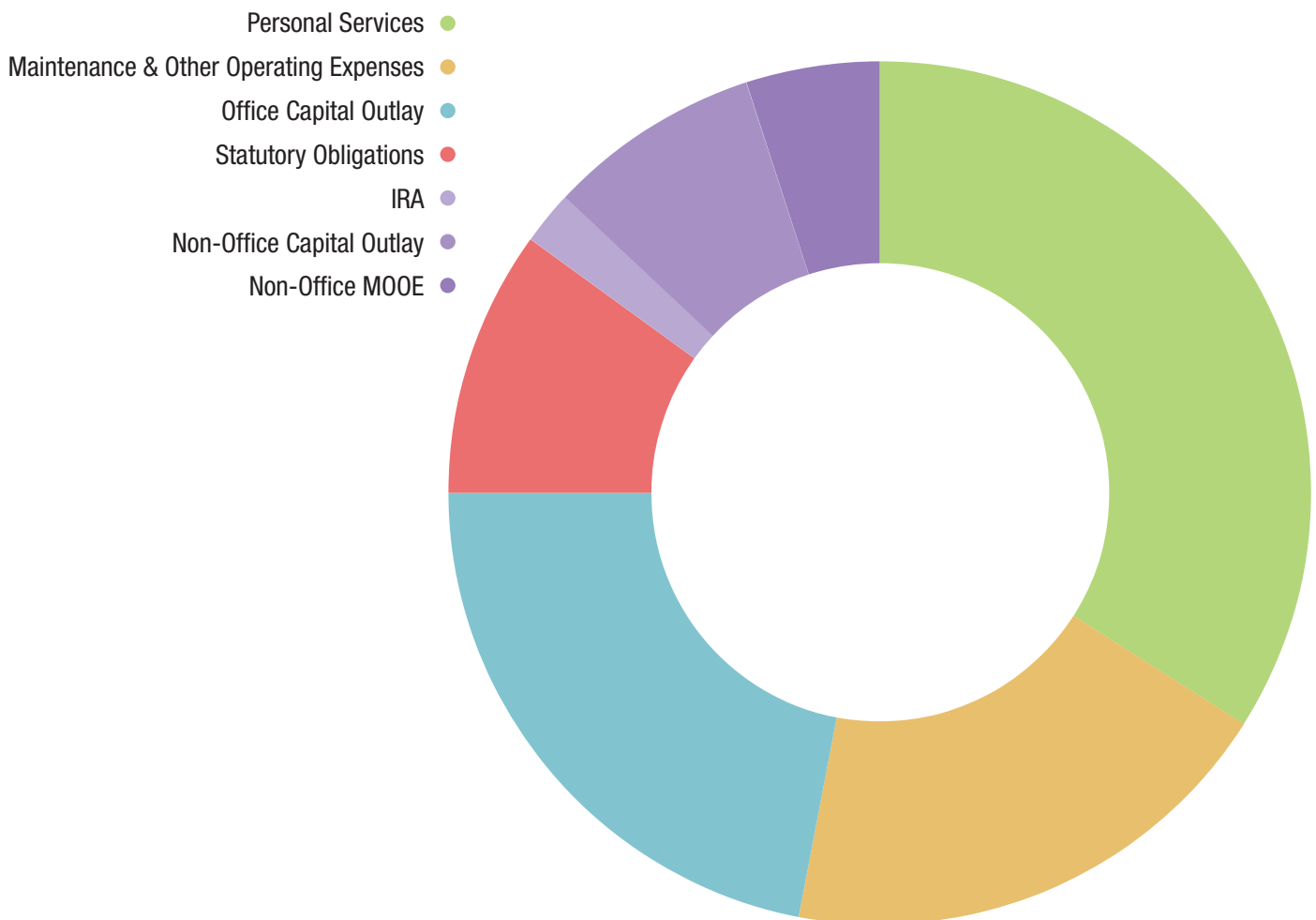
The LDIP should have a time frame of three (3) years. Its annual component is what is referred to as the Annual Investment Program (AIP). The preparation of the LDIP is mentioned as one of the basis for the budget document in

the Department of Budget and Management’s (DBM) Budget Operations Manual (BOM) for Local Government Units.

Investment program in public finance is also a program for utilizing the investible portion of the local budget.

The **investible portion** of the local development fund is that component of the local budget which will be earmarked for financing the priority programs and projects in the AIP; while the remaining portion will go into financing the costs of functions and services of the different LGU offices and departments.

Figure XIV. Funds Available for Development Investment



The local development fund is that portion of the local budget that is “plowed back” to the people in the form of programs, projects and services.

It consists of the following:

- a. 20% of the Internal Revenue Allotment (IRA)
- b. Non-office maintenance and other operating expenses
- c. Non-office capital outlay (draperies, microwave oven, refrigerator and other equipment that are not essential for the delivery of services of a particular office or department)

The local development fund **DOES NOT INCLUDE** that portion of the local budget which is consumed by the local government machinery for salaries, wages and other personnel costs, office maintenance and other operating expenditures, and office capital outlay.

Investment programming in the context of the LGU’s planning and development function involves generating the programs and projects derived from the detailed elaboration of the CLUP and the CDP.

Specifically, this form of public spending will:

- a. Modify, guide, direct, control or otherwise elicited the desired private sector response in order to accelerate local economic development;
- b. Raise the level of socio-cultural well-being;
- c. Improve the standard of public services, utilities and infrastructures, and, on the whole; and
- d. Attain the desired urban form in the CLUP and the general welfare goals of the CDP.

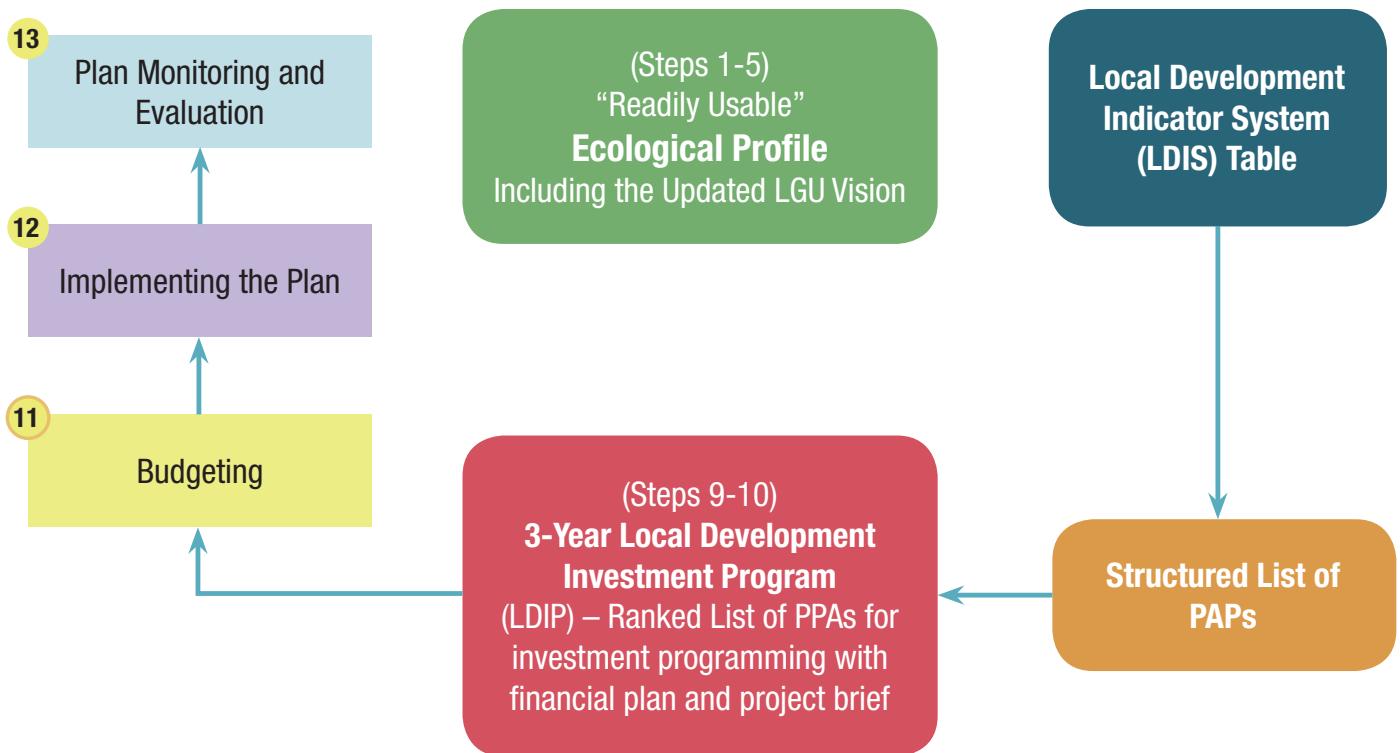


Figure XV. The LDIP as an Output Document

Figure XV situates the LDIP as an output document for Steps 9-10 in the CDP Planning Cycle.

Helpful Tips



The 20% of the IRA share is NOT the only source of development funds. It is intended to be the floor, not the ceiling, when it comes to determining the LGU's development fund.

References



CDP Guide Chapter IV Part 1

Investment programs must be spatially, rather than merely sectorally focused. The projects must therefore be selected not only for their potential to satisfy sectoral requirements but also for their impact on the direction and intensity of urban growth geared toward the realization of the desired urban form. Some examples of investment projects are listed below:

- a. Investment projects that encourage growth
 - i. "Anchor" facilities like a university, hospital, public market
 - ii. Interchanges, bus terminals, transit stops
- b. Investment projects that discourage physical development in the vicinity
 - i. Waste disposal site
 - ii. Sewage treatment plan
 - iii. Prison or mental hospital
- c. Investments that limit growth in the urban fringe
 - i. Land reservation or acquisition for conservation
 - ii. Utility extension limits
 - iii. Low-density institutional uses such as military camps, university campuses, research/science parks
 - iv. Reservations for open space and outdoor recreation areas

Chapter VII

CDP Preparation Step 4

Prepare the Local Development Investment Program

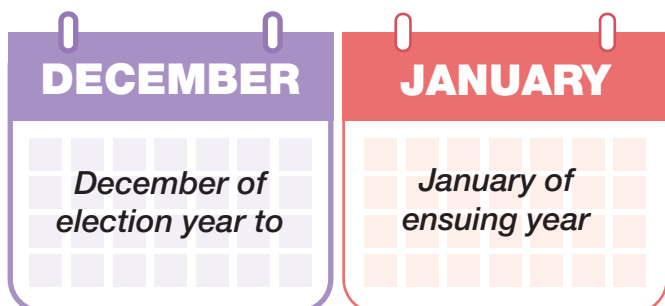
Major Activities

1. Prepare project brief for each PPA.
2. Conduct of further screening and prioritization of the Structured List of PPAs.
3. Determine New Investment Financing Potential.
4. Formulate the corresponding Local Resource Mobilization Program (LRMP) and Financing Plan.

Output Documents

- Project Brief for Each PPA (Form 3b)*
- Ranked List of PPAs for Investment Programming (Form 3a)*
- Projection of New Development Investment Financing Potential (Form 3c)*
- Local Resource Mobilization Program (c/o Local Treasurer)*
- Summary of Medium-Term Financing Plan (Form 3d)*
- LDIP Summary Form (Form 3e)

**These five (5) documents combined plus the LDIP Summary Form will comprise the LDIP of the City/Municipality.*



Lead Office/Persons

- **City/Municipal Planning Team and Local Finance Committee**

ROLES OF CITY/MUNICIPAL PLANNING TEAM:

1. Participate in the prioritization activities and ensure that all sectors are properly represented.
2. Ensure that the prioritization process is diligently and judiciously done.

ROLES OF THE LOCAL FINANCE COMMITTEE:

1. Formulate a sound and objective LRMP and Financing Plan for the LDIP.
2. Coordinate with the Bureau of Local Government Finance (BLGF), DBM or other NGAs for assistance on forecasting if necessary.
3. Coordinate closely with the planning team in the preparation of the LDIP.
4. The Local Treasurer in consultation with the BLGF will generate Medium-Term Revenue Forecasts (3-6 years) for the IRA, own-source revenues, borrowings and other grants and in consultation with an LDC prepare the LRMP and Financing Plan.
5. The Local Budget Officer in consultation with Department of Budget and Management will prepare the Medium Term Forecasts of Current Operating Expenses for Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital (minor) Outlay (CO), collectively the Current Operation Expenses (COE). The methodology to be followed for preparing the Medium Term Forecasts of Current Operating Expenses is in the BOM 2016.

The fourth step in CDP formulation is investment programming. This is where the PPAs are given their corresponding **resource requirements** like funding, time and manpower. Usually, LGUs only prepare the AIP which provides only a year's worth of PPAs yearly for the length of their term. The LDIP, on the other hand, is a two **3-year investment program (6 years in total)** that provides for long term, more impactful, related and SUSTAINABLE list of PPAs. LDIP preparation consists of **three (3) Streams**.

- **STREAM 1 - The Structured List of PPAs** should be the primary source for project ideas when the LCE calls for it in the LDC. This is the first step in approving and legitimizing the CDP.
- The list will then be subjected to screening using the following tools and shortlist them by sector:
 - Urgency Test Matrix
 - Resource Impact Matrix
 - Conflict-Compatibility-Complementarity Matrix
- The Executive Committee of the LDC shall then present the shortlisted or Ranked List of PPAs including their project brief in plenary for approval.
- The **Ranked List of PPAs** according to the screening tools shall further be subjected to the **Goal Achievement Matrix (GAM) Analysis** for further prioritization to produce the **Ranked List of PPAs for Investment Programming**.

- **STREAM 2** – After, the Ranked List of PPAs for investment programming will then be cross-matched with available resources including investible funds as identified by the **Local Finance Committee (LFC) through the evaluation of the Revenue Forecasts with the Medium Term Forecasts of Current Operating Expenses**, manpower and period of implementation.
- **STREAM 3** – The LDC with the assistance of the LFC shall determine the **Financing Approach** they will take:
 - Developmental Approach
 - Conservative Approach
 - Pragmatic Approach
- If the LGU will choose the conservative approach, they would have to cut down the list of PPAs to be implemented to work within the resources under the New Investment Financing Potential only.
- If the LGU has to take the developmental or pragmatic approach, they have to prepare an LRMP and Financing Plan for each of the three (3) years included in the LDIP.

Mainstreaming Entry Point



- Ensure that the necessary analytical tools for mainstreaming thematic concerns in the prioritization of PPAs are applied such as the Conflict Tree Analysis and Issue Prioritization Matrix for conflict-sensitivity and the gender sensitivity checklist for GAD.
- Ensure that every sector is represented and is given a chance to participate in the prioritization exercise.

References



1. CDP Guide Chapter IV Part 1
2. Local Treasury Operations Manual (LTOM) 2016
3. Budget Operations Manual (BOM) for Local Government Units
4. Resource Mobilization Manual (RMM)

Figure XVI. LDIP Streams

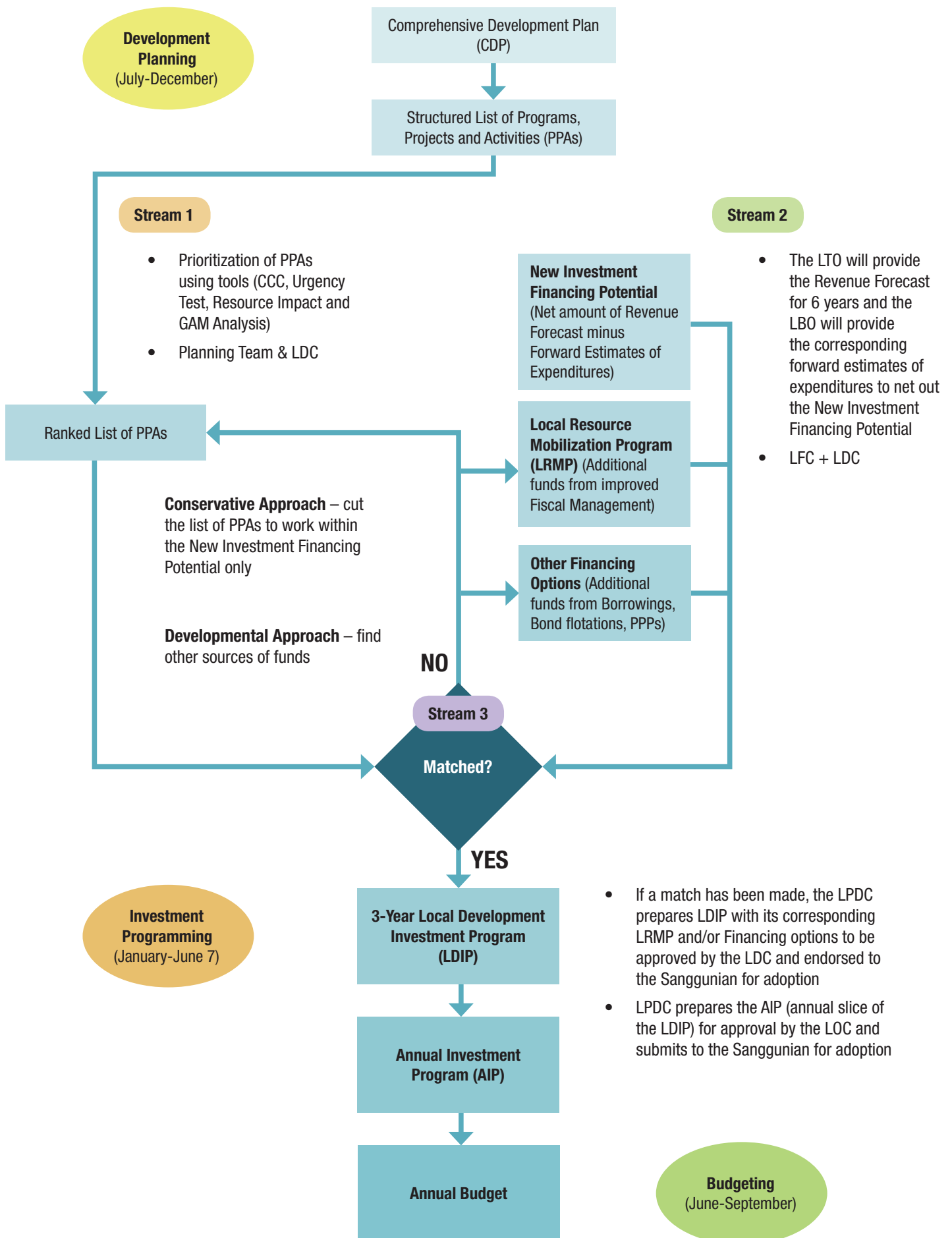
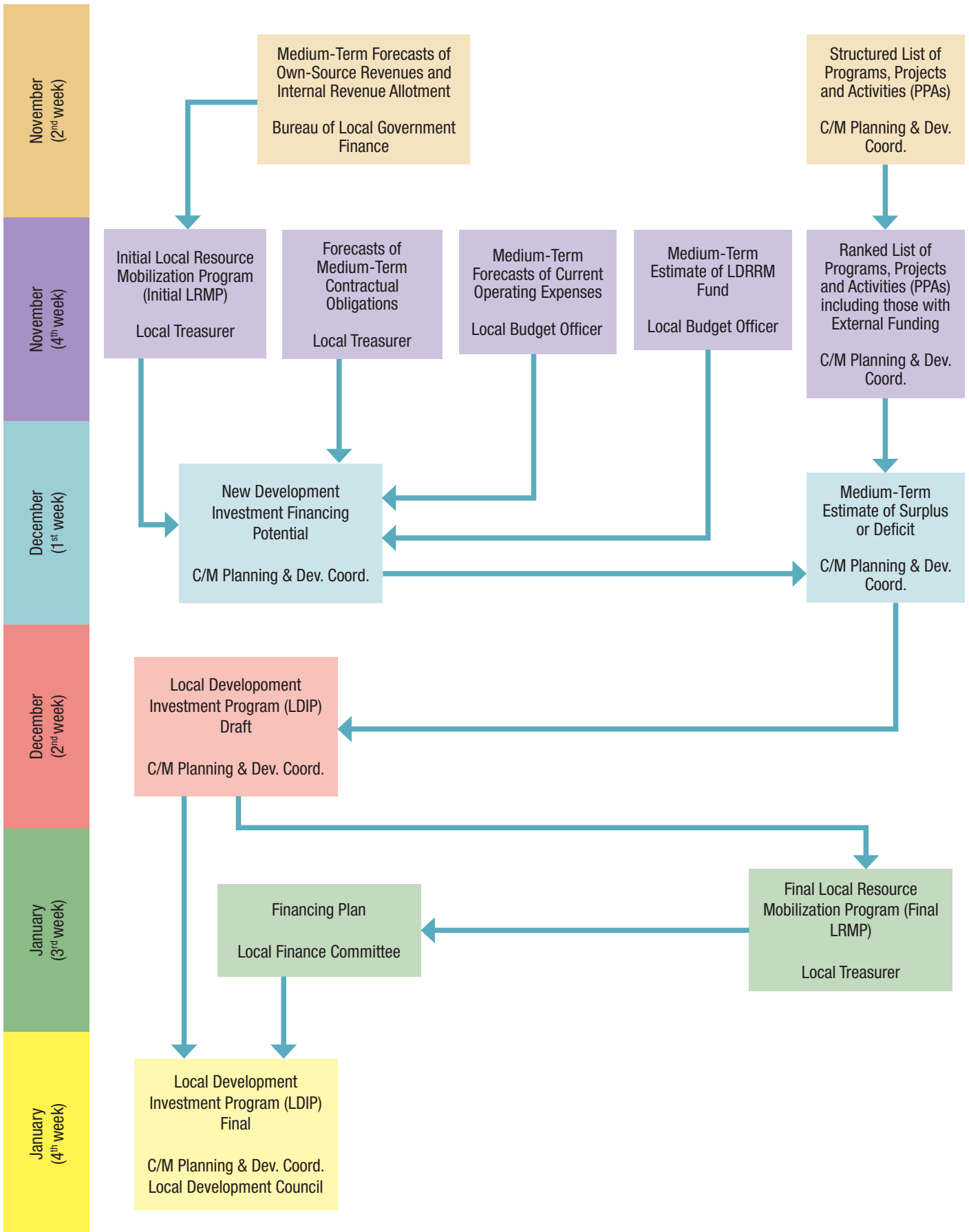


Figure XVII. LRMP-LDIP-Financing Plan Process



Chapter VIII

CDP Preparation Step 5

Prepare Needed Implementation Instruments

The fifth and last step in CDP Preparation is the preparation of several instruments and authority levers that will aid in the implementation of the priority PPAs in the LDIP. **A very good plan remains to be just another document if it is not implemented.** This step also provides the linkage from planning to budgeting and completes the cyclical nature of planning thru monitoring and evaluation strategies.

Major Activities



1. Prepare the AIP (annual slice of the LDIP).
2. Identify Priority Legislative Requirements needed to implement the LDIP.
3. Identify priority capacity development interventions to implement the LDIP.
4. Prepare Plan M&E Strategy.
5. Approval and adoption of CDP.

Lead Office/Persons



- C/MPDC, Budget Officer, SB/SP Secretary and HRMO

ROLES OF SB/SP SECRETARY:

1. Identify together with the C/MPDC, the needed legislative requirements for the implementation of priority PPAs based on the LDIP.
2. Inform the concerned Sanggunian of the legislative requirements for the implementation of the LDIP and calendar the same to serve as basis for subsequent sessions.

ROLES OF THE HRMO:

1. Assist the C/MPDC in the formulation of the CapDev Program.
2. Coordinate with the concerned department heads in identifying priority institutional and administrative requirements and interventions (i.e. trainings, systems and equipment procurements) to implement the PPAs in the LDIP.

- C/MPDC, Budget Officer, SB/SP Secretary and HRMO

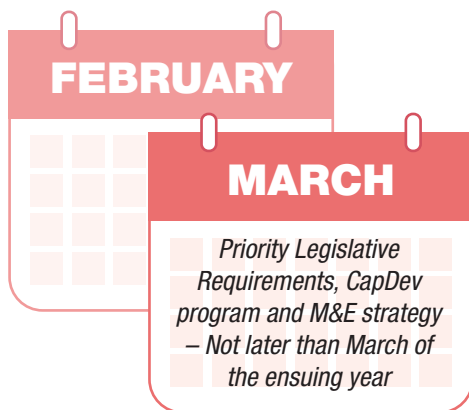
ROLES OF C/MPDC:

1. Ensure that the approved AIP is derived from the LDIP.
2. Coordinate with the Sanggunian in the identification of legislative requirements.
3. Prepare the M&E Strategies with the assistance of the planning team.
4. At the end of every year, prepare the Annual Accomplishment Report.

ROLES OF THE BUDGET OFFICER:

1. Prepare the budget document based on the approved AIP and LDIP.
2. Assist the C/MPDC in updating the LDIP should there be changes in the AIP.

- In accordance with the provisions of JMC No. 001 Series of 2007, **the LDC shall cull out the AIP from the current slice of the LDIP**, which upon approval of the Sanggunian, shall **serve as the basis for preparing the Executive Budget**.
- The LDC shall endorse the AIP to the local budget officer for the budget preparation and in determining the annual budgetary allocations for PPA vis-à-vis allocations for other purposes as indicated in the **AIP Summary Form**.



- The CDP, to be implemented effectively, requires a set of competencies and institutional arrangements that should be present in the LGU. This set of competencies and institutional arrangements comprise an organization's capacity. Thus, the LGU needs to prepare a **Capacity Development Program** as part of the institutional sector of the CDP.
- A **capacity development program** is a document that
 - Seeks to rationalize and strategically focus the capability building efforts of LGUs;
 - Outlines the capability building interventions or programs that need to be undertaken to address an identified capability deficiency; and
 - Draws the capacity development strategies, programs and initiatives that need to be undertaken to address identified organizational competency gaps, indicating the target groups, specific approaches that are recommended, resources required and the timeline.
- **Legislative requirements** is as important as the resources. Since the authority levers will make the implementation of the CDP possible.
- The legislative requirements of the CDP are the **priority legislations** that need to be enacted by the Sanggunian to support development priorities of the LGU in the medium – and long – term. These may include new legislation as well as amendments and updates to existing legislation. This may also be included in the ELA.

Output Documents




- AIP Summary Form (Form 4)
- CapDev Program Summary Form (Form 5a)
- Priority Legislative Requirements Summary Form (Form 5b)
- Annual Accomplishment Report (Form 6a)
- Monitoring and Evaluation Strategy Template (Form 6b)

Mainstreaming Entry Point



- This is the step where sectoral and thematic plans can be culled from the LDIP, if there are none, and included in the AIP for implementation; or
- For responsive sectoral or thematic plans to be included in the AIP for it to be implemented.
- Different sectoral and thematic plans may also require particular M&E methodology which should be incorporated in the preparation of the M&E instrument or strategy.

- For planning to be truly continuous, it must form part of the regular function of the LDC. One major activity that the LDC is mandated to perform is to **“coordinate, monitor, evaluate the implementation of development programs and projects”** (Section 109 (a) (5), RA 7160).
- M&E serves as the **link between one planning cycle to the next.**
- M&E for cyclical comprehensive planning is **concerned with determining the changes attributed to planned and unplanned developments.** These changes manifest themselves in terms of a changed state of the following:
 1. **social and economic well – being of the inhabitants;**
 2. **quantity and quality of the physical environment; and**
 3. **institutional capabilities for local governance**

References 

1. CDP Guide Chapter III Part 2-4
2. CDP Guide Chapter IV
3. NEO Program Module (LGA)

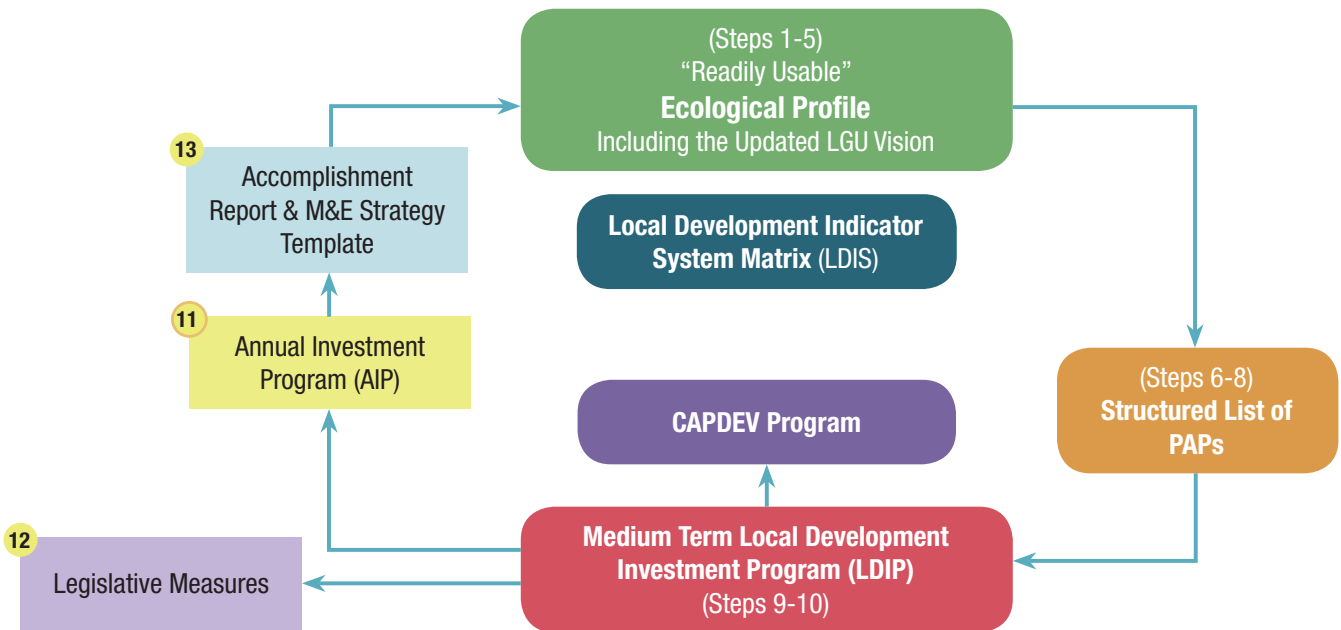


Figure XVIII. Implementation Instruments as Output Documents

Figure XVIII shows how the implementation instruments are situated in the CDP Planning Cycle as output documents.

Chapter IX

CDP Review Process

Purpose of the Review

- Assess the compliance of LGU’s CDP to the policy based budgeting principles embodied in the CDP guidelines.
- Determine the alignment with the PDPFP and PDIP with regards to:
 - Development goals, objectives and strategies
 - Physical framework
 - Investment program
- Assess adherence of the preparation process and content of the CDP submission vis-à-vis the requirements of policy based budgeting as embodied in DILG’s guidelines.
- Provide a basis for improvements in the CDP.
- Establish a measure for the future qualification and provision of performance grants and other support and assistance from the National Government.

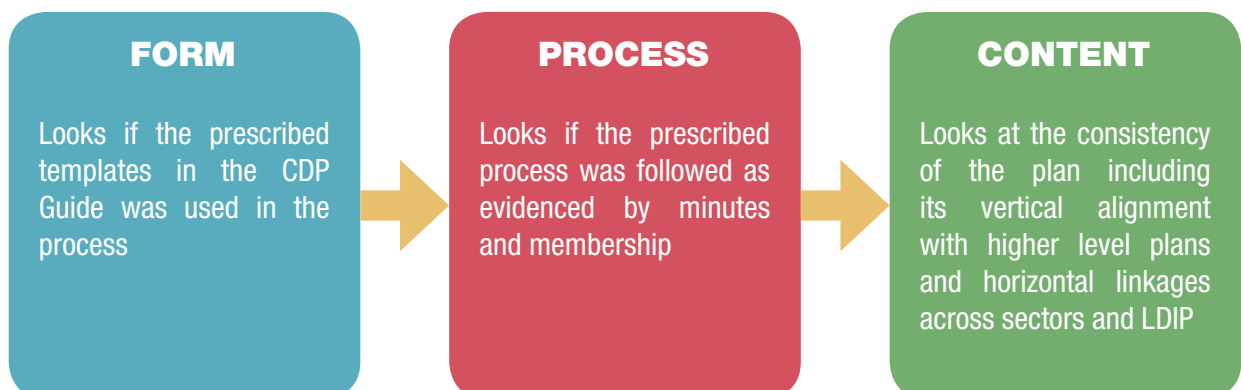
Who Conducts the Review

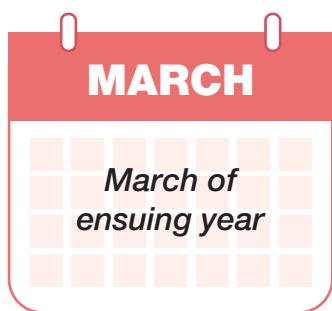
- For component LGUs, the Provincial Development Council (PDC) with the Provincial Planning and Development Office (PPDO) acting as technical secretariat.

Components of the Review Process

- **Form Review** – to ensure that the submitted CDP documents are complete.
- **Process Review** – to determine whether the CDP submission reflects the organizational/institutional processes (including information sharing and consensus building) and content generation linkages envisioned by the CDP Guide.
- **Content Review** – to assess the substance and logic of the CDP submission with emphasis on the clarity, comprehensiveness, and quality of various components of the planning and investment programming processes.

Figure XIX. CDP Review Process





CDP Form Review

Completeness: The availability and timeliness of the key documents and forms comprising the CDP.

Structure and sequence: The extent to which the draft CDP follows the structure and sequence prescribed in the CDP Guide.

Minimum maps and tables: The presence (or absence) of selected maps and tables.

Source acknowledgement: Proper acknowledgement of sourced material through footnotes, endnotes, bibliographical entries, etc.

CDP Process

Leadership involvement. The extent to which the CDP reflects the vision, policies and participation of the LGU leadership, especially the LCE, as indicated by:

- The participation of the LCE in the visioning activity; and
- The provision of updates to the LDC.

Consultation and participation. The extent to which the CDP reflects the views and aspirations of LGU stakeholders and other constituents.

CDP Content Review

Quality of output and analysis internal to each main CDP component. This concerns the quality of analytical inputs and corresponding outputs in each component, relative to internal objectives and logic, as described in the CDP guide:

- Vision/goals and objectives.
- Ecological Profile
- Strategies and PPAs

Quality of linkages between components.

- Development framework
- Development issues, goals, objectives, and targets
- Strategies and PPAs

Coverage of LDIP policies:

- PPAs limited to those identified in the CDP;
- Tie up of prioritization criteria to CDP objectives;
- Coverage of revenue policies, use of debt, special assessments and other financing tools; and
- Use of cost recovery policies.

Quality of the LDIP financing plan and investment schedule:

- Historical analyses of revenue and expenditure projections;
- Use of expected trends and developments for revenue and expenditure projections;
- Investment financing needs covered by projected fund sources; and
- Total annual debt service within 20% of total annual revenues.

References



Annex D. CDP Review Process

Chapter X

Synchronized Local Planning and Budgeting Calendar (SLPBC Revised 2016)

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
Year 1 – July	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG)		✓ (Election Year) Reconstitution of Local Planning Team	✓ (Election Year) Reconstitution of Local Planning Team
	1. DILG Policy Guidelines on Updating of Local Plans		✓ Setting of planning guidelines for updating planning database	✓ Preparation of workplan for updating/preparation of CDP
	1. P/LPEM and other reference documents (NEDA)		✓ Assessment of implementation of current PDPFP	
	1. P/LPEM and other reference documents (NEDA) 2. eSRE (BLGF) 3. LGFMS (BLGF)	✓ BLGF generates/updates financial indicators and transmits to Provinces through the DILG	✓ Updating of planning database	
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG) 3. LGPMS (DILG) 4. RaPIDS (DILG)	✓ RaPIDS/LDIS financial indicators from BLGF made available to cities and municipalities by DILG		✓ Updating of RaPIDS/LDIS ✓ Updating of Ecological Profile
Year 1 – August to November	1. P/LPEM and other reference documents (NEDA)		✓ Formulation of PDPFP (Analysis of the planning environment; Formulation of goals, strategies and objectives; Identification of priority programs, projects and activities)	
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG) 3. RaPIDS Guide (DILG)			✓ Formulation of goals, strategies and objectives based on the review and analysis in order to make them more responsive to the current situation and to make them consistent with higher level plans ✓ Identification of priority PPAs to achieve the goals/objectives for the next six years (structured list of PPAs)
Year 1 – September	1. DILG Guidelines on Reconstitution of Local Special Bodies 2. CSO Handbook		✓ (Election Year) Reconstitution of Local Special Bodies (Local Development Council, Peace and Order Council, Local Health Board and Local School Board)	✓ (Election Year) Reconstitution of Local Special Bodies (Local Development Council, Peace and Order Council, Local Health Board and Local School Board)
Year 1 – November-December	DILG Policy Guidelines on Updating of Local Plans		✓ Convening of PDC to present draft PDPFPs and Structured List of PPAs of Cities and Municipalities for the purpose of harmonization	✓ Mayor to present Structured List of PPAs
	P/LPEM (NEDA)		✓ Approval of PDPFP	

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
	RMM (BLGF)	✓ BLGF to provide Medium Term Forecasts to Local Treasurers (November)	✓ Medium-Term Revenue (Own-Source and External) Forecasts for Planning Purposes generated (latest year Y _{t-2}) by Local Treasurers	✓ Medium-Term Revenue (Own-Source and External) Forecasts for Planning Purposes generated (latest year Y _{t-2}) by Local Treasurers
	BOM (DBM)		✓ Medium-Term Forecasts for Current Operating Expenses prepared by Local Finance Committee	✓ Medium-Term Forecasts for Current Operating Expenses prepared by Local Finance Committee
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG)			✓ Sectoral Development Plans completed (Ranked List of PPAs completed) ✓ Preparation of First Draft of LDIP: New Development Investment Financing Potential component
Year 1 December – Year 2 February	P/LPEM (NEDA)		✓ Formulation of PDIP	
Year 2 – January	1. CDP Illustrative Guide 2. RMM (BLGF)			✓ Finalization of LDIP: Finalization of Local Resource Mobilization Program and Medium Term Financing Plan ✓ Drafting of Implementation Instruments: Legislative Requirements, CapDev Agenda and Monitoring and Evaluation Strategy
Year 2 – February	CDP Illustrative Guide (DILG)			✓ Finalization of Implementation Instruments
Year 2 – March	CDP Illustrative Guide (DILG)		✓ Conduct review of approved CDP and provide feedback to component LGUs	✓ Approval of CDP to include the Implementation Instruments (LDIP, Legislative Requirements, CapDev Program and M&E Strategy) ✓ Submission of CDP to the Province for review
	P/LPEM and other reference documents (NEDA)		✓ Approval of PDIP	
Year 2 – May*	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG) 3. RMM (BLGF) 4. BOM (DBM) 5. P/LPEM (NEDA)		✓ Preparation of AIP by the Local Finance Committee	✓ Preparation of AIP by the Local Finance Committee
Year 2 – June 7*	1. CDP Guide and Illustrative Guide (DILG) 2. BOM (DBM)		✓ Approval of AIP by the Local Sanggunian	✓ Approval of AIP by the Local Sanggunian
Year 2 – June 15*	BOM (DBM)	✓ Issuance of Local Budget Memorandum on IRA level for ensuing year by DBM		
Year 2 – June 16*	BOM (DBM)		✓ Issuance of Budget Call	✓ Issuance of Budget Call
Year 2 – July 5*	BOM (DBM)		✓ Conduct of Budget Forum	✓ Conduct of Budget Forum

YEAR/MONTH	NG OVERSIGHT AGENCIES GUIDELINES, MANUALS, TOOLS, SYSTEMS	ACTIVITIES		
		NG OVERSIGHT AGENCIES	PROVINCE	CITY/MUNICIPALITY
Year 2 – July 15*	BOM (DBM)		✓ Prepare and submit Budget Proposals (Department Heads)	✓ Prepare and submit Budget Proposals (Department Heads)
Year 2 – August*	BOM (DBM)		✓ Conduct of Budget Hearing (August 15)	✓ Conduct of Budget Hearing (August 15)
Year 2 – October*	BOM (DBM)		✓ Preparation of Executive Budget (October 10) ✓ Submission of Executive Budget to Local Sanggunian for approval (not later than October 16)	✓ Preparation of Executive Budget (October 10) ✓ Submission of Executive Budget to Local Sanggunian for approval (not later than October 16)
Year 2 – October 17 onwards*	BOM (DBM)		✓ Enactment of an Appropriation Ordinance authorizing the Annual Budget	✓ Enactment of an Appropriation Ordinance authorizing the Annual Budget
Year 2 – Within three (3) days after approval of the Ordinance authorizing the Annual or Supplemental Appropriations*	BOM (DBM)		✓ Submission of Appropriation Ordinance to DBM for review	✓ Submission of Appropriation Ordinance to Province for review
Year 2 – Within ninety (90) days from the receipt of the submitted Annual or Supplemental Budgets for review of Provinces, Cities and Municipalities*	BOM (DBM)	✓ Review of Appropriation Ordinance of Provinces, HUCs/ICCs and Municipality of Pateros	✓ Review of Appropriation Ordinance of Component Cities and Municipalities	✓ Review of Appropriation Ordinance of Barangays
Year 3 – January-December*	BOM (DBM)		✓ Budget Execution ✓ Budget Accountability	✓ Budget Execution ✓ Budget Accountability
Year 3 – January-December*	P/LPEM (NEDA)		✓ Monitoring of implementation of the PDPFP and PDIP	
	1. RPS Sourcebook (DILG) 2. CDP Guide and Illustrative Guide (DILG)			✓ Monitoring of implementation of the CDP
April*	P/LPEM (NEDA)		✓ Adjustment of PDIP	
	CDP Guide and Illustrative Guide (DILG)			✓ Adjustment of LDIP
Year _n – May*	1. P/LPEM (NEDA) 2. CDP Guide and Illustrative Guide (DILG)		✓ Preparation of AIP	✓ Preparation of AIP
Year _n – June 7*	1. CDP Guide and Illustrative Guide (DILG) 2. BOM (DBM)		✓ Approval of AIP	✓ Approval of AIP

* - recurring every year

Chapter XI

LDIP Updating

Annual Updating of the 3-year LDIP

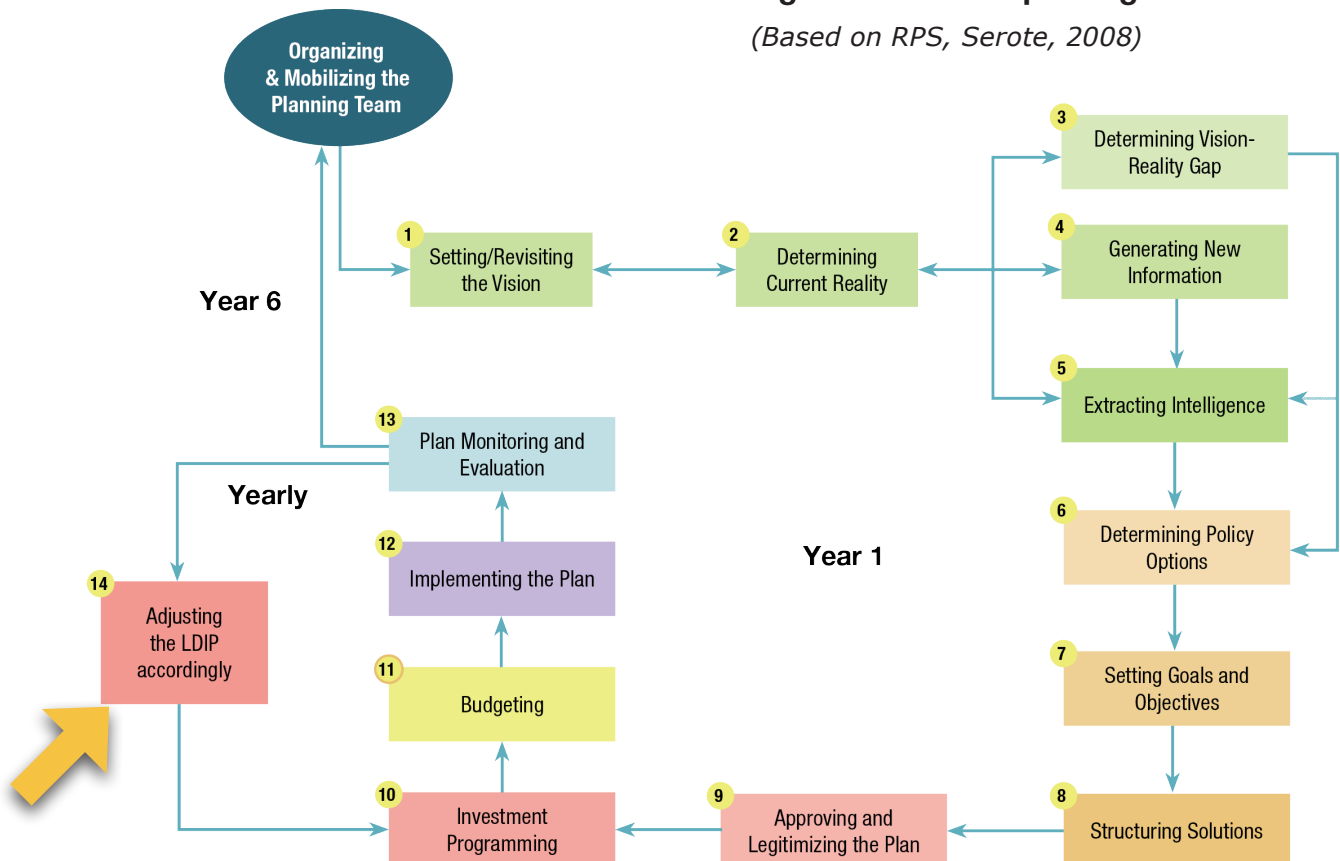
If an LGU was not able to fund and pursue the PPAs in the current slice of the LDIP (AIP), the LDIP should be updated accordingly in the ensuing year. This entails the adjusting of the list of prioritized PPAs and the corresponding financing plan. LGUs thru the LFC and the LDC should undergo Streams 2 and 3 of the LDIP process to ensure that the list of PPAs to be funded and implemented in the ensuing year are adjusted to accommodate those that were not funded or pursued in the preceding year. LGUs may update their resource generation strategy or consider other financing options to fund the projects so that PPAs maybe be implemented according to the scheduled period of implementation in the CDP. This also ensures the continuity of the LDIP in each of its AIP.

Preparation of the Second 3-year LDIP

After the implementation of the first 3-year LDIP of the LGU's CDP, the LDC and the LFC will have to undergo Streams 1-3 of the LDIP Process again taking into consideration those PPAs that were completed and those that were not implemented in the last three (3) years. LGUs may have to revisit priorities based on the implementation of the first LDIP and may consider other financing options to ensure that most if not all the PPAs in the CDP are implemented during the second half of the CDP's period of implementation. Again, there is a need for the annual updating of the second LDIP to ensure sustainability and continuity of PPA implementation and goal achievement.

Figure XX. LDIP Updating

(Based on RPS, Serote, 2008)



ANNEX

Annex A

Integrated Planning Process with Local Special Bodies and Advisory Councils

A. Stage One: Establishing and Populating the Planning Database

1. Convene the Local Development Council (LDC) to design and collectively agree on the local planning database.
2. Prepare the database utilizing, but not limited to, the following data sources, manuals and guides:
 - a. Rationalized Planning Indicator and Data Set (RaPIDS) – DILG
 - b. Community-Based Monitoring System (CBMS) – DILG
 - c. Local Governance Performance Management System (LGPMS) – DILG
 - d. Electronic Statement of Receipts and Expenditures (eSRE) – BLGF-DOF
 - e. Local Government Financial Performance Monitoring System (LGFPMMS) – BLGF-DOF
 - f. LGU Fiscal Sustainability Scorecard – BLGF-DOF
 - g. Public Financial Management Assessment Tool (PFMAT) – DBM
 - h. Public Financial Management Assessment Tool Improvement Plan (PFMAT IP) – DBM
 - i. Provincial Development Physical Framework Plan (PDPFP) – Province and NEDA
 - j. Comprehensive Land Use Plan/Existing Land Use Map
 - k. Base, Hazard and Other Maps – Province, DILG, NAMRIA, etc.
3. Assign key members, divisions and offices in the LGU as members of the planning team to undertake the responsibility for populating and maintaining the database.
4. Disseminate the data to the Provincial Planning and Development Office and to Local Special Bodies, Local Advisory Councils and Sectoral or Functional Committees.

B. Stage Two: Preparing the Draft Comprehensive Development Plan (CDP)

1. Based on the Planning Database, prepare the Situational Analysis and Ecological Profile utilizing the format in the prescribed in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.)
2. Based on the Ecological Profile, identify the development targets, timeframes, and measurable outcomes.
3. Base development targets, timeframes, and measurable outcomes, identify the necessary project and programs required to achieve these objectives – Structured List of PPAs.

4. Prioritize the projects and programs utilizing the prioritization tools and Goal Achievement Matrix (GAM) as prescribed in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.).
5. Draft the CDP including the implementation instruments [Legislative Requirements, Capacity Development Program, Local Development Investment Program (LDIP) and Monitoring and Evaluation Strategy] utilizing the prescribed format in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.)
6. Disseminate copies of the CDP to Local Special Bodies, Local Advisory Councils and Sectoral or Functional Committees.

C. Stage Three: Preparation of the Plans of Local Advisory Councils and Sectoral or Functional Committees for the Implementation of National Government Programs at the LGU Level

1. The Local Advisory Councils and Sectoral or Functional Committees, especially for the implementation of national government programs at the LGU level, develops a long list of projects based on the CDP of the LGU as well as other relevant policies and consultations with their members.
2. The members of the Local Advisory Councils and Sectoral or Functional Committees agree on the prioritization criteria and votes on projects to be included in their annual plan.
3. The Local Advisory Councils and Sectoral or Functional Committees prepare a draft plan and disseminates this to the LDC and the Provincial Development Council (PDC).

D. Stage Four: Integration and Harmonization of Local Plans

1. The LDC convenes the expanded LDC which would include representation from the Local Advisory Councils and Sectoral or Functional Committees especially for the implementation of national government programs at the LGU level, and the PDC.
2. Through consultation, the long list of projects from these plans including the coming year priority projects for the years are integrated into the final harmonized version of the LDIP. The process should allow for the identification of areas of project duplication as well as were economies of scale and/or synergy can be achieved by combining projects. In the latter case, the project can be implemented by the next higher level of LGU (e.g. province) consequently freeing up the resource for other projects.
3. The Annual Investment Program (AIP), as a slice of the LDIP, will now also contain all projects including those funded through national government programs.
4. The LDC prepares the Annual Budget based on the AIP.
5. The results will feedback to the long-list and short-list of projects of the Local Advisory Councils and Sectoral or Functional Committees for the purpose of possible revision.

E. Stage Five: Plan Implementation Monitoring and Evaluation

1. The Local Development Indicator System (LDIS) will be utilized to develop measures to monitor the implementation and outcomes of projects. Since plans and projects were based on these data, tracking of their benefits will be more objective and measureable. This should find its way in the monitoring and evaluation strategy of the CDP.
2. The LDC will meet regularly to review the reports of the different monitoring groups.

Annex B

Required Templates for CDP Preparation

CDP Preparation Template Form 1a. Executive Order Template

EXECUTIVE ORDER NO. 01

Series of 2015

CREATING AND MOBILIZING THE MUNICIPAL PLANNING TEAM (MPT) FOR THE PREPARATION OF THE MUNICIPAL COMPREHENSIVE LAND USE PLAN (CLUP) AND COMPREHENSIVE DEVELOPMENT PLAN (CDP), DESIGNATING ITS COMPOSITION, ROLES AND RESPONSIBILITIES AND FOR OTHER PURPOSES

WHEREAS, the Local Government Code or RA 7160 mandates local government units to prepare a Comprehensive Development Plan that outlines the key goals and objectives, challenges and concerns facing LGU's and a set of programs, projects and policies to attain its vision and mission towards a sustained socio-economic development;

WHEREAS, RA 7160 and Executive Order No. 72 Series of 1993, provides that local government units (LGUs) shall, in conformity with existing laws, continue to prepare their respective comprehensive land use plans enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources;

WHEREAS, RA 7160 further provides that the Local Development Council (LDC) is the body mandated by the Local Government Code of 1991 (LGC) to prepare the multi – sectoral development plan of a local government unit (LGU) thus it is critical to ensure that the LDC as well as its functional and sectoral committees, as providers of technical support and assistance are constituted and activated including the technical working group for that purpose;

NOW THEREFORE, I, FROILAN NAGAÑO JR., Mayor of the Municipality of San Leonardo, Province of Nueva Ecija, by virtue of the powers vested in me by law, do hereby create and mobilize the MUNICIPAL PLANNING TEAM (MPT), to wit:

Section 1. COMPOSITION

The MPT shall be composed of the following:

1.1. Planning Core Group

- a) MPDC: _____
- b) Planning Officer: _____
- c) Urban Planner: Ms. ISHTAR PADO
- d) GIS Expert: Mr. FRANCIS PIZZARA
- e) MLGOO: LGOO V KATHERINE LAPUZ
- f) MDRRMO: _____
- g) MENRO: _____
- h) LnB President: _____

1.2. Support Group

- a) Technical Staff: _____
- b) SB Rep on Housing: _____
- c) SB Rep on Zoning/Land Use: _____
- d) DepEd Dist. Supervisor: _____
- e) MHO: _____
- f) MSWDO: _____
- g) PNP Chief/Rep: _____
- h) Youth Rep.: _____
- i) Real Estate Developer/Rep: _____
- j) Municipal Treasurer
- k) Municipal Budget Officer

1.3. Technical Working Group (per sector)

- a) Social Sector
 - a.1.) Community Leaders/Rep: _____
 - a.2.) Concerned NGA: _____
 - a.3.) LnB Rep: _____
 - a.4.) Senior Citizen Rep: _____
 - a.5.) SB Rep: _____
 - a.6.) GAD Focal Person: _____
- b) Economic
 - b.1.) MAO: _____
 - b.2.) MARO: _____
 - b.3.) Tourism Officer: _____
 - b.4.) Trade and Industry Officer: _____
 - b.5.) TESDA/PESO Rep: _____
 - b.6.) Business Sector Rep: _____
- c) Infrastructure
 - c.1.) LUWA Rep: _____
 - c.2.) Electric Coop Rep: _____
 - c.3.) TeleCom Rep: _____
 - c.4.) Irrigators Association Rep. _____
 - c.5.) PNP Rep. _____
- d) Physical
 - d.1.) Academe: _____
 - d.2.) Assessor: _____
 - d.3.) Real Estate Rep: _____
 - d.4.) PPDO Rep: _____
- e) CCA/DRR
 - e.1.) Academe: _____
 - e.2.) LnB Rep: _____
 - e.3.) DENR Rep: _____
- f) GG Urbanism
 - f.1.) Architect: _____

Section 2. ROLES AND RESPONSIBILITIES

Section 2.1. Municipal Planning Team (MPT)

The MPT shall be the Over-all committee responsible for coordinating all technical and administrative activities in the preparation of the CLUP, including stakeholder consultations and meetings; it shall also facilitate the presentation of the draft CLUP/CDP to the LDC for endorsement to the SB.

Section 2.2. Planning Core Group (PCG)

The PCG will coordinate the planning activities, draft and consolidate the contents of the CLUP and CDP documents.

Section 2.3. Planning Support Group (PSG)

The PSG shall provide basic information and appropriate administrative support to the planning core group, their Department being the main source of data and information and needed resources for profiling and target setting.

Section 2.4. Planning Technical Working Group (PTWG)

The PTWG on the other hand will assist the Planning Core Group for their particular sector in the following:

- Conduct of sectoral/ intersectoral analysis, validation and reports
- Conduct of surveys, consultations/ meetings, workshops
- Integration/ finalization of studies, research findings, and consultation/survey outputs

Section 3. RELATIONSHIP WITH THE MUNICIPAL DEVELOPMENT COUNCIL

The MPT shall act as the main technical component of the Municipal Development Council and shall work closely thru regular updates and reports with the MDC in crafting the CLUP and the CDP.

Section 4. SUPPORT REQUIREMENTS

The MPT may call upon the assistance of relevant units and/or LGU personnel, through the respective department heads, in the implementation of various activities relative to the formulation of the CDP and CLUP.

Moreover, everyone is enjoined to participate in the various activities of the Municipal planning Team when requested.

Section 5. EFFECTIVITY

The MPT shall exercise their duties and functions effective immediately.

Done this 6th Day of April, 2015.

FROILAN NAGAÑO, JR.
Mayor

CDP Preparation Template Form 1b. Sample Harmonized Workplan for the Preparation of the CLUP and CDP

Sample Harmonized Workplan for the Preparation of the CLUP and CDP*

ACTIVITIES / TASKS	WEEKS																	
	Month 1				Month 2				Month 3				Month 4				Month 5	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A. MOBILIZATION																		
1. Orientation, organization and tasking																		
2. Preliminary Assessments																		
B. CHARACTERIZATION AND ANALYSIS																		
1. Module 1 Seminar workshop																		
2. Data collection, review and validation																		
3. Maps and graphics preparation																		
4. Inter- and intra- area analysis																		
a. Population, Settlements and Social Services																		
b. Area Economy																		
c. Infrastructure																		
d. Land Use and Environment																		
e. Institutional Capability																		
5. Module 2 Seminar - Workshop																		
6. Cross-sectoral integration																		
a. Summary of LGU potentials and problems																		
6. Public consultation No. 1																		
C. COMPREHENSIVE LAND USE PLANNING																		
1. Vision Setting																		
2. Goal Formulation																		
3. Alternative Strategies Generation																		
4. Evaluation of Alternative Spatial Strategies																		
5. Public Consultation No. 2: Selection of Preferred Spatial Strategy																		
6. Detailing the Preferred Spatial Strategy																		
7. Preparation of the CLUP																		
8. Drafting of the Zoning Ordinance																		
9. Public Consultation No. 3: presentation of the CLUP and Zoning Ordinance																		
D. MEDIUM-TERM COMPREHENSIVE DEVELOPMENT PLANNING																		
1. Social Development Plan																		
2. Economic Development Plan																		
3. Environmental Management Plan																		
4. Infrastructure and Physical Development Plan																		
5. Institutional Development Plan																		
6. Local Development Investment Programming and Implementation Instruments																		
7. Public Consultation No. 4: Presentation of the CDP																		
E. FINALIZATION OF PLANS																		
1. Finalize CLUP																		
2. Finalize Zoning Ordinance																		
3. Finalize CDP																		
4. Finalize LDIP																		
F. PLAN ADOPTION AND APPROVAL																		
1. Submission to LDC for Endorsement to Local Sanggunian																		
2. CDP and LDIP Approval by the Sanggunian																		
3. Submission of the CLUP to the Provincial Land Use Committee for Review																		
4. Approval of the CLUP by the PLUC																		

CDP Preparation Template Form 1c. Ecological Profile

LGU Vision & Mission:

(Please ensure that the vision is compliant with recent statutes such as CCA/DRR and gender sensitivity. You may also include in this part the presentation of the success indicators per vision element descriptor)

I. History

(The LGU may include a brief history of the city or municipality to highlight the unique characteristics and significance of the locality in relation to the country or to its specific region)

II. Profile, Analysis, and Development Goals:

(Part I will mainly be composed of the presentation of the data into graphs and tables per sector and the results of the analysis of the data gathered as presented in the local development indicators table or matrix (Form 1d). Analysis should include the vision reality gap result and problem solution finding matrix (PSFM) per sector. Using the PSFM, policy options and sectoral goals maybe derived. Please present the information per development sector)

A. Social

B. Economic

C. Environmental

D. Physical/Infrastructure

E. Institutional

CDP Preparation Template Form 1d. Local Development Indicator System/RaPIDS

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
1. SOCIAL								
Demography	Population Size	<ul style="list-style-type: none"> Population size (all census years available including latest) 						
	Population Growth Rate	<ul style="list-style-type: none"> Growth rate, urban and rural, short-term medium term, long term (formula used) 						
	Population Distribution	<ul style="list-style-type: none"> Gross population density, 2 reference years Net population density, 2 reference years Percent of urban population, 2 reference years Urban population density, 2 reference years 						
Level of Well-Being	Access to education	<ul style="list-style-type: none"> Proportion of 6-12 year old children who are not in elementary school, by sex, latest Proportion of 13-16 year olds who are not in secondary school, by sex, latest 						
	Access to health services	<ul style="list-style-type: none"> Percent of households without sanitary toilets, latest Proportion of children 0-5 years old who are below normal weight for their age Proportion of children under 5 years old who died of illness, 2 reference years Proportion of women who died due to pregnancy, 2 reference years Proportion of 2 births attended by skilled health personnel to total deliveries, latest Prevalence rates of HIV/AIDS, malaria, tuberculosis, and other diseases, latest Death rates of HIV/AIDS, malaria, tuberculosis and other diseases latest 						
Social Justice	Poverty	<ul style="list-style-type: none"> Proportion of households whose members eat less than 3 full meals a day, 2 reference years Proportion of population with incomes below poverty line (consult data for region) 						
Social Justice	Security	<ul style="list-style-type: none"> Proportion of households who are informal settlers, 2 reference years Proportion of households with dwelling structures unable to protect them from the elements, 2 reference years (focus on roofing and outer walls) Proportion of households with members victimized by crime to total households, 2 reference years Proportion of households without access to level II and level III water supply system, 2 reference years 						
	Gender Equality	<ul style="list-style-type: none"> Ratio of girls to boys in elementary, secondary and tertiary school, latest Share of women in non-agricultural wage employment 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
2. ECONOMIC								
General	Labor and employment	<ul style="list-style-type: none"> Percent labor force employed by sex, 2 reference years Dependency ratio, 2 reference years (youth and old age) Percent of workers in non-agricultural occupation, 2 reference years Proportion of persons 15 years old and above who are not working but actively seeking work Proportion of children below 15 years old who are employed to the total number of employed persons 						
Agriculture	Agricultural Production	<ul style="list-style-type: none"> Volume/value of agricultural crop production by major crop, 2 reference years Volume/value of fish production inland & marine, 2 reference years Fishing HH/Total HH 						
	Food self-sufficiency	<ul style="list-style-type: none"> Food self-sufficiency index by food groups, latest 						
Agriculture	Forestry	<ul style="list-style-type: none"> Per capita value of production Employment contribution of forestry in percent of total employment 						
	Fishery	<ul style="list-style-type: none"> Per capita fish consumption (m.t./year) Ratio of commercial fishing production versus municipal fishing production 						
Industry		<ul style="list-style-type: none"> Ratio of electrical energy consumption in industry & commerce to total consumption Volume/value of mining/quarrying production, 2 reference years 						
Industry and Services	Household Income	<ul style="list-style-type: none"> Percentage of households with secondary/ tertiary source of income Percentage of households engaged in main source of income only to total number of households 						
Services		<ul style="list-style-type: none"> Total number of commercial establishments, in EEU, 2 reference years Tourism receipts per year 						
3. ENVIRONMENT & NATURAL RESOURCES								
Forest Ecosystem	Resource Base and Land Use	<ul style="list-style-type: none"> Change in stock of forestry resources: dipterocarp, tree plantation, mangroves, pine, rattan (ha/year) Soil erosion in upland areas (mm/year) Forest land classification ratios (in %) Ratio of population to certified A&D areas (in percent) Percentage of timberland proclaimed as forest reserve 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
Forest Ecosystem	Tenure Arrangement							
Forest Ecosystem	Tenure Arrangement	<ul style="list-style-type: none"> Area covered by CBFMA as percent of total forest area Number of families benefitting from community-based projects as percent of total number of families Growth rate of upland population (per annum) 						
Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	<ul style="list-style-type: none"> Extent of area devoted to agriculture in percent of A&D Land Use changes (ha/year) Land productivity (m.t./ha) Ratio of upland devoted to agriculture over total upland area (in percent) Areas under IPM relative to total cropland (in percent) 						
	Other Agricultural Areas	<ul style="list-style-type: none"> Cropland per agricultural worker (ha) Extent of agricultural area under mechanized cultivation (in %) Ratio of agricultural workers to the number of harvesters/threshers servicing the area Extent of irrigable, irrigated, rainfed, non-irrigated and prime lands converted to non-agricultural uses (ha/year) 						
	Soil degradation	<ul style="list-style-type: none"> Extent of problem soils (hectarage) as percent of total land area Erosion rates by land use (mm/year) Area distribution of erosion/degradation classes as percent of total land area Extent of soil conservation (area coverage) as percent of eroded/degraded soils 						
	Fertilizer and Pesticides Use	<ul style="list-style-type: none"> Nitrogen use per unit of agricultural output (kg/m.t.) Pesticide use per unit of agricultural output (kg/m.t.) Inorganic fertilizer used per unit area (kg/ha) 						
Lowland/ Agricultural Ecosystem	Fertilizer and Pesticides Use	<ul style="list-style-type: none"> Organic fertilizer used per unit area (kg/ha) Ratio of organic to inorganic fertilizer used 						
	Tenure	<ul style="list-style-type: none"> Area by tenure of farm per household, 2 reference years 						
Urban Ecosystem	Air quality	<ul style="list-style-type: none"> Concentration of air pollutants at selected sites: number of violations of standards in a year per site Incidence in a year per site per 1000 inhabitants Emission levels of different pollutants per source 						
	Solid Waste Management	<ul style="list-style-type: none"> Solid waste per capita in m.t. or cu.m. Non-biodegradable waste per capita (m.t. or cu.m.) 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
	Water Quality	<ul style="list-style-type: none"> Waste generated per capita per year (in m.t. or cu.m.) Effluents by source (various units) Concentration of water pollutants in selected water bodies (various units) 						
	Land Use	<ul style="list-style-type: none"> Informal settler density (informal settlers/total population) % of total land area occupied by squatters Rate of change in industrial land use (ha/year) 						
Coastal Marine Ecosystem	Resource Base	<ul style="list-style-type: none"> Mangrove area: annual rate of depletion (ha/year) Seagrass beds: number of species, 2 reference year Seagrass beds: status or condition, 2 reference year Coral reef and coral cover: status or condition, 2 reference years Area of fishing ground relative to fishing population (ha/1,000 population) 						
Coastal Marine Ecosystem	Resource Base	<ul style="list-style-type: none"> Marine protected areas as percent of total area of municipal waters Presence of indicator fish species, 2 reference years 						
	Threats	<ul style="list-style-type: none"> Concentration of key pollutants in selected sites, 2 reference years Concentration of coliform in selected beaches (in ppm) Oil spills: number and magnitude Rate of sedimentation on selected bays (mm/year) 						
Freshwater Ecosystem	Surface and Ground Water Quality	<ul style="list-style-type: none"> Physical quality indicators, 2 reference years Chemical quality indicators, 2 reference years Biological quality indicators, 2 reference years Nitrate content of selected rivers, 2 reference years 						
	Quality of Major Freshwater Bodies	<ul style="list-style-type: none"> Rating of the general condition of freshwater body, latest Number of licensed abstractors and volume of abstraction in mcm per annum Area of fishpens as percent of area of freshwater bodies 						
Critical resources								
Minerals and Mines		<ul style="list-style-type: none"> Ratio of mining incidents and accidents to total no. of mining industry workers Incidence of illness due to mining operations per year Hectarage disturbed by mining as percent of total mineralized areas Estimates of mineral deposits, by type of minerals in metric tons 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
Biodiversity	Ecosystem Diversity	<ul style="list-style-type: none"> Proportion of ecosystem area highly threatened species over total number of known species 						
Biodiversity	Ecosystem Diversity	<ul style="list-style-type: none"> Number of sites identified for migratory birds per 100 hectares Number of exotic species introduced over total number of species Species diversity index 						
	Conservation Efforts	<ul style="list-style-type: none"> Proportion of protected areas with illegal settlements to total protected areas Level of ex situ conservation in percent Critical habitat/areas restored in ha/year Number of conservation programs implemented per five years Habitat size restored/rehabilitated per year Number of visitors in protected areas per year Percent of protected areas converted to other uses Number of households per square km. of protected area 						
4. INFRASTRUCTURE								
Social Support	Utilities	<ul style="list-style-type: none"> Percent of HH served by electric power Ratio of HH served by piped water supply to total urban HH 						
	Health	<ul style="list-style-type: none"> No. of hospital beds per 1000 population 						
	Education	<ul style="list-style-type: none"> Classroom-to-pupil ratio in elementary schools; in secondary schools 						
	Tele-communications	<ul style="list-style-type: none"> No. of telephones/1000 urban HH Ratio of postal employees to total HH population 						
Economic Support	Public Roads	<ul style="list-style-type: none"> Road density (area covered by roads to total land area) 						
Economic Support	Public Roads	<ul style="list-style-type: none"> Total length of roads in km/total land area of A&D land Kilometer of road per 100 population Density of farm to market roads (km/100 ha of farmland) 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
		<ul style="list-style-type: none"> Percent of permanent bridges 						
Administrative Support	Office Space	<ul style="list-style-type: none"> Total office floor space per municipal employee (in sq. m) 						
	Public Safety	<ul style="list-style-type: none"> No. of fire trucks per capita No. of police outposts/1000 households No. of prisoners/detention cell 						
	Municipal Cemetery	<ul style="list-style-type: none"> Percent occupancy of municipal cemetery 						
	Open Space	<ul style="list-style-type: none"> Total area of public open space per 1000 inhabitants Total number of covered courts/number of barangays 						
5. INSTITUTIONAL								
Local Fiscal Management	Revenue Performance	<ul style="list-style-type: none"> Total revenue per capita, 2 reference yrs Self-reliance index, 2 reference years Proportion of delinquencies to total RPT collected, 2 reference years Proportion of delinquent RPT payers to total listed taxpayers Ratio of proceeds from special levies to total revenues, 2 reference years in previous and present administrations Ratio of financial grants or donations to total LGU income, 2 reference years in previous and present administrations 						
	Expenditure	<ul style="list-style-type: none"> Total public expenditure on capital outlay per capita, 2 reference years Ratio of municipal government employees to total no. of local taxpayers 						
Local Fiscal Management	RPT	<ul style="list-style-type: none"> No. of big taxpayers who account for 80% of tax revenues Total revenue collected as percent of annual collection target, 2 reference years Percent RPT collected to total potentially collectible Amount of tax arrears recovered over total tax arrears at the beginning of budget year 						
	Municipal Enterprises	<ul style="list-style-type: none"> Proportion of receipts from municipal enterprises to total local revenues 						
Organization and Management		<ul style="list-style-type: none"> Proportion of vacancies to total plantilla positions, previous and present administrations Ratio of casual employees, previous and present administrations Ratio of employees to total no. of personnel by type, 2 reference years <ul style="list-style-type: none"> Managerial Technical Administrative 						

SECTOR / SUB-SECTOR	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT	PLANNING AREA	LARGER SPATIAL UNIT	SMALLER SPATIAL UNITS OF PLANNING AREA			
					1	2	3	...n
		<ul style="list-style-type: none"> Ratio of confidential positions to total plantilla positions, previous and present administrations 						
Public Participation		<ul style="list-style-type: none"> Ratio of LDC member NGOs and POs per capita, previous and present administrations 						
Development Administration	Legislative Output	<ul style="list-style-type: none"> Proportion of "development" legislation to total sanggunian output, last and current administrations 						
	Credit Financing	<ul style="list-style-type: none"> Total public debt incurred by the LGU per capita, past and present administrations 						

CDP Preparation Template Form 2a*. Structured List of PPAs per Sector (Long List)

Sectoral Goal: To raise average income of farming households
 Strategy 1 : Enhance farm-based income

NO.	PROGRAM	PROGRAM COMPONENTS	ACTIONS/ INTERVENTIONS
1.0	Increased farm yield	1.1 Intensify production support services	1.1.1 Develop gravity irrigation 1.1.2 Install communal pump irrigation 1.1.3 Increase water yield of aquifer 1.1.4 Promote use of certified seed
		1.2 Improve post harvest facility	1.2.1 Construct mechanical dryers 1.2.2 Regulate use of streets as solar dryers 1.2.3 Put up storage facilities 1.2.4 Encourage investments in processing plants
2.0	Better prices of farm produce	2.1 Competitive pricing by traders	2.1.1 Encourage competition 2.1.2 Regulate prices 2.1.3 Improve market infrastructure
		2.2 Improve post harvest facility	2.2.1 Install internet-based access to commodities market 2.2.2 Promote organization of coops
3.0	Agricultural product diversification	3.1 Farming system research	3.1.1 Land suitability analysis 3.1.2 Pilot-test livestock & crop raising (silvi-pasture) 3.1.3 Encourage utilization of idle lands through imposition of idle land tax
		3.2 Product research & development	3.2.1 Utilize results of DOST studies 3.2.2 Hold agricultural & industrial fairs & exhibits
4.0	Alternative livelihood services	4.1 Raise awareness levels	4.1.1 Offer short courses on entrepreneurship 4.1.2 Conduct skills training on non-farm trades & crafts 4.1.3 Adult literacy program
		4.2 Attract investors in the area	4.2.1 Offer tax breaks 4.2.2 Improve transport and communication facilities 4.2.3 Ensure peace and order 4.2.4 Maintain cleanliness & livability of the environment
		4.3 Foreign placement assistance	4.3.1 Create PESO 4.3.2 Information exchange re: Job Orders 4.3.3 Establish linkages with employment agencies
		4.4 Facilitation of processing	4.4.1 Crackdown on illegal recruiters 4.4.2 Offer financial assistance 4.4.3 Public forum re: Experiences of Returning OFWs

* - LGU may choose to present a combined template of Forms 1b and 2a as illustrated in Form 2b.

CDP Preparation Template Form 2b. Structured List of PPAs per Sector and Development Indicator (Long List)

SECTOR/ SUB- SECTOR	GOALS	STRATEGY/OBJECTIVES	CORE CONCERNS	INDICATOR OF DEVELOPMENT OR UNDERDEVELOPMENT (LDIs/RaPIDS)	PROGRAM	PROGRAM COMPONENTS	ACTIONS/ INTERVENTIONS
SECTOR: ECONOMIC SubSector: Agriculture	To raise average income of farming households	Enhance farm based income	Agricultural Production	Volume/value of agricultural crop production by major crop, 2 reference years	1. Increased farm yield	1.10 Intensify production support services	1.11 Install communal pump irrigation 1.12 Promote use of certified seed
						1.20 Improve post- harvest facility	1.21 Construct mechanical dryers 1.22 Put up storage facilities
					2. Agricultural product diversification	2.10 Farming system research	2.11 Land suitability analysis 2.12 Pilot- test livestock & crop raising (silvi-pasture) 2.13 Encourage utilization of idle lands through imposition of idle land tax

CDP Preparation Template Form 3a. Ranked List of PPAs for Investment Programming

RANKED LIST OF PROPOSED PROJECTS FOR INVESTMENT PROGRAMMING						
RANK	PROPOSED PROJECT/ FILE NO.	LOCATION / SECTOR	COST ESTIMATE		Period of Implementation	
			INDIVIDUAL	CUMULATIVE	From	To
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

CDP Preparation Template Form 3b. Project Brief for Each PPA

Box 5

CONTENTS OF PROJECT BRIEF

(With Guide Questions)

1. Name and Type of Project
 - What is the working name of the project? It must be brief and catchy
 - Short description must be added. How would it be described in 2 – 3 sentences?
 - Project proponent or originator of idea
 - In what category does it fall?
 - Infrastructure & other physical capital?
 - Public and private institutions?
 - Social, local economic development, environmental management?
 - Other?
 - Where is the proposed location of the project?
 - Are the project's demands on the natural resources assured of being met for the life of the project?
 - Would the project be at any risk from environmental or human-made hazards?
 - Are the project's demands on the natural resources assured of being met for the life of the project?
2. Activity Components
 - State indicative duration of each component. What places, activities, and groups in the same area are targeted by the project?
 - List the things that need to be done to produce the desired output
 - Is a formal feasibility/ design study required?
 - Who would manage implementation?
 - What complementary measures are needed to ensure project success or reinforce the intended effects?
 - Who would manage implementation?
3. Estimated Cost of Resource Inputs - What amount of implementation funding is required?
Classified into human power, materials, equipment, etc. by activity component, where applicable and in pesos if possible)
 - Materials _____
 - Human Resources (Labor) _____
 - Equipment _____
 - Etc. _____
 - TOTAL Php _____
 - What is the likely funding source?
 - Is the project expected to be financially self-sustaining?
4. Justification of the Project
 - Rationale / objective derived from the CLUP/ CDP
 - Indicate the issue being addressed as identified in the plan
 - What indicators of development does the proposed project address?
 - On what other places is the project likely to have an effect, and how?
 - What social and economic activities in what locations are likely to be affected by the project, and how?
 - In what way, if any, is the proposed project related to other planned or on-going area development activities?
5. Target Beneficiaries
 - Population Sectors or geographical areas
 - Specify how men and women or specific areas will be benefited
6. Target Outputs or Success Indicators
 - Quantify if possible
 - Include indicator of success and means of verification
 - What complementary measures are needed to ensure project success or reinforce the intended effects?
 - Will the project lower transaction cost?
 - Will the project reduce barriers to participation?
 - Will the project increase local area employment?
 - Will the project increase income multiplication?
 - What will be the public revenue and expenditure impacts of the project?
 - Is the project meant to improve area socio-economic performance in any other ways?
7. Possible Risks or External Factors that Could Frustrate the Realization of the Project
 - May be natural, social, economic, etc.
8. Expected Private Sector Response
 - Specify desired private sector participation, e.g., investments
 - What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?

CDP Preparation Template Form 3c. Projection of New Development Investment Financing Potential

NEW DEVELOPMENT INVESTMENT FINANCING POTENTIAL, 20__ TO 20__

LGU Name _____

		Y0	Y1	Y2	Y3
1.0	Projected Total Revenues				
	Less				
2.0	Projected Mandatory Expenditures				
2.1	Personal Services				
2.2	MOOE				
2.3	Capital Outlay				
2.4	Debt Service				
2.5	Other Contractual Obligations				
2.6	5% LDRRM Fund				
3.0	New Development Investment Financing Potential (NDIFP) (1.0 – 2.0 = 3.0)				
4.0	Internal Revenue Allotment (IRA)				
5.0	20% Local Development Fund (LDF) (20% of IRA)				
6.0	LDF Compliance Ratio (3.0/5.0) *Note: Compliance should be LDF Compliance Ratio ≥1)				

Signed:

_____ Treasurer

_____ Budget Officer

_____ Planning Officer

Date:

Notes:

Item No.	Description/Source Document	Responsible Person
Y0	Current Year	Local Finance Committee
Y1	First Forecast Year – First Year After Current Year	Local Finance Committee
Y2	Second Forecast Year – Second Year After Current Year	Local Finance Committee
Y3	Third Forecast Year – Third Year After Current Year	Local Finance Committee
1.0	Projected Total Revenues – Local Resource Mobilization Program, Row C. Grand Total	Local Treasurer
2.0	Projected Mandatory Expenditures = Personal Services (PS) (2.1) + Maintenance and Other Operating Expenses (MOOE) (2.3) + Capital Outlay (CO) (2.3) + Debt Service (2.4) + Other Contractual Obligations (2.5) + 5% Calamity Fund (2.6)	Local Finance Committee
2.1	Personal Services (PS) – Forward Estimates	Local Budget Officer
2.2	Maintenance and Other Operating Expenses (MOOE) – Forward Estimates	Local Budget Officer
2.3	Capital Outlay (CO) – Forward Estimates	Local Budget Officer
2.4	Debt Service – Summary of Medium-Term Debt and Non-Debt Contractual Obligations, Row A. Sub-total	Local Treasurer
2.5	Other Contractual Obligations - Summary of Medium-Term Debt and Non-Debt Contractual Obligations, Row B. Sub-total	Local Treasurer
2.6	5% Calamity Fund	Local Budget Officer
3.0	New Development Investment Financing Potential = Total Revenues (1.0) – Projected Mandatory Expenditures (2.0)	Local Planning Officer
4.0	Internal Revenue Allotment (IRA) - Local Resource Mobilization Program, Row B.1.	Local Treasurer
5.0	20% Local Development Fund – 20% of IRA (4.0)	Local Budget Officer
6.0	LDF Compliance Ratio = New Development Investment Financing Potential (NDIFP) (3.0) / 20% Local Development Fund (5.0)	Local Finance Committee

CDP Preparation Template Form 3d. Summary Medium-Term Financing Plan

MEDIUM-TERM FINANCING PLAN, 20__ TO 20___. (Version 2.0)

LGU NAME:

Year One:	20__						
Item No.	Uses of Funds (B) / Sources of Fund (A)	Total Use (B)	Total Resource (A = A.1+A.2+A.3+A.4)	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)		0.00				
B.2	Debt Service and Other Non-Debt Contractual Obligations		0.00				
B.3	5% Calamity Fund		0.00				
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund		0.00				
	Total	0.00	0.00	0.00	0.00	0.00	0.00
Year Two:							
	20__						
Item No.	Uses of Funds (B) / Sources of Fund (A)		Amount	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)		0.00				
B.2	Debt Service and Other Non-Debt Contractual Obligations		0.00				
B.3	5% Calamity Fund		0.00				
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund		0.00				
B	Total	0.00	0.00	0.00	0.00	0.00	0.00
Year Three:							
	20__						
Item No.	Uses of Funds (B) / Sources of Fund (A)		Amount	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)		0.00				
B.2	Debt Service and Other Non-Debt Contractual Obligations		0.00				
B.3	5% Calamity Fund		0.00				
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund		0.00				
B	Total	0.00	0.00	0.00	0.00	0.00	0.00
Total Year One to Three							
	20__ to 20__						
Item No.	Uses of Funds (B) / Sources of Fund (A)		Amount	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)	0.00	0.00	0.00	0.00	0.00	0.00
B.2	Debt Service and Other Non-Debt Contractual Obligations	0.00	0.00	0.00	0.00	0.00	0.00
B.3	5% Calamity Fund	0.00	0.00	0.00	0.00	0.00	0.00
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund	0.00	0.00	0.00	0.00	0.00	0.00
B	Total Uses	0.00	0.00	0.00	0.00	0.00	0.00

Prepared by:

Local Planning Officer

Noted by:

Local Treasurer

Local Budget Officer

Notes:

Item No.	Description/Source	Lead Person
A	Sources of Funds = Own-Source Revenues (A.1) + Intergovernmental Fiscal Transfers (A.2) + External Financing (A.3) + Other Financing Options (A.4)	Local Finance Committee
A.1	Own-Source Revenues - Local Resource Mobilization Program, Row A, Sub-Total	Local Treasurer
A.2	Intergovernmental Fiscal Transfers - Local Resource Mobilization Program, Row B, Sub-Total	Local Treasurer
A.3	External Financing – Local Development Investment Program	Local Planning Officer
A.4	Other Financing Options - Local Resource Mobilization Program, Row C, Sub-Total	Local Treasurer
B	Uses of Funds = Current Operating Expenses (B.1) + Debt Service and Other Non-Debt Contractual Obligation (B.2) + 5% Calamity Fund (B.3) + New Programs, Projects and Activities (PPAs) inclusive of 20% Development Fund (B.4)	Local Finance Committee
B.1	Current Operating Expenses – Forward Estimates	Local Budget Officer
B.2	Debt Service and Other Non-Debt Contractual Obligations - Summary of Medium-Term Debt and Non-Debt Contractual Obligations, Grand Total.	Local Treasurer
B.3	5% Calamity Fund	Local Budget Officer
B.4	New Programs, Projects and Activities (PPAs) inclusive of 20% Development Fund	Local Planning Officer

CDP Preparation Template Form 3e. LDIP Summary Form

CDP Preparation Template Form 3.d. LDIP Summary Form

LOCAL DEVELOPMENT INVESTMENT PROGRAM

Summary Form

for Planning Period: **2017-2022**
Years Covered: **2017-2019**

City/Municipality: _____

No Climate Change Expenditure (Please tick box if your LGU does not have any climate change expenditure)

AIP Reference Code (1)	Program/ Project/ Activity Description (2)	Implementing Office/ Department (3)	Schedule of Implementation		Expected Output	Funding Source (7)	Amount (In Thousand Pesos)				Amount of Climate Change Expenditure (In Thousand Pesos)							
			Start Date (4)	Completion Date (5)			Personal Services (PS) (8)	Maintenance and Other Operating Expenses (MOOE) (9)	Capital Outlay (10)	Total (8+9+10)	Climate Change Adaptation	Climate Change Mitigation	Climate Change Typology Code					
Prepared by:																		
Local Planning and Development Coordinator																		
Local Budget Officer																		
Local Treasurer																		
City/Municipal Mayor/LDC Chairman																		

Attested by: _____
Certified correct and approved by the LDC: _____

CDP Preparation Template 4. AIP Summary Form

Annex B
AIP Form and Instructions

CY _____ Annual Investment Program (AIP)
By Program/Project/Activity by Sector
As of _____

Province/City/Municipality: _____

No Climate Change Expenditure (Please tick the box if your LGU does not have any climate change expenditure)

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Department (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	Personal Services (PS) (8)	AMOUNT (In Thousand pesos)			AMOUNT of Climate Change expenditure (In Thousand Pesos)		CC Typology Code (14)	
			Start Date (4)	Completion Date (5)				Maintenance and Other Operating Expenses (MOOE) (9)	Capital Outlay (CO) (10)	Total (11) 8+9+10	Climate Change Adaptation (12)	Climate Change Mitigation (13)		
General Services (1000)														
Social Services (3000)														
Economic Services (8000)														
Other Services (9000)														

Prepared by:
Planning Officer _____
Date: _____

Attested by
Budget Officer _____
Date: _____

Attested by
Local Chief Executive _____
Date: _____

CDP Preparation Template Form 5a. CapDev Program Summary Form

Sectoral Goal	Priority HRD/Capacity Development Intervention	Target Office Staff	Desired outcome	Implementation Details (timeframe, who are involved)
Example 1: Increased own-source revenue	Computerization of real property tax	Treasurer's Office, Assessor's Office	Revenue collection from RPT increased by ___%	1 year; treasury staff
Example 2: Improve access of the poor to quality primary health care services	Training of rural health workers	Rural health workers	Upgraded knowledge and skills of rural health workers on primary health care	2 weeks, all rural health workers in the LGU

CDP Preparation Template Form 5b. Priority Legislative Requirements Summary Form

Sample Table of Legislative Requirements						
Sector	Goal	Objective	Priority Programs and Projects	Legislative Requirements	Time Frame	Committee Responsible
Economic	Improved local economy	Increased investments	Investment Promotion Program	Amendment of Investment Code	2007	Finance, Appropriations, Ways & Means
Institutional	Improved capacity of LGU	Reduced fiscal gap	Revenue Enhancement Program	Updating the Revenue Code	2008	Finance, Appropriations, Ways & Means
Environment	Improved marine environment		Mangrove Rehabilitation Program		2008	Environment

CDP Preparation Template Form 6a. Annual Accomplishment Report

CY _____ ANNUAL/END-OF-TERM ACCOMPLISHMENT REPORT Province/City/Municipality of _____							
Programs and Projects per Sector	Output Indicators	Target	Accomplishment	Beneficiary Sector	Area Covered	Estimated Project Cost (Php)	Actual Disbursement
1. Social Sector							
Nutri-Health Program	<ul style="list-style-type: none"> ▪ Number of barangays covered by micro-nutrient supplementation ▪ Number of barangays covered by nutrition education 	All barangays	50% of barangays	Women and Children	50 % of barangays	2 Million	
		All barangays	20% of barangays	Women and children	50 % of barangays	1.2 Million	
Water Supply Project	% of total number households covered	5% of all households	10% of all households	Urban Poor	Barangay Poblacion	5 Million	
2. Economic Sector							

CY _____ ANNUAL/END-OF-TERM ACCOMPLISHMENT REPORT Province/City/Municipality of _____							
Programs and Projects per Sector	Output Indicators	Target	Accomplishment	Beneficiary Sector	Area Covered	Estimated Project Cost (Php)	Actual Disbursement
3. Infrastructure							
4. Environment							
5. Institutional							

CDP Preparation Template Form 6b. Monitoring & Evaluation Strategy Template

M&E STRATEGY							
RESULTS	PERFORMANCE INDICATORS	TARGETS FOR INDICATORS	DATA SOURCE TO ASSESS PERFORMANCE (Individual beneficiaries, groups of beneficiaries, organizations, partners, documents, etc)	COLLECTION METHODS	FREQUENCY	RESPONSIBILITY CENTER	
Goal/Impact (Long term)	Mortality Rate of children aged 1-5 (LGPMS outcome indicator)	Reduce children under-five mortality rate by two-thirds by 2015 (MDG Target no. 4)	LGU Health Office	Document review	Every three years and at the end of nine years	Monitoring Team	
Objective/ Outcome (Medium term)					Every three years	Monitoring Team	
Outputs/ Deliverables/ Products and Services delivered (Short term)					Annual	Monitoring Team	
Activities (Ongoing)					Every executive committee meeting	Department Heads	
Inputs (Ongoing)					Every executive committee meeting	Department Heads	

Annex C

RaPIDS Indicators Excel File

Basic Minimum Indicators

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Population and Social Services	Applies to All	Demography	Population Size	Household Population per Barangay
Population and Social Services	Applies to All	Demography	Population Growth Rate	Population Growth Rate, urban and rural
Population and Social Services	Applies to All	Demography	Population Distribution	Population density per barangay
Population and Social Services	Applies to All	Demography	Population Distribution	Percent of urban/rural population to total population
Population and Social Services	Applies to All	Level of Well-Being	Education Participation	Proportion of School Age Population who are not in school, by age group (Elementary Level, Highschool Level)By sex,
Population and Social Services	Applies to All	Level of Well-Being	Sanitation Concerns	Percent of households without sanitary toilets
Population and Social Services	Applies to All	Level of Well-Being	Health Conditions	Proportion of children 0-5 years old who are below normal weight for their age
Population and Social Services	Applies to All	Level of Well-Being	Access to health services	Proportion of children under 5 years old who died of illness,
Population and Social Services	Applies to All	Level of Well-Being	Health Conditions	Number of women who died due to pregnancy
Population and Social Services	Applies to All	Level of Well-Being	Access to health services	Number of infants/children that are not fully immunized*
Population and Social Services	Applies to All	Level of Well-Being	Access to health services	Proportion of births attended by skilled health personnel to total deliveries
Local Economy	Applies to All	Social Justice/ Inclusive Growth	Poverty	Proportion of population with incomes below poverty line (consult data for region)
Population and Social Services	Applies to All	DRR Management	Security	Proportion of households with dwelling structures unable to protect them from extreme weather conditions or other external factors (focus on roofing and outer walls)/ Proportion of households with dwelling structures made of light materials
Population and Social Services	Applies to All	Public Safety	Security	Proportion of households with members victimized by crime to total households, By nature of Crime
Population and Social Services	Applies to All	Public Safety	Security	Police-Population Ratio
Population and Social Services	Applies to All	Gender Equality	Gender Equality	Ratio of girls to boys in elementary, secondary and tertiary school
Population and Social Services	Applies to All	Gender Equality	Gender Equality	Share of women in non-agricultural wage employment
Population and Social Services	Applies to All	Demography	Characteristics of Population/ Potential	Percent of labor force to total number of population
Local Economy	Applies to All	Economic Performance General	Labor and employment	Percent of labor force employed by sex, 2 reference years
Local Economy	Applies to All	Economic Performance General	Labor and employment	Dependency ratio, 2 reference years (youth and old age)

Local Economy	Applies to All	Economic Performance General	Labor and employment	Percent of workers employed per Sector (Primary/Secondary/Tertiary) over the total number of employed individuals
Local Economy	Applies to All	Economic Performance General	Labor and employment	Proportion of persons 15 years old and above who are not working but actively seeking work
Local Economy	Applies to All	Economic Performance General	Labor and employment	Proportion of children below 15 years old who are employed to the total number of employed persons
Institutional	Applies to All	Public Participation	Public Participation	Voter's Participation Rate
Infrastructure	Applies to All	Social Support	Current Level of Service	Percent of HH served by electric power
Infrastructure	Applies to All	Social Support	Current Level of Service	Percentage of Households without access to potable drinking water to the total population
Infrastructure	Applies to All	Social Support	Current Level of Service	No. of hospital beds per 1000 population
Infrastructure	Applies to All	Social Support	Current Level of Service	Classroom-to-pupil ratio in elementary schools; in secondary schools
Infrastructure	Applies to All	Economic Support	Public Roads	Road density (area covered by roads to total land area)
Infrastructure	Applies to All	Economic Support	Public Roads	Total length of roads in km/total land area of A&D land
Infrastructure	Applies to All	Economic Support	Public Roads	Kilometer of road per 100 population
Infrastructure	Applies to All	Economic Support	Public Roads	Percentage of Unpaved Road Length to Total Road Length
Infrastructure	Applies to All	Social Support	Public Safety	No. of fire trucks per capita
Infrastructure	Applies to All	Administrative Support	Public Safety	No. of prisoners/detention cell
Infrastructure	Applies to All	Administrative Support	Current Level of Service	Percent occupancy of municipal cemetery
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Total revenue per capita
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Self-reliance index
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Proportion of delinquent RPT payers to total listed taxpayers
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Ratio of proceeds from special levies to total revenues
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Ratio of financial grants or donations to total LGU income
Institutional	Applies to All	Local Fiscal Management	Expenditure	Total public expenditure on capital outlay
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Total revenue collected as percent of annual collection target,
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Percent RPT collected to total potentially collectible
Institutional	Applies to All	Local Fiscal Management	Revenue Performance	Amount of tax arrears recovered over total tax arrears at the beginning of budget year
Institutional	Applies to All	Transparency	Full Disclosure Policy	Percentage of Barangays that did not report Financial Statement in Barangay Assembly to Total Number of Barangays
Institutional	Applies to All	Transparency	Full Disclosure Policy	Percentage of Barangays that did not post financial documents at the Barangay Hall
Institutional	Applies to All	Local Fiscal Management	Municipal Enterprises	Proportion of receipts from municipal enterprises to total local revenues
Institutional	Applies to All	Organization and Management	Organization and Management	Proportion of vacancies to total plantilla positions
Institutional	Applies to All	Organization and Management	Organization and Management	Ratio of Managerial, Technical, Administrative Support Staff to Total Number of Personnel employed by LGU
Institutional	Applies to All	Organization and Management	Organization and Management	Ratio of Co-terminous positions to total plantilla positions, previous and present administrations

Institutional	Applies to All	Public Participation	Organization and Management	Percentage of NGOs/Pos participating in Local Development Councils to Total Number of LGU-Accredited NGOs/POS
Institutional	Applies to All	Development Administration	Legislative Output	Proportion of “development” legislation to total sanggunian output, last and current administrations
Institutional	Applies to All	Development Administration	Credit Financing	Total public debt incurred by the LGU per capita, past and present administrations
Environment and Natural Resources	Applies to All	Solid Waste Management	Current Level of Service	Number of times in a week garbage is collected from house to house or collection points
Local Economy	Applies to All	Economic Performance General	Economic Base	Number of Businesses registered in the locality by capitalization type (Micro, Small, Medium)
Population and Social Services	Applies to All	Social Protection	Access to health services	Number of Residents enrolled in Philhealth
Infrastructure	Applies to All	Social Support	Current Level of Service	Percentage of barangays with civic centers to total number of barangays
Environment and Natural Resources	Applies to All	Solid Waste Management	Current Level of Service	Percentage of barangays serviced by Functional Material Recovery Facilities (MRFs) and Recycling Centers
Population and Social Services	Applies to All	Demography	Current Level of Service	Teacher to-pupil ratio in elementary schools; in secondary schools
Population and Social Services	Applies to All	DRR Management	Casualties	Number of households with damaged properties affected by natural hazards per hazard
Population and Social Services	Applies to All	DRR Management	Casualties	Number of disaster-related deaths in the past year
Environment and Natural Resources	Applies to All	DRR Management	Vulnerabilities	Areas affected by hazard (in hectares), per hazard
Population and Social Services	Applies to All	Social Protection	Public Safety	Number of Gender-Based Violence/ Violence Against Women and Children reported
Institutional	Applies to All	Gender Equality	Gender Equality	Percentage of Women in Local Development Council to Total Number of Persons in Local Development Council
Population and Social Services	Applies to All	DRR Management	Vulnerabilities	Number of Internally Displaced Persons due to Disaster
Environment and Natural Resources	Applies to All	Solid Waste Management	Current Level of Service	Percentage of households not serviced by garbage collection services to total number of households
Infrastructure	Applies to All	Economic and Social Support	Current Level of Service	Number of public utility vehicles (PUVs) operating within the locality per per type of transportation
Population and Social Services	Applies to All	Demography	Characteristics of Population	Number of Persons with Disabilities (PWDs) within the locality by type of Disability
Population and Social Services	Applies to All	DRR Management	Social Protection	Number of Households that can be accommodated in specified evaluation areas
Population and Social Services	Applies to All	DRR Management	Social Protection	Number of Households living in hazard areas
Population and Social Services	Applies to All	Level of Well-Being	Health Conditions	Prevalence rates of HIV/AIDS, malaria, tuberculosis, and other diseases
	Applies to All	Level of Well-Being	Social Protection	Percentage of Households Enrolled in Conditional Cash Transfer of DSWD to Total Number of Hoseholds With Income Below Poverty Line

Ecosystem-Lowland Agricultural

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	Lowland	Economic Performance Primary Sector	Agricultural Production	Volume/value of agricultural crop production by major crop, 2 reference years
Local Economy	Lowland	Economic Performance Primary Sector	Production	Per capita value of production
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Extent of area devoted to agriculture in percent of A&D
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Land Use changes (ha/year)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Land productivity (m.t./ha)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Ratio of upland devoted to agriculture over total upland area (in percent)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Areas under IPM relative to total cropland (in percent)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Extent of agricultural area under mechanized cultivation (in %)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Land Use and Land Productivity	Extent of irrigable, irrigated, rainfed, non-irrigated and prime lands converted to non-agricultural uses (ha/year)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Soil degradation	Extent of problem soils (hectarage) as percent of total land area
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Soil degradation	Extent of soil conservation (area coverage) as percent of eroded/degraded soils
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Fertilizer and Pesticides Use	Pesticide use per unit of agricultural output (kg/m.t.)
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Fertilizer and Pesticides Use	Ratio of organic fertilizer used per unit area to total number of fertilizer used per unit area
Environment and Natural Resources	Lowland	Lowland/ Agricultural Ecosystem	Tenure	Area by tenure of farm per household
Infrastructure	Lowland	Economic Support	Public Roads	Density of <i>farm to market roads</i> (km/100 ha of farmland)

Ecosystem-Forest

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	Forest Lands	Economic Performance Primary Sector	Production	Employment contribution of forestry in percent of total employment
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Resource Base and Land Use	Loss of Forest Cover/ Rate of Deforestation
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Resource Base and Land Use	Forest land classification ratios (in %)
Population and Social Services	Forest Lands	Protection of Forest Ecosystem	Resource Base and Land Use	Ratio of upland areas converted to A&D Lands / Population Living in Upland Areas
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Resource Base and Land Use	Percentage of timberland proclaimed as forest reserve
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Tenure Arrangement	Forest Area covered by leases and permits per lessee/permittee
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Tenure Arrangement	Forest Area covered by CBFMA as percent of total forest area
Environment and Natural Resources	Forest Lands	Social Justice	Tenure Arrangement	Number of families benefitting from community-based projects as percent of total number of families
Population and Social Services	Forest Lands	Protection of Forest Ecosystem	Tenure Arrangement	Growth rate of upland population (per annum)
Environment and Natural Resources	Forest Lands	Protection of Forest Ecosystem	Tenure Arrangement	Forest Area covered by Ancestral Domain

Ecosystem-Urban

Sector/Heading in CDP	Applies to What Kind of Planning Area?	What is being measured?	Indicator
Local Economy	Urban	Economic General Performance	Number of Big (Multi-national, National Brands) Operating within the Locality
Infrastructure	Urban	Social Support	Area of Open Space (in hectares) , excluding roads, per 1000 population
Infrastructure	Urban	Social Support	Number of Households with motorized vehicles
Infrastructure	Urban	Social Support	Road Density (Road length/Land area) Road Density can also be (Road Length/Population)
Environment and Natural Resources	Urban	Air quality	Concentration of air pollutants at selected sites: number of violations of standards in a year per site
Environment and Natural Resources	Urban	Air quality	Emission levels of different pollutants per source
Environment and Natural Resources	Urban	Land Use	Rate of change in industrial land use (ha/year)
Environment and Natural Resources	Urban	Solid Waste Management	Percentage of Waste
Infrastructure	Urban	Social Support	Number of Households without access to TV/Radio or Mobile Phone
Infrastructure	Urban	Social Support	Number of Transport Terminal within the locality
Infrastructure	Urban	Current Level of Service	Ratio of HH served by piped water supply to total urban HH
Infrastructure	Urban	Mobility	Average Travel Time in Service Roads (in kph)

Ecosystem-Coastal

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	Coastal	Economic Performance Primary Sector	Fishery Production	Volume/value of fish production inland & marine
Local Economy	Coastal	Economic Performance Primary Sector	Fishery Production	Fishing HH/Total HH
Local Economy	Coastal	Economic Performance Primary Sector	Consumption	Volume of Fish Production consumed by the locality (within municipality)
Local Economy	Coastal	Economic Performance Primary Sector	Production	Ratio of commercial fishing production versus municipal fishing production
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Resource Base	Mangrove area: annual rate of depletion (ha/year)
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Resource Base	Seagrass beds: status or condition
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Resource Base	Coral reef and coral cover: status or condition
Local Economy	Coastal	Coastal Marine Ecosystem	Resource Base	Area of fishing ground relative to fishing population (ha/1,000 population)
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Resource Base	Marine protected areas as percent of total area of municipal waters
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Threats	Concentration of coliform in selected beaches (in ppm)
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Threats	Oil spills: area affected and magnitude
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Threats	Rate of sedimentation on selected bays (mm/year)
Environment and Natural Resources	Coastal	Coastal Marine Ecosystem	Threats	Number of Reported Incident of Illegal Fishing
Infrastructure	Coastal	Infrastructure Support for Local Economy	Support Mechanism for Local Economy	Number of Ports and Facilities to Support Fishing Communities
Infrastructure	Coastal	Infrastructure Support for Local Economy	Support Mechanism for Local Economy	Number of coastal barangays without boat garage

Area with Fresh Water

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Environment and Natural Resources	With Freshwater (River, Bay, Streams)	Environmental Condition	Quality of Major Freshwater Bodies	Rating of the general condition of freshwater body, (choice of Physical Quality Indicator of Biological Quality Indicator) (IF water resource is being monitored by DENR)
Environment and Natural Resources	With Freshwater (River, Bay, Streams)	Environmental Condition	Environmental Threats	Area of fishpens as percent of area of freshwater bodies
Local Economy	With Freshwater (River, Bay, Streams)	Environmental Condition	Economic Loss	Magnitude of Fish Kill Incidents in terms of area affected (area affected)
Environment and Natural Resources	With Freshwater (River, Bay, Streams)	Environmental Condition	Environmental Threats	Number of households living in waterways without access to sanitary toilet

Area with Mining Areas

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	With Mining Areas	Economic Performance Secondary Sector	Production	Volume/value or mining/quarrying production, 2 reference years
Population and Social Services	With Mining Areas	Public Safety	Safety and Security	Ratio of mining incidents and accidents to total no. of mining industry workers
Population and Social Services	With Mining Areas	Health and Well-Being	Safety and Security	Incidence of illness due to mining operations per year
Environment and Natural Resources	With Mining Areas	Environmental	Environmental Safeguards	Number of environmental-related complaints due to Mining

Area with NIPAS Areas

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Environment and Natural Resources	With NIPAS Areas	Ecosystem	Ecosystem Diversity	Proportion of ecosystem area highly threatened species over total number of known species
Environment and Natural Resources	With NIPAS Areas	NIPAS	Ecosystem Diversity	Number of exotic species introduced over total number of species
Environment and Natural Resources	With NIPAS Areas	NIPAS	Threats to Protected Areas	Proportion of protected areas with illegal settlements to total protected areas
Environment and Natural Resources	With NIPAS Areas	NIPAS	Conservation Efforts	Level of ex situ conservation in percent
Environment and Natural Resources	With NIPAS Areas	NIPAS	Conservation Efforts	Critical habitat/areas restored in ha/year
Environment and Natural Resources	With NIPAS Areas	NIPAS	Conservation Efforts	Number of conservation programs implemented per five years
Environment and Natural Resources	With NIPAS Areas	NIPAS	Conservation Efforts	Habitat size restored/rehabilitated per year
Environment and Natural Resources	With NIPAS Areas	NIPAS	Threats to Protected Areas	Number of visitors in protected areas per year
Environment and Natural Resources	With NIPAS Areas	NIPAS	Threats to Protected Areas	Percent of protected areas converted to other uses
Environment and Natural Resources	With NIPAS Areas	NIPAS	Threats to Protected Areas	Number of households per square km. of protected area

DevConcern Conflict Areas

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Number and Level of Armed Hostilities
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Cases of Judiciary Killings
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Number of Former Rebels mainstreamed into society
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Number of Rebels who ratified Peace Agreements
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Number of Lives Lost due to Armed Conflict
Population and Social Services	With Conflict Areas	Peace and Development	Safety and Security	Number of Internally Displaced Persons due to Conflict (disaggregated by sex/age (adults/children/elderly))

DevConcern Business-Friendliness

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Number of New Business
Local Economy	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Number of Business Renewal
Local Economy	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Amount of Capital Investment of New Business and Business Renewal
Local Economy	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Number of employees derived from new business and business renewal
Institutional	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Processing Time for new Business Permit
Institutional	Applies to All	Enhancing Economic Growth and Competitiveness	Business-Friendliness	Processing Time for renewal of Business Permit

DevConcern Child-Friendliness

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Population and Social Services	Applies to All	Responsible Parenthood	Child-Friendliness	Number of 3-5- year-old children attending center-based day care services
Population and Social Services	Applies to All	Access to Health Services	Child-Friendliness	Philhealth accreditation in its main health facility or rural health unit for Maternal and Primary Care
Population and Social Services	Applies to All	Education Participation	Child-Friendliness	Completion Rate of Elementary Schooling
Population and Social Services	Applies to All	Education Participation	Child-Friendliness	Percentage of Barangays with DayCare Services to the total number of barangays

DevConcern Tourism

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Local Economy	With Tourism Areas	Economic Performance Special Areas	Tourism Income	Percent of taxes gained from Tourism-related businesses
Local Economy	With Tourism Areas	Economic Performance Special Areas	Tourism Reach/Linkage	Number of tourists per year
Local Economy	With Tourism Areas	Economic Performance Special Areas	Local Participation in the Industry	Number of households benefitting from Tourism Activities (households offering accommodation, tour services, etc)

DevConcern Heritage Conservation

Sector/Heading in CDP	Applies to What Kind of Planning Area?	Core Concern/ Element Descriptor/ Development Anchors	What is being measured?	Indicator
Infrastructure	With Heritage Conservation Areas	Preservation and Conservation of Culture	Extent to which locality is employing preservation mechanism accepted by national government	Percent of listed heritage structures within the locality that has employed adaptive re-use
Economy	With Heritage Conservation Areas	Preservation and Conservation of Culture	Extent to which Heritage Conservayion contribute to the Economy	Revenue generated from heritage tourism
Population and Social Services	With Heritage Conservation Areas	Preservation and Conservation of Culture	Extent to which locality value heritage conservation	Percent of Participation of Local Citizenry to Local Festivals

Data Available in the MAP

AGENCY	MAP TITLE AND SCALE	DATA/ INFORMATION OBTAINABLE
NAMRIA	Topographic Map (1:50,000; 1:250,000)	<ul style="list-style-type: none"> - Point elevations - Major road network - Built-up areas - Water bodies - Other surface features
	Land Classification Map (Varying scales)	<ul style="list-style-type: none"> - Alienable and disposable lands - Timberlands - Unclassified public forests
	Land Cover map	<ul style="list-style-type: none"> - Extent of vegetative cover by type, other land uses (extensive and intensive)
DENR	Legal Status Map (1:50,000; 1:250,000)	<ul style="list-style-type: none"> - Reservations covered by proclamations, DENR projects, other protected areas
BSWM	Slope Map (1:50,000)	<ul style="list-style-type: none"> - Standardized slope categories and area in hectares covered by each slope category
	Present Land Use and Vegetation Map (1:50,000; 1:250,000)	<ul style="list-style-type: none"> - Land uses, mainly agricultural and forest, generalized built-up areas, major roads and stream networks
	Protected Areas for Agriculture Map (1:50,000)	<ul style="list-style-type: none"> - Highly restricted, moderately restricted, conditionally restricted areas from conversion, areas marginal to agriculture
	Key Production Area Map (1:50,000; 1:250,000)	<ul style="list-style-type: none"> - Areas suitable to agriculture and the recommended crops or activities for each area
	Geographic Flow of Commodity Map (1:250,000)	<ul style="list-style-type: none"> - Production and market areas for major agricultural crops
DEO, DPWH	Road Network Map (1:10,000)	<ul style="list-style-type: none"> - Existing and proposed road network by administrative responsibility and surface type
MGB - DENR	Geological Map (1:250,000)	<ul style="list-style-type: none"> - Sub-soil structure, fault lines, rock types
PHILVOCS	Seismic Hazard Map (1:1,000,000 or smaller)	<ul style="list-style-type: none"> - Areas prone to hazards associated with ground shaking (earthquake, volcanic eruptions, etc.), danger zones of varying degrees
HLURB; LGU	Existing Land Use Map (1:10,000)	<ul style="list-style-type: none"> - City or municipality-wide distribution of major categories of land uses
	General Land Use Plan (1:10,000)	<ul style="list-style-type: none"> - Proposed Land Uses for the entire city/municipality
	Zoning Map (1:10,000 or larger)	<ul style="list-style-type: none"> - Proposed land uses for the urban and potentially buildable areas

Annex D

CDP Review Process

A. Purpose of the Review:

- Assess the compliance of LGU's CDP to the policy based budgeting principles embodied in the Comprehensive Development Plan (CDP) Guidelines.
- Determine the alignment of the Provincial Development and Physical Framework Plan (PDPFP) and Provincial Development Investment Program (PDIP) with regards to:
 - Development goals, objectives and strategies
 - Physical framework
 - Investment program
- Assess adherence of the preparation process, and content of the CDP submission vis-à-vis the requirements of policy based budgeting as embodied in DILG's guidelines.
- Provide a basis for improvements in in the CDP.
- Establish a measure for the future qualification and provision of performance grants and other support and assistance from the National Government.

B. Who Conducts the Review:

- For component LGUs, the Provincial Development Council (PDC) with the Provincial Planning and Development Office (PPDO) acting as technical secretariat.

C. Components of the Review Process:

- **Form Review** - to ensure that the submitted CDP documents are complete (i.e. there are no missing pages and all the tables, maps and graphs are clear and in place) and determine whether the draft CDP conforms to the structure and sequence described in the CDP Guidelines, and with other minimum form requirements.
- **Process Review** - to determine whether the CDP submission reflects the organizational/institutional processes (including information sharing and consensus building) and content generation linkages envisioned by the enhanced guidelines.
- **Content Review** - to assess the substance and logic of the CDP submission with emphasis on the clarity, comprehensiveness, and quality of various components of the planning and investment programming processes.
- The individual results of the process and content reviews are the bases for feedback and for revising or augmenting the CDP submission, if necessary.

D. CDP Form Review:

- **Completeness:** The availability and timeliness of the key documents and forms comprising the CDP.
- **Structure and sequence:** The extent to which the draft CDP follows the structure and sequence prescribed in the enhanced CDP Guidelines.

- **Minimum maps and tables:** The presence (or absence) of selected maps and tables.
- **Source acknowledgement:** Proper acknowledgement of sourced material through footnotes, endnotes, bibliographical entries, etc.

E. CDP Process Review:

- **Leadership involvement.** The extent to which the draft CDP reflects the vision, policies and participation of the LGU leadership, especially the Local Chief Executive (LCE), as indicated by:
 - The participation of the LCE in the visioning activity; and
 - The provision of updates to the Local Development Council (LDC).
- **Consultation and participation.** The extent to which the draft CDP reflects the views and aspirations of LGU stakeholders and other constituents. This covers the amount or frequency of consultation as well as the entities involved—whether they constitute the appropriate representatives of the sectors or interests concerned. Consultation and participation is also distinguished according to horizontal and vertical linkages; horizontal linkages refer to consultation and participation within the municipal/city level while vertical linkages refer to those with the barangay, and provincial levels.
 - Number of hearings/consultations conducted;
 - Number and type of municipal/city-level sectoral agencies, offices or organizations (public or private/NGO/PO) represented in various stages of CDP preparation; and
 - Number and type of barangay and provincial-level sectoral agencies, offices or organizations (public or private/NGO/PO) represented in various stages of CDP preparation.

F. CDP Content Review:

- **Quality of output and analysis internal to each main CDP component.** This concerns the quality of analytical inputs and corresponding outputs in each component, relative to internal objectives and logic, as described in the enhanced CDP Guidelines.
 - **Vision/goals and objectives:** Characteristics of the development vision/goals and objectives: long term, strategic, and realistic.
 - **Ecological Profile:**
 - Description of location, land area and political subdivisions
 - Description of population and settlements relative to regional and provincial context.
 - Description of existing settlements and overall growth trends.
 - Description of land and water resources, land use potentials and constraints, identification of protection areas, delineation of hazard zones.
 - Description of local economic structure, assessment of industries with respect to potentials for contributing to local economic growth and declining potentials.
 - Identification of local factors that may enhance efficiency and competitiveness.
 - Description of external linkages and internal circulation.
 - Identification of priority external and internal linkages relative to population and settlement trends, physical resources and protection areas and priority industries.
 - Description of employment and unemployment conditions and family income levels.
 - Description of levels and extent of services (.e.g., health, education, housing, utility and infrastructure, others).
 - Description of levels and extent of poverty.
 - Description of existing land uses, land use trends, and potential expansion areas.

- **Strategies and PPAs:**
 - Sector-specific and/or location-specific characteristics of PPAs.
 - Presence of poverty reduction strategies/PPAs.
 - Presence of DRRM strategies/PPAs.
 - Description of initial funding estimate and legislative requirements, if any.
- **Quality of linkages between components.** This concerns the way the components relate to each other in the overall planning process, which culminates in the identification of PPAs. The CDP process is designed so that the output of each component feeds into others and are eventually integrated in the development planning framework and serves as basis for deriving issues, goals, objectives, targets, strategies and PPAs.
 - Development framework
 - Consideration of spatial growth trends;
 - Consideration for economic production potentials;
 - Consideration of infrastructure requirements; and
 - Consideration of environmental issues including DRRM.
 - Development issues, goals, objectives, targets
 - Issues based on planning analysis of ecological profile;
 - Goals, objectives and targets as responses to identified issues; and
 - Consistency with vision.
 - Strategies and PPAs
 - Strategies link to specific goals/objectives.
 - PPAs link to specific strategies.

G. LDIP Form Review:

- **Structure and sequence:** The extent to which the draft Local Development Investment Program (LDIP) follows the structure and sequence prescribed in the LDIP guidelines.
- **Minimum maps and tables:** The presence (or absence) of selected maps and tables.
- **Source acknowledgement:** Proper acknowledgement of sourced material through footnotes, endnotes, bibliographical entries, etc.

H. LDIP Process Review:

The quality of the underlying organizational/institutional structures and processes behind the preparation of the draft LDIP. This covers the following indicators:

- Existence and quality of a LDIP committee.
 - Existence of a formal and duly constituted LDIP committee;
 - LDIP committee membership consistent with the guidelines; and
 - Technical secretariat role of the Municipal/City Planning and Development Office (M/CPDO) in the LDIP committee.
- Existence and adherence to a LDIP preparation calendar.
- Promotion of public interest, consultation and participation.
 - Existence of effective information dissemination;
 - Frequency of information dissemination; and
 - Conduct of public consultation during key stages of LDIP preparation.

- Content generation by appropriate bodies
 - LDIP policy preparation by the LDIP committee;
 - LDIP prioritization criteria preparation by the LDIP committee; and
 - Revenue and expenditure projections preparation by finance group of LDIP committee.

I. LDIP Content Review:

Seeks to ensure that the PPAs are properly prioritized, ranked, and integrated into an effective and realistic financing plan and investment schedule.

- **Coverage of LDIP policies:**
 - PPAs limited to those identified in the CDP;
 - Tie up of prioritization criteria to CDP objectives;
 - Coverage of revenue policies, use of debt, special assessments and other financing tools; and
 - Use of cost recovery policies.
- **Quality of the LDIP financing plan and investment schedule**
 - Historical analyses of revenue and expenditure projections;
 - Use of expected trends and developments for revenue and expenditure projections;
 - Investment financing needs covered by projected fund sources;
 - Statutory investment requirements especially 20% Development Fund covered by projected fund sources;
 - Total annual debt service within 20% of total annual revenues;
 - Cost recovery provisions; and
 - Timing and staging considerations of investment phases.

J. Rating Compliance (Optional):

- **Rating System:**
 - **Full compliance:** The CDP fully or close to fully complies with the planning and investment programming principles embodied in the RPS.
 - **Substantial compliance:** The CDP complies with the basic requirements. While the CDP submission is capable of serving its overall objectives, it is recommended that the parts that are found lacking be remedied or revised during the finalization or in the next review, if not earlier.
 - **Deficient:** The CDP does not comply with the basic requirements and its objectives are significantly compromised. In this case, it is recommended that the deficient parts be revised or remedied as soon as possible.
- **Rating Form, Process and Content:**
 - **Full compliance:** All rating criteria result in full compliance.
 - **Substantial compliance:** No deficiency is noted in each of the rating criteria.
 - **Deficient:** At least one of the rating criteria is deficient.

- **Overall Rating:**

- **Full compliance (overall)**: Process and content reviews result in full compliance.
- **Substantial compliance (overall)**: At least one of the process and content reviews result in substantial compliance but none are deficient.
- **Deficient (overall)**: At least one of the process and content reviews is deficient.

**CONSOLIDATED COMPREHENSIVE DEVELOPMENT PLAN (CDP) AND
LOCAL DEVELOPMENT INVESTMENT PROGRAM (LDIP)
EVALUATION FORM**

LGU Name: _____

Check One:

Municipality

City

A. Form – Presence of Required Forms and Supporting Planning Documents (Check all items that have been submitted. See Annex B.):

FORMS AND DOCUMENTS	Form No.	Yes - √, No - X
A. Forms		
Local Development Indicator System/RaPIDS	Form 1d	
Structured List of PPAs per Sector (Long List)	Form 2a	
Ranked List of PPAs for Investment Programming	Form 3a	
Project Brief for Each PPA	Form 3b	
Projection of New Development Investment Financing Potential	Form 3c	
AIP Summary Form	Form 4	
CapDev Program Summary Form	Form 5a	
Priority Legislative Requirements Summary Form	Form 5b	
Annual Accomplishment Report	Form 6a	
Monitoring and Evaluation Strategy Template	Form 6b	
B. Other Documents		
Provincial Development and Physical Framework Plan (PDPFP)		
Comprehensive Land Use Plan (CLUP)/Existing Land Use Map		
Barangay Development Plans		
Barangay Programs, Projects and Activities (PPAs)		
Earthquake Map		
Scale: 1:50,000		
Scale: 1:10,000		
Others (Please specify)		

Flood Map		
Scale: 1:50,000		
Scale: 1:10,000		
Others (Please specify)		
Storm Surge Map		
Scale: 1:50,000		
Scale: 1:10,000		
Others (Please specify)		
Rain-Induced Landslide Map		
Scale: 1:50,000		
Scale: 1:10,000		
Others (Please specify)		
Other Maps (Please specify):		
Scale: 1:50,000		
Scale: 1:10,000		
Others (Please specify)		

No. of Forms and Documents Present: _____

No. of Forms and Document Unavailable: _____

B. Process – Proof that adequate and appropriate consultations have been conducted as evidenced by the Minutes of the Meeting:

	Consultation/Agenda	Yes - √; No - X
A.	Meeting of the Local Development Council (LDC) on the CDP and CDP/LDIP Preparation	
1	Municipal Planning and Development Office (MPDO) Reporting on the Ecological Profiling	
2	Project Call – Long List of Projects	
3	Prioritization of Projects	
4	Approval of the CDP	
B.	Meeting with the Provincial Planning and Development Office (PPDO)	
1	Provincial and LGU Goals and Strategies	

2	Investment Programs and PPAs	
C.	Meeting/Consultations with Sector Groups on CDP	
1	Economic Sector – profiling, project call, project prioritization and approval	
2	Social Sector – profiling, project call, project prioritization and approval	
3	Environment Sector – profiling, project call, project prioritization and approval	
4	Institutional Sector – profiling, project call, project prioritization and approval	
5	Physical/Infrastructure - profiling, project call, project prioritization and approval	
D.	Meetings/Consultations with Local Special Bodies and Advisory Councils	
1	Local Finance Committee - profiling, project call, project prioritization and approval	
2	Peace and Order Council - profiling, project call, project prioritization and approval	
3	Local School Board - profiling, project call, project prioritization and approval	
4	Local Health Board - profiling, project call, project prioritization and approval	
5	Fisheries and Aquatic Resources Management Council - profiling, project call, project prioritization and approval (if applicable)	
6	Municipal Disaster Risk Reduction and Management Council - profiling, project call, project prioritization and approval	
7	Municipal Solid Waste Management Council - profiling, project call, project prioritization and approval	
8	Other Advisory Councils and Sectoral or Functional Committees (Specify) – profiling, project call, project prioritization and approval	

Compliance with Minimum Requirement of Process: Yes No
 (Check only one based on the result of the above checklist.)

C. Content – Quality of and consistency in the logic of the linkages in the Planning Outputs:

	Criteria	Yes - √; No - X	If No, Explain.
	A. Consistency of the CDP:		
1	There is a logical and consistent linkage between Columns 1, 2, and 3 of Form of Form 1d (Local Development Indicator System/RaPIDS) and Columns 1, 2, 3 and 4 of Form 2a [Structured List of PPAs per Sector (Long List)].		

	B. Consistency of the CDP:		
2	The CDP Goals = Goal Achievement Matrix (GAM) Results.		
3	The LDIP PPAs are a subset of the CDP PPAs.		
	C. Consistency of the LDIP:		
4	All Projects are rated higher the more sectors or goals they apply to, benefit or cut across.		
5	All prioritized projects are those with the highest scores.		
6	The Number of Project Briefs on hand are equal to the Number of Ranked List of PPAs listed.		
7	The New Development Investment Financing Potential for the Medium-Term (3-years) is estimated and provided including the following supporting documents: 7.1. Initial Local Resource Mobilization Program (3-years); 7.2. Medium Term Forecasts of Current Operating Expenses (3-years); and 7.3. Medium-Term Estimate of Debt and Non-Debt Contractual Obligations.		
8	The Estimation of Fiscal Surplus or Deficit is prepared and provided based on the New Development Financing Potential for the Medium-Term (3-years) and the first 3 years of the initial Local Development Investment Program (LDIP).		
9	The Financing Plan (3-years) is prepared and provided and is consistent with the Finalized LDIP and Finalized Local Resource Mobilization Program (LRMP) for the same 3-year cycle.		
10	The Annual Investment Program (AIP) for Year t is equal to the LDIP for Year t (The AIP is the annual slice of the LDIP).		

